



Menlo Park Fire Protection District

170 Middlefield Road • Menlo Park, CA 94025 • Tel: 650-688-8400 • Fax: 650-323-9129

Website: www.menlofire.org • Email: mpfd@menlofire.org

SPECIAL BOARD MEETING

MINUTES

May 7, 2019

CLOSED SESSION MEETING

The Menlo Park Fire Protection District Board Special Meeting Closed Session was called to order on Tuesday, May 7, 2019, by President Kiraly at 7:05 p.m. in the First Floor Conference Room located at 170 Middlefield Road, Menlo Park, CA 94025.

PRESENT: President Kiraly, Vice President Jones, Director Bernstein, Director McLaughlin, and Director Silano

ABSENT: None

STAFF PRESENT: Fire Chief Harold Schapelhouman, Deputy Chief Don Long, and Administrative Services Manager Kathleen Jackson

PUBLIC COMMENT #1

There were none.

CLOSED SESSION AGENDA

- 1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Pursuant to Government Code Section 54957)
Title: Fire Chief
- 2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Property: 1467 Chilco Avenue, Menlo Park, CA 94025
Agency Negotiator: Harold Schapelhouman, Fire Chief
Under Negotiations: Price, terms, and related matters

ADJORN TO OPEN SESSION MEETING

The Board adjourned from Closed Session at approximately 8:05 p.m.

ROLL CALL

The Menlo Park Fire Protection District Board Special Meeting Open Session was called to order on Tuesday, May 7, 2019, by President Kiraly at 8:12 p.m. in the Station No. 1 Classroom located at 300 Middlefield Road, Menlo Park, CA 94025.

PRESENT: President Kiraly, Vice President Jones, Director Bernstein, Director McLaughlin, and Director Silano

ABSENT: None

STAFF PRESENT: Fire Chief Harold Schapelhouman, Administrative Services Manager Kathleen Jackson, EMS Manager Melanie Starz, Senior Management Analyst Jon Hitchcock, and Clerk of the Board Michelle Kneier

REPORTABLE ACTIONS FROM CLOSED SESSION BY THE BOARD PRESIDENT

President Kiraly stated there was no reportable action from closed session.

PUBLIC COMMENT #2

There were none.

PRESENTATION

3. Update on the Station 4 Public Workshop Meeting Schedule for May 15, 2019

Bill Louie with WLC Architects and Senior Management Analyst Jon Hitchcock provided the presentation.

REGULAR AGENDA

4. Discuss the Draft San Mateo County Pre-Hospital Emergency Medical Services Group Advanced Life Support Paramedic Designation Agreement

The Chief provided an update and answered questions from the Board.

5. Discuss List of Partnership Opportunities Received from the Town of Atherton

The Board directed staff to include this item on the June Board meeting agenda.

6. Update on the Liaison Meeting with the City of Menlo Park Regarding Follow Up from the Joint Meeting Held on March 5, 2019

The Chief provided an update.

PUBLIC COMMENT #3

There were none.

ADJOURNMENT

Motion: Upon motion by Director Silano, seconded by Director Jones, the Board adjourned from the open session at 10:25 p.m. (Vote: 5-0-0)

MENLO PARK FIRE PROTECTION DISTRICT

STAFF REPORT

TO: Board of Directors
FROM: Administration Division

MEETING DATE: May 7, 2019
PREPARED BY: Jon Hitchcock
APPROVED BY: Harold Schapelhouman

**ITEM: UPDATE ON THE STATION 4 PUBLIC WORKSHOP MEETING
SCHEDULED FOR MAY 15, 2019**

RECOMMENDATION

It is recommended that the Board of Directors accept the report as presented.

BACKGROUND

The Board of Directors discussed capital improvement infrastructure projects at their August 21, 2018, Board meeting. The Board approved the Fire Chief's recommendation for project prioritization which included the Design/Bid/Build of Fire Station 4 which is 70 years old and the Districts highest facilities replacement priority.

At the November 13, 2018, Board meeting the Board approved the contract with WLC Architect's for the design of the new Fire Station 4. Since then, the Chief, Staff and Station Design Team have been working diligently with the architect to complete the interior floor plans, site plan and elevations in order to begin the formal planning process.

For many, this is the third District Fire Station that they have worked on in the last ten years. Many of the Team Members have attended the Fire Station Design Course and Workshops which also examined developing health, safety and efficiency trends and practices in fire station design and construction across the Nation.

The "initial planning submittal" was provided to the County on March 20, 2019. The County has been extremely responsive and helpful in its support of this proposed project and has worked at a record pace.

The County of San Mateo requires a public workshop to be held for all major development projects. The public workshop is scheduled to be held on May 15, 2019 at 6 pm inside the apparatus bay at Fire Station 4.

UPDATED INFORMATION:

The County mailed out a notice to the residents per their noticing requirements and District staff walked the neighborhood and informed and invited our neighbors to attend the public workshop by providing them with a copy of the public outreach flyer.

The Fire Board is encouraged to attend this important community meeting to listen to feedback from the neighbors and community. One of the reasons WLC was selected was because of their interactive and collaborative approach to this particular phase of the proposed Fire Station project.

This same type of approach was successfully used in both of the prior two Fire Station Projects. Involving the community as to the exterior and visible aesthetics and functionality of this critical facility helps to create needed understanding, acceptance and excitement around this important essential services facility.

Attached are the elevations, site and floor plans for the Station 4 project which will be shared with the public during the public workshop. The Chief and Staff wanted to make sure you received these in advance of workshop so you can speak to project if engaged by the public.

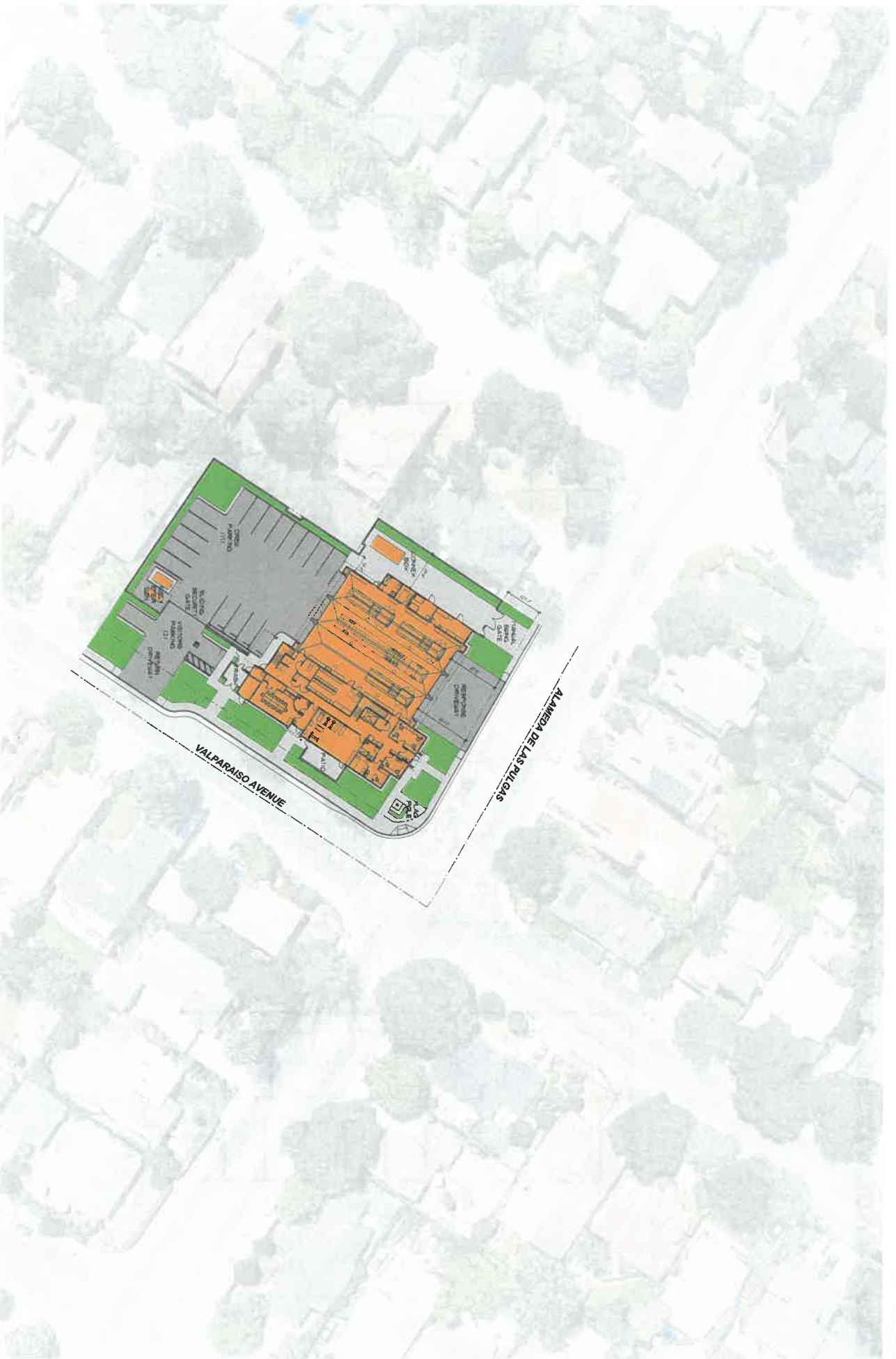
Important Information about Fire Station 4:

Station 4 has the largest and most geographically diverse response area in the Fire District. It covers more jurisdictions within the District than any other of the seven Fire Stations.

- 37% of Station 4's response area is in Atherton
- 44% of Station 4's response area is in Menlo Park
- 5% of Station 4's response area is in Sequoia Tract (County)
- 13% of Station 4's response area is in West Menlo Park (County)
- 1% of Station 4's response area is in Stanford Lands – SLAC (County)

ATTACHMENT

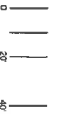
- A. Site and Floor Plans
- B. Elevations
- C. Public Outreach Flyer
- D. County Public Notice



MENLO PARK FIRE STATION No. 4
PROPOSED SITE LAYOUTS

08/26/2019

SITE ADDRESS: AC



SCALE: 1" = 80'



TRUE NORTH

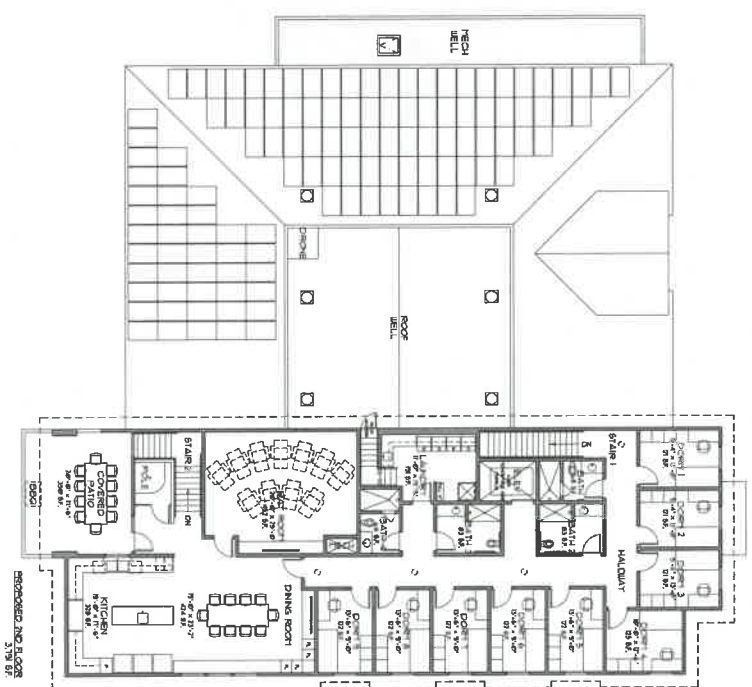
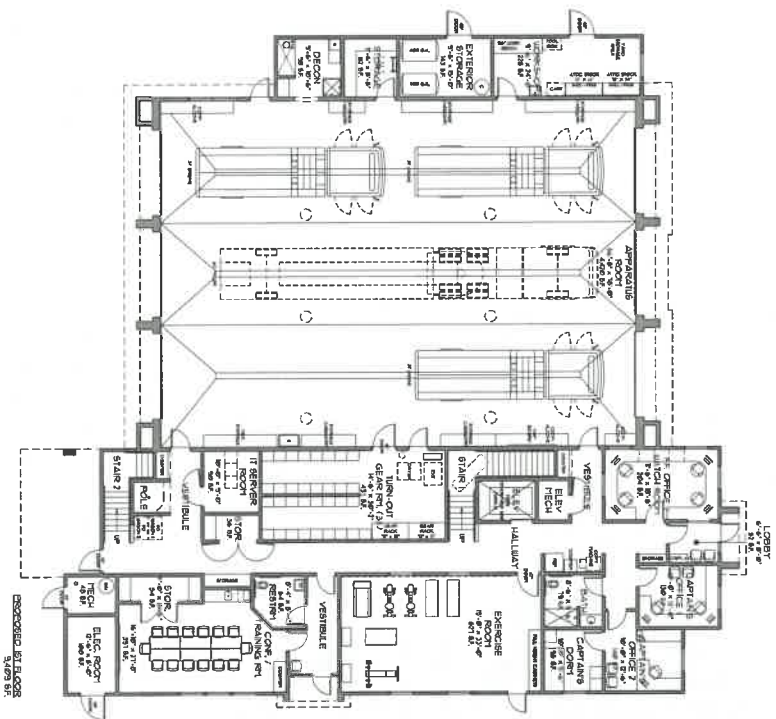


PROJECT NORTH

MENLO PARK FIRE STATION No. 4

MENLO PARK, CA
MENLO PARK FIRE DISTRICT





MENLO PARK FIRE STATION No. 4
PROPOSED FLOOR PLANS
000607018 SITE 10.053 AC BUILDING 13,200 S.F.
SCALE: 1/8" = 1'-0"
TRUE NORTH PROJECT NORTH

MENLO PARK FIRE STATION No. 4
MENLO PARK, CA
MENLO PARK FIRE DISTRICT



















NEWS FOR OUR MENLO PARK NEIGHBORS

Menlo Park Fire Protection District Proposes to Replace Alameda De Las Pulgas Fire Station 4 with a New, Expanded Fire Station

The Menlo Park Fire Protection District is recommending to the County of San Mateo Planning Commission the replacement of the current 70-year old fire station at 3322 Alameda De Las Pulgas with a new facility to accommodate increased staffing and service needs for areas in both Menlo Park and Atherton.

This project would demolish the existing Fire Station 4 and single family residence, and merge the existing lot with an adjacent property on Valparaiso to make room for a new fire station. Operation of the fire station would continue throughout construction. The Firefighters will temporarily operate out of the District owned residential home on Valparaiso and an apparatus structure would be temporarily erected during the construction of the new fire station.

The new fire station would have:

- § Contemporary architectural style
- § Two-story firehouse with a public lobby, three offices, living quarters for on-duty firefighters and utility space
- § Three apparatus bays all of which will accommodate the District's largest ladder truck
- § Drive-through station for the fire apparatus, ample parking, including a van accessible space
- § Conference room for trainings and meetings.
- § Emergency back-up generator and a 1000-gallon above ground fuel storage tank.



Do you have questions, comments or concerns? We'd love to hear from you.



MENLO PARK
FIRE PROTECTION DISTRICT

Give us a call at 1-650-688-8577
or email us at ionh@menlofire.org



COUNTY OF SAN MATEO PLANNING AND BUILDING

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www.planning.smcgov.org

NOTICE OF PRE-APPLICATION WORKSHOP

A public workshop to review and take public comment on the proposed replacement fire station located at the existing Menlo Park Fire Protection District Station 4 site.

Project Description: Menlo Park Fire Protection District is proposing to: (1) merge the existing 22,433 sq. ft. fire station parcel (APN: 074-036-240) with the adjacent residential 6,000 sq. ft. parcel (APN: 074-036-220), resulting in an approximate 28,433 sq. ft. parcel; (2) demolish the existing 4,020 sq. ft. single-story fire station and existing 2,050 sq. ft. residence; and (3) construct a new 13,200 sq. ft. two-story fire station on the merged parcel. The new station will include three apparatus bays, offices, conference room, crew dorms, crew restrooms, kitchen, dining area, day rooms, workshop, fitness, and storage rooms. The development will include the removal of 11 trees for the expanded building footprint, perimeter fencing, an emergency generator, fueling tank, trash enclosure, parking, and new landscaping. The site will also house an existing fire district owned con-ex container for emergency supplies. All fire engines will continue to exit the station onto Alameda de las Pulgas.

The meeting details are as follows:

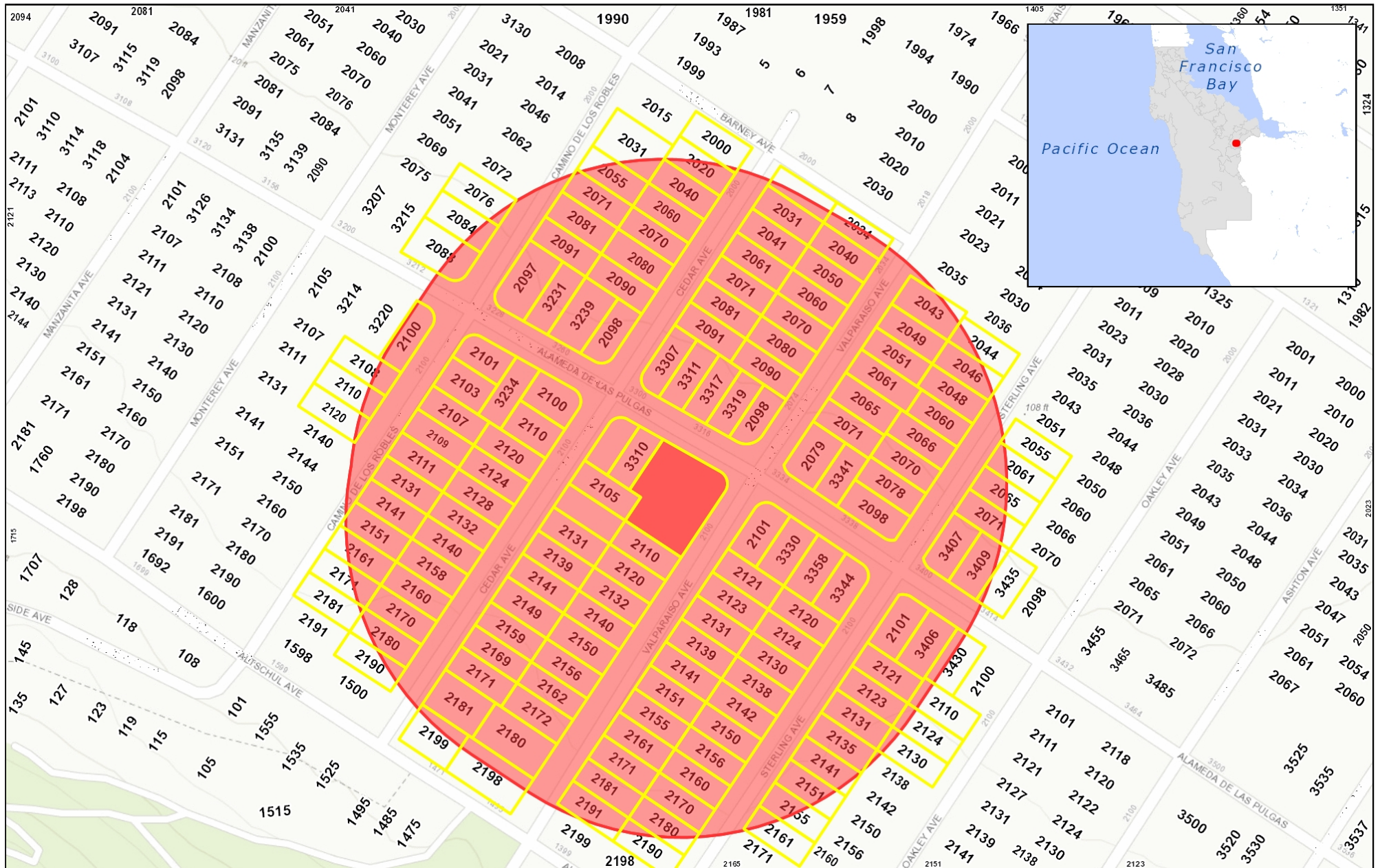
Meeting Date: Wednesday, May 15, 2019
Meeting Time: 6:00 p.m. – 7:30 p.m.
Meeting Location: Menlo Park Fire Dept. - Station No. 4
Apparatus Bay
3322 Alameda de las Pulgas
Menlo Park, CA 94025
Project File Number: PRE 2019-00013
Parcel Numbers: 074-036-240, -220
Project Location: 3322 Alameda de las Pulgas
West Menlo Park, CA 94025
Project Applicant: Jon Hitchcock
Menlo Park Fire Protection District
170 Middlefield Road
Menlo Park, CA 94025
Property Owner: Menlo Park Fire Protection District
170 Middlefield Road
Menlo Park, CA 94025
Webpage: <https://planning.smcgov.org/events/pre-application-workshop-menlo-park-fire-station-no-4>

Purpose of Workshop: In January 1999, the Board of Supervisors adopted new Zoning Regulation requirements for a Public Workshop to be held for major development projects. The purpose of the Public Workshop is to provide for and foster early public involvement and input and, to the extent feasible, resolve potential issues before the project advances significantly in the County's formal review process. The Public Workshop does not constitute a project permit submittal, thus, no decisions are made on the development at this stage.

Applicable Regulations, Review, and Approvals Required: This development proposal requires a Use Permit. After the workshop and consideration of the comments submitted, the applicant may revise their project, if they so desire, prior to formal permit submittal. At the time of formal project submittal, the Planning Department will review the project for General Plan and Zoning Regulations conformance in addition to environmental review.

Following the environmental review, the Planning Commission will consider the proposal at a noticed public hearing.

For Further Information: If you have any questions regarding the Public Workshop or project, please contact Bryan Albini, Project Planner, Telephone: 650/363-1807, or E-mail: balbini@smcgov.org.



0.11 0 0.06 0.11 Miles

WGS_1984_Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.

1:3,559



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



Town of Atherton

91 Ashfield Road
Atherton, California 94027

Phone 650-752-0500
Fax 650-688-6528

Partnership Opportunities with the Menlo Park Fire Protection District

- Rail Crossing Improvements
 - The Town and the District could partner on pursuit of rail crossing improvements at Watkins Avenue and Fair Oaks.
- Quad Gates @ Watkins
 - The Town and the District could partner on pursuit of Quad Gates at Watkins Avenue
- Grade Separation Contribution
 - The District could make a significant financial contribution in support of Grade Separation Projects in Town.
- Sprinkler systems in Civic Center
 - The District could fund the installation of Fire Protection Systems (alarms and sprinklers) within the new Town Center facilities.
- Financial Contribution to EOC
 - The District could make a financial contribution toward the Emergency Operations Center construction in the new Council Chambers.
- Annual Grant Fund for Public Safety Programs
 - The Town and District could collaborate on an Annual Grant Fund for Public Safety and Emergency Preparedness Programs and Opportunities in Town. Potential grant recipients:
 - Schools
 - ADAPT
 - CERT
- Payoff of Atherton Share of Long-Term Pension Liability
 - The District could commit to funding 100% of the Atherton share of CalPERS Pension Liability for the District based on service area of assessed valuation percentages.
- Bike Lanes (Widening for lanes)
 - The District could financially support the improvement of bicycle lanes throughout Atherton.
- Emergency Lane down center of ECR
 - The District could financially support the development of an Emergency Lane down the center of El Camino Real.
- Upgrades to Fire Flow System (work with CalWater)
 - The District could work with CalWater to improve the Town's Fire Flow systems.
- Atherton Funds Audit
 - The District could committee toward an annual audit report of Atherton property tax contributions to the District balanced against District expenditures in Atherton.
- Channel Cover - Bike & Ped
 - The District could financially commit toward a project to cover the Atherton Channel at Marsh Road for bicycle and pedestrian improvements
- Bridges into the Park (load capacity issues)
 - The District could financially commit toward projects to improve the load capacity of bridges



**Executive Summary
Town of Atherton
Fire Services Fiscal Review**

- throughout Atherton, to include the Park.
- Contribution to Atherton Active Shooter Drills
 - The District could commit toward financially supporting Active Shooter Drills in Atherton.
 - Traffic Control Device Allocation throughout Town
 - The District could commit toward financially supporting the installation of approved Traffic Control Devices throughout Town.
 - Pay for Resident's Contribution to Ambulance Services
 - The District could commit toward offsetting the cost of local resident fees for Ambulance Services.
 - EMT's on Motorcycles
 - The District could commit toward improving EMT services through the use of alternative modes of service delivery – such as motorcycles.
 - Surplus Materials
 - The District could commit toward working with the Town to develop a surplus safety equipment program for Town use.



Menlo Park Fire Protection District

Fire Chief
Harold Schapelhouman

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Board of Directors
Virginia Chang Kiraly
Robert Jones
Chuck Bernstein
Jim McLaughlin
Robert J. Silano

May 7, 2019

To: Board of Directors

Re: April 30, 2019, joint meeting with the City of Menlo Park liaisons and City Manager

Recap from City Manager Starla Jerome-Robinson:

1. Traffic Control Devices – John Johnston is working with the City to review the pilot installations of the Belle Haven Neighborhood Traffic Management Plan. Any safety issues that arise will be addressed.
2. LRAD – demo will be provided at the Grand Opening on June 20th. Appropriate personnel (Ryan will reach out to Chief Bertini) at the District and the City will work together to test different locations as well as evaluate the total equipment and installation costs during the next six months or so. A budget proposal can be provided after an evaluation of the testing success, including an evaluation of the distance that the siren can be heard.
3. CERT and Community Engagement – the Chiefs will be meeting on 5.13.19 and can address coordinating events and community outreach. Mayor Mueller brought up a successful model named Neighborhood Empowerment Network (a strong model that could be used to innovate off of). Additional discussion about using existing events to further the basics of preparation for an emergency event, other than those efforts that intersect with the work performed by CERT. The emphasis was on supporting and not duplicating efforts.
4. Discussion of the intersection at Middlefield and Linfield. Starla to follow up with current status, and any available information.
5. Discussion about possibilities of a joint EOC. Starla explained that a proposed budget is included in the preliminary Capital Improvement Plan which will be released soon. Once City Council has had an opportunity to review and discuss, the idea of a joint effort can be further explored.
6. Purchase of City land for Station 77. Fire Board expressed interested in purchasing the land. Discussion about neighborhood outreach needed. Fire Department will circle back when they think it is appropriate.

“Excellence In Service”