



A Tradition of Stewardship
A Commitment to Service

Napa County Fire
Administration

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

REGULAR MEETING

NAPA COUNTY FIRE SERVICES ADVISORY COMMITTEE

Minutes

Thursday **January 14, 2016** 1:00pm

LOCATION: Napa County Fire Department
Conference Room
2721 Napa Valley Corporate Drive, Bldg 4, 1st Floor
Napa, CA 94558

1. CALL TO ORDER - 1:01 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; Dave Nye, Carneros Volunteer Fire Station

Absent: Kerry Whitney, Ex-Officio Risk Manager; Jake White, CalFire/Napa County Fire Career;

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

2. Pledge of Allegiance

3. MINUTES

November 12, 2015 minutes approved.

Motion: Tim Borman

Second: Jim Christison

Motion Approved

4. PUBLIC COMMENT

No public comment.



A Tradition of Stewardship
A Commitment to Service

Napa County Fire
Administration

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

5. SUBCOMMITTEE REPORTS

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

Three policies were sent out for review with a response deadline of January 2016. The 3 policies were the RPP Policy, the Emergency Driver Policy and the Policy Manual Policy.

The committee is continuing to make progress on policies, currently working on the Cellphone Use Policy, Social Media Policy and the Site Use Agreement Policy. These 3 policies will be sent out for review. There will be a request sent out to the field to engage with the Legacy Policies. Specialized policies will seek out individuals with that knowledge for input.

There was a Power Point presentation on the Lexipol program. Steve Jones asked if these policies will be found on the Napa County Fire website? It was explained that a link to Lexipol found within the website would be a better option to insure the policies are up to date. Policies are listed in Lexipol system by our Department but Lexipol will send updates to policies that are in place by the State and Federal entities. Steve Jones asked if Lexipol has the capability to change the policies we have within our program? Steve Hawks responded that Lexipol does not revise our documents they are merely a program to assist in policy making and storage. The documents that Lexipol supplies to us are current State/Federal policy and should be used as a guideline.

Public Comment

Davie Pina asked if we review the policies that are Federal? We do review all policies that Lexipol sends us. We are able to revise the policies to fit our Department.

Ken VanOeveren asked if we had a deadline to which the policies would be completed in Lexipol? We do not have a timeline. We will continually be revising and reviewing policies.

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

The subcommittee completed the task books and verifications for the following: Utility/Basic Driver "Code 2" Operations Task Book, Rescue/Patrol Driver Training Task Book, Emergency Driver "Code 3" Operations Task Book, NCFD Driver Operator Requirements Verification and NCFD Driver Requirements



A Tradition of Stewardship
A Commitment to Service

**Napa County Fire
Administration**

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

Verification. These items were handed out for viewing and will be added to the next meeting agenda for approval. The committee is currently working on the Engine Driver Task Book/Verification, the Water Tender Task Book/Verification and the Aerial Truck Task Book/Verification.

Tim Borman commented on how this subcommittee is attempting to make training more accessible and to have more trainers available which will enable this process to move forward at a better speed. It has been a big undertaking and everyone on the subcommittee has been working hard. The subcommittee will have its next meeting on February 4, 2016.

Public Comment:

Davie Pina asked what the best way would be to share input with the subcommittee? Kevin Twohey suggested bringing input for revisions to the subcommittee within the 30 day deadline. Once the 30 day deadline has been met, Twohey will then bring the items before the subcommittee for review and possible revisions. The final version will then go before the FSAC for review and approval.

Davie Pina made the request that the Volunteer Chief's should be the last approving signature on training documents. This would give the Volunteer Chief's the last say in whether the volunteer should be signed off. Kevin Twohey explained, bottom line, all training lies on the NCFD Chief, then the Training Officers, and then the Volunteer Chiefs. Keith Caldwell mentioned that the task books should be initiated by the Volunteer Chief's. Twohey then added, once the volunteer has met the requirements of the task book, the Volunteer Chief will approve the level of training by signing the task book. This is to insure the volunteer has met the requirements and all paperwork has been collected. This also insures the Volunteer Chief is aware of the training request and agrees the volunteer is eligible. The task book is then given to the Training Bureau who will audit through the information before approving the task book. Once the paperwork is deemed complete, Training will approve with their signature. Final approval will be given by the NCFD Chief.

Tim Borman commented that this process gives an extra check and balances step and gives 3 options to make corrections.

c) Safety Subcommittee (Joe Buchmeier)

The IIPP Binder has been completed in draft form. Joe, Kevin Twohey, Barry Biermann and Kerry Whitney will be meeting to discuss the contents.



A Tradition of Stewardship
A Commitment to Service

Napa County Fire
Administration

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

There will be accident/injury statistics gathered in the near future to use in upcoming safety messages.

A new RPP Policy was completed by Steve Hawks. The question was raised again whether an EMS responder has to be RPP cleared. All volunteers that are responding to incidents need to go through the VMQ/physical process to be RPP cleared. Once cleared they can either test for the N95 mask, SCBA mask or both.

Barry Biermann reminded everyone to check the RPP google drop box that Steve Hawks set up. If anyone needs help with navigating this program, Steve is available to help.

d) MOA Review Subcommittee (Dave Nye)

Dave has been working with Davie Pina on suggestions for MOA revisions. No meeting has been held.

Public Comment

Davie Pina stated that he has been working with Helene Franchi, Kevin Twohey and Barry Biermann with the suggested revisions brought forward from the volunteers.

Helene Franchi went over the process of how revisions are made to the MOA. The revisions are brought to Helene. Helene will then send the updated draft version to Davie Pina. Davie will then in turn bring it before the volunteers, usually at a Volunteer's Chief meeting. If the MOA is approved at the Volunteer's Chief Meeting the MOA is then presented before the FSAC at a general meeting for approval. ~~If approved, the revised MOA will then go to the NCFD Chief for signature.~~

Revision: If approved the revised MOA will then go to the Board of Supervisor for approval and signature by the Board Chairman.

e) Strategic Planning Subcommittee (Jason Martin)

To date the first set of meetings have been completed. Forest Craig, the consultant we are contracting with, has hosted 3 meetings. He has met with the Board of Supervisor's, Internal Stakeholders as well as External Stakeholders. The next step in the process is to accumulate all of the data collected from these meetings and start the process of meshing the information into the NCFD Strategic Plan. The FSAC will need to meet with the Strategic Plan



A Tradition of Stewardship
A Commitment to Service

**Napa County Fire
Administration**

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

subcommittee to review this information. Jason is hoping to have a meeting dates assigned soon to make the March 10, 2016 deadline of presenting the draft Strategic Plan to the FSAC group. With the extra work required, Jason is asking for 4 additional members. He would like 2 from the volunteer side and 2 from the career side.

There are 2 tentative meetings set at this time, January 22nd and January 25th. A third date is being sought in February. Jason added that this is the first time there will be infrastructure built in to the Strategic Plan to allow changes. The goal is to work parallel with each other regardless of the role you play in the NCFD.

Barry Biermann commended everyone's effort on working together and thanked Jason Martin for all his work on this project.

Tim Borman commented on how far the group has come in the last several years. He was impressed with the meeting he attended last night and how everyone had worked together and seemed to be going down a good path.

6. NEW BUSINESS

a) Tracking Inventory (Steve Jones)

This topic was related to pagers. Steve Jones reported this was not really an agenda item and is working with Barry.

b) Stipend (Barry Biermann)

The stipend program does not seem to be rewarding those volunteers that participate on a daily basis. In past practice, those who have a high volume of participation are being compensated at the same level as those who complete the minimum amount of participation. Dave Nye suggested revising the stipend to reflect set amounts for activities such as St. Helena City. He also asked that it be taken into consideration that there are those that are on call but do not show participation due to no incidents to respond to in that time frame. He believes his station would have an increase in participation if there was a reward system in place for participation.

Tim Borman asked why we would not consider doing a paid per call system? Barry Biermann explained that scenario has already been brought to the County Auditor's Office and has been denied due to legalities relating to taxes.



A Tradition of Stewardship
A Commitment to Service

**Napa County Fire
Administration**

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

At the next Volunteer Chief’s meeting, Steve Jones will be asking for interested parties to head a subcommittee to look into options to revise the stipend policy. Tim Borman suggested once the subcommittee is established, that County HR or the County Auditor’s Office be involved in the first meeting to go over the laws and guidelines that need to be followed on this topic.

c) Training Survey (Kevin Twohey)

The training survey summary has been completed and there was approximately 50% participation in taking the survey requested. There were great recommendations given and the hope is to have the information out to everyone within the next couple of weeks. Currently the information lists the names of the participants with their comments. Kevin is working to take the names off the comments before distribution to give participants privacy.

Public Comment:

Roger Lutz asked if any of this information will be used in the Strategic Plan? The information collected is more for internal evaluation.

d) Fire Ordinance (Pat Brown)

There was a fire ordinance passed several years ago. Would like to know the progress on this ordinance. Helene Franchi reported the CEO’s Office has the ordinance and it has not been brought forward. She will be pick up where we left off on it.

e) New Officers (Pat Brown)

Elections for the new year need to be completed. Steve Hawks nominated the Officers to stay the same for the next year.

Motion: Jim Christison

Second: Tim Borman

Motion Approved

7. OLD BUSINESS

a) RPP (Barry Biermann)

Addressed in 5c.

b) Uniforms (Dave Nye)

Nothing to report



A Tradition of Stewardship
A Commitment to Service

**Napa County Fire
Administration**

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

8. GOOD OF THE ORDER

- Barry Biermann introduced the new Chief of the Pope Valley Volunteer Fire Station, Mark Amador. Also announced, the new Chief of the Angwin Volunteer Fire Station, J.R. Rogers.
- Stacie McCambridge announced there is a handout located in the back of the room of future FSAC meetings for 2016.

9. FUTURE AGENDA ITEMS (All)

Strategic Plan
Grand Jury Report
Stipend Review

10. ADJORN – 2:39 PM

Motion: Jim Christison
Second: Tim Borman

11. NEXT MEETING DATE: March 10, 2016



A Tradition of Stewardship
A Commitment to Service

**Napa County Fire
Administration**

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

REGULAR MEETING

NAPA COUNTY FIRE SERVICES ADVISORY COMMITTEE

Minutes

Thursday **March 10, 2016** 1:00pm

LOCATION: Napa County Administration Building
Board of Supervisor's Meeting Room
1195 Third Street, 3rd Floor
Napa, CA 94558

12. CALL TO ORDER - 1:09 PM

Present: Steve Jones, 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; Jake White, CalFire/Napa County Fire Career

Absent: Kerry Whitney, Ex-Officio Risk Manager; Pat Brown, Rutherford Volunteer Fire Station; Kevin Twohey, Ex-Officio Volunteer Liaison; Helene Franchi Ex-Officio Analyst; Dave Nye, Carneros Volunteer Fire Station

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

13. Pledge of Allegiance

14. MINUTES

January 14, 2016 minutes approved.

Motion Approved

15. PUBLIC COMMENT

No public comment.



A Tradition of Stewardship
A Commitment to Service

Napa County Fire
Administration

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

16. SUBCOMMITTEE REPORTS

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

Six items were sent out for 30 day review. The six items were: NCFD SOG Policy Submittal Form, NCFD Policy Manual Policy, NCFD RPP Program Policy, NCFD Quantitative/Qualitative Fit Test Record and the revised VMQ. A vote will be taken during Agenda Item 6b for adoption of these policies.

The committee is continuing to make progress on Legacy Polices to add to Lexipol. Policies are continuing to be sent out to the field for a 30 day review period before being sent to County Counsel for their approval. Once approved by County Counsel, the policy will be brought before FSAC for adoption.

The current policy being reviewed by the SOG is the ABH/OES Policy.

Lexipol will be available to everyone soon. The current delay is to allow the Strategic Plan to be loaded into Lexipol for everyone's viewing. Once Lexipol is available, Steve Hawks will send out a link to allow access the program. Training commented that individuals will be able to enter Lexipol through a hyper link in Target Solutions.

Public Comment

Davie Pina asked if there is a current list of policies that are next to be reviewed? Steve Hawks answered that the SOG Committee will be sitting down in the future to discuss priority on policy review.

It was also asked where the original signed policies are located. Steve Hawks has a binder located in his office of the original signed documents. Once the policy is sent, Steve has sent them out to the field. It was suggested that a Google Tracking Document be set up to allow individuals to view these documents.

b) **Training Subcommittee (Tim Borman)**

The subcommittee completed the task books and verifications for the following: Utility/Basic Driver "Code 2" Operations Task Book, Rescue/Patrol Driver Training Task Book, Emergency Driver "Code 3" Operations Task Book, NCFD Engine Driver Operator/Air & Light or Support Unit Task Book, NCFD Water Tender Driver/Operator Training Task Book, NCFD Driver Operator Requirements Verification and NCFD Driver Requirements Verification. These



A Tradition of Stewardship
A Commitment to Service

**Napa County Fire
Administration**

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

items were handed out for viewing at the last meeting and a vote will be taken during Agenda Item 6a for adoption.

Tim suggested that these task books be voted on and put in place as is with a stipulation that they are revisited with any revisions needed. This would allow the task book to be put in place.

Public Comment:

Doug Christian commented that the content of the documents are good but seem to have several areas of redundancy within in the task book and the verification forms. Training (Matt Newberry) added that this allows for a one more checks and balances opportunity.

c) Safety Subcommittee (Joe Buchmeier)

No Report

d) MOA Review Subcommittee (Barry Biermann)

Barry Biermann reported that Helene Franchi had made revisions to the document and sent it to Davie Pina for the field to view.

Public Comment

Davie Pina stated he did receive the document earlier in the week.

e) Strategic Planning Subcommittee (Jason Martin)

Forrest Craig gave a presentation of the 2016 to 2020 NCFD Strategic Plan. Forest went through the Strategic Plan explaining the involvement, information collected and the suggested direction of the plan. A number of copies were handed out to aid in following the presentation.

17. NEW BUSINESS

a) Task Book Approval (Tim Borman)

The following task books and verifications were brought before the committee for approval and adoption: Utility/Basic Driver "Code 2" Operations Task Book, Rescue/Patrol Driver Training Task Book, Emergency Driver "Code 3" Operations Task Book, NCFD Engine Driver Operator/Air & Light or Support Unit Task Book, NCFD Water Tender Driver/Operator Training Task Book, NCFD Driver Operator Requirements Verification and NCFD Driver Requirements Verification.



A Tradition of Stewardship
A Commitment to Service

**Napa County Fire
Administration**

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

Motion: Steve Hawks
Second: Barry Biermann

b) Policy Review/Approval (Steve Hawks)

The following policies were brought before the committee for approval and adoption: NCFD SOG Policy Submittal Form, NCFD Policy Manual Policy, NCFD RPP Program Policy, NCFD Quantitative/Qualitative Fit Test Record and the revised VMQ.

Steve Jones asked if there is a set policy for insurance? Barry or Steve Hawks will check with Kerry Whitney.

Motion: Tim Borman
Second: Jim Christison

c) Strategic Plan Presentation (Jason Martin)

Forrest Craig presented the 2016 to 2020 NCFD Strategic Plan. A number of copies were handed out to aid in following the presentation. Forest went through the Strategic Plan explaining what had been completed thus far (ex: the involvement, information collected and the suggested direction of the plan). He suggested that there be a standing agenda item within the FSAC meetings to address the Strategic Plan to keep it a living document.

Tim Borman agreed and added that it is up to the organization to utilize this plan as a tool to move forward and it should not be put on a shelf. The document has a great plan outlined and everyone has an opportunity to contribute. He thanked Forrest for his guidance through this process.

Barry Biermann reiterated that not all objectives had to be tackled right away. Picking one or two to start with and phase the others in as needed. He also included thanks to Forrest for all his help and guidance on the Strategic Plan.

d) Training for Volunteers (Barry Biermann)

This subject became tied into the training portion of the stipend. There needs to be a review of the stipend policy and the definition describing a member in good standing and training requirements. Steve Jones mentioned that the volunteers voiced concerns on how accurate the tracking would be on "a member in good



A Tradition of Stewardship
A Commitment to Service

**Napa County Fire
Administration**

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

standing”. Keith Caldwell included that there are thresholds that are needed to be met, if they are met, the member is then in good standing.

Public Comment:

Doug Christian suggested a clear definition of “a member in good standing”. Every station has a different definition. Jason Martin added a definition would define clear guidelines. Ken VanOeveren suggested language be considered for those who are put on light duty or limited duty. There are limitations for some individuals.

18. OLD BUSINESS

c) RPP (Joe Buchmeier)

Barry reminded everyone that RPP requirements must be met before responding to incidents. The department as a whole has done an excellent job this year at getting individuals to comply.

d) Uniforms (Dave Nye)

Nothing to report

e) Stipends (Steve Hawks)

See number 6d. Volunteer Chiefs Meeting will be adding this topic to their agenda to discuss and come back next FSAC meeting with a report.

19. GOOD OF THE ORDER

- Stacie McCambridge announced Amy Woohull will be taking over the secretary position within the FSAC. Amy was introduced to the group.

20. FUTURE AGENDA ITEMS (All)

Strategic Plan
Uniforms
Stipend Review

21. ADJORN – 2:53 PM

Motion: Steve Hawks
Second: Tim Borman

22. NEXT MEETING DATE: May 12, 2016



A Tradition of Stewardship
A Commitment to Service

Napa County Fire
Administration

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

REGULAR MEETING

NAPA COUNTY FIRE SERVICES ADVISORY COMMITTEE

Minutes

Thursday **May 12, 2016** 1:00pm

LOCATION: Napa County Administration Building
Board of Supervisor's Meeting Room
1195 Third Street, 3rd Floor
Napa, CA 94558

23. CALL TO ORDER - 1:03 PM

Present: 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, Kerry Whitney, Ex-Officio Risk Manager; Pat Brown, Rutherford Volunteer Fire Station; Kevin Twohey, Ex-Officio Volunteer Liaison; Helene Franchi Ex-Officio Analyst; Dave Nye, Carneros Volunteer Fire Station

Absent: Steve Jones, Rutherford Volunteer Fire Station; Jim Christison, Cal Fire/Napa County Fire Career; Jake White, CalFire/Napa County Fire Career

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

24. Pledge of Allegiance

25. MINUTES

March 10, 2016 minutes approved.

Motion: Dave Nye

Second: Keith Caldwell

26. PUBLIC COMMENT

No public comment.



A Tradition of Stewardship
A Commitment to Service

**Napa County Fire
Administration**

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

27. SUBCOMMITTEE REPORTS

a) Standard Operating Guideline Subcommittee (Steve Hawks)

The committee is continuing to make progress on Legacy Policies to add to Lexipol. Policies are continuing to be sent out to the field for a 30 day review period before being sent to County Counsel for their approval. Once approved by County Counsel, the policy will be brought before FSAC for adoption.

There is still a need for clarification on the response of the EMS level volunteers. How are these individuals identified when on an incident since they do not RPP fit test? Some of the suggestions: rocker on helmet, blue helmet or maybe a black sticker on helmet (similar to what the volunteer recruits use).

Barry Biermann asked if the EMS level volunteers respond to calls in turnouts and if they are responding, they need to be in turnouts. Dave Nye confirmed that the current EMS level volunteers will respond to EMS and vehicle accidents/extractions in turnouts. Keith Caldwell suggested having a jumpsuit and/or vests for this level to aid in identification as well as being cost effective. Dave Nye asked the number of individuals in the EMS level and the difference in cost of outfitting vests/jumpsuits vs. turnouts. Joe Buchmeier reported that there are jumpsuits that can be purchased specialized for auto extrication/vehicle assignments that meet the needs being discussed. Biermann suggested when replacing outdated turnouts, the jumpsuit/vest combo may be an option for those individuals at EMS level only. This would be cost effective and help identify those levels. This topic will be sent back to the SOG subcommittee and be sent out to the field for discussion.

Steve Hawks continues to work on getting a tracking document set up in Google Documents.

The policies approved at the last meeting should be loaded on Lexipol in the near future. Steve Hawks is working on getting the attachments to load into Lexipol.

b) Training Subcommittee (Kevin Twohey)

The last meeting was on April 9, 2016. The Truck Operator Requirements have been sent out the Training Subcommittee for review. The next meeting will be on June 2, 2016 at 10am where they will vote on the policy.



A Tradition of Stewardship
A Commitment to Service

Napa County Fire
Administration

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

c) Safety Subcommittee (Joe Buchmeier)

The last meeting was on May 6, 2016. There have been several members that have had to step down from the subcommittee and they are now looking for new members to join.

The IIPP Binder is still being worked on. A meeting will be scheduled with Kerry and Barry to discuss.

The uniform safety standard for the volunteer firefighters is being worked on as well. Dave Nye suggested mirroring the Cal Fire standard.

Joe hopes to have a safety letter sent out monthly to the field highlighting items that are trending. Kerry Whitney suggested working with the new Napa County Safety Officer, Dave Peters on gathering and supplying information to the field and to be part of the Safety Subcommittee.

d) MOA Review Subcommittee (Helene Franchi)

The MOA has been agreed on and is awaiting each station's signature. Once all the signed documents have been returned they will go before the Board of Supervisors.

e) Strategic Planning Subcommittee (Jason Martin)

The subcommittee met May 9th to discuss which 3 initiatives would be the priorities brought forward to the Board of Supervisors. The 3 initiatives that were picked were: Initiative #2 Develop and Maintain a Standards of Cover Document, Initiative #3 Identify, Evaluate, and Implement Best Industry Practices and Initiative #8 Develop and Implement an Effective Communication Process and System. The next step is to take the 3 initiatives to the Board of Supervisors. A target date will be for the June 7 Board meeting.

Tim Borman wanted to give kudos to Jason Martin for all of the work done on the Strategic Plan.

28. NEW BUSINESS

a) Policy Changes (Steve Jones)

Is there a way when the policies are revised, the policy can be sent out with the strike through to show where the revisions were made? It was noted that when receiving the document on an iPad or iPhone, the strike through option cannot be seen. Barry Biermann requested that the revised policies be sent out in both suggested forms, the final draft version as well as the strike through version.



A Tradition of Stewardship
A Commitment to Service

**Napa County Fire
Administration**

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

b) Pagers (Steve Jones)

At a volunteer chief's meeting, all of those present, said they had pagers that didn't work or needed pagers for members. The complaint was that they had a supply of broken pagers or that past members have quit and never returned the pager leaving the stock low. Should this be something that is issued out of Yountville Station with other PPE?

Barry Biermann reported that at the volunteer's chief meeting last night, it was noted there is a concern with accountability for pagers. It was decided each volunteer chief will take an inventory of their pagers to turn in.

Tim Borman asked what process we currently follow when an individual resigns from the volunteer program? Currently the PPE issued to the volunteer goes back to the Yountville Station warehouse or the volunteer chief. The pager is to be returned to the volunteer chief. Barry suggested changing the process and that the pager is issued with the PPE and returned with the PPE. If the PPE is not returned in a fashionable manner, Yountville Station will be responsible for making the phone calls to the resigned volunteer to have the PPE items returned, taking the volunteer chief out of the process. If the PPE is still not returned, the individual's information will be turned over to the Napa County Prevention Officer to take steps in contacting the individual and getting the PPE back.

c) Recruit Response (Barry Biermann)

It has been brought to his attention that there seems to be two standards being applied when recruits are responding to incidents, the Training Departments view and Barry's view. Recruits should not be responding in their personal vehicles, but by engine only. There is no way for others on the incident to decipher what the recruit's skill level is at. If the recruit is responding with their station, the station personnel will know the level of response this individual is capable of completing. Kerry Whitney added that we are adding a level of responsibility if we are encouraging response in their personal vehicle.

Kevin Twohey noted that there is a discrepancy with what the current draft policy and the legacy policy states, there is validity to the concerns. Keith Caldwell and Kerry Whitney voiced their concern of recruits responding to the incidents and their level of training. There should be a policy in place. Tim Borman suggested ride alongs be made available to keep the recruits motivated and safe due to the time it takes to get a recruit to the trained level standards of response.

d) Top 3 Strategic Initiatives (Barry Biermann)

See Number 5, Letter e



A Tradition of Stewardship
A Commitment to Service

**Napa County Fire
Administration**

2751 Napa Valley Corporate Drive
Napa, CA 94559
www.countyofnapa.org/countyfire/

Main: (707) 299-1465
Fax: (707) 253-4411

Barry Biermann
County Fire Chief

29. OLD BUSINESS

f) Stipend Policy (Steve Jones)

At the last FSAC meeting there was a discussion on how to better reward those volunteers that participate regularly in the volunteer program. Steve Jones took the discussion back to the volunteer chief's meeting for ideas. The one thing the group agreed on is that any other considerations (call percentage, ect.) would be a very slippery slope no one wanted to attack at this time. Maybe a subcommittee could be formed to tackle this question. Dave Nye reported that at the May 11th volunteer chief's meeting Barry Biermann requested the volunteer chief's discuss the topic further and come back with comments. The group is wondering what options they have legally when changing the way stipends are paid. Helene Franchi and Kerry Whitney agreed it is an employee vs. volunteer issue and would discuss further options with the County.

g) Uniforms (Dave Nye)

Nothing to report

h) Stipends (Steve Hawks)

See number 6d. Volunteer Chiefs Meeting will be adding this topic to their agenda to discuss and come back next FSAC meeting with a report.

30. GOOD OF THE ORDER

Tim Borman is pleased with the path the group is on and feels progress is being made. The Strategic Plan is a great document to be working with and implementing its findings. He feels there is a concern with the Napa County Training Officer's positions. Due to promotions or transfers, there is a fluctuation of staff circulating through the positions.

31. FUTURE AGENDA ITEMS (All)

32. ADJORN – 2:30 PM

Motion: Dave Nye

Second: Barry Biermann

33. NEXT MEETING DATE: July 14, 2016