

**October 16, 2012, 5:00 p.m.**

Council Chambers, 333 Civic Center Plaza

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1. Call to Order – Chairperson Thoming called the meeting to order at 5:00 p.m.
2. Roll Call – Roll call found Directors Abercrombie, Reece, and Chairperson Thoming present. Director Ives arrived at 5:05 p.m.
3. Items from the Audience - None.
4. Approval of Minutes – It was moved by Director Abercrombie and seconded by Director Reece to adopt the regular meeting minutes of July 17, 2012. Voice vote found all in favor; passed and so ordered.
5. ACCEPT A REPORT ON THE SOUTH COUNTY FIRE AUTHORITY EMERGENCY RESPONSE PERFORMANCE FOR THE FIRST QUARTER OF FISCAL YEAR 2012-2013 – Fire Division Chief Steve Hanlon presented the staff report. There were a total of 1689 incidents in the South County Fire Authority (SCFA) during Fiscal Year 2012/2013. This is an increase over the first quarter of the last two fiscal years; there were 1420 incidents during the first quarter of Fiscal Year 2011/2012, and 1389 during the first quarter of 2010/2011.

The number of structure fires was down during the first quarter of this fiscal year. There were six structure fires; all were located inside of the City with the total loss for the quarter at \$96,976.

The Fire Department exceeded its goal to confine residential structure fires to the room of origin or less 90% of the time. During the quarter that goal was met 100% of the time in the City.

Tracy Rural Fire Protection District (TRFPD) had seven vehicle fires totaling \$108,100 in loss. Most of that loss was from a semi and trailer hauling auto parts that burned near the gas pumps at the 76 Gas Station on South Chrisman Road on July 26, 2012. That one fire totaled \$75,000 in loss.

During the first quarter of Fiscal Year 2012/2013, the Fire Department responded to 54% of all emergency incidents inside of the City within the total reflex performance objective of 6.5 minutes. The 90<sup>th</sup> percentile for all incidents in the City was 8 minutes and 21 seconds (8:21) meaning 90% of all incidents were responded to within 8:21 or less.

In the first quarter of Fiscal Year 2012/2013 the Fire Department responded to 72% of all emergency incidents in the TRFPD within the total reflex performance objective of 10 minutes. The 90<sup>th</sup> percentile for all incidents in the rural area was 12 minutes and 43 seconds; 90% of all incidents were responded to within 12:43 or less.

Response performance in the Mountain House Community Services District was 41% for all emergency incidents within the total reflex performance objective of 6.5 minutes. The 90<sup>th</sup> percentile for all incidents was 10 minutes and 07 seconds (10:07).

Staff recommended the Board of Directors accept the South County Fire Authority Response Performance Report for the first quarter of Fiscal Year 2012/2013.

It was moved by Director Abercrombie and seconded by Director Reece to accept the South County Fire Authority Emergency Response Performance Report for the first quarter of Fiscal Year 2012-2013. Voice vote found all in favor; passed and so ordered.

6. ACCEPT A REPORT ON THE SOUTH COUNTY FIRE AUTHORITY EMERGENCY RESPONSE PERFORMANCE FOR FISCAL YEAR 2011-2012 – Fire Division Chief Steve Hanlon presented the report. There were a total of 5,951 incidents in the South County Fire Authority (SCFA) during Fiscal Year 2011/2012. This is an increase of 381 incidents compared to Fiscal Year 2010/2011. The distribution of incidents among the jurisdictions of the SCFA remains consistent where the majority of incidents occurred in the City of Tracy (71%), followed by Tracy Rural Fire District (15%), Mountain House Community Services District (6%), Freeways (5%), and other areas outside of the SCFA (4%). Of the 5,951 incidents many were multi-company responses requiring more than one fire unit.

There were 9,327 total responses by SCFA companies. Company 96, located at 301 W. Grant Line Road, continues to be the busiest in total responses.

During the fiscal year, the department was dispatched to a total of 123 structure fires; 19 were out on arrival and 42 required Fire Department actions to extinguish. Fiscal Year 2011/2012 structure fire loss was up 18% in the City and 59% in the Rural area when compared to the last five year average. The significant increase in the Rural area is attributed to the filter housing fire at GWF Energy facility on May 29, 2012, where the loss was estimated to be \$1,000,000.

One of the department's goals is to confine residential structure fires to the room of origin or less 90% of the time. This fiscal year that goal was met 70% of the time in the City, 60% of the time in Tracy Rural Fire Protection District (TRFPD), and 67% of the time in the Mountain House Community Services District (MHCSA).

The South County Fire Authority response time performance is broken down into four components of response time, "Call Processing," "Turnout Time," "Travel Time," and the "Total Reflex Time." The Response Performance Report displays each of these time components by percentage and percentile and compares them to both the desired benchmarks and to the acceptable baselines.

During Fiscal Year 2011/2012, the department responded to 52% of all emergency incidents in the City of Tracy within the total reflex performance objective of 6.5 minutes. This is a 1% improvement in the City compared to Fiscal Year 2010/2011. The 90<sup>th</sup> percentile for all incidents in the City was 8 minutes and 36 seconds meaning 90% of all incidents were responded to within 8:36 or less.

In Fiscal Year 2011/2012 the Fire Department responded to 67% of all emergency incidents in the TRFPD within the total reflex performance objective of 10 minutes. This is 3% less than previous fiscal year. The 90<sup>th</sup> percentile for all incidents in the Rural area was 12 minutes and 20 seconds; 90% of all incidents were responded to within 12:20 or less.

Response performance in the MHCSO was 28% for all emergency incidents within the total reflex performance objective of 6.5 minutes. The 90<sup>th</sup> percentile for all incidents was 9 minutes and 49 seconds.

The Fire Department has been working with the Joint Radio Users Group and the Emergency Medical Services Agency to improve call processing times. Staff has been trying to amend the San Joaquin Emergency Medical Services Agencies policy on call processing. The implementation of the amendment is due to take place before December 1, 2012.

Staff recommended the Board of Directors accept the South County Fire Authority Response Performance Report for Fiscal Year 2011/2012.

Director Abercrombie asked why there was such a significant decline in confining the moderate risk structure fires to room of origin. Chief Nero responded staff would provide that information at the next meeting in January, 2013.

It was moved by Director Abercrombie and seconded by Director Reece to accept the South County Fire Authority Emergency Response Performance for Fiscal Year 2011/2012. Voice vote found all in favor; passed and so ordered.

7. ACCEPT A PRESENTATION ON THE SOUTH COUNTY FIRE AUTHORITY FISCAL YEAR 2011-2012 ANNUAL REPORT – Fire Chief Nero presented highlights from the South County Fire Authority (SCFA) Annual Report. The SCFA Annual Report presents the activities and accomplishments of the Authority during Fiscal Year 2011/2012.

Policy Accomplishments:

The City of Tracy revised the classification specifications of Division Fire Chief. With the retirement of one of three Fire Division Chiefs, the City updated the requirements prior to recruiting a replacement. The update included tactical knowledge and skills and a reduction in the amount of time to obtain them. Division Chief Steve Hanlon is a result of that process.

Council voted to award a bid in the amount of \$101,648, to Zoll Medical Corporation for the purchase of four advanced life support cardiac monitors. The Fire Department was awarded an Assistance to Firefighters Grant (AFG) from the Federal Emergency Management Agency (FEMA) during Fiscal Year 2010/2011. The Fire Department's share of 20% was \$20,328 and the Grant share was \$81,313.

In May 2011, Council adopted an ordinance to allow the sale and use of safe and sane fireworks. Non-profits were able to raise a significant amount of money in a short period of time from the sale of safe and sane fireworks.

In May 2012, Council and TRFPD met to discuss the Fiscal Year 2012/2013 budget and will meet again in preparation for the next fiscal budget.

Amendments were approved by Council for the SCFA agreements. One amendment revised the SCFA Joint Powers Agreement cost split between the City and TRFPD to 67%/33% and deferred the commencement date of the Rural District's obligation to fund a third person at the new Fire Station 92 until July 1, 2015. Another amendment was to the Station 92 Construction Agreement and identified the cost sharing, payment schedule and ownership interests of the new Fire Station 92.

#### Program Accomplishments

**Grants:** The Department's Child Automotive Restraint Education and Safety Coordinator successfully submitted an Office of Traffic Safety (OTS) grant in the amount of \$26,500 to support the Child Automotive Restraint Education and Safety program. This item will go before Council for approval in November, 2012. The grant funds will be utilized to host car seat events, purchase car seats, and to fund the training of new car seat technicians.

**Facilities:** An inspection of all Fire Department facilities was conducted during Fiscal Year 2011/2012. This included an inspection by the Fire Chief who reported that all facilities were maintained in an acceptable manner for and by the Firefighters.

**Apparatus and Vehicles:** An inspection was also done on all apparatus and vehicles and all met and/or exceeded expectations.

**Standard Operating Policies:** In Fiscal Year 2011/2012 the department developed a committee to evaluate existing policies. The committee eliminated 17 obsolete policies from the existing manual. A new easy to navigate and streamlined format for department policies has also been developed.

**Operations/Communications:** The goal of the EMS program is to ensure compliance with all applicable regulations and statutes. This is accomplished by compiling and submitting data and Continuous Quality Improvement (CQI) reports. Chief Nero stated the department has met and exceeded all relevant standards throughout the fiscal year.

**EMS Equipment:** An additional Advance Life Support Unit was added to the fleet at Fire Station 92 in Banta. There is now a paramedic assigned to that company 24/7.

**Communications – Dispatch:** The department has done a lot of cooperative work with EMS and Lifecom to improve call processing. Through the work of Division Chief Andy Kellogg, Lifecom began and continues to upgrade its computer aided dispatch system.

**Communication – Equipment and System:** The U.S. Federal Communications Commission (FCC) required the Department's radio frequencies to migrate to narrowband by January 1, 2013. The Fire Department accomplished this eight months prior to the deadline. In continuing the analysis, it was found that some of the operational capabilities of the radios were reduced. The department is in the process of having a complete analysis of the communication system done by a third party to identify why the radios have dead spots. There are several other agencies in the county experiencing the same issues.

**Mutual Aid:** The department continues the agreement with the California Emergency Management Agency to house an office of emergency services fire engine in one of our

stations. The fire engine is used not only as a spare, but also to respond to out of county emergencies.

Division Chief Andy Kellogg is one of the Operational Area Fire and Rescue Coordinators in San Joaquin County. Division Chief Kellogg's role is to coordinate resources, maintain an inventory, dispatch resources within and outside the county, and work with the region and the State in accordance with the principles enumerated in the California Fire Service and Rescue Emergency Mutual Aid Plan.

Emergency Response: During Fiscal Year 2011/2012 the Fire Department began looking at ways to improve its emergency response capabilities. This is an on-going process which looks at ways to improve existing operational methods and tactics. In September 2011, the department initiated monthly operational round table discussions to obtain input from all levels on ways to improve. The outcome of these meetings has produced a standardized response to structure fires and an operational footprint for residential structure fires.

CERT: The Community Emergency Response Team (CERT) Program is continuously recruiting citizens who live and work in the SCFA area and schedules two CERT Academies each year.

Pre-Incident Assessments (PIA): During Fiscal Year 2011/2012 the department purchased pre-fire planning software. The goal of this program is to provide firefighters with tools to become more familiar with occupancies in the community, pre-plan responses to target hazards and use the information in decision making during emergency incidents. The plan is to pre-fire plan all mercantile, industrial, warehouse, multiple family apartment units and condo complexes.

Training: All Firefighters will participate in a minimum of 240 hours of fire service specific training annually. A minimum of two hours of every work shift is spent in training. Personnel attend in-house and outside training classes. Training includes single and multiple company evolutions for truck and engine. Twice a year all Firefighters go through the burn trailer training to maintain their skills and review how to appropriately use water.

The department's EMS Coordinator attended the National Fire Academy to take a course in managing EMS. The department also participated in training in Intraosseous Infusion System, which is a higher level of care that has been supported by County EMS. The department is now delivering that service.

Hazardous Materials Training: All Firefighters have been trained in first responder operational. Also offered was specialized training in HAZ-Cat Level 1 operations. Haz-Cat training helps to recognize the resources available to identify hazardous materials in the field.

Firefighters were trained in air operations and intermediate Wildland Fire Behavior. The department now has certified Strike Team Leaders. In addition, the department trained in operating a four wheel drive quick attack unit used for wildland fires and off road operations. There are now three engineers certified as trainers.

The department also participated in confined space operations training, and a CERT Coordinator attended program management training to learn how to better operate and supervise those activities.

Chief Nero stated he is particularly proud of the community service the Tracy Firefighters and the SCFA Firefighters provide to the community. Chief Nero further stated the Firefighters participate in community service activities such as Fire Prevention Week, LEAP Reading Program for 2<sup>nd</sup> and 3<sup>rd</sup> graders, Farmers Market, Dry Bean Festival, Juneteenth, Brighter Christmas, Hospital Safety Fair, Relay for Life, and the Tracy High School job shadowing program.

Chief Nero added the Firefighters have contributed over 1000 hours of volunteer time during Fiscal Year 2011/2012. Chief Nero commended the Firefighters for their dedication to making a difference in the community over and above their jobs.

Fire Explorers – Post 900: The Fire Explorer Post was re-energized in Fiscal Year 2011/2012, and has committed hundreds of hours to serving the community in addition to Post activities. The Explorer Post has participated in community service activities including D.A.R.E. Positive Alternatives Day, Brighter Christmas, American Cancer Society Relay for Life and many other activities. The Explorers are between 16 to 25 years of age.

The Post Advisors operate as volunteers and have donated over 300 hours of their personal time to the Explorer Post to make sure it operates in a manner that the City can take pride in.

Child Automotive Restraint Education and Safety (C.A.R.E.S.): The program continues helping parents to properly install and fit child safety seats into their vehicles.

The Smoke Alarms for Every Home (S.A.F.E.Home): The program involves installing smoke alarms, and checking and changing batteries for residents. Over 30 smoke alarms were installed and 80 smoke alarm batteries were replaced.

Carbon Monoxide Alarms: Last year the department started another program in partnership with the Sow-A-Seed Community Foundation to educate the community regarding the need for Carbon Monoxide Alarms.

Fire Chief Nero stated over 500 children under the age of five are victims of swimming pool drowning every year. The department continues to focus on drowning prevention during the swim season to help ensure the community does not suffer that tragedy in the future.

Fire Investigations: Fire and Police Departments partner in the processing of investigations and charges of all suspicious fires. In Fiscal Year 2011/2012 there were 15 fires that required an investigator. An investigator is required when the incident commander is not able to determine the cause and origin of the fire specifically. Four of the 15 suspicious fires were found to be intentionally set. There has been one conviction and two other intentionally set fires are currently pending charges.

Staff recommended the Board of Directors accept the presentation of the Fiscal Year 2011-2012 South County Fire Authority Annual Report.

Director Abercrombie thanked Fire Chief Nero for the report and asked if Council and Tracy Rural Fire District Board would receive the same presentation. Fire Chief Nero responded that Council will receive the SCFA Fiscal Year 2011/2012 Annual Report presentation.

Director Abercrombie asked if there would be a separate report to Council on safe and sane fireworks. Fire Chief Nero responded yes.

Director Abercrombie thanked the Fire Departments for their service to the community.

Fire Chief Nero stated he is very proud of personnel because the firefighters realize they can connect with the community to enhance and benefit their lives.

Director Thoming stated he appreciated the report and especially the improvements with the call processing times.

It was moved by Director Abercrombie and seconded by Director Reece to accept the South County Fire Authority Fiscal Year 2011-2012 Annual Report. Voice vote found all in favor; passed and so ordered.

8. INTENT TO SCHEDULE A SPECIAL JOINT MEETING OF THE CITY COUNCIL AND THE TRACY RURAL FIRE PROTECTION DISTRICT BOARD TO JOINTLY PREPARE A FY 13-14 BUDGET FOR THE SOUTH COUNTY FIRE AUTHORITY – Fire Chief Nero presented the report. Per the Joint Exercise of Powers Agreement for the South County Fire Authority, Article VI Funding, Section 6.1, Annual Budget, the City and District shall meet and jointly prepare a recommended budget for the Authority for the following fiscal year for Fire Protection Services and Fire Dispatch Services.

In preparation of the City of Tracy's upcoming Fiscal Year 2013/2014 budget development, a special joint meeting of the Tracy City Council and Tracy Rural Fire Protection District (TRFPD) would be necessary. It is proposed that the joint meeting be scheduled in April 2013, with the date and time to be determined.

It was motioned by Director Abercrombie and seconded by Director Reece to direct the Fire Chief to prepare a staff report for the Council and TRFPD Board so that each agency may discuss the request to schedule a special joint meeting in April, 2013, date and time to be determined, of the Council and TRFPD to jointly prepare a recommended Fiscal Year 2013/2014 budget for the Authority. Voice vote found all in favor; passed and so ordered.

9. Items from the Audience - None

Director Abercrombie stated this would be his last meeting as a Director on the South County Fire Authority and thanked the Board Members for their support. Director Ives thanked Director Abercrombie for his service.

10. Adjournment - It was moved by Director Abercrombie and seconded by Director Ives to adjourn. Voice vote found all in favor; passed and so ordered. Time: 5:48 p.m.

The above are summary minutes. The above agenda was posted at Tracy City Hall on October 11, 2012.

Attest:

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Chairperson

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Secretary