

**EAST COUNTY FIRE SUPPORT SERVICES DIVISION**  
**BOARD OF REPRESENTATION**  
**MEETING MINUTES**  
May 22, 2007

**CALL TO ORDER:**

Chuck Graham called the meeting to order at 19:00hrs.

**Roll Call:**

Board Members in attendance: Chuck Graham, Mark Mechling, Bill Snyder, Neal Doherty, and Roy Waugh. Administrative Committee Members in attendance: Assistant Chief Eric Andrews and Assistant Chief Steve Guptill. ECFSS Personnel in attendance: Shop Foreman Bill Hoffman and Administrative Specialist Mindy Leber.

**CONSENT AGENDA:**

**Approval of Minutes**

Bill Snyder motioned to approve the March 27, 2007 minutes and Chuck Graham made a second motion. Motion carried 3/0.

**ACTION AGENDA:**

**1. Shelter Update**

The Administrative Committee updated the ECFSS Board on the shelter arrival, setup, and future purpose. The Administrative Committee reiterated the status of the permit from the City of Monroe and the future renewal process. A walk through of the shelter followed the conclusion of the board meeting.

**2. Assistant Shop Forman Update**

The Administrative Committee explained the purpose of implementing an Assistant Shop Foreman. The board continued to discuss the process of implementing and the candidate for the new position. Leonard Cheever was selected as the new Assistant Shop Foreman to begin on June 1<sup>st</sup>, 2007.

**INFORMATION AGENDA:**

1. Letter from Index School District was shared with members of the board.

2. The Administrative Committee Updated the ECFSS Board on the process of Grounds Maintenance Bidding procedures. There was a brief discussion on what direction the ECFSS would like to go next (i.e. Garage Door Maintenance and I.T.).

**EXECUTIVE SESSION:**

**STAFF COMMENT/CHIEF'S STATUS REPORT**

**CALL ON BOARD MEMBERS/ATTENDANCE CHECK**

The next meeting date will be June 26<sup>th</sup>, 2007, 19:00hrs @ Station 71.

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The Meeting was adjourned at 19:25.

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Chuck Graham  
Chairman

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Jennifer Pardee  
Recording Secretary