

MINUTES FOR THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
MONTECITO FIRE PROTECTION DISTRICT

Held at Fire District Headquarters, 595 San Ysidro Road, January 21, 2015 at 2:00 p.m.

The meeting was called to order by Director Powell at 2:15 p.m.

**Present:** Director Powell, Director Sinser, and Director van Duinwyk. Director Keller and Director Venable were absent. Chief Hickman and District Counsel M. 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 is allotted for this discussion.)**

There was no public comment.

- 2. Consider Staff recommendations and comments relating to Citygate Standards of Coverage Study and Risk Assessment recommendations.**

Chief Hickman reviewed the staff's recommendations relating to the Citygate Standards of Coverage Study and Risk Assessment.

Public Comment:

Sylvia Easton thanked the Chief and staff for their prompt response, and expressed her desire to see the District move forward with purchasing land and build a third station at the existing proposed site.

Sally Jordan stated that she would like to see the District move forward with a third station, and not continue this project with "paralysis by analysis".

The Board addressed each recommendation individually:

**Recommendation #2-1:** *The District should consider requesting an updated Public Protection Classification Community Survey from the Insurance Services Office.*

***On a motion made by Director van Duinwyk, seconded by Director Sinser, the Board voted unanimously to accept Staff's recommendation is to postpone any ISO re-evaluation until such time that the District has determined its direction on moving forward with a third station, completion of the new Community Wildfire Protection Plan (CWPP) and its accompanying environmental document, and developed a Strategic Plan.***

**Recommendation #2-2:** The District should update its pre-incident and target hazard plans at least every five years.

*On a motion made by Director van Duinwyk, seconded by Director Sinser, the Board voted unanimously to adopt a policy for the District to update its pre-incident and target hazard plans at least every five years.*

**Recommendation #2-3:** Strongly advocate for meaningful reduction of existing access/egress impediments wherever possible.

*Director Powell pointed out that this can be in conflict with the Montecito Community Plan, which identifies the District with narrow winding roads. The Chief stated that it is the Board's duty to uphold code. The Board stated that they will support the Chief as much as they can when appeals relating to access/egress are brought before the Board.*

**Recommendation #2-4:** Aggressively seek water system improvements where available fire flow does not meet minimum District Fire Protection Plan standards.

*On a motion made by Director van Duinwyk, seconded by Director Sinser, the Board voted unanimously to continue aggressively seeking water system improvements.*

**Recommendation #2-5:** The District should exercise its emergency notification systems and Evacuation Plan, including partner agencies, at least every 12-24 months.

Jackie Jenkins advised that she is working on a plan to test the District's notification systems, and will have the plan completed by March 2015.

*2-5a: On a motion made by Director van Duinwyk, seconded by Director Powell, the Board voted unanimously to adopt a policy of testing the District's emergency notification systems every 12 months, including the Hearo Home Alert Radio, AM Radio Nixle, and the District's social media as well as the District's website.*

*2-5b: On a motion made by Director van Duinwyk, seconded by Director Sinser, the Board voted unanimously to test the District's evacuation plan within the next 24 months and then thereafter every 36 months after that.*

The Board took a recess at 3:08 pm, and reconvened at 3:20 pm.

Chief Hickman clarified that the testing of the evacuation plan will not be done for the entire District, but will include portions of the District each time it is tested.

**Recommendation #2-6:** The District should conduct a functional exercise with the Santa Barbara City Hazardous Materials Response Team at least annually.

*On a motion made by Director van Duinwyk, seconded by Director Sinser, the Board voted unanimously to continue conducting functional exercises with the Santa Barbara City Hazardous Materials Response Team at least annually.*

**Recommendation #2-7:** Seek reduction to environmental constraints for vegetation removal/modification where possible, especially in those areas of the District adjacent to the native chaparral fuel beds.

*The Board took no action on Recommendation #2-7.*

**Recommendation #2-8:** Maintain existing vegetation reduction/modification projects to ensure sustained effectiveness.

**Recommendation #2-9:** Aggressively seek additional landowner agreements for vegetation removal/modification projects, especially in those areas of the District adjacent to the native chaparral fuel beds.

**Recommendation #2-10:** Aggressively seek additional neighborhood vegetation removal/reduction projects that will reduce wildland fire intensity/spread potential.

**Recommendation #2-11:** Aggressively seek additional vegetation removal, reduction, and maintenance funding sources.

*On a motion made by Director van Duinwyk, seconded by Director Sinser, the Board voted unanimously to adopt recommendations #2-8 through #2-11.*

**Recommendation #3-1:** The District should adopt comprehensive performance measures for the major types of emergencies to direct fire crew planning and to monitor the operation of the Department. The measures should take into account a realistic company turnout time of 2 minutes and be designed to deliver outcomes that will save patients medically salvageable upon arrival, and to keep small, but serious, fires from becoming greater alarm fires. Citygate recommends these measures be:

**3-1.1 Distribution of Fire Stations:** To treat medical patients and control small fires, the first-due unit should arrive within 7 minutes, 90 percent of the time from the receipt of the 9-1-1 call in the fire dispatch center. This equates to 1-minute call handling time, 2 minutes company turnout time, and 4 minutes travel time in the most populated areas.

*On a motion made by Director van Duinwyk, seconded by Director Sinser, the Board voted unanimously to adopt recommendation 3-1.1.*

**3-1.2 Multiple-Unit Effective Response Force for Serious Emergencies:** To confine fires near the room of origin, to stop wildland fires to under three acres when noticed promptly, and to treat up to five medical patients at once, a multiple-unit response of at least 15 personnel should arrive within 11 minutes from the time of 9-1-1 call receipt in fire dispatch, 90 percent of the time. This equates to 1-minute call handling time, 2 minutes company turnout time, and 8 minutes travel time spacing for multiple units in the most populated areas.

***On a motion made by Director van Duinwyk, seconded by Director Sinser, the Board voted unanimously to adopt recommendation 3-1.2, with additional language following “at least 15 personnel” to state: “including mutual aid as needed.”***

**3-1.3 Hazardous Materials Response:** Provide hazardous materials response designed to protect the community from the hazards associated with uncontrolled release of hazardous and toxic materials. The fundamental mission of the Fire Department response is to minimize or halt the release of a hazardous substance so it has minimal impact on the community. The first company capable of investigating a HazMat release at the operations level should be able to respond within 7 minutes total response time, or less than 90 percent of the time. After size-up and scene evaluation is completed, a determination will be made whether to request additional resources from the District’s multi-agency hazardous materials response partnership.

***On a motion made by Director van Duinwyk, seconded by Director Sinser, the Board voted unanimously to adopt recommendation 3-1.3.***

**3-1.4 Technical Rescue:** Respond to technical rescue emergencies as efficiently and effectively as possible with enough trained personnel to facilitate a successful rescue. Achieve a travel time for the first company in urban to suburban areas for size-up of the rescue within 7 minutes total response time, or less than 90 percent of the time. Assemble additional resources for technical rescue capable of initiating a rescue within a total response time of 11 minutes, 90 percent of the time. Safely complete rescue/extrication to ensure delivery of patient to a definitive care facility.

***On a motion made by Director Sinser, seconded by Director van Duinwyk, the Board voted unanimously to adopt recommendation 3-1.4.***

**Recommendation #3-2:** The District and residents would improve first-due unit and multiple-unit coverage by locating a 3<sup>rd</sup> fire engine in east Montecito.

***On a motion made by Director van Duinwyk, seconded by Director Sinser, the Board voted unanimously to adopt recommendation 3-2.***

**Recommendation #3-3:** The District should consider a long-term strategy to operate a three-fire-station model in the shape of a triangle, relocating Station 1 closer to the coast. Doing so would best fit the topography.

***On a motion made by Director Sinser, seconded by Director van Duinwyk, the Board voted unanimously to adopt recommendation 3-3.***

**Recommendation #3-4:** The District should consider staffing all stations with paramedic engines to lower paramedic response times significantly throughout the District.

*On a motion made by Director van Duinwyk, seconded by Director Sinser, the Board voted unanimously to adopt recommendation 3-4 with the added language “as a goal” following “staffing all station with paramedic engines.”*

**Recommendation #4-1:** Future job descriptions and recruitments for the Fire Chief or Division Chief positions should include a requirement for possessing a combination of a Bachelors or Masters degree in Public or Business Administration along with a Chief Officer Certification from the California Fire Service Training and Education System, or its equivalent; Fire Chief and Division Chiefs should also be encouraged and supported to attend appropriate professional training, including National Fire Academy classes and/or its Executive Fire Officer program.

Public Comment:

Sylvia Easton stated that it would be a great loss if the District ruled out personnel who have dedicated their career to the District and they are ruled out on a technicality of not having a degree and detrimental to moral.

*On a motion made by Director van Duinwyk, seconded by Director Powell, the Board voted unanimously to adopt recommendation 4-1 with the modification that the combination of a Bachelors or Masters degree not be required, but strongly desired.*

**Recommendation #4-2:** The District should consider establishing an operational-level Health and Safety Committee that meets regularly to review all occupational injuries, illnesses, and accidents as recommended by the NFPA and industry best practices.

**Recommendation #4-3:** The District should consider conducting a Health and Safety program compliance evaluation in accordance with NFPA 1500 Annex B as a key step in executing an effective Health and Safety program.

*On a motion made by Director Powell, seconded by Director van Duinwyk, the Board voted unanimously to authorize the Fire Chief to work with a consultant to research these recommendations.*

**Recommendation #4-4:** The District should consider including possession of certain minimum professional certification(s), or the ability to obtain them within a reasonable established timeframe from date of employment, as part of the minimum requirements for the District’s mechanic position classification.

***The Board took no action.***

**Recommendation #4-5:** The District should consider encouraging and supporting the District Mechanic to attain professional certification as recommended by NFPA 1071 *Standard for Emergency Vehicle Technician Professional Qualifications*.

***On a motion made by Director Powell, seconded by Director van Duinwyk, the Board voted unanimously to adopt recommendation 4-5.***

**Recommendation #4-6:** The District should ensure that all fire apparatus pumps are tested annually in conformance with NFPA 1911 *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus*.

***On a motion made by Director van Duinwyk, seconded by Director Sinser, the Board voted unanimously to adopt recommendation 4-6.***

The Board took a recess at 4:30 pm, and reconvened at 4:34 pm.

**3. Consider approval of hiring one additional firefighter in anticipation of an upcoming retirement.**

Chief Hickman explained that one of our Captain's has stated that he will likely retire within the next year. Hiring an additional firefighter will streamline the hiring process and allow this firefighter to go through the same academy as the two firefighters we are hiring for current vacancies.

On a motion made by Director Sinser, seconded by Director van Duinwyk, the Board voted unanimously to hire one additional firefighter.

**4. Consider approval of Resolution 2015-01 dissolving the Community Outreach Committee.**

Resolution 2015-01, dissolving the Community Outreach Committee, was approved by the following roll call vote:

Motion: Director van Duinwyk, seconded by Director Powell

Ayes: G.B. Sinser, J.A. Powell, and P. van Duinwyk  
Nays: None  
Abstain: None  
Absent: J. Venable, S. Keller

**5. Report from the Finance Committee:**

Araceli Gil reviewed the January Finance Committee Meeting.

**a. Consider Committee's recommendation to approve December 2014 financial**

**statements.**

On a motion made by Director Powell, seconded by Director Sinsler, the Board voted unanimously to approve the December 2014 financial statements.

Ms. Gil was asked to look into the amount listed for the average gains on the PARS report.

**6. Approval of Minutes of December 22 Regular Meeting.**

Director van Duinwyk asked to correct his name on page 1 of the minutes. On a motion made by Director van Duinwyk, seconded by Director Powell, the Board voted unanimously to approve the minutes of the December 22 Regular Meeting as amended.

Director Powell asked for motions and seconds to be listed with the votes in future minutes.

**7. Fire Chief's report.**

Chief Hickman reported that the squad was sold for \$25,000; a storage container was purchased and placed at Station 2; switched phone service providers, saving \$6,600 per year; progress of Battalion Chief and Division Chief hiring; Captain Nelson and Division Chief McElwee retired on Dec. 30; Drue Holthe and Scott Chapman were promoted to Captain and Jordan Zeitsoff was promoted to Engineer.

Director van Duinwyk asked to include responses that were critical to patient survival.

**8. Board of Director's report.**

Director Sinsler reported that he attended the Montecito Sanitary District meeting.

Director van Duinwyk reported that he attended the Board of Education meeting and the Montecito Foundation meeting.

**9. Suggestions from Directors for items other than regular agenda items to be included for the February Regular Board meeting.**

- Araceli stated that PARS will make a presentation at the next regular meeting.
- Director Powell asked to agendaize consideration of hiring HR expert to review hiring policies and evaluate ways to enhance diversity in the workforce at Montecito Fire.
- Chief Hickman asked to add a discussion on Station 3 land purchase.

The meeting was adjourned at 5:03 p.m.

