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**MORAGA-ORINDA FIRE DISTRICT  
BOARD OF DIRECTORS  
SPECIAL BOARD MEETING MINUTES  
December 13, 2012  
(Adopted May 15, 2013)**

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**1. Opening Ceremonies**

The Board of Directors convened in Open Session at 6:00 P.M. on December 13, 2012, at the Orinda Community Center Founders Auditorium, 28 Orinda Way, Orinda, California. President Weil called the meeting to order. Present were the following Directors and Staff:

President Weil	Randall Bradley, Fire Chief	Grace Santos, Board Clerk
Director Wyro	Stephen Healy, Division Chief	Steve Meyers, District Counsel
Director Sperling	Sue Casey, Admin Services Director	Darrell Lee, Division Chief
Jerry Lee, Battalion Chief	Sean Perkins, Battalion Chief	Kathy Leonard, Asst. Fire Marshal

**2. Installation and Swearing-in Ceremony of Directors-Elect Anderson, Evans and Weil Administered by the Honorable John Kennedy, Judge of the Superior Court, Contra Costa County.**

The Honorable Judge, John Kennedy, administered the oath of office to Directors Fred Weil, Steve Anderson and Alex Evans as Directors-Elect of the Moraga-Orinda Fire District.

**3. Public Comment**

There were no comments from the public.

**4. Consent Agenda**

Director Sperling asked to remove items 4.1 and 4.2 from the Consent Agenda and discuss separately.

Motion by Director Evans and seconded by Director Wyro to adopt and file Consent Agenda Items 4.3, 4.4 and 4.5. Said motion carried a unanimous (5-0) voice vote.

After a brief discussion, motion by Director Sperling and seconded by Director Wyro to adopt and file item 4.1. Said motion carried a unanimous (5-0) voice vote.

After a brief discussion, motion by Director Sperling and seconded by Director Anderson to adopt and file item 4.2. Said motion carried a unanimous (5-0) voice vote.

**4.1 Board Minutes of June 20, 2012**

Action: Adopt and File.

Action: Board asked staff to confirm that Chief Bradley's Consolidation presentation is posted on the District's website.

**4.2 Monthly Financial Reports**

Action: Adopt and File.

**4.3 Surplus Property**

Action: Adopt and File.

**4.4 Quarterly Treasurer's Report**

Action: Adopt and File.

**4.5 Quarterly Ambulance Billing Report**

Action: Adopt and File.

**5. Regular Calendar**

**5.1 Draft Auditor's Management Letter and General Purpose Financial Statements for Fiscal Year 2011/2012.**

President Weil announced that the Board would not take any action on this item to give the Board more time to review it. The item will be presented for adoption at the next regular meeting.

District auditors completed their audit of the 2011/12 financials. Responsibility for both the accuracy of the data and the completeness and fairness of the presentation, including all disclosures contained in the financials, rests with the management of the Moraga-Orinda Fire District.

The auditing firm of Cropper Accountancy Corporation, Certified Public Accountants, rendered an unqualified opinion (a good opinion) that "the financials present fairly, in all material respects, the

respective financial position of the governmental activities and each major fund of the District as of June 30, 2012, and the respective changes in financial position for the year then ended in conformity with U.S. generally accepted accounting principles, as well as accounting systems prescribed by the State Controller's office and State regulation governing special districts."

The audit firm presented this opinion after examining evidence supporting the amounts and disclosures in the financial statements. The auditors also assessed the accounting principles used and significant estimates made by the District and evaluated the overall financial statement presentation.

John Cropper, from the Cropper Accountancy Corporation, gave a brief presentation and answered questions from the public and the Board.

## **5.2 Election of Board Officers, Standing and Ad Hoc Committee Members and District Liaisons**

Each year in December, the Board of Directors elects new officers, Standing Committee Members, Ad Hoc Committee Members and District Liaisons. President Weil opened up the nominations for the election of new officers to be effective January 1, 2013.

Director Evans made a motion to nominate Director Sperling as President, seconded by Director Anderson. Said motion carried a unanimous (5-0) voice vote.

Director Sperling made a motion to nominate Director Wyro as Vice-President, seconded by Director Weil. Said motion carried a unanimous (5-0) voice vote.

Director Weil made a motion to nominate Director Evans as Secretary, seconded by Director Anderson. Said motion carried a unanimous (5-0) voice vote.

Director Sperling made a motion to nominate Director Anderson as Treasurer, seconded by Director Evans. Said motion carried a unanimous (5-0) voice vote.

Director Wyro made a motion to nominate Director Weil as Director, seconded by Director Anderson. Said motion carried a unanimous (5-0) voice vote.

Director Sperling suggested waiting until January 2013 to choose Standing and Ad Hoc Committee Members. By waiting, new Directors Anderson and Evans would have more time to understand the functions and responsibilities of each committee, as well as decide which ones they would like to serve on.

The following is a list of each Organization and the chosen District Liaison:

1. California Special District Association (CSDA) – Director Wyro
2. Contra Costa County Fire Commissioners Association – Director Weil
3. Moraga Town Council Liaison – Director Sperling
4. Orinda City Council Liaison – Director Evans
5. LAFCO Liaison – Director Anderson

## **5.3 Information Concerning the State Route 24 Incident that Injured Three MOFD Firefighters and One Civilian**

While on scene of a vehicle accident on State Route 24, three MOFD firefighters were seriously injured and one civilian was critically injured when an oncoming vehicle struck them. The three firefighters have been released from the hospital and are recovering from their injuries. The civilian remains in the hospital in critical condition.

The District released a "Green Sheet" as a preliminary report. A comprehensive incident review by an independent consultant and a team of fire service professionals is in progress and the report issued within sixty days. The comprehensive review will analyze all aspects of the incident with a primary focus on safety, policies, procedures and organizational processes. Chief Bradley will submit the report once completed.

## **5.4 A briefing on the Structure Fire at 28 El Gavilan Rd, Orinda**

On Sunday, November 25, 2012, the Moraga-Orinda Fire District responded to a residential structure fire at 28 El Gavilan Rd in Orinda. A neighbor was the first to report the fire using her home phone at 6:36 a.m. The first due fire engines were reassigned from another incident and dispatched at 6:39 a.m. and arrived on scene at 6:45 a.m. There was a short delay (two minutes) in dispatch due to the time it took to reassign the engines from the previous incident. When fire fighters arrived on scene, they found a two-story single-family residence heavily involved in fire. The fire originated on the ground floor exterior wooden deck, burned through a large picture window and raced up an interior stairwell when the crackling and the glow of the flames awakened the sleeping residents. When the first fire engines arrived, the fire had burned through the vaulted ceiling and on through the roof with flames reaching well into the sky. The Fire District's initial priority was to ensure all residents exited the home safely and the second priority was to protect the surrounding homes from the fire's extension.

Due to the size of the fire, a water supply was established and a large hose line was extended to the rear of the building within six minutes (6:52 a.m.) of fire engines arriving on scene. A large deck gun mounted on a fire engine was placed in service within eight minutes (6:53 a.m.). The fire was quickly contained to the building of origin but it took several hours to fully extinguish it due to the home's construction features and significant storage under the subfloor of the residence. The District continues to receive press inquiries about this incident due to inaccurate information that was published by local online news sources. Still pictures, videos, firefighter accounts and audio recordings validate the Fire District's timelines and associated activities listed in the information below. The audio recording can be found on District's website at the following address - <http://www.mofd.org/news/topstories>.

#### **5.5 Monthly Incident Summary**

Staff provides the Board monthly incident reports that identify the number of incidents, call types, call locations, average response times and average turnout times. The District developed a Standards of Cover (SOC) document in 2006, which included response time goals that are based on national standards. The Board recently requested a monthly report that identifies the District's monthly performance against the goals identified in the Standards of Cover document. The attached report provides the requested information.

As stated in previous staff reports, the only influence the District has over response times is in the "turn out" portion of the response time goals (the time it takes firefighters to receive the call, identify the incident location and best route of travel, put on their required safety equipment and begin responding). The District continues to work on improving overall turnout times.

Fire stations are in fixed locations, fire engines must travel at safe speeds, and roads are narrow with curves, hills and undulations. Due to the abundant open space and low housing densities, there are pockets of the District where it is a challenge to meet the District's SOC goals. The District will address a portion of the response time deficiencies when Station 45 is replaced and relocated closer to Minor Road and San Pablo Dam Road. This dynamic is common in many fire districts that have semi-rural housing densities.

#### **5.6 Seven-Digit Emergency Line**

911 Call Centers, also known as Public Safety Answering Points (PSAPs), are the public's first line of contact to public safety authorities in an emergency. There are two types of PSAPs: primary and secondary. A primary PSAP receives 911 calls routed directly from the initial caller. In California, Law Enforcement agencies serve as PSAPs and appropriate calls are forwarded to Fire/EMS agencies (secondary PSAPs) after the call has been screened to ensure there is not a criminal or law enforcement component to the emergency. There are also combined Fire/EMS and Law Enforcement PSAPs that eliminate the need for the secondary PSAPs.

Currently in Contra Costa County, Contra Costa County Sheriff's Office (CCCSO) and many City Police Departments (Moraga and Orinda PD's are dispatched by CCCSO) serve as primary PSAPs for all 911 calls by telephone landline.

Currently, most 911 cellular phone calls are routed to the CHP communications center (Golden Gate Division) in Vallejo and forwarded to primary PSAPs (law enforcement emergencies) or secondary PSAPs (fire/ems emergencies). Historically, cell phone 911 calls were routed to CHP because cell phones were primarily used in vehicles and emergencies reported by cell phones were predominantly

on state highways and freeways. The proliferation of cell phone use during the last decade changed that dynamic and a significant number of cell phone 911 calls are non-freeway/highway emergencies. There is now a statewide effort to route cell phone calls to primary PSAPs based on the location of the cell tower and/or the caller. Within the next year, most cell phone 911 calls will be routed to the local law enforcement PSAPs (CCCSO or City Police). Cell towers near freeways will continue to route 911 calls to the CHP Golden Gate Division.

The Moraga-Orinda Fire Protection District (MOFD) currently contracts with the Contra Costa Fire Protection District (CCCFPD) for dispatch services. Under the agreement, the CCCFPD dispatch center (secondary PSAP) receives an emergency call from (CHP or Local law enforcement PSAP) and then dispatches the closest resources according to the established MOFD response matrix.

MOFD does not advertise or readily publish the seven digit emergency number due to some concerns. When requested, the District will provide the seven-digit number with a recommendation that "911 is the preferred number to call".

#### **5.7 Station 43 Construction Project Bid Authorization**

At the Special Board meeting on April 6, 2011, the Board accepted and approved the District's Facilities Ad-Hoc Committee Report. This report identified the replacement of Fire Station 43 as the District's number one priority based upon the building's age, lack of adequate space for personnel and equipment, and most importantly, structural seismic concerns. At the same meeting, the Board instructed Staff to begin the process of replacing Fire Station 43.

Site and exterior design and elevation plans were approved by the Orinda Planning Commission and construction drawings are now 95 percent complete. The District has applied for building permits and finalized the bid package. Preliminary estimates indicate that the District continues to meet original budget estimations. When competitive bids from general contractors are received, the District will have a much better idea of the actual project costs compared to the original budget projections.

The bid process will open on December 27, 2012 and the pre-bid conference will be held on January 10, 2013. Bidding will close on February 6, 2013 and staff will return to the Board to consider awarding the bid on February 21, 2013.

On a motion by Director Wyro and seconded by President Weil, the Board approved the issuance of the general contractor bid package for the replacement of Fire Station 43. The motion carried by a vote of 3-2 (Aye: Sperling, Weil, Wyro; No: Anderson, Evans).

#### **5.8 Review on Draft Long Range Financial Plan**

At the November 14, 2012 Board Meeting, staff presented the Draft Long Range Financial Plan. No action was taken and staff was directed to include the plan on future Board agendas for further Board and public review and discussion.

After listening to comments made by members of the public, the Board directed staff to consider each comment and to continue the review on the Draft Long Range Financial Plan at future Board meetings.

### **6. Announcements**

#### **6.1 Brief information only reports related to meetings attended by a Director at District expense (Government Code Section 53232.3(d))**

There was nothing to report.

#### **6.2 Questions and informational comments from Board members and Staff**

The Board and Staff decided to cancel the Regular Board Meeting scheduled for January 2, 2013 and have a Special Board Meeting on January 9, 2013 instead.

### **7. Adjournment**

At 10:21 P.M., President Weil called for adjournment of the special meeting and reported that the Board would go into Closed Session.

### **8. Reconvene the Meeting**

President Weil reconvened the special meeting of the Moraga-Orinda Fire District Board of Directors at 11:00 P.M.

**9. Report of Closed Session Action**

President Weil reported that there was no reportable action taken in Closed Session.

**10. Public Comment**

There was no public comment.

**11. Adjournment**

At 11:01 P.M., President Weil called for adjournment of the special meeting.



Grace Santos  
Secretary to the Board