

FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING

March 30, 2009
3111 Woodside Road
Woodside, CA 94062

Director Berger called the regular meeting of the WFPD Board of Directors to order at 7:00 pm.

Directors Present: Cain, Gardner, and Berger

Staff: Fire Chief Armando Muela, B/C Kevin Butler, B/C Don Romero, B/C Dan Ghorso, Fire Marshall Denise Enea, Captain Steve Slaughter, Administrative Assistant Pamela Van Horn.

ORAL COMMUNICATIONS – None.

CONSENT AGENDA:

Items 1 – 3 and 6 of the agenda were moved to the consent agenda and approved unanimously.

REGULAR AGENDA:

Item 4: Warrant List February 2009 – Director Cain had noticed the payee listing the names of individuals and asked why so many were appearing. Chief Muela advised Mr. Cain that employee miscellaneous expense re-imbursements, including training costs, salary adjustment, and, sometimes, overtime, may show up this way. The name of the account charged will generally provide sufficient clarification the payment. If required, backup documentation is available for all warrants. Director Cain had some confusion about interpreting empty calls in certain columns of the report. Admin Van Horn provided him with a quick review of how the Payee and amount columns are structured.

Item 5: Fiscal Year Spreadsheet. Director Berger requested that expenses not be spread equally across the fiscal year. Anticipated quarterly expenses and income need to be reflect in the month of occurrence. This will reflect in a more true representation of the financial flow over a given period. His example was the quarterly payment for resources shared with other fire organizations, for which no entries would appear for two of the three months of the quarter. The month in which the amount is due or payable would reflect the full quarterly. It was also noted that reimbursement for the payment advanced by the district in December, and discussed at the January 26 meeting, does not appear on the books, yet.

Item 7 – Management Partners Prevention Consolidation update. Management Partners is the consulting firm hired by Menlo Park Fire Protection District to evaluate the merging of the Fire Prevention bureaus within San Mateo County. Menlo Park does not presently have a public education effort. As of the date of this meeting, the participants are Menlo Park Fire District and Woodside Fire Protection District. Belmont San Carlos Fire District is unable to participate in a merge due to restrictions placed on it by virtue of the two cities it represents. Redwood City Fire Department does not have at its disposal the money to participate in the study. Fire Marshal Enea completed a survey and submitted it to Management Partners, as requested. (Director Berger noted his concern that Menlo Park Fire’s current lack of interaction with other county fire agencies is not a good indicator for success of a joint operation.)

Item 8 – Los Trancos Water District (LTWD) and LAFCO informational update. As a water district not providing water to its constituents, Los Trancos Water District is trying to justify its existence to LAFCO. LTWD has requested Woodside Fire Protection District to partner with them to protect the area by providing various programs to the residents. WFPD has been offered ownership of the lake in the area. However, the liabilities involved in owning the lake are too great for the District to consider assuming.

STAFF REPORTS:

EMS – Chief Muela reported in place of B/C Picchi who had pressing family issues that evening. BC Picchi and Captain Lindner conducted 12 lead application instruction for paramedics from WFPD, Redwood City Fire Department, Belmont San Carlos Fire Department, Foster City Fire Department and County Fire. This training is a requirement of the yet-to-be signed agreement between the JPA and American Medical Response. With the exception of in District responses and the daily average of total (including in District) responses, all numbers were down for the month.

OPERATIONS – B/C Ghiorso noted that Engine 119 repairs continue in advance of the arrival of the new engines. B/C Ghiorso will be visiting Wisconsin again, to monitor the progress and test drive the engines. Each engine requires 1500 – 1800 staff hours to build. To avoid the increase in California state sales taxes effective April 1, 2009, WFPD is requesting to be billed for the engines prior to the end of the month. The installation of new radios continues. Five employees took part in Firehouse World for training. Only one new Worker’s Comp cases was opening in February but there were still 39 WC shifts during the month.

IT – B/C Romero reported that B/C Butler’s PC was the most recent laptop requiring his expertise. He also needed to rescue the 12 Lead PowerPoint presentation from a crashed hard drive, thereby enabling B/C Picchi and Captain Lindner to deliver the training. B/C Romero has created multiple Crystal reports providing an automated means by which to generate data needed to support grant requests.

TRAINING – Battalion Chief Butler stated that Company training and training assignments occurred as scheduled. Two new Administration policies were implemented during February. These are the Grooming Policy and the Uniform Policy. The most recent CERPP/CERT class was completed in February. A class on preparing for an Assessment Center was held in Foster City. The timing of the class was perfect for the Captains Exam in April.

FIRE PREVENTION – Fire Marshall Denise Enea reported that he department conducted 51 inspections during the month. Planning for the chipper program is underway. There are several promising candidates for assisting Dan Dempsey with the program. This year the Los Trancos Water District is contributing funds for the project. Stanford is now spending money in the PV Wedge to make the area more fire safe. The cost of five fires in Santa Clara and Santa Cruz Counties during 2008 was \$28,213,124.00. These fires destroyed a total of 218 structures. Director Berger asked if anyone knows the maximum exposure to the District in the event a major fire erupts locally? That figure is not currently available.

NEW BUSINESS: David Boyce has replaced Andrea Gemmet in covering the District for The Almanac. Appearing more aggressive for news, he has been in touch with the Fire Chief on several occasions. B/C Don Romero is the District's Information Officer. Director Peter Berger suggested that now is a good time to consider working on a "Five Year Plan." Fire Chief Muela added that a major consideration, now that reserves are looking better, is to begin setting aside funds for capital improvement expenditures in advance of the need. This will help avoid heavy debt in the future.

WRITTEN COMMUNICATION:

1. Woodside School sent thank you card and a drawing to thank the Firefighters who visited the school and read to them on Dr. Seuss Day
2. Justine and John Arrillaga sent a note and bakery goods to thank the team that helped through a stressful time.
3. Marshall Hird thanked the Fire Chief for sending him and the others to Firehouse World in San Diego. He found it very educational and a great experience.

ADJOURNMENT:

The meeting adjourned at 8:15 pm.

The next meeting will occur on April 27, 2009.

Respectfully submitted,

Patrick Cain