December 12, 2011

The Advisory Fire Commission met at a regular meeting on Monday, December 12, 2011 at 7:00 p.m. Due to the brief absence of Chair Mike Egan, Vice Chair Edward Haynes 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
- Ed Haynes – District III
- Walter Fields – District V
- Melvin Chappel (Alternate – District V)
- Matt Guichard (Alternate – District II)
- Dylan Reinhold (Alternate – District IV)

Assistant Fire Chief:
- John Ross

Fire Marshal:
- Lewis Broschard

Absent:
- Fire Chief: Daryl Louder
- Commissioners:
- Bill Granados – District II
- Denis Jackson (Alternate – District III)

PUBLIC HEARING:

Vice Chair Haynes opened the public hearing. Hearing no objections or protests to the December 7, 2011 Abatement Report, the hearing was closed. He then asked for a motion to adopt the "Resolution of Confirmation" confirming the December 7, 2011 Abatement Report in the amount of $23,687.85. Commissioner Delcollo moved that the Commission adopt the Resolution of Confirmation confirming the Abatement Report, seconded by Commissioner Cunningham. Commissioner Delcollo voiced his concerns regarding rates charged by the District’s abatement contractor. Commissioners Delcollo and Cunningham both voiced concerns over equipment requirements of contractors. General discussion followed with Chief Broschard noting that the contract is presently under review and that fees charged to property owners are to recover contractor and administrative costs. A vote on Commissioner Delcollo’s motion was then taken. All in favor, motion carried.
Commissioner Delcollo 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 Fields. All in favor, motion carried.

PUBLIC COMMENTS: None

CONSENT ITEMS:

OCTOBER 8, 2011 MEETING MINUTES:
Commissioner Egan noted a name correction in the ‘Commissioner Comments’ portion of the minutes. Commissioner Delcollo made a motion to approve the October 8, 2011 meeting minutes as corrected. Motion was seconded by Commissioner Haynes. All in favor, motion carried.

ACCEPT AND FILE REPORTS:

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

• Commissioner Egan requested a cost basis analysis of utilizing contract/temporary fire equipment mechanics vs. permanent mechanics. Chief Ross will refer this request to Assistant Chief Grace.
• Paramedic Staffing/Second Medic Status/Division Operating Costs - Commissioner Fields requested a breakdown of the EMS Division budget. Chief Ross will supply this information.

Operating Budget –
Acct. #2310 – Non-County Professional Specialized Services: Commissioner Cunningham requested a list of appropriations for this account. Chief Ross will refer this request to CAS Jackie Lorrekovich.

• Fire Investigation Unit – Out of District Fire Investigations: General consensus of the Commission is that Fire District taxpayers should not be subsidizing the costs of providing investigation services to other county fire departments without receiving reimbursement for such services. Chair Egan requests that this matter be added by Chief Louder to the agenda of the District’s next Board of Directors meeting. A representative of the Commission would be willing to make the presentation to the Board of Directors if needed.
Incident Summary Reports – Reviewed/discussed October/November 2011 reports.
- October – Commissioner Cunningham gave special mention to Stations 2, 5, 6, 81, 82 and 84 for meeting or exceeding their turn-out time goal for the month.
- November – Commissioner Cunningham gave special mention to Stations 2, 6, 10, 81 and 83 for meeting or exceeding their turn-out time goal for the month.

Suppression Leave Summary - Reviewed/discussed September/October 2011 reports.

Correspondence – Reviewed.

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

Additional comments:
- Battalion 2 quarters will be relocated to Station 6 as of December 28th. Battalion 1 and 2 realignment is also effective that date.
- New ladder truck – Should be delivered from Pierce in late January/early February.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Declaration of Surplus Property – Report of November 29, 2011 consists of miscellaneous computer equipment. Commissioner Cunningham made a motion to approve the surplus equipment list as provided, seconded by Commissioner Fields. All in favor, motion passed.

COMMISSIONER COMMENTS:

Commissioner Fields:
- Requested that Commissioners be provided information on District issues where possible so as to increase their awareness of District business/activities.

Commissioner Guichard (Alternate):
- Spoke on behalf of Commissioner Granados: Thank you to Commissioner Chapman on a job well done for his presentation before the District’s Board of Directors at their December 16th meeting.

Commissioner Delcollo:
- Attended Firefighter Academy #45 graduation ceremony on November 29th.

Commissioner Chapman:
Re: Presentation at the December 16th Board of Directors Meeting:
- Proposed Parcel Tax Measure - Conveyed Director Uilkema’s request that the members of the Commission be involved/engaged in the public outreach process on
this tax measure. Commissioner Chapman noted that the Commission needs guidance on what is permissible as far as public outreach. Chief Ross commented that a request has been made to County Counsel to provide the District with the scope of allowable activities during this process. He will ask the Fire Chief to also seek an opinion on the legal parameters for the members of the Commission. The Commission will be advised when a response from County Counsel has been received.

**Commissioner Cunningham:**
- Attended Firefighter Academy #45 graduation ceremony on November 29th.

**Commissioner Chappel (Alternate):**
- Thanks to Commissioner Chapman for attending the entire session of the December 6th Board of Directors meeting. Suggested that the Commissioners who were not in attendance take the time to view the online video on the County website. Feels that it would be prudent to utilize one spokesperson to speak as the common voice for the Commission in any presentations before the Board.

**Commissioner Egan:**
- Inquired as to whether there had been any further discussions of combining Stations 16 (CCCFPD) and 43 (Moraga-Orinda). Chief Ross commented that this will not be happening due to various reasons. The District is looking at providing a new modular building at the existing Station 16 site for the short term with the long-term goal being to eventually provide a new station on Mt. Diablo Boulevard.
- Asked that Con Fire Bulletins be emailed to Commissioners.
- Wished a Merry Christmas and happy holidays to all.

**Commissioner Haynes:**
- Attended Firefighter Academy #45 graduation ceremony on November 29th.
- Asked Commissioners to think about whether the regular meeting of the Commission should be moved closer/prior to the date of the Board of Directors meetings.

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

Next Regular Meeting: February 2011 at 7:00 p.m., Date To Be Determined

All in favor, motion passed. Meeting adjourned at 9:15 p.m.

Vicki Wisher, Recording Secretary