



October 18, 2010

The Advisory Fire Commission met at a regular meeting on Monday, October 18, 2010, at 7:00 p.m. Chairman Egan called the meeting to order and led the salute to the flag.

ROLL CALL:

Present:	Commissioners:	Richard Chapman – At Large #2 Barry Cunningham – District IV Don Delcollo – District I Mike Egan – At Large #1 Walter Fields – District V Bill Granados – District II Ed Haynes – District III Melvin Chappel (Alternate – District V) Denis Jackson (Alternate – District III)
	Assistant Chief:	Rich Grace
	Fire Marshal:	Lewis Broschard
Absent:	Fire Chief:	Daryl Louder Dylan Reinhold (Alternate – District IV)

SERVICE AWARDS: Battalion Chief Mark Ferrara was present to receive his 25-year award.

PUBLIC HEARING:

Chairman Egan opened the public hearing. Hearing no objections or protests to the October 9, 2010 Abatement Report, the hearing was closed. He then asked for a motion to adopt the "Resolution of Confirmation" confirming the October 9, 2010 Abatement Report in the amount of \$37,340.39. Commissioner Haynes moved that the Commission adopt the Resolution of Confirmation confirming the Abatement Report, seconded by Commissioner Cunningham. All in favor, motion carried.

Commissioner Cunningham made an additional motion to have District staff adjust or modify any charges found to be incorrect because the charge was entered:

- a) more than once,
- b) through clerical error,
- c) through the error or mistake of a material fact, or
- d) illegally

Motion seconded by Commissioner Haynes. All in favor, motion carried.

PUBLIC COMMENTS:

Citizen Request re: Exterior Hazard Control Division Charges -

Mr. Robert Smith was present to request assistance with a weed abatement matter involving his neighbor Mr. Boster Chinn. The District's contractor did some abatement work on the two parcels listed below belonging to Mr. Chinn and in the process also abated about a 400 square foot area that belongs to Mr. Smith. The charges for Mr. Smith's parcel were charged to Mr. Chinn, which is now a lien on Mr. Chinn's property tax bill. Mr. Chinn is requesting that Mr. Smith pay for half of the total abatement work performed which Mr. Smith feels is inaccurate. Mr. Smith is requesting that the District provide some assistance in this matter. Assistant Chief Grace stated that he will have Fire Marshal Broschard contact Mr. Smith to resolve this matter.

Contact Info. for Mr. Robert Smith: APN: 173-171-002-4
1338 Homestead Ave., Walnut Creek 94598
(925) 250-5141

Contact Info. for Mr. Boster Chinn: APN: 173-171-021-4 and 173-171-003-2
1314 Homestead Ave., Walnut Creek 94598

CONSENT ITEMS:

AUGUST 9, 2010 MEETING MINUTES:

Commissioner Cunningham made a motion to approve the August 9, 2010 meeting minutes as written. Motion was seconded by Commissioner Fields. All in favor, motion carried.

ACCEPT AND FILE REPORTS:

After review, the reports listed below were accepted and filed.

Personnel Report – Reviewed/discussed report of October 12, 2010.

Operating Budget – Reviewed/discussed report of August 31, 2010.

- Accounts 2270, 2281, 2282, 2310, 2314: Commissioners Cunningham and Haynes inquired as to why these accounts have encumbrances when they normally do not. Assistant Chief Grace will have C.A.S. Lorrekovich respond to Commissioners Cunningham and Haynes on this issue.
- Account 3505 – Retire Other Long Term Debt/Lease Purchase: Has an Unencumbered Balance of \$ -118,901. Commissioner Cunningham inquired as to why we went over the appropriation amount. Chief Grace will ask C.A.S. Lorrekovich to respond to Commissioner Cunningham on this issue.

- Commissioner Haynes would like to know the breakdown of actual total revenue for the FY 09/10 year (property tax role yield, contracts, Engineering fees, etc.). Would also like to know the carryover balance when the final year-end figures are available. Chief Grace will refer this issue to C.A.S. Lorrekovich for response when the figures are available to us.
- Account 3620 – Gen Svc-Requested Mntce – Has an unencumbered amount of \$ -53,463. Chairman Egan would like an explanation of this amount. Chief Grace will refer to C.A.S. Lorrekovich for response.

Fire Prevention Report – Reviewed/discussed August/September 2010 report.

Incident Summary Reports – Reviewed/discussed August/September 2010 reports.
Additional comments:

- August - Commissioner Cunningham gave special mention to Stations 6, 8, 9 and 86 for meeting or exceeding their turn-out time goal for the month.
- September - Commissioner Cunningham gave special mention to Stations 6, 9, 15, 69 and 81 for meeting or exceeding their turn-out time goal for the month.
- Call Volume – Commissioners would like to see the total number of units responding on all calls incorporated in this report – not just the first-in company as presently reflected in this report. Want to see a true reflection of actual workload for each unit. Chief Grace will refer this to I.S. Manager Crawley.
- Auto Aid Figures – Commissioners are requesting clarification on what these figures mean. Chief Grace will check into this and report back to the Commission.

Suppression Leave Summary - Reviewed/discussed July/August 2010 reports.
A continuing concern is the amount of overtime hours and also whether the 48/96 Schedule is a contributing factor. Commissioner Chapman would like to know if the number of mandatory overtime shifts can be added to this report.

Correspondence – Reviewed.

Commissioner Cunningham made a motion to accept the file reports as written, seconded by Commissioner Haynes. All in favor, motion carried.

FIRE CHIEF'S REPORT – Reviewed/discussed report of October 12, 2010.

UNFINISHED BUSINESS:

Decision on 2008 Weed Abatement Charges:

APN: 430-102-014 – 6060 Skyline Drive, El Sobrante

Property Owner: Darold Sims
46 Madrona Street
Mill Valley, CA 94941-1812
(415) 509-3415

Mr. Darold Sims was not present at this meeting. After review of Fire Marshal Broschard's written findings dated October 8, 2010 detailing his investigation into charges on above parcel, Commissioner Cunningham made a motion to uphold the findings of staff and charges shall remain with no reduction/refund/change. Motion was seconded by Commissioner Granados. All in favor, motion carried.

Bylaws Approval/Adoption: Commissioner Granados, Bylaws Committee member, requested that the Commission make a motion to approve/adopt the Bylaws as submitted. Commissioner Fields made a motion to approve/adopt Bylaws as provided. Motion was seconded by Commissioner Delcollo. All in favor, motion carried. Bylaws will be submitted to Board of Supervisors for final approval/adoption.

NEW BUSINESS:

Declaration of Surplus Property - Report of October 12, 2010 consists of two light vehicles. Commissioner Haynes made a motion to approve the surplus equipment list as provided, seconded by Commissioner Cunningham. All in favor, motion passed.

Discussion Item: Annual Report to Board of Supervisors – General discussion occurred on this matter. Chairman Egan then requested that the Commissioners submit their written comments to staff person Vicki Wisher for inclusion in the Annual Report.

COMMISSIONER COMMENTS:

Commissioner Cunningham: Glad to hear that Engine 14 has the Water Tender back in service.

Commissioner Chapman: Attended the Strategic Planning Retreat as a Commission representative and found it to be very interesting with great participants. The top five problems identified were: 1) Staffing – Overtime/Fatigue, 2) Financial Issues, 3) Succession Planning, 4) 48/96 Work Schedule Issues/Factors and 5) Accountability.

Commissioner Granados: Also attended the Strategic Planning Retreat as a Commission representative and feels it provided excellent information for the Fire Chief. He is still attending the Board of Supervisors meetings as a liaison to the Board when District-related items are on the agenda.

Commissioner Egan: Expressed his thanks to Commissioners Chapman and Granados for participating in the Strategic Planning Retreat on behalf of the Commission. Thank you also to Commissioners Granados, Cunningham and Haynes for their work on the Bylaws Committee.

Commissioner Delcollo: None

Commissioner Fields: Discussed some of the concerns generated by the 48/96 Shift Schedule.

Commissioner Haynes: Inquired as to whether the District has a method of tracking hours worked so as not to exceed the limit of 120 maximum consecutive work hours. Chief Grace noted that our staffing system tracks these figures.

Commissioner Chappel (Alternate): Briefly discussed his concerns regarding the proposed parcel tax/benefit assessment that the District is considering. It is his position that the Commission should express in writing to the Board of Supervisors that such monies would not go towards firefighter salaries/benefits as this is likely to be a large concern of the public. Chairman Egan will seek input from Commission members and then write the letter and Commissioner Granados will deliver to the Board.

NEXT MEETING DATE AND TIME: Commissioner Cunningham made a motion to adjourn the meeting, seconded by Commissioner Fields, to:

Next Regular Meeting: Monday, December 13, 2010, 7:00 p.m.

All in favor, motion passed. Meeting adjourned at 9:21 p.m.



Vicki Wisler, Recording Secretary