

# EAST COUNTY FIRE SUPPORT SERVICES DIVISION

## BOARD OF REPRESENTATION

### MEETING MINUTES

June 24, 2008

1 **CALL TO ORDER:**

2 Neil Doherty called the meeting to order at 17:05hrs.

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4 **ROLL CALL:**

5 Board Members present: Neil Doherty, Marc Mechling and Jim Kenny.

6 Administrative Committee Members present: Chief Andrews and Chief Guptill.

7 ECFSS Personnel present: Administrative Secretary Jennifer Pardee and Shop  
8 Foreman Bill Hoffman.

9 **CONSENT AGENDA:**

10 **Approval of Minutes**

11 Jim Kenny made a motion to approve the May 27, 2008 minutes.

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13 Marc Mechling moved to second the motion.

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

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17 **ACTION AGENDA:**

18 **1. Grounds Maintenance Bid Proposal**

19 Chief Guptill briefly explained that the ECFSS went out to bid for grounds  
20 maintenance in order to meet the prevailing wage requirements. The ECFSS  
21 Board reviewed and compared the current grounds maintenance contract to the  
22 proposed contract. The Administrative Committee recommended that the Board  
23 make a motion to approve the contract with Northwest Landscape Services  
24 pending agreement from the two current ECFSS grounds maintenance customers.  
25 Marc Mechling made a motion to authorize signing the Northwest Landscape  
26 Services contract contingent upon approval of the two boards. Jim Kenny  
27 moved to second the motion. On vote, **Motion Carried 3/0.**

28 **2. Vehicle Shuttle Position**

29 Chief Guptill informed the ECFSS that the current Vehicle Shuttle Position  
30 will be vacant as of July 1, 2008 due to an employee giving their notice.  
31 The Administrative Committee requested permission to fill the position. Jim  
32 Kenny moved to authorize the hiring to fill the Vehicle Shuttle Position.  
33 Marc Mechling moved to second the motion. On vote, **Motion Carried 3/0.**

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35 Jim Kenny requested clarity of the current positions within the ECFSS  
36 Mechanical Division.

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38 **INFORMATION AGENDA:**

39 **1. Stand Alone Agency**

40 Chief Guptill provided an update on meeting with attorney Brad Cattle and Amy  
41 Allison with AndersonHunter about creating a new interlocal. Chief Guptill  
42 explained how Brad Cattle is familiar with government interlocals and is  
43 currently the attorney for SERS (who the ECFSS would model their interlocal  
44 after). Chief Guptill explained how the meeting was to discuss; 1) creating  
45 a new interlocal, 2) reviewing any legal requirements in the best interest of  
46 the ECFSS, 3) and to resolve any sales tax issues.

47  
48 Jim Kenny suggested that the ECFSS Administrative Committee make a goal to  
49 have the feasibility study done by the October Board Meeting. This allows  
50 the ECFSS Board to make a decision by the November Board Meeting and have an  
51 answer for District #3 within the District's deadline. Chief Guptill and  
52 Marc Mechling mentioned that they do not believe there will be penalties if  
53 the ECFSS has not completed the feasibility study by the end of 2008.

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Brief discussion occurred as to the future governance of the program. Chief Guptill explained that he does not anticipate a change in governance (new administrator) while the program is located at one of the member District's facilities. However, the Administrative Committee made it clear that when the program either moves off-site or there is large business growth then an administrator may be necessary.

The Board briefly discussed the issue of tool insurance and security of the facility. Further research will be done to provide answers and fees associated with providing tool insurance and building security.

**CALL ON BOARD MEMBERS/ATTENDANCE CHECK**

The next meeting date was originally scheduled for July 22, 2008, 17:00hrs @ Station 71; however, Jim Kenny and Marc Mechling were not available to attend. Neil Doherty requested to change the next meeting date to July 29<sup>th</sup>, 2008.

The Meeting was adjourned at 20:02

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Bill Snyder  
Chairman

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Jennifer Pardee  
Recording Secretary