

**SPECIAL MEETING**  
**NAPA COUNTY FIRE SERVICES ADVISORY COMMITTEE**

Thursday **January 8, 2015** 1:00pm

**LOCATION:** Board of Supervisor Meeting Room  
2751 Napa Valley Corporate Drive  
Napa, CA 94559

**1. CALL TO ORDER - 1:02 PM**

**Present:** Steve Jones, Rutherford Volunteer Fire Company; Pat Brown, Rutherford Volunteer Fire Company; Scott Upton, Ex-Officio Napa County Fire Chief; Keith Hill, CalFire/Napa County Fire Career; Molly Rattigan, Ex-Officio; Tim Borman, Public Member; Kerry Whitney, Ex-Officio Risk Manager; Steve Hawks, CalFire/Napa County Fire Career; Kevin Twohey, Ex-Officio Volunteer Liaison, Keith Caldwell, Ex-Officio Board of Supervisors Liaison  
**Others Present:** Stacie McCambridge, Committee Secretary; Members of the Public

**2. MINUTES**

October 9, 2014 minutes  
Motion: Steve Hawks  
Second: Tim Borman  
Motion Approved

**3. PUBLIC COMMENT**

ISO Ratings – A comment was made, is there a way the County of Napa can assist its residents with a list of insurance companies that are willing to work with areas that have a high ISO rating. There was a letter sent out in a previously that may be helpful to the Dry Creek area. Chief Biermann will try to locate the original letter sent out.

Thank you – Chief Biermann was complemented on the distribution of the information and updates to the field.

**4. SUBCOMMITTEE REPORTS**

**a) Standard Operating Guideline Subcommittee (Steve Hawks)**

The subcommittee had a meeting this morning and addressed two policies, Code 3 Driving and NCFD for Hire. It was decided that meetings may be held via email in the future to allow the policies to move forward and progress. Currently it has been difficult for the subcommittee members to meet on a regular basis due to scheduling conflicts.

**b) Training Subcommittee (Kevin Twohey)**

There has been no meeting due to the Napa earthquake that occurred in August. There will be a meeting scheduled in the near future, Kevin will be emailing everyone with that information. Kevin Twohey and Barry Biermann will meet on Monday, January 12<sup>th</sup> to work on progressing the Driver Trainer document.

Public Comment:

Task Books – A discussion regarding keeping the current task books for Driver Operator concluded with continuing to use the same task book.

Driving hours – concerns were heard from volunteers regarding the difficulty to get needed driving time with career staff which would allow their task books to be signed off. A suggestion was made that

the volunteers can make an appointment with the Yountville Station to get their non-Code 3 driving time in.

**c) Safety Committee**

It was established that subcommittee has not been established. Barry will be assigning members.

Public Comment:

The question was asked if a consultant was hired? It was explained that the County of Napa had hired a consultant for the county IPP, this IPP is different from the Napa County Fire IPP.

**d) Strategic Plan Subcommittee (Keith Hill)**

The career staff has not met. Both career and volunteer sides were submitted at the last FSAC meeting.

Public Comment:

There was a concern from the volunteers that the process is moving slowly and seems to be falling back into the old ways of doing business. Ideas are brought forward and tend to be tabled. An explanation was given that due to the earthquake in August, many of the committee members have been involved with daily operations of the aftermath of the earthquake. A suggestion was made that action items are made and due dates given.

Molly Rattigan introduce Keith Caldwell, Ex-Officio Board of Supervisors Liaison. Board Member Caldwell will be assigned to this committee and be attending our meetings in the future.

**5. NEW BUSINESS**

**a) Dispatching as companies (Barry Biermann)**

There is talk that the ECC could be going back to dispatching by station. There is no right answer at this point and it was suggested we dispatch by company for the time being. It was a discussion that there still seems to be glitches when Support 25 and WT 25 are being dispatched, three companies are being toned out. The fault may be that there was most likely a correction made to the CAD which then caused another correction needed.

Public Comment:

When software is changed or revised, is there a test period before going live? It was reported that the system is currently being checked from the beginning to the end.

When dispatching the volunteers, broadcasting the station as volunteers can cause bad feelings and poison the moral within the station.

**b) I Am Responding Software (Barry Biermann)**

Kevin Twohey is moving forward with the bid for the system. He has been working with County ITS for service and computer purchases.

Public Comment:

Is this similar to the program that the Angwin Volunteers are currently using? It is the same program.

**c) RPP/Stipends (Barry Biermann)**

Please reconcile your rosters to show current and active members. A current roster was sent out with the VMQ's in November and Stacie should be notified of any additions or removals. Steve Hawks and the Napa Station RPP Program have made a doc box that can loaded onto each of the Volunteer Chief's computers to check the status of each members current RPP status. This is important from the

Workers' Compensation aspect. We are looking for accurate numbers of volunteers for accurate coverage and costs.

A reminder that all individuals going out on a strike team will need to be in compliance with fit testing prior to going on a "out of county" assignment. If an individual is not in compliance, they will not be paid for the assignment. There is a contract the County signs with the State stating we will be in compliance when sending those on assignments. The suggestion was made that a fit testing machine be placed at the Yountville Station, St. Helena Station and the Napa Station for convenience.

**Public Comment:**

Is a VMQ needed if you are not ranked as a firefighter? Barry will bring the question forward to HR.

**d) Elections (Molly)**

The Chairperson is responsible for running the meetings, working with Chief Barry Biermann on the agenda, and running the general process of the meetings. The chairperson should either be career or volunteer staff, or the public member.

Appointment of Steve Jones as elected Chairperson

Motion: Steve Hawks

Second: Tim Borman

Motion Approved

Appointment of Steve Hawks as 1<sup>st</sup> Vice Chairperson.

Motion: Jim Christison

Second: Keith Hill

Motion Approved

**e) Meeting Schedule (Molly Rattigan)**

A recommendation was made to keep the regularly scheduled meetings to every other month. Special meetings could be filled in between the regular meetings if needed.

The FSAC meetings are posted on the Napa County Website under the Fire Department link.

Motion: Tim Borman

Second: Steve Hawks

**6. OLD BUSINESS (All)**

**a) Memorandum of Agreement Review Subcommittee (Barry Biermann)**

A written notification is due to the Fire Services Advisory Committee by January 31, 2015 to open the MOA up for discussion. When this process is started, it is important to verify dates and language within the Agreement.

Steve Hawks, Dave Nye and Jim Christison agreed to be part of the MOA committee. Molly Rattigan and Kevin Twohey will take part as well.

**Action Item:** Dave Nye will contact others regarding interest in becoming a participant in this committee.

**b) Use Agreements (Molly Rattigan)**

There are 3 signed Use Agreements that went to the Board of Supervisors. Carneros, Dry Creek/Lokoya and Gordon Valley are the three stations. Capell falls under the guidelines but does not sign an Agreement since the building is owned by the County of Napa.

**Public Comment:**

A kudo's was given from Dry Creek/Lokoya Fire Volunteer Station for all the work completed to that station since the signing of the Use Agreement.

**c) Adding New Agenda Items/Discussion Via Public Comment (Steve Jones)**

A new form, Fire Services Advisory Committee Agenda Item Request, was handed out. This form will aid in helping the field or members of the committee to request subjects be added to the FSAC agenda.

**d) Policies – Intern Program/Schedule A Non Post Employee Reimbursement (Steve Hawks)**

Two policies were handed out, the Intern Program Policy and the Schedule A Non-Post Employee Reimbursement Policy. Each policy was walked through with the committee.

Intern Program Policy: From a risk point of view, a few changes are needed. The first change, when a county volunteer is functioning in an intern capacity, they will not be able to drive county apparatus. Secondly, if an intern is not already a Napa County Fire Volunteer, they will need to sign up as a volunteer under Station 00. Also reported was one typo on page 4, Marshal has one L there are two on the current document. The committee agreed that the policy could be forwarded to Chief Biermann for signature once the changes were made. Steve Hawks will be making the changes noted.

Possible injury and reporting the injury was also discussed. When receiving information regarding an injured intern, we want to be careful with what is being sent to us. We would like to be notified and receive the injury report but we should not be receiving any of the medical information received from the medical facility. The Santa Rosa JC will be insuring the interns.

Motion: Tim Borman

Second: Dave Nye

Public Comment:

If attending the Santa Rosa Junior College Fire Academy, does that automatically make you an intern? It does not make you an intern, you must enroll with the SRJC to be included with the internship program.

Schedule A Non-Post Employee Reimbursement Policy: The policy was talked through. There was concern that the volunteer chiefs had not seen this policy prior to this meeting. It was noted that these policies had been sent out to the volunteer chiefs prior to the meeting. No revisions were requested and the policy will be forwarded to Chief Barry Biermann for signature.

Motion: Dave Nye

Second: Jim Christison

**7. FUTURE AGENDA ITEMS (All)**

Molly Rattigan reported she will no longer be the Analyst for Fire after June 30, 2015. The new Analyst will be Karen Collins.

Barry Biermann asked that information from these meeting be disbursed to the field and our peers to make sure everyone is educated on the current items being brought before the FSAC.

Keith Caldwell expressed his thoughts on the progress of Napa County Fire. He feels that we have progressed, slowly but we have progressed. A few of the benchmarks have been the ISO ratings and securing the property located in the Berryessa Estates which includes 1.2 million dollars for two future satellite stations.

A suggestion was made to configure a running list of future agenda items. When suggestions are made for future agenda items it may not appear on the next agenda; however, a list will be maintained for future meetings. The Fire Chief will work with staff and the Chairperson to schedule topics on future meeting agendas. The following are topics that have been requested:

- Input on SOG, ISO review and training
- Policies and Procedures review
- Discuss the possible need for a Dispatch Committee
- Future discussion about advanced life support, advanced basic life support, advanced scope of EMT's
- Equipment standardization and engine compliment
- Technology tablets, computers, command center issues
- Uniforms
- Career staffing levels
- Career Staff – Discuss Strategic Plans

#### **8. ADJORN – 3:12 PM**

Motion: Tim Borman

Second: Steve Hawks

#### **9. NEXT MEETING DATE: March 12, 2015**

## **REGULAR MEETING**

### **NAPA COUNTY FIRE SERVICES ADVISORY COMMITTEE**

Thursday **March 12, 2015** 1:00pm

**LOCATION:** Board of Supervisor Meeting Room

2751 Napa Valley Corporate Drive

Napa, CA 94559

#### **1. CALL TO ORDER - 1:02 PM**

**Present:** Steve Jones, Rutherford Volunteer Fire Station; Pat Brown, Rutherford Volunteer Fire Station; Molly Rattigan, Ex-Officio; Tim Borman, Public Member; Kerry Whitney, Ex-Officio Risk Manager; Steve Hawks, CalFire/Napa County Fire Career; Keith Caldwell, Ex-Officio Board of Supervisors Liaison  
**Absent:** Barry Biermann, Ex-Officio Napa County Fire Chief; Keith Hill, CalFire/Napa County Fire Career; Kevin Twohey, Ex-Officio Volunteer Liaison  
Others Present: Stacie McCambridge, Committee Secretary; Members of the Public

## **2. MINUTES**

January 8, 2015 minutes

Correction to current Chief's name

Motion: Jim Christison

Second: Tim Borman

Motion Approved

## **3. PUBLIC COMMENT**

ISO Ratings – Has the ISO letter been located that was discussed in the last FSAC meeting? The original letter in question is a letter that was sent out previously to residents of Napa County with a list of insurance companies that are willing to work with areas that have a high ISO rating. There was input that the letter may be on the Napa County Fire web page for everyone to view.

The 15/16 FY budget process has started and each department was asked to keep their budgets status quo if possible. There are 4 CIP's scheduled for the 15/16 FY; flooring

and counters for the Yountville Station, a new roof for the Gordon Valley Volunteer Station and an ADA Analysis for the Dry Creek/Lokoya Volunteer Station. Fire will also have 5 CIP's rebudgeted for the 15/16 FY; ADA modifications and a 10k gallon water tank at the Capell Valley Volunteer Station, office remodel for the Greenwood Ranch Station and continued progression on the new satellite stations for Capell Valley and Pope Valley Volunteer Stations.

#### **4. SUBCOMMITTEE REPORTS**

##### **a) Standard Operating Guideline Subcommittee (Steve Hawks)**

The group has been meeting via email due to the member's schedules. Currently it has been difficult for the subcommittee members to meet on a regular basis due to scheduling conflicts. Steve reported has sat in on two of the Lexipol webinars. The revised Napa County Fire Department Organizational Chart was presented and comments were made for revisions to be made before going to Lexipol. The group is continuing to work its way through policies.

##### **b) Training Subcommittee (Steve Jones for Kevin Twohey)**

The group's priority is to review training policies, requirements, instructor qualifications, developing a task book and job sheets. The Volunteer FF Policy and the EMS Responder Policy have both been sent to the SOG Subcommittee. The Driver Operator Requirements are currently in review and development and the FF Task Book is in draft review. The next meeting is scheduled to be on April 2, 2015.

A reminder went out that Kevin has been working diligently with FEMA sorting out the aftermath of the Napa Earthquake and hopes to be more accessible soon.

##### **c) Safety Committee**

Joe Buchmeier has been chosen to be the lead on this subcommittee with Doug Christian as a member. No meetings have been held.

Public Comment:

There has been one person that has shown interest in being on the Safety Committee from the volunteer stations but would only be available after 5 p.m. for meetings.

##### **d) Strategic Plan Subcommittee (Steve Hawks)**

There has been no meeting since the last report. Dave Nye will be continuing to try and recruit members of the volunteer station to join the subcommittee.

#### **5. NEW BUSINESS a) Volunteer Application Cut Off Date (Steve Jones)**

Should there be a cut-off date for new volunteer applications? Should there be a hard or soft deadline? After a long discussion it was decided that there would not be a hard deadline. If a recruit has not finished the application process by the time of the academy he/she will need to make up the academy missed.

**b) Policy Changes Through Chain of Command (Steve Jones)**

A reminder went out to everyone that policy change should be brought before FSAC Committee and not be decided in miscellaneous meetings or conversations.

**c) Policy Review (Steve Hawks)**

The Volunteer Firefighter Qualification Policy and the EMS Responder Qualifications Policy was sent out to the FSAC Committee prior to this meeting for review and comments. The question was asked regarding EMS vs. EMT. EMT is generally completed privately where NCFD offers Public Safety First in the Volunteer Academy. Both policies were passed and submitted to Chief Barry Biermann for signature.

Volunteer Firefighter Qualification Policy

Motion: Steve Hawks

Second: Tim Borman

Motion Approved

EMS Responder Qualifications

Motion: Steve Hawks

Second: Tim Borman

Motion Approved



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**Barry Biermann**  
County Fire Chief

**Public Comment:**

The policies make reference to the NCFD task book which at this time is not completed. The task book will follow the standards of the CSFA.

**6. OLD BUSINESS (All)**

**a) I am Responding (Barry Biermann, Kevin Twohey)**

No report given.

**7. FUTURE AGENDA ITEMS (All)**

None reported.

**8. ADJORN – 1:47 PM**

Motion: Jim Christian

Second: Pat Brown

**9. NEXT MEETING DATE: May 14, 2015**



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**Barry Biermann**  
County Fire Chief

## REGULAR MEETING

### NAPA COUNTY FIRE SERVICES ADVISORY COMMITTEE

## Minutes

Thursday **May 14, 2015** 1:00pm

**LOCATION:** Board of Supervisor Meeting Room  
2751 Napa Valley Corporate Drive  
Napa, CA 94559

#### 1. CALL TO ORDER - 1:00 PM

**Present:** Steve Jones, Rutherford Volunteer Fire Station; Pat Brown, Rutherford Volunteer Fire Station; Molly Rattigan, Ex-Officio; Tim Borman, Public Member; Kerry Whitney, Ex-Officio Risk Manager; Steve Hawks, CalFire/Napa County Fire Career; Keith Caldwell, Ex-Officio Board of Supervisors Liaison; Barry Biermann, Ex-Officio Napa County Fire Chief; Kevin Twohey, Ex-Officio Volunteer Liaison

**Absent:** Keith Hill, CalFire/Napa County Fire Career

Others Present: Stacie McCambridge, Committee Secretary; Members of the Public

#### 2. MINUTES

March 12, 2015 minutes

Correction to current Chief's name

Motion: Jim Christison

Second: Tim Borman

Motion Approved

#### 3. PUBLIC COMMENT



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**Barry Biermann**  
County Fire Chief

No comment

#### **4. SUBCOMMITTEE REPORTS**

##### **a) Standard Operating Guideline Subcommittee (Steve Hawks)**

There were six policies sent via email to the 9 volunteer chief's to review and reply with comments before the next FSAC meeting. Out of the 6 policies that were sent, 5 will be presented before the committee today for adoption. Steve will be emailing more policies in the next couple of days for review and comment. Steve has a meeting next Thursday, May 21 with Kerry Whitney to go over the Code 3 Driving and Lexipol Policies. Dave Nye reported he is currently working with the ECC on a policy as well as starting work on the Uniform Policy.

##### **b) Training Subcommittee (Kevin Twohey)**

There last meeting was on April 2, 2015 where the draft Volunteer Firefighter/Driver Operator task book was discussed. The Volunteer FF Task Book final draft was sent out to the Volunteer Chief's for review and comments. A deadline of May 22, 2015 for comments has been requested. The Driver Operator's Task Book went out to committee members for review and comment. The next meeting is tentatively scheduled for June 11, 2015.

##### **c) Safety Committee**

Joe Buchmeier has been chosen to be the lead on this subcommittee with Doug Christian as a member.

Public Comment:

Cindy Black, from Gordon Valley Volunteer Fire Station has shown interest in being on the Safety Committee but would only be available after 5 p.m. for meetings.

##### **d) MOA Review Committee (Steve Hawks/Dave Nye)**

There has been no meeting. Revisions are still being made within the volunteer chief's meeting. Once a draft has been completed, the Volunteer Chief's will submit the document to the subcommittee.

#### **5. NEW BUSINESS a) Policy Review (Steve Hawks)**

There were 6 policies sent out to the Volunteer Chiefs for review and comments. Out of the 6 policies, 5 of the policies were presented before the FSAC for approval. The 5 policies voted on were: 1001 Volunteer Fire Chief Job Description, 1002 Volunteer Chief Officer Job Description, 1003 Volunteer Company Officer, 1004 Volunteer Firefighter Job Description and 1007 Volunteer Support Member Job Description.

Motion: Tim Borman

Second: Keith Hill

Motion Approved

Public Comment:



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**Barry Biermann**  
County Fire Chief

Information seems to be delayed in getting out to the field. The request was made to have any information being emailed to be sent out to the top 3 ranking members in a station. This would aid in getting information out to their members.

**b) Boot Letter Policy (Steve Jones)**

A discussion was had on the current boot purchase process. The key points were; price of the boot, the turnover of new recruits that receive boots and options to prevent a loss of funds that are used to purchase wildland boots for the volunteer stations.

The current vendors used to purchase wildland boots for the volunteer stations, Red Wing Shoe Store (Napa) and The Man Supply Store (Calistoga) have both raised their prices from \$200 on the current boot offered to the volunteers to approximately \$300. It was suggested the boot stipend be raised from \$200 to \$300. Another suggestion was to have the current volunteer PPE warehouse stock boots for the volunteer's which would alleviate the need for the volunteer's going to a store to purchase the wildland boot.

There were suggestions made regarding the turnover of new volunteer recruits and loss of boots. One of the suggestions, the boot be purchased out right by the volunteer recruit and after a year, NCFD would reimburse the volunteer recruit up to \$300. Another suggestion; collect wildland boots from a volunteer recruit if they have not met a one year anniversary date with the station. This would allow each station to have an inventory of boots they could pass out to incoming recruits.

**Public Comment**

PPE should be provided to the volunteers in order to be effective in their mission. Entry level members should receive an "in house boot" that would be returned if a one year commitment was not fulfilled.

**c) Stipend Policy (Barry Biermann)**

Is the current Stipend Policy working? Would a pay per call/training be a better incentive for those who participate? If a "pay per" process is used, HR needs to be consulted due to new CALPERS rules. It was agreed that in the past, the Volunteer Chief's did not want to go to a paid per call process.

**Public Comment:**

Pay per call will not work for everyone, there are volunteers that work out of town.

A hybrid system might work where the monthly amount is lowered and a pay per call/training amount is given.

A stipend should only be rewarded for actual participation, not standing around or not participating in station duties.

**d) Accident & Injury Policy (Barry Biermann)**

Proper paperwork is not being submitted in a timely matter when a vehicle accident/mishap or an injury has occurred. A notification has gone out to the4

Volunteer Chiefs requesting measures be taken to remind staff there is a time line that should be met when dealing with these matters.



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**Barry Biermann**  
County Fire Chief

When an incident occurs there should be a standard procedure that determines cause, corrective action and if discipline should be administered, what is the long term fix.

Doug Christian with the SOG & Safety Committee will bring this subject to their meeting.

Public Comments

There should be a standard process outlined in a policy for consistency.

## 6. OLD BUSINESS (All)

### a) I Am Responding (Barry Biermann, Kevin Twohey)

Items for this project have been ordered and will begin with the 3 stations that have Site Agreements with the County of Napa.

Public Comments

How will WT25 be responding?

## 7. FUTURE AGENDA ITEMS (All)

None reported.

## 8. ADJORN – 3:05 PM

Motion: Jim Christian

Second: Pat Brown

## 9. NEXT MEETING DATE: July 8, 2015



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**Barry Biermann**  
County Fire Chief

## **SPECIAL MEETING Agenda**

### **NAPA COUNTY FIRE SERVICES ADVISORY COMMITTEE**

Thursday July 9, 2015 1:00pm

**LOCATION:** South Campus, Building 2 Conference Room C  
2751 Napa Valley Corporate Drive

**1. CALL TO ORDER - ROLL CALL**

**2. MINUTES**

**3. PUBLIC COMMENT**

The Committee invites citizen comments and recommendations on matters which are within the jurisdiction of the Committee, Anyone who wishes to speak to the Committee on such a matter, if it is not on the agenda, may do so at this time.

**4. SUBCOMMITTEE REPORTS**

- a. **Standard Operating Guideline Subcommittee (Steve Hawks)**
- b. **Training Subcommittee (Kevin Twohey)**
- c. **Safety Subcommittee (Joe Buchmeier)**
- d. **MOA Review Subcommittee (Steve Hawks/Dave Nye)**
- e. **Strategic Plan Subcommittee (Jason Martin)**
- f. **Satellite Station Numbers (Barry Biermann)**

**5. NEW BUSINESS**

- a. **Policy Review (Steve Hawks)**
- b. **RPP (Barry Biermann)**
- c. **Taskbook/Completion Guide/Evaluators Requirements (Twohey)**

**6. OLD BUSINESS**

- a. **I am Responding (Barry Biermann/Kevin Twohey)**
- b. **Boot Letter Policy (Steve Jones)**

**7. FUTURE AGENDA ITEMS (All)**

**8. NEXT MEETING DATE: September 10, 2015**



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**Barry Biermann**  
County Fire Chief

## **SPECIAL MEETING Agenda Supplemental**

### **NAPA COUNTY FIRE SERVICES ADVISORY COMMITTEE**

Thursday July 9, 2015 1:00pm

**LOCATION:** South Campus, Building 2 Conference Room C  
2751a Valley Corporate Drive

#### **5. NEW BUSINESS**

**d. Policy Review – Driver Operator Requirement (Barry Biermann)**



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**Barry Biermann**  
County Fire Chief

## **REGULAR MEETING Agenda**

### **NAPA COUNTY FIRE SERVICES ADVISORY COMMITTEE**

Thursday September 10, 2015 1:00pm

**LOCATION:** Napa County Administration Building  
Board of Supervisor's Room  
1195 Third Street, 3<sup>rd</sup> Floor

#### **9. CALL TO ORDER - ROLL CALL**

#### **10. MINUTES**

#### **11. PUBLIC COMMENT**

The Committee invites citizen comments and recommendations on matters which are within the jurisdiction of the Committee, Anyone who wishes to speak to the Committee on such a matter, if it is not on the agenda, may do so at this time.

#### **12. SUBCOMMITTEE REPORTS**

- g. Standard Operating Guideline Subcommittee (Steve Hawks)**
- h. Training Subcommittee (Kevin Twohey)**
- i. Safety Subcommittee (Joe Buchmeier)**
- j. MOA Review Subcommittee (Steve Hawks/Dave Nye)**
- k. Strategic Plan Subcommittee (Jason Martin)**

#### **13. NEW BUSINESS**

- e. Grand Jury Report (Borman)**
- f. Strategic Plan Draft (Martin)**

#### **14. OLD BUSINESS**

- a. Satellite Station Numbers (Barry Biermann)**

#### **15. FUTURE AGENDA ITEMS (All)**

#### **16. NEXT MEETING DATE: November 12, 2015**



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**Barry Biermann**  
County Fire Chief

## REGULAR MEETING

### NAPA COUNTY FIRE SERVICES ADVISORY COMMITTEE

## Minutes

Thursday      **September 10, 2015** 1:00pm

**LOCATION:** Napa County Administration Building  
Board of Supervisor Meeting Room  
1195 Third Street, 3<sup>rd</sup> Floor  
Napa, CA 94558

#### 17. CALL TO ORDER - 1:00 PM

**Present:** Steve Jones, Rutherford Volunteer Fire Station; Pat Brown, Rutherford Volunteer Fire Station; Jim Christison, Cal Fire/Napa County Fire Career; Tim Borman, Public Member; Steve Hawks, CalFire/Napa County Fire Career; Keith Caldwell, Ex-Officio Board of Supervisors Liaison; Barry Biermann, Ex-Officio Napa County Fire Chief; Kevin Twohey, Ex-Officio Volunteer Liaison; Helene Franchi, Ex-Officio Analyst; Jake White, CalFire/Napa County Fire Career; Kerry Whitney, Ex-Officio Risk Manager; Dave Nye, Carneros Volunteer Fire Station

Others Present: Stacie McCambridge, Committee Secretary; Members of the Public

#### 18. MINUTES

July 9, 2015 minutes  
Motion: Jim Christison  
Second: Tim Borman  
Motion Approved

#### 19. PUBLIC COMMENT

The volunteer chief's meeting that took place last night (September 9, 2015) was viewed as productive and progressive. The united view amongst the group is that Chief Barry



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**Barry Biermann**  
County Fire Chief

Biermann is the acting Chief of Napa County Fire and is responsible for the final decisions made that are brought before the Napa County Board of Supervisors.

FSAC Member Keith Hill, CalFire/Napa County Fire Career, has stepped down from the committee and Jake White, CalFire/Napa County Fire Career, will be taking Keith's place.

## **20. SUBCOMMITTEE REPORTS**

### **a. Standard Operating Guideline Subcommittee (Steve Hawks)**

Policies that have been signed and approved have been submitted to Lexipol. There will be more policies going before the Training Subcommittee for approval that will then be submitted to the FSAC for final approval and signature by Chief Biermann.

At the last FSAC meeting, the Volunteer Recruit Job Description Policy was returned to the SOG subcommittee with a request to change language regarding residency of a volunteer. Chief Biermann has suggested that there may be a need for a residency policy rather than add the language into the Volunteer Recruit Job Description Policy. The Volunteer Recruit Job Description Policy will be back before the FSAC at their next meeting for approval.

#### Public Comment

Does the county have an issue with a residency policy? There may be a contradiction with current policy written in the County of Napa Policies. This is going to be researched.

### **b. Training Subcommittee (Kevin Twohey)**

The subcommittee met on August 22, 2015. The Driver Operator Requirement and the Truck Operator Requirement Policies will be brought back before the FSAC for approval and signature at the next FSAC meeting.

The subcommittee has been reviewing Target Solutions.

A volunteer training survey will be mailed out to the volunteers in the next 2 weeks.

The next Training Subcommittee meeting will be on September 24, 2015.

#### Public Comment



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**Napa County Fire  
Administration**

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Napa, CA 94559  
[www.countyofnapa.org/countyfire/](http://www.countyofnapa.org/countyfire/)

Main: (707) 299-1465  
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**Barry Biermann**  
County Fire Chief

Will there be a hard copy of the task books? Individuals will be able to print the task books out of Target Solutions. Training Captain, Matt Ryan will construct a cover sheet that can accompany the task book.

**c. Safety Committee (Matt Newberry)**

A Cal Fire IIPP Binder was brought and discussed regarding the desire of possibly having a NCFD IAPP binder. It was noted that when the volunteer stations were inspected by Risk Management, there was a Napa County IIPP binder found in each station. But the realization is that this binder is county wide, not specialized for "fire", a better solution may be to add a Cal Fire IIPP binder to each station. Each County IIPP binder would have an updated section for a "fire" reference to the Cal Fire IIPP for issues pertaining strictly to fire.

**d. MOA Review Committee (Dave Nye)**

There was a round table meeting held last night (September 9 2015) and positive progress seems to have been made.

**e. Strategic Planning Subcommittee (Barry Biermann)**

Forest Craig, a consultant that other local cooperating agencies have used with great success, has agreed to work with NCFD to develop a Strategic Plan. The goal is to incorporate comments from NCFD members as well as the public.

**21. NEW BUSINESS**

**a. Grand Jury Report (Tim Borman)**

There was an article published by the Napa Register regarding the findings of the current Grand Jury report involving the Napa County Fire Department. It was addressed that the report had many valid points, but the article depicted a divided group, it contradicts the direction we have gone and the conversations that have been made. The steady progress of the group has not been made in this article. The belief prior to this article was that this was not the perception most committee members have and an open dialogue was requested to address the comments made by the volunteer chief's found in the article.

*Public Comment:*

The belief is that these comments were given prior to changes made related to the concerns voiced by the volunteer chief's. Many of the items reported by the Napa Register have been rectified.

**b. Strategic Plan Draft (Barry Biermann)**



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County Fire Chief

This committee will be on hold while working to complete a contract with the vendor that will be helping us on the Strategic Plan draft. Forest Craig will be the vendor.

## **22. OLD BUSINESS (All)**

### **a) Satellite Station Numbers (Barry Biermann)**

There are 2 new satellite stations in County Fire's future. The first will be in the Estates area, the other will be located in the Highland's area. A discussion was started on the options of how to number these two new satellite stations. It was agreed simple is better. The consensus was to have the satellite stations follow their main station's numbering system. Example: If Station 15 is the main station, the satellite station would be Station 215.

## **23. FUTURE AGENDA ITEMS (All)**

Strategic Plan  
Grand Jury Report

## **24. ADJORN – 2:01 PM**

Motion:  
Second:

## **25. NEXT MEETING DATE: November 12, 2015**



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## **REGULAR MEETING Agenda**

### **NAPA COUNTY FIRE SERVICES ADVISORY COMMITTEE**

Thursday November 12, 2015 1:00pm

**LOCATION:** Napa County Administration Building  
Board of Supervisor's Room  
1195 Third Street, 3<sup>rd</sup> Floor

#### **26. CALL TO ORDER - ROLL CALL**

#### **27. MINUTES**

#### **28. PUBLIC COMMENT**

The Committee invites citizen comments and recommendations on matters which are within the jurisdiction of the Committee, Anyone who wishes to speak to the Committee on such a matter, if it is not on the agenda, may do so at this time.

#### **29. SUBCOMMITTEE REPORTS**

- l. Standard Operating Guideline Subcommittee (Steve Hawks)**
- m. Training Subcommittee (Kevin Twohey)**
- n. Safety Subcommittee (Joe Buchmeier)**
- o. MOA Review Subcommittee (Dave Nye)**
- p. Strategic Plan Subcommittee (Jason Martin)**

#### **30. NEW BUSINESS**

- g. Policy Review & Approval (Steve Hawks)**
- h. Napa County Emblem (Steve Jones)**
- i. Decals (Barry Biermann)**

#### **31. OLD BUSINESS**

- a. Boots (Steve Jones)**

#### **32. FUTURE AGENDA ITEMS (All)**

#### **33. NEXT MEETING DATE: January 14, 2016**