
**MORAGA-ORINDA FIRE DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING MINUTES
October 19, 2011
(Adopted November 16, 2011)**

1. Opening Ceremonies

The Board of Directors convened in Open Session at 6:00 P.M. on October 19, 2011, at the Moraga-Orinda Fire District Administration Building, 1280 Moraga Way, Moraga, California. President Wyro called the meeting to order and led the Pledge of Allegiance. Present were the following Directors and Staff:

President Wyro	Randall Bradley, Fire Chief
Director Mancinelli	Steve Meyers, District Counsel
Director Olsen	Sue Casey, Admin Services Director
Director Sperling	
Director Weil	

2. Public Comment

There were no comments from the public.

3. Closed Session

At 6:05 P.M., the Board adjourned into Closed Session.

4. Reconvene the Meeting

President Wyro reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 7:02 P.M. Present were the following Directors and Staff:

President Wyro	Randall Bradley, Fire Chief	Matt O'Brien, Battalion Chief
Director Mancinelli	Darrell Lee, Division Chief	Sue Casey, Admin Services Director
Director Olsen	Stephen Healy, Division Chief	Grace Santos, Administrative Secretary
Director Sperling	Steve Meyers, District Counsel	
Director Weil		

5. Report of Closed Session Action

President Wyro reported that the Board met earlier in a Closed Session and discussed the items listed under the Closed Session matters identified above. He announced that there were no reportable actions taken.

6. Public Comment

There were no comments from the public.

7. Consent Calendar

Motion by Director Sperling and seconded by Director Weil to **receive and file Items 7.2 and 7.3 of the Consent Calendar as follows**. The motion carried on a unanimous vote: (Ayes 5, Noes 0)

Motion by Director Olsen and seconded by Director Sperling to **approve Consent Calendar Item 7.1 as follows**. The motion carried by a unanimous vote. (Ayes 5, Noes 0)

7.1 Board Minutes - Regular Board Meeting Minutes of July 20, 2011

Action: Adopted as amended.

Board Minutes – Regular Board Meeting Minutes of August 17, 2011

Action: Adopted

7.2 Monthly Annual Incident Summary

Action: Receive and File

7.3 Monthly Financial Reports

Action: Receive and File

8.1 Architectural Design Services Contract for Station 43 Project

Chief Bradley gave the staff report and asked that the Board approve the contractual agreement between the Moraga-Orinda Fire District and Shah Kawasaki Architects for architectural design services for the Fire Station 43 replacement project in an amount not to exceed \$341,000. He then introduced Alan Kawasaki, Project Principal, who provided a short presentation to the Board about his firm and the Station 43 replacement project.

Following a brief discussion, on a motion by Director Mancinelli, seconded by Director Sperling, approved the contractual agreement between the MOFD and Shah Kawasaki with the amendment to set the appropriate insurance levels. The motion carried by a unanimous vote. (Ayes 5, Noes 0)

8.2 Board Policy on Ethics Training

Chief Bradley gave an overview on District Policy 09 – Ethics Training, which establishes an ethics training policy and procedure for all MOFD Directors and designated staff of the District.

Following a brief discussion, on a motion by Director Olsen, seconded by Director Sperling, approved a Board Policy on Ethics Training. The motion carried by a unanimous vote. (Ayes 5, Noes 0)

8.3 Board Meeting Locations

Chief Bradley gave the staff report and suggested that the Board wait until they make a decision about the administrative office space before they decided on a new location for Board meetings.

Discussion ensued regarding public facilities that may be available to the District that meet the ADA requirements for the Brown Act. After further discussion, President Wyro decided to carry the information forward and include in discussions at the next Regular Board meeting. The Board agreed to allow Chief Bradley to negotiate directly with the Town of Moraga concerning potential meeting space.

8.4 Strategic Business Planning

Chief Bradley reported that the current strategic business plan is out of date and he has been working on the outline of a new one for the last 18 months. He recommended that the District contract with a consulting firm to assist with the planning process. He noted that the consultant cost estimate should be \$20,000 (not \$50,000 as noted in the staff report). He asked the Board to approve a mid-year budget adjustment for \$20,000 to fund a consultant to assist the District in evaluating current service levels, developing and implementing a strategic business planning process and assist staff in developing a strategic business plan. He also recommended that the Board direct Staff to develop a draft Request for Proposal for consulting services for the Board's review and approval prior to moving forward.

Discussion ensued regarding the \$20,000 budget adjustment, the development of a new strategic business plan and the outline and requirements of the Request for Proposal. The Board directed Chief Bradley to proceed with a draft Request for Proposal before they approve the mid-year budget adjustment for \$20,000 for consulting services.

9.1 Finance Committee

Director Weil reported that the Committee has not met and there is nothing to report.

9.2 CCCERA Depooling Ad Hoc Committee

Director Weil reported that he is waiting for a response from a lawyer whom he wrote a letter to regarding the depooling issue. He will renew his request and report back to the Board at the next regular meeting.

10.1 Brief information only reports related to meetings attend by a Director at District expense

Director Olsen reported that he attended the Contra Costa Special Districts Association (CSDA) meeting on October 17, 2011, with Division Chief Healy. At the meeting, Supervisor Uilkema reported that a large amount of the stimulus money would be going towards the East Bay Regional Communications System Authority (EBRCSA) and the Bay Area Regional Interoperable Communications System (BayRICS).

10.2 Questions and Informational comments from Board members and Staff

Chief Bradley reported that the Lamorinda Wildfire Forum on October 12, 2011, went well. He recognized Jonathan Goodwin, resident of Canyon, for doing a great job in organizing and coordinating the event. He thanked the Board members who attended for their support.

Chief Bradley reported that the District hosted its Fall Open House and Pancake Breakfast on October 15, 2011. He reported that 500 people showed up for the event and the Moraga-Orinda Firefighters Association (MOFA) sold 1200 pancakes and raised \$1800 for the Alisa Anne Ruch Burn Foundation. He thanked Board Secretary Grace Santos and Firefighter Matthew Lopez for organizing and coordinating the event.

Chief Bradley reported that AB 678 is a new bill that would allow local fire departments to be reimbursed by the federal government for Medi-Cal emergency transport services. Whitman, the District's ambulance billing agency, is pursuing this on behalf of the District.

Director Sperling commented that the Open House and Pancake Breakfast was the best that he has ever attended. He congratulated staff on their great work.

Director Weil also congratulated staff on their hard work at the Open House, which was the best he has ever attended.

11 Adjournment

At 7:52 P.M., President Wyro called for adjournment of the regular meeting.



Grace Santos
Secretary to the Board