

REGULAR MEETING OF THE BOARD OF DIRECTORS
MONTECITO FIRE PROTECTION DISTRICT

Held at Fire District Headquarters, 595 San Ysidro Road, February 19, 2013 at 8:37 a.m.

The meeting was called to order by Director Venable at 8:37 am.

Present: President Venable, Vice President Keller, Secretary Powell, Director Jensen, and Director Sinser. Chief Hickman and District Counsel E. Hvolboll 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.)**

Bob Short, representative of the Montecito Association, requested an opportunity to present alternative Highway 101 at a future meeting.

Time Certain Matter (8:35 am)

- 2. Update on Upper Hyde Road Mello-Roos Status by Roger Colis.**

Mr. Colis reviewed the process of the Upper Hyde Road engineering and construction of the road improvements. He stated that the plans are not complete, but he may be able to present them next month.

Chief Hickman requested that the District to get a copy of completed plans so that our engineer can review them.

The Board took no action.

For Board Action:

- 3. Approval of Minutes of December 17, 2012 Regular Meeting.**

After several corrections, the December 17, 2012 Regular minutes were unanimously approved as amended on a motion made by Director Keller, seconded by Director Sinser.

- 4. Approval of Minutes of January 15, 2013 Special Meeting.**

After several corrections, the January 15, 2013 Special Meeting minutes were unanimously approved as amended on a motion made by Director Sinser, seconded by Director Keller.

- 5. Approval of Minutes of January 28, 2013 Adjourned Regular Meeting.**

After several corrections, the January 28, 2013 Adjourned Regular Meeting minutes were unanimously approved as amended on a motion made by Director Keller, seconded by Director Jensen.

6. Approval of District warrants and claims.

After an explanation of payments made for AED purchases, Leach Mounce Architects, Price, Postel and Parma, computer support, prebuild inspections, "extra duty", and "flex days" and other shift vacancies, the January warrants and claims were unanimously approved on a motion made by Director Sinser, seconded by Director Keller.

The Board took a break 9:33 am and reconvened at 10:41 am.

7. Consider delivery options for required Ethics Training (AB 1234) for Local Officials.

Chief Hickman reviewed the options available for the required Ethics Training (AB 1234) for Local Officials, including FPPC, CSDA, Institute for Local Governance, and Price, Postel and Parma.

On a motion made by Director Sinser, seconded Director Venable, the Board unanimously directed staff to coordinate the required ethics training with Price, Postel and Parma, and to invite other agencies at no cost.

8. Consider new "public speakers" card.

Director Venable reviewed the proposed speaker's card, which was developed for the Montecito Union School Board of Trustees. Several Director's felt the proposed speaker's card was too complex and preferred a simplified version.

On a motion made by Director Keller seconded by Director Sinser, the Board approved giving the "public speakers" card to the Community Outreach Committee to develop by the following vote:

In favor: G.B. Sinser, J.A. Powell, S. Keller, and R.J. Jensen
Opposed: J. Venable
Abstentions: None

The motion passed, four in favor, one opposed.

9. Consider recommendations of the Strategic Planning Committee.

- a. Recommendation to authorize Staff to pursue an RFQ for comprehensive community risk analysis study.**
- b. Recommendation to authorize Staff to pursue an RFQ for a standards of coverage study.**

Director Powell and Director Keller explained that the District has never performed a community risk analysis or standards of coverage study and does not currently have a strategic plan. They reviewed the need to pursue a comprehensive community risk analysis study and standards of coverage study adding that it would assist in the decision making process for continuing with the Station 3 project.

On a motion made by Director Powell, seconded by Director Keller, the Board unanimously approved authorizing staff to prepare a RFQ for a comprehensive community risk analysis study and for a standards of coverage study, to be approved by the Strategic Planning Committee.

10. Consider Board representation at other community organizations.

Director Venable explained that this would be to identify Board Members to represent the Fire District at groups such as the Montecito Association, Santa Barbara Special District's Association, Montecito Water and Sanitary Districts and other community organizations. Assigned representatives could report back to the Board as necessary.

The Board discussed other options such as school committees. It was pointed out that District personnel and MERRAG have coordinated activities and training with the schools in the past. Chief Hickman felt that the Board should focus on policy and vision issues, and continue to have the District's personnel coordinate operational activities.

Director Venable suggested that the Board be given a list of organizations or agencies to consider additional participation.

Board asked to have this agenda item at the next meeting, and took no further action.

11. Consider Adoption of Resolution 2013-04 establishing a Personnel Committee.

Ms. Ventura explained that the Draft Resolution was prepared for consideration after the Board requested the development of a Personnel Committee at the last meeting. The format and content was consistent with the previous Committee resolutions.

The Board discussed the reasons to pursue a Personnel Committee (and other committees already established), but felt they were not prepared to vote on a Resolution at this time.

Public comment:

Mr. Warner Owens felt that between the Board Negotiator, District Counsel and Fire Chief, there is already a "defacto" personnel committee.

Ms. Sylvia Easton stated that she felt the Board has been "disrespectful" to the Fire Chief and his staff during this process, and include them so as "not upset the apple cart". She feels that the community likes their Fire District and hopes to see the Board and staff work together.

Captain Travis Ederer asked that the Board consider including a member of the Montecito Firemen's Association as a part of the committee because there are often many "meet and confer" items. He also cautioned the removal the "grey areas" that enable personnel to go beyond the basic scope of their duties.

On a motion by Director Keller, seconded by Director Venable the Board unanimously approved appointing a Personnel Committee Formation Team comprised of Director Venable, Director Sinser, Chief Hickman and Captain Ederer and to come forward with a Resolution for a Personnel Committee for the next meeting.

Director Sinsler asked that in the future, resolutions not be brought to the Board without being discussed prior to screening or discussion.

Director Powell asked that the Board abide by the letter and spirit of the ethics guidelines.

The Board took a break 10:48 am and reconvened at 10:58 am.

12. Consider optional Board Meeting dates and times.

Director Sinsler and Director Powell asked to consider alternate dates and times that may be more convenient for the Board and encourage public participation. Chief Hickman pointed out that staff overtime should be considered when determining meeting times.

On a motion made by Director Keller, seconded by Director Venable, the Board unanimously approved changing the regular meetings to the 3rd Monday of each month at 3:00 p.m. and that the resolution establishing meeting times be amended at the next meeting.

13. Suggestions from Directors for items other than regular agenda items to be included for the March Regular Board meeting.

The following items were requested to be added to the March Regular Board Meeting:

- a) Grand Jury reports regarding fire coverage/efficiency.
- b) Review District Mission Statement.
- c) Review Board of Director's Ethics Policy.
- d) Consideration of formation of Personnel committee.
- e) Highway 101 Alternatives presentation.
- f) Review of Overtime slip.
- g) Resolution changing the time of regular meetings.
- h) Review outcome of Station 3 litigation.
- i) List of organizations to consider for Board participation.
- j) Fire alarm/system reporting methods/requirements.
- k) SRA fees.
- l) Report from the Prevention Bureau regarding pre-fire season hazard mitigation projects.

For Information Only:

14. Report from the Finance Committee

Director Venable and Director Sinser reported that they discussed how funds are established, overtime documentation, unfunded liabilities, and that they asked for an actuary attend their next meeting.

The Board took no action.

15. Report from the Strategic Planning Committee

Director Powell reported that the committee reviewed the available reports and studies previously performed to better develop the sense of what is needed to prepare a strategic plan. Staff has worked on improving how they record information to better track and report it in the months and years to come.

Director Powell reported that the District will need a current com risk assessment and as standards of coverage study to create a strategic plan. To do this, they proposed the RFQ for both studies. The committee also reviewed the previous Station 3 study with input from Dan Gira of AMEC. They also found that Zone 4 in the previous studies include areas that won't necessarily benefit from a 3rd Station and identified the need to make adjustments with the response zones.

The Board took no action.

16. Fire Chief's report.

(1) SRA fees; (2) hazard mitigation grant; (3) Hands Only CPR; (4) AED installations; (5) LEMSA preliminary approval of additional paramedic service; (6) communication (radio transmission) issues; (7) two recent structure fires; (8) a vegetation fire resulting in an arrest on Channel Drive; (9) 2 motorcycle accidents; (10) strategic planning Survey Monkey survey; (11) explanation of codes in Director's incident report.

Director Keller asked that the Fire Chief's report be made at the beginning of the Board meetings.

Director Powell reported that he responded with the Fire Chief on one of the structure fires, and recommended that other Board members take advantage of participating on a ride-along with the staff.

Adjournment

The meeting was adjourned at 12:34 pm.