



Coastside Fire Protection District

STAFF REPORT

TO: Honorable Board of Directors

FROM: Jonathan Cox, Deputy Chief

DATE: February 26, 2025

SUBJECT: Mid-Year Operating Plan Deliverables

Staff Recommendation

Review, discuss and accept this report as presented.

Background/Discussion

The District renewed its cooperative contract with CAL FIRE in 2019, included in this contract is the Seven Year Operating Plan. This plan includes the annual deliverables to be completed by CAL FIRE. This report is provided to the board to outline the activities of the District that have been completed, are ongoing or are in progress.

Fiscal Impact

None

Attachments

1. FY 24.25 Annual Deliverables Mid-Year Report

COASTSIDE FIRE PROTECTION DISTRICT
ANNUAL DELIVERABLES MID-YEAR REPORT
SEVEN YEAR OPERATING PLAN
FY 24.25

ADMINISTRATION & MANAGEMENT	
Deliverable	Status
Development of Preliminary and Final Budget	Completed September 2024
Development of Annual Report for the community	In Progress
Administration of annual budget	Ongoing
Maintain facilities, equipment and automotive resources	Ongoing
Represent the District at relevant professional and community meetings and events	Ongoing
Maintain functionality of District Emergency Operations Center (DEOC)	Ongoing
Prepare monthly response and operational statistics	Ongoing
Ensure annual qualified audit report	In Progress
Prepare complete and accurate Board of Directors meeting packets	Ongoing
Adopt Annual Mandatory Fire Inspection report, by resolution	In Progress
Surplus items as needed, in accordance with district procurement policy	Ongoing
Maintain and expand Coastside Fire District website	Ongoing
Utilize social media to showcase fire district activities	Ongoing
Create and distribute District Press Releases for significant incidents, announcements and accomplishments	Ongoing
Evaluate and consider increased/decreased staffing whenever requested by the Board	N/A - currently

OPERATIONS	
Deliverable	Status
SCBA Flow Testing and Bottle Hydro Testing	Planned
Annual Ladder Testing	Completed
Annual Hose Testing	Planned
Annual Fire Extinguisher Testing	Completed
Maintain hydrant inspection process to ensure all hydrants are inspected	TBD
Achieve average engine company Chute Time of one-minute fifteen seconds (1:15)	Ongoing
Achieve code three response time of less than six minutes fifteen seconds for all Priority 1 calls (6:59)	Ongoing
Ensure Personal Protective Equipment (PPE) is issued in compliance with countywide policy to reduce exposure to cancer causing particulates	Ongoing
Purchase and replace mobile equipment based on MERP	In Progress
Purchase tools and equipment based on replacement schedule	In Progress
Purchase mobile radios based on replacement schedule	Completed
Work collaboratively with San Mateo County Fire Chiefs Association on Standardized Wildfire Evacuation Zone Polygon project	Ongoing
Actively participate in San Mateo County FireSafe Council	Ongoing
Facilitate twice annual meeting between Deputy Fire Chief and Volunteer Fire Chief	Ongoing
Administer Coastside Fire District Volunteer Firefighter program	Ongoing
Annually recruit for new Volunteers	Completed
Host an open house annually at fire stations 40, 41 and 44	Completed

FIRE PREVENTION AND EDUCATION	
Deliverables	Status
Engine companies shall complete five (5) pre-incident plans	Ongoing
Conduct inspections of approximately one hundred fifty-five (155) occupancies of the following type: A1, A2, A3, E1, E2, H, I1.1, I2, I3, I4, R1, R2, R2.2, R2.2.1	Ongoing
Assure completion within fifteen (15) working days, following the receipt of fees, of at least 90% of all Development Review, New Construction and Tenant Improvement Plans	Ongoing
Conduct one hundred (100) defensible space inspections	Ongoing
Participate in at least (2) fire prevention, safety, preparedness, or other topical matter presentation to District community groups	Ongoing
Lead and participate in at least two (2) Community Response Team (CERT) classes.	Ongoing
Develop and deliver at least one (1) Fire Prevention/Safety presentation at each school within the District	Ongoing
Keep fire inspection database updated	Ongoing
TRAINING DIVISION	
Deliverables	Status
Continue to standardize training procedures with San Mateo County Fire Department, including specialized truck and rescue training	Ongoing
Support CERT with ongoing annual training	Ongoing
Coordinate and teach an annual Volunteer Firefighter Training Academy	In Progress
Management, scheduling and maintenance of training tower and training room	Ongoing