

**CARMEL HIGHLANDS FIRE PROTECTION DISTRICT**  
MINUTES OF THE REGULAR MEETING OF  
Tuesday January 19, 2010

**CALL TO ORDER**

The regular meeting of the Board of Directors of the Carmel Highlands Fire Protection District was held at the Carmel Highlands Fire Station at 73 Fern Canyon Road, Carmel on Tuesday, January 10, 2010. The meeting was called to order at 10:00 a.m.

**ATTENDANCE**

Jim Rossen	President
Bill Herbert	Vice President
John Hudson	Director
Deryl Moses	Director
Marc Davidian	Director

**ABSENT**

**OTHERS PRESENT**

Dennis Carreiro	Assistant Chief
Buddy Bloxham	Battalion Chief
Jude Acosta (arrive 10:30)	Battalion Chief
Robin Hamelin	Battalion Chief
Mark Mondragon	Fire Captain
Richard Lopez	Fire Captain
Skip Ratsep	Fire Captain
Colette O'Connor (left 11:00)	Fire Captain
Sonia	Carmel Highlands Association
Lynn Semeria	Highlands Fire Advisory Team
Michael Emmett	Mal Paso Creek Homeowners Association
Ed Dally	Cypress Fire Protection District Board Member
Mike Niccum (left 11:10)	PBCSD General Manager
Bob Marcelini (left 11:00)	Homeowner
Ed Bennett (left 11:00)	Carmel Highlands Association
Theresa Volland	Board Secretary

**PUBLIC COMMENT**

Lynn Semeria advised the draft CWPP for Monterey County has been signed by the Monterey County Fire Chiefs Association. The Wildland Urban Interface (WUIers) are starting to work on the Carmel Highlands CWPP, and hoping to bring the first draft of it to the March board meeting.

**CONSENT CALENDAR:**

Minutes from the November 17, 2009 regular meeting were reviewed.

**MOTION 01-2010-01**

**M/S/C (Davidian/Moses 5 ayes) to approve the November 17, 2009 minutes as typed.**

**Warrants**

The Board received and reviewed warrants numbered 10916-10941 for an amount of \$27,184.48 for December 2009 warrants numbered 10942-10980 for an amount of \$400,542.85 for January 2010.

**MOTION 01-2010-02**

**M/S/C (Herbert/Davidian 5 ayes) to approve warrants numbered 10916-10941 for an amount of \$27,184.48 for December 2009 warrants numbered 10942-10980 for an amount of \$400,542.85 for January 2010.**

**GENERAL BUSINESS**

- The Board received and accepted the monthly report of operations, training and fire prevention for December 2009 and January 2010.
- The Board received a staff report on the Sewer System for the Station. Director Hudson requests that a professional review and report if an additional leech field will be sufficient repair.

The Board received and considered Resolution No. 2010-01 appointing Richard Hutchinson as District Fire Chief.

**MOTION 01-2010-03**

**M/S/C (Herbert/Moses 5 ayes) to approve Resolution No. 2010-01 appointing Richard Hutchinson as District Fire Chief.**

The Board received and considered an agreement for the Joint Exercise of Powers to operate and maintain a regional support vehicle.

**MOTION 01-2010-04**

**M/S/C (Davidian/Hudson 5 ayes) approving entering into an agreement for the Joint Exercise of Powers to operate and maintain a regional support vehicle.**

- Assistant Chief Carreiro advised that Fire Trucks Plus would consign the Wildland engine for \$44,000, and if not sold by June 1 they would purchase the engine for \$25,000. The board was advised that the Engine information was on the District website also. Staff was advised to check into and place ads in a few publications also and list the selling price as \$45,000.

## **FINANCIAL**

The budget status reports for December 2009 and January 2010 were accepted.

## **FIRE DISTRICT STRATEGIC PLAN REVIEW**

The Board discussed the district Strategic Plan:

- Review the District Mission, Values, and Vision statements
- Review the 2004 goals to ensure that they remain applicable
- Identify successes and challenges of the 2004 goals
- Identify new goals based on current trends
- Identify actions required to meet the District goals
- Prioritize goals, actions and direction for District staff.

The District Mission Statement was discussed and shall remain as:

*“The mission of the Carmel Highlands Fire Protection District is to protect our community with compassion, respect and professionalism.”*

The District Vision Statement was discussed and has been modified to:

*“Carmel Highlands Fire Protection District is a proactive, financially responsible, progressive Fire District providing a maximum level of service and protection to our community. The District maintains a safe and healthy work environment for our employees, while utilizing state of the art equipment and embracing the traditions we began in 1932.”*

The District Values were discussed and shall remain as:

- ***History and Traditions***
- ***Integrity***
- ***Go for it personnel who are highly trained and motivated to do the job.***
- ***Highlands Community***
- ***Live and work safely.***
- ***Always professional.***
- ***No one alone; teamwork.***
- ***Do unto others - courtesy and respect.***
- ***Service to our customers.***

A facilitated discussion as held that addressed eight (8) separate Goals topics. A brief summary of areas of concern and staff direction is listed below.

### **Goal I      Increase / Provide level of Service to Equal District Needs**

The Board discussed the success's that have been reached since 2004, including Increase / Provide level of Service to Equal District Needs by

- Upgrading Firefighter 1's to Firefighter 2's
- Providing Advanced Life Support service to the district residents.

The Board would like to annually review

- Cost effectiveness of 4 person staffing
- Adequacy of Advanced Life Support program.
- Continue use of local fire crews to achieve success in fire defense activities.

### **Goal II      Increase Public Awareness, Education and Prevention**

The District will continue or expand:

- AM Radio Station – add signage.      *Action Item for 2010*
- Website [www.carmelhighlandfire.org](http://www.carmelhighlandfire.org)
- Newsletters twice per year.      *Action Item for 2010*
- Defensible Space Inspections
- Disaster Preparedness Fire Captain
- Reverse 911
- Fire Dispatch.com      *Action Item for 2010*
- Development and enhancement of the CHF Fire Defense Plan  
*Action Item for 2010*

### **Goal III      Improve Image and Marketing**

In addition to the items listed in Goal II above, the District will:

- Add the District website address on the side of fire apparatus  
*Action Item for 2010*
- Retain relationships with homeowner associations

**Goal IV      Ensure Continuity of Personnel who are highly trained, Motivated, and Supported to Meet the District’s Mission and Vision**

The District will continue to provide the level of service that is provided today. Fire apparatus will be staffed with personnel, one of those being an Advanced Life Support Paramedic.

The District also provides for cooperative funding of twelve staff personnel that provides administration, supervision, incident command and support functions. These positions are funded with our sister agency the Cypress Fire Protection District.

The District also provides for fifteen Paid Call Firefighter positions. These personnel support the mission of the District and the actions of the paid personnel. Staff has suggested that we explore the possibility of consolidating the two independent District PCF companies in to one consolidated company.

**Goal V      Increase / Maintain District Funding**

The District currently enjoys a fairly stable funding level. There is no long term debt for the District.

There was considerable discussion on how to ensure that the Districts revenue stream can be protected from county or state government tax shifts.

**Goal VI      Establish and Maintain Partnerships to Enhance the District’s Mission**

The District staff and Chief Officers are all actively involved with a number of local associations such as:

- Special Districts Association
- Support the Fire Safe Council and CHF WUlers
- Monterey County EMS
- Monterey County Fire Chiefs Association
  - Operations workgroup
  - Dedicated Dispatch working group.
  - Fire Prevention Officers
  - Fire Training Officer

The staff is also actively involved with local Homeowner Associations as outlined in Goal II.

**Goal VII Provide State-of-the-Art, Cost Effective Facilities, Apparatus, and Equipment to Support the District's Mission and Vision**

The District has participated in a number of cost sharing, JPA and grant funded equipment upgrades with our sister agencies over the past years. We currently have agreements related to:

- Personal Protective Equipment (Structural and Wildland turnouts)
- Shared Apparatus and Apparatus Replacement
- AFG Grant for mobile and handheld radios
- AFG Grant for Mobile Data computers Action Item for 2010
- Battalion Training Program
- Advanced Life Support
- Monterey County Training JPA (fire tower, burn trailer)

The District is currently working with our sister agencies to facilitate a data connection of the Monterey County Emergency Communications system to the CAL FIRE Emergency Command Center. This will reduce response times for all of our Districts. The District will complete a water supply study. Action Item for 2010

**ADJOURNMENT**

**MOTION 01-2010-05**

**M/S/C (Hudson/Moses 5 ayes) to adjourn the meeting of the Carmel Highlands Fire Protection District at 2:30 p.m. to Tuesday, March 25, 2010 at 12:30 p.m. at the Carmel Highlands FPD fire station, 73 Fern Canyon Road, Carmel.**

The meeting adjourned at 1:50 p.m.

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Secretary of the Board