

EAST COUNTY FIRE SUPPORT SERVICES DIVISION
BOARD OF REPRESENTATION
MEETING MINUTES
July 24, 2007

1 **CALL TO ORDER:**

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

3
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.
11

12
13 **CONSENT AGENDA:**

14 **Approval of Minutes**

15 **Chuck Graham motioned to approve the June 26, 2007 minutes with**
16 **the correction that the associate members are paying a total of**
17 **a 6% increase. Bill Snyder made a second motion. Motion**
18 **carried 3/0.**
19

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21 **ACTION AGENDA:**

22 **1. Grounds Maintenance Feasibility Study**

23 Jennifer Pardee briefly reviewed the ECFSS board direction given
24 to the staff at the June 26, 2007 meeting and began discussing
25 the grounds maintenance progress through the month of July. The
26 ECFSS staff eliminated vendors and conducted background checks
27 (Better Business Bureau & Angie's List) with success in
28 narrowing the vendors down to two (Northwest Landscape Services
29 & Stilly Landscape and Maintenance). At that point the staff
30 conducted interviews of the remaining two vendors and would like
31 to recommend contracting Northwest Landscape Services. The
32 reasons for recommending Northwest Landscape Services are as
33 follows; 1) more experienced and can provide a better service
34 through many resources, 2) administratively well organized and
35 established, which would reduce extra administrative work on the
36 ECFSS behalf, 3) competitive hourly rate (Northwest = \$27.00 and
37 Stilly = \$38.00), 4) accredited references (City of Bellevue and
38 Seattle Pacific University) with a background check that was
39 satisfactory by the Better Business Bureau. While Stilly
40 Landscape and Maintenance was a very eager business, they lacked
41 the experience and administrative organization for such a large
42 contract.
43

44 **Bill Snyder made a motion to authorize the administrative**
45 **committee to engage in the Northwest Landscape Services contract**
46 **and offer this service to our customers. Neil Doherty 2nd the**
47 **motion. Motion carried 3/0.**
48

49
50 The contract with Northwest Landscape Services will be from
51 August 1, 2007 through December 31, 2007. Prior to the end of
52 the contract, the Administrative Committee will provide a
53 recommendation for the year 2008.

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2. Garage Door Maintenance

The Administrative Committee requested direction from the ECFSS board regarding Garage Door Maintenance. *Bill Snyder made a motion to instruct the Administrative Committee to begin the process up to and through the bidding of Garage Door Maintenance. Chuck Graham made a second motion. Motion Carried 3/0.*

INFORMATION AGENDA:

1. Chuck Graham Recognition

The ECFSS awarded Chuck Graham with a plaque for his service and dedication to the ECFSS.

EXECUTIVE SESSION:

STAFF COMMENT/CHIEF'S STATUS REPORT

CALL ON BOARD MEMBERS/ATTENDANCE CHECK

The next meeting date will be August 28, 2007, 19:00hrs @ Station 71.

Marc Mechling and Roy Waugh will not be attending the August 28, 2007 meeting.

The Meeting was adjourned at 19:57.

Bill Snyder
Chairman

Jennifer Pardee
Recording Secretary