



MINUTES

December 4, 2017

The Advisory Fire Commission met at a regular meeting on Monday, December 4, 2017 at 7:00 p.m. Chairman Rojanasathira called the meeting to order and invited Deputy Fire Chief Lewis Broschard to lead the salute to the flag.

ROLL CALL

Present: Commissioners: Richard "Tom" Chapman – At Large #2
Debra Galey – District IV
Matthew Guichard – District II
Ed Haynes – District III
Nat Rojanasathira – District V

Fire Chief: Jeff Carman

Absent: Mike Egan – At Large #1

SERVICE AWARDS

Fire Chief Carman presented Deputy Fire Chief Lewis Broschard with his 10-year service award pin.

PUBLIC HEARINGS

Chairman Rojanasathira opened the public hearing on the November 29, 2017 Report on the Cost of Abatement. Hearing no objections or protests to the November 29, 2017 Abatement Report, the hearing was closed. Chairman Rojanasathira then asked for a motion to adopt the "Resolution of Confirmation" confirming the November 29, 2017 Abatement Report in the amount of \$24,124.12. Commissioner Chapman moved that the Commission adopt the Resolution of Confirmation confirming the Abatement Report, seconded by Commissioner Haynes. Said motion carried by a unanimous vote (AYES: Chapman, Galey, Guichard, Haynes, Rojanasathira; ABSENT: Egan).

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

PUBLIC COMMENTS

None

CONSENT ITEMS

A. October 9, 2017 Meeting Minutes:

The October 9, 2017 minutes were pulled from the Consent calendar and moved to New Business.

B. Accept and File Reports:

1. October 9, 2017 Meeting Minutes

Commissioner Guichard made a motion to approve the October 9, 2017 minutes as amended. Motion seconded by Commissioner Chapman. Said motion carried by a unanimous vote (AYES: Chapman, Galey, Guichard, Haynes, Rojanasathira; ABSENT: Egan).

2. Personnel Report – Reviewed/discussed report of December 4, 2017.

3. Operating Budget – Reviewed/discussed report of November 13 2017.

4. Fire Prevention Report – Reviewed/discussed December 4, 2017 report.

5. Monthly Activity Reports – Reviewed/discussed October 2017 reports.

6. Suppression Leave Summary – Reviewed/discussed October 2017.

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

FIRE CHIEF'S REPORT

Reviewed/discussed the December 4, 2017 Fire Chief's report.

UNFINISHED BUSINESS

A. Discuss Draft Proposal from Bylaws Committee

Per discussion, the proposal will be amended and forwarded to County Counsel for review. If substantive changes are made by County Counsel, the proposal will return to the Commission for further review prior to being presented to the Board for approval.

Commissioner Galey made a motion to accept the proposal as amended. Motion seconded by Commissioner Chapman. Said motion carried by a unanimous vote (AYES: Chapman, Galey, Guichard, Haynes, Rojanasathira; ABSENT: Egan).

NEW BUSINESS

A. Declaration of Surplus Equipment – Report of November 16, 2017

Commissioner Haynes made a motion to approve the surplus of equipment listed on the declaration report of November 16, 2017. Motion was seconded by Commissioner Guichard. Said motion carried by a unanimous vote (AYES: Chapman, Galey, Guichard, Haynes, Rojanasathira; ABSENT: Egan).

B. Approve 2018 Meeting Schedule

Per discussion, the April 2018 meeting date will be changed from April 9 to April 16, 2018. Commissioner Galey made a motion to accept the 2018 Meeting Schedule as amended. Seconded by Commissioner Haynes. Said motion carried by a unanimous vote (AYES: Chapman, Galey, Guichard, Haynes, Rojanasathira; ABSENT: Egan).

COMMISSIONERS' COMMENTS / ITEMS FOR FUTURE AGENDAS

Haynes – Would like to see better communication about upcoming events.

Chapman – Compliments to Chief Carman for building the best staff the Fire District has ever had. There are a lot of positive things happening.

Rojanasathira – Mentioned an article about an attorney suing numerous Contra Costa County cities regarding district-based elections and the closure of Fire Station #12. Suggested gathering data and creating a fact sheet which indicates that service has not been affected due the closure of the station. He will forward the article to the Commissioners.

Meeting adjourned at 8:10 p.m.

NEXT MEETING DATE AND TIME

The next meeting will deviate from the regular schedule and is scheduled for February 26, 2018, 7:00 p.m. This will be the first meeting held at the new Fire District Administrative Offices located at 4005 Port Chicago Highway, Suite 250, Concord, CA 94520.



Latonia Ellingberg, Recording Secretary