



## CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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### MINUTES

June 14, 2021

The Advisory Fire Commission met at a regular meeting on Monday, June 14, 2021. Chair Galey called the meeting to order at 7:03 p.m.

### ROLL CALL

**Present:** Commissioners: Erel Betser – District I  
Richard “Tom” Chapman – At Large #2  
Michael Daugelli – District III  
Debra Galey – District IV  
Richard Nakano – District V

Soheila Bana – At Large Alternate #1  
Walter Fields – At Large Alternate #2  
Clayton Laderer – At Large Alternate #3

Fire Chief: Lewis T. Broschard III

**Absent:** Mike Egan – At Large #1  
Matthew Guichard – District II

### WELCOME AND INTRODUCE NEW COMMISSIONER – SOHEILA BANA

Chair Galey introduced Commissioner Bana and welcomed her to the Advisory Fire Commission.

Commissioner Bana is a Real Estate Agent; and she retired from Caltrans as a Transportation Engineer.

### PUBLIC HEARINGS

#### A. June 9, 2021 Report on the Cost of Abatement

Chair Galey opened the public hearing on the June 9, 2021 Report on the Cost of Abatement. Hearing no objections or protests to the June 9, 2021 Abatement Report, the hearing was closed. Chair Galey then asked for a motion to adopt the Resolution of Confirmation confirming the June 9, 2021 Abatement Report in the amount of \$615. Commissioner Nakano moved that the Commission adopt the Resolution of Confirmation confirming the Abatement Report, seconded by Commissioner Chapman. Motion passed (AYES: Bana, Betser, Chapman, Daugelli, Galey, Laderer, Nakano; ABSENT: Egan, Guichard).

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 Laderer. Motion passed (AYES: Bana, Betser, Chapman, Daugelli, Galey, Laderer, Nakano; ABSENT: Egan, Guichard).

## B. Hearing on Abatement Orders

Chair Galey opened the Hearing on Abatement Orders for all properties listed in Exhibit 1, dated June 14, 2021.

There were no property owners in attendance representing any of the 32 properties listed in Exhibit 1.

Chair Galey closed the hearing and asked for a motion to uphold and enforce all abatement orders listed in Exhibit 1. Commissioner Daugelli made a motion to uphold and enforce all abatement orders listed in Exhibit 1. Motion seconded by Commissioner Chapman. Motion passed (AYES: Bana, Betser, Chapman, Daugelli, Galey, Laderer, Nakano; ABSENT: Egan, Guichard).

## **PUBLIC COMMENTS**

None

## **PRESENTATION OF RECOMMENDED BUDGET REPORT – FY 2021/22**

Fire Chief Broschard welcomed Commissioner Bana and proceeded to present the recommended budget for FY 2021/22. Jackie Lorrekovich, Chief of Administrative Services, was present and available for questions.

Commissioner Bana would like to learn more about Zonehaven and the Community Warning System at the next meeting.

## **CONSENT ITEMS**

- A. April 12, 2021 Meeting Minutes
- B. May 24, 2021 Meeting Minutes
- C. Accept and File Reports:
  1. Personnel Report
  2. Operating Budget

3. Fire Prevention Report
4. Monthly Activity Reports
5. Suppression Leave Summary
6. Correspondence

Consent items B. and C.5. were moved to Discussion. Commissioner Nakano made a motion to accept and file Items A., C.1. through C.4., and C.6. Motion seconded by Commissioner Chapman. Motion passed (AYES: Betser, Chapman, Daugelli, Galey, Laderer, Nakano; ABSTAIN: Bana; ABSENT: Egan, Guichard).

### **DISCUSSION ITEMS**

#### **A. May 24, 2021 Meeting Minutes**

Commissioner Daugelli noted that the end time for the meeting was recorded incorrectly.

Commissioner Daugelli made a motion to accept and file Item B. with one correction. Motion seconded by Commissioner Laderer. Motion passed (AYES: Betser, Chapman, Daugelli, Galey, Laderer, Nakano; ABSTAIN: Bana; ABSENT: Egan, Guichard).

#### **B. Suppression Leave Summary**

Commissioner Chapman commented on the District's policy of reducing mandatory OT as much as possible, and it looks like we are headed in that direction. However, with summer and vacations coming, he expressed concern that the direction might change. He was also concerned that annexing East Contra Costa Fire Protection District might interfere with plans to reopen closed stations, such as Station 4, due to lack of personnel.

Chief Broschard indicated that the next two Fire Academies are expected to yield enough personnel to cover reopening Station 4 and staffing two stations in East County.

Commissioner Chapman made a motion to accept and file Item C.5. Motion seconded by Commissioner Nakano. Motion passed (AYES: Betser, Chapman, Daugelli, Galey, Laderer, Nakano; ABSTAIN: Bana; ABSENT: Egan, Guichard).

#### **C. Nomination and Selection of Chair and Vice Chair for FY 2021/22**

Commissioner Chapman made a motion to nominate Commissioner Guichard as Chair. Motion seconded by Commissioner Galey. Motion passed (AYES: Bana, Betser, Chapman, Daugelli, Galey, Laderer, Nakano; ABSENT: Egan, Guichard).

Commissioner Galey made a motion to nominate Commissioner Chapman as Vice Chair. Motion seconded by Commissioner Daugelli. Motion passed (AYES: Bana, Betser, Chapman, Daugelli, Galey, Laderer, Nakano; ABSENT: Egan, Guichard).

#### D. Review/Update Committee Assignments

Chair Galey opened discussion about whether or not the Bylaws allow for Alternate Commissioners to serve on committees. Commissioner Fields added that he did not think this is allowed.

Chair Galey noted that Commissioners Betser, Daugelli, and Nakano have not been assigned to any committees since being appointed to the Commission. After inquiring as to whether any of them had interest in specific committee assignments, Chair Galey assigned Commissioner Daugelli to the Bylaws Committee; Commissioner Nakano to the Budget Committee and the Apparatus and Equipment Committee; and Commissioner Betser to the Apparatus and Equipment Committee. Further, since he will be the Chair going forward, Chair Galey thought it best to also remove Commissioner Guichard from the Bylaws and Apparatus and Equipment Committees. Commissioner Guichard remains on the Personnel Committee.

Further discussion included the fact that although the Bylaws do not indicate whether or not Alternates can serve on committees, it might be best that they do not given their alternate status. Chair Galey suggested that the Bylaws Committee may want to address this topic and perhaps propose revising the Bylaws.

Jill Ray, from the Office of Supervisor Candace Andersen, shared that there are advisory bodies in the County in which Alternate members are allowed to serve on committees. Ms. Ray also clarified that if there are no set numbers, a committee can consist of up to one less member than a quorum.

### **FIRE CHIEF'S REPORT**

Reviewed/discussed the June 14, 2021 Fire Chief's report.

Commissioner Bana asked about:

- (1) Training on how to harden homes in a high fire severity area which is something in which her community group in the 94803 zip code would be interested

Assistant Chief/Fire Marshal Bachman indicated that the Bureau does provide such training. Commissioner Bana will communicate with Chief Bachman via email to arrange this training for her community group.

- (2) What assistance is available to older people who cannot afford to abate their property

Chief Broschard suggested these folks might start by reaching out to the Diablo Firesafe Council for information about their grant programs.

(3) When fire hazard signs will be installed in El Sobrante

Assistant Chief/Fire Marshal Bachman indicated the custom made signs have been ordered. The signs are supposed to arrive in three to four weeks after which placement locations will be determined. Commissioner Bana indicated that she will also communicate with Chief Bachman on this topic via email.

Commissioner Fields asked for clarification about Engine 300. Chief Broschard responded that there will be a second fully staffed crew dedicated to the wildland engine at Station 81 for the remainder of fire season.

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

Commissioner Bana would like to discuss having a Community Warning System Test in her community.

Commissioner Chapman expressed thanks and appreciation to Commissioners Galey for her work as Chair of the Commission.

Commissioner Daugelli asked that a copy of the Bylaws be mailed to him.

Commissioner Fields expressed thanks to Commissioner Galey for her time as Chair; and to Chief Lorrekovich for her hard work and always knowing to answer to everything.

Commissioner Galey would like review the Bylaws and discuss the appointment of alternates to committees at the next meeting.

Meeting adjourned at 8:42 p.m.

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

The next regular meeting is scheduled for August 9, 2021, 7:00 p.m.



Latonia Ellingberg, Recording Secretary