

MONTECITO FIRE PROTECTION DISTRICT

Agenda for the Regular Meeting of the Board of Directors

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

March 23, 2020 at 2:00 p.m.

Members of the public will be able to observe the Board of Directors meeting on monitors and provide public comments during the Board of Directors meeting from 595 San Ysidro Road, Santa Barbara, as permitted under the Governor's Executive Order N-25-20, dated March 12, 2020 due to concerns of COVID-19 ("Executive Order").

Further, consistent with the authority granted by the Executive Order the members of the Board of Directors will participate in the meeting via a teleconference connection at locations that may be located outside of the District's jurisdiction. Such locations shall not be publicly disclosed nor shall such locations be open to the public as is expressly authorized by the Executive Order.

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. TIME CERTAIN: 2:00 Receive conference call presentation from Public Health Department representative regarding COVID-19.
3. That the Board of Directors adopt Resolution No. 2020-03 acknowledging the declarations of federal, state and local emergencies for COVID-19 and declaring an emergency situation within the jurisdiction of the Montecito Fire Protection District.
 - a. Staff report presented by Fire Chief Kevin Taylor

That the Board consider the adoption of the Montecito Fire Protection District Continuity of Operations Plan. (Strategic Plan Goal 3)

Adjournment

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This agenda posted pursuant to the provisions of the Government Code commencing at Section 54950 and the emergency authority contained in the Executive Order. The date of the posting is March 18, 2020.



Kevin Taylor, Fire Chief

Note: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 969-7762. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

Materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Montecito Fire Protection District's office located at 595 San Ysidro Road during normal business hours.


March 23, 2020

Agenda

Item #3



STAFF REPORT

To: Montecito Fire Protection District Board of Directors
From: Kevin Taylor, Fire Chief 
Date: March 23, 2020
Topic: **Acknowledgment of Federal, State, and Local Emergencies**

Summary

Formal acknowledgement of the Federal, State, and Local Emergencies that have been proclaimed/declared as a result of COVID-19 will provide the Board of Directors with alternatives relative to Emergency Meetings for the duration of the emergency.

Discussion

The President of the United States issued an emergency declaration due to the on-going COVID-19 pandemic on March 13, 2020. The Governor of California proclaimed a State of Emergency to exist as a result of COVID-19 on March 4, 2020. The Santa Barbara County Board of Supervisors ratified the Declaration of a Local Health Emergency by the Director of Emergency Services on March 12, 2020. Finally, the Board of Supervisors of Santa Barbara County ratified the Declaration of a Local Health Emergency by the County Health Officer and Public Health Director for COVID-19 on March 17, 2020.

Formal acknowledgement of this event as an emergency situation will provide the Board of Directors the ability to take particular actions if its ability to conduct public business is disrupted by the emergency. If you take this action, you enable to Board to hold emergency meetings without complying with either the 24-hour notice requirement or the 24-hour posting requirement of the Brown Act. While we do not currently anticipate needed this provision, we recommend that you preserve this privilege by adopting Resolution 2020-3.

Conclusion

Staff recommends that the Board adopt Resolution 2020-03 Acknowledging the Declarations of Federal, State, and Local Health Emergencies for COVID-19 and Declaring an Emergency Situation Within the Jurisdiction of the Montecito Fire Protection District.

Attachments

1. Resolution 2020-3.

Strategic Plan Reference

Strategic Plan Goal #3, Mitigate Disaster

RESOLUTION 2020-03

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MONTECITO FIRE PROTECTION DISTRICT ACKNOWLEDGING THE
DECLARATIONS OF FEDERAL, STATE AND LOCAL HEALTH
EMERGENCIES FOR COVID-19 AND DECLARING AN EMERGENCY
SITUATION WITHIN THE JURISDICITON OF THE MONTECITO FIRE
PROTECTION DISTRICT**

WHEREAS, the Montecito Fire Protection District (“Fire District”) is a fire protection district duly organized and existing pursuant to the Fire Protection District Law of 1987 codified in Health & Safety Code section 13800 et seq.; and

WHEREAS, the purpose of the Fire District is to, among other things, provide (i) fire protection services, (ii) rescue services, (iii) emergency medical service; (iv) hazardous material emergency response services, (v) ambulance services, and (vi) any other services relating to the protection of lives and property within the jurisdiction of the Fire District; and

WHEREAS, on March 13, 2020, the President of the United States declared the ongoing COVID-19 pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, on March 17, 2020, the Board of Supervisors of the County of Santa Barbara ratified the Declaration of a Local Health Emergency by the County Health Officer and Public Health Director for COVID-19m, which Declaration was adopted on March 12, 2020; and

WHEREAS, March 17, 2020, the Board of Supervisors of the County of Santa Barbara ratified the Proclamation of Local Health Emergency by the Director of Emergency Service for COVID-19, which Proclamation was adopted on March 12, 2020.

NOW, THEREFORE, the Board of Directors of the Montecito Fire Protection District does hereby resolve as follows:

1. That the Board hereby acknowledges the existence of the federal, state and local emergencies as a result of COVID-19.
2. That the Board hereby finds and declares that the conditions caused by COVID-19 have created an emergency situation in accordance with

Government Code section 54956.5, which severely impacts the public health and safety within the jurisdiction of the Montecito Fire Protection District.

PASSED AND ADOPTED, by the Board of Directors the Montecito Fire Protection District this 23rd day of March, 2020, by the following vote, to wit:

AYES:

NAYS:

ABSTAIN:

ABSENT:


Sylvia Easton, President

ATTEST:

Judith Ishkanian, Secretary



STAFF REPORT

To: Montecito Fire Protection District Board of Directors
From: Kevin Taylor, Fire Chief 
Date: March 23, 2020
Topic: **Continuity of Operations Plan**

Summary

The Montecito Fire Protection District (District) developed a comprehensive Continuity of Operations Plan in response to the Covid-19 Public Health Emergency.

Discussion

Continuity of Operations Plans (COOP) are identified as a best practice in National Security Presidential Directive 51 and Homeland Security Presidential Directive 20. These plans articulate primary mission essential functions that must be continued during a wide range of emergencies. The District previously did not have a COOP. Given the community threat from Covid-19, District staff have developed the attached COOP specifically for the anticipated Public Health Emergency.

The goal of the COOP is to ensure that our essential missions are identified and continue for the duration of the emergency. The plan focuses on the continuation of District Governance, District Administration, and the continuous operation of both fire stations and the dispatch center. It further identifies lines of succession for the Board of Directors and key command positions in the organization. The COOP has been reviewed by District Counsel and is in alignment with applicable California law.

Conclusion

Staff recommends that the Board approve the Continuity of Operations Plan.

Attachments

1. Montecito Fire Protection District Continuity of Operations Plan.

Strategic Plan Reference

Strategic Plan Goal #3, Mitigate Disaster

CONTINUITY OF OPERATIONS PLAN (COOP)

Montecito Fire Protection District

Santa Barbara County Public Health Department

Local Health Emergency



March 23, 2020

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SECTION I: INTRODUCTION

I-1 Purpose

This Continuity of Operations Plan (COOP) establishes guidance to ensure execution of the mission essential functions for the Montecito Fire Protection District in the event a Local Health Emergency, as defined in Section IV hereof, incapacitates administration and traditional service delivery.

This COOP will incorporate operations and recovery options for the continued governance of the Fire Protection District, Administration of the Fire Department, Operations of the two Fire Stations and South Coast Dispatch Services. The COOP outlines actions to be taken by the District and the Fire Department in the event the Santa Barbara County Health Officer, acting through the Public Health Department (PHD), declares a Local Health Emergency in the Santa Barbara County Operational Area.

I-2 Applicability and Scope

- a. This document is applicable to the Montecito Fire Protection District.
- b. Support from other agencies as described herein will be coordinated with the responsible office as applicable.
- c. The Administrative functions specific to the Montecito Fire Department are addressed in this plan.

I-3 Succession

This document supersedes any other documents for the Montecito Fire Protection District related to emergency operations during a Local Health Emergency.

I-4 Authority

- a. The Fire Protection District Law of 1987 (Health & Safety Code § 13800 et seq.).
- b. The Ralph M. Brown Act (Government Code § 54950 et seq.)
- c. Government Code § 1780 (regarding Board vacancies).

SECTION II: CONCEPT OF OPERATIONS

II-1 Objectives

The objective of this COOP is to ensure a viable capability exists to continue essential service delivery across a wide range of possible issues related to a Local Health Emergency. The objectives of this plan include:

- a. Ensure the continuous performance of the Fire-Rescue-EMS functions/operations during an emergency.
- b. Reduce loss of life, minimize damage and losses.
- c. Protect essential facilities, equipment, records, and other assets.

- d. Reduce or mitigate disruptions to operations, including impacts to employee's families at home.
- e. Identify and designate principals and support staff to work remotely.
- f. Facilitate decision-making for execution of the plan and the subsequent conduct of operations, and
- g. Achieve a timely and orderly recovery from the emergency, to include behavioral wellness services and resumption of full/normal service delivery.

II-2 Planning Assumptions

The following assumptions were used as a basis of design for the plan's concept of operations and implementation procedures:

- a. Personnel and other resources from Mutual-Aid and other organizations outside the affected area will be made available if required to continue essential operations.
- b. Working from alternate sites will not be affected by the disruption.
- c. Alternate site inventories are available to support working remotely.
- d. Communications and alternate communications will be readily available.
- e. Mitigation control measures will be in place to insure remote access to the network and servers will not compromise record keeping or security of data.
- f. The transfer of essential physical documents and transactions will continue to be available through restricted access to the main Fire Administrative offices.

SECTION III: RESPONSIBILITY (Leadership succession is detailed in Appendix A)

III-1 Board of Directors Administration

The Board President is responsible for:

- a. Maintaining communication with the other Directors and the Fire Chief.
- b. Assessing the ability to conduct board meetings.
- c. Participating in meetings to establish policy direction for the District.

The Directors are responsible for:

- a. Maintaining communication with the Board President and the Fire Chief.
- b. Participating in meetings to establish policy direction for the District.

The Fire Chief is responsible for:

- a. Maintaining communication with the Board President, the Directors and Legal Counsel.
- b. Providing updates and situational awareness to Directors and Legal Counsel.
- c. Assessing the ability to conduct board meetings and the need for emergency policy direction.

III-2 Fire Department Administration

The Fire Chief is responsible for:

- a. Providing leadership, oversight and direction for the Fire Department, maintaining the ability to fulfil all mission critical functions.
- b. Providing updates and situational awareness to elected officials, operational area agencies, personnel and the community.
- c. Managing District financial operations
- d. Emergency guidance and official requests for assistance.

The District Accountant is responsible for:

- a. Maintaining and verifying financial records.
- b. Preparing District payroll.
- c. Processing and oversight of accounts payable.
- d. Situational awareness and the impacts of expenditures on the budget.

The Administrative Assistant is responsible for:

- a. Providing support functions for the District, including human resources, records management, public information and special district board administration.
- b. Functioning as clerk to the Board of Directors.
- c. Assisting the District Accountant with processing accounts payable.
- d. Overseeing website content and AM radio programming.

III-3 Fire Department Operations

The Division Chief - Operations is responsible for:

- a. Providing leadership, oversight and direction for the delivery of fire suppression, technical rescue and emergency medical services activities, assuring the ability to fulfil mission critical operations.
- b. Providing updates and situational awareness to the Fire Chief, operational area agencies and personnel.
- c. Assessing financial impacts of operations on the budget.

Battalion Chiefs are responsible for:

- a. Providing leadership, oversight and direction as shift commander with the primary responsibility of maintaining the ability to fulfil all operational mission critical functions.
- b. Providing updates and situational awareness to Division Chief - Operations and personnel.
- c. Liaison with LEMSA and PHD relative to potential exposures.

III-4 Fire Prevention Bureau

The Battalion Chief – Fire Marshal is responsible for:

- a. Providing leadership, oversight and direction for the delivery of fire prevention, plans review, and fire investigation activities, assuring the ability to fulfil mission critical operations.
- b. Providing updates and situational awareness to the Fire Chief, operational area agencies and personnel.
- c. Assesses financial impacts of the Fire Prevention Bureau on the budget.

The Captain – Assistant Fire Marshal is responsible for:

- a. Enforcing District, state and federal codes, ordinances and regulations as they pertain to fire protection and life safety.
- b. Responsible for leadership, oversight and direction in the Fire Prevention Bureau.
- c. Providing updates and situational awareness to the Battalion Chief – Fire Marshal and subordinate personnel.
- d. Filling in as an operational Fire Captain, as needed.

SECTION IV: ACTIVATION

IV-1 Local Health Emergency Declaration

For purposes of this COOP, a “Local Health Emergency” will occur when the County Health Officer, pursuant to Health and Safety Code section 101080 and/or related authority, determines that there is “an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent,” and on that basis, declares a local health emergency in the county as a whole or in any part of the jurisdiction of the District in particular. The Fire Chief shall be responsible for evaluating potential impacts to the District and taking appropriate action, including activating the COOP as may be necessary.

SECTION V: ALTERNATE OPERATIONS

V-1 Phase I – Increased Infection Control Measures

PPE - Personnel will properly don and doff all appropriate infectious disease PPE on EMS responses, as indicated by the patient’s presentation. Crews will train and refresh on the donning and doffing procedures for the PPE available to them.

Response – Crews will follow guidance documents for first responders, which provide direction on patient contact, when to don PPE and the concept of minimizing the numbers of personnel exposed to suspected contagious patients.

Sick leave – Any employee experiencing signs and symptoms of illness should stay home until they are well.

Sanitation – Personnel will increase handwashing and station sanitation as indicated by PHD.

PHD – The Department will maintain increased communication with the PHD

V-2 Phase II – Social Distancing

Facilities – Public access to Department facilities will be restricted. Anyone seeking emergency care will be directed to an area where personnel can make immediate contact, while limiting exposure to the facility. Those seeking to conduct general business or having questions will be restricted to the front foyer of the building and personnel will seek to maintain a respectful 6’ social distance. Signage will be placed at the entrance directing anyone exhibiting signs and symptoms of illness not to enter, but to call on the phone or utilize the intercom (at Station 91) to conduct their business.

Telecommuting – As appropriate, staff members will conduct the majority of the work from home and offsite. Staff will only work from the station when necessary and that time should be planned and intentional to limit the amount of time they spend onsite.

Limit physical contact – While remaining professional and courteous, personnel should elbow and fist bump one another and the members of the public instead of shaking hands or hugging.

V-3 Phase III – Adjusted Response Force and Profiles

The Department may experience a reduction in available staffing due to personal illness, family illness, isolation or quarantine. The Duty Chief is responsible for overseeing our response force and will make adjustments, as needed, to maintain our daily levels. In the event we no longer have minimum staffing available, the Duty Chief will brown out apparatus as necessary. The minimum response force shall be 2-Engines, and 1-Chief Officer.

Mutual aid may be requested to maintain our minimum response force. In close consultation with our operational area partners, a reduced response force may result in an adjustment to our automatic mutual aid response. Likewise, if our allied agencies experience a reduction and we still have capacity, we may expand our automatic/mutual aid response in the operational area.

If staffing shortages affect our ability to maintain a minimum of one dispatcher, we will work with the SBSO Dispatch to have them temporarily take over South Coast Dispatch services. When dispatch staffing becomes available, we will immediately transfer dispatch services back to South Coast Dispatch. Carpinteria/Summerland Fire Department will be notified prior to any change in dispatch staffing or services.

SECTION VI: PHASE II – RECONSTITUTION AND TERMINATION

VI-1 Stabilization of Response Force

The Department will continually monitor staffing levels for signs of stability. Limited sick leave usage, reduced risk of personnel being placed in isolation and quarantine, and a significant reduction in new cases in the operational area will be indicators of Response force stabilization.

VI-2 Rescinding Social Distancing

The Department will seek guidance and direction from PHD for the rescinding of the social distancing directive. While proper hygiene and best practice for reducing the spread of germs are always in order, the concept of social distancing relative to contagions will be cancelled.

Telecommuting will be cancelled, and impacted staff members will report to their customary schedules, reporting locations and offices.

The Department will remove control measures restricting public access to facilities and return to customary operations.

VI-3 Termination of COOP

The Fire Chief shall be responsible for terminating the COOP. Should the Health Officer of the Santa Barbara County Public Health Department (PHD) cancel the Local Health Emergency related to the pandemic, the Fire Chief will evaluate the impacts to the District and take appropriate action.

APPENDIX A: LEADERSHIP SUCCESSION

Board of Directors:

The Board of Directors is required to have at least three officers: president, vice president and secretary. The president and vice president must be elected from the membership of the board, the secretary need not be. Therefore, should the position of secretary become vacant due to the emergency, the board may choose to fill this position from outside the board's membership.

President – If the president of the board becomes unable to fulfil their duties due to the emergency, the vice president shall succeed without any further action of the board and shall serve for the remainder of the resigning president's term.

Vice President – If the vice president of the board becomes unable to fulfil their duties due to the emergency, the board shall fill the office by election of another of its members to serve for the remainder of the resigning vice president's term.

Secretary – if the secretary of the board becomes unable to fulfil their duties as a result of the emergency, the board shall fill the office by election of another of its members or by election of a person from outside the board's membership to serve for the remainder of the resigning secretary's term.

Current Board Members and Offices:

President: Sylvia Easton

Vice President: Mike Lee

Secretary: Judith Ishkanian

Director: Peter van Duinwyk

Director: Abe Powell

Staff:

The following table lists essential positions and personnel assigned or appointed. The person listed in position one is the current person assigned or appointed to that position. Persons listed in positions two through five represent the line of succession should the individual assigned be unable to fulfil their duties as a result of the emergency.

Fire Chief	
1	Kevin Taylor
2	Alan Widling
3	Greg Fish (CRP)
District Accountant	
1	Araceli Nahas
2	Joyce Reed
3	Aaron Briner
Administrative Assistant	
1	Joyce Reed
2	Araceli Nahas
3	Aaron Briner
Operations Division	
1	Alan Widling
2	Travis Ederer
3	Scott Chapman
4	Aaron Briner
5	David Neels
Fire Marshal	
1	Aaron Briner
2	Alex Broumand
3	Alan Widling