MINUTES
December 14, 2015

The Advisory Fire Commission met at a regular meeting on Monday, December 14, 2015 at 7:00 p.m. Chairman Tom Chapman called the meeting to order and led the salute to the flag.

ROLL CALL:

Present: Commissioners: Richard “Tom” Chapman – At Large #2
Mike Egan – At Large #1
Debra Galey – District IV
Bill Granados – District II
Ed Haynes – District III
Nat Rojanasathira – District V
Erling Horn (Alternate – District II)

Fire Chief: Jeff Carman

Absent: None

BADGE PINNING CEREMONY

The following personnel were present for the badge pinning ceremony: Fire Captain Sean Carder (promoted December 1), Fire Captain Jared Palant (promoted December 1) and Deputy Chief Broschard (promoted December 1).

SERVICE AWARDS

Chief Carman presented Captain Sean Carder with a 10-year service pin.

PUBLIC HEARINGS:

A. Chairman Chapman opened the public hearing on the December 14, 2015 Report on the Cost of Abatement. Hearing no objections or protests to the November 18, 2015 Abatement Report, the hearing was closed. He then asked for a motion to adopt the “Resolution of Confirmation” confirming the November 18, 2015 Abatement Report in the amount of $8,096.93. Commissioner Rojanasathira moved that the Commission adopt the Resolution of Confirmation confirming the Abatement Report, seconded by Commissioner Granados. Said motion carried by a unanimous vote (AYES: Chapman, Egan, Galey, Granados, Haynes, Rojanasathira).

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

PUBLIC COMMENTS: Mr. Dang addressed the committee about a bill he received from the District. Commissioner Granados asked if it was for weed abatement. Mr. Dang confirmed it was.
- Commissioner Galey suggested the committee ask staff to get the details, summarize the information and put the issue on the next agenda.
- Commissioner Rojanasathira stated that because this was a public notice meeting only comments could be heard, no dialog could take place unless the issue was on the agenda.
- Commissioner Chapman asked Mr. Dang to give the secretary the details and the issue would be added to the next agenda.

CONSENT ITEMS:

October 12, 2015 Meeting Minutes:

Commissioner Granados made a motion to approve the October 12, 2015 meeting minutes. Motion was seconded by Commissioner Egan. Said motion carried by a majority vote (AYES: Chapman, Egan, Galey, Granados, Haynes, Rojanasathira).

ACCEPT AND FILE REPORTS:

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

- Commissioner Haynes noted the large number of captains with ten year service anniversaries.

Operating Budget – Reviewed/discussed report of November 12, 2015.

- Commissioner Haynes noted there were a lot of on-going investigations.
Monthly Activity Reports – Reviewed/discussed October and November 2015 reports.

Suppression Leave Summary – Reviewed/discussed October and November 2015 reports.

Correspondence – Reviewed.

• Commissioner Rojanasathira asked Chief Carman about the new customer comment form: are there plans to track comments, are the forms being mailed or handed out, and why out of 4,000 calls there was only one form completed. Chief Carman replied Battalion Chief Ciotola created the form and captains began distributing them approximately 30-60 days ago. Customers are given the form to fill out by hand or referred to the District website. This is still an experimental program. Sacramento Fire District had a similar program and they only had a 15% return.

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


• Academy 49 is scheduled to begin on January 19th. There are 22 candidates from the original 30 slated to attend. The reduced number is due to an assortment of reasons: hired by other fire districts, decided to stay with the fire district they’re currently working for and failure to pass the background check. Due to the expense and the disruption to the organization, we’re trying to have only one class per year. There is still a valid list of candidates if another academy is needed. With this Academy, we’ll be over hiring. It’s hoped that by over hiring there will be fewer vacancies during the upcoming summer months.

• Job offers were made to three new dispatchers this past week. A job offer has been made to a Communications Manager for the Communications Center. We posted the position of Fleet Manager but only received a short list of candidates; none of who met the District’s standards. We need to find another way to fill this position. The problem is the salary being offered is lower than the surrounding area and the turnover for this position in fire districts is very low. We’re considering other options such as forming a GPA with Alameda County and having them staff our shop with their employees. Fire districts throughout the state are having a difficult time finding fire mechanics to hire.

• The Apparatus Committee visited the facility in Appleton, Wisconsin this past week and sent back a picture of the nine new Type I fire engines and the Type II Rescue sitting on the line ready to be delivered. They’ll be driven from Appleton to a facility in Sacramento where radios, tool holders, etc., will be installed. When they arrive here, there will be a very short timeframe before they are placed into service.
Four more engines, a ladder truck and Type II Rescue have been ordered and should be delivered later in 2016 or early in 2017. The Type II Rescues will be Medium Rescues with chassis the same size as an engine but will only be able to carry the Type II cache of equipment. The Rescues will be going to Station 10 and Station 82. They'll be cross staffed. The Rescue program is going to undergo a series of changes in 2016. They'll decide how the Rescues are best deployed. -- whether to take the engine and Type II Rescue or whether all three people will man the Rescue and go. There are drawbacks and benefits either way.

Commissioner Rojanasathira: Where will the nine Type I engines be going? Chief Carman: They'll be going to stations throughout the district. They'll replace the higher mileage, higher aged engines. The current equipment is failing regularly, maintenance costs have escalated and it’s difficult to keep them in service. The quints are inherently maintenance prone. They’re too heavy and it’s difficult to respond to the number of calls we respond to. When tillers arrive sometime in March, we should see a huge reduction in maintenance costs.

Commissioner Haynes: What is the maintenance record for the Station 2 Pierce Engine as opposed to the other apparatus? Chief Carman: Much less. The only issue I’m aware of is a flawed part in the suspension system. Pierce replaced it, free of charge, because they knew the part was flawed even though the part failed out of warranty.

- Chief Carman: I want to give you an update, in October, when we had an engine and truck out of station 6, they were running about 20 calls/day. When the squad was put into service, they ran about 15 calls/day. The other 5 calls were made up by calling engines in from neighboring districts. Do the squads have value, yes, when we can't afford to have engines. They cost $800,000/year less than an engine but there’s more than a financial cost, there’s also an operational cost. We’re hoping, in July of 2016, that we’ll get permission from the Board and CAO to take squad 6 out of service and put engine 6 back into service permanently.

- Chief Carman: The dispatch consolidation – we’re working with Richmond to get a CAD to CAD bridge built between their CAD and ours. The bridge is so requests for ambulances from Richmond can come electronically; without that, they’ll have to come by phone. That’s approximately 18,000 calls that would come in by phone. If bridge isn’t completed by February 1st, an additional dispatcher will be hired on the AMR side.

- Commissioner Haynes: Chief Carman you made a comment about changing the Dispatchers’ schedules. What is the status on that? Chief Carman: Their schedules were changed. They’re back to the Kelly Schedule. Instead of them working 48 hours in a row, they work 24 on 24 off, 24 on 24 off, 24 on 72 off.

- Chief Carman: One of the Deputy Chief’s primary functions for this next year will be working with our nine cities to try and get developer fees in place. The city of Pittsburg has implemented some developer fees for us $75/parcel. The developer has about 8,000 single family units that are in the process of being developed.
Commissioner Rojanasathira: Chief Carman you made a comment about a $75/parcel CFD in Pittsburg. Do we know how much of that fee will come back to the Fire District? Chief Carman: All of it. We’ve met with Antioch and plan to meet with the other cities. When you look at the amount of property tax that comes in, for example we’re reviewing the old Roddy Ranch development: There’s a station planned for this development that the developer’s going to build. The number of homes and the property tax they’ll generate won’t be enough revenue to run a fire station. We’re looking for supplemental developer fees in the $100-200 range for future development, not existing developments.

Commissioner Granados: Would an existing home in an established area not be affected by the supplemental developer fee? Chief Carman: That is correct.

Commissioner Galey: Are we looking at a one-time development fee or a special tax? Chief Carman: An ongoing facilities tax.

Commissioner Haynes: Chief Carman you mentioned 8,000 units – how does that equate to fire stations? Chief Carman: About 2,000 houses per station. We try to keep stations spaced approximately 2 miles apart but some are up to 3 miles apart. Figure 2,000 to 2,500 residential units before we need to put a fire house in.


Commissioner Haynes: Will $75 provide for building, staffing and everything else? Chief Carman: It’s a little light. The city of Pittsburg had very little input from us before determining the fee. We’re trying to work with them on the development beyond the fees for the first two phases. The City Manager has been very cooperative with the District. Chief Broschard is working with a consultant to try and determine what our needs are. Then we can make a presentation to the cities so they have a better idea of what we need based on home values and density.

Commissioner Rojanasathira: The commitment for the $75 parcel tax is one that can sustain the operations of the District but the developer of residential units should be required to actually build the station. I encourage that we make it a requirement or at least negotiate that it be with the city of Pittsburg and developers. The Board of Supervisors should push for this as well.

- Chief Carman: We’re still working on a funding agreement with the City of San Pablo. They’ve agreed to contribute $2 million to the deconstruction/reconstruction of fire station 70. The contract is with county counsel. It’s hoped that it will be done by the end of the year.

- Chief Carman: The District has a plan in place that we’re going to propose to the Board of Directors to rebuild and relocate four of our fire stations in the coming year. These four stations aren’t big enough to house the new Type I engines.
• Commissioner Granados: Are we any closer to establishing our own human resources (HR) department? Chief Carman: Our current HR analyst meets monthly with county HR. In the past two years, because of the work she’s done, we now have an excellent working relationship with them. Our needs are being attended to as a priority. This time last year we had 13-16 recruitments that needed to be under taken in order to fill positions. We’re down to very few now. We have regularly occurring promotional exams and regularly occurring recruitments. I’m happy with the service we’re receiving from them at this point.

• Commissioner Haynes: How far is the District with San Pablo as far as the architect and the building plans – are we ready to go? Chief Carman: No. The District had an issue regarding which architect we could use. Previously, we chose who we used but we were unaware that the rules changed this past year. Now we have to do an RFT (RFP?) and retain an architect. Chief Grace has been working on this and he’s pretty close to going after the RFT. Because of the dollar amount, we can use whatever architect we want to do the design work but they have to be on contract to do the plan drawing. Having them do them design work now on both fire station 16 and fire station 70, while we’re going after the RFT we’ll get them under contract. Hopefully, there won’t be a lot of lag time between the design work and the actual architectural work. Once we have the drawings then we can do working documents/construction documents and should be able to proceed pretty quickly after that.

• Commissioner Haynes: Where do we stand on assessing station 16 to determine whether to remodel or rebuild? Chief Carman: The structural engineer gave his report on 12/08/15. They saw no reason why the existing stem wall, foundation and original framework couldn’t be used. They need to remove everything down to the stick frame and then remove the loading floor that was the problem. It wasn’t attached to the stem walls in any way which caused it to settle. They then can assess why the ground moved underneath the loading floor. The plan presented to the Board of Directors 90 days ago is the plan the District is going to proceed with.

Commissioner Haynes: So, soil stabilization underneath the floor looks like it is buildable on without any additional piers or pilings? Chief Carman: They won’t know until the floor has been removed and the ground looked at. They feel the water that runs of the road and under that foundation is the probable cause of the ground movement. They’ll need to put in drainage to divert the water away from the building.

Commissioner Granados: Will there be a two bay apparatus? Chief Carman: It will be narrowed down to a single bay. The building isn’t wide enough for two engines.

• Commissioner Granados: Can you tell us which four stations are slated for rebuilding/relocation/renovation. Chief Carman: Station 70 in San Pablo; station 86 on Willow Pass Road is to be relocated to property owned by the District on San Marcos; currently, preliminary negotiations with the Director of Airports are going on to relocate station 9 on Center Street in Pacheco to airport property; and station 16.
UNFINISHED BUSINESS: None

NEW BUSINESS:

Approval of the committee's schedule for 2016.

COMMISSIONERS' COMMENTS / ITEMS FOR FUTURE AGENDAS:

- Commissioner Haynes would like to get an update on where we stand with the county as we move towards the budget cycle for opening the stations that are presently closed: East County, station 4 and station 16.
- Commissioner Rojanasathira stated as part of the operating budget revenues for 2016-2017, to look at any long range financial planning as it related to the CFD concept in this district and how it applies to other areas.
- Commissioner Egan asked for an explanation about information on Pulse Point. It shows ConFire responding on highways and freeways with a Task Force or Strike Team, what are they responding to -- auto accidents? Chief Carman: I'll find out and respond to the question at the next meeting.
- Commissioner Granados commented that things are boring at the Board of Supervisors meetings because Chief Carman gets along so well with supervisors there's nothing to say.
- Commissioner Galey: I have the same request as Commissioner Rojanasathira but not just operationally. We're seeing the development industry pick up again so how are we provisioning the stations as we've discussed, what is the plan to replace the rest of the aging apparatus, do we have a plan, how is it being funded? Just a brief summary on the major areas: replacement, ongoing operations and additional or new services.

Commissioner Granados made a motion to adjourn the meeting; seconded by Commissioner Egan. Said motion carried by a unanimous vote (AYES: Chapman, Egan, Galey, Granados, Haynes, Rojanasathira). The meeting was adjourned at 8:08 p.m.

NEXT MEETING DATE AND TIME:

February 22, 2016, 7:00 p.m.

[Signature]
Elizabeth Savage, Recording Secretary