

**EAST COUNTY FIRE SUPPORT SERVICES DIVISION
BOARD OF REPRESENTATION
MEETING MINUTES
March 27, 2007**

1 **CALL TO ORDER:**

2 Bill Snyder called the meeting to order at 19:00pm.

3
4 **ROLL CALL:**

5 Board Members in attendance: Bill Snyder, Chuck Graham, and
6 Gunther Hausmann Alternate Members in attendance: Marc Mechling.
7 Administrative Committee Members in attendance: Assistant Chief
8 Eric Andrews, Deputy Chief Scott Glowaski and Assistant Chief
9 Steve Gupstill. ECFSS Personnel in attendance: Administrative
10 Assistant Jennifer Pardee and Shop Foreman Bill Hoffman.

11
12 **CONSENT AGENDA:**

13 **Approval of Minutes**

14 **Chuck Graham motioned to approve the October 26, 2006 and**
15 **January 23, 2007 minutes and Gunther Hausmann made a second**
16 **motion. Motion carried 3/0.**

17
18 **ACTION AGENDA:**

19 **1. Grounds Maintenance Bids**

20 The Administrative Committee updated the ECFSS Board on the
21 status of the grounds maintenance bidding process and requested
22 permission to move forward with the bidding process.

23 The ECFSS Board advised the staff to move forward through the
24 bidding process and to bring an update back to the board after
25 the bid process has been completed.

26
27 **2. Shop Supervision Configuration**

28 The Administrative Committee explained how the shop division has
29 grown drastically and is in need of a midlevel manager to help
30 the Shop Foreman with day to day management and supervision. It
31 was requested to leave the Mechanic II position in place and
32 create a position for an Assistant Shop Foreman as well as
33 change the Mechanic I title to Shop Foreman. The new job
34 description for an Assistant Shop Foreman has been created as
35 well as a new pay scale which has been established with a seven
36 (7) percent increase between each position. These changes
37 create a fiscal impact of \$3996.98 for the year 2007. **Chuck**
38 **Graham motioned to change the positions and Gunther Hausmann**
39 **made a second motion. Motion carried 3/0.**

40
41 **3. Chairman Election**

42 **Bill Snyder nominated Chuck Graham as the new chairman. Gunther**
43 **Hausmann seconded the motion. Motioned Carried 3/0.**

44
45 **DISCUSSION AGENDA:**

46 **1. Leave Buyout Planning**

47 A brief presentation was given to explain the new leave buy-out
48 strategic planning method. After review, the ECFSS Board
49 requested to have the following things added to the leave buy-
50 out strategic planning method...

- 51
52
 - Annual Leave to be represented at eighty (80) percent
 - Retirement Age to be sixty-two (62)

53

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- Request that the board be notified if the fund drops below twenty thousand dollars (\$20,000).

INFORMATION AGENDA:

1. Memorandum of Understanding

Two Memorandum of Understandings were signed for two positions that are occupied within the ECFSS organization.

2. Admin Committee Minutes

Verbal minutes were presented to the Board from the Admin Committee.

EXECUTIVE SESSION:

STAFF COMMENT/CHIEF'S STATUS REPORT

CALL ON BOARD MEMBERS/ATTENDANCE CHECK

The next meeting date will be April 24, 2007, 19:00hrs @ Station 71.

The meeting was adjourned at 20:40.

William Snyder
Chairman

Jennifer Pardee
Recording Secretary