

EAST COUNTY FIRE SUPPORT SERVICES DIVISION

BOARD OF REPRESENTATION

MEETING MINUTES

March 25, 2008

1 **CALL TO ORDER:**

2 Called the meeting to order at 17:00hrs.

3
4 **ROLL CALL:**

5 Board Members present: Neil Doherty, Roy Waugh, Bill Snyder, Marc Mechling,
6 Bob Meador, and Jim Kenny. Administrative Committee Members present: Chief
7 Andrews, Chief Guptill, and Chief Mattox. District Chiefs present: Chief
8 Silva, Chief Widdis, and Chief Eastman. ECFSS Personnel present:
9 Administrative Secretary Jennifer Pardee and Shop Foreman Bill Hoffman.

10 **CONSENT AGENDA:**

11 **Approval of Minutes**

12 Jim Kenny moved to approve the February 26, 2008 minutes with the correction
13 that a second motion was made.

14
15 A second motion was made.

16
17 On vote, **Motion Carried 3/0.**

18
19 **Election of Chairman and Vice Chairman**

20 Bill Snyder was elected Chairman

21 Bob Meador was elected Vice Chairman

22
23 **DISCUSSION AGENDA:**

24 **1. 2007 Year End Report**

25 Chief Guptill reviewed the 2007 year end report and the current fund balances
26 for the ECFSS. Before the ECFSS board made a decision to contribute
27 additional funding into the capital fund they requested to review the capital
28 strategic plan. After reviewing the capital strategic plan, the
29 Administrative Committee made a recommendation to the ECFSS board that 50,000
30 dollars be transferred to the Capital Expense Fund. Bob Meador made a motion
31 to transfer 50,000 dollars into the capital expense fund and Neil Doherty
32 seconded the motion. Motion carried 3/0.

33 **2. Capital Strategic Plan**

34 The Capital Strategic Plan was reviewed briefly to foresee future expenses
35 and to determine future contributions to the capital fund.

36
37 **3. Future Land/Facility, Management Structure, & ECFSS as a Separate**
38 **Entity**

39 Much discussion took place regarding the future of ECFSS.

40
41 Jim Kenny recalled from a previous ECFSS board meeting that the construction
42 of a new facility was not an immediate issue, but thought the ECFSS needed to
43 work on becoming a separate entity by the end of 2008 as per Chief Silva's
44 request. Chief Silva assured the ECFSS board that District #3 does not want
45 to force a deadline for the ECFSS becoming a separate entity, but rather work
46 as a team to foster the ECFSS into a separate entity.

47
48 Chief Guptill informed the board that a new or different facility will still
49 be necessary in the future and is a need for the ECFSS.

50
51 Chief Silva expressed his concerns with how the Administrative Committee is
52 working by using an example of Chief Guptill presenting the budget at one of
53 the last board meetings. However, the thought being that the responsibility

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1 of presenting the budget was Chief Andrews duty. Chief Guptill explained how
2 Bill Hoffman heads up the mechanical services division and Jennifer Pardee
3 heads up the administration with direction and vision coming from the
4 Administrative Committee. Chief Silva commented on how District #3 would
5 like to see a separate entity for personnel matters. Chief Eastman supports
6 moving towards setting up the ECFSS as its own entity and agrees with Chief
7 Silva. Bill Snyder clarified what District #3 means by having the ECFSS
8 become a stand alone agency. Everything will remain in tact, but rather
9 create an entity that can hire, manage, and answer to the ECFSS board. This
10 process will eliminate the involvement of District #3 on a
11 personnel/liability level. Bill Snyder continued to mention how the process
12 should not be too difficult. Chief Eastman mentioned that it is not fair for
13 everyone to expect Chief Guptill to do the work to make the ECFSS a separate
14 entity.

15
16 Chief Eastman continued to suggest that the ECFSS look at hiring a manager of
17 the program in order to take it to the next level and it would be a visionary
18 leadership position. Bill Snyder mentioned that all Districts don't like
19 what it costs to hire a manager because that cost will be included in the
20 budget, which inevitably affects the shop hourly rate. Chief Eastman
21 reminded the board that the shop hourly rate is still incredibly cheap
22 compared to outside shops. Chief Guptill reminded the board that the pieces
23 and processes are in place, which has allowed the program to run itself
24 successfully without a manager. Chief Eastman's understanding is that the
25 ECFSS needs to get out of the fire service administration, which will require
26 a leader of the employees. Chief Guptill assured the board that there is
27 administration in place. Bill Hoffman and Jennifer Pardee are the
28 administration that runs the operations of the ECFSS. Chief Guptill
29 reiterated that an administrator is not needed.

30
31 Chief Eastman questioned the purpose of making the ECFSS its own entity.
32 Chief Silva explained how the ECFSS impacts District #3 through employment
33 issues, auditing issues, etc. Chief Guptill also mentioned how currently any
34 member agency can walk away from the program causing problems for the
35 longevity of the ECFSS. One of the major benefits of creating a stand alone
36 agency is to revisit the commitment that all the agencies have. Chief
37 Guptill would like to take the initiative to create an interlocal that ties
38 all the member agencies together. This would protect District #3 from being
39 left with the responsibility of all the employees and financial burdens if
40 District 1 and District 7 dropped out of the ECFSS program.

41
42 Roy Waugh requested a breakdown of how the ECFSS currently operates and how
43 that would change or would not change through becoming a separate entity.

44
45 Jim Kenny expressed concern about becoming a stand alone agency with the
46 current management structure. Ed Widdis explained how there would need to be
47 an ECFSS administrator for different scenario's that may arise. For
48 instance, if a law suit was filed against the ECFSS. Roy Waugh explained how
49 District 3 would be responsible if anything were to happen with the ECFSS and
50 suggested that the interlocal be more binding. Chief Eastman explained how
51 Snopac's interlocal has language pertaining to consequences if an agency
52 member pulls out of the program. Chief Widdis mentioned that if the ECFSS
53 became a stand alone agency they could maintain at the same level with the

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1 current administration, but questioned whether the ECFSS would need a
2 visionary manager in order to expand the ECFSS services. Chief Guptill
3 assured the board that a manager is not necessary until the ECFSS moves off
4 site and expands the programs.

5
6 Discussion occurred regarding District 1's current situation (with getting
7 annexed) and the impact that will have on the ECFSS. Chief Guptill assured
8 the board that the ECFSS could currently handle the District 1 situation.

9
10 Chief Guptill reviewed the organizational chart for the ECFSS and discussed
11 the future programs with the different levels of management. Chief Eastman
12 mentioned that the shop has grown tremendously to the point of space issues
13 and that the ECFSS does not want to duplicate this problem by expanding
14 future programs. Solving the shop space issue seems to be the problem.
15 Chief Guptill stated that the three issues that need to be addressed are
16 becoming a stand alone agency, management structure, and a facility.

17
18 Bob Meador mentioned concern about losing the benefit of cost savings through
19 becoming a stand alone agency, but recognizes that District 3 can no longer
20 carry the financial responsibility. Ed Widdis suggested that things be made
21 clear on paper. Bill Snyder asked if the board would give permission to move
22 forward with becoming a separate entity. Jim Kenny suggested an analysis be
23 done of the costs to the ECFSS becoming a separate entity.

24
25 Neil Doherty suggested that the ECFSS allow associate agencies to become
26 member agencies in order to share the burden of the program. Brief
27 discussion took place regarding associate agencies becoming members during
28 the process of a new interlocal being drafted. The idea of downsizing also
29 was discussed. However, it was decided that first an analysis will be done
30 to review the costs associated with being and becoming a separate entity.

31
32 Chief Eastman stated that people are coming to the ECFSS because it offers a
33 service for people that they need and a business that they don't want to get
34 into. Eastman's concern is that as the program grows so will the costs.

35
36 Roy Waugh and Bill Snyder suggested that the Administrative Committee begin
37 to draw up an interlocal for the ECFSS members.

38
39 Chief Guptill suggested having an end goal of strengthening the members
40 relationships with the new interlocal. The current interlocal does not
41 provide much program stability. Ed Widdis mentioned that the District 1
42 board may be hesitant to committing to a new interlocal without knowing the
43 future of the District.

44
45 The Board requested that the Administrative Committee bring back a
46 feasibility study on becoming a separate entity and the layout of the new
47 governance for the stand alone agency.

48
49 Jim Kenny voiced concern with the current management structure. It was
50 stated that the ECFSS may be able to continue to get by with the
51 Administrative Committee, but feels this management structure will not be
52 able to carry the organization forward. Jim Kenny continued to suggest that
53 the ECFSS budget funds in 2009 for an executive director.

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4. Management Structure

The discussion pertaining to Management Structure was documented under Discussion Item 3 (Future Land/Facility).

5. Grounds Maintenance

Chief Guptill provided a quick update on the grounds maintenance. Auditors informed the ECFSS that any contract for maintenance is required to meet the prevailing wage standards. Due to the auditor's information, the ECFSS will be going back out to bid for grounds maintenance.

INFORMATION AGENDA:

Jim Kenny requested that the management structure be a discussion item at the next board meeting.

Chief Guptill briefly discussed how the new procedures of billing the shop truck travel hours have affected each member agency and budget.

CALL ON BOARD MEMBERS/ATTENDANCE CHECK

The next meeting date will be April 22, 2008, 17:00hrs @ Station 71.

The Meeting was adjourned at 19:23

Bill Snyder
Chairman

Jennifer Pardee
Recording Secretary