

1 **December 2, 2008**

2 **SPECIAL MEETING OF THE BOARD OF DIRECTORS OF**
3 **THE NORTH COUNTY FIRE PROTECTION DISTRICT**

4 The Orientation Meeting called the meeting to order at 15:00 and ended at 17:00.

5 The Ethics Training Meeting was called to order at 17:30.

6 **ROLL CALL: Present:** Directors Harris, Hooper, Munson, Schaden and Thuner.

7 **Absent:** None.

8 **ALSO PRESENT:** Fire Chief/CEO Bill Metcalf, District Counsel James and Board
9 Secretary Loren Stephen-Porter. In the audience were Deputy Chief Torchia, Division Chiefs
10 Goldberg and Morel, Battalion Chiefs Abbott and Stevens, PS Rasmussen and F/S Timmers.

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12 **ACTION AGENDA**

13 1. None.
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15 **DISCUSSION AGENDA**

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17 2. **NEW BOARD MEMBER ORIENTATION — CHIEF METCALF:** Chief Metcalf welcomed the
18 incoming Board members, Directors Harris, Hooper and Schaden. He informed the new
19 Board Members the orientation would be primarily aimed at providing an overview of the
20 District, employees and their role as Board Directors. He provided an overview of the items
21 he would be presenting including: Fire District Law; the Brown Act; Fire District Leadership,
22 including: Roles and Responsibilities of Individual Board Members and the Board of
23 Directors, Fire Chief; Funding Fire and Emergency Services in San Diego County; Contracts
24 and Agreements, including: Mutual Aid Agreements, differences between SRA versus LRA,
25 Labor Agreements and Dispatch JPA; overview of fire and emergency medical services:
26 national and state issues, organizations and standards, including: IAFC, Cal Chiefs, CSDA
27 and FDAC; Labor organizations: IAFF and CSFA; CDF, OES and EMSA; Standards under:
28 OSHA, NFPA, USFA and ISO; Local Organizations: SDCFCA, Fire Districts, Zone Chiefs,
County OES, County EMS and LAFCO; major issues the District is facing from: External

1 sources: Funding, Reorganization, including consolidation and annexation issues,
2 Development outside the District; Internal: Strategic Plan, Capital (Facilities and Fleet)
3 Planning and Financing, Recruitment and Development of Staff, Labor Agreements and
4 Rainbow; departmental overview and review organization chart: Board of Directors and
5 Office of the Fire Chief/CEO, Fire Chief, Board Secretary, Legal Counsel, Rainbow. Chief
6 Metcalf informed the Directors the District currently consisted of: Six Stations; 92 square
7 miles; 40 additional square miles of ambulance service area; nearly 100 personnel, with a
8 population of approximately 49,000. Chief Metcalf outlined the nature of Special Districts,
9 noting that North County Fire Protection District is an independent, non-enterprise district.
10 He informed the Board the District is governed by the Fire Protection District Law of 1987,
11 which permits the District to provide fire protection, rescue, emergency medical and
12 ambulance services, as well as hazardous materials emergency response and any other
13 services relating to the protection of lives and property. Chief Metcalf briefly outlined the
14 requirements for the Brown Act, requesting the Members study these sections carefully, and
15 if they have any questions or concerns, to contact District Counsel James for clarification and
16 direction. Chief Metcalf outlined the team approach to District leadership between the Board
17 of Directors, the Fire Chief and Staff. He discussed responsibilities and authorities of the
18 Board members, both individually and collectively. He noted activities by Directors and
19 Leadership that created problems for the District, and how to avoid such situations. Chief
20 Metcalf discussed the District funding, noting most of revenue comes from property taxes.
21 He further explained how the taxes are determined, their source and competing entities for
22 these limited resources. Chief Metcalf gave an overview of ERAF shifting, the effect this has
23 on District finances, and measure the District might take to raise revenues. The role of CDF
24 was explained. An overview of past consolidation efforts was presented. Chief Metcalf
25 detailed the types of contracts the District currently has including Mutual and Auto Aid, a JPA
26 for both Dispatch and Workers Compensation. He also reviewed the three labor contracts
27 and organizations representing these contracts. Chief Metcalf provided an organizational
28 overview, noting the major divisions of: Administration, headed by Deputy Chief Torchia;
Operations directed by Division Chief Goldberg; EMS by B/C Abbott; Training by B/C Lane;

1 Communications being run by B/C Stevens; and Fire Prevention managed by Division Chief
2 Morel. He outlined the business schedule for the District, including what could be expected in
3 the typical Board agenda. Chief Metcalf ended his presentation by outlining the major issues
4 facing North County Fire Protection District noting the internal issues as: Strategic Plan;
5 capital (facilities and fleet) planning and funding, recruitment and development of staff, labor
6 agreements and Rainbow.

7
8 **2.1. DEPUTY CHIEF TORCHIA:** Deputy Chief Torchia began his presentation by
9 enumerating his areas of responsibility, which includes Administrative Services financial
10 department/budget, vehicle maintenance facility, information systems, special projects
11 administrative captain, human resources, facilities and fleet/vehicles. He introduced each of
12 the Staff members who support his areas of responsibility. Deputy Chief Torchia provided a
13 financial overview, which included revenue sources of property taxes, ambulance billing,
14 alarm monitoring, first responder pool, fire mitigation fees, plan check fees and vehicle
15 repair/maintenance. He informed the Board the Vehicle Maintenance Facility is a modern
16 four-bay facility completed in 1993 having state of the art equipment. This facility allows the
17 District to provide timely preventative Maintenance/Repair for both North County Fire
18 Protection District equipment and for contracted outside agencies. Deputy Chief Torchia
19 noted the current Information Systems (IT) includes record management and accounting
20 systems. Deputy Chief Torchia noted the Human Resources component of Administration
21 includes recruitment/entry levels, pre-employment and promotional testing, discipline, the
22 DMV pull notice program; industrial injuries and the Wellness Program. The facility
23 maintenance areas covered by Deputy Chief Torchia include responsibility for upgrades,
24 noting the recent improvements to Station 3. An annual evaluation of the facilities is also
25 conducted under his auspices.

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27 **2.2. D/C GOLDBERG:** D/C Goldberg presented an overview of his area of responsibility,
28 which included a professional & personal introduction, his position responsibilities, his outside
affiliations and works in progress in his program area. D/C Goldberg informed the Board as

1 Operations Chief, he is responsible for the management of all operations directly applicable
2 to the District's primary mission. As part of his responsibilities, D/C Goldberg manages the
3 three Battalion Chiefs, who are tasked with specific areas of responsibility and he explained
4 the duties of his administrative specialist. He provides the Board with regular reports on
5 incident activities statistic. D/C Goldberg outlined his various affiliations and activities on
6 behalf North County Fire Protection District.

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8 2.3. **B/C ABBOTT:** B/C Abbott informed the Board the EMS Delivery System is an engine-
9 based delivery system with paramedics and Firefighters to every call. He noted he has the
10 "A" crew assignment. The District currently has a medical services officer, MSO Scott, who
11 conducts the EMS training, oversees quality and is the HIPAA Officer for the District.

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14 2.4. **B/C STEVENS:** B/C Stevens presented an overview of his responsibilities, which
15 include Communications (Dispatch Coordination, Videoconferencing, Phones, and Radios),
16 the Reserve Firefighter Program; Fire Explorer Post 2740 Program. It is his responsibility to
17 ensure communications remain up-to-date and interactive between the County and North
18 County Fire Protection District. B/C Stevens acknowledged the delegated individuals who
19 help him maintain his program areas. B/C Stevens noted his current affiliations, including his
20 involvement with the County and Dispatch JPA.

21
22 2.5. **B/C LANE:** Division Chief Goldberg presented an overview of the training program
23 on behalf of Chief Lane, who is attending a class. He noted that he is responsible for which
24 include organizational training, including Safety/Non-Safety; "C" Crew assignment and duty
25 coverage; It is his responsibility to ensure the staff meets Federal-State-Local training
26 mandates, California Fire Service Training & Education System (CFSTES) and International
27 Fire Service Training Association (IFSTA); which results in providing standards of good
28 practice for the fire service. He noted the development of several training venues, including
Rainbow Municipal Water District, Fallbrook Public Utility District land options, Schools,

1 Target Hazards and live fire training, using of donated structures. In years where there are
2 no donations the District has access North Tree Fire International's training trailer for a live
3 fire event.

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6 2.6. **D/C MOREL:** D/C Morel presenting the past accomplishments for the Bureau and
7 acknowledged his support staff. He noted some of the changes made in the Bureau,
8 including the engine inspection program and increased shift investigators. D/C Morel noted
9 his involvement with and support of the Fire Safe Council. He informed the Board the District
10 has a single designated a PIO, who ensures there is a consistent media outreach and
11 participates in community education. D/C Morel listed the District's community education
12 efforts, including Fire Prevention/Open House. He noted his affiliations on behalf of the
13 District.

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15 3. **DINNER:** At 17:00, the Board members present and staff took a thirty minute break for
16 dinner.

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18 4. **ETHICS TRAINING:** At 17:30, with all Board members in attendance, the Board welcomed
19 attorney Donna Evans, who came from Liebert, Cassidy and Wittmore to present the
20 mandatory Ethics training. All designated staff members were present, as well as all
21 Directors. Attorney Evans made her two-hour presentation on "Ethics in Public Service"
22 to the Board and identified Staff. The topics included: Conflicts of Interest; Bribery; Extra
23 Compensation; Conflicts of Interest and Campaign Contributions; Conduct upon Leaving
24 Office; Laws Relating to Claiming Perquisites of Office; Gifts; Honoraria Prohibitions;
25 Misuse of Public Funds; Gifts of Public Funds; Free or Discounted Transportation; Mass
26 Mailings; Government Transparency Laws; Economic Interest Disclosure; Brown Act;
27 Public Records Act; Laws Relating to Fair Processes; Common Law Bias; Incompatible
28 Offices and Employment; Common Law Doctrine of Incompatibility; Competitive Bidding;

1 Nepotism. Board Directors and Staff asked questions during the presentation. The
2 presentation was concluded with an evaluation of the program.

3 5. **COMMENTS:**

4 5.1. **STAFF:** None.

5 5.2. **BOARD COMMENTS:** None.

6 5.3. **BARGAINING GROUPS COMMENTS:** None.

7 5.4. **PUBLIC COMMENT:** None.

8 **CLOSED SESSION**

9 None.

10 **ADJOURNMENT**

11 As there was no further business, it was the consensus of the Board members to adjourn the
12 meeting at 18:10 and reconvene for the Regular Board meeting on December 9, 2008, at
13 17:00.

14 Respectfully submitted,

15
16 Loren Stephen-Porter

17 Board Secretary

18 Minutes approved at the Board of Director's Meeting on: December 9, 2008