The Advisory Fire Commission met at a regular meeting on Monday, April 9, 2012, 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)
            Dylan Reinhold (Alternate – District IV)
            Daryl Louder

            Fire Chief:  Matt Guichard (Alternate – District II)

Absent:  Commissioners

PUBLIC COMMENTS:  None

CONSENT ITEMS:

FEBRUARY 21, 2012 MEETING MINUTES:

Commissioner Cunningham made a motion to approve the February 21, 2012 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.

- Commissioner Cunningham applauded the permanent appointment of Floyd Searle to Lead Fire Equipment Mechanic.
- Commissioner Chapman acknowledged that the District is losing some good employees due to retirements.
**Operating Budget** – Reviewed/discussed report of March 12, 2012 (Accounting Period 8+).

- Commissioner Haynes asked what was included in line item 2310. Chief Louder responded that it may include temporary clerical help; limited term employees – Vicki Wisher, Brian Cisterman in Training, and Lela Easter. It also would likely include the consultant for the tax measure.
- Commissioner Cunningham asked if the District is on target with the budget or if we will need to tap the reserve fund. Chief Louder responded that we are a percentage or two over budget and will draw on the reserve fund.
- Commissioner Egan asked Chief Louder for an explanation of line item 1046 “Excess Retirement Benefit.” Chief Louder responded that would get clarification from Jackie Lorrekovich, Chief of Administrative Services.
- Commissioner Egan also asked why line item 1063, Unemployment Insurance, consistently exceeds the $1,000 appropriation. Chief Louder replied that the District is on a pay-as-you-go system because historically, the claims for unemployment in the Fire District have been very low.

**Fire Prevention Report** – Reviewed/discussed February/March 2012 report.

- Commissioner Haynes noted the addition of Fire Inspector Chrishana Fields, bringing eight years' experience from Sac Metro Fire Department. He also commended the good work by fire inspectors in arresting the Training Facility burglary suspect.
- Commissioner Fields asked if the East Contra Costa Fire District had adopted the MOU for fire prevention and fire investigation services. Chief Louder responded that it was still with County Counsel.
- Commissioner Chapman noted that Fire Marshal Broschard attended a one-week public information officer course and asked if that was now part of his duties. Chief Louder responded that the Public Information Officer position had been eliminated prior to his arrival but because there was still a need, Fire Marshal Broschard and the two Fire Prevention captains share that responsibility with FM Broschard being the primary contact.
- Commissioner Cunningham expressed concern that since the adoption of the Administrative Citation Ordinance, the District will have to go to court to prove a hazard. Chief Louder explained that the ordinance gives the District enforcement authority if there are occupancies or folks that do not correct notices of violation. He added that there is an appeal process.

**Incident Summary Reports** – Reviewed/discussed February/March 2012 report.

- February – Commissioner Cunningham gave special mention to Stations 6, 69, 83 and 85 for meeting or exceeding their turn-out time goal for the month.
- March – Commissioner Cunningham gave special mention to Stations 6, 10, 18, 69, 84 and 85 for meeting or exceeding their turn-out time goal for the month.

**Suppression Leave Summary** – Reviewed/discussed February 2012 report.
Commissioner Haynes commented on the high number of personnel on overtime. Chief Louder responded that there are 32 captain and engineer vacancies and overtime is
necessary to meet the mandatory minimum staffing. He added that the District is in the process of equalizing the shifts due to retirements.

**Correspondence** – Reviewed.

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

Commissioner Egan asked the Chief, as part of the District's city liaison program, if it would be helpful for the commissioners to attend the city council meetings. Chief Louder said that he could ask the battalion chiefs to notify them of the meetings.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Declaration of Surplus Property** - Report of April 3, 2012 consists of 8 displays, 3 MFP's, 2 CPU's. Commissioner Haynes made a motion to approve the surplus equipment list as provided, seconded by Commissioner Fields. All in favor, motion passed.

**COMMISSIONER COMMENTS:**

**Commissioner Haynes:**
- Commented that he had seen Rural Metro ambulances in the area and inquired as to whether anyone had any information about them. Commissioner Fields responded that they have a contract with Kaiser for inter-facility transfers.
- Commissioner Haynes also commented on the “Significant Incident” report distributed by BC Stewart regarding the incident at Treat Blvd. and Oak Grove Road and stated that our crews did an admirable job and should be commended.

**Commissioner Fields:**
- Commissioner Fields passed along kudos to the engine companies that responded to an accident with five critically-injured at Deer Valley and Lone Tree (E88’s first in).
- Also in early March, he worked with E88 as first-in on a fatal motorcycle accident. “E88 did an awesome job in very difficult circumstances with family present – very emotional.”

**Commissioner Granados:** Commissioner Granados brought to the attention of the Commission an organization that supports families of fallen safety personnel in Contra Costa County called the “Hundred Club” – so called because the annual dues are $100. Some of the events they hold to raise money are crab feeds, picnics and golf tournaments. He encourages membership and support of the organization.
Commissioner Chapman: Echoed the sentiments of Commissioner Granados about the Hundred Club and added that it is run by top quality people with money going directly to those that need it immediately.

Commissioner Cunningham:
- Commissioner Cunningham commended the crews from Engines 8 and 11 for quickly getting to and extinguishing a structure fire by the Pavilion in early April. Chief Louder mentioned that the incident was posted on Facebook and reminded the Commissioners to check it out periodically.
- Referencing the Suppression Leave Summary overtime costs, he suggested looking at the staffing methods utilized by Virginia Beach. The Chief responded that if the tax measure is not successful, we would not hire the overtime positions back, and automatically go down five to six rigs per day resulting in a service reduction. In regards to looking at Virginia Beach as a staffing model, Chief Louder mentioned that their resources are significantly greater than those of Contra Costa Fire.

Commissioner Reinhold (Alternate): He thanked Vicki Wisher for all her years of service.

Commissioner Chappel (Alternate): Extends his kudos and deep appreciation to the crews responding to recent accidents in Antioch and Concord where lives were lost.

Commissioner Haynes expressed concern for personnel who respond to these types of incidents and the trauma incurred. He asked Chief Louder what kind of counseling employees receive. Chief Louder responded that critical incident stress management is offered and they are also working on implementing a chaplain program.

**NEXT MEETING DATE AND TIME:** Commissioner Egan adjourned the meeting at 8:30 p.m.

Next Regular Meeting: Monday, June 11, 2012 at 7:00 p.m.

Shawn de Leuze, Recording Secretary