

**FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES**

October 26, 2009
3111 Woodside Road
Woodside, CA 94062

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

Directors Present: John Gardner and Patrick Cain.

Absent: Peter Berger

Staff: Fire Chief Armando Muela, B/C Kevin Butler, B/C Dan Ghiorso, B/C Emil Picchi, B/C Don Romero, F/M Denise Enea, Business Manager Kate Edwards, F/F Robert Douthit, and Admin Assistant Pamela Van Horn.

ORAL COMMUNICATIONS – None

CONSENT AGENDA:

Agenda Items: Items 1 through 4, and 6 were moved to the consent agenda and approved unanimously.

REGULAR AGENDA:

ITEM 5: Fiscal Year Spreadsheet 2009-2010. Business Manager Edwards explained that the new box at the lower right corner of the spreadsheet shows the percentage of employer contributions to PERS, for each of two classifications, safety and miscellaneous, based on available actuarial figures. For the current fiscal year, these are 31.465% and 21.7%, respectively. The projected percentages for the 2010-2011 fiscal year are an increase to 31.6% for safety and a decrease to 20.9% for miscellaneous. Director Cain expressed his concern regarding the District's investment in PERS. Could this be a matter of adding good money to bad? What other vehicles might be more reliable? Fire Chief Muela responded that virtually no financial institution escaped the ravages of the recent economic downturn but we remain open to any suggestions. Our participation in a large risk pool mitigates some of the impact resulting from retiree costs.

ITEM 7: Fiscal Year Spreadsheet 2009-2010 Revenues and CA 8% Loan. BM Edwards prepared two views of the bottom line impact of California's financial situation on the District. One shows 2009-2010 revenue including SB 813 Property Tax Supplement and Interest. The other does not. Without those two revenue sources, FY 2009-2010 revenues are estimated to total \$ -426,713. Availability of revenue from those two sources raises total revenue to \$474,165. Neither calculation includes

transfers to reserves that reduce revenue penny-for-penny. Both figures include the \$913,000. the District is loaning the state of California. The loan is 8% of WFPD's total revenue for FY 2008-2009. The board packet documentation for this agenda item includes FY 2008-2009 contribution data for Special Districts, Independent Special Districts, and Cities/Towns within San Mateo County.

STAFF REPORTS:

OPERATIONS – B/C Ghiorso advised that the Engine 7 roof has a temporary fix. Both new engines will be repaired correctly in December. Engine 8, previously the Peirce Engine7, is still having problems. The oil issue with the new Self Contained Breathing Apparatus (SCBA) compressor is back. The cleaning procedure completed recently must be repeated. Workers Comp cases remain down. A revised Education Reimbursement policy was distributed for comment. The County Environmental Health department is helping WFPD write a spill prevention plan for the station 19 fuel tanks. This plan is required since the station has a fuel storage potential in excess of 1300 gallons.

TRAINING – B/C Butler noted that training hours are back within normal range since there were no wildland fire strike team alerts during September. Foster City hosted live burn tower exercises in which WFPD participated. The two new engines create a significant and intense learning curve that has everyone training on the apparatus. A recent chainsaw review emphasized servicing was a review for some and an introduction for others. Working with 24' ladders creates another big learning curve. The crews are training with the new size ladders and becoming more familiar with them. Hazmat reviews with Belmont San Carlos Fire District continue. All SCBA equipment undergoes annual tests for proper individual fit and functional reliability. Since Redwood City Fire Department purchased the required testing equipment, WFPD contracts with them to conduct the annual testing. Oil was discovered in the air tanks for a second time during the last testing process. WFPD and Palo Alto Fire have plans to train together. Currently, San Mateo County has only one USAR, Urban Search and Rescue, team. It is out of Menlo Park. USAR teams throughout the country work with FEMA in assisting areas hit by catastrophes. WFPD has trained for confined space and special rescue techniques. Although progress is evident, we require more expertise in low angle rescue, a common requirement in disaster situations.

IT – B/C Romero spent many hours searching why the email system did not start-up each morning as programmed. Inconsistency in error messages and logs increased the challenge. A register change corrected the error. However, the size of the email files contributed to the erratic behavior. All users received an advisory to streamline email files to avoid random deletions. B/C Romero suggested the Directors might appreciate an opportunity to see how the tough books function in the rigs. He offered to arrange a tour for them.

EMS – B/C Picchi said the last two modules of the 12 Lead training are complete. These covered how to use and interpret the generated patient information. Available

data indicates the rate of deterioration and what changes to anticipate in due course. The findings are transmitted to the emergency room in advance of the patient's arrival. Stanford and Sequoia hospitals are currently cardiac centers. Kaiser is making progress toward achieving that classification. The volume of calls responded to by the "new" ambulance has been so high that the vehicle may require replacement before the end of its projected, and budgeted, three-year lifespan. In its first nine months of service, despite significant down time, the vehicle accumulated 25,000 miles. AMR is attempting to lower the call volume, which would also reduce the large penalties they are paying us. B/C Picchi suggests the fees could be accumulated in an account to help offset the budget impact of an early replacement. The (JLV) Insurance Company audit is complete. The report recommended changes for some safe policy practices. Overall, the Fire District performed very well with the compliance audit.

FIRE PREVENTION – FM Enea said that the chipper returned to the Glens for an added chipping day. Portola Valley is also willing to pay for additional chipping of two more areas determined by WFPD to require additional fuel mitigation. Captain Marshall Hird received positive responses to the wildland presentation he delivered to Ladera residents. Selena spent five hours each day of one week teaching the students of Woodside Elementary School First Aid, CPR, and Safety Awareness. Two council members from each town have joined with the Fire District to form a new ad-hoc committee. The objective is to create a FireWise community. The County does not yet have a representative. Woodside Councilmember Sue Boynton is the committee Chair. The County Attorney is also involved in this effort. Some goals of FireWise are to 1) determine the most effective means to educate people about the many components of fire prevention, 2) determine how to address situations for which current enforcement methods are not effective, and 3) develop incentives to increase participation in the local FireWise effort. To minimize challenges to the FireWise program, the Towns, the County, and WFPD are working together to resolve conflicts among existing regulations. The ultimate objective is to have the same requirements for all three jurisdictions.

NEW BUSINESS: The Fire Chief mentioned that labor negotiations with the union would be starting up again very soon.

WRITTEN COMMUNICATION:

1. Jo Egenes thanked WFPD for contributing to the success of the Woodside Horse Owners Association's 2009 Day of the Horse ride. Over 270 horses and their rides completed WHOA's event, some of whom took advantage of the rest stop provided by the District.
2. Sheila Hammitt thanked Armando for his letter of reference that assisted her in landing a great job.
3. Jay Joseph Dippolito sent a letter asking if District personnel use seat belts while in emergency vehicles. He is personally interested in seat belt usage by "incident responders."

4. Dr. Donald Chue thanked Fire Chief Muela for arranging to have a First Aid station at Runnymede Farm for the 60th Class Reunion of Lowell High School. He also enclosed a check.
5. The auction co-chairs for the Menlo Charity Horse Show 2009 thanked the District for its donation of a children's party for ten for auction.
6. Jennifer Hammer declined an invitation to attend the October 22 meeting for the Woodside-Portola Valley Fire Protection Foundation. She expressed her support of the foundation and her availability to provide active assistance, possibly in the area of fundraising, as of September 2010.
7. The Board of Supervisors of the County of Santa Clara and the CAL Fire San Mateo-Santa Cruz Unit indicated their thanks and appreciation for the strike team support provided by Woodside Fire Protection District firefighters during the Lockheed Fire.
8. The California Special Districts Association sent an agenda for the October 27, 2009 meeting and a Member Survey to be completed and brought to the meeting or returned prior to the meeting by those not able to attend.

ADDITIONAL DISCUSSION:

Director Cain asked for a report on the invitational dinner meeting for the Woodside – Portola Valley Fire Protection Foundation. Fire Chief Muela said there were 26-27 attendees. All reactions were positive. The audience included potential board members, committee members, advisors, etc. Bill Lane set forth a number of very good ideas. Individuals offered suggestions pertaining to many of the aspects of a successful foundation. Director Gardner said he was very impressed by all presenters at the event and felt it was a great meeting.

The lack of wine at the Foundation meeting dinner was discussed. This was in accordance with the ban against alcohol at the fire stations. Even dinners donated for auction by the District to a few select organizations cannot involve wine if held at a station. Might there be justification for an exception or two to the current regulation?

The lack of availability of H1N1 vaccine was discussed briefly. The San Mateo County Health Department established multiple sites for uniformed Safety Personnel with vehicles to receive vaccinations. The County decided against mass vaccinations sites for the public similar to those held in other counties. The preferred distribution method for this county is via personal physicians.

Volunteers administered three hundred fifty seasonal flu shots at the annual Flu Clinic. Previous clinics provided close to 200 inoculations. Blood pressure readings were available for the first time at the 2009 clinic.

Fire Chief Muela, in conjunction with CERPP, is actively pursuing the formation of a Medical Reserve Corps. The objective is to recruit doctors, nurses, nurse practitioners, physician assistants, and other medical professionals willing to provide medical care to

District residents in the wake of a disaster limiting access to hospitals and personal doctors. The concept has been well received by the local medical community.

CLOSED SESSION: None.

ADJOURNMENT:

The meeting adjourned at 8:30 pm.

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

Respectfully submitted,

Patrick Cain