



North County Fire Authority

Serving the Cities of Brisbane, Daly City, and Pacifica

Board of Directors Meeting

MEETING NOTICE

May 19, 2020

5:30 p.m.

(Virtual Meeting)

Visit Daly City's virtual meeting website for the North County Fire Authority Board of Directors Meeting is available to view the agenda and submit comment on agenda items, all in one place online:

<https://bit.ly/NCFAmay19>

COVID-19 ANNOUNCEMENT - PUBLIC MEETINGS

Pursuant to Governor Newsom's Executive Order N-25-20, members of the North County Fire Authority Board of Directors will participate in this meeting via a teleconference. Members of the public are encouraged to view the agenda and submit public comment at the virtual meeting webpage: <https://bit.ly/NCFAmay19>. You can also submit public comments via email to esolis@northcountyfire.org prior to the public meeting.

To submit a comment in writing, please email esolis@northcountyfire.org and write "Public Comment" in the subject line. In the body of the email, include the item number and/or title of the item as well as your comments. All comments received by 4:00 pm will be emailed to the North County Fire Authority Board Members. Those comments received after 4:00 pm will be added to the record and shared with the North County Fire Authority Board Members for the public meeting.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call North County Fire Authority at (650) 991-8262 as soon as possible.

AGENDA

OPENING OF THE MEETING:

- I. Roll Call
- II. Approval of Minutes – Meeting of September 26, 2019
- III. Adoption of July 2020 thru June 2021 Cost Allocation



North County Fire Authority

Serving the Cities of Brisbane, Daly City, and Pacifica

- IV. 2019 NCFA Annual Report – No Action
- V. Board Comments – No Action
- VI. Public Oral Communication – No Action
- VII. Adjourn

North County Fire Authority

Inter-Office Memorandum

To: NCFA JPA Board Members
From: NCFA Administrative Committee
Date: May 19, 2020
Subject: 2020-2021 NCFA Costs and Allocation Model

RECOMMENDATION

It is recommended that the North County Fire Authority JPA Board adopt the attached member agencies cost allocation for fiscal year 2020-2021 with the implementation date effective July 1, 2020 and continuing to June 30, 2021.

DISCUSSION

The fiscal year 2020-2021 cost allocation reflects an adjustment based upon minor compensation increase in expenses by member agencies.

CONCLUSION

The North County Fire Authority continues to be an effective and efficient way of providing and delivering fire, emergency medical, all hazards and non-emergency services to those participating member agencies. Over the many years the North County Fire Authority has been in existence, it has saved millions of dollars annually for member cities and will continue to do so now and in the future.

Staff is available to answer and questions or provide clarification.

Respectfully submitted,

 for Shawna Maltbie

Shawna Maltbie
Administrative Committee Chair

Attachment

**NORTH COUNTY FIRE AUTHORITY (JPA)
Cost Allocation
July 2020 to June 2021**

Daly City

Overhead Staff	\$3,487,447
Fire Investigator Standby & Overtime	\$21,424
Supply Assistant	\$17,058
Battalion Chief Overtime	<u>\$117,120</u>
	<u>\$3,643,049</u>

Pacifica

Overhead Staff	\$1,117,259
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Brisbane

Overhead Staff	<u>\$176,496</u>
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Total All \$5,067,804

<u>Agency</u>	<u>Fire Companies</u>	<u>Allocation Formula</u>	<u>Cost Allocation</u>	<u>Staff Contribution</u>	<u>Distribution</u>
Brisbane	1	12.5%	\$617,100	\$176,496	(\$440,604)
Pacifica	2	25.0%	\$1,234,201	\$1,117,259	(\$116,942)
Daly City	<u>5</u>	<u>62.5%</u>	<u>\$3,085,502</u>	<u>\$3,643,049</u>	<u>\$557,547</u>
Total	8	100%			



North County Fire Authority

Serving the Cities of Brisbane, Daly City, and Pacifica

Board of Directors Meeting

ACTION MINUTES September 26, 2019 Meeting

Daly City City Hall
Training Room
333 – 90th Street
Daly City, CA 94015

CALLED TO ORDER

Mayor, Brisbane, Madison Davis called the meeting to order at 5:31 p.m.

I. ROLL CALL

Directors Present:

Madison Davis, Brisbane Mayor - Chair
Glenn R. Sylvester, Daly City Vice Mayor
Terry O'Connell, Brisbane Mayor Pro-Tem
Mike O'Neill, Pacifica Councilmember
Sue Beckmeyer, Pacifica Councilmember

Directors Absent:

Juslyn C. Manalo, Daly City Councilmember

Staff Present:

Clay Holstine, City Manager – Brisbane
Shawna Maltbie, City Manager – Daly City
Kevin Woodhouse, City Manager - Pacifica
Ron Myers, Fire Chief – North County Fire Authority
Leilani Ramos, Senior Management Analyst – City
Manager's Office, Daly City

Additional NCFA Staff Present:

Ron Bravo, NCFA Deputy Fire Chief
Barry Biermann, NCFA Deputy Fire Chief
Charles Pomicpic, NCFA Deputy Fire Chief
Virginia Ormando, NCFA Office Assistant II

II. APPROVAL OF MINUTES

Chair Davis called for a motion to approve the minutes of the June 25, 2019 meeting.

BOARD ACTION

Moved by Director O'Neill and seconded by Vice Chair O'Connell, to approve the June 25, 2019 minutes. Motion carried 5-0-0.

- III. ADOPTION OF RESPONSE TO GRAND JURY REPORT of “Fire Safety Inspection Programs on the Road to Recovery” and Acknowledgement of Policy and Procedure regarding Annual Requirements for Fire and Life Inspections**
Deputy Fire Chief Biermann presented the Board of Directors with a staff report.

BOARD ACTION

Moved by Director O’Neill and seconded by Vice Chair O’Connell for adoption of Response to Grand Jury Report. Motion carried 5-0-0

- IV. ACCEPTANCE OF CAL-OES STORM RELATED REIMBURSEMENT**

Deputy Fire Chief Pomicpic presented the Board of Directors with a staff report.

BOARD ACTION

Moved by Director O’Neill and seconded by Chair Davis, accepted Cal-OES reimbursement. Motion carried 5-0-0.

- V. BOARD COMMENTS – No Action Required**

- VII. PUBLIC COMMENTS/ORAL COMMUNICATIONS**

None

- VIII. ADJOURN**

There being no further business to come before the Board, Chair Davis adjourned the meeting at 5:42 p.m.

BOARD ACTION

Moved by Director O’Neill and seconded by Vice Chair O’Connell. Motion Carried 5-0-0

Action Minutes Prepared by: Virginia Ormando, NCFIA Office Assistant II

Attested

Madison Davis, Board Chair

Date



2019 Annual Report

NORTH COUNTY FIRE AUTHORITY

SERVING BRISBANE, DALY CITY AND PACIFICA

The "Mission" of the North County Fire Authority is to protect life, property and the environment from fires, accidents, medical emergencies and disasters through training, public education, fire prevention and emergency response.

EMERGENCY OPERATIONS AND TRAINING

Achieved an overall "Customer Satisfaction" rating of 98% in the delivery of emergency and non-emergency services.

Continued the Implementation for a Peer Support and Behavioral Health Services program and awareness training for all personnel.

Provided pre-hospital care paramedic lifesaving medical interventions for residents, businesses and visitors through firefighter paramedics staffed engine and truck companies.



Developed and implemented the first phase of Wild-Fire and All Risk evacuation plans working in conjunction with our law agency partners.

Provided high quality Advanced Life Support (ALS) assessment

and interventions to emergency medical incidents utilizing our paramedic fire companies, which over half of total EMS calls benefited and served senior citizens.

Achieved getting a first due fire company on scene in 5 minutes and forty-nine seconds from time of dispatch to emergency incidents, which was below the establish goal.

Updated the NCFCA 10 Year Business and Operational "Strategic Plan" goals and accomplishments.

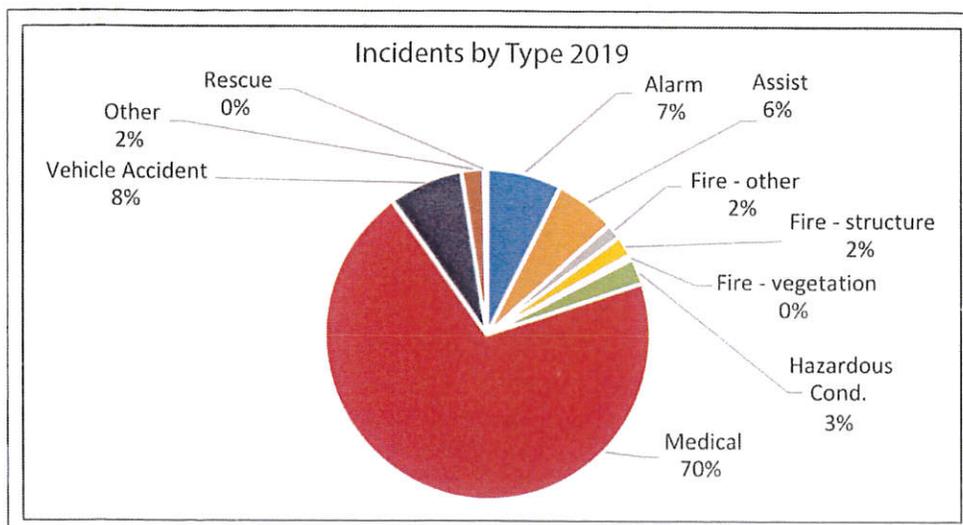


Completed through the Training Division and Special Operations Division 1 Firefighter Recruit Academy providing necessary instruction and education to new firefighter recruits.

Averaged 240 hours per firefighter over the year of in-service recurrent and mandated training through the efforts of the Operations Bureau, Division of Training and Special Operations Division.

Completed all required annual training, continuing education and certifications for Fire Paramedics and Fire EMT's while on-duty and saving the expense and time associated with off duty instruction.

Assisted and participated in the Statewide Fire Mutual Aid by deploying fire engine companies and chief officers to major wildfire incidents throughout California.



Average Emergency Response Time
0:05:49

Total Losses
\$5,127,800

Total Values Saved
\$68,465,150

PUBLIC EDUCATION AND COMMUNITY OUTREACH

Provided free Flu shots to the residents within the North County Fire Authority, utilizing a drive thru fire station model to simulate a mass vaccine event.

Participated in the Muscular Dystrophy Association (MDA) fund raising drive.

Coordinated and participated in the North County "Sliver Dragon" emergency response exercise.

Provided the communities we serve with a "Fire Service Day" event whereby fire stations were open with public education and safety information available, as well as demonstrations by firefighters and demonstrating specialized services, apparatus and equipment.

Participated in the drive to collect new school supplies and back packs for kids starting back to school in the North County.

Continued presenting and instructing "Hands Only CPR" and "Stop the Bleed" for the public through multiple events provided to residents, schools and businesses, as well as how to stop bleeding.

Completed the annual City of Brisbane Community Wildfire Awareness event.

Coordinated and participated in a Community Wildfire Awareness and Education Day in the City of Pacifica.

Participated in the annual San Mateo County Emergency Preparedness Day event.

Continued distributing and providing educational information on Senior Citizen Fall Prevention, as well as a Home Safety Checklists.



Presented throughout the year Basic Emergency Preparedness, Individual and Family Preparedness seminars, as well as Community Emergency Response Team (CERT) classes.

Provided full instruction and certification in "Cardio Pulmonary Resuscitation" (CPR) and basic First Aid training to the public.

Partnered and participated in the "Operation Santa Claus" program, as well as other toy and assistance drive initiatives within each community.

Participated, completed and coordinated community service announcements, public displays, fairs, festivals, presentations and speaking engagements resulting in thousands of beneficial contacts.

Completed and distributed public information through "Media Releases" for all significant emergencies and public service messages during the year.



FIRE PREVENTION

Conducted Fire Prevention Week in October, which is full of events and activities, including visiting each school classroom in all cities.

Fire Companies completed annual life-safety and fire code compliance inspections of all business and multi-family occupancies.

Safety Inspectors from the Fire Prevention Services Division completed annual life-safety and fire code compliance inspections of all state mandated occupancies, as well as permit to operate facilities.

Safety Inspectors completed all annual inspections of land parcels through the "Vegetation Abatement and Management Program" and with assistance from property owners achieved 100% compliance.

Completed a fire "cause and origin" analysis for all fire incident investigations.

Provided oversight for timely and high-quality plan check reviews for proposed new development and building construction, remodeling and tenant improvement projects, as well as follow-up inspections.

Provided hands on fire extinguisher training to businesses, agencies and the general public.



VALUE

SERVICE ■ TEAM ■ RESPONSIBILITY ■ INTEGRITY
■ VISION ■ EMPATHY

PRIORITIES

SAFETY ■ OPERATIONAL ■ READINESS
■ INCIDENT ■ RESPONSE ■ TRAINING

GOALS

- CUSTOMER SERVICE
- HIGH PERFORMANCE ORGANIZATION
- DELIVERY OF SERVICE & PROGRAMS MEETING THE NEEDS OF THE PEOPLE
- COMMUNITY FOCUSED ACTIVITIES AND VENTURES



FIRE CHIEF'S MESSAGE

This 2019 Annual Report of Accomplishments and Successes reflect the continued commitment and dedication of all members of our fire agency in providing services through a high-performance organization. We will strive to always protect life and property, as well as deliver value-added quality customer service today and into the future. Our mission, values, priorities, service goals, and objectives will guide us towards consistently achieving and maintaining excellence and cultural integrity.

Ron D. Myers, *Fire Chief*

NORTH COUNTY FIRE AUTHORITY HEADQUARTERS
10 Wembley Drive, Daly City, California 94015
www.northcountyfire.org