

**Ad Hoc Fire Integration Study Committee
A Joint Committee of the
Ukiah Valley Fire District
and the
City of Ukiah**

**MINUTES
Regular Meeting
October 9, 2007
6:30 p.m.**

COMMITTEE MEMBERS PRESENT

Joyce Boghosian
Tony Clarabut
Doug Crane
Rob Gattenberger
Dan Grebil
John McGowan, Alternate
Mike Mayfield
John Strangio
Nancy Parker

COMMITTEE MEMBERS ABSENT

Larry Goodman
Duane Mahan

OTHERS PRESENT

Bob Bender
Jay Beristianos
Kelly Denham – Recording Secty.
Waylon Hockemier
Kevin Jennings
Julie Rogers
Chris Rowney
Mark Tolbert
Jim Rickel

The meeting was called to order by Ukiah Fire Chief Tony Clarabut at 6:31 p.m. at the Ukiah Valley Conference Center, Riesling Room.

1. **ROLL CALL**
The Committee Members present are listed above.
2. **PLEDGE OF ALLEGIANCE**
Ukiah Valley Fire Chief Dan Grebil led the Pledge of Allegiance.

3. INTRODUCTION OF COMMITTEE MEMBERS AND GUESTS
Each member and guest introduced themselves and indicated what group they were representing.
4. CORRESPONDENCE
Chief Clarabut provided the members with copies of a map prepared by Terry Israel showing the city and district boundaries and automatic aid area.

Recorder turned on at 6:32.

5. APPROVAL OF MINUTES

ACTION: Motion to approve Minutes of the October 1, 2007, meeting by Nancy Parker; seconded by Joyce Boghosian. MOTION UNANIMOUSLY CARRIED.

6. PUBLIC COMMENT
None.

7. NEW BUSINESS
None.

8. OLD BUSINESS

- a. Approval of Committee Goal

Chief Clarabut asked if there were any further comments or changes to the draft goal of the committee. There were none.

ACTION: Motion to approve goal statement by Mike Mayfield; seconded by Robert Gattenberger. MOTION UNANIMOUSLY CARRIED.

- b. Continued Discussion of Integration of Fire and EMS Services

Chief Clarabut asked if the committee had any additional objectives regarding integration. There were none.

The committee reviewed the Keys to Success discussed at the previous meeting. Chief Clarabut stated that all audience members should feel free to speak to the group and that all reasonable comments would be considered.

Objective No. 1: Reduction in Duplication of Efforts

Homework Assignment

Joyce Boghosian stated that she and Mike Mayfield had met and discussed similarities and differences between the two departments. They also confirmed that the two departments would be training together on October 11, 2007. Mike Mayfield stated that the volunteers of Ukiah Valley Fire District seemed happy to be working together and consolidating efforts with Ukiah Fire Department. Joyce and Mike also

reviewed the Ukiah Valley Fire District volunteer policy to identify points of both friction and agreement. Joyce stated that she would like to go back to her volunteers to check for potentials for concern. Chief Clarabut inquired as to whether or not Joyce and Mike discussed operational implementation between the two departments. Joyce stated that they discussed general policy rather than the fine logistics of the policy.

Mike further stated that there would be a need for each department to familiarize themselves with each other's equipment and SOPs. Chief Clarabut stated that John Strangio and Larry Goodman will be taking a specific look at SOPs. Chief Clarabut confirmed that Mike and Joyce will continue meeting regarding this matter. Mike stated that he thought they would begin focusing on the differences between the two departments. Rob Gattenberger asked how many current volunteers there are in each department. Mike stated there are 30 with Ukiah Valley Fire District and Joyce stated that Ukiah Fire Department has 15.

Homework Assignment

Chief Clarabut asked John Strangio if he was able to meet with Larry Goodman regarding standard evolutions for each department. John stated that he was not able to meet with Larry but had gone to Ukiah Fire Department today inquiring about Larry's committee alternate and was assured that he would be notified when someone was chosen to temporarily replace Larry. John stated that he quickly reviewed Ukiah Fire Department evolutions, that they seemed similar to those of Ukiah Valley Fire District and that he would provide a side-by-side comparison of both departments to the committee.

Homework Assignment

Chief Clarabut reports that both departments were continuing to work together toward adoption of the Fire Code. Chief Clarabut confirmed that the Ukiah Fire Department would be presenting their preliminary Ordinance to the City Council next week and Chief Grebil stated that Ukiah Valley Fire District would be bringing theirs to the Board of Directors on October 10, 2007. Chief Clarabut surmised that there would be a need for some redirection of existing workload if the Ukiah FD Fire Prevention Bureau were to assume the plan checks and development reviews for the fire district.

Regarding fleet maintenance, Chief Clarabut spoke with the Public Works Director about the possibility of adding Ukiah Valley Fire District's fleet to the fire department mechanic and his only concern was the availability of space in the shop for additional vehicles. Chief Clarabut feels that there would be both work relief for Ukiah Valley Fire District career personnel as well as a cost savings. UVFD currently pays a \$60.00 per hour shop rate for outsourced services of the fleet.

Objective #2: Consider Growth in the Context of Providing Services

The need not to detach from UVFD from any city annexation was again reiterated. Chief Clarabut stated that he will be monitoring ongoing discussions at the city level and UVAP. Chief Grebil stated that Requests for Proposal for fire mitigation fees would be presented to the UVFD board meeting tomorrow night. He further stated that if detachment happens, mitigation fees will be out the window. Chief Grebil provided the committee with talking points from UVFD (copy attached). He stated that the volunteer and career staff felt very strongly that the City must agree that future annexation will not result in detachment from the fire district. However, the board felt the wording should be amended to read that the City “shall consider” this matter instead of “must agree.” Dan stated that if the sphere of influence proposed by the City is annexed, the UVFD South Station and Cal-Fire north station would then be in city limits. Doug Crane stated that the sphere of influence is a 20-year plan and that he felt each entity must remain whole. He also stated that the City annexing does not necessarily mean detachment will happen. Chief Clarabut asked the board member and city council representatives if they wanted to come up with recommendations to handle annexation issues.

Within two months, Chief Clarabut wants to see recommendations from this committee to the City Council and UVFD Board of Directors. It would be necessary to do a cost overview of dispatch services. There was a discussion about a common dispatch center for all fire service in the County. Chief Grebil stated that if this committee by consensus recommends a common dispatch center, it will be up to the new fire chief to make that happen. Chief Clarabut stated that the ultimate decision will rest with the city council we need to understand that there will be increased costs. There was a consensus among the committee that the best option would be one joint dispatch center. The second choice would be a system where each agency had the ability to directly tone out the other for an immediate dispatch in one or the others jurisdiction..

John Strangio asked Chief Clarabut for a breakdown of how much revenue is generated from the ambulance and sales tax. Chief Clarabut reported that the ambulance revenue is approximately \$500,000 approximately and sales tax revenue totals 1.3 million.

Homework Assignment: Chiefs and Battalion Chiefs shall work at fleet resources and combining them.

Nancy Parker asked about possible redistribution of the fleet throughout the area in case of an emergency. Chief Grebil explained to her the Amador agreement and our general relationship with Cal-Fire which includes housing one of the UVFD fire engines at the Cal-Fire Ukiah station.

Chief Clarabut noted that the administrative structure will be a complex issue in the event of a merger. The committee identified the need to discuss phases for implementation of combined leadership. Mike Mayfield clarified that Chief Clarabut has limited hours with UFD and inquired as to whether this committee would have to

start from the beginning in the Chief's absence. Mike asked Chief Clarabut if he would be able and willing to act as a consultant to the committee after his departure from Ukiah Fire Department. Chief Clarabut emphasized the importance of continuing to move the project forward not assuming that he would be able to continue past January 1. He also stated that whether or not he was able to continue as a consultant was entirely up to the City, but that he felt it could legally be done without interfering with his hourly limitations.

The committee agreed to continue thinking of other ways to enhance services and move forward.

Adjournment at 8:24.

NEXT MEETING: October 23, 2007 at 6:30 p.m.