



AGENDA NO: 6.b

MEETING DATE: November 12, 2025

Staff Report

TO: Honorable Mayor and City Council

DATE: October 30, 2025

FROM: Andrea Lueker, Interim City Manager
Daniel McCrain, Fire Chief

SUBJECT: Consideration of forming Council Sub-committee regarding Examining the feasibility of shared Fire and EMS services with LOCSD titled the “Shared Fire Services subcommittee”

RECOMMENDED ACTION

As requested during the approval of Item 6h at the October 14, 2025 Regular Meeting, consider the establishment of a Council sub-committee regarding the Letter of Interest received from the Los Osos CSD regarding examining the feasibility of shared Fire and EMS services. If a sub-committee is established, pursuant to Council Policies Section 3.13, a defined purpose, parameters, and anticipated duration of the sub-committee should be established.

ALTERNATIVES

As this item is brought forward at the direction of Council, no alternatives are recommended.

FISCAL IMPACT

There is no fiscal impact as a result of this action.

BACKGROUND/DISCUSSION

At the October 14, 2025 Regular Meeting, Mayor Wixom requested and received majority support to bring back a future agenda item to consider the creation of a sub-committee regarding responding to the Letter of interest received on September 19, 2025 from the Los Osos Community Services District regarding examining the feasibility of shared fire and emergency medical services. The General Manager of the Los Osos Community Services District was requested by their Board of Directors to evaluate alternative service delivery models as recent sharp increases in contracted service costs—and persistent challenges in resolving operational and fiscal issues with the County—have prompted the Board to evaluate different options to provide these services to the district. As a neighboring agency that works closely together in training and emergency responses, this option represents a logical and mutually beneficial option for shared fire and emergency services.

[Council Policies & Procedures](#) Section 3.13 provides the City Council may appoint a sub-committee to address a particular issue, especially if the issue requires additional work or research. The Policy further states, establishing a subcommittee requires the body to define the purpose, parameters, and duration of the sub-committee. To closely follow the directive of this section, staff recommends the Council establish a defined purpose, parameters and anticipated duration when creating a subcommittee. Some considerations are:

Prepared By: DM

Dept Review: _____

City Manager Review: AL

City Attorney Review: BS

- Purpose: The Shared Services subcommittee is created for the purpose of determining the scope of a shared services agreement.
- Parameters: Under the City Council's collective policy direction, the Subcommittee will collaborate with staff in identifying opportunities and exploring options for shared services for fire and emergency medical responses which may include hiring of personnel, providing emergency response, Fire Marshal services, and Emergency Operations Center coverage. The sub-committee is expected to research pertinent topics, engage with the community and share information with the Council, staff and the community.
- Duration: The Subcommittee will function for the duration necessary to enable the Council to decide on the scope of the response to the letter of Interest received and negotiation of an agreement if both agencies determine the proposal is feasible.

Furthermore, the City Goal of "The Shared Fire Services subcommittee" is unique as its scope is anticipated to continue evolving. Establishing a Council Sub-committee on this weighty yet dynamic goal provides an opportunity for staff to work closely with two Council Members to determine if this opportunity is a benefit to both communities to advance the delivery of emergency services to our citizens. To implement this goal, the City Manager has established a Goal Lead approach and assigned Daniel McCrain, the Fire Chief, as Lead for the response to the letter of interest. Staff is in the process of developing an Action Plan that will outline necessary resources, items to be defined, a scope for services, and a draft financial impact report. A Council sub-committee can serve as a sounding board and be woven into the Action Plan as staff progresses with this Council goal.

It is to be reminded that staff and committee members bring recommendations on matters related to policy, City positions, contract approvals, and large budgetary actions back to the full Council in open session for discussion and approval. Additionally, should Council establish a Shared Fire Services sub-committee, a sub-committee report will be included in the City Council meeting agendas along with other sub-committees for the purpose of facilitating timely updates. Council should also consider discontinuing subcommittees that have achieved their intended purposes.

CONCLUSION

Establishing a Council sub-committee on Responding to the Letter of Interest from the Los Osos CSD aligns with City's existing practices, policy priorities, and supports staff's implementation plan. As the discussions evolve, the "purpose, parameter and duration" of the subcommittee may change. Adjustments may be necessary to comply with Section 3.13 - Council Sub-Committee, as outlined in the Council Policies & Procedures stated below.

"From time to time it may be desirable for the City Council to appoint a sub-committee of the whole to address a particular issue. That is especially the case if the issue requires additional work or research. Per the Brown Act, sub-committees must consist of less than a quorum of the body and serve for a limited purpose and time. Therefore, the City Council sub-committees may consist of two members. Sub-committees shall report back to the full Council for discussion before any formal action can be taken on the pertinent issue. Establishing a subcommittee requires the body to define the purpose, parameters, and duration of the subcommittee. The City Clerk will keep the list of sub-committees and defined description as a record with Council liaison assignments for review annually."

ATTACHMENT(S)

1. Letter of Interest: Shared Fire Protection and Emergency Medical Services
2. [Link](#) to Council Policies & Procedures
3. [Link](#) to 2025 Council Discretionary Appointments and Subcommittees