

RESOLUTION NO. 2023-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA AUTHORIZING THE MAYOR TO SIGN A SUPPORT LETTER FOR THE 2022 ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) FOR FIVE (5) FULL TIME FIREFIGHTERS AND A SECOND GRANT APPLICATION FOR RECRUITMENT AND RETENTION OF RESERVE FIREFIGHTERS

WHEREAS, the Federal Emergency Management Agency and the United States Fire Administration provides Assistance to Firefighters Grant Program to fire departments on an annual basis, and;

WHEREAS, the purpose of the Staffing for Adequate Fire and Emergency Response (SAFER) program is to provide grants to fire service agencies for financial assistance to hire firefighter staffing, and;

WHEREAS, the goal of the grant program is to assist local fire departments with staffing and deployment capabilities in order to respond to emergencies, assuring communities have adequate protection from fire and fire related hazards, and;

WHEREAS, additional staffing will assist our departments efforts to meet the minimum staffing as defined in National Fire Protection Agency (NFPA) 1710 and 1720, as well as OSHA Respiratory standard 29 CFR 1910.134(g)(4)(ii), and;

WHEREAS, SAFER funding will pay one hundred percent of the salary and benefit costs for newly hired firefighters (exclusive of overtime) for the first three years, and;

WHEREAS, the fire department will request that fire (5) firefighter positions be added with support from a safer grant, and;

WHEREAS, there is no obligation to commit to retaining SAFER-funded firefighters beyond the period of performance which is three years, and;

WHEREAS, a SAFER grant to recruit and retain Reserve Firefighters is necessary to hire new Reserve Firefighters; and,

WHEREAS, should the City Council approve this request and the grant is awarded, anticipated notification will occur in July or August of 2023. Should the Fire Department receive the grant award, the Fire Department will return to the City Council for consideration of approval to receive the grant, request the necessary appropriations and make any necessary budgetary adjustments.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Marina does hereby:

1. Authorize the Mayor to sign a support letter for the 2022 Assistance to Firefighters Grant Program Staffing for Adequate Fire and Emergency Response for five full time firefighters.

2. Authorize the Mayor to sign a support letter for the 2022 Assistance to Firefighters Grant Program Staffing for Adequate Fire and Emergency Response for Reserve Firefighters.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Marina duly held on the 7th day of March 2023 by the following vote:

AYES: COUNCIL MEMBERS: Visscher, McCarthy, Biala, Medina Dirksen, Delgado

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

ATTEST:

Bruce C. Delgado, Mayor

Anita Sharp, Deputy City Clerk



CITY OF MARINA
211 Hillcrest Avenue
Marina, Ca 93933
831- 884-1278; FAX 831- 384-9148
www.cityofmarina.org

March 7, 2023

Assistance to Firefighters Grants Branch

Dear Assistance to Firefighters Grant Branch

Please allow this letter to serve as verification that we, the governing body of this organization, is aware of and in support of this Staffing for Adequate Fire and Emergency Response (SAFER) grant application to hire five full time firefighters. We have been made aware of the parameters governing the administration of this grant and hereby agree to said parameters.

We understand that the term of the grant is three years. We also understand that the grant does not pay for Overtime Cost. Please note that we fully intend to keep the SAFER positions at the end of the performance period.

Furthermore, we understand that there shall be no layoffs during the three-year period of performance.

Thank you for your consideration.

Warm Regards,

Bruce Delgado, Mayor
City of Marina



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March 7, 2023

Assistance to Firefighters Grants Branch

Dear Assistance to Firefighters Grants,

Please allow this letter to serve as verification that we, the governing body of this organization, is aware of and in support of this Staffing for Adequate Fire and Emergency Response (SAFER) grant application for Reserve Firefighters. We have been made aware of the parameters governing the administration of this grant and hereby agree to said parameters.

We understand that the term of the grant is three years and is designed to recruit and retain Reserve Firefighters. Please note that we fully intend to keep any Reserve Firefighters active at the end of the performance period.

Thank you for your consideration.

Warm Regards,

Bruce Delgado, Mayor
City of Marina

February 28, 2023

Item No. **13a**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of March 7, 2023

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2023-
AUTHORIZING THE MAYOR TO SIGN A GRANT SUPPORT LETTER
FOR THE 2022 ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM
STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE
(SAFER) FOR FIVE (5) FULL TIME FIREFIGHTERS AND A SECOND
GRANT APPLICATION FOR RECRUITMENT AND RETENTION OF
RESERVE FIREFIGHTERS; AND AUTHORIZING THE MAYOR TO
SIGN A SUPPORT LETTER FOR THE 2022 ASSISTANCE TO
FIREFIGHTERS GRANT PROGRAM STAFFING FOR ADEQUATE FIRE
AND EMERGENCY RESPONSE FOR RESERVE FIREFIGHTERS**

RECOMMENDATION:

It is requested that the City Council:

1. Consider adopting Resolution No: 2023- authorizing the Mayor to sign a support letter for the 2022 Assistance to Firefighter Grant Program Staffing for Adequate Fire and Emergency Response for five full time firefighters.
2. Consider authorizing the Mayor to sign a support letter for the 2022 Assistance to Firefighters Grant Program Staffing for Adequate Fire and Emergency Response for Reserve Firefighters.

BACKGROUND:

The Fiscal Year (FY) 2022 SAFER Grant Program is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The SAFER Program provides funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. In addition, the grant assists departments efforts to meet the minimum staffing as defined in National Fire Protection Agency (NFPA) 1710 and 1720, as well as OSHA Respiratory standard 29 CFR 1910.134(g)(4)(ii)

In awarding grants, the FEMA Administrator is required to consider: The findings and recommendations of the Technical Evaluation Panel; The degree to which an award will reduce deaths, injuries and property damage by reducing the risks associated with fire-related and other hazards; The extent of an applicant's need for a SAFER Program grant and the need to protect the United States as a whole; and, The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant. The 2018-2022 FEMA Strategic Plan creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The SAFER Program also supports the goal of Readyng the Nation for Catastrophic Disasters.

To accomplish adequate protection from fire and fire-related hazards, fire departments help improve staffing and deployment capabilities to more effectively and safely respond to emergencies. With adequate staffing levels, recipients will experience a reduction in response times and an increase in the number of trained personnel assembled at the incident scene.

Given the City's critical need to increase Marina's fire staffing, a SAFER grant would help the City transition to a staffing level necessary to meet the needs of the city.

ANALYSIS:

We are requesting permission to apply for two grants, one for full time personnel and one for reserve firefighters.

We have been notified in writing that in August of 2023, the Presidio of Monterey (POM) Fire Department is relocating its nearby fire station to a new location that will limit their ability to respond to calls within Marina's city limits. This will further stretch Marina's fire response resources. POM serves as Marina's primary mutual aid partner but will now focus on its own service area and areas closer to Seaside. Currently, they are first into areas of south Marina because of their proximity. With the move, we will now be the primary responder to those areas from our current fire station locations.

Under the FY 2022 SAFER Grant Program for full time personnel only new, additional full-time positions or changes to the status of part-time or paid-on-call firefighters to full-time firefighters will be funded. Full-time positions are those that are scheduled for at least 2,080 hours per year (e.g., 40 hours per week, 52 weeks per year). The goal of the SAFER Program is to enhance incident scene safety; therefore, all applicants must certify that the primary assignment (more than 50 percent of time) of all SAFER-funded positions will be on an operational fire suppression vehicle, regardless of collateral duties.

If the City of Marina is awarded the SAFER Grant, one hundred percent of the usual annual cost of a first-year firefighter in the department will be covered. "Usual annual costs" includes the base salary (exclusive of non-FLSA overtime) and standard benefits package (including the average health, dental, and vision costs, FICA, life insurance, retirement/pension, etc.) offered by fire departments to first year (i.e. entry-level) firefighters.

Awarded recipients have no obligation to retain the SAFER-funded positions after the conclusion of the 3-year period of performance for FY 2022 SAFER Awards.

Currently, the Marina Fire department staffs three shifts. These shifts consist of three personnel at Station One and two personnel at Station Two. Staffing at Station One is sufficient to be considered a "fully staffed engine company" while the limited staffing at Station Two constitutes "staffing for a squad". This staffing model does not allow the Marina Fire Department to meet the OSHA Respiratory standard 29 CFR 1910.134 until automatic aid or mutual aid is received.

The Fire Department has experienced a steady increase in demands for service over the past 10 years. The chart below shows service calls dating back to 2008 indicating a yearly increase in most years. See chart below.



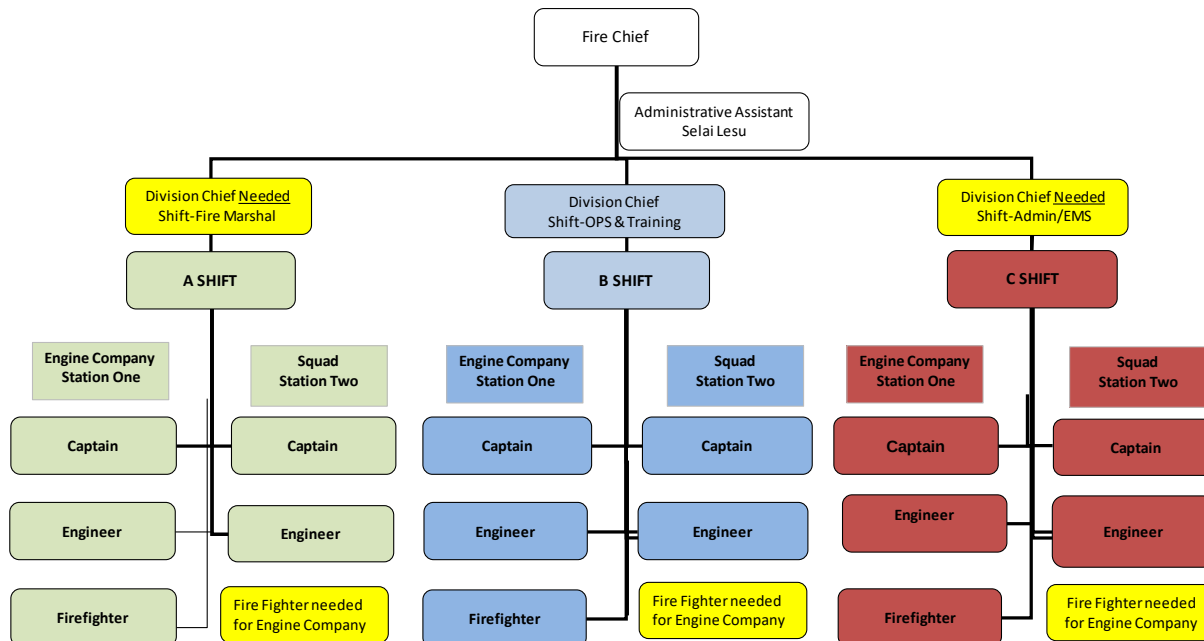
The Fire Department has also experienced a steady increase in overlapping calls (calls in which Marina's engine company is committed, and a second call comes in.) As the call volume increases, so does the number of our overlapping calls.



The supporting statistical data shows the yearly increase in calls for service and the correlating extended response times. The standard for response times is 5 minutes for a medical aid and 5:20 for a fire. This is in addition to the increased demands for Inspections, Prevention Activities, Community Safety, School Education and Safety, Community Risk Reduction, Pre-Fire Planning, Training and Maintenance, of which activities we are falling behind.

Our proposed Line Staffing Model is shown below with the requested positions in yellow:

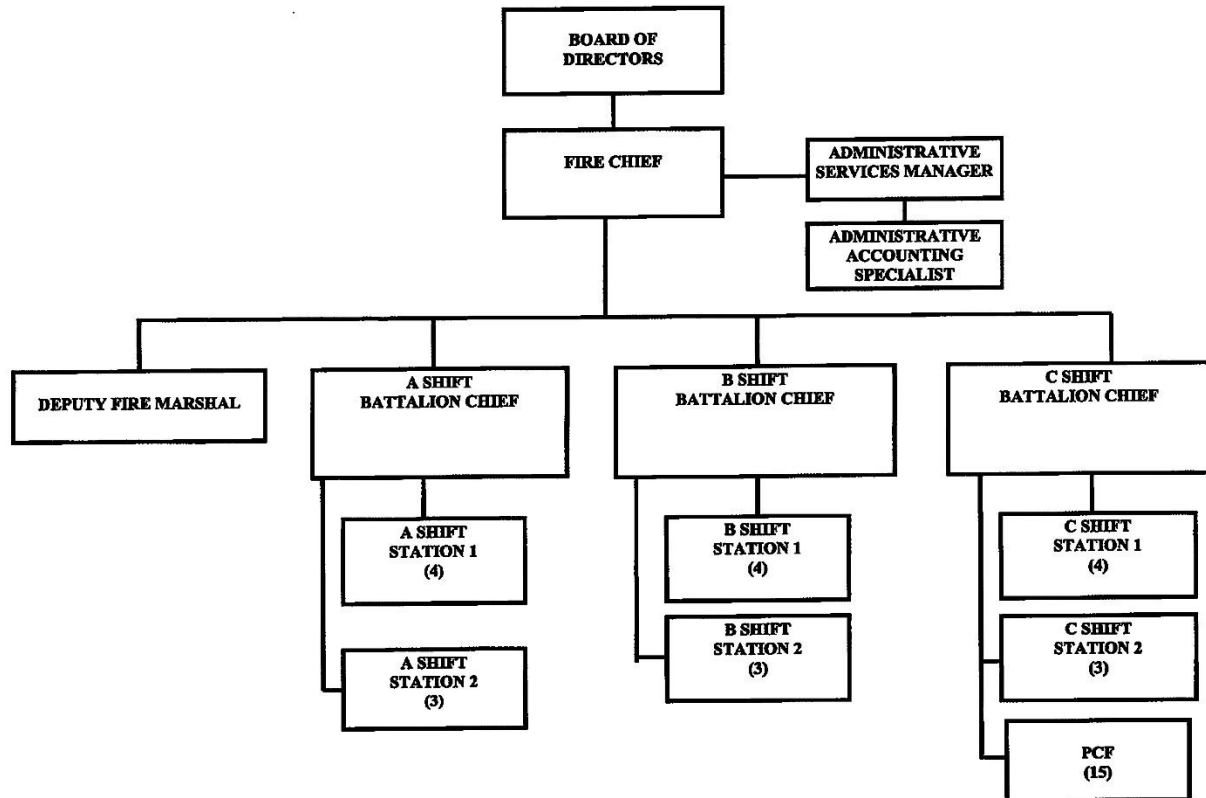
Marina Fire Department Organizational Chart



The goal of the staffing request is to provide a base line of fire service to the residents and visitors to the City of Marina. The organizational chart, shown above, will allow us to provide a base level of service 24 hours a day, 7 days a week.

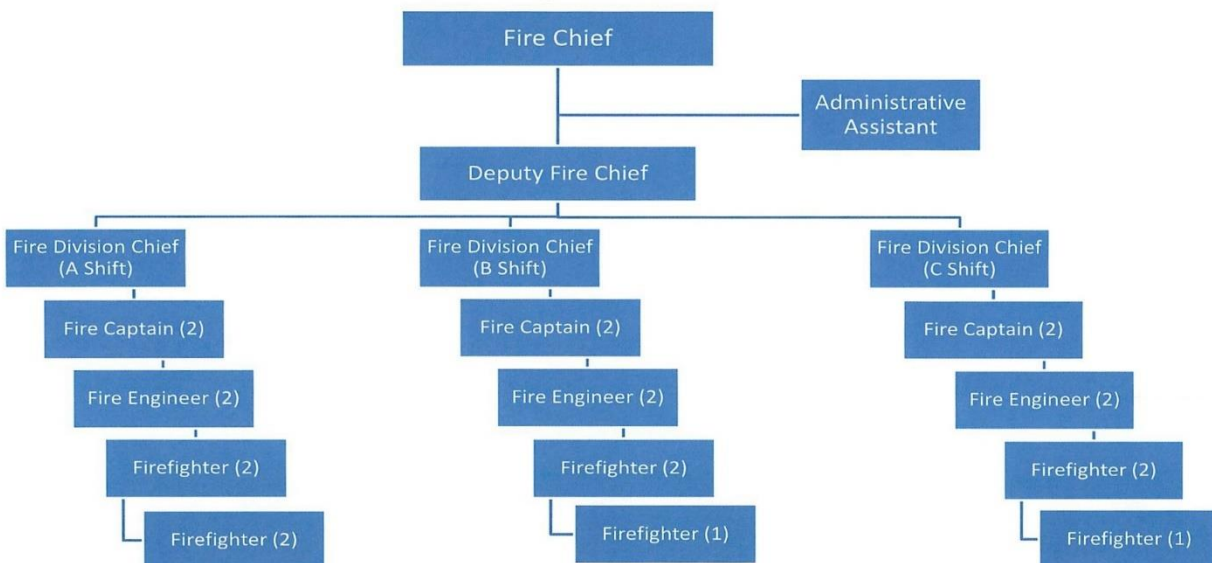
Similar departments have more staffing than the organizational chart shown above. For example Scotts Valley has two stations with one engine company in each station providing services for approximately 20,000 people. Scotts Valley has a Fire Chief, Deputy Fire Marshal, 3 Battalion Chiefs along with 3 additional firefighters in addition to our proposed organizational chart. Scotts Valley uses Battalion Chiefs instead of Division Chiefs.

SCOTTS VALLEY FIRE PROTECTION DISTRICT Organization Chart



Seaside Fire, which runs an Engine and a Truck company out of one station, has the following organizational chart. They employ a Deputy Fire Chief and 4 additional firefighters in addition to our proposed organizational chart.

Fire Department



Successful delivery of fire protection services involves two major elements, Fire Prevention and Fire Suppression. Fire prevention can be defined as those “pre-fire activities that reduce the probability of fires occurring and help limit the loss of property and life in the fires that do occur.” Since fire prevention will never be 100 percent successful, it is necessary to support fire prevention goals with adequate fire suppression services. It is the objective of Fire Suppression Services to “get to the fire as quickly as possible and to extinguish it with minimum loss to life, the environment and property through firefighting activities.” The successful attainment of the goals of both prevention and suppression requires a balanced approach and commitment of resources.

Having too few companies or poorly staffed ones, can result in property and life loss beyond community accepted norms. Also, the cost of a firefighter’s death or disabling injury may far exceed the expense of a fire company resources. Firefighting resources are the asset that protects the economic and tax base, the environment, along with the health and welfare of the residents and visitors.

The proposed positions would fill needed gaps in our fire department services by filling the positions highlighted in yellow on the Marina Fire Department organization chart. The three firefighters would staff the 2nd engine company which will provide the city with two staffed engine companies. The minimum staffing necessary for engine company operations is three firefighters. The two Division Chief positions will fill the necessary administrative roles for Fire Marshal and EMS/Admin Chief along with the Operational duties of a Battalion Chief.

Division Chiefs fill a crucial role within the Fire Service and our Division Chiefs will serve a dual role fulfilling the duties and responsibilities of both a Battalion Chief and a Division Chief. The Battalion Chief duties mostly provide day to day operational functions. These duties include, but are not limited too, responding to emergencies, providing Incident Command, requesting Mutual Aid and ensuring that our City is always ready to respond to an emergency. They are also charged with daily risk assessment, accountability and communications. The National Institute for Occupational Safety and Health (NIOSH) has identified the top 5 causal factors of firefighter deaths and injuries on the fire ground. These 5 factors also repeatedly appear in Line of Duty Deaths (LODD) reports as main contributing factors. The operational NIOSH 5 factors are: Inadequate Risk Assessment, Poor Communications, Inadequate Command, Lack of Accountability, and Lack of SOG’s/Failure to Follow SOG’s. Each Division Chief will also be assigned a shift, making them responsible for daily operations ensuring that daily assigned training, inspections and staffing needs among others are addressed and to prevent these 5 causal factors from occurring. Two additional Division Chiefs positions will also allow us to respond to incidents that we are currently unable to respond to on a 24/7 basis. These incidents include vehicle accidents, fire alarms, unconfirmed structure fires, etc. With these positions we will modify our response procedures ensuring that a Chief Officer responds on initial dispatch to all calls that have the potential to be a significant safety risk to our firefighters or the residents and visitors to the City of Marina.

One Division’s Chief position will oversee Operations and Training for the department. Operations include duties such as how engine companies respond to calls, how the Incident Command system is utilized, response procedures, working with County 911 and the County Dedicated Dispatch Committee and the County Chiefs Operations committee. This Chief will also be responsible for maintaining and implementing the training program to ensure that we are keeping current on all the required trainings, tracking training hours and working with the County Training Officers to keep our firefighters current on required training along with keeping current

on new technologies and firefighting techniques. Currently each firefighter must complete approximately 3 hours of training per shift at a minimum.

Currently the City uses a contract Fire Marshal for Fire Prevention Services. The contract Fire Marshal mainly conducts plan checks and inspections. An internal department Fire Marshal would conduct plan checks and inspections as well as work on code compliance, prevention, preparedness, and fire risk assessment. Fire risk assessment would include fire prevention planning for our urban wildland interface, working with the Community Development Department to provide input into the General Plan along with a program to conduct Business Inspections. This position would also work with Red Cross to provide smoke detectors for those who need them, work with the schools for fire safety programs and organize the Departments open house. Today these activities are not being done at an acceptable level. We would also save on the cost of a contract Fire Marshal.

One Division Chief will oversee EMS Operations/Administrative Duties and Maintenance. The EMS component covers 70 % of our responses and we need to work closely with the County EMS agency to stay in compliance with the changing EMS laws and procedures. This position will also provide input into County EMS policy and procedures that affect the citizens of Marina. This position will also be responsible for EMS Quality Assurance. The Administrative component will require the Division Chief to work with the Fire Chief to bring our policies and procedures up to date and then to keep them current every year to stay in compliance with applicable rules and regulations. This position will also be in charge of all of the Special Program Management Committees, such as the Self-Contained Breathing Apparatus committee, Ladder testing committee, Hose Testing committee and will oversee our fleet maintenance by working with the specialized Fire Mechanics to keep our fleet up to date and on the road.

While the City's SAFER Grant application would be for the funding of five (5) full-time firefighters, we would actually fill these 5 positions with 3 Firefighters and 2 Division Chiefs. The Grant would cover the cost of 5 firefighters and the City would be required to pay the difference in personnel costs between 2 of the Firefighters and the 2 Division Chiefs. This allows the City to leverage grant funds to establish a stronger organizational structure that better suits the department's needs.

Firefighting is a 24/7 activity and to meet service requirements, it is recommended that the City Council authorize staff to apply for a SAFER Grant for five firefighter positions and to apply for a SAFER Grant to hire and retain Reserve Fire Fighters.

FISCAL IMPACT:

Based on current personnel expense projections, the City would incur approximately \$650 thousand in unfunded expenses over the life of the 3-year grant.

	Year 1	Year 2	Year 3	Total
Add'l Staff Expenses (3 Firefighters & 2 Div. Chiefs)	\$859,000	\$901,950	\$947,048	\$2,707,998
SAFER Grant Reimbursement (5 Firefighters)	(665,000)	(685,000)	(705,000)	(2,055,000)
Marina City Annual Cost	\$194,000	\$216,950	\$242,048	\$652,998

If the City chooses to retain the fire staff when the grant ends, the City would incur about \$750 thousand in annual unfunded expenses. These expenses would be ongoing for budget management purposes.

	Year 3	Year 4 (Post-Grant)	<i>Post-Grant Variance</i>
Add'l Staff Expenses (3 Firefighters & 2 Div. Chiefs)	\$947,048	\$994,400	\$47,352
SAFER Grant Reimbursement (5 Firefighters)	(\$705,000)	\$0	\$705,000
Marina City Annual Cost	\$242,048	\$994,400	\$752,352

CONCLUSION:

This request is submitted for City Council consideration and possible action.

Respectfully submitted,

Doug McCoun
Fire Chief
City of Marina

REVIEWED/CONCUR:

Juan Lopez
Finance Director
City of Marina

Layne P. Long
City Manager
City of Marina