MINUTES

April 13, 2015

The Advisory Fire Commission met at a regular meeting on Monday, April 13, 2015 at 7:00 p.m. Chairman Tom Chapman called the meeting to order and led the salute to the flag.

ROLL CALL:


Fire Chief: Jeff Carman

Absent: Melvin Chappel (Alternate – District III)

BADGE PINNING CEREMONY

The following personnel were present for the badge pinning ceremony: Assistant Chief Lon Goetsch (promoted March 10).

PUBLIC HEARINGS

A. Chairman Chapman opened the public hearing on the April 8, 2015 Report on the Cost of Abatement.

Commissioner Henderson asked to see more detail on the abatement report in the future. Alternate Commissioner Horn suggested that a copy of the invoice be included. Chief Carman said he would inquire with the Fire Marshal.

Hearing no more objections or protests to the April 8, 2015 Abatement Report, the hearing was closed. He then asked for a motion to adopt the “Resolution of Confirmation” confirming the April 8, 2015 Abatement Report in the amount of $20,471.75. Commissioner Rojanasathira moved that the Commission adopt the Resolution of Confirmation confirming the Abatement Report, seconded by
Commissioner Granados. Said motion carried by a majority vote (AYES: Chapman, Cunningham, Egan, Granados, Haynes, Rojanasathira; NOES: Henderson).

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. Said motion carried by a unanimous vote (AYES: Chapman, Cunningham, Egan, Granados, Haynes, Henderson, Rojanasathira).

**PUBLIC COMMENTS:** None.

**CONSENT ITEMS:**

February 23, 2015 Meeting Minutes:

Commissioner Cunningham made a motion to approve the February 23, 2015 meeting minutes. Motion was seconded by Commissioner Chapman. Said motion carried by a unanimous vote (AYES: Chapman, Cunningham, Egan, Granados, Haynes, Henderson, Rojanasathira).

**ACCEPT AND FILE REPORTS:**

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

- Commissioner Haynes asked that vacancies be provided in the report.
- Commissioner Cunningham added that he would also like to see “necessary” vacancies on the report.


**Fire Prevention Report** – Reviewed/discussed April 8, 2015 report.
- Commissioner Chapman asked when the weed abatement season will start. Chief Carman said that will be covered in the next report, but believes it will start earlier this year.

**Monthly Activity Reports** – Reviewed/discussed February 2015 and March 2015 reports.
- Commissioner Haynes asked to see response statistics by Engine/Truck. Chief Carman confirmed that he can provide stats by Engine/Truck, but not by station at this time.

- Commissioner Rojanasathira added that, in addition to Engine/Truck/Station responses, he would like to see prior year’s statistics for comparison. Chief Carman said that the District is working on an annual report that will include statistics for 2014.

**Suppression Leave Summary** – Reviewed/discussed February 2015 and March 2015 reports.

**Correspondence** – Reviewed.

- Commissioner Cunningham asked if donations received are going to the Hug-a-Bear Program. Secretary de Leuze will check with Chief of Administrative Services Jackie Lorrekovich.

Commissioner Cunningham made a motion to accept and file reports as written, seconded by Commissioner Henderson. Said motion carried by a unanimous vote (AYES: Chapman, Cunningham, Egan, Granados, Haynes, Henderson, Rojanasathira).

**FIRE CHIEF’S REPORT** – Reviewed/discussed report of April 13, 2015.

County Ambulance RFP - Chief Carman clarified that the District would be the contractor and AMR will be the District’s subcontractor.

- Commissioner Haynes asked Chief Carman for a status report on the below items:

  Station 69 – Chief Carman replied that the crews are back in the station and it is fully operational. They have some work to do on the driveway apron.

  Station 17 – A pipe running through the concrete foundation had broken. The crew was evacuated and relocated to Lafayette. The piping and some of the sheetrock was replaced and painted. They have new duct work and a new kitchen. The crews are back in the station.

Apparatus – Members of the Apparatus Committee are currently in Wisconsin at a pre-construction meeting.

Squads – Squad 6 is taking approximately 41% of the calls at Station 6 and Squad 1 is adding two more personnel to the truck if/when needed as well as getting out to Station 4’s area and into Lafayette a little bit quicker. The District is seeing a benefit from both squads.

Station 46 – Chief Carman said that the Moraga-Orinda Fire District received a draft contract back from their attorney today and they have a closed session with their board on Wednesday, April 15.
UNFINISHED BUSINESS: None

NEW BUSINESS:

A. Discussion Item: Support Letter (Granados) – Commissioner Granados presented a sample letter that may be utilized by the Commission to convey its position to the Board of Directors on a given topic.

- Commissioner Cunningham suggested including reference to the “Fire Board of Directors’ meeting agenda item” for clarification.

- Alternate Commissioner Horn suggested the following language be inserted: The Commission, after full consideration, including public comment, supports or does not support the particular item. He also suggested adding the Commission vote.

- Commissioner Chapman suggested this support letter be reviewed by County Counsel.

- Commissioner Chapman asked that this item be brought back to the June 8 meeting under “Unfinished Business.”

COMMISSIONERS’ COMMENTS / ITEMS FOR FUTURE AGENDAS:

Commissioner Haynes suggested removing the vegetation at the corner of Station 4.

Commissioner Chapman asked that the status on monthly activity reports be agendized for the June 8 meeting.

Commissioner Cunningham made a motion to adjourn the meeting; seconded by Commissioner Granados. Said motion carried by a unanimous vote (AYES: Chapman, Cunningham, Egan, Granados, Haynes, Henderson, Rojanasathira).

Meeting adjourned at 8:33 p.m.

NEXT MEETING DATE AND TIME:

June 8, 2015, 7:00 p.m.

U:\SRMGRS\FC\April 13, 2015 AFC Minutes Shawn de Leuze, Recording Secretary