

FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS' MEETING

June 29, 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, Berger, and Gardner

Staff: Fire Chief Armando Muela, Fire Marshall Denise Enea, B/C Kevin Butler, B/C Don Romero, Business Manager Kate Edwards, Admin Assistant Pamela Van Horn

ORAL COMMUNICATIONS – Steve Toben of Portola Valley, supported by three additional PV residents, wished to express his support for the increase in the fire prevention budget for the new fiscal year. He feels it is important to not “soften” prevention resources, despite the state of the economy. He is happy to see the change he requested appear in the budget. He is proud to say that the Town of Portola Valley has passed section 7A of the Fire Code and has increased its financial commitment to the chipper program.

The Town of Portola Valley is encouraging Jasper Ridge to commit to the implementation and on-going maintenance of fire safe standards within the Westridge area. Mr. Toben is encouraging the Westridge homeowners to challenge Jasper Ridge into participation. Director Berger expressed his opinion that action from a town would have a greater impact than would an effort by a homeowners' association. Mr. Toben and Beth Lipman plan to become more involved in this effort as time progresses.

Although the District has the option to clear private areas fire fuels, this step requires that costs be paid upfront by the District. As far as the financial aspect is concerned, this could well be a Pandora's Box. Director Berger is not inclined to approve an action of this kind.

Mr. Toben wants to see the type of collaboration and progress made in the Woodside Highlands become the norm in the Portola Valley area, with everyone trimming trees and clearing out brush to reduce the potential of fire damage.

Mr. Toben would also like to see more of a presence of fire trucks and fire personnel in his area. This helps encourage neighborhoods to participate in making their own areas safer. Additional education efforts are needed to help residents realize that the achievement and maintenance of fire safe objectives have a very direct impact on their personal property, and possibly their own lives.

CONSENT AGENDA:

Items 1 – 4 and 6 of the agenda were moved to the consent agenda and unanimously approved.

REGULAR AGENDA:

Item 5: Business manager called attention to the fact that the reserve balance is up. She also advised that no ERAF figures were used in the creation of the 2009 – 2010 budget. Accordingly, the ERAF line of the Fiscal Year Spreadsheet has no entries.

Item 7: INTRODUCTION OF PRELIMINARY BUDGET – F/Y 2009-2010 – Budget Goals. CalPERS suffered a 31% hit in 08 – 09. The 2009-2010 figures did not reflect this change. The impact on the 2010-2011 fiscal year will be known by November 2009.

The Fire Chief explained that many grants are audited to a very detailed degree. Acceptance of a grant confirms an organization's consent to abide by the terms set forth in the application. Non-compliance can result in the loss of the grant and the requirement to pay it back in full.

Director Berger asked for an explanation of the term Capital Outlay versus Capital Building. Business Manager Edwards explained that, in our case, Capital Outlay refers to major assets, such as property, fire stations, or major equipment, etc. Capital Building indicates the cost of keeping these assets functional, for example, maintenance.

The active planning process for improvements to Station 8 has begun. Janet McDougall, the Portola Valley Assistant Town Manager, has agreed to allow WFPD a 50% discount on permits and fees. A grant application to help finance the remodel has been submitted. The architect is willing to front costs in order to get the planning process in gear.

The preliminary budget having been introduced, it was approved by the Directors. The final approval is scheduled for the meeting of the Board of Directors scheduled for August 31, 2009.

STAFF REPORTS:

EMS – New 12 lead EKG monitors have been added to the ambulance, engines and rescue unit, our reserve apparatus will utilize our surplus EKG monitors taken from the front line apparatus. . The Fire District and AMR will work on plan to surplus the older reserve EKG monitors. The Fire District will be responsible for the maintenance of the

monitors on the rescue and reserve apparatus as required by the new JPA Agreement. Chief Picchi informed the Board that there are new medical treatments that will begin on July 1, 2009 as part of the new agreement. They consist of CPAP, End Tidal CO2 monitoring, 12 Lead EKG transmission, and EZ IO. Chief Picchi has trained all of our crews so they will be prepared for the July 1, 2009 deadline.

IT –All IT systems are up and running. A newly created Acronis Image of the WFPD server now protects the District in the event of catastrophic server failure, whether due to hardware or software. Once a new server is available, a rebuild will take approximately 6-8 hours compared to the multiple day process required without the Image. Creation of the Acronis Image required approximately twelve (12) hours.

The rugged laptops, destined for the two new engines and one older engine, have arrived and are being processed according to the implementation plan. The set-up for the BC vehicle is being revamped.

FIRE PREVENTION – Fire Marshall Denise Enea is in the process of presenting a one-hour class regarding solar safety to crews from Redwood City Fire Department, Foster City Fire Department, Belmont San Carlos Fire Department, and Woodside Fire Protection District. The Highlands fuel mitigation effort is complete and work on the Stanford Wedge is in process. As was mentioned in the Preliminary Budget discussion, the success of WFPD's grant application to the Department of Homeland Security will help with the remodeling of Station #8.

TRAINING – BC Butler advised that training assignment and company training are both occurring regularly and successfully. Two additional Emergency Operations were implemented in the month of May. In preparation for the wildland season, company officers held crew discussions on important relevant topics, considering strategy, tactics, and preparation as appropriate. WFPD also hosted a regional Wildland training session including Redwood City FD, Foster City, County Fire, and Belmont-San Carlos FD. Over two-hundred firefighters and chief officers attended this training, held in Portola Valley

OPERATIONS – Equipment repairs continue to demand significant time and money. BC Ghiorso's new reports, Monthly Mileage Totals and Monthly Shifts Out of Service, clearly documented the activity and inactivity level of WFPD vehicles. Robert Douthit completed and submitted grant applications to AFG. Grant applications for mobile radios, high-rise equipment, a patrol vehicle, TICs and training, and station alert upgrades.

NEW BUSINESS: No new business reported.

Director Berger's request for a status on the new Foundation spurred an additional topic of discussion. The formal announcement of the Foundation is dependent upon acceptance of the Articles of Incorporation, which have been submitted to the state, and the submittal of the request for the Foundation's Employer Identification Number (EIN.)

An organization is allowed to function in a tax-exempt capacity as soon as the request is submitted. It was decided that a launch would be held on the afternoon of Saturday, September 12, 2009. Since Runnymede has been offered as an event site, the precise date may be altered based on its availability of the site.

WRITTEN COMMUNICATION:

1. Adolph Rosekrans sent a thank you letter for the care he received from the crew dispatched to his home after a 911 call on 06/06. The letter included confirmation that WFPD is welcome to use Runnymede Farm for additional training exercises. He also extended a gracious offer of the Farm as a location for a family barbecue this summer.
2. Bill Lane, the first generally elected Mayor of the Town of Portola Valley, sent an extended letter of thanks and appreciation along with a check to purchase new wide screen TVs for all three stations.
3. John Gardner sent to Chief Muela and his fellow Board Members several news clippings related to local budget reduction issues concentrated on employee salaries and benefits.
4. Bill Lang included Fire Chief Muela in the distribution of a letter written to family members. The topic, fire safety, was supported by a reproduction of the cover story of the July 2, 2008 edition of The Almanac.

CLOSED SESSION: None.

ADJOURNMENT:

The meeting adjourned at 9:00 pm.

The next meeting will be held on July 27, 2009.

Respectfully submitted,

Patrick Cain