

**EAST COUNTY FIRE SUPPORT SERVICES DIVISION**  
**BOARD OF REPRESENTATION**  
**MEETING MINUTES**  
**February 26, 2008**

1 **CALL TO ORDER:**

2 Bob Meador called the meeting to order at 19:00hrs.

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4 **ROLL CALL:**

5 Board Members present: Jim Kenny, Roy Waugh, Marc Mechling, and Bob Meador.  
6 Administrative Committee Members present: Chief Andrews, Chief Guptill, and  
7 Chief Mattox. ECFSS Personnel present: Administrative Secretary Jennifer  
8 Pardee and Shop Foreman Bill Hoffman.

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10 **CONSENT AGENDA:**

11 **Approval of Minutes**

12 Roy Waugh moved to approve the November 27, 2007 minutes.

13 A second motion was made.

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15 On vote, **Motion Carried 3/0.**

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17 **ACTION AGENDA:**

18 **1. Resolution for Fund Name Change**

19 The ECFSS Board had a brief discussion regarding the fund name change and  
20 agreed to recommend that the Monroe Fire District #3 Board approve the fund  
21 name change.

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23 **DISCUSSION AGENDA:**

24 **1. 2007 Year-End Report**

25 Chief Guptill reviewed the 2007 year-end report with the ECFSS Board.

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27 **2. Shop Truck Travel Hour Summary**

28 Chief Guptill reviewed the shop truck travel hours and explained that the  
29 total travel hours are on track with the 2008 proposed ECFSS budget. The  
30 total shop truck travel hours for January of 2008 were thirty-three hours and  
31 fifteen minutes. The ECFSS budgeted one and a half hours for each work day,  
32 totaling thirty one and a half hours for January. The shop truck travel time  
33 only exceeded the budgeted hours by one hour and forty-five minutes.

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35 **3. Capital Strategic Plan**

36 As the Board reviewed the Capital Strategic Plan the Board had comments.  
37 Commissioner Meador suggested creating a policy that clearly explains what a  
38 capital purchase consists of. Chief Guptill explained how the Interlocal  
39 illustrates what "capital" entails.

40 As the Board continued to discuss the ECFSS Capital Strategic Plan,  
41 Commissioner Waugh mentioned the possibility of a new facility. Chief  
42 Guptill pointed out that currently the ECFSS is successfully paying its bills  
43 and funding all of its capital. He suggested increasing the shop rate in  
44 order to initiate a financial plan for the future purchase of a facility or  
45 land. Commissioner Kenny expressed concern about going back to each member's  
46 board with a large increase in the shop rate. It was commented that the  
47 ECFSS may not be able to build a land fund through raising the shop rate  
48 yearly. Chief Guptill explained that the ECFSS is paying Monroe Fire  
49 District #3 rent and could utilize these funds to subsidize the cost of a new  
50 mortgage on a facility. Several of the Board members suggested a business  
51 plan be assembled in order to see what land and construction costs may be.

52 Chief Andrews recommended that the ECFSS become a stand alone agency prior to  
53 buying land or a building. Chief Guptill explained that becoming a stand-

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1 alone agency would result in an updated interlocal, which would inevitably  
2 require each member to recommit on a new binding level. Commissioner Kenny  
3 recalled Chief Silva's discussion at a previous Board meeting concerning the  
4 ECFSS becoming a stand-alone agency, but not necessarily leaving the Monroe  
5 Fire District #3 location. Commissioner Kenny mentioned that it may not be  
6 practical for the ECFSSS to become a stand-alone agency without moving  
7 immediately. The Board requested that the ECFSS Admin Committee put together  
8 a plan and get the chiefs of each member agency to review some ideas.

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10 Commissioner Kenny mentioned he would like to see the ECFSS Board continue to  
11 review the issue of a new facility as well as the management structure of the  
12 program.

13 **INFORMATION AGENDA:**

14 None

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16 **EXECUTIVE SESSION:**

17 None

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

20 None

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22 **CALL ON BOARD MEMBERS/ATTENDANCE CHECK**

23 The next meeting date will be March 25, 2008, 17:00hrs @ Station 71.

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25 The Meeting was adjourned at 20:25  
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32 Bill Snyder  
33 Chairman

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38 Jennifer Pardee  
39 Recording Secretary  
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