

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

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

Committee Members Present

Tony Clarabut, Management UFD
John Strangio, Labor UVFD
Rob Gattenberger, Board Member UVFD
Joyce Boghosian, Volunteer UFD
Larry Goodman, Labor UFD
Doug Crane, Councilmember UFD
Dan Grebil, Management UVFD
Mike Mayfield, Volunteer UVFD
Nancy Parker, Citizen UFD

Committee Members Absent

Duane Mahan, Citizen UVFD

Others Present

John McCowen, Councilmember Alternate UFD
Kevin Jennings, Citizen
Chris Rowney, CAL FIRE
Kelly Denham, UVFD Admin. Secretary
Cindy Stanford, Recording Secretary

The meeting was called to order by Ukiah Fire Chief Tony Clarabut at 6:34 p.m. at the Ukiah Valley Conference Center, Riesling Room

Roll Call

The Committee Members present are listed above.

Pledge of Allegiance

John Strangio led the group in the Pledge of Allegiance

Correspondence

Discussion by Tony Clarabut regarding the handout that Lee Howard presented at the previous meeting - Ukiah Valley-Wide Task Force recommendations for fire protection and how these efforts fit with the current discussion.

1. Average emergency response time of 10 minutes. Tony said that was admirable for a rural area, but with the high volume of calls in the urban area we need to be more specific as we articulate what the response times are. Rather than defining an average

response time for an entire jurisdiction, we should define times in urban, suburban and rural areas with different standards for each i.e. average 80% of the time within a certain amount of minutes.

2. ISO. The Insurance Services Office Fire Protection Rating System is good to keep in mind, but it is not designed as a tool for developing a fire protection system. Dan discussed ISO for the City and District.

3. Optimizing the use of automatic aid. Tony said we are in sync in this area and thinks this committee is ultimately going to suggest that take this idea one step further past automatic aid and make it a closest resource/boundary drop.

4. Need to coordinate communications and dispatch. This is the focus of a lot of discussion regarding the cost benefit of Ukiah City contracting for fire dispatch services through CAL FIRE or maintaining their existing dispatch system with the Ukiah PD and utilizing cross dispatching to accomplish the boundary drop.

5. Addressing the needs of the outlying areas. Tony assumes that meant that the Valley did some annexations. Dan noted that in the early '90s the District doubled in size.

6. Coordinating fire protection and the General Plan. That is not a recommendation that we have discussed here but we are responsive to the planning components of the UVAP and the City and County General Plans.

7. Standardizing the level of training for firefighters. We are continuing down the path of bringing the volunteer organizations and career staffs closer together through training and to formally adopt standardized SOPs.

8. Group purchase of equipment. There is really not that much costs saving in doing that.

9. Coordinating public education. We are doing with the school programs that we do together and our Fire Safety Expo, etc.

10. Developing a comprehensive catastrophic plan. Now both the City and County have disaster plans in effect which were adopted within the last few months.

Tony said that we basically are covering and dealing with the same 10 recommendations for fire protection.

Approval of Minutes

Motion made by Joyce Boghosian to approve the Minutes of the October 23, 2007 meeting, seconded by Rob Gattenberger. Dan wanted a correction to the minutes for the spelling of Jay Beristianos' last name. **Motion unanimously carried.**

Public Comment on Non-Agenda Items

None

New Business

Minutes and Agendas are now on-line and can be viewed at the City of Ukiah website.

Old Business

Continued Discussion of Integration of Fire and EMS Services

Dispatching: Chris Rowney handed out an informational sheet regarding Dispatch Options. Tony met with Chief Romero, Chris Rowney and Jonni Mayberry from CDF and received an initial proposal for dispatching by CDF for the City's cost of \$150,000. The initial sense was that since there are other users of CDF dispatch services involved there needs to be a better way of distributing costs equitably. CDF is working on some other scenarios. Jonni put together an option page on how to approach the resource tracking part of dispatching. One of UFD's staff is checking out costs related to communication hardware necessary to be able to cross dispatch.

Joyce wanted to know about the current cost to dispatch for the City. Tony explained that our leaving the dispatch center would not reduce the costs for City dispatch because they will need to continue dispatch services for the PD and will not be able to reduce staff. Regardless of how dispatching is done, those costs will still continue

General discussion ensued regarding dispatching functions, boundary drops for nearest resource.

Tony said that we still need to continue to work with CDF and the County and see what dispatch costs would be. For cross dispatching we should continue to identify hardware costs where resources are requested from one dispatch center to another. Tony said we can do better than we are doing now and it is mostly a matter of how much we can afford. Thanks Chris for his presentation.

Joyce and Mike did not get together because of the So. CA fires but will make it a priority to meet prior to the next committee meeting. Joyce passed out UFD Chief Jennings' potential joint training calendar for the next year. There are some topics that would be very easy to train together on once or twice a month. There are lots of state mandated training requirements. We need to be very good at fighting fire safety and eliminate differences. A general discussion continued regarding mandated training. Mikes said that one organization makes a lot of sense from an efficiency standpoint, saves money, eliminates redundancies in training programs, and saves possibly 1/2 as much time for training officers. Mike would like would like Kevin and Jeff Adair's input, but thinks there are many efficiencies that can be accomplished. Larry noted he has heard concerns about how it will all unfold with officers, captains, and engineers. Joyce says too early to speculate, but has heard concerns about the traditions of the two different departments. Dan says these issues need to be brought out in a smaller group to be discussed and settled upon along with patches, badges, hats, etc, with the involvement of the volunteer leadership. General discussion ensued. Tony suggested that at some point he and Dan need to enter into this on an administration level. So Joyce and Mike be certain to let them know when you are ready. Mike and Joyce will get together this week.

Larry and John met regarding truck operations and plan to meet with both departments on Thursday to go over hose loads and SOPs. They plan to come forward with SOPs which all shifts and both departments agree upon. General discussion about how SOPs come about.

Fleet management. Tony asked the question that if we combined our efforts is there an opportunity to reduce engines, support units, Type II etc. He is committed to sitting down next week with Dan to map out if we are going to operate as one, operationally what we can do with and without.

Dan discussed the concept of prevention and has seen the City's fire prevention bureau double in the past few years and wondered if there is the ability to share those resources on a cost recovery basis. Tony is going to see if there is adequate time to share the UFD fire mechanic and look at the potential issue of floor space in the shop. Dan stated that UVFD is doing their maintenance in-house now, but rather than out sourcing to another business they would prefer to outsource to the City. The same issue arises with the prevention/plan inspections. The City would collect any fees.

Phasing – Tony said that once we reach a basic agreement regarding each issue we can begin to implement them, no need to wait for a complete product, just implement as we go.

Dan request that the ECC Chief look are existing areas regarding options in CDF's CAD for dynamic dispatching, request now to see what those boundaries are, what does CAD think closes resources are. General discussion regarding CAD and Vision, if there is a time frame that Jonni could produce a map, drop the response area and go for the dynamic boundary line map, what sequence stations are pulled from as availability of resources change from moment to moment. Tony said Howard Forest can do dynamic dispatching if we continue with cross dispatching. General discussion ensued re dispatching, status, best way to do this is to have Howard Forest dispatch.

Beginning of discussion regarding shared/combined training officers, Chief, etc. Doug thinks it is too early to talk about this. Dan said that once the boundary drop issue is decided would be a good time to look at the sharing of chief officer roles. Also a good time to look at plan check and inspection services. Combining volunteer programs with training officers working collectively as we work more closely it will bring staff closer together and continue the evolution. Mike stated that in reference to emergency response issues, we functionally do that now between the two organizations.

Nancy asked about standardized compliance bookkeeping, training needs, one set of common books, maintain separate controls in each area. Tony said until we formally bring the two groups together individual training officers will keep separate records, etc. Once/if we are integrated there will be one training record with copies to each training officer

Meeting Ended: 7:40 p.m.

NEXT MEETING: - November 27, 2007 p.m., 6:00 p.m.