



AGENDA
 Fairview Fire Protection District
 Regular Board Meeting
 Monday, May 22, 2017, 7:00 P.M.
 FIRE STATION 8



25862 FIVE CANYONS PARKWAY, CASTRO VALLEY, CA 94552

			<i>Start Time</i>
1.	CALL TO ORDER AND PLEDGE OF ALLEGIANCE		<i>7:00 PM</i>
2.	ROLL CALL: DIRECTORS CHOI, DIMIC, JUSTICE, McDANIEL & WEST		<i>7:02 PM</i>
3.	WELCOME: If you wish to speak on an item which appears on this agenda, please complete a speaker card and submit it to the President. The President will call your name when your agenda item is being considered. Please state your name and address for the record. Each speaker is allowed three (3) minutes.		<i>7:05 PM</i>
4.	PUBLIC COMMENT PERIOD (The Public Comments Section provides an opportunity for citizens to address the Board on items not listed on the agenda. The Board welcomes your comments under this section, but is prohibited by State law from discussing items not on the agenda.)	INFO/ACTION	<i>7:10 PM</i>
5.	MESSAGE FROM THE PRESIDENT	INFO	<i>7:20 PM</i>
6.	FIRE CHIEF’S REPORT Engine 8 Responses/Fire Prevention (March/April) Announcements Status of 3Di Weed Abatement software implementation	INFO	<i>7:30 PM</i>
7.	KO FFPD WEB SITE PRESENTATION	INFO/ACTION	<i>7:40 PM</i>
8.	DRAFT WEB SITE DESIGN CONSIDERATION OF SITE HOSTING BY KO, FIRST YEAR NO COST, FUTURE YEARS \$450/ANNUALLY	INFO/ACTION	<i>7:50 PM</i>
9.	ADOPT PRELIMINARY FY 17/18 BUDGET AND SET JULY 31 MEETING FOR FINAL ADOPTION OF BUDGET	INFO/ACTION	<i>8:05 PM</i>
10.	RESOLUTION ELECTING OF SELF-INSURE FOR WORKER’S COMPENSATION EXPOSURE & AUTHORIZING PARTICIPATION IN FIRE AGENCIES SELF INSURANCE (FASIS) WORKER’S COMPENSATION PROGRAM	INFO/ACTION	<i>8:25 PM</i>
11.	UPDATE ON NEGOTIATIONS WITH CITY OF HAYWARD IN CONNECTION WITH FIRE SERVICES CONTRACT	INFO/ACTION	<i>8:35 PM</i>

- | | | | |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------|
| 12. | GENERAL MANAGER'S REPORT
LAFCo Budget/Work Plan 2017-18
Insurance Portfolio update
FFPD Business Card Redesign | INFO/ACTION | 8:45 PM |
| 13. | ANNUAL STRATEGIC PLAN UPDATE | INFO/ACTION | 9:00 PM |
| 14. | FFPD FINANCIAL UPDATE
Alameda County Cash Balance Report - Dec 2016 - March 2017 | INFO/ACTION | 9:15 PM |
| 15. | BOARD MOTIONS AND APPROVALS
FFPD Board Meeting Minutes
March 27, 2017 Regular Meeting
April 10, 2017 Special Meeting
Accountant's Reports (September 2016 - March 2017) | INFO/ACTION | 9:20 PM |
| 16. | MEETING ACTIONS ITEMS SUMMARY | INFO/ACTION | 9:30 PM |
| 17. | COMMENTS BY BOARD MEMBERS | INFO/ACTION | 9:35 PM |
| 18. | AGENDA ITEMS FOR NEXT BOARD MEETING | INFO/ACTION | 9:40 PM |
| 19. | ADJOURN TO CLOSED SESSION
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code Section 54957(b)
Title: Interim General Manager

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
Government Code Section 54957(b)
Title: Interim General Manager/General Manager | INFO/ACTION | 9:45 PM |
| 20. | RECONVENE TO OPEN SESSION. REPORT ON ACTIONS TAKEN IN CLOSED SESSION | INFO/ACTION | 9:58 PM |
| 21. | ADJOURNMENT | INFO/ACTION | 10:00 PM |

MESSAGE
FROM
THE PRESIDENT

FIRE CHIEF'S REPORT



May 8, 2017

To: Garrett Contreras, Fire Chief
Through: Eric Vollmer, Deputy Fire Chief
Scott Anderson, Deputy Fire Chief
From: Miles Massone, Fire Marshal

Re: FFPD Fire Prevention Activity (March - April 2017 Bi-Monthly Report).

During the past two months, The Office of the Fire Marshal has been involved in the following activity in the Fairview Fire Protection District:

Performed (6) Fire Inspections (Annual/Fire Protection/Building)

- 1877 Hill Ave Building Final
- 23826 Madeiros Ave Electrical Final
- 23826 Madeiros Ave Electric Meter
- 3096 Randall Way Fire Final
- 25226 Mission Blvd Pre-roof
- 24546 Karina St Sprinkler System-Final

Reviewed (2) Referrals for Future Construction/Development

- 23243 Maud Ave Fairview Fire Planning Ref
- 2468 Hidden Ln Fairview Fire Planning Ref

Performed (6) New Construction Plan Checks for Single Family Residences/Additions

- 24787 Fairview Ave New Construction
- 24787 Fairview Ave New SFR
- 24476 Karina St Detached structure
- 24450 Karina St New SFR
- 3889 Blackstone Ct New Garage
- 3525 Bridle Dr New addition

Performed (2) Fire Sprinkler/Alarm/Underground Line Plan Check

- 3981 Amyx Ct New Fire Sprinkler System
- 25151 2nd St New Fire Sprinkler System

Performed (2) Fire Investigations

- 2228 Beckham Way
- 23051 Avis Lane

Performed (3) weed abatement inspections from complaints.

- 24164 Zorro Ct
- 24172 Zorro Ct
- 1860 Sally Creek

Respectfully,
Miles Massone
Fire Marshal

Miles Massone
Fire Marshal

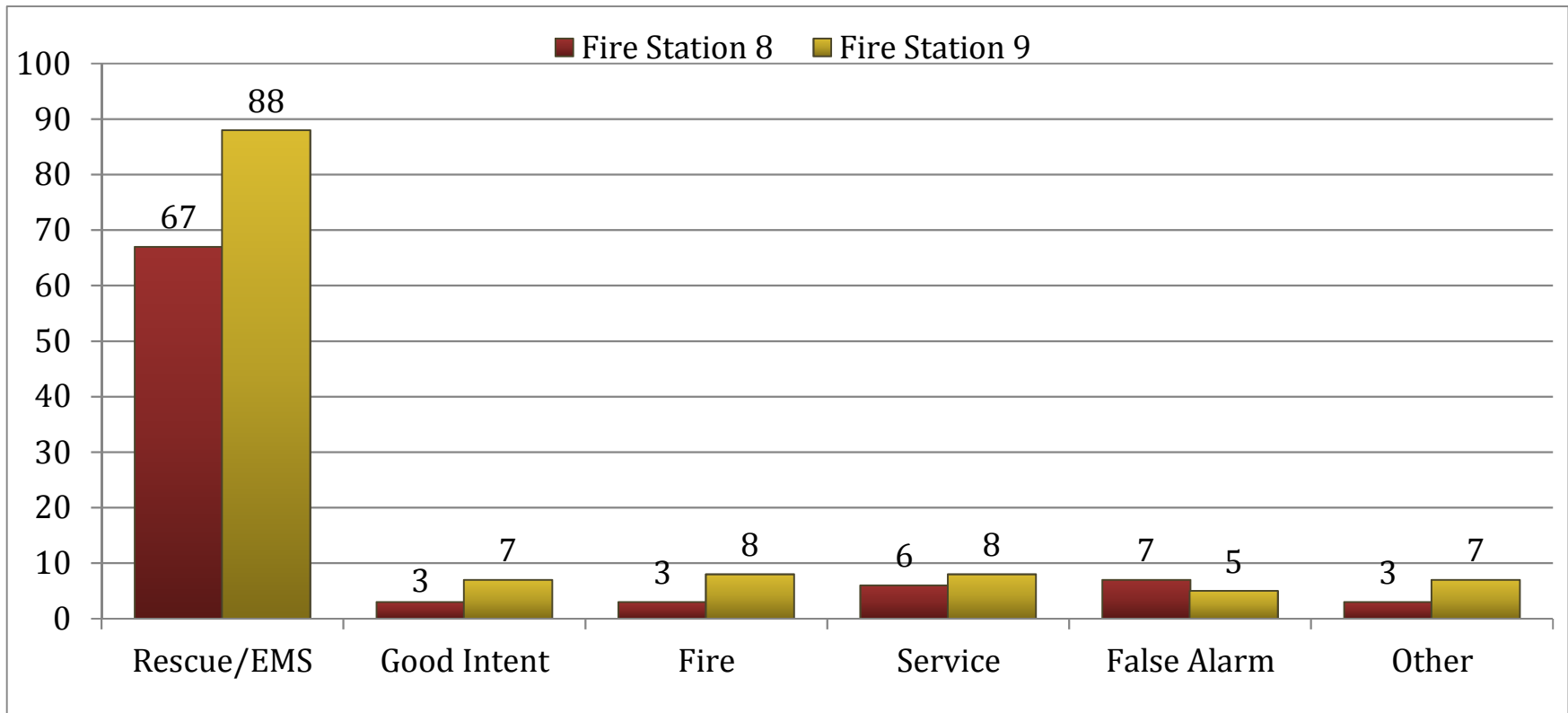
City Hall Office: 777 B Street, Hayward, California 94541 • 510-583-4912 • 510-583-3641, fax

Incident Report: March and April 2017	FIRE STATION 8		FIRE STATION 9	
CALL TYPE	COUNT	%	COUNT	%
Fire Calls				
Building Fire	1	1%	1	1%
Fires in structures other than in a building	0	0%	1	1%
Trash or rubbish fire, contained	1	1%	1	1%
Mobile property (vehicle) fire other	0	0%	1	1%
Passenger vehicle fire	0	0%	2	2%
Outside rubbish fire, other	1	1%	1	1%
Outside rubbish, trash or waste fire	0	0%	1	1%
Total Fire Calls	3	3%	8	6%
Rescue and EMS Incident Calls				
Medical Assist	1	1%	4	3%
Emergency medical service (EMS)	2	2%	3	2%
Emergency medical service, other	2	2%	0	0%
EMS call, excluding vehicle accident with injury	61	69%	74	60%
Vehicle accident with injuries	0	0%	4	3%
Motor vehicle/pedestrian accident (MV Ped)	0	0%	1	1%
Motor vehicle accident with no injuries	1	1%	2	2%
Total Rescue and EMS Incident Calls	67	75%	88	72%
Hazardous Conditions (no fire)				
Gasoline or other flammable liquid spill	0	0%	1	1%
Oil or other combustible liquid spill	0	0%	1	1%
Gas leak (natural gas or LPG)	1	1%	0	0%
Electrical wiring/equipment problem, other	1	1%	2	2%
Power line down	1	1%	0	0%
Accident, potential accident, other	1	1%	0	0%
Vehicle accident, general cleanup	0	0%	1	1%
Total Hazardous Conditions (No Fire) Calls	4	4%	5	4%
Service Calls				
Lock-out	1	1%	2	2%
Assist invalid	1	1%	0	0%
Assist police or other agency	0	0%	1	1%
Total Service Calls	2	2%	3	2%
Good Intent Calls				
Good intent call, other	1	1%	1	1%
Smoke scare, odor of smoke	1	1%	0	0%
Dispatched and cancelled en route	1	1%	4	3%
No incident found on arrival at dispatch address	0	0%	2	2%
Total Good Intent Calls	3	3%	7	6%
False Alarm and False Calls				
False Alarm or false call, other	2	2%	0	0%
Municipal alarm system, malicious false alarm	0	0%	1	1%
Smoke detector activation due to malfunction	0	0%	1	1%
CO detector activation due to malfunction	1	1%	2	2%
Alarm system sounded, no fire - unintentional	0	0%	1	1%
Smoke detector activation, no fire - unintentional	3	3%	0	0%
Dectector activation, no fire - unintentional	1	1%	0	0%
Total False Alarm and False Calls	7	8%	5	4%
Special Incident Type				
Special type of incident, other	1	1%	1	1%
Citizen complaint	1	1%	0	0%
Total Special Incident Type	2	2%	1	1%
Incident Type Left Blank	1	1%	6	5%
GRAND TOTAL CALLS PER STATION	89	100%	123	100%

Incident Report March and April 2017

Incident Report: March and April 2017	Fire Station 8		Fire Station 9	
CALL TYPE	COUNT	PERCENTAGE	COUNT	PERCENTAGE
Rescue/EMS	67	75%	88	72%
Good Intent	3	3%	7	6%
Fire	3	3%	8	7%
Service	6	7%	8	7%
False Alarm	7	8%	5	4%
Other	3	3%	7	6%
GRAND TOTAL CALLS	89	100%	123	100%

Response Time Average (less than 5 minutes)	84%	93%
--------------------------------------------------------	-----	-----



KO FFPD WEB SITE PRESENTATION

DRAFT WEB SITE DESIGN
CONSIDERATION OF SITE
HOSTING BY KO,
FIRST YEAR NO COST,
FUTURE YEARS
\$450/ANNUALLY

ADOPT PRELIMINARY
FY 17/18 BUDGET

PRELIMINARY FY 2017/2018 BUDGET

Assigned		FY 2015/2016 Actual Expenditures	FY 2016/2017 Actual Expenditures (thru 4-30-17)	FY 2016/2017 Adopted (Amended 4-10-17)	FY 2017/2018 Adopted Preliminary
Office Supplies					
	Office Supplies	791	79	1,600	
Membership - Dues					
	Alameda County Environmental Health (CUPA)	454	634	500	
	California Special District Assoc (Local Chapter)	50	50	50	
	Payment to LAFCO	520	620	700	
Disaster Preparedness					
	Disaster Preparedness Program			10,000	
Publicity - Legal Notices					
	Publicity and Legal Notices	1,082	255	2,000	
Directors' Fees and Expenses					
	Directors' Fees for Board Attendance	4,800	3,900	7,000	
	Director Expenses (i.e. mileage)	1,271	294	1,500	
Professional Services					
	Utilities - PG&E (Five Canyons)	1,889		4,500	
	Utilities - PG&E (Fairview)	724		1,000	
	Utilities - East Bay MUD			500	
	Utilities - Hayward Water				
	Alameda County Dispatch	38,127	39,697	42,000	
	Insurance	23,444	21,205	22,000	
	Red Flag Day/Significant Event Staffing			10,000	
	Alameda County Tax Collection Fee	11,252	10,832	25,000	
	Legal Counsel	21,272	11,954	20,000	
	Recording Secretary Services	1,000	500	5,000	
	Annual Audit	9,000	9,250	9,000	
	Bookkeeping Services	7,253		6,000	
	Outside Professional/Management Services	13,545	15,372	40,000	
	General Manager Support			8,000	
	District Election			10,000	
	Election Polling Services			2,500	
	Alarm Systems	2,301	2,125	2,500	
	Website	1,119	2,200	5,000	
	Training for Board Members			1,000	
	Janitorial	900			
	Yard Service	3,900	3,250	4,200	
	Lease Payment to County				
	Actual Weed Abatement (Contractor)			5,000	
	Weed Abatement Courtesy Notice Mailing	3,173		3,000	
	Administrative Fees for Weed Abatement		1,043	3,000	
	Workers Compensation Insurance				
	Chipping Program			10,000	
	Weed Inspection/Abatement Software			74,468	
TOTALS (SUPPLIES/SERVICES)		147,867	123,260	337,018	0
Contract Services - Hayward					
	Contract - Hayward Fire	2,772,464	2,847,321	2,847,321	
TOTALS		2,772,464	2,847,321	2,847,321	0
ASSIGNED FUNDS TOTAL (supplies/services/contract)		2,920,331	2,970,581	3,184,339	0

Committed

	Prior Committed	FY 2016/2017 Actual Expenditures (thru 4-30-16)	FY 2016/2017 Adopted	Committed (thru FY 2016/2017)	FY 2017/2018 Adopted Preliminary
Apparatus Replacement	1,051,783	0	138,799	1,190,582	142,963
Equipment Replacement	131,131	0	17,307	148,438	17,826
Facility Capital Improvements	70,705	3,059	9,332	76,978	9,612
TOTALS (Committed)	1,253,619	3,059	165,438	1,415,998	170,401
GRAND TOTAL (Assigned and Committed)		2,973,640	3,349,777		

RESOLUTION ELECTING
TO SELF-INSURE FOR
WORKERS'
COMPENSATION
EXPOSURE &
AUTHORIZING
PARTICIPATION IN FIRE
AGENCIES SELF
INSURANCE (FASIS)
WORKER'S
COMPENSATION
PROGRAM

BOARD OF DIRECTORS

SARAH CHOI
MELISSA DIMIC
MICHAEL JUSTICE
LESLIE WEST
MARK MCDANIEL

Fairview Fire Protection District

25862 FIVE CANYONS PARKWAY
CASTRO VALLEY, CA 94552
(510) 583-4940

FIRE CHIEF

GARRETT CONTRERAS

FAIRVIEW FIRE PROTECTION DISTRICT

RESOLUTION: 2017-__

Electing to Self-Insure for Workers' Compensation Exposure;
Authorizing Participation in the Fire Agencies Self Insurance System
Workers' Compensation Program

Whereas, The Fairview Fire Protection District, along with other districts in the State of California have evaluated the feasibility of self-insuring their Workers' Compensation exposure; and

Whereas, These districts have determined that there is a need for a self-insured system of Workers' Compensation and desire to combine their efforts to establish, operate and maintain FASIS, Workers' Compensation Program; and

Whereas, Title 1, Division 7, Chapter 5, Article 1 (Section 6500 et seq.) of the Government Code of the State of California authorizes joint exercise of two or more public agencies of any common power to them; and

Now, therefore, be it resolved that:

1. The Board of Directors of the Fairview Fire Protection District hereby elects to self-insure its Workers' Compensation exposure and to participate in the FASIS Workers' Compensation Program, and instructs its duly authorized agent Michael Preston, Interim General Manager to execute on behalf of the Fairview Fire Protection District, any and all necessary documents to effect such participation.

2. The Program Director of the FASIS be given the compilation, reporting, and signatory authority for filing the Self-Insurer's Annual Report on behalf of the Fairview Fire Protection District with the Director of Industrial Relations.

THE BOARD OF DIRECTORS OF THE FAIRVIEW FIRE PROTECTION DISTRICT APPROVED THE ABOVE ACTION AT THE FFPD BOARD OF DIRECTORS MEETING ON MAY 22, 2017

AYES:

NOES:

ABSTAIN:

Leslie West

President of the Board of Directors of the Fairview Fire Protection District

UPDATE ON
NEGOTIATIONS WITH
CITY OF HAYWARD IN
CONNECTION WITH
FIRE SERVICES

GENERAL
MANAGER'S
REPORT

ANNUAL STRATEGIC PLAN UPDATE

Board of Directors

Leslie West
Michael Justice
Susan Choi
Melissa Dimic
Mark McDaniel

The Role of the Board

To reinvest the taxes it collects in order to provide top emergency and fire services within its territory.

Fire Chief

Garrett Contreras

The Role of the Chief

In collaboration with the Board of Directors and in partnership with all members of the organization, provide direction, protection, and order to the District.

Our Process to Develop the Strategic Plan

In keeping with our tradition of service and commitment to our local community, the Fairview Fire Protection District (FFPD) Board of Directors began a rigorous process of strategic planning in April 2014. Strategic planning identifies focus and direction for organizations, in order to provide all stakeholders with quality service and responsiveness. It also outlines goals to ensure this direction is successfully established and followed.

As community leaders, we recognize the need for periodic assessment of community needs and expectations. Our methods are based on two-way communication and collaboration, in order to reach agreement on future priorities and goals. To this end we, the FFPD Board of Directors, hired facilitators to guide us through the strategic planning process.

The consulting team facilitators first conducted an environmental scan, which included interviews with each FFPD Board Director and the Hayward Fire Department Command staff. They also facilitated a meeting for the FFPD Ad Hoc Committee, a group of very engaged citizens.

The facilitators provided an online survey to FFPD residents and facilitated a well-attended “community at large” forum at one of our local schools. At this forum we, the FFPD Board of Directors, listened to and recorded community needs, concerns, and expectations.

The facilitators compiled and presented this data to us at a public working session, from which we identified priorities. The priorities became a guide for developing specific strategies and goals to fulfill the Fairview Fire Protection District’s mission, vision, and values. This will result in the FFPD Board of Directors providing the best service for the Fairview Fire Protection District. This Strategic Plan will be implemented in association with the Hayward Fire Department Strategic Plan.

A Strategic Plan is an ongoing and dynamic process. Therefore we, the FFPD Board of Directors, also commit to periodically reviewing and adopting our strategies and goals to continue upholding the Fairview Fire Protection District’s role in protecting our community.

How we will Implement this Plan

The District will implement this Strategic Plan through Hayward Fire Department staff and individual Directors chairing standing committees, as well as an auditor, bookkeeper, attorney, and a fire service management consultant, which are all under annual contracts. District constituents also actively contribute to achieving District objectives as they participate in various standing committees.

The FFPD annual budget process shall include the following:

- The FFPD Board President shall deliver a report to the FFPD Board about progress on Strategic Plan objectives in the current fiscal year (July 1 to June 30);
- Prior to Preliminary Budget approval, the Board shall propose specific Strategic Plan objectives to emphasize in the upcoming fiscal year and identify any funding necessary; and
- The Board shall adopt the annual Budget, including that year’s Strategic Plan objectives.

Our Mission

The Fairview Fire Protection District (FFPD) is dedicated to upholding its traditions of rapid response, innovation in responding to fire and medical/advanced life support emergencies, and initial response service for hazardous materials calls, while encouraging safety and prevention through assessment, education, and outreach, to our unique rural-urban interface community. FFPD's mission includes the following priorities: providing the best possible fire and medical emergency services for the Fairview community; enhancing ongoing internal and external communications; community outreach and engagement; collaboration and partnerships; and fiscal and resource management.

Our Values

- State-of-the-art emergency and fire service
- Community independence
- Interagency cooperation
- Responsiveness
- Communication

These values are reinforced by the commitment of each Director to continue to live by the following value-based statements:

- We model respectful and professional teamwork
- We communicate to each other and the public in a timely and transparent fashion
- We comply with the Brown Act and the Fire Protection District Law of 1987
- We listen to, care about, and have compassion for the community
- We actively seek community involvement

Our Strengths

The Fairview Fire Protection District provides to its citizens, in partnership via a contract with the City of Hayward Fire Department (HFD), the following superior fire and emergency services:

- Advanced life support (paramedics)
- Wildland fire suppression
- Fire prevention
- Fire inspection
- Fire Marshal
- Building plans review and compliance
- Weed abatement
- Public school education
- Staffing of emergency response equipment
- State-of-the-art equipment
- Daycare, rest home, and church fire inspection
- Disaster preparedness and CERT training
- Hazardous materials incident response
- Certified ISO 2 rating

Our Vision

As the only locally controlled and elected entity representing the residents of the Fairview Fire Protection District, we seek to be leaders in providing public safety and emergency services to the local community. We strive to provide the highest level of service while ensuring fiscal sustainability for the betterment of the District and our entire community.

STRATEGIC PRIORITIES

Priority A

Provide the best possible fire and emergency medical services for the Fairview community

Strategic Priorities

1. Continue to fund District's Equipment Replacement Fund so all emergency equipment can be replaced or updated in a timely manner
 - a. Finalize outfitting of new replacement Type 1 engine
 - b. Coordinate replacement of breathing apparatus according to HFD replacement schedule

2. Be proactive at managing risk
 - a. Continue to identify high risk areas and work with HFD to address those hazards
 - b. Educate residents via website and mailer on their role in fire safety and prevention

Priority B

Enhance ongoing internal and external communication

Strategic Priorities

1. Increase external communication
 - a. Continue to update/redesign website
 - b. Study use of Pulsepoint, Code Red, PEP, and CERT links on website
 - c. Earthquake preparedness information on website
 - d. Educate citizens about how they can get updated evacuation information during an emergency
2. Review Hayward Fire Department contract to ensure contract compliance and clarify contract language
 - a. Review contract with Hayward Fire Department Command staff annually
 - b. Clarify administrative and support roles of FFPD Board and the Hayward Fire Department
 - c. Continue to receive reports pertaining to Hayward Fire Department's compliance in meeting the response time performance measures, as stated in the FFPD contract
3. Enhance board effectiveness
 - a. Continue to train/review Brown Act, ethics, and bylaws bi-annually
 - b. Hold a Board retreat to update the Strategic Plan and participate in teambuilding training annually
 - c. Hold new Board Member orientation to perform effectively as Board of Directors for FFPD
 - d. Hayward Fire Department to provide orientation to fire operations to all existing and new Directors to develop an understanding of emergency operations
4. Communicate benefits of FFPD to the community
 - a. Post strengths and benefits to the community on the FFPD website
 - b. Post Strategic Plan on website
5. Respond to Fairview District constituents' questions, comments, and concerns
 - a. Continue to improve website comment capability
 - b. Assign website comment responses to Board Members
 - c. Hold periodic "community-at-large" forums
6. Host an annual Open House at our fire station for the district; provide the community with a chance to view fire equipment, meet staff, and to express concerns to Fire staff
 - a. Communicate through county, district, and local meetings to invite attendance to proposed events
7. Citizen and personnel development
 - a. Ensure that all schools in the district receive fire safety training annually
 - b. Participate in the City of Hayward mass notification system for providing timely alerts to residents in emergencies

Priority C

Community Outreach and Engagement

Strategic Priorities

1. Increase public participation in Board meetings and involvement on committees
 - a. Post calendar of meetings for the next year on website
 - b. Post agenda of Board meetings as per Brown Act and minutes as soon as approved by the Board

2. Evaluate Board meeting venues within our District that accommodate more public seating
 - a. List possible venues and costs
 - b. Decide on best feasible options
 - c. Communicate new venue, if changed

3. Increase visibility in community
 - a. Explore participation in National Night Out and other community events
 - b. Identify other organizations for participation opportunities (i.e. Hayward Local Area Committee (HLAC) and Hayward Area Recreation and Park District (HARD))

Priority D

Collaboration and Partnerships

Strategic Priorities

1. Improve LAFCO relationship and Alameda County Special Districts Association (ACSDA) participation
 - a. Assign board members to attend ACSDA meetings to represent the District's interests and provide a brief report to the Board
 - b. Develop a process to proactively provide status to LAFCO on strategic initiatives and positive results

2. Enhance relationships with Fairview Stakeholders & District 4 Supervisor
 - a. Assign board members to attend District 4 Supervisors Fairview Stakeholders meeting and Unincorporated Community Services Committee meetings, as appropriate, to represent District's interests and provide a brief report to FFPD Board
 - b. Continue to proactively provide status updates to Area Supervisor about strategic initiatives and positive results

Priority E

Fiscal and Resources Management

Strategic Priorities

1. Protect and rebuild financial reserve
 - a. Establish standing Budget Committee
 - b. Assess reserve and establish maintenance level
 - c. Identify resources and services currently available to FFPD
 - d. Identify potential revenue sources
 - e. Develop and implement a preliminary 5-year fiscal plan to meet and sustain the reserve maintenance level
 - f. Protect and maintain fund balance
2. Create and follow a budget process
 - a. Develop a budget policy, and consider reinstating Board Treasurer position to oversee it
 - b. Continue to review current auditor contract for value received; adjust services as appropriate
3. Balance the budget
 - a. Establish budget goals
 - b. Review current assets for cost effectiveness and utility in serving our mission
 - c. Add, change, or dispose of assets to cost effectively serve our mission
 - d. Determine cost/benefit of hiring clerical support
 - e. Assess current contractors to determine cost/benefit versus hiring full-time staff
 - f. Determine the most cost effective method for use of legal firm under contract
 - g. Identify cost of running the District exclusive of contract for service with Hayward Fire Department
 - h. Address any budget deficits
4. Define future projects
 - a. Identify projects that will benefit the community, meet our mission, and provide funding accordingly
 - b. Establish standing committees as needed for support
 - c. Prioritize list for new projects
 - d. Identify grants to fund projects
 - e. Assign Board member and committees to oversee selected projects
 - f. Communicate project gains via website and public meetings

About Us

The Fairview Fire Protection District is an independent Special District as defined under the Fire Protection District Law of 1987, Health and Safety Code, Section 13800, of the State of California.

A five-member Board of Directors, elected by their constituents and each serving a staggered four-year term, govern the District. The Fire Chief oversees the general operations of the District in accordance with the policy direction prescribed by the Board of Directors.

The District's service area encompasses 4.2 square miles. Within the boundaries of the District are expansive wildland areas, single-family homes and multi-family residential complexes, agriculture, and equestrian areas. The total population served by the District in 2014 exceeded 13,000.

The major revenue sources of the District are property taxes, a special tax for basic emergency medical services, a First Responder Advanced Life Support reimbursement, and interest income. Total income for the year ending June 30, 2014 was \$2.7 million. The Audit for the District provides complete financial statements for the District.

A brief history of the District is noted below:

1938: Community volunteers organized Fairview Fire Department.

1947: Alameda County Board of Supervisors formed the Fairview Fire Protection District in response to a petition submitted by Fairview residents. The founding Volunteer Fire Chief was William G. Wolters. Fairview Fire Chief Joseph W. Ortiz was the first paid Fire Chief and the first Fire Chief in Alameda County to obtain his fire science degree.

1960s: Fairview Fire Protection District became the first Alameda County department to have a dedicated rescue rig for medical emergencies only. It was equipped with the best available line resuscitator. Historically, FFPD firefighters have earned the highest levels of medical certifications and training. FFPD became a mecca for training firefighters throughout the county.

1983: All unincorporated areas in Alameda County increased their supplemental EMS tax to \$10.00 (which has grown to almost \$15.00 today), while the Fairview Fire Protection District has held its tax until now to \$4.46.

1987: The Fairview Fire Protection District became subject to the new California "Fire Protection District Law of 1987."

1992: The FFPD developed a plan to more cost effectively deliver and improve services by contracting for services was signed with the City of Hayward.

1996: A Fairview citizen applied to LAFCo to have FFPD dissolved and to have the Alameda County Fire Department (ACFD) provide fire protection services to the Fairview area. Proponents of dissolution pointed to ACFD's paramedic program. At the urging of the FFPD Board, LAFCo agreed to delay their decision and wait for the outcome of Measure Z, which was placed on the ballot by the District, and gave voters the choice of dissolving the FFPD and receiving service from Alameda County Fire Department or retaining the FFPD and its autonomy (thereby supporting its decision to contract with City of Hayward for fire protection service). The vote was 55% against dissolving FFPD and in support of maintaining the autonomous special district and its elected board.

2001: With the completion of the Five Canyons development of 900 new homes in the territory of Fairview, the builder provided Fairview Fire Protection District with the newest state-of-the-art fire station in the region as a condition of this planned development as well as a new Type III fire engine.

2012: Fairview Fire Protection District extended its services contract with the Hayward Fire Department for an additional five years.

2013: LAFCO conducted a Municipal Services Review and adopted a provisional Coterminous Sphere of Influence resulting in the FFPD embarking on developing this new strategic plan.

2014: Fairview Fire Protection District has taken delivery of the newest, custom-built Type 1 fire engines in the region, and every one of Fairview Fire Protection District's fire engines continues to be staffed by at least one paramedic certified firefighter and typically three.

The Fairview Fire Protection District has been proudly serving the public for 76 years. It has had a long history of training firefighters who have become Fire Chiefs placed in locations within California, and as far away as Arizona, Colorado, and Idaho, and is now proud to be served by the Hayward Fire Department.

STRATEGIC PLAN PRIORITIES WORKSHEET

May 2107

Priority A

Provide the best possible fire and emergency medical services for the Fairview community
Strategic Priorities

1. **Continue to fund District's Equipment Replacement Fund so all emergency equipment can be replaced or updated in a timely manner**
 - a. **Finalize outfitting of new replacement Type 1 engine**
 - b. **Coordinate replacement of breathing apparatus according to HFD replacement schedule**
2. Be proactive at managing risk
 - a. Continue to identify high-risk areas and work with HFD to address those hazards
 - b. Educate residents via website and mailer on their role in fire safety and prevention

Priority B

Enhance ongoing internal and external communication
Strategic Priorities

1. Increase external communication
 - a. **Continue to update/redesign website**
 - b. **Study use of Pulsepoint, Code Red, PEP, and CERT links on website**
 - c. **Earthquake preparedness information on website**
 - d. Educate citizens about how they can get updated evacuation information during an emergency
2. **Review Hayward Fire Department contract to ensure contract compliance and clarify contract language**
 - a. Review contract with Hayward Fire Department Command staff annually
 - b. **clarify administrative and support roles of FFPD Board and the Hayward Fire Department**
 - c. **Continue to receive reports pertaining to Hayward Fire Department's compliance in meeting the response time performance measures, as stated in the FFPD contract**
3. Enhance board effectiveness
 - a. **Continue to train/review Brown Act, ethics, and bylaws bi-annually**
 - b. Hold a Board retreat to update the Strategic Plan and participate in teambuilding training annually
 - c. Hold new Board Member orientation to perform effectively as Board of Directors for FFPD
 - d. **Hayward Fire Department to provide orientation to fire operations to all existing and new Directors to develop an understanding of emergency operations**
4. Communicate benefits of FFPD to the community
 - a. Post strengths and benefits to the community on the FFPD website
 - b. **Post Strategic Plan on website**
5. **Respond to Fairview District constituents' questions, comments, and concerns**
 - a. **Continue to improve website comment capability**
 - b. Assign website comment responses to Board Members
 - c. Hold periodic "community-at-large" forums
6. **Host an annual Open House at our fire station for the district; provide the community with a chance to view fire equipment, meet staff, and to express concerns to Fire staff**
 - a. Communicate through county, district, and local meetings to invite attendance to proposed events

7. Citizen and personnel development

a. Ensure that all schools in the district receive fire safety training annually

b. Participate in the City of Hayward mass notification system for providing timely alerts to residents in emergencies

Priority C

Community Outreach and Engagement

Strategic Priorities

1. Increase public participation in Board meetings and involvement on committees

a. **Post calendar of meetings for the next year on website**

b. Post agenda of Board meetings as per Brown Act and minutes as soon as approved by the Board

2. Evaluate Board meeting venues within our District that accommodate more public seating

a. List possible venues and costs

b. Decide on best feasible options

c. Communicate new venue, if changed

3. Increase visibility in community

a. **Explore participation in National Night Out and other community events**

b. Identify other organizations for participation opportunities (i.e. ACSDA, Fairview Stakeholders)

Priority D

Collaboration and Partnerships

Strategic Priorities

1. Improve LAFCO relationship and Alameda County Special Districts Association (ACSDA) participation

a. **Assign board members to attend ACSDA meetings to represent the District's interests and provide a brief report to the Board**

b. Develop a process to proactively provide status to LAFCO on strategic initiatives and positive results

2. Enhance relationships with Fairview Stakeholders & District 4 Supervisor

a. **Assign board members to attend District 4 Supervisors Fairview Stakeholders meeting and Unincorporated Community Services Committee meetings, as appropriate, to represent District's interests and provide a brief report to FFPD Board**

b. Continue to proactively provide status updates to Area Supervisor about strategic initiatives and positive results

Priority E

Fiscal and Resources Management

Strategic Priorities

1. Protect and rebuild financial reserve

a. Establish standing Budget Committee

b. Assess reserve and establish maintenance level

c. Identify resources and services currently available to FFPD

d. Identify potential revenue sources

e. Develop and implement a preliminary 5-year fiscal plan to meet and sustain the reserve

maintenance level

f. Protect and maintain fund balance

2. Create and follow a budget process

a. Develop a budget policy, and consider **reinstating Board Treasurer position** to oversee it
b. Continue to review current auditor contract for value received; adjust services as appropriate

3. Balance the budget

a. Establish budget goals

b. Review current assets for cost effectiveness and utility in serving our mission

c. Add, change, or dispose of assets to cost effectively serve our mission

d. Determine cost/benefit of hiring clerical support

e. Assess current contractors to determine cost/benefit versus hiring full-time staff

f. Determine the most cost effective method for use of legal firm under contract

g. Identify cost of running the District exclusive of contract for service with Hayward Fire Department

h. Address any budget deficits

4. Define future projects

a. Identify projects that will benefit the community, meet our mission, and provide funding accordingly

b. Establish standing committees as needed for support

c. Prioritize list for new projects

d. Identify grants to fund projects

e. Assign Board member and committees to oversee selected projects

f. Communicate project gains via website and public meetings

FFPD 2016-17 Strategic Budget Goals UPDATE

Use Code Red, and add CERT links to website. **DONE**

Hayward Fire Department to provide orientation to fire operations to all existing and new Directors to develop an understanding of emergency operations **DONE**

Continue to improve website comment capability and update web site .
IN PROGRESS

Participate in the City of Hayward mass notification system for providing timely alerts to residents in emergencies **DONE**

Identify other organizations for participation opportunities (i.e. ACSDA, Fairview Stakeholders) **DONE**

Protect and maintain fund balance **DONE**

Establish budget goals **DONE**

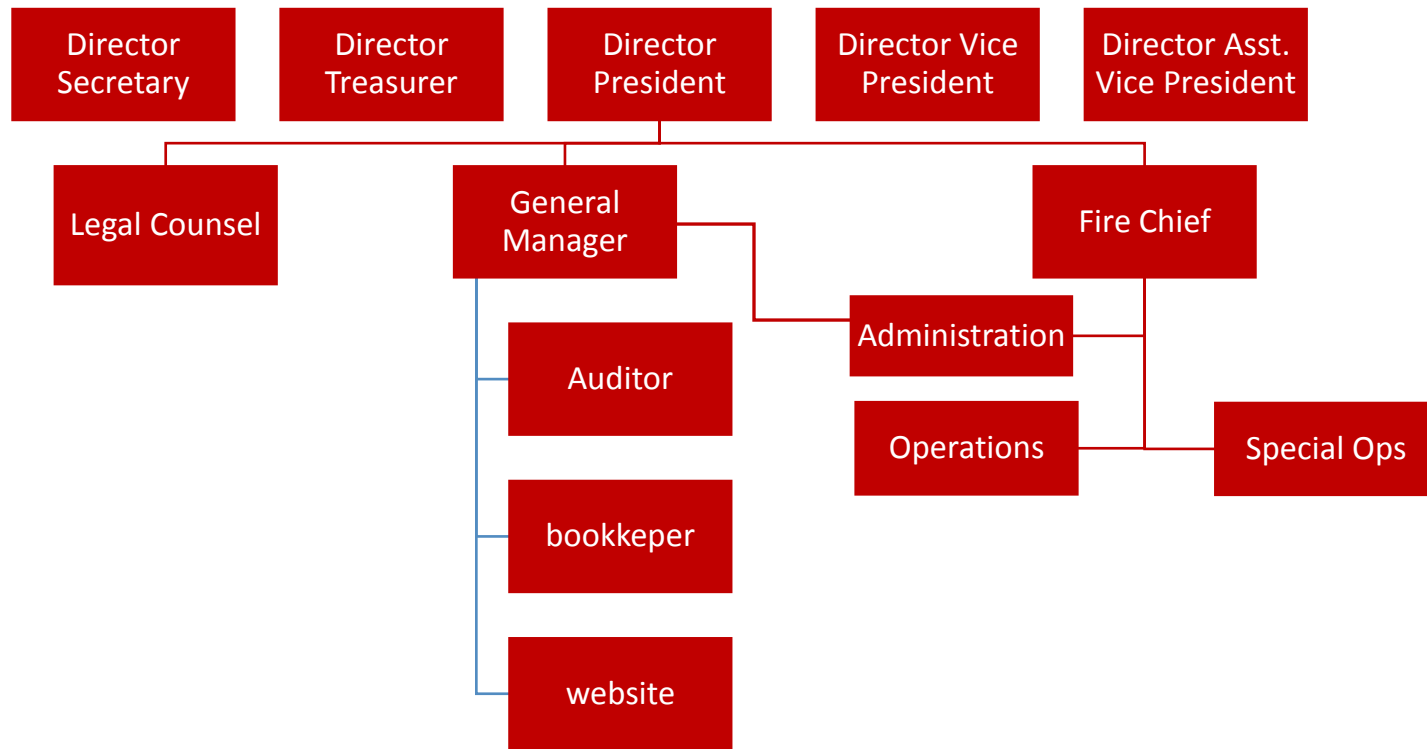
Work toward acquiring a California Special Districts Association 'District Transparency Certificate of Excellence'
IN PROGRESS

Implement insurance consultant BRS ' recommendations to improve FFPD Insurance portfolio. **IN PROGRESS**

Come to agreement with City of Hayward by June 30, 2017 to extend Contract for Service 5 more years, beginning July 1, 2018 **IN PROGRESS**

Fairview Fire Protection District

Organization Chart



FFPD FINANCIAL UPDATE

PeopleSoft
 CASH BALANCES BY FUND

Report ID: FXGLA301
 Fiscal Year 2017
 Accounting Period 6 thru 6 --- Fund(s) Requested: 10000 thru 88970
 Fund: 43300 Fairview Fire District

Journal Date	Journal ID	Jrnl Line Description	Beginning Balance	Receipts	Disbursements	Apportionment	Interfund Transfers	Ending Balance
2016-12-05	0000695751	Cash in Treasury				-6.00		4,624,351.05
2016-12-05	0000695754	Cash in Treasury				-517.30		4,623,833.75
2016-12-05	HBB1205008	Cash in Treasury					14,624.61	4,638,458.36
2016-12-05	HBB1205009	Cash in Treasury					504.58	4,638,962.94
2016-12-05	KYU1205012	Cash in Treasury					-204.76	4,638,758.18
2016-12-06	0000695640	Cash in Treasury				1,499,806.27		6,138,564.45
2016-12-06	0000695892	Cash in Treasury				-2,574.34		6,135,990.11
2016-12-06	0000695893	Cash in Treasury				-14,464.78		6,121,525.33
2016-12-06	0000697614	Cash in Treasury				-271.78		6,121,253.55
2016-12-06	0000697615	Cash in Treasury				76.59		6,121,330.14
2016-12-08	0000697252	Cash in Treasury				8,564.28		6,129,894.42
2016-12-08	0000697253	Cash in Treasury				119.26		6,130,013.68
2016-12-08	KYU1208005	Cash in Treasury					0.23	6,130,013.91
2016-12-14	0000697758	Cash in Treasury				43.75		6,130,057.66
2016-12-31	ADB0000001	Cash in Treasury					7,580.49	6,137,638.15
Totals for Fund 43300			4,624,357.05	0.00	0.00	1,490,775.95	22,505.15	6,137,638.15

PeopleSoft
CASH BALANCES BY FUND

Report ID: FXGLA301
Fiscal Year 2017
Accounting Period 7 thru 7 --- Fund(s) Requested: 10000 thru 88970
Fund: 43300 Fairview Fire District

<u>Journal Date</u>	<u>Journal ID</u>	<u>Jrnl Line Description</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Apportionment</u>	<u>Interfund Transfers</u>	<u>Ending Balance</u>
2017-01-06	0000698483	Cash in Treasury				33.74		6,137,671.89
2017-01-06	0000698484	Cash in Treasury				-534.06		6,137,137.83
2017-01-10	0000698372	Cash in Treasury				171.20		6,137,309.03
2017-01-10	0000698373	Cash in Treasury				14,937.32		6,152,246.35
2017-01-10	0000698485	Cash in Treasury				48.19		6,152,294.54
2017-01-11	APP0698259						-11,814.50	6,140,480.04
2017-01-18	APP0698759						-2,159.72	6,138,320.32
2017-01-19	APP0698863						-39,797.00	6,098,523.32
Totals for Fund 43300			6,137,638.15	0.00	0.00	14,656.39	-53,771.22	6,098,523.32

PeopleSoft
 CASH BALANCES BY FUND

Report ID: FXGLA301
 Fiscal Year 2017
 Accounting Period 8 thru 8 --- Fund(s) Requested: 10000 thru 88970
 Fund: 43300 Fairview Fire District

<u>Journal Date</u>	<u>Journal ID</u>	<u>Jrnl Line Description</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Apportionment</u>	<u>Interfund Transfers</u>	<u>Ending Balance</u>
2017-02-07	0000700730	Cash in Treasury				143,276.71		6,241,800.03
2017-02-07	0000700848	Cash in Treasury				10.50		6,241,810.53
2017-02-07	0000700849	Cash in Treasury				476.25		6,242,286.78
2017-02-08	0000701090	Cash in Treasury				6,908.08		6,249,194.86
2017-02-08	0000701091	Cash in Treasury				254.71		6,249,449.57
2017-02-08	APP0700631						-500.00	6,248,949.57
2017-02-22	0000701651	Cash in Treasury				10,739.42		6,259,688.99
Totals for Fund 43300			6,098,523.32	0.00	0.00	161,665.67	-500.00	6,259,688.99

PeopleSoft
 CASH BALANCES BY FUND

Report ID: FXGLA301
 Fiscal Year 2017
 Accounting Period 9 thru 9 --- Fund(s) Requested: 10000 thru 88970
 Fund: 43300 Fairview Fire District

<u>Journal Date</u>	<u>Journal ID</u>	<u>Jrnl Line Description</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Apportionment</u>	<u>Interfund Transfers</u>	<u>Ending Balance</u>
2017-03-03	0000702880	Cash in Treasury				97.39		6,259,786.38
2017-03-04	0000702876	Cash in Treasury				22.56		6,259,808.94
2017-03-04	0000702877	Cash in Treasury				909.71		6,260,718.65
2017-03-04	0000702878	Cash in Treasury				-97.94		6,260,620.71
2017-03-07	APP0702745						-5,344.68	6,255,276.03
2017-03-07	GKL0307011	Cash in Treasury					-130,328.09	6,124,947.94
2017-03-08	0000703118	Cash in Treasury				10,362.20		6,135,310.14
2017-03-08	0000703119	Cash in Treasury				-100.71		6,135,209.43
2017-03-09	APP0703007						-5,794.00	6,129,415.43
2017-03-24	0000704712	Cash in Treasury					-329.84	6,129,085.59
2017-03-24	0000704713	Cash in Treasury					-77.14	6,129,008.45
2017-03-24	0000704716	Cash in Treasury					-5,320.00	6,123,688.45
2017-03-29	APP0704725						-2,128.67	6,121,559.78
2017-03-31	ADB0000001	Cash in Treasury					9,690.01	6,131,249.79
Totals for Fund 43300			6,259,688.99	0.00	0.00	11,193.21	-139,632.41	6,131,249.79

BOARD MOTIONS AND APPROVALS

FAIRVIEW FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, MARCH 27, 2017
FIRE STATION, 25862 FIVE CANYONS PARKWAY, CASTRO VALLEY, CA 94552

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE.**

The meeting was called to order by Board President Leslie West at 7:02 p.m. Director Michael Justice led the pledge of allegiance.

2. **ROLL CALL**

All Board members were present: Leslie West, Michael Justice, Sarah Choi, Melissa Dimic, Mark McDaniel.

In addition, the following staff members were present: Fire Chief Garret Contreras, Deputy Chief Scott Anderson, Deputy Chief Eric Vollmer, Tara Reyes, Todd Strojny, Interim General Manager Michael Preston, General Counsel Mary Hernández of Garcia Hernandez Sawhney, LLP.

3. **WELCOME**

President Leslie West welcomed everyone and invited public comment.

4. **PUBLIC COMMENT PERIOD**

No public comments were made.

5. **MESSAGE FROM THE PRESIDENT**

President Leslie West provided a report on the presentation to LAFCo. She stated that following her presentation, LAFCo Board members thanked her and complimented FFPD on its progress. FFPD should now be good with LAFCo until the next MSR.

6. **FIRE CHIEF'S REPORT**

Fire Chief Contreras provided his report and took questions from the Board and Interim General Manager. After discussion of the Nina Court tree matter, the Board took action to support the Fire Chief's efforts in this area.

Director McDaniel made a motion for the Board to authorize the Board President to execute a letter if needed by Fire Chief Contreras to support the recovery of expenditures for tree removal in the Nina Court area due to storm damage.

Director Michael Justice seconded the motion. Motion carried unanimously.

AYES 5 (West, Justice, Choi, Dimic, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0

Fire Chief Contreras reported on the status of a change to a full department weed abatement system through a contract with 3DI and the potential for FFPD's participation to expedite implementation.

7. **GENERAL MANAGER REPORT**

Interim General Manager Mike Preston provided his report. Mr. Preston confirmed that LAFCo's next MSR will be done in 2017-2018 and FFPD is not on the list for that year. Mr. Preston provided a financial update as well as a Strategic Plan goals update. Board members discussed and identified corrections and more updates that should be included as having been accomplished at this time, such as participation in a number of other community organizations. Interim General Manager also provided information on obtaining workers' comp insurance (\$2500 per year) and will bring an action item on this at the FFPD Board's regular meeting in May.

8. **2017 OPEN HOUSE DISCUSSION AND DATE SELECTION**

After discussion, Director West moved to set the date for FFPD's 2017 Open House in the afternoon or evening of September 21, 2017. Director Choi seconded the motion. The motion carried unanimously.

AYES 5 (West, Justice, Choi, Dimic, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0

9. **BICKMORE RISK SERVICES REPORT CONCERNING DISTRICT'S INSURANCE COVERAGE**

Interim General Manager reported on Bickmore Risk Services' findings and recommendations to achieve savings and cover gaps in services.

After discussion, Director McDaniel made a motion for the Board to authorize extra expenditures for the purpose of having Bickmore Risk Services have conversations with the Hayward City Attorney's office and/or Hayward's insurance carrier as necessary regarding insurance contract language and to allow the Interim General Manager to continue moving forward to implement their recommendations. Director West seconded the motion. The motion carried unanimously.

AYES 5 (West, Justice, Choi, Dimic, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0

10. **REVIEW BOARD ROOM FURNITURE REPLACEMENT PROPOSALS**

After discussion, Director Dimic made a motion to authorize the Interim General Manager to make the purchases of:

1. **One HPL Custom D Table (\$5,323.33) with laminate for surfacing for the table (closest to a natural walnut color)**
2. **Three staff tables with privacy panel and 110VAC at each table (\$2,473.33) (closest they have to a natural walnut color)**
3. **Three La-Z-Boy "Bradley" chairs w/upholstered back (\$1,623.70) (Black)**

Director Choi seconded the motion. The motion carried unanimously.

AYES 5 (West, Justice, Choi, Dimic, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0

11. WEBSITE UPDATE AND MANAGEMENT SERVICES PROPOSALS

After reviewing and discussing the responses received to FFPD's request for proposals, Director West moved to approve moving forward with KO Websites proposal and have the Interim General Manager take the next steps to negotiate a contract. Director McDaniel seconded the motion. Motion carried unanimously.

AYES 5 (West, Justice, Choi, Dimic, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0

12. BOARD MOTIONS AND APPROVAL

Director McDaniel moved to approve the minutes from February 27, 2017 and August 29, 2016. Director Justice seconded. The motion carried unanimously.

AYES 5 (West, Justice, Choi, Dimic, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0

13. MEETING ACTIONS ITEMS SUMMARY

- Preston will work with Chief Contreras on the Special Meeting information needed on 3DI and budget amendment
- Preston will get the workers compensation proposal and implement other insurance recommendations
- Preston will purchase the furniture
- Preston will move forward on website proposal
- Preston will work to prepare Open House

14. COMMENTS BY BOARD MEMBERS

No comments were made.

15. AGENDA ITEMS FOR NEXT BOARD MEETING

Special Meeting on April 10, 2017 at 6:30 p.m.

- Consider contribution for 3DI contract
- Budget amendment

Regular Board meeting in May 22, 2017 at 7:00 p.m.

- Presentation by City Manager
- Adoption of Preliminary Budget
- Design of new business cards
- Resolution on Workers Compensation

16. **ADJOURNMENT**

Director Choi made a motion to adjournment, the motion was seconded by Director Mark McDaniel, and it was unanimously carried at 10:02 p.m.

AYES 5 (West, Justice, Choi, Dimic, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0

**Mark McDaniel,
Secretary of the Board of Directors,
Fairview Fire Protection District**

FAIRVIEW FIRE PROTECTION DISTRICT
SPECIAL BOARD MEETING MINUTES
MONDAY, APRIL 10, 2017
FIRE STATION, 25862 FIVE CANYONS PARKWAY, CASTRO VALLEY, CA 94552

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE.**

The meeting was called to order at 6:40 p.m. Director Michael Justice led the pledge of allegiance.

2. **ROLL CALL**

All Board members were present: Leslie West, Michael Justice, Sarah Choi, Melissa Dimic, Mark McDaniel. In addition, the following staff members were present: Interim General Manager Michael Preston and Fire Chief Garret Contreras.

3. **WELCOME**

President Leslie West welcomed everyone and invited public comment.

4. **PUBLIC COMMENT PERIOD**

No public comments were made.

5. **MESSAGE FROM THE PRESIDENT**

President Leslie West proceeded immediately to item 6.

6. **DISCUSS/REVIEW 3Di PROPOSAL FOR THE IMPLEMENTATION AND SUBSCRIPTION SERVICE FOR myFD BRUSH INSPECTION/WEED ABATEMENT AS IT RELATES TO THE FAIRVIEW FIRE PROTECTION DISTRICT**

Fire Chief Contreras presented on this item. After Board discussion, Choi made a motion to approve the Proposal as presented. The motion was seconded by Director Dimic and it was unanimously carried.

AYES 5 (West, Justice, Choi, Dimic, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0

7. **RESOLUTION TO AMEND THE 2016-2017 BUDGET TO AUTHORIZE \$74,468 EXPENDITURE FOR FIRST YEAR COST OF 3Di WEED ABATEMENT MANAGEMENT PROGRAM.**

[Interim General Manager Preston presented on this item. After Board discussion, Director West made a motion to approve the Resolution. The motion was seconded by Director Justice, and it was unanimously carried.

AYES 5 (West, Justice, Choi, Dimic, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0

8. **ADJOURNMENT**

Director West made a motion to adjournment, the motion was seconded by Director McDaniel, and it was unanimously carried at 8:00 p.m.

AYES 5 (West, Justice, Choi, Dimic, McDaniel), ABSENT 0, NOES 0, ABSTAIN 0

**Mark McDaniel,
Secretary of the Board of Directors,
Fairview Fire Protection District**

MEETING ACTIONS ITEMS SUMMARY

COMMENTS BY
BOARD MEMBERS

AGENDA ITEMS FOR
NEXT BOARD
MEETING

ADJOURN TO
CLOSED SESSION

RECONVENE TO OPEN
SESSION.

REPORT ON ACTIONS
TAKEN IN CLOSED
SESSION

ADJOURNMENT