

MONTECITO FIRE PROTECTION DISTRICT
AGENDA FOR THE ADJOURNED REGULAR MEETING
OF THE BOARD OF DIRECTORS

Montecito Fire Protection District Headquarters
595 San Ysidro Road
Santa Barbara, California

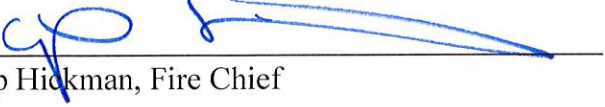
October 29, 2018 at 2:00 p.m.

Agenda items may be taken out of the order shown.

1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District. (30 minutes total time allotted for this discussion.)
2. Public Hearing for Ordinance No. 2018-01 of the Montecito Fire Protection District amending Section 6 of Montecito Fire Protection District Ordinance No. 2016-01. (Strategic Plan Goal 2.1)
3. Report from Staff and Ad-Hoc Committee regarding Board of Directors Policy Manual.
 - a. Consider recommendation for approval of Board of Directors Policy Manual.
4. Consider recommendation for approval of the Annual Employee Reimbursement Disclosure report. (Strategic Plan Goal 9.1)
5. Approval of Minutes of the September 24, 2018 Regular Meeting.
6. Fire Chief's report.
7. Board of Director's report.
8. Suggestions from Directors for items other than regular agenda items to be included for the November 26, 2018 Regular Board meeting.

Adjournment

This agenda posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is October 25, 2018.



Chip Hickman, Fire Chief

Agenda Item #2

ORDINANCE NO. 2018-01**AN ORDINANCE OF THE GOVERNING BOARD OF THE MONTECITO FIRE PROTECTION DISTRICT AMENDING SECTION 6 OF MONTECITO FIRE PROTECTION DISTRICT ORDINANCE NO. 2016-01.**

WHEREAS, the Montecito Fire Protection District operates under the provisions of California's Fire Protection District Law of 1987, wherein the State Legislature declared that the local provision of fire protection services, rescue services, emergency medical services, hazardous material emergency response services and other services relating to the protection of lives and property is critical to the public peace, health and safety of the State of California and that local control over the types, levels and availability of these services is a long-standing tradition in California; and

WHEREAS, the State Legislature has also declared that its intent is to provide broad statutory authority for local fire protection districts, encouraging local officials to adopt powers and procedures set forth in the Fire Protection District Law of 1987 to meet their own circumstances and responsibilities; and

WHEREAS, on November 28th, 2016, pursuant to Health and Safety Code section 13869.7, the Governing Board of the Montecito Fire Protection District adopted Ordinance No. 2016-01, which made certain amendments to the building standards relating to fire and panic safety that are more stringent than those building standards adopted by the State Fire Marshall and contained in the California Building Standards Code, including amendments to Section R313 and Appendix J of the California Residential Code; and

WHEREAS, WHEREAS, on January 10th, 2017, the Board of Supervisors of the County of Santa Barbara voted to ratify Montecito Fire Protection District Ordinance No. 2016-01, including the amendments to Section R313 and Appendix J of the California Residential Code; and

WHEREAS, the County of Santa Barbara has expressed concerns regarding the thresholds for triggering fire sprinkler installation in existing residential dwellings, and has requested that the District amend Ordinance No. 2016-01; and

WHEREAS, in order to address the County's concerns, the Governing Board of the Montecito Fire Protection District hereby desires to amend Section 6 of Ordinance No. 2016-01; and

WHEREAS, Health and Safety Code Section 13869.7 provides that any such amendment must be ratified by the city or county where such ordinance will apply.

NOW, THEREFORE, the Governing Board of the Montecito Fire Protection District ordains as follows:

Section 1. Section 6 of Ordinance No. 2016-01 is hereby amended to read as follows:

“Section 6. Amendments Made in the California Residential Code. The California Residential Code is amended and changed as follows:

(a) Chapter 3, Section R313, Automatic Fire Sprinkler Systems is amended as follows:

1. Section R313.1, Exception, is deleted in its entirety and replaced with the following:
 - a. “Any existing townhouse for which an application for building permits is filed or required to be filed with the County of Santa Barbara for any addition or alteration that meets the following two requirements shall be required to install automatic fire sprinkler systems throughout the entire structure:
 - i. Consists of a total floor area of 5,000 square feet or more; and
 - ii. The aggregate alteration and/or addition for which an application for building permits is required to be filed with the County of Santa Barbara is greater than 1,000 square feet in gross floor area.
 - b. Any existing townhouse which consists of a total floor area of less than 5,000 square feet for which an application for building permits is filed or is required to be filed with the County of Santa Barbara for any addition or alteration that exceeds 50% of the existing square footage of the building floor area shall be required to install automatic fire sprinklers throughout the entire structure.
 - c. Application. The provisions of this Section shall be applicable within the District’s jurisdiction, but shall not apply to alterations or additions to existing townhouses related to post-disaster repairs, earthquake retrofitting, or addition of fire resistant materials. If any part of this Section is in conflict with any other part, the more restrictive provision shall be controlling.”
2. Section R313.2, Exception, is deleted in its entirety and replaced with the following:
 - a. “Any existing one- and two-family dwellings for which an application for building permits is filed or required to be filed with the County of Santa Barbara for any addition or alteration that meets the following two requirements shall be required to install automatic fire sprinkler systems throughout the entire structure:

- i. Consists of a total floor area of 5,000 square feet or more; and
 - ii. The aggregate alteration and/or addition for which an application for building permits is required to be filed with the County of Santa Barbara is greater than 1,000 square feet in gross floor area.
- b. Any existing one- and two-family dwelling which consists of a total floor area of less than 5,000 square feet for which an application for building permits is filed or is required to be filed with the County of Santa Barbara for any addition or alteration that exceeds 50% of the existing square footage of the building floor area shall be required to install automatic fire sprinklers throughout the entire structure.
 - c. Application. The provisions of this Section shall be applicable within the District's jurisdiction, but shall not apply to alterations or additions to existing dwellings related to post-disaster repairs, earthquake retrofitting, or addition of fire resistant materials. If any part of this Section is in conflict with any other part, the more restrictive provision shall be controlling."
3. Section R313.3.1.2, Exceptions (1) and (4) are deleted.

Section 2. Findings.

The Board of Directors ("Board") of the Montecito Fire Protection District ("District"), following due consideration, hereby finds and determines that all the amendments, deletions, and additions to the foregoing Codes are reasonably necessary due to local climatic, geological, and topographical conditions existing in the District. The District hereby finds and declares that:

The area within which the District is located regularly experiences strong, hot, dusty, and down canyon winds referred to locally as "Santa Anas" or "Sundowners."

Such wind conditions increase fire danger by significantly contributing to the spread and intensity of fires, and significantly increase the difficulty of effective fire suppression within the District.

If a fire involving a single structure cannot be immediately extinguished, such wind conditions can rapidly spread flames to adjacent structures, significantly endangering lives and/or millions of dollars in property value.

Such winds can spread existing flames from a structure or natural fuel to structures and natural fuel significant distances away, even jumping over fire breaks and freeways, resulting in significant property damage and/or loss of life.

Much of the jurisdiction of the District is within heavy brush and chaparral.

It is generally known to take about 25 years to build up extremely dangerous combustible brush conditions, and the District contains areas where combustible flora has built up for 50 to 100 years.

The District is in an area prone to extensive drought conditions, significantly increasing the already natural combustibility of the chaparral, brush and ornamental shrubbery in the District.

Such fuels can rapidly transform a small manageable fire into an uncontrollable conflagration, compromising the lives and safety of District personnel and residents.

The reduction of such fuels provides a direct correlation to the safety of the lives and property within the District, and will substantially reduce the risk of injury or death to District personnel.

The District is geographically situated such that extreme solar exposure (south, southwest, and west facing slopes) continually results in critically low live fuel moisture levels, further rendering most brush, chaparral and ornamental shrubbery highly combustible.

Due to these conditions even non-structural fires can pose a massive threat to the lives and structures located in the District.

The District is located in close proximity to several active earthquake faults.

During and after an earthquake, there is a high potential for fires and other emergencies threatening the lives of District residents, generally requiring the commitment of all available resources.

Geographic and topographic conditions delay response times for fire apparatus (these conditions include remote structures; narrow, winding roads which hamper the access of modern fire suppression apparatus; and extremely sloping roads which tend to slow fire apparatus response).

Water can be in short supply in the District, and fires in areas with structures with noncombustible roofing typically consume far lesser quantities of water than those not complying with the Ordinance, allowing greater fire suppression coverage, and preventing unnecessary loss of life and/or property within the District.

U.S. Highway 101 traverses the District, and is a transportation route for hazardous materials and some traffic accidents on Highway 101 require the presence of all available fire apparatus, leaving the District with fewer resources to combat structural fires elsewhere in the District.

The Union Pacific Railroad line also traverses the District, and a train accident or derailment could immediately deplete the District's resources, limiting the District's ability to furnish fire protection for the balance of the District.

The Montecito Fire Protection District is in the mutual aid plan and is committed to supply personnel and equipment for serious fires outside the District and which can reduce the personnel and equipment available for response to possible emergencies within the District.

Further, in many instances because of the extra hazardous conditions, a defensible space protection zone around buildings and structures of only one hundred feet is not sufficient to provide for tenable wildland firefighting operations around such buildings and structures. These conditions are common upon lands within the District that are located within the Montecito Resource Management Zone as designated by the County of Santa Barbara. Such areas are generally rural areas with slopes exceeding 40% and are covered with old age class chaparral and dense vegetation, creating conditions that are dangerous to fire fighters.

The Governing Board expressly finds and declares that the findings contained herein provide the basis for the amendment, deletions, and additions to the Code contained in this Ordinance.

Section 3. Severability.

If any article, section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this Ordinance. The Board hereby declares that it would have passed this Ordinance and each article, section, subsection, sentence, clause, phrase or word thereof irrespective of the fact that any one or more articles, sections, subsections, sentences, clauses, phrases or words may be unconstitutional or invalid.

Section 4. Effective Date and Publication.

(a) Effective Date. This Ordinance was introduced for first reading on _____, 2018, and passed on _____, 2018, and shall take effect 30 days after final passage.

(b) Publication. In accordance with Government Code section 25124, this Ordinance shall be published once, with the names of the members of the Board voting for and against it in a newspaper of general circulation in the District within 15 days after its adoption.

PASSED, APPROVED AND ADOPTED by the Governing Board of the MONTECITO FIRE PROTECTION DISTRICT on this ___ day of _____, 2018, by the following vote:

- AYES:
- NAYS:
- ABSTAIN:
- ABSENT:

John Abraham Powell, President

ATTEST:

Michael Lee, Secretary

STATE OF CALIFORNIA)
)
COUNTY OF SANTA BARBARA)

ss.

I, Michael Lee, Secretary of the Governing Board of the Montecito Fire Protection District, DO HEREBY CERTIFY that the above and foregoing is a full, true and correct copy of Ordinance No. 2018-01 of said District, adopted at a regular meeting of the Governing Board, held on the _____, day of _____, 2018, at which meeting a quorum of the Governing Board was present and acting throughout, and that the same has not been amended or repealed.

DATED: This ___ day of _____, 2018.

Michael Lee, Secretary

Agenda Item #3

Montecito Fire Protection District



DRAFT

Board of Directors Policy Manual

October 29, 2018

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Mission Statement

The Montecito Fire Protection District is a progressive organization committed to the protection of the people, property and the environment. We exist to provide a professional and timely response to the needs of the community in preparation for, during and in recovery from emergencies.

Organizational Values

We value our citizens' rights and quality of life.

We value our young and old alike.

We value our obligation and responsibility.

We value your support, input and participation.

Being a member of the Montecito Fire Protection District requires constant attention to the way we treat other members and the people we serve. It also means that we continuously strive to improve the services we offer.

The cornerstone of our beliefs begin with respecting each person's contributions to our organization or community, regardless of his or her political strength, personal appearance, economic status, ethnicity, cultural heritage or religious beliefs.

Because each of our fire stations is an "open house" that is ready to welcome our citizens, we work to demonstrate appreciation, support and tolerance in everything that we do.

Conflict within the organization is investigated thoroughly and viewed as an organizational "injury" that needs healing. We then take preventive measures to ensure it doesn't happen again. We look at mistakes not as failures, but as opportunities to improve.

As members we are responsible for ourselves. We celebrate the success of others. When we see an opportunity to assist someone, we offer before we are asked. Helping one another is the norm, not the exception.

Working together as a cohesive unit brings forth accomplishments that make our job fulfilling. The organizations "win-win" philosophy is the common denominator for tackling problems and creating solutions.

We pride ourselves on our professional demeanor and response to any incident, minor injury or major disaster.

Organizational Chart**Community****Board of Directors****Fire Chief****General Rules**

The purpose of this policy manual is to provide guidelines for the conduct of the Board of Directors (“Board” or “Directors”) of the Montecito Fire Protection District (“MFPD” or “District”). Any of these policies not required by law may be suspended by a majority of the Board. Any policy may be altered, amended or repealed at a duly noticed meeting by a majority vote of the Board.

Board Member Roles and Responsibilities

The Board decides policy issues and sets priorities for the District. This is accomplished through thoughtful deliberation of each policy issue in a transparent, public environment. Staff shall make available all information and alternatives so that the Board can make informed decisions. All requests from the Board for information and/or agenda items shall be funneled through the Fire Chief and distributed to all Board members.

Fire Chief Roles and Responsibilities

The Fire Chief is the Chief Executive of the Fire District. He/she shall be responsible for the implementation of Board action at the organizational level. The Fire Chief shall have general supervision over the administration of the affairs, employees, and business of the District. The Fire Chief shall be charged with the hiring and discharging of employees and the management of District interests and properties.

Basis of Authority

The Board of Directors is the governing authority of this District. Apart from his/her normal function as a part of this unit, or as directed by the Board, no Director may commit the District to any policy, act, or expenditure. All powers, privileges, and duties vested in or imposed upon the District shall be exercised and performed through the Board. The Board may delegate to officers, employees, and agents of the District any or all administrative and ministerial powers. The Board of Directors is responsible for the overall oversight of the District while the Fire Chief is responsible for administration of the affairs of the District.

Position Description

A Director is usually elected by the constituents of the jurisdictional boundary of the Montecito Fire Protection District. Elected Directors serve a four-year term in office and appointed Directors may serve a shorter term dependent upon the vacancy they are filling. The Board of Directors define the strategic and fiscal direction for the District, oversee the establishment of the support structure necessary to achieve the District mission, hold the District accountable to the community, oversee the public funds collected on behalf of the District, and serve as community leaders.

Code of Conduct and Ethics

The proper operation of democratic government requires that public officials and employees be independent, impartial, and responsible to the people; that governmental decisions and policy be made publicly; that public offices not be used for personal gain; and that the public maintain confidence in the integrity of its government.

All Directors shall be subject to this Code of Conduct and Ethics Policy.

The purpose of this policy is to provide guidelines for ethical standards of conduct for all such officials by setting forth acts or actions that are compatible with the best interests of the District.

Standards of Conduct

All Directors shall be subject to and abide by the following standards of conduct.

- (a) **Decision Making Guidelines**: Every decision or policy established by the Board of Directors should uphold and support the District's mission and values statement.
- (b) **Use Civility and Decorum in Discussions and Debate**: No Director shall make impertinent, slanderous, threatening, abusive or personally disparaging comments in public meetings directed at staff, public or other Directors.
- (c) **Uphold the Integrity and Independence of the Office**: Directors shall demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all their public activities in order to inspire public confidence and trust in local government. Directors shall participate in establishing, maintaining, and enforcing District policies and shall, themselves, observe high standards of conduct so that the integrity and independence of their office may be preserved.

- (d) Conduct the Affairs of the Board in an Open and Public Manner: Directors shall know the letter and intent of the state's Open Meetings Law (The Brown Act; Government Code section 54950 et seq.), and conduct the affairs of the Board of Directors consistent with the letter and spirit of that law.
- (e) Maintain Discretion in Deliberations: Discretion may be necessary when issues pose a threat to the resources of the District, to the reputation of current or potential District employees, to orderly and responsible decision making, to the integrity of other governmental processes or to other legitimate interests of the District.
- (f) Regulate Extra-Governmental Activities: Directors shall minimize the risk of conflict with his or her official duties.
1. Directors shall manage their personal financial interests to minimize the number of matters in which they must ask to be excused from voting on matters coming before the Board.
 2. Information acquired by Directors in an official capacity shall not be used or disclosed in financial dealings or for any other purpose not related to official duties.
- (g) Use of Official Position: The provisions of this paragraph are not intended to prohibit a Director from speaking before neighborhood groups and other nonprofit organizations.
1. No Director shall use his/her official position or the District's facilities for his/her private gain, or for the benefit of any individual, if the benefit would not be available to any other member of the public in the same or similar circumstance.
 2. No Director shall represent any private person, group or interest before the District Board of Directors except in matters of purely civil or public concern.
 3. Directors shall avoid pledges or promises of conduct in office other than the faithful and impartial performance of the duties of the office.
 4. No Director shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- (h) Disclosure of Confidential Information: No Director shall use or disclose confidential information gained in the course of or by reason of his/her official position with the District for purposes of advancing:
1. His/her financial or personal interest.
 2. The interest of a business entity of which the Director or an immediate family member has an interest.
 3. The financial or personal interest of a member of his/her immediate family.
 4. The financial or personal interest of any citizen beyond that which is available to every other citizen.

(i) Gifts: No Director shall directly or indirectly solicit any gift, or accept or receive any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, in which the value exceeds the limits established by the California Political Reform Act, or under circumstances in which a reasonable person would believe that the gift was intended to influence him/her in the performance of his/her official duties, or was intended as a reward for any official action on his/her part. Legitimate political contributions to Directors shall not be considered as gifts consistent with the requirements of the California Political Reform Act and under the provisions of this paragraph.

1. Exempted from the prohibition are reasonable advertising items or souvenirs of nominal value or meals furnished at banquets. Also exempted are customary gifts or favors between Directors or officers and their friends or relatives. Directors must report in writing to the President of the Board, all gifts and favors from friends and relatives if made by a covered contractor, subcontractor, or supplier. Such gifts must also be disclosed in accordance with the requirements of the California Political Reform Act.
2. It shall not be a violation of this policy for any Director to solicit donations, contributions or support for any charitable activity which does not result in direct economic benefit to the Director, a member of his immediate family, or business entity with which he/she is associated.

General Disclosure

Directors shall file a California Fair Political Practices Commission Statement of Economic Interests – Form 700 as required by the California Political Reform Act.

Conflicts of Interest: Any Director who has an interest in any business coming before the Board shall publicly disclose to the Board the nature and extent of such interest, and shall not participate in said matter if a conflict exists. The Director shall then be excused from the room during the discussion, deliberation or decision.

1. It shall be a violation of this policy for a Director who has an interest in some business before the Board of Directors to advocate, whether publicly or privately, that interest to other Directors.
2. Maintain the Integrity of the Actions of the Board: When any Director sits in a quasi-judicial capacity and circumstances are presented in which the appearance of possible conflict of interest can exist, this shall be sufficient to require the Director to withdraw from the discussion, deliberation or decision of the Board, and the Director shall excuse him/herself from the room during the discussion, deliberation or decision.

Interaction with District Employees

- (a) Contact with District Employees: Requests for information or directions to employees shall be coordinated by the Fire Chief. Materials supplied to any Director in response to a request will be made available to all other Directors so that all have equal access to information.
- (b) Requests for Reports, Studies or Projects: All requests for information such as reports, studies or projects that may result in an increased work load to District Staff must be at the direction of the Board by a majority vote.

Interactions with the Media and the Public

The provisions of this section are not intended to prohibit a Director from speaking to the media or the public but as guidelines to respect and preserve the democratic process of decisions made by the Board. All Directors represent one voice of five, and until a vote on any issue is taken, Directors' positions are merely their own. Directors should support decisions that are made by the Board once a vote has been taken, so as not to undermine the democratic process.

- (a) When communicating with the media, Directors should clearly differentiate between personal opinions and the official position of the District.
- (b) After a decision has been rendered by the Board, the Board President and/or Fire Chief shall be the designated point of contact for the media relative to the decision.
- (c) Directors should not discuss personnel issues or other matters regarding individual staff members with the media or the public. Issues pertaining to staff should be addressed directly to the Fire Chief.

Sanctions and Violations

The Board of Directors, minus the accused Director, will serve as the committee for the purposes of reviewing any code violations and sanction consideration.

The hearing to be held as provided for herein shall be conducted by the Board of Directors in open session. Any determination resulting from said hearing shall be determined in open session of the Board.

If the Board of Directors, by majority vote of the remaining Directors, finds that a violation by a Director has occurred, they may adopt a resolution of censure which shall be placed as a matter of record in the official minutes of the Board meeting.

If the Board of Directors, by majority vote of the remaining Directors, finds that a violation by a Director has occurred, they may also remove the Director from any committee on which that Director serves.

Ethics Training

All Directors shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the Board of Directors and at least once and every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

This training shall also apply to all staff members that the Board of Directors designates and to members of all commissions, committees and other bodies that are subject to the Brown Act.

All ethics training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission. Directors shall obtain proof of participation after completing the ethics training.

District staff shall maintain records indicating both the dates that Directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

District staff shall provide the Board of Directors with information on available training that meets this requirement.

Any Director that serves on the board of another agency is only required to take the training once every two years.

Board President

The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she has the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The Board President or designee shall serve as the designated spokesperson for the Board after a decision has been rendered.

In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson of all meetings of the Board. If the President and Vice President of the Board are both absent the Secretary of the Board shall preside and act as chairperson of the meeting.

Members of the Board of Directors

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff before meetings.

Information exchanged before meetings shall be distributed through the Fire Chief, and all Directors will receive all information being distributed.

Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at board meetings.

Directors shall defer to the chairperson for conduct during meetings of the Board, and shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

Directors may request for inclusion into the meeting minutes, comments pertinent to an agenda item only at the meeting that said item is discussed including, if desired, a position on abstention or dissenting vote.

Directors shall recuse themselves from participating in consideration on any item involving a personal or financial conflict of interest.

Requests by individual Directors for substantive information and/or research from District Staff will be channeled through the Fire Chief.

Committees of the Board of Directors**Ad-Hoc Committees**

The Board of Directors shall appoint such ad hoc committees as may be deemed necessary. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

Standing Committees

The Board of Directors shall appoint two members of the Board of Directors to serve on each standing committee. This appointment shall occur at the District's first regular board meeting in December of each year or as soon thereafter as practical.

Standing committees shall be staffed by the District's Fire Chief and employees designated by the Fire Chief shall serve as staff to the standing committee.

Standing committees may request consultants and other experts to provide input to the committee on particular topics. The District's payment of any expenses associated with the consultants or experts must be preapproved by the District's Board of Directors.

Standing committees shall comply with the requirements of the Brown Act.

Currently, the District has designated the following Standing Committees:

Finance Committee

The purpose of the Finance Committee shall be to review the financial operations of the District, including all anticipated financial plans and to report the committee's findings and recommendations to the Board of Directors.

Personnel Committee

The purpose of the Personnel Committee shall be to function as the designated members of the Board to review any employee grievances pursuant to the Memorandum of Understanding with the Montecito Firefighter's Association and the Memorandum of Understanding with Members of Staff. In accordance with the grievance procedures specified in the MOU's, the reply of the Personnel Committee shall be final and not subject to review or approval by the Board of Directors.

Strategic Planning Committee

The purpose of the Strategic Planning Committee shall be to oversee the regular assessment of fire hazards and risk factors to the community; to collect standardized response data and analyze that data in terms of the District's standards of response coverage; to provide reports to the Board of Directors regarding the status of the District's emergency response system; and to develop recommendations for the Board of Directors regarding the strategic use of resources to improve the District's emergency response capability and performance.

Agenda

Item #4

**Montecito Fire Department
Reimbursement Disclosure Report
July 1, 2017 - June 30, 2018**

Date	Name	Description	Lodging	Meals	Tuition	Trans- portation	Other	Total
7/11/2017	Arnold, Daniel	Rescue Systems 2		121.00	498.39	65.27		684.66
7/11/2017	Grant, Lucas	Rescue Systems 2		222.00	498.39	56.18		776.57
7/11/2017	Whilt, Shawn	Rescue Systems 1	817.04	242.00	650.00	128.40		1,837.44
7/11/2017	Wrenn, William	Rescue Systems 2		157.00	498.39	70.62		726.01
7/25/2017	Kellogg, Kerry	Schaeffer fire assignment		396.00				396.00
7/27/2017	Rupp, Andrew	Trauma Symposium			155.00			155.00
8/29/2017	Badaracco, John	STF pre-position assignment		396.00				396.00
8/31/2017	Chapman, Scott	PPE - Wildland Pack Accessories					609.00	609.00
8/31/2017	McCracken, Ryland	Paramedic license renewal			200.00			200.00
8/29/2017	Juarez, Maeve	Whittier fire assignment		183.00				183.00
9/1/2017	Ederer, Travis	Red fire assignment	124.24					124.24
9/1/2017	Chapman, Scott	PPE - Wildland Pack Accessories						
9/19/2017	Kellogg, Kerry	Miller fire assignment		181.00			1,392.06	1,392.06
9/14/2017	Ederer, Travis	Miller fire assignment	101.33	97.00				198.33
9/19/2017	Badaracco, John	Ruth fire assignment	158.73	166.00				324.73
9/28/2017	Davis, Shaun	Binders for Academy instruction					126.50	126.50
9/28/2017	Galbraith, Robert	External hard drives (2)					130.96	130.96
9/28/2017	Bass, Loren	Type 3 Pre-Build trip		60.00		117.20		177.20
9/28/2017	Bennewate, Brandon	Rescue Systems 1		330.00	80.00	186.18		596.18
9/28/2017	Bennewate, Brandon	Trench Rescue Technician		198.00	20.00	130.00		348.00
9/28/2017	Klemowicz, Eric	Trench Rescue Technician	125.00	136.02	20.00	188.86		469.88
11/6/2017	Bennewate, Brandon	HazMat Cont Challenge Workshop	546.45	279.00	465.00	195.95		1,486.40
11/8/2017	McCracken, Ryland	Rescue Systems 2	912.50	301.00	675.00	136.96		2,025.46
11/8/2017	Whilt, Shawn	Rescue Systems 2	822.50	265.00	675.00			1,762.50
11/8/2017	Galbraith, Robert	Laundry detergent for stations					387.79	387.79
11/8/2017	Chapman, Scott	Brunacini Leadership Retreat	365.16	251.00	495.00	408.66		1,519.82
11/8/2017	Blake, Garet	Water & Gatorade emergency supplies					296.90	296.90
11/8/2017	Badaracco, John	October Pre-position assignment		149.00				149.00
11/8/2017	Bennewate, Brandon	Advanced Rope Rescue Technician		258.00	465.00			723.00
11/8/2017	Hauser, Benjamin	Central LNU fire assignment fuel					101.06	101.06
11/8/2017	Reed, Joyce	CSDA Annual Conference		36.00		275.53		311.53

**Montecito Fire Department
Reimbursement Disclosure Report
July 1, 2017 - June 30, 2018**

Date	Name	Description	Lodging	Meals	Tuition	Trans- portation	Other	Total
11/8/2017	Rupp, Andrew	ACLS recertification			190.00			190.00
11/8/2017	Hauser, Benjamin	Blue Card Instructor training	664.15	245.00	18.32	433.61		1,361.08
11/8/2017	Gil, Araceli	CalPERS Educational Forum	477.59	121.00		223.63		822.22
11/8/2017	Juarez, Maeve	LPF Memorial travel expenses		413.00		58.82		471.82
11/8/2017	Skei, Evan	Southern LNU fire assignment	200.00					200.00
11/8/2017	Bennewate, Brandon	Rescue Systems 2		330.00	675.00			1,005.00
11/21/2017	Chapman, Scott	Reimb. for Class A uniform					640.04	640.04
12/6/2017	Reed, Joyce	Advanced PIO		48.00		154.51		202.51
12/6/2017	Blake, Garet	Water & Gatorade emergency supplies					307.68	307.68
12/6/2017	McCracken, Ryland	Paramedic license renewal (County)			209.00			209.00
12/6/2017	Eubank, Nicholas	S-290 Wildland Behavior			112.00	248.67		360.67
12/6/2017	Whilt, Shawn	Confined Space Rescue Technician		301.00	675.00			976.00
12/7/2017	Grant, Lucas	Confined Space Rescue Technician	1,011.85	301.00	675.00	256.80		2,244.65
12/7/2017	Skei, Evan	Chief Officer 3C	221.70	162.00	146.00	206.51		736.21
12/7/2017	Broumand, Alex	Active Shooter equipment					359.59	359.59
12/6/2017	Arnold, Daniel	S-290 Wildland Behavior		68.00	111.00	123.05		302.05
12/7/2017	Jenkins, Jacqueline	Advanced PIO		229.00		155.36		384.36
2/27/2018	Kellogg, Kerry	Lunch for personnel, Thomas Flood		240.70				240.70
2/27/2018	McCracken, Ryland	ACLS/PALS recertification			300.00	54.57		354.57
3/1/2018	Davis, Shaun	Academy training supplies					461.42	461.42
3/1/2018	Davis, Shaun	Academy assignment mileage				1,498.00		1,498.00
2/27/2018	Fuentes, Eduardo	Personnel meal and fuel, Thomas Flood		120.00		83.06		203.06
2/27/2018	Galbraith, Robert	Batteries, Thomas Fire					272.88	272.88
2/27/2018	Hickman, Kurt	Wildland Arson Investigation Conference	505.20	30.00		114.80		650.00
3/9/2018	Whilt, Shawn	Trauma Symposium			155.00			155.00
3/14/2018	Briner, Aaron	Chief Officer 3A		51.00	350.00			401.00
3/23/2018	Davis, Shaun	Academy guidon framing					168.13	168.13
3/29/2018	Taylor, Kevin	Senate testimony travel	184.00	22.58		538.53		745.11
4/5/2018	Wrenn, William	Haz Mat Incident Commander			195.00			195.00
4/5/2018	Wrenn, William	Storage containers for flood gear (35)					301.32	301.32
4/5/2018	Wrenn, William	Company Officer 2A			355.77			355.77

**Montecito Fire Department
Reimbursement Disclosure Report
July 1, 2017 - June 30, 2018**

Date	Name	Description	Lodging	Meals	Tuition	Trans- portation	Other	Total
4/10/2018	Blake, Garet	Water & Gatorade emergency supplies					106.99	106.99
4/10/2018	Chapman, Scott	Firehouse World meals (5 employees)		118.21				118.21
4/18/2018	Wrenn, William	Company Officer 2B			295.00			295.00
5/10/2018	Blake, Garet	Batteries					110.43	110.43
5/10/2018	Powell, Keith	Fire Investigation 1B			350.00			350.00
5/17/2018	Hickman, Stephen	Sacramento Press Conference	378.55	83.00		604.96		1,066.51
5/18/2018	Hickman, Stephen	AIG Conference		330.00			50.00	380.00
5/24/2018	Moran, Jess	Pierce Training classes registration			1,300.00			1,300.00
6/1/2018	Blake, Garet	Batteries					103.67	103.67
6/18/2018	Arnold, Daniel	Company Officer 2D			295.00			295.00
6/1/2018	Hauser, Benjamin	Seat covers - Patrol 91					193.94	193.94
6/1/2018	Kellogg, Kerry	Santa Cruz fire assignment meals		281.00				281.00
6/1/2018	Chapman, Scott	FDIC (includes R. Galbraith airfare/lodging)	1,755.00	298.00	1,135.00	1,516.30		4,704.30
6/11/2018	Zeitsoff, Jordan	South Canyon Staff Ride		198.00		880.96		1,078.96
6/11/2018	Wrenn, William	South Canyon Staff Ride	309.99	198.00		566.60		1,074.59
6/11/2018	Wrenn, William	Company Officer 2			456.05			456.05
6/11/2018	Ederer, Travis	CFED Conference		53.00		297.46		350.46
6/8/2018	Arnold, Daniel	UTV Operator Training	106.00		500.00			606.00
6/25/2018	Grant, Lucas	UTV Operator Training	106.00		500.00			606.00
6/25/2018	Juarez, Maeve	Gettysburg L-580		257.00				257.00
6/27/2018	Bennewate, Brandon	Driver Operator 1B		150.00	406.10	129.42		685.52
6/27/2018	Taylor, Kevin	EMS Commission airfare				181.96		181.96
6/27/2018	Rupp, Andrew	Paramedic license renewal (CA)			200.00			200.00
6/27/2018	Klemowicz, Eric	Confined Space Rescue Technician	873.60	267.26	650.00	286.76		2,077.62
6/28/2018	Galbraith, Robert	FDIC		180.00	1,135.00			1,315.00
6/29/2018	McCracken, Ryland	Confined Space Rescue Technician		68.00		204.00		272.00
			<u>10,766.58</u>	<u>9,587.77</u>	<u>16,784.41</u>	<u>10,778.15</u>	<u>6,120.36</u>	<u>54,037.27</u>

Reimbursement Disclosure Report prepared pursuant to California Government Code Section 53065.5

Agenda Item #5

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
MONTECITO FIRE PROTECTION DISTRICT

Held at Fire District Headquarters, 595 San Ysidro Road September 24, 2018 at 2:00 p.m.

Director Powell called the meeting to order at 2:02 p.m.

Present: Director Powell, Director van Duinwyk, Director Lee, Director Venable, Director Easton. Chief Hickman and District Counsel Mark Manion were also present.

- 1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District. (30 minutes total time allotted for this discussion.)**

There were no public comments at this meeting.

- 2. Approve the first reading by title only of Ordinance No. 2018-01 of the Montecito Fire Protection District amending Section 6 of Montecito Fire Protection District Ordinance No. 2016-01. (Strategic Plan Goal 2.1)**

Fire Marshal Gregson provided an update regarding comments received from the County Building and Safety Manager, Massoud Abolhoda. Motion to reject the current version of Ordinance No. 2018-01 made by Director van Duinwyk, seconded by Director Easton. The Roll Call Vote was as follows:

Ayes: M. Lee, J. Venable, P. van Duinwyk, J. A. Powell, S. Easton

Nays: None

Abstain: None

Absent: None

Motion made by Director van Duinwyk, seconded by Director Easton to introduce Ordinance 2018-01 as read by title only, and that a public hearing on adoption of the Ordinance be set at the Board's regular meeting at 2:00 p.m., October 29, 2018, at District headquarters, and that notice of the public hearing be published as required by law. Director Powell Read the title of the Ordinance. The Roll Call Vote was as follows:

Ayes: M. Lee, J. Venable, P. van Duinwyk, J. A. Powell, S. Easton

Nays: None

Abstain: None

Absent: None

Motion to authorize the Secretary to certify true copies of the 2016 California Residential Code and that such certification and one copy of the 2016 California Residential Code be kept on file at District headquarters at least 15 days prior to October 29, 2018 made by Director van Duinwyk, seconded by Director Easton and unanimously passed.

3. Report from the Finance Committee (Strategic Plan Goal 9.1):

a. Consider recommendation to approve July and August 2018 financial statements.

Director van Duinwyk provided a report regarding the July and August 2018 financial statements. Motion made by Director Easton, seconded by Director van Duinwyk and unanimously passed to approve the July and August 2018 financial statements.

b. Consider recommendation to approve Resolution 2018-16, Adoption of the Final Budget for the Fiscal Year 2018-19.

Motion made by Director van Duinwyk , seconded by Director Lee to approve Resolution 2018-16, Adoption of the Final Budget for the Fiscal Year 2018-19. The Roll Call Vote was as follows:

Ayes: M. Lee, J. Venable, P. van Duinwyk, J. A. Powell, S. Easton

Nays: None

Abstain: None

Absent: None

4. Approval of Minutes of the August 23, 2018 Special Meeting.

Motion to approve the minutes of the August 23, 2018 Special meeting made by Director Venable, seconded by Director Lee and unanimously passed.

5. Fire Chief's report.

Chief Hickman extended his thanks to Firefighter Paramedic Kurt Hickman for coordinating the stone monument project. The Chief indicated that staff continues to review the Thomas Fire Retrospective report from GEO Elements. He added that Board members would receive their copy next week for feedback. Chief Hickman noted the public meeting for the Retrospective report is October 17, 2018. Division Chief Taylor provided an update regarding winter weather preparedness stating the National Weather Service reports a seventy percent chance of El Niño. He stated that Operational Area personnel have been diligently working on evacuation and debris flow planning. Division Chief Taylor also provided an update regarding mitigation plans. Chief Hickman provided an update regarding Mutual Aid assignments. The Chief stated the District would host a Department Awards Ceremony at 5:30 p.m., on October 30, 2018, at Montecito Union School. Chief Hickman stated the Montecito Firefighters Association is planning a

Community Ball on November 18, 2018, at the Coral Casino. He added that all proceeds would benefit the Charitable Foundation.

6. Board of Director's report.

Director Easton stated she attended a Montecito Association presentation that included Director van Duinwyk.

7. Suggestions from Directors for items other than regular agenda items to be included for the October 22, 2018 Regular Board meeting.

There were no additional suggestions from the Directors.

Meeting Adjourned at 3:12 p.m., to Regular Meeting on October 29, 2018.

President John Abraham Powell

Secretary Michael Lee

Agenda Item #6



COUNTY OF LOS ANGELES FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE
LOS ANGELES, CALIFORNIA 90063-3294
(323) 881-2401
www.fire.lacounty.gov

"Proud Protectors of Life, Property, and the Environment"

BOARD OF SUPERVISORS

HILDA L. SOLIS
FIRST DISTRICT

MARK RIDLEY-THOMAS
SECOND DISTRICT

SHEILA KUEHL
THIRD DISTRICT

JANICE HAHN
FOURTH DISTRICT

KATHRYN BARGER
FIFTH DISTRICT

DARYL L. OSBY
FIRE CHIEF
FORESTER & FIRE WARDEN

September 25, 2018

Fire Chief Chip Hickman
Montecito Fire Protection District
595 San Ysidro Road
Santa Barbara, CA 93108

Dear Chief Hickman:

APPRECIATION

On behalf of the Los Angeles County Fire Department, I would like to personally thank you for your Department's partnership and assistance during the search and rescue efforts and memorial services for our fallen brother, Fire Captain Wayne Habell. Fire Captain Habell was a dedicated and well respected member of our Department who faithfully served the residents of Los Angeles County for 13 years.

It is difficult to lose one of your own and your organization's cooperation, professionalism, and kindness has been instrumental for both the Habell and Fire Department families.

Please convey my heartfelt gratitude to your entire team for their efforts; we are truly appreciative of the caring service and support extended to us by the Montecito Fire Protection District.

Very truly yours,

DARYL L. OSBY, FIRE CHIEF

DLO:jt

SERVING THE UNINCORPORATED AREAS OF LOS ANGELES COUNTY AND THE CITIES OF:

AGOURA HILLS
ARTESIA
AZUSA
BALDWIN PARK
BELL
BELL GARDENS
BELLFLOWER
BRADBURY

CALABASAS
CARSON
CERRITOS
CLAREMONT
COMMERCE
COVINA
CUDAHY
DIAMOND BAR
DUARTE

EL MONTE
GARDENA
GLENDDORA
HAWAIIAN GARDENS
HAWTHORNE
HERMOSA BEACH
HIDDEN HILLS
HUNTINGTON PARK

INDUSTRY
INGLEWOOD
IRWINDALE
LA CANADA-FLINTRIDGE
LA HABRA
LA MIRADA
LA PUENTE
LAKEWOOD
LANCASTER

LAWNDALE
LOMITA
LYNWOOD
MALIBU
MAYWOOD
NORWALK
PALMDALE
PALOS VERDES ESTATES

PARAMOUNT
PICO RIVERA
POMONA
RANCHO PALOS VERDES
ROLLING HILLS
ROLLING HILLS ESTATES
ROSEMEAD
SAN DIMAS
SANTA CLARITA

SIGNAL HILL
SOUTH EL MONTE
SOUTH GATE
TEMPLE CITY
WALNUT
WEST HOLLYWOOD
WESTLAKE VILLAGE
WHITTIER

October 29, 2018

937 ARCADY ROAD
MONTECITO, CAL 93108

Oct 1, 2018

Dear Chief HICKMAN:

WHAT A TREMENDOUS
EFFORT ALL OF YOU PUT IN EARLY
THIS YEAR BATTLING MUD, ROCKS,
WATER & GOD KNOWS WHAT ELSE.

THANK YOU!

AS TO THE "FIRST RESPONDERS"
STAMPS, I AM ONLY USING THOSE
FROM NOW ON. GREAT PIC!!

Sincerely
Brentley & Robert Lewis

Dear Montecito Fire Protection ^{10/31/18}

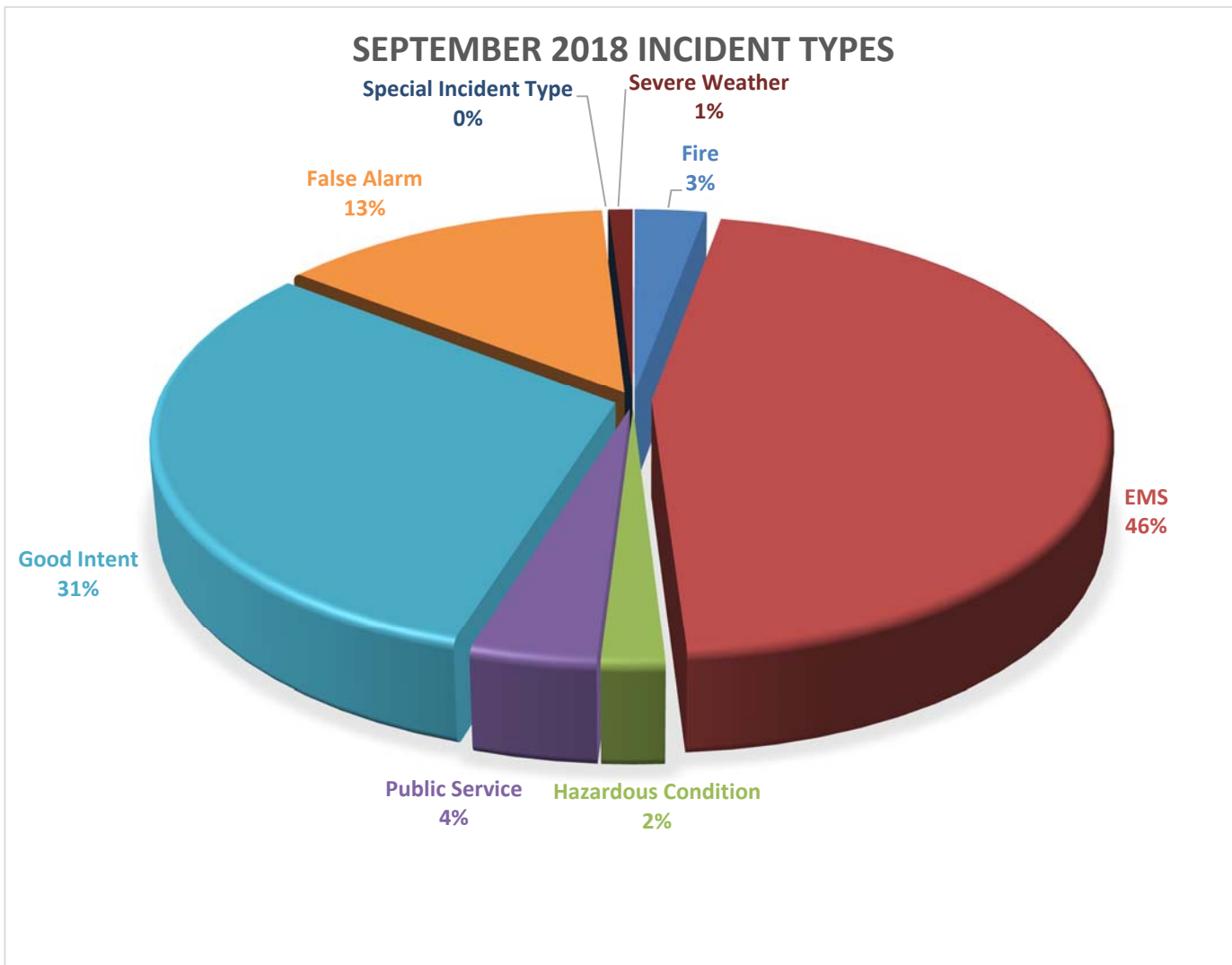
Distnct,

Thank you for helping fight the fires
in Sonoma County last October. We
are very grateful for everyone who
worked to protect our homes and
community.

Sincerely,
Deborah Terry Ivy

SEPTEMBER 2018 CALLS BY INCIDENT TYPE TOTAL INCIDENTS: 104

FIRE: 3	EMS: 48
HAZARDOUS CONDITION: 2	PUBLIC SERVICE** 4
FALSE ALARM: 14	GOOD INTENT*: 32
SEVERE WEATHER: 1	SPECIAL INCIDENT TYPES: 0



*Good Intent: Firefighters respond to a reported emergency, but find a different type of incident or nothing at all upon arrival to the area. Example: A caller reports smoke on the hillside. Firefighters arrive to discover a grading operation at a construction site is creating dust mistaken for smoke. Dispatched and Cancelled Enroute falls in this category.

** Public Service: Non-emergency requests for assistance. Examples: lock out, animal rescue, ring removal, water problem; lift assists, seized gate, stalled elevator, providing the Sheriff's Department with a ladder to enter a building.

April - September 2018 Incident Trend

