

**EAST COUNTY FIRE SUPPORT SERVICES DIVISION
BOARD OF REPRESENTATION
MEETING MINUTES
June 26, 2007**

1 **CALL TO ORDER:**

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

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4 **Roll Call:**

5 Board Members in attendance: Chuck Graham, Mark Mechling, Bill
6 Snyder, and Roy Waugh. Administrative Committee Members in
7 attendance: Assistant Chief Eric Andrews, Assistant Chief Steve
8 Guptill, and Deputy Chief Ray Mattox. ECFSS Personnel in
9 attendance: Shop Foreman Bill Hoffman and Administrative
10 Secretary Jennifer Pardee.
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13 **CONSENT AGENDA:**

14 **Approval of Minutes**

15 **Bill Snyder motioned to approve the May 22, 2007 minutes with**
16 **the correction that Chuck Graham called the meeting to order on**
17 **May 22, 2007, not Bill Snyder. Chuck Graham made a second**
18 **motion. Motion carried 3/0.**
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21 **ACTION AGENDA:**

22 **1. Grounds Maintenance Feasibility Study**

23 The Administrative Committee updated the board on the
24 feasibility study pertaining to Grounds Maintenance and
25 recommended that the member and subscribing agencies accept a
26 bid from a vendor through the remaining portion of the year.
27 Bill Snyder suggested that the ECFSS provide one company for the
28 member and subscribing agencies to eliminate multiple contracts.
29 Chuck Graham and Ray Mattox expressed the importance of company
30 background checks before selecting a vendor. Bill Snyder agreed
31 with the importance of company background checks and suggested
32 narrowing the companies down to three. Roy recommended
33 eliminating the companies that did not bid the entire project
34 and that the ECFSS send out formal letters to the agencies that
35 are truly interested in a Grounds Maintenance contract through
36 the ECFSS. The board continued to discuss the feasibility of
37 providing Grounds Maintenance Service in house.
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41 The ECFSS Board recommended that the Administrative Committee do
42 background checks on each vendor, eliminate vendors who did not
43 bid the entire bid, determine the administrative fee, award the
44 bid to the lowest and best responsible bidder, and then present
45 the information to all agencies.
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48 **Chuck Graham motioned to have the Admin Committee narrow the**
49 **field down to the most responsible bidder, what district's**
50 **stations will be participating, and the administrative fee will**
51 **be set at 1% for members and 6% for associates. Bill Snyder 2nd**
52 **the motion. Motion Carried 3/0.**
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INFORMATION AGENDA:

1. Fire District 5 Annual Bill Increase

Brief discussion occurred regarding the annual bill increase from 2005 to 2006 for Fire District 5. Chief Guptill suggested that the ECFSS not offer any customization. The board agreed.

2. Commissioner Resignation

Commissioner Chuck Graham announced his resignation from the board as of August 1, 2007.

Bill Snyder would like to mention his appreciation of Chuck Graham's role in the East County Fire Support Services.

EXECUTIVE SESSION:

STAFF COMMENT/CHIEF'S STATUS REPORT

CALL ON BOARD MEMBERS/ATTENDANCE CHECK

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

The Meeting was adjourned at 19:57.

Chuck Graham
Chairman

Jennifer Pardee
Recording Secretary