



**MINUTES**

August 14, 2017

The Advisory Fire Commission met at a regular meeting on Monday, August 14, 2017 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  
Matthew Guichard – District II  
Ed Haynes – District III  
Nat Rojanasathira – District V  
Walter Fields (Alternate – District V)

Fire Chief: Jeff Carman

**PUBLIC HEARINGS**

Chairman Chapman opened the public hearing on the August 9, 2017 Report on the Cost of Abatement. Hearing no objections or protests to the August 9, 2017 Abatement Report, the hearing was closed. Chairman Chapman then asked for a motion to adopt the "Resolution of Confirmation" confirming the August 9, 2017 Abatement Report in the amount of \$31,392.87. Commissioner Haynes moved that the Commission adopt the Resolution of Confirmation confirming the Abatement Report, seconded by Commissioner Rojanasathira. Said motion carried by a unanimous vote (AYES: Chapman, Egan, Galey, Guichard, Haynes, Rojanasathira).

Commissioner Egan 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, Egan, Galey, Guichard, Haynes, Rojanasathira).

## **PUBLIC COMMENTS**

Mr. and Mrs. Favaedi presented a weed abatement issue. They agreed to email the information to the Recording Secretary who will forward it to the Fire Marshal for resolution.

## **CONSENT ITEMS**

### **A. June 12, 2017 Meeting Minutes:**

Commissioner Egan made a motion to approve the June 12, 2017 meeting minutes. Motion was seconded by Commissioner Rojanasathira. Said motion carried by a unanimous vote. (AYES: Chapman, Egan, Galey, Guichard, Haynes, Rojanasathira).

### **B. Accept and File Reports:**

1. Personnel Report – Reviewed/discussed report of June 12, 2017.
2. Operating Budget – Reviewed/discussed report of July 2017.

Commissioner Haynes asked about lines 2110 and 3622. Chief Carman said that he would follow up at the next meeting.

3. Fire Prevention Report – Reviewed/discussed June 12, 2017 report.
4. Monthly Activity Reports – Reviewed/discussed June 2017 and July 2017 reports.
5. Suppression Leave Summary – Reviewed/discussed June 2017 and July 2017 reports.
6. Correspondence – Reviewed/discussed correspondence.

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

## **FIRE CHIEF'S REPORT**

Reviewed/discussed the August 14, 2017 Fire Chief's report and the updated CCCFPD Organizational Chart.

## **UNFINISHED BUSINESS**

### **A. Nomination and Selection of Chair and Vice Chair for FY 17/18**

Commissioner Galey made a motion to nominate Commissioner Rojanasathira for Chair. Motion seconded by Commissioner Egan. Said motion carried by a unanimous vote (AYES: Chapman, Egan, Galey, Guichard, Haynes, Rojanasathira).

Commissioner Rojanasathira made a motion to nominate Commissioner Galey for Vice Chair. Motion seconded by Commissioner Egan. Said motion carried by a unanimous vote (AYES: Chapman, Egan, Galey, Guichard, Haynes, Rojanasathira).

### **NEW BUSINESS**

#### A. Declaration of Surplus Equipment – Report of June 28, 2017

Commissioner Haynes made a motion to approve the surplus of equipment listed on the declaration report of June 28, 2017. Motion was seconded by Commissioner Egan. Said motion carried by a unanimous vote (AYES: Chapman, Egan, Galey, Guichard, Haynes, Rojanasathira).

### **COMMISSIONERS' COMMENTS / ITEMS FOR FUTURE AGENDAS**

- Commissioner Chapman proposed changing the Alternate Commissioner structure to two At-Large alternates. The subject will be discussed at the next meeting.

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

Meeting adjourned at 8:08 p.m.

### **NEXT MEETING DATE AND TIME**

October 9, 2017, 7:00 p.m.



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Latonia Ellingberg, Recording Secretary