

MINUTES

STANISLAUS COUNTY FIRE AUTHORITY

Board of Directors Meeting
December 8, 2005

Regional Fire Training Center
1220 Fire Science Lane
Modesto, CA

CALL TO ORDER

The meeting of the Stanislaus Regional Fire Authority was called to order by the Chairman, Chief Dale Skiles at 9:10 a.m.

PLEDGE OF ALLEGIANCE

Chief Steven Mayotte led the assembly in the Pledge of Allegiance to our flag.

ROLL CALL

The following agency representatives were present:

Director Curtis King	Burbank Paradise Fire District
Chief Dan Davis	City of Ceres
Chief Karl Curnow	Denair Fire District
Chief Jim Miguel	City of Modesto
Asst. Chief Whipkey	Mountain View Fire District
Chief Rob Hoyer	Oakdale Rural Fire District
Chief Bill Kinnear	Patterson Fire
Chief Dale Skiles	Salida Fire District
Chief Steve Mayotte	Stanislaus Consolidated Fire District
Chief Gary Hinshaw	Stanislaus County
Chief Ray Jackson	Stanislaus County
Asst. Chief John Barindelli	Westport Fire District
Director Bob Kimball	West Stanislaus Fire District
Chief Mike Passalacqua	Woodland Ave. Fire District
Chief Mike Wilkinson	Oakdale City Fire Department
Chief Steve Woodill	CDF Santa Clara Unit

Also present were Jack Doering of the Stanislaus County Counsel's Office and Mimi DeSimoni of the Fire Wardens' Office.

There were no guests present

PUBLIC COMMENT PERIOD

Steve Woodill of CDF noted that both the Santa Clara Unit and the Toulumne-Calaveras Unit have been approved to participate. Steve Barrett and Shawna Jones will be the SCU representatives and that Fred McVey of TCU should be contacted separately.

Chief Skiles made the request to amend the agenda adding an item at #4 for the approval of minutes and to strike item G under agenda items because it is essentially the same as item H.

Chief Mayotte made a motion to approve amending the agenda; Chief Hinshaw seconded the motion. Motion was passed unanimously.

MINUTES

Chief Mayotte made a motion to approve the minutes from the November meeting;

Chief Hoyer seconded the motion.

The motion was passed with a unanimous vote.

AGENDA ITEMS

- A) **JPA and Agency Resolutions** – Resolutions were collected from the City of Oakdale, Turlock Rural Fire District and Mountain View Fire District. Chief Skiles took this opportunity to note that there are 5 agencies that have additional paperwork to turn in. Each agency must have the signed JPA and must have a resolution or document signed by their governing board that designates the agencies voting representative. Since those agencies all have a portion of the paperwork in, indicating that their agencies have approved their participation in the JPA, he will extend a 30-day grace period to turn in the balance of the paperwork and will allow them to vote at this meeting. Mimi noted that there is a form for each agency to fill out indicating where they would like minutes, agendas and any other necessary documentary materials sent in the future; she requested that each representative fill one out.
- B) **Clerk / Secretary Position revote**- Due to a procedural error last meeting, the nomination for Clerk/Secretary was seconded by a non-voting member, Chief Skiles called for a re-vote. Chief Hoyer made the nomination of Mimi DeSimoni for the Clerk/Secretary position; Chief Mayotte seconded the motion. A roll call vote was taken reflecting a unanimous approval of this appointment.
- C) **Conflict of Interest Code**- John Doering, Assistant County Counsel, presented the requirements for adopting a conflict of interest code for the Fire Authority. His recommendation was to adopt the Fair Political Practices Commission's standard Conflict of Interest Code by reference. This is the best way because then the Fire Authority will not have to amend its Code every time the Act is amended. The State will amend the standard Code to comply with the Act. There was discussion regarding the designated positions and disclosure categories. Mr. Doering clarified the differences between business interests and primary residences and the reporting requirements. He also noted that after this first year, each representative need only fill out one form, and sign a copy for each position they hold, but since this is an assuming office filing, a separate one is needed. A copy must be filed with the Fire Authority Clerk and she will keep a copy on file and send the original to the Board of Supervisors. Mr. Doering's recommendation was to approve the initial Conflict of Interest Code as presented to the group and to direct staff to initiate and complete the procedural steps necessary to take action on adopting the code with a public hearing at the February meeting. Chief Miguel made a motion to follow the procedures outlined by Mr. Doering to adopt a Conflict of Interest Code for the Fire Authority; Chief Mayotte seconded the motion. The motion

was passed by a unanimous vote. Chief Skiles took this opportunity to get clarification from Mr. Doering regarding the requirement for a roll call vote as opposed to a yes/no vote. In his opinion, it is solely at the discretion of the Board. Chief Skiles believed that a roll call vote should still be done for important decisions.

D) **Rules of Order / Procedure-** A committee comprised of Chief Davis, Chief Hoyer, Chief Miguel, and Mimi met and revised and edited two separate documents. These documents were presented to the group for their review. The Rules of Order is how we conduct business with regard to meeting dates, agenda distribution, order of business, committees, etc. The Roles and Responsibilities document outlines what should be expected of officers and members. The committee requested that members please review these documents carefully and send comments to Mimi. The proposed changes will be brought back to the next meeting for discussion and possible adoption. It was emphasized that nothing in either of these documents was intended to conflict with the Joint Powers Agreement signed by all member agencies.

E) **Goals and Objectives-** Chief Mayotte and Chief Jackson worked on putting together a proposed list of goals for the Fire Authority, this list was distributed to the group. These goals will be the over-arching test for the decisions made by the Fire Authority. It was suggested that these be taken and reviewed for the next 30 days and comments be brought back at the January meeting.

F) **Presentation of Year to Date Expenditures-** Chief Mayotte presented the group with a spreadsheet summarizing Consolidated Fire's year to date expenditures in 3 categories: Salaries and benefits, Services and supplies, and fixed assets. His total Projected Actual Expenditures to date are \$431,633. Chief Skiles stated that he believes that the Fire Authority's commitment should be to reimburse Consolidated for what they have expended to date, this should be the focus of the discussion. Chief Miguel questioned if overtime has been tracked for various activities especially with regards to suppression support, Chief Mayotte said that would be difficult to do, some is mutual aid, some auto-aid and some is part of the contract. It is clear that with the funds available, prevention and investigation are the only services we can afford with the less than countywide tax. After discussion and revisions, Chief Hoyer made a motion to reimburse Stanislaus Consolidated Fire District through December 31, 2005 their complete costs as presented, less the revenue received for prevention and investigation activities through the same date. Chief Miguel seconded the motion. A roll call vote reflected a unanimous vote in support of the motion.

The second part of the discussion was centered on what the plan for the remainder of the year will be with regard to reimbursement. Chief Skiles would like to see a monthly reimbursement if possible. Chief Woodill from CDF suggested that we agree on a monthly reimbursement, then in May before budget time, these numbers can be reconciled for actual expenditures. Chief Miguel commended Chief Mayotte on the restraint he has shown in his spending to date; he believes that he has been responsible and that he will come in under his operational budget. Chief Miguel made a motion to commit \$72,000 per month through the 2005-2006 fiscal year, to Stanislaus Consolidated Fire for its operational costs. Chief Davis seconded the motion. A roll call vote showed unanimous support for this plan. Motion was passed. . It was discussed that capital purchases for large items should come to the Board for approval.

G. **Service priorities, levels of service, performance expectations-** Chief Skiles led the discussion about the Fire Authority's consideration of these issues. The crucial point everyone agreed upon was that we need to ensure that a business plan is in place for the \$300,000 general fund

contribution. It may not be available to the Fire Authority in the future if we do not have some proven success. Chief Skiles brought up some questions as to what the group wants, and what it expects. Chief Mayotte made it clear that the money we receive now only covers the investigation and prevention services they are currently providing. Chief Skiles suggested that we need to look at various ways of raising fees to fund the services we see as important. He gave the example of communications: he sits on several committees such as fire frequency sharing, networking, OTAC, radio project, and MDC committee to represent the interest of the fire service in the county. He believes the group may be better served to have someone with more technical expertise to represent them as a whole. Chief Hoyer thought that a grant writer to work for regional grants for the group would be valuable. Chief Wilkinson suggested that a committee approach might be useful when dealing with our different partners such as law enforcement, the District Attorney, and for training. Chief Skiles offered to chair a committee to look at the priorities, levels of service and performance expectations. The following people also agreed to sit on the committee: Chief Passalacqua, Chief Wilkinson, Chief Hoyer, and Chief Jackson and Chief Mayotte.

MANAGEMENT, FISCAL, LEGISLATIVE

Chief Skiles brought up the issue that, in the near future, the Fire Authority would need a system to track its expenditures and revenues. In an effort to keep a tracking systems separate from the County's Oracle System, he has offered to allow the Fire Authority to use Salida's Quickbooks System but creating a separate company. Mimi could use a remote access to run the system much like a District is run. Mimi agreed that this would allow the Fire Authority to have its own set of books for reporting to its own Board. It would run parallel to the County System, much like a district, and it would provide the detail that members may like to see. It would be very simple in the beginning, but there is potential for the future that we can build on.

ANNOUNCEMENTS

The next meeting was set for Thursday, January 5, 2006 at 9:00 a.m. at the Regional Fire Training Center.

The meeting was adjourned at 11:20 a.m.

Mimi DeSimoni
Clerk of the Fire Authority

Approved: Motion by Chief Mayotte
Second by Chief Barindelli
Unanimously approved