

**Proposal for  
Aircraft Rescue and Firefighting Services**

**March 4, 2026**

Santa Maria Fire Department





# CITY OF SANTA MARIA

## Fire Department

314 West Cook St. #8  
Santa Maria, CA 93458-5557  
805-925-0951, Ext. 2255



May 4, 2026

Richard Tokoph  
Operations Manager  
Santa Maria Public Airport District  
3217 Terminal Drive  
Santa Maria, CA 93455

Subject: Santa Maria Public Airport District Aircraft Rescue and Firefighting Services

Dear Mr. Tokoph:

The City of Santa Maria Fire Department (SMFD) is privileged to submit a proposal to provide Aircraft Rescue and Firefighting Services for the Santa Maria Airport. On behalf of SMFD, we are pleased to express our strong interest in continuing the services provided at Santa Maria Airport.

In our desire to work together, SMFD has adjusted the calculations regarding the cost of services. The adjustments lowered the total cost of personnel by utilizing an average of salaries, wages, and benefits for the ARFF position, rather than charging the actual costs for the staff assigned to the airport. Additionally, SMFD will continue to decrease its administration rate to reduce total costs for the term of the contract. We do this to show our commitment to continue collaboration and partnership, working to support the desire to expand airport operations.

SMFD's personnel will continue to lead the day-to-day management of the services, ensuring that the Airport receives the highest levels possible. Our staff has the current training and experience to ensure the high standards of quality control are continued and maintained. The partnership has given ARFF personnel insight into additional daily needs supported by our current staff. The Airport will continue to receive these additional value-added services.

Thank you for considering our proposal. Should you require any additional information or clarification, please do not hesitate to contact me at (805) 361-9571 or [bdandridge@cityofsantamaria.org](mailto:bdandridge@cityofsantamaria.org). On behalf of Santa Maria Fire Department and with input from Local 2020, I eagerly anticipate the opportunity to discuss our proposal in more detail.

Sincerely,

Bradley J. Dandridge  
Fire Chief  
City of Santa Maria  
314 West Cook Street  
Santa Maria, CA 93458

## Contents

Background and Qualifications.....	4
The City of Santa Maria Fire Department.....	4
Governance and Lines of Authority .....	4
Experience (Providing ARFF Services at FAA 139 Airports) .....	4
Training (Compliance and Quality Assurance Programs) .....	5
Management and Key Staff.....	6
Scope of Services.....	7
Proposal Requirements .....	7
Value- Added Services .....	7
Detailed Cost Proposal .....	10
Year One.....	10
Year Two .....	11
Year Three .....	12
Additional Service Costs.....	12
Miscellaneous Provisions.....	13

## Background and Qualifications

The City of Santa Maria Incorporated in 1905 and is in Santa Barbara County in what is known as California's "Central Coast." Santa Maria, with a population of 112,208 and an area of 23.2 square miles, is the largest city by population and geographic area in the county.

The City of Santa Maria was founded in 1874, incorporated in 1905, and became a chartered city in 2000. Agriculture and oil exploration were important to the city's initial growth. Agriculture continues to be an important piece of the regional economy, including wine grapes and other vegetables. Wineries, aerospace, research and development, energy production, and military activities also contribute to the economy of the city. Santa Maria operates under the Council-Manager form of government with council members elected by district for four-year, overlapping terms of office. The mayor is elected at large by a popular vote, for a four-year term.

## The City of Santa Maria Fire Department

In 1913, the Santa Maria Board of Trustees took formal action to establish the Santa Maria Fire Department (SMFD). Since its original formation over 100 years ago, SMFD has grown into a professional organization providing all-risk emergency services. Operating from six fire stations, SMFD provides emergency services, which include pre-hospital emergency medical services at the Emergency Medical Technician I (EMT-1) level; response to structural, vehicular, and vegetation fires; hazardous materials response, technical rescue, trench rescue, public assistance, and other emergencies. These services support SMFD's mission, "committed to enhance public safety through risk prevention, disaster preparedness, and emergency services".

## Governance and Lines of Authority

Policy direction for SMFD is provided by a mayor, a mayor pro-tem, and three city council members (council). The council is provided with the necessary power and authority to govern the provision of fire protection and emergency services. The Council appoints a city manager who is responsible for implementing council policy and overseeing the city's operation. The city manager appoints the fire chief.

## Experience (Providing ARFF Services at FAA 139 Airports)

The City of Santa Maria has been providing Aircraft Rescue and Firefighting Services (ARFF) Services to the Santa Maria Airport for roughly 18 years and is the current provider of services.

## Training (Compliance and Quality Assurance Programs)

Santa Maria Aircraft Rescue and Firefighting (ARFF) personnel are governed by Code of Federal Regulations 139.319 Aircraft Rescue and Firefighting: Operational Requirements. FAA-mandated Aircraft Rescue and Firefighting (ARFF) training and recordkeeping requirements are met and maintained under 14 CFR 139.319. These standards apply to all personnel engaged in ARFF operations, and compliance is maintained through the Department Training Division and is the responsibility of each airport certificate holder.

Key federal requirements maintained by the Department ensuring:

- All ARFF personnel are equipped with approved protective clothing and equipment.
- Personnel are fully trained before performing duties and receive annual recurrent training every 12 consecutive months.
- Training curriculum covers critical operational areas such as airport and aircraft familiarization, personnel safety, emergency communications, ARFF equipment use, application of extinguishing agents, emergency aircraft evacuation assistance, firefighting operations, use of structural firefighting equipment in ARFF operations, hazardous materials, and familiarization with duties under the Airport Emergency Plan.
- All ARFF personnel participate in at least one a live-fire drill prior to assignment and once every twelve (12) consecutive calendar months thereafter.
- All ARFF personnel are EMS-trained, certified (CPR, triage, trauma, burns, patient movement, and related medical response topics).

In addition to the FAA required curriculum, Santa Maria Fire has incorporated movement area driver training into the standardized training received by its ARFF personnel. This curriculum includes airport familiarization (markings, lighting, and signage), procedures for access to and operations within designated movement and safety areas, airport communication protocols (radio procedures with Air Traffic Control Tower and Common Traffic Advisory Frequency), duties contained within the Airport Certification Manual, hazardous materials handling, self-inspections, pedestrian and ground vehicles, wildlife hazard management, and airport condition reporting.

FAA language states that “each certificate holder must ensure” compliance with all ARFF training and recordkeeping standards. Santa Maria Fire Department has independently ensured full compliance and documentation, with minimal involvement or oversight from airport staff during annual FAA inspections.

## Management and Key Staff

Fire Chief Bradley Dandridge began his career with SMFD on January 30, 2023, and was named as Interim Fire Chief on February 11, 2023. On July 18, 2023, he was sworn in as Fire Chief for the City of Santa Maria Fire Department. Chief Dandridge served 17 years with the City of Fresno Fire Department where he served as the Department's Operations Battalion Chief supervising specialty teams including Aircraft Rescue and Firefighting. He is a local Santa Maria High School graduate and earned his Bachelor of Science in Business Administration from Cal Poly, SLO in 2000.



Deputy Chief Shane Brown joined SMFD on January 13, 2025, as a Battalion Chief. He was promoted to Deputy Fire Chief on October 18, 2025. Chief Brown served 17 years with the City of Fresno Fire Department. As the Deputy Chief, he supervises the Department's Operations, Training, and Prevention Divisions.

Carla Osborn serves as the Department's Civilian Training Specialist. Her duties include coordinating, developing and implementing training programs for the Fire Department. Carla is entrusted with evaluating the effectiveness of training and development of programs to support organizational goals. She is involved in the formulation of training plans and ensures the department's compliance with related agency policies and local, state, and federal regulations. Her experience with airport operations gives insight and perspective into the daily operational needs of the airport. Carla previously spent 27 years in the aviation field.



Danielle Clayton joined SMFD in 2026. She brought with her over 20 years of government sector experience, most recently working for the City Manager's Office for the City of Santa Maria. Danielle recently augmented her bachelor's and master's degree in public administration with an associate's degree in accounting. Prior to coming to Santa Maria, she worked for the City of Salinas, in both the Fire and the Finance Departments.

Currently, the City of Santa Maria Fire Department has 87 total employees. Seventy-six (76) sworn safety members who respond to community emergencies, four sworn non-safety fire investigators, and seven civilian personnel supporting daily needs of the field. Included in the sworn personnel are ARFF certified staff tasked with providing ARFF services to Santa Maria Airport. ARFF trained staff are assigned and stationed at the Airport and supervised by the captain assigned to Station 6 during each shift.

## Scope of Services

The following presents the proposed services the City of Santa Maria Fire Department (SMFD) shall provide and is separated by required services and value-added services.

## Proposal Requirements

To meet the required scope provided in the Request for Proposal SMFD shall:

- Provide initial Aircraft Rescue and Firefighting (ARFF) service response as identified in Federal Aviation Regulations (FAR) Part 139.319. At least one (1) ARFF trained personnel shall be available on Airport during all commercial air carrier operations, ready to respond to any aircraft emergency with the District's ARFF vehicle. An air carrier operation includes the period fifteen (15) minutes before and until fifteen (15) minutes after an air carrier takeoff or landing.
- Provide ARFF trained personnel meeting FAR Part 139 and National Fire Protection Association (NFPA) 1003 (Airport Firefighter Professional Qualifications) requirements.
- Provide initial Aircraft Rescue and Firefighting (ARFF) service response as identified in Federal Aviation Regulations (FAR) Part 139.319.
- Attend an annual "live fire" drill to maintain certification.
- Ensure that the required ARFF equipment and required number of ARFF trained personnel shall respond to each aircraft emergency during periods of air carrier operation, and when requested by a representative of the FAA or District, demonstrate that, within three (3) minutes from the time of an alarm, at least one (1) required ARFF vehicle shall reach the midpoint of the farthest runway serving air carrier aircraft from its assigned post, or reach any other specified point of comparable distance on the Airport which is available to air carriers, and begin application of foam or other chemical agent.
- Maintain complete training records and ensure inspection readiness at all times.
- Provide personnel trained and maintained at the Emergency Medical Technician (EMT-Basic) Level

## Value- Added Services

SMFD believes in the value of teamwork and will collaborate effectively with external partners. Therefore, we will provide most additional services at no additional charge. In the case of training or additional event services an additional charge will be negotiated.

### *No Additional Charge Value-Added Services*

- Provide one (1) ARFF trained and qualified person on Airport property twenty-four (24) hours per day, seven days per week.
  - Allows for providing 24-Hour access for pilots at security gates.
  - Supporting military hot fuel operations.
  - Assisting with troubleshooting and repairs of vehicle gates.
  - Supporting dust abatement for helicopter operations.
  - Troubleshooting runway and taxiway lighting issues after hours.
- Perform daily airfield inspections as identified in FAR Part 139 327, including runway inspections at least twice daily. The first runway inspection shall occur before the first scheduled commercial air carrier operation each day. The second runway inspection shall occur at sunset, to verify runway lights are operational and to perform a visual check of the runway.
- Inspect, at least once daily, the Airport Operating Area ("AOA") perimeter fence, gates and road for holes, broken wires, damaged signs, and damage to the road itself. Other inspections shall be performed at City discretion, depending on personnel availability.
- Perform regular fire and life safety inspections at all Airport related facilities. Perform an annual building inspection of all buildings inside or constituting part of the AOA perimeter fence for fire code compliance, including verification of California State Fire Marshal required servicing of fire extinguishers.
- Conduct regular fire extinguisher and other fire suppression system visual inspections at all public Airport facilities.
- Perform daily inspection and daily maintenance (checking fluids, air levels, etc.) of Airport firefighting equipment.
- Provide initial medical aid for Airport staff or the public on the AOA until arrival by ambulance transport service.
- Provide additional City emergency response resources from existing fire stations, to support ARFF operations at the Airport.
- Prepare budget for firefighting supplies and equipment.
- Maintain Federal Aviation Administration (FAA) required training records for firefighters.
- Assist with review and maintenance of the Airport emergency plan.
- Assist with planning for, and review of, required Airport emergency drills.

- As requested, conduct basic safety training and/or required training such as NIMS/SEMS for identified Airport staff and conduct annual use of fire extinguisher training.
- Respond to any fire alarm (trouble alarm) on Airport, check and silence if no fire, and report the malfunction to District the following morning.
- Provide assistance to District in preparing building evacuation plans for all buildings within or part of the AOA perimeter fence.
- Conduct quarterly pressurization of the dry chemical tank on the ARFF vehicles to circulate the chemical and prevent packing.
- Conduct periodic inspections to ensure that each ARFF vehicle carries at least the minimum fire extinguishing agents required by Index B. ARFF Requirements, and that ARFF vehicles carry twice the quantity of the chemical agent required to mix with the maximum water available on the vehicle.
- Coordinate annual and periodic operational servicing inspections of ARFF vehicles and their systems so that equipment is operational and capable of performing the ARFF functions required during all air carrier operations.
- Provide daily maintenance and janitorial service, if required, of the interior of ARFF facility.
- Notify District if the ARFF vehicle is off Airport, inoperative, or otherwise unable to respond to an aircraft emergency on Airport.
- Participation in public education events, including station and apparatus tours

#### *Services Provided for an Additional Charge*

- SMFD will provide staffing during the airshow for emergency purposes.
- SMFD will provide live burn training.

## Detailed Cost Proposal

The cost to the Airport for services rendered by the City will be based upon a predetermined formula developed to identify operational program costs. The formula is as follows:

Personnel Expense + Benefit Expense + Operating Expense + Administrative Expense

For each year after the first year of the three-year cost proposal, SMFD will raise personnel and operational expenses by 2% to offset any increases in personnel or operational costs. This has impact on the administrative expense, although the *administrative rate will not be increased above 15%*.

### Year One

Using the formula above, the average salary and benefits for one staff member would be \$251,197. Multiplying the average staff member cost by 3 shifts (for daily coverage), there is a personnel expense rate per year of \$753,591. Adding in the annual operational expense and a 15% administrative rate, the cost for year one would total \$871,953.

ARFF CONTRACT FORMULA (AVG) – YEAR 1			
Personnel Expense	Operational Expense	Administrative Expense	Total Contract Expense
\$753,591	\$4,632	\$113,730	\$871,953

### SUPPORTING CALCULATIONS

PERSONNEL EXPENSE						
SHIFT	ANNUAL SALARY & BENEFITS	FH HOURS	COST	ANNUAL LEAVE	COST	TOTAL PERSONNEL EXPENSE
Average	\$225,597	144	\$6,690	407	\$18,910	\$251,197
						<b>\$251,197</b>

OPERATIONAL EXPENSE		
ITEM	AVERAGE MONTHLY EXPENSE	ANNUAL OPERATIONAL EXPENSE
Direct TV	\$202	\$2,424
Supplies/Linens	\$90	\$1,080
Refuse	\$94	\$1,128
		<b>\$4,632</b>

ADMINISTRATIVE EXPENSE				
ITEM	EXPENSE	FIRE	CITYWIDE	TOTAL ADMIN. EXPENSE
Personnel Expense x 3	\$753,591			
Operations Expense	\$4,632			
	\$758,223	\$113,730	\$0	<b>\$113,730</b>

Fire Administrative Rate 15.00%

## Year Two

With the 2% increase, the cost for year two would total \$889,351.

ARFF CONTRACT FORMULA (AVG) - YEAR 2			
Personnel Expense	Operational Expense	Administrative Expense	Total Contract Expense
\$768,627	\$4,725	\$116,000	\$889,351

### SUPPORTING CALCULATIONS

PERSONNEL EXPENSE						
SHIFT	ANNUAL SALARY & BENEFITS	FH HOURS	COST	ANNUAL LEAVE	COST	TOTAL PERSONNEL EXPENSE
Average	\$230,109	144	\$6,820	407	\$19,280	\$256,209
						<b>\$256,209</b>

OPERATIONAL EXPENSE		
ITEM	AVERAGE MONTHLY EXPENSE	ANNUAL OPERATIONAL EXPENSE
Direct TV	\$206	\$2,472
Supplies/Linens	\$92	\$1,102
Refuse	\$96	\$1,151
		<b>\$4,725</b>

ADMINISTRATIVE EXPENSE				
ITEM	EXPENSE	FIRE	CITYWIDE	TOTAL ADMIN. EXPENSE
Personnel Expense x 3	\$768,627			
Operations Expense	\$4,725			
	\$773,351	\$116,000	\$0	<b>\$116,000</b>

**Fire Administrative Rate 15.00%**

## Year Three

With the 2% increase the cost for year three would total \$907,142.

ARFF CONTRACT FORMULA (AVG) - YEAR 3			
Personnel Expense	Operational Expense	Administrative Expense	Total Contract Expense
\$784,024	\$4,798	\$118,320	\$907,142

### SUPPORTING CALCULATIONS

PERSONNEL EXPENSE						
SHIFT	ANNUAL SALARY & BENEFITS	FH HOURS	COST	ANNUAL LEAVE	COST	TOTAL PERSONNEL EXPENSE
Average	\$234,711	144	\$6,960	407	\$19,670	\$261,341
						<b>\$261,341</b>

OPERATIONAL EXPENSE		
ITEM	AVERAGE MONTHLY EXPENSE	ANNUAL OPERATIONAL EXPENSE
Direct TV	\$210	\$2,521
Supplies/Linens	\$94	\$1,126
Refuse	\$96	\$1,151
		<b>\$4,798</b>

ADMINISTRATIVE EXPENSE				
ITEM	EXPENSE	FIRE	CITYWIDE	TOTAL ADMIN. EXPENSE
Personnel Expense x 3	\$784,024			
Operations Expense	\$4,798			
	\$788,822	\$118,320	\$0	<b>\$118,320</b>

Fire Administrative Rate 15.00%

**Total three-year cost for the airport would be \$2,668,446.**

## Additional Service Costs

Live-burn training and air show services will be provided at the actual cost of staff assigned to the event.

Live burn training is estimated to be approximately \$30,000 a year.

Air Show services are paid for by the Planes of Fame Air Museum and are approximately \$7,000 per year.

## Miscellaneous Provisions

The term of this Proposal shall be for three (3) years commencing on July 1, 2026, and shall expire on June 30, 2029. After the initial (3) year term, this Proposal shall automatically renew for an additional five (5) year period unless amended by mutual agreement of the parties.

Any increase in the concentration of flights or increase in index at the Airport could cause a financial and/or operational strain for the City. Such impacts that cause additional financial burden to the City will need to be negotiated by the parties and adequately resolved. Failure to reach agreement after good faith negotiations shall serve as cause for early termination of this Agreement.

SMFD will use the Airport Fire Station and ARFF facilities on Airport exclusively for housing personnel and equipment for ARFF and other permitted Airport emergency services, or contract ambulance, fire suppression, rescue/life support equipment, and/or personnel.

*Insurance certificates are attached. Forms and endorsements for Worker's Compensation insurance will be provided upon request.*



**LOCAL AGENCY WORKERS' COMPENSATION EXCESS  
JOINT POWERS AUTHORITY  
(LAWCX)**

**2025/2026 MEMORANDUM OF COVERAGE**

**Policy Number: LAWCX 25.26  
DECLARATION**

ITEM #1 COVERED MEMBER: **City of Santa Maria**  
110 East Cook Street  
Santa Maria, CA 93454  
*Expanded Covered Members  
Identified in Schedule A of MOC*

ITEM #2 COVERAGE PERIOD: FROM 7/1/2025 TO 7/1/2026  
12:01 a.m. Pacific Standard Time

ITEM #3 LIMIT OF LIABILITY:

a. COVERED MEMBER'S RETAINED LIMIT:

Workers' Compensation Coverage	\$500,000
Employer's Liability Coverage	\$500,000

b. LAWCX SELF-INSURED RETENTION:

Workers' Compensation Coverage	\$5 Million Less Member's Retained Limit
Employer's Liability Coverage	\$5 Million Less Member's Retained Limit

ON BEHALF OF THE LOCAL AGENCY WORKERS'  
COMPENSATION EXCESS JOINT POWERS AUTHORITY

A handwritten signature in black ink that reads "R. Winger".

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Authorized Signature



**PUBLIC RISK INNOVATION, SOLUTIONS, AND MANAGEMENT  
EXCESS WORKERS' COMPENSATION PROGRAM  
MEMORANDUM OF COVERAGE  
DECLARATIONS**

- ITEM 1: COVERED PARTY:** Local Agency Workers' Compensation Excess Joint Powers Authority / A California Public Agency (LAWCX) member agencies (as endorsed)
- ITEM 2: MEMORANDUM PERIOD:** From July 1, 2025 to July 1, 2026, 12:01 a.m. local time of the **Covered Party** as stated herein
- ITEM 3: STATE:** California
- ITEM 4: TOWER PARTICIPATION:** Core Tower I
- ITEM 5: RETENTION AND INDEMNITY:**
- A. COVERED PARTY'S RETENTION:**
- \$ 5,000,000 each **occurrence**
- B. LIMIT OF INDEMNITY:**
- Statutory (See attached Schedule of Limits and Coverage Providers)
- PRISM's limit of indemnity, as set forth in ITEM 5.B includes pooled limits that apply to all Members and all **Covered Parties** combined in the Tower shown in ITEM 4 for all **losses** as a result of any one **occurrence**.
- ITEM 6: MEMORANDUM NUMBER:** PRISM-PE 25 EWC-32
- ITEM 7: ESTIMATED PAYROLL:** \$2,662,895,733
- ITEM 8: DEPOSIT PREMIUM:** \$ 5,826,960 (inclusive of all layers & fees)
- This premium is adjustable based on final audited payroll
- ITEM 9: FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION:** EWC MOC 7/1/2022, Endorsement No. U-1, U-2, U-3, U-4, U-5, 1

Countersigned by:

  
\_\_\_\_\_  
Authorized Representative  
Public Risk Innovation, Solutions, and Management

**Issue Date:** June 27, 2025

**PUBLIC RISK INNOVATION, SOLUTIONS, AND MANAGEMENT  
EXCESS WORKERS' COMPENSATION PROGRAM  
SCHEDULE OF LIMITS AND COVERAGE PROVIDERS  
July 1, 2025 to July 1, 2026**

**Notice:** The limits of indemnity shown below include various reinsurance and excess placements with specific limits which are inclusive and not excess of the limits stated herein. The limits of indemnity shown below apply to all Members and all **Covered Parties** combined in the Tower shown in ITEM 4 of the Declarations for all **losses** as a result of any one **occurrence**. Each Coverage Provider listed below provides coverage on its own form so there may be some coverage variances as a result of different policy language. Please carefully review all coverage forms.

No.	Limit of Indemnity	Coverage	Coverage Provider	Policy Number
A)	\$ 0 excess of \$5,000,000 This layer is reinsured by Great American Insurance Company	Workers' Compensation and Employers' Liability	Public Risk Innovation, Solutions, and Management	PRISM-PE 25 EWC-32
B)	\$45,000,000 excess of \$5,000,000 This layer is reinsured by ACE American Insurance Company	Workers' Compensation	Public Risk Innovation, Solutions, and Management	PRISM-PE 25 EWC-32
C)	Statutory excess of \$50,000,000	Workers' Compensation	Liberty Insurance Corporation	EW7-64N-444785-015