

Stanislaus County Fire Authority
Meeting Minutes
Board of Directors Meeting
August 3, 2006

Chief Skiles called the meeting to order at 0905. The flag was saluted.

The following agency representatives were present:

Chief Les Alderson	Burbank Paradise Fire District
Chief Steve Barrett	CDF –SCU
Chief Karl Curnow	Denair Fire District
Division Chief Mike Kraus	City of Modesto
Chief Mike Wilkinson	City of Oakdale
Deputy Chief Rob Hoyer	Oakdale Rural Fire District
Chief Bill Kinnear	City of Patterson
Chief Dale Skiles	Salida Fire District
Chief Steve Mayotte	Stanislaus Consolidated Fire
Deputy Fire Warden Ray Jackson	Stanislaus County
Chief Gary Thompson	Westport Fire District
Director Bob Kimball	West Stanislaus Fire District
Chief Mike Passalacqua	Woodland Ave. Fire District

Also present were: Mike Payton, Modesto Fire; John Ellis and Shana Jones, CDF; Kim Morante, Stanislaus Consolidated Fire; Dennis Wister and Bill Houk, Stanislaus County, Mimi DeSimoni, Fire Warden's Office

Public Comment Period:

Chief Skiles extended his thanks to the CDF representatives that were present for the positive experience our personnel had at the Del Puerto incident.

Chief Kraus gave an update on Fire Investigations. Modesto City Council approved the contract. A report was distributed quantifying the monthly investigation activities, including totals by agency. Doug Machado has been contacting agencies throughout the county and will continue to do so. Modesto is interested in participating in training activities with the various agencies. If any agency needs to contact him they can do so at 491-5722.

Chief Jackson reported on Fire Prevention activities. He introduced the fire prevention staff including Interim Fire Marshal Doug Hannink, Ret. Division Chief Ken Slamon, who is currently under contract to provide plan check services on a part time basis, and the three Fire Prevention Specialists Shirley Koelmans, Carrie Silveira, and Shawn Ehrenberg, currently employed by Stanislaus Consolidated Fire, and under contract to the Fire Wardens Office to provide plan check and inspection services. He reported on what systems have been put into place, and that Chief Hannink is looking at processes that will improve our service for the future. Monthly reports will be provided in the future of current projects and activities. Chief Hannink reported that the most current version of the Fire Code (2001) has never been adopted. He said that it is very important that we adopt the most recent codes and amendments, so he is going to the Board of Supervisors on August 15th with an agenda item to update the fire code in the County. He suggested that in the future all amendments should be adopted and applied consistently throughout the unincorporated areas of county. He would like to set a meeting with all the districts to discuss their codes, and how the fire prevention bureau can be of assistance to them.

There was also discussion on the adoption of the International Fire Codes scheduled for 2008. We need to begin work on this soon. Chief Payton will head the committee.

Minutes: Chief Mayotte requested that two changes be made to the minutes of the July 6, 2006 meeting: He requested under A2, second paragraph, second sentence the phrase "...and does not support it" be deleted; and that in the third paragraph, first sentence the word "offered" be changed to "was directed." Chief Barrett made a motion to approve the minutes with the requested changes; Chief Mayotte seconded the motion. Motion was passed.

Agenda Items:

- A. Nominations and Elections – At the last meeting it was recommended that the nominations and elections procedures be revised for the future of the organization. Mimi incorporated the suggestions from the group along with the Cal Chiefs election procedures and provided a rough draft document for discussion. There was concern that the proposed policy did not allow for nominations from the floor. There was also concern that potential nominees not go to their board for their support until after such time that they are nominated or elected. It was noted that if there were a stipend for performing the chairman or vice-chairman functions, it would have to be approved by boards or councils. A revised draft will be brought back next month.
- B. Organizational Structure- Chief Skiles presented a power point of the Organizational Chart for the Fire Authority with all of the contracted services and their associated costs. The presentation was informational. He outlined the plan for requesting Public Facility Fees to purchase fixed assets for some of the Fire Authority's programs such as vehicles and computers. Chief Wilkinson believes that all PFF purchases should come before the Fire Authority. It was explained that PFF expenditures are based on a report that was written in 1990 and are very specific. There are currently no Fire Warden Public Facility Fees in place. The Fire Warden's Office will be working on that project in the future.
- C. Performance Expectations- The Board packets that were sent out contained performance expectations for fire investigations, fire communications and administration/ finance. Each one will be discussed separately.
 1. Fire Investigations- Chief Barrett had several comments:
 - He would like to see a non-conformance clause in the contract with a provision for an annual review.
 - He would like the text to be reorganized. He had an issue with the provision that requires the investigative documentation to the law enforcement agency having jurisdiction and the DA's office within 48 hours of the completion of processing a fire scene. He suggested that this is applicable in criminal cases.
 - He would like to see NWCG 210, 310, and 410 listed as standards.

Chief Skiles stated that there is a provision in the contract for termination for cause and an annual performance review. The other items will be further researched and addressed in a revised draft for the next meeting.

2. Administration / Finance – There was discussion regarding the inclusion of the officers of the organization. Chief Kraus asked for clarification on the administration of the MDC program. It is listed under both the Admin. /Finance expectations and the Communications expectations. Chief Skiles explained that Admin./ Finance will administer the billing and administrative aspects of the program, and the functional and technical aspects will be handled by the Fire Communications Manager. Chief Barrett made a motion to approve the performance expectations for the Administration / Finance component of the business plan; Chief Kraus seconded the motion. The motion was passed with a unanimous roll call vote.
3. Fire Communications- a typographical error was noted in the agency requirements that will be corrected. Chief Kraus said he would like the Communications Standardization Committee of the Chief's Association to remain a standing committee for informational purposes. He views this contracted service as a functional position. Chief Curnow made a motion to approve the Fire Communications performance expectations; Chief Hoyer seconded the motion. Motion was passed with a unanimous roll call vote.

- D. Administration / Finance- Chief Skiles presented an organizational structure and budget for this function. He suggested that the Chairman and Vice-Chairman positions should receive a stipend, paid to their agency, for the time spent out of their agency. He proposed \$6,000 per year for the Chairman and \$4,800 per year for the Vice-Chairman. The Clerk /Secretary responsibilities are now being fulfilled by Mimi so there is no additional charge to the Fire Authority. However, he suggested that a ½ time administrative clerk to assist with some of the clerical responsibilities that Mimi is now fulfilling would be logical. This will allow the Finance Manager to focus on more financial projects and not on clerical functions. The Fire Prevention Bureau is authorized, through their budget, to hire a ½ time administrative support person. This would be an opportunity to combine the two- ½ time positions with the funding coming from each functional budget (FPB and Admin/Finance). This person would be a county employee. The suggested funding for the Administration / Finance component including the Chairman and Vice-Chairman would be \$120,800, which is \$49,200 less than anticipated in the business plan. The question was raised as to whether the stipend amounts were enough. There was extended discussion regarding ownership of assets, should the County hold title to the vehicles purchased for these contracts? Chief Alderson wanted to know if the Officers would be independent contractors. The stipends would be paid directly to their agencies. Any expenses would be handled separately and would be discussed in the future. Bob Kimball made a motion to approve the Administrative / Finance plan to include the funding for a ½ time clerk; Chief Barrett seconded the motion. The motion was passed with a unanimous roll call vote.
- E. Fire Communications Contract – Chief Skiles noted that the performance expectations have been approved, and therefore we are ready to open the process to award the contract. His suggestion is that the Fire Authority open the time frame for bids until the next Fire Authority meeting on September 7th, consider the bids and then award them at the October meeting. It was questioned whether we are wasting 60 days if no one wants to bid. Discussion continued regarding whether there would be any agency from within the group that would bid on this, since it is quite technical. Do we have to open it up to outside agencies? Chief Skiles said that his agency was interested in bidding for this contract. In June Jack Doering advised the Fire Authority that the process for awarding these bids was up to the group. Chief Kraus made a motion to open the process for bids on the Fire Communications contract under the timeline presented; Chief Alderson seconded the motion. Motion was passed unanimously with a roll call vote.

Management, Fiscal, Legislative report: Chief Skiles mentioned that Judy Sly of the *Modesto Bee* is interested in what the Fire Authority is doing and has asked to be sent agendas for our meetings.

Mimi reported that the County had closed their books for year-end last Friday. The preliminary figures look very good that we will have a carry over larger than projected. Property- tax revenues were up and prevention fees were higher than expected. She will have a complete accounting at the next meeting. The fee study contract is moving through the County system should be ready to go soon.

The next meeting is scheduled for September 7, 2006 at 0900 hrs at the RFTC

The meeting was adjourned at 1050 hrs

Mimi DeSimoni
Clerk of the Board

Approved on a motion by Chief Mayotte
Seconded by Chief Hinshaw