



MINUTES

October 9, 2017

The Advisory Fire Commission met at a regular meeting on Monday, October 9, 2017 at 7:00 p.m. Chairman Nat Rojanasathira called the meeting to order and invited Fire Prevention Technician Kathy Woofter to lead 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

Fire Chief: Jeff Carman

Absent: Walter Fields (Alternate – District V)

SERVICE AWARDS

Fire Chief Carman presented recently retired alternate Advisory Fire Commissioner Erling Horn with a plaque to honor him for his years of service.

Fire Marshal Robert Marshall presented Fire Prevention Technician Kathy Woofter with her 15-year service award pin.

PUBLIC HEARINGS

Chairman Rojanasathira opened the public hearing on the October 4, 2017 Report on the Cost of Abatement. Hearing no objections or protests to the October 4, 2017 Abatement Report, the hearing was closed. Chairman Rojanasathira then asked for a motion to adopt the "Resolution of Confirmation" confirming the October 4, 2017 Abatement Report in the amount of \$106,957.69. Commissioner Chapman moved that the Commission adopt the Resolution of Confirmation confirming the Abatement Report, seconded by Commissioner Guichard. Said motion carried by a unanimous vote (AYES: Chapman, Egan, Galey, Guichard, Haynes, Rojanasathira).

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

PUBLIC COMMENTS

None

CONSENT ITEMS

A. August 14, 2017 Meeting Minutes:

Commissioner Egan made a motion to approve the August 14, 2017 meeting minutes. Motion was seconded by Commissioner Chapman. 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 October 9, 2017.
2. Operating Budget – Reviewed/discussed report of September 2017.
3. Fire Prevention Report – Reviewed/discussed October 9, 2017 report.
4. Monthly Activity Reports – Reviewed/discussed August 2017 and September 2017 reports.
5. Suppression Leave Summary – Reviewed/discussed August 2017 and September 2017 reports.

Commissioner Chapman 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 October 9, 2017 Fire Chief's report.

NEW BUSINESS

A. Designate a Liaison to the Board of Directors for FY 2017/18

Commissioner Egan made a motion to designate Commissioner Chapman as Liaison to the Board of Directors for FY 2017/18. Seconded by Commissioner Guichard. Said

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

B. Adopt Committee Assignments for FY 2017/18

Commissioner Haynes expressed interest in the Apparatus and Equipment Committee. Chairman Rojanasathira was amenable to trading positions with Commissioner Haynes and being assigned to the Property and Annexation Committee.

Commissioner Egan made a motion to adopt FY 2017/18 committee assignments as discussed. Seconded by Commissioner Chapman. Said motion carried by a unanimous vote (AYES: Chapman, Egan, Galey, Guichard, Haynes, Rojanasathira).

C. Discuss Appointment of Alternates and Potential Revision of Bylaws

Discussed the possibility of modifying the Alternate Advisory Fire Commissioner structure from one alternate for each District to a First Alternate and a Second Alternate. Under the new structure, either Alternate Commissioner would be able to substitute for any Commissioner.

The Bylaws Committee will prepare a draft proposal for review at the next meeting. Upon approval of the proposal, the Advisory Fire Commission will consult with Contra Costa County Counsel. With the support of County Counsel, the Advisory Fire Commission will present the proposal to the Board of Directors for their approval.

Additionally, the Bylaws Committee will thoroughly review the Bylaws and present at the next meeting any subjects which warrant the attention of the Commission.

D. Commission Feedback and Role

In response to the question of the relevance and usefulness of the Advisory Fire Commission, Chief Carman noted that when a tough decision must be made, the Fire District gets the full benefit of the Commission. As an example, the Commission supported the District in pursuing the ambulance contract.

Commissioner Guichard noted that the broad spectrum of experience and talents of our commissioners lends credibility to the Commission; and Supervisor Andersen finds the information from the Commission to be useful.

Nick Marnell noted that the Fire Station #70 dedication came about because of the Advisory Fire Commission.

Chair Rojanasathira and Vice Chair Galey commented on the format of the agenda and, specifically, want to see the Consent Items section modified so it more closely matches the style of the Board of Supervisors' agenda.

COMMISSIONERS' COMMENTS / ITEMS FOR FUTURE AGENDAS

None

Meeting adjourned at 8:39 p.m.

NEXT MEETING DATE AND TIME

The next meeting will deviate from the regular schedule and is scheduled for December 4, 2017, 7:00 p.m.

A handwritten signature in blue ink, consisting of several loops and a vertical line, positioned above a horizontal line.

Latonia Ellingberg, Recording Secretary