



Joint Meeting Agenda



Menlo Park Fire Protection District and the Town of Atherton City Council

Special Meeting

December 13, 2016

5:00 PM

Holbrook-Palmer Park, Jennings Pavilion
150 Watkins Avenue, Atherton, CA 94027

AGENDA

The meeting was called to order at 5:03 p.m. Atherton Mayor Mike Lempres and fire board President Rob Silano jointly co-chaired the meeting.

ROLL CALL

Board Members: Robert J. Silano, Board-President, Peter Carpenter, Vice President
Rex Ianson, Director, Chuck Bernstein, Director, Virginia Chang Kiraly, Director

Council Members: Elizabeth Lewis, Mayor, Michael Lempres, Vice Mayor
Bill Widmer, Councilmember, Cary Wiest, Councilmember, Rick DeGolia, Councilmember

All Present.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT #1

None.

REGULAR AGENDA

Members decided to move #4 up before #2 in the interest of time.

1. Community Education and Awareness
 - a. Discussion of Ways to Improve Community Education and Awareness Related To:
 - Residential Address Numbering Improvements
 - Designation of Local Assembly Points
 - Designation/Maintenance of Local ADAPT Storage Caches
 - Integration of Local HAM Radio Networks
 - Local Disaster Preparedness Education

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Members discussed the process for display of home addresses. John Johnstone, MPFPD, noted that the code requires that the address be visible from the street, be at least 4", and it must be illuminated from dusk to dawn. The illumination requirement is for new construction only.

Members agreed that it is in resident's best interest for their address to be visible to emergency responders. There was discussion about developing educational material for the public to include a list of requirements, options and approved materials for installation of home address signage.

Members discussed Assembly Points (locations for residents to go during an emergency) in Atherton and throughout the District.

ADAPT has worked hard over the years to create Assembly Points in Atherton. They continue to work on spreading the word so people are aware of where to go (in their neighborhood) in the event of an emergency. Carpenter provided an example of how his home is designated as an Assembly Point in Lindenwood. It was chosen due to a number of reasons including the long driveway, room for tents, HAM station, and accessibility.

Mike Ralston, MPFPD, noted that the District continues to work on refining the Assembly Points Map and hopes to have it complete within 1 to 2 months. The idea is that there will be the shortest distance possible for all residents to their assembly points during an emergency.

The discussion concluded with an update on the emergency roll out plan and the process for continuing to refine the assembly points and spread the word to those that are not aware of the location for their assembly point.

It was agreed that the Fire District would put together an education package surrounding address numbering and the Town would assist with dissemination.

There was discussion about the HAM radio networks. Carpenter explained that when phone lines go down in an emergency, HAM radios are our only lines of communication. We need to focus on the interface between the civilian network of HAM operators and the police department. There were questions about the Atherton Command vehicle. Acting Chief Wade noted that the vehicle is no longer operable. The technology was removed from the vehicle.

Tom Prussing, ADAPT coordinator, noted that during the August 6 Atherton drill, a communications center was set up and connected to the Atherton EOC in Public Works, and it worked very well. It was an ad hoc connection for a HAM communication from the field operations to Town officials. City Manager Rodericks noted that a communications center will be addressed in the new civic center design.

It was noted that staff would work together on Emergency Preparedness solutions for assembly points, local ADAPT cache, disaster education, and HAM Communications.

Item 4 was taken up next.

4. Future Needs:

a. Discussion of the County's Advanced Life Support (ALS) Paramedic First Response Units (FRU) Medical Response JPA

Fire Chief Schapelhouman noted that Atherton is represented on the AMR JPA through the District. The JPA is an agreement that the fire district has with San Mateo County and other agencies to provide emergency medical services, which are a large majority of the district's calls.

John Odle, JPA Executive Director, provided members with a background and overview of the JPA. He notes that decades ago, response times weren't as good as they are now in rural areas such as Woodside and Half Moon Bay. The JPA was formed to allow collaboration amongst cities to provide first response and receive revenues from doing so.

Chief Schapelhouman provided first response information for the District. He noted that the County pays bare bones minimum for first response and the District provides and pays for extra resources above what is received by the County. There was discussion about number of staff, various tools used for service calls, number of vehicles, etc. Schapelhouman noted that the agreement gives the fire district \$50,000 a year for each of eight first-response units, totaling 24 paramedics. He added that the district actually has 45 paramedics, plus nine more in training.

Chief Long, MPFDF, discussed the District's response time standards. He noted that 90% of the time they strive for a 6:59 minute response time or less that includes 1 minute through dispatch in Redwood City, 1 minutes for personnel turnout and 4 minutes of travel time. Chief Schapelhouman added that lane configurations, speed humps, bumps, etc. are all indicators of the response time as well.

Schapelhouman noted that the District wanted to do transport at one time but state law wouldn't allow it. Council Member Wiest was perplexed that the District has the staff and resources yet they must wait for a County vehicle for transport.

DeGolia would like to see the data for response times in the District, and specific information for Atherton. He added that a majority of the time the engine shows up first which poses a problem for Atherton since most of the calls require medical transport.

Widmer suggested that the District provide monthly calls for service data to the Town.

It was noted that the District is working on a 2016 Annual Report and that data will be queries and provided to the Town.

- b. Discussion of the District's Citygate Standards of Cover (SOC) Update and Insurance Services Office (ISO) Review
- c. Discussion of District's Vision for Fire Station 3 Growth - 5/10/20 Years

While the Chief provided a brief overview, the City Council and Fire District will meet again at a future date to discuss the items that they did not get to in depth. It was noted that the Town wants to be a part of any conversations around changing standards of cover involving Atherton, and in particular, involving Stations 3 and 5.

The group committed to having a Liaison Ad Hoc Subcommittee meeting in another 6 months and another Joint Meeting in 12 months.

- 2. Specific Project:
 - a. Discussion of the Marsh Road Project and Future Issues - Bicycle/Pedestrian/Emergency Access

3. Transportation and Access:

- a. Discussion of the Town's Neighborhood Traffic Management Plan (NMTP):
 - i. Discussion of New "Sharrows" and Bicycle Paths
 - ii. Discussion of Roundabouts and Other Traffic Management Measures
 - iii. Discussion of El Camino Real Complete Streets Study

PUBLIC COMMENT #2

Jim Lewis spoke from the audience.

ADJOURNMENT

The meeting was adjourned at 6:58 p.m.