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**MORAGA-ORINDA FIRE DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING MINUTES  
November 16, 2011  
(Adopted January 18, 2012)**

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**1. Opening Ceremonies**

The Board of Directors convened in Open Session at 6:00 P.M. on November 16, 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 Olsen	Steve Meyers, District Counsel
Director Sperling	Sue Casey, Admin Services Director
Director Weil	
Director Mancinelli - Absent	

**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 7:18 P.M. Present were the following Directors and Staff:

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

**5. Report of Closed Session Action**

President Wyro announced that there were no reportable actions taken at the Closed Session.

**6. Public Comment**

Jonathan Goodwin, resident of Canyon, asked the Board to reconsider and include written communications in the Board packets. Betty Murphy, resident of Orinda, seconded Mr. Goodwin's comment.

President Wyro stated that the Board would discuss including written communications on the next meeting agenda.

**7. Consent Calendar**

Motion by Director Olsen and seconded by Director Weil to **receive and file Items 7.3, 7.4 and 7.5 of the Consent Calendar as follows**. The motion carried on a unanimous vote: (Ayes 4; Noes 0; Absent 1)

Motion by Director Weil and seconded by Director Olsen to **approve Consent Calendar Items 7.1 and 7.2 as follows**. The motion carried by a unanimous vote. (Ayes 4; Noes 0; Absent 1)

**7.1 Board Minutes - Regular Board Meeting Minutes of September 21, 2011**

Action: Adopted

**Board Minutes – Regular Board Meeting Minutes of October 19, 2011**

Action: Board member directed Staff to abbreviate the minutes further

Action: Adopted

**7.2 Monthly Annual Incident Summary**

Action: Chief Bradley offered to include a "Non-Structure Fire" column when there are zero incidents

Action: Receive and File

**7.3 Monthly Financial Reports**

Action: Receive and File

#### **7.4 Quarterly Treasurer's Reports**

Action: Receive and File

#### **7.5 Quarterly Ambulance Billing Reports**

Action: Receive and File

#### **8.1 Special Presentation – Child Safety Seat Program**

Chief Bradley introduced Firefighter/Paramedic Katy Himsl, Program Manager, who gave a short presentation on the Child Safety Seat Program. Firefighter Himsl reported that the District has eight certified child passenger technicians and that all five of its fire stations are designated car seat fitting stations. Parents, grandparents and caregivers can make an appointment to receive education and have their child safety seats checked or installed at no charge. Anyone interested should call 925-258-4523 to make an appointment.

The Board thanked Firefighter/Paramedic Himsl for her presentation and great work on the program.

#### **8.2 Fire Chief Contract Extension**

President Wyro announced that this item would be continued to the 2012 January Board Meeting.

#### **8.3 Strategic Business Planning**

Chief Bradley gave the staff report and recommended the Board review the Draft RFP and approve a mid-year budget adjustment of \$20,000 to fund a project manager(s) in evaluating current service levels, developing and implementing a strategic business planning process and assist Staff in developing a strategic business plan.

Following a brief discussion, on a motion by Director Weil, seconded by Director Sperling, approved the Draft RFP and continuation of the process. The motion carried by a unanimous vote. (Ayes 4; Noes 0; Absent 1)

#### **8.4 Evaluate Administrative Office Space Options**

Chief Bradley gave the staff report and recommended that the Board review and discuss the administrative office options. He asked the Board to direct Staff to develop a master planning sequencing document identifying the cost and timing of Fire Station 41 renovation and the Administrative Space projects/options.

Following a brief discussion, the Board directed Staff to provide a master development plan to include modular building options, projections on financing, timelines and estimated costs and timing of each component.

#### **9.1 Finance Committee**

Director Weil reported that the Committee has not met, but will be meeting on November 21, 2011 to review the fiscal year 2010/11 audit report.

#### **9.2 CCCERA Depooling Ad Hoc Committee**

Director Weil reported that there is unanimity among the Committee members that the committee should be disbanded.

Following a brief discussion, on a motion by Director Olsen, seconded by Director Weil, approved to disband the CCCERA Depooling Ad Hoc Committee. The motion carried by a unanimous vote. (Ayes 4; Noes 0; Absent 1)

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

Chief Bradley reported that he is currently working with District Counsel and Battalion Chief Sean Perkins to purchase a Pierce fire engine and will present the information to the Board in the December meeting.

District Counsel recommended leaving out all public correspondence from the Board agenda. He stated that all public records are available for the public to view at any time and if the Board decides to include correspondence on the agenda, they must determine what type of correspondence to include. The Board directed Staff to add the item on the agenda at a future Board meeting.

Chief Bradley reported that Staff is currently working on a 2-year Biennial Report to cover calendar years 2010 and 2011.

Division Chief Lee reported on the Multi-Casualty Incident (MCI) BART drills. He and Battalion Chief O'Brien were the Logistics Chiefs for the entire drill. Eleven different agencies participated in the drill, including American Medical Response, CHP & East Bay Regional Parks and the Contra Costa County Sherriff's Department. About 80 percent of the District's personnel completed the drill.

**10.2 Questions and Informational comments from Board members and Staff**

Director Weil suggested the Board form a Station 43 Facilities Ad Hoc Committee and asked Staff to add the item to a future meeting for the Board members to discuss.

Director Weil stated that he will not be available to attend the next regular scheduled Board meeting on December 21, 2011, and suggested scheduling it on a different date. After continued discussion, the Board and Staff decided to schedule the next Regular Board meeting on December 28, 2011.

Chief Bradley invited the Board to the Station 43 Open House on November 17, 2011. The purpose of the open house is to allow the neighborhood and the community to tour the existing fire station, discuss the planning process and meet the Fire Chief, his reconstruction team and the project architects.

**11 Adjournment**

At 8:50 P.M., President Wyro called for adjournment of the regular meeting and reported that the Board would go back into Closed Session. The Closed Session ended at 9:30 P.M. There was no reportable action from the Closed Session.



Grace Santos  
Secretary to the Board