



## CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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### MINUTES

December 13, 2021

The Advisory Fire Commission met at a regular meeting on Monday, December 13, 2021. Chair Guichard called the meeting to order at 7:03 p.m.

#### ROLL CALL

**Present:** Commissioners: Richard "Tom" Chapman – At Large #2  
Michael Daugelli – District III  
Mike Egan – At Large #1  
Matthew Guichard – District II  
Richard Nakano – District V  
Walter Fields – At Large Alternate #2

Fire Chief: Lewis T. Broschard III

**Absent:** Erel Betser – District I  
Debra Galey – District IV  
Soheila Bana – At Large Alternate #1  
Clayton Laderer – At Large Alternate #3

#### PUBLIC COMMENTS

None

#### CONSENT ITEMS

A. October 11, 2021 Meeting Minutes

B. Accept and File Reports:

1. Personnel Report
2. Operating Budget
3. Fire Prevention Report
4. Monthly Activity Reports
5. Suppression Leave Summary

Commissioner Chapman requested that the Items B.1. and B.5. be moved to Discussion.

Commissioner Fields made a motion to accept and file Items A., and B.2. through B.4. Motion seconded by Commissioner Egan. Motion passed (AYES: Chapman, Daugelli, Egan, Fields, Guichard, Nakano; ABSENT: Betser, Galey).

## **DISCUSSION ITEMS**

### **A. Personnel Report (B.1.) and Suppression Leave Summary (B.5.)**

Commissioner Chapman asked about the new recruits in relation to the current high mandatory overtime numbers. Chief Broschard shared that we currently have 26 employees on leave with work-related injuries; and the recruits in the current Fire Academy will graduate in March.

Commissioner Fields asked about the impact of the vaccination mandate on the District. Chief Broschard shared that only three employees have separated due to the mandate: one Suppression member, one Dispatcher, and one Driver-Clerk.

Commissioner Nakano made a motion to accept and file Items B.1. and B.5. Motion seconded by Commissioner Chapman. Motion passed (AYES: Chapman, Daugelli, Egan, Fields, Guichard, Nakano; ABSENT: Betser, Galey).

### **B. Discuss Bylaws – Article VIII**

Chair Guichard clarified the Commission's status as an advisory body as opposed to the Fire District Board of Directors which is a function of the Board of Supervisors.

Commissioner Nakano noted his concern that there is no definition for what committees should be doing; and a framework and clear guidelines are necessary in order to have successful committees.

Chair Guichard advised that the Commissioners thoroughly review the Bylaws. At the next meeting, the Commission can review and discuss committees and the actual roles of the Advisory Fire Commission.

### **C. Future Commission Meetings**

Deputy Chief McAlister noted that on a monthly basis, per State law, the Board of Supervisors indicates whether or not we will continue to meet virtually. There is also consideration being given to the possibility of hybrid meetings. While the Board of Supervisors has the capacity to hold hybrid meetings, the Fire District does not. We will keep you updated on the status of virtual meetings and any related matters.

### **D. Complete and Approve 2021 Annual Report**

After discussion, Commissioner Fields made a motion to approve the 2021 Annual Report. Motion seconded by Commissioner Daugelli. Motion passed (AYES: Chapman, Daugelli, Egan, Fields, Guichard, Nakano; ABSENT: Betser, Galey).

E. Approve 2022 Meeting Schedule

Commissioner Nakano made a motion to approve the 2021 Annual Report. Motion seconded by Commissioner Fields. Motion passed (AYES: Chapman, Daugelli, Egan, Fields, Guichard, Nakano; ABSENT: Betser, Galey).

**FIRE CHIEF'S REPORT**

Reviewed/discussed the December 13, 2021 Fire Chief's report.

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

Chair Guichard asked when Station 4 will reopen. Chief Broschard responded that if we graduate the expected number of recruits in March, we should have staff to reopen the station in July.

Chair Guichard also asked to receive notification of when the Fire Board meets. Latonia will send the meeting schedule to the Commissioners.

Commissioner Nakano praised the Bureau for a great job completing inspections and acquiring the new records management system.

Meeting adjourned at 8:04 p.m.

**NEXT MEETING DATE AND TIME**

The next Regular meeting is scheduled for February 14, 2022, 7:00 p.m.



Latonia Ellingberg, Recording Secretary