The Advisory Fire Commission met at a regular meeting on Monday, April 8, 2013, at 7:00 p.m. Chairman Egan called the meeting to order and led the salute to the flag.

**ROLL CALL:**

**Present:** Commissioners:  
Barry Cunningham – District IV  
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)

Fire Chief:  
Daryl Louder

Assistant Fire Chief:  
Rich Grace

**Absent:** Commissioners  
Richard Chapman – At Large #2

**PUBLIC HEARING:**

Chairman Egan opened the public hearing.

Hearing no objections or protests to the April 3, 2013 Abatement Report, the hearing was closed. He then asked for a motion to adopt the “Resolution of Confirmation” confirming the April 3, 2013 Abatement Report in the amount of $12,689. Commissioner Haynes moved that the Commission adopt the Resolution of Confirmation confirming the Abatement Report, seconded by Commissioner Fields. All in favor, motion carried.

Commissioner Fields 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 Cunningham. All in favor, motion carried.

**PUBLIC COMMENTS:** None
CONSENT ITEMS:

April 8, 2013 MEETING MINUTES:

Commissioner Cunningham made a motion to approve the April 8, 2013 meeting minutes as amended. Motion was seconded by Commissioner Granados. 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 April 2, 2013. Additional comments:

- Commissioner Fields inquired about the total staffing vacancies. Secretary de Leuze responded that the total did not reflect the two recently retired captains and the report would be corrected to reflect 13 vacancies instead of 11.

Operating Budget – Reviewed/discussed report of March 12, 2013 (Accounting Period 8 – 66.67%). Additional comments:

- Commissioner Cunningham noted that it looked like there would be funds available (line item 2270) at the end of the year to purchase a water tender. He added that the District should have some type of vehicle with water supply capability to replace some of the water tenders that the District is losing.


Incident Summary Reports – Reviewed/discussed February/March 2013 reports. Additional comments:

- Commissioner Cunningham gave special mention to Engines 6, 14, and 18 for meeting their turn-out time goal for the month of February.
- Commissioner Cunningham gave special mention to Engines 8, 11, and 22 for meeting their turn-out time goal for the month of March.

Suppression Leave Summary – Reviewed/discussed February and March 2013 reports.

Correspondence – Reviewed.

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

FIRE CHIEF’S REPORT – Reviewed/discussed report of April 8, 2013. Assistant Chief Grace informed the Commission that he would present the Chief’s Fire District Report due to Chief Louder’s attendance at the Lafayette City Council meeting.
Additional comments:

- Regarding the monitoring of impact of response times, Chief Grace noted that response times seem to be most impacted in Station 4’s area.

- Commissioner Fields suggested that instead of adding EMS-only crews, the District alter the way engines are dispatched to “no known injury” types of calls to free up engine companies. Chief Grace responded that the types of calls that engines respond to is being evaluated. He added that Fitch and Associates, who specialize in EMS delivery, has been contracted by the County Administrator’s Office to do an analysis of District operations.

(Chief Louder entered the meeting at 7:50 p.m.)

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Fire Trails:** Commissioner Granados asked Chief Grace what the District’s policy regarding fire trails is this year. Chief Grace responded that firefighters were getting ready to survey the fire trails for accessibility with Scott Bobrosky as the lead. The grading of the trails will start after May 1st. Commissioner Haynes asked if District staff would be doing the grading and Chief Grace responded in the affirmative.

**Community Outreach by Commissioners:** Commissioner Granados emphasized the importance of Commissioners participating in community outreach by attending community/city council meetings.

**District Responsibility of Commissioners:** Commissioner Granados asked fellow Commissioners to reflect on their role and responsibility; such as communicating with the Supervisor of the District/s they represent; being familiar with what stations are in their district as; and generally what is happening in the area. He also stressed the importance of keeping the entire district in mind.

**COMMISSIONER COMMENTS:**

**Commissioner Cunningham:**

- In response to a Contra Costa Times editorial, Commissioner Cunningham expressed that it is unfair for a newspaper or politician to take a shot at the Chief when he is doing the job that he was hired to do.

- Feels the Commissioners and Chiefs need to establish a fiscally responsible model for the fire district. Chief Louder added that the Fitch Study will be looking at a service delivery model.
Commissioner Fields: Reiterated that he is not sold on the first-responder civilian EMS program. He feels it would be better to reprioritize/change the level/types of calls that the District responds to, i.e., falls, public assists that are not known to be injured. He feels it is not necessary to automatically send an ambulance and a fire engine. Chief Louder responded that the District is working closely with County EMS and AMR to look at the best response model and has already implemented some changes.

Commissioner Haynes:

- Expressed his sadness at the Chief’s leaving and added that it has been a very positive relationship with the Commissioners and firefighters in the District. Chief Louder responded that he is leaving due to family obligations, but is giving seven months notice because he cares about and is committed to the organization and community. He is working toward a successful transition.

- Commissioner Haynes asked what the organization will look like with the retirement of Assistant Chief Ross. Chief Louder replied that an Acting Assistant Chief for Operations will be appointed. They are developing an Assistant Chief promotional test. His intent is to promote an Assistant Chief while he is still here to maintain as much stability and continuity in the organization as possible.

Commissioner Chappel: Added that he appreciates the Chief’s professionalism and honesty.

Commissioner Reinhold: Thanked Commissioner Granados for his contribution and dedication as liaison to the Board of Directors.

Commissioner Egan:

- Announced the resignation of District II Alternate Matt Guichard following the February 25th meeting.

- To Chief Louder - echoed the sentiments of fellow Commissioners and expressed his respect for his knowledge, professionalism, and being a straight-shooter. He is very sorry to see him go and appreciates what he has done for the District.

Commissioner Egan adjourned the meeting at 8:55 p.m.

NEXT MEETING DATE AND TIME:

Next Regular Meeting: June 10, 2013, 7:00 p.m.

Shawn de Leuze, Recording Secretary