

**Half Moon Bay Fire Protection District
Memorandum**

July 26, 2006

To: Half Moon Bay Fire District Board of Directors
Point Montara Fire District Board of Directors

From: Interim Fire Chief Vern Hamilton

Subject: Review of Proposals for Fire and Life Safety Services

In order for the Boards to come to a decision on the matter of contracting for fire and life safety services, it will be important to identify some evaluation criteria based on a set of priorities. It will also be important to be prepared to raise questions with the proposing agencies at the August first meeting that will address specific areas of concern. The following list of priorities and subsequent questions are offered for your use during the review process.

Priorities

1. Cost: The fiscal recovery of the Half Moon Bay Fire District and the fiscal sustainability of the proposed Coastside Consolidated Fire District should be considered one of the highest priorities in choosing among the proposals. A target amount that is equal to, or lower than, the current proposed agency budget for fiscal year 2006-07 should be a strong guiding factor in making a selection.
2. Service Delivery Capability: The ability of the proposing agency to deliver the full range of required services is a critical element for consideration in selecting a contract agency. The Boards should determine the specific differences in the organizational models that are proposed and identify how these differences will impact service delivery. The Board should also consider the specific experience of the proposing agency and determine how that experience will match the service demands of the Coastside.
3. Organizational Fit: Once the Boards are satisfied that the proposing agencies are able to meet their fiscal and operational needs, the ability to provide a smooth transition from the current local model to a contract model must be considered. This includes such matters as the transition of employees, community acceptability, and impacts on retirees.
4. Sustainability: It will be important for the Boards to determine the potential for sustaining a long-term relationship with the contractor. It is critical that the current agencies and proposed consolidated agency achieve and maintain an acceptable level of stability as a result of this process.

5. Flexibility: Is the proposing agency willing to negotiate changes in the proposal to better achieve the needs of the district(s)? Will the contractor consider changes in the future? What limitations will the contractor place on such future changes?

Suggested Questions

- Both the Half Moon Bay and Point Montara Fire Districts provide retiree health benefits. What, if any, impact would your proposed contract have on these retirees and their benefits?
- Explain how you plan to blend the current Half Moon Bay District employees into your organization. Do you plan to employ all the current Half Moon Bay employees? If not, what positions are not included in your plan and how do you propose to deal with these individuals?
- Describe the general impacts of contracting with your agency. How will services improve as a result of the contract? How might they diminish? What concerns do you have with regard to sustaining a successful relationship with the current districts and proposed consolidated district?
- What do you see as the biggest challenges facing you in implementing a successful contract for services?
- How will your proposed contract affect “local control” of fire and life safety services on the coastside?
- How will your proposed contract affect the wages, hours and conditions of employment for current Half Moon Bay employees?
- Have you surveyed the facilities, apparatus, vehicles and equipment of the Half Moon Bay and Pt. Montara districts? What, if any, changes or improvements will be necessary (or recommended) if your proposal is accepted?
- Explain why you believe that your proposal offers the best opportunity for Half Moon Bay and Pt. Montara to provide stable and effective fire and life safety services for the short and long term.

I will be prepared to discuss these comments and recommendations with you at the meeting of August first. The above suggested priorities and sample questions are provided for your consideration. They represent the general areas of concern that are apparent to me as you enter into the review process. I am certain that you will have additional and more specific concerns to address at the August first meeting.