

FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES

September 28, 2009  
3111 Woodside Road  
Woodside, CA 94062

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

**Directors Present:** Peter Berger, John Gardner, and Patrick Cain.

**Staff:** Fire Chief Armando Muela, B/C Kevin Butler, B/C Dan Ghiorso, B/C Emil Picchi, and Admin Assistant Pamela Van Horn.

**ORAL COMMUNICATIONS** – None

**CONSENT AGENDA:**

**Agenda Items:** Items 1 – 3 and 6 were moved to the consent agenda and approved unanimously.

**REGULAR AGENDA:**

**ITEM 4: WARRANT LIST AUGUST 2009.** Director Cain asked about the warrants issued from the salary account, #4111, with firefighters as payees. Fire Chief Muela indicated that the warrants were for overtime the firefighters earned but had not been included in the regular payroll processing for the period. Director Cain also inquired about warrants for firefighters under account 5121, clothing. Chief Muela explained that firefighters have an annual uniform allowance against which these warrants are drawn. In the case of boots, the allocation is limited to \$250, an amount that appears multiple times on the list.

**ITEM 5: FISCAL YEAR SPREADSHEET 2009-2010.** - Director Berger requested that a line item be added to the spreadsheet to indicate funds borrowed by the State, aka “Arnold’s Tax.” An entry will appear for the month of October.

**STAFF REPORTS:**

**TRAINING** – B/C Butler noted that training for the month of August fell short of normal by 200 hours. Multiple trainings were cancelled as crews anticipated a strike team call out that did not materialize. Hazmat procedures were reviewed with Belmont San Carlos Fire. Basic procedure reviews continued with a focus on the concept that “no call is routine.” Recent hiring included individuals still in paramedic school. This

practice has extended probationary time as evidenced by the current count of probationary employees. It is clear that applicants need to have a paramedic card **in-hand** before consideration for a position with WFPD. Having performed well as an acting B/C for four months, a friend of B/C Butler at Palo Alto Fire will be a Training Officer with PAFD. B/C Butler looks forward to working with him and coordinating training between the departments. CERPP classes have been running with eight certified trainers. Among them are John Carnes, Bill Tagg, and Gaylynn Mann. In the future, Woodside firefighters will teach the classes with civilian trainers in attendance. The CERPP instructor will take over in the event the firefighter/instructor receives a call-out during class.

**OPERATIONS** – Out-of-service vehicle numbers are down dramatically. B/C Ghiorso will continue to record activity but will not publish monthly reports. The data is always available to the Directors. The “L” shaped water tanks on the new engines are leaking. Roof leaks, caused by the metal plate covering the roof portion of the apparatus, are anticipated. Seagrave staff provided assurances that the necessary work on the roofs would be completed before delivery. Since this was not the case, B/C Ghiorso will insist that Seagrave cover any associated costs. The engines do not ride as smoothly as our older engines, due to the upgraded suspension. The captain’s seat experiences considerable vibration, in clear contrast to the smooth riding Pearce engines. A design deficiency, not a functional failure, creates this movement. It is not subject to a fix. All apparatus doors at Station 19 are experiencing issues. A new, three-year contract has been signed for the exhaust system at all three stations. The Fire Chief and the mechanic for the Foothill Fire Protection District of Valley Springs, CA stopped by unannounced to survey the “old” Engine 19. WFPD offered the “retired” engine to Foothill FD after deciding the cost of keeping it in service to the District is too high. The visitors’ objective was to determine 1) if the engine would meet their needs, and, if so, 2) could it be driven to the foothills or would it require towing. Things fell into place serendipitously, with papers signed and the engine heading out to its new home in that day’s commute traffic. Both the fire chief and fire engineer promised to take good care of the engine, which they intend to provide another ten years of service. Although no promises were made, the decal on the engine honoring the late Captain Greg Nash, who was instrumental in the acquisition of the engine, might remain on the vehicle. B/C Ghiorso attended a multi-agency, post-fire analysis of the five-alarm fire on Susan Gale Court in Menlo Park. During the meeting, operational and command decisions/actions were reviewed and recommendations will be forthcoming. Eric Laughlin is anxious for release to light duty.

**IT** – B/C Romero reported the completion of configuration and installation of the Tough books in all our frontline apparatus and battalion vehicles. Director Berger said Windows SharePoint Services 3.0, WSS 3.0, could be helpful in our environment. It is a collaboration and productivity enhancement tool providing a central repository for documents, information, and ideas enabling users to work interactively. Multiple users can access and make changes to a single document. The link to a document or file is sent to collaborators in lieu of individual copies of a document. All changes are made directly to the source, eliminating the creation of multiple versions in various locations.

**EMS** – B/C Picchi advised that the problems with the new ambulance have been resolved and it is now in good shape. The new JPA/AMR contract is fully in force. The 15 gauge Easy I/O has proven very beneficial. It is much more successful than the IV process, which is only 80% effective. One drawback to the Easy I/O is the pain resulting from insertion. Lidocaine is administered with the fluids to help lessen the discomfort. The CPAT falls about midway between no treatment and intubation for keeping the lungs oxygenated. The Lucas device, created by a Medtronic company, is the name of another version of the Auto-Pulse, a mechanical cardiac compression device. Redwood City Fire is participating in a study, named RAMPART - Rapid Anticonvulsant Medication Prior to Arrival Trial, to determine if anti-seizure medicine works better and more quickly when it is delivered intravenously through an I.V. or when it is given as a shot in a muscle with a medipen. This study is unusual in that, unlike participants in other research studies, patients experiencing seizures are unable to give their permission when needed. Treatment is provided under federal rules allowing for an exception from informed consent. The exception is possible only in studies of life-threatening emergencies. B/C Picchi will soon have a VPN connection to county dispatch. This will provide him access to all CAD information, allowing for expanded incident knowledge, and the ability to produce more detailed reports than are currently possible.

**FIRE PREVENTION** – Fire Chief Muela reported for FM Enea. Both towns are paying for additional chipping, each within its own jurisdiction. FM Enea accepted the position of Vice President of the San Mateo County and Santa Clara County Chapter of the International Code Council. Portola Valley Ranch has started another fuel reduction project involving CDCR crews and WFPD chipper personnel. The Los Trancos and Vista Verde areas are under consideration as alternative routes for ingress and egress during major emergencies.

**NEW BUSINESS:** None.

**WRITTEN COMMUNICATION:**

1. Rich Zobelein of the Fire Buffs thanked Chief Muela for his efforts in securing additional funding for the organization through the San Mateo County Chief's Association, as well as for the loan of a portable radio.
2. Jackie Ballinger, of Physically Focused, thanked the on-duty company for getting her to emergency care for treatment after she reacted strongly to a bee sting.
3. The trustees of the 1993 Irrevocable Trust of Rudolph W. Driscoll directed a donation of \$2500.00 be made to the Woodside Fire Protection District. The Woodside and Portola Valley Foundation was the beneficiary of this generous gift.
4. Santa Cruz County sent a Face Book printout to be shared with the "personnel who helped at the Lockheed Fire." This page contained over 100 individual postings from local residents thanking those who participated in that harrowing event for all they had done.

**ADDITIONAL DISCUSSION:**

JPA Meeting Comments –The P25 legislation requires a change in radio frequency. The cost of \$25,000 will be borne by the JPA. “Narrow band” compliance begins in 2012.

The annual flu clinic is scheduled for October 17, 9:00 am until noon.

Board Secretary Patrick Cain’s signature having been secured, the modified minutes of the July 27, 2009 Board of Directors Meeting were filed with the rest of the original board packet for the August 31, 2009 meeting.

The names of WFPD fallen firefighters Captain Greg Nash and Captain Jeff Scott will be enshrined in the State of California’s Firefighter Memorial during a ceremony on Sunday, October 18, 2008, in Sacramento. A delegation from the District will attend.

The first formation meeting of Fire Wise is scheduled. Of the five water companies serving the district less than a decade ago, only two remain. Of primary concern to the Fire Wise group is the replacement of aging water mains.

During the third week of September, an “Outbreak Notification to Prehospital Providers” was issued for the Sequoias Senior Living Facility. Although no distinction appeared in the notice, only the Memory Center was subject to the posting, which is no longer in effect.

No response has been received to the grant request for funds to update Station 8. San Bruno and South San Francisco, who have pending grant requests with the same funding source, are also awaiting response. Their needs may appear more pressing than ours. Should this grant not materialize, others will become available.

**CLOSED SESSION:** None.

**ADJOURNMENT:**

The meeting adjourned at 8:35 pm.

The next meeting of the Board of Directors is Monday, November 30, 2009.

Respectfully submitted,

Patrick Cain