

**EAST COUNTY FIRE SUPPORT SERVICES DIVISION**  
**BOARD OF REPRESENTATION**  
**MEETING MINUTES**  
**February 26, 2013**

1 **CALL TO ORDER:**

2 Commissioner Randy Fay called the meeting to order at 1900 hours.

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4 **ROLL CALL:**

5 Board Members present: Marc Inman, Roy Waugh, Jim Kenny, and Randy Fay.  
6 Administrative Committee Members present: Chief Silva, Chief Widdis, and  
7 Chief Andrews. ECFSS personnel present: Shop Operations Manager Bill Hoffman  
8 and Administrative Secretary Jennifer Pardee. Other personnel present: Mike  
9 Camerer and Shawn Seltz.

10 **CONSENT AGENDA:**

11 **1. Approval of Minutes**

12 Commissioner Kenny requested that all the motions carried in the December 18,  
13 2012 minutes would read as 2/0 instead of 3/0 since District #1 did not have  
14 representation at the meeting. The motion was made by Commissioner Inman and  
15 seconded by Commissioner Kenny, to approve the December 18, 2012 minutes with  
16 the correction requested by Commissioner Kenny. On vote,

17  
18 Motion carried 3/0.

19  
20 **ACTION AGENDA:**

21 **1. Records Retention Proposal**

22 Chief Silva explained that the District was in the process of undertaking the  
23 records retention project for Monroe Fire District #3 in order to comply with  
24 state mandate. It was also explain that a temporary employee was hired to  
25 begin this project. Chief Silva requested that the shop pay for a portion of  
26 the expenses related to this project since the shop has an ample amount of  
27 records that would have to be addressed.

28 The motion was made by Commissioner Kenny and seconded by Commissioner Inman  
29 to authorize the archiving project expenditure of up to \$2,000. On vote,

30  
31 Motion carried 3/0.

32  
33 **2. Election of Chair & Vice Chair**

34 The motion was made by Commissioner Fay and seconded by Commissioner Inman to  
35 nominate Commissioner Kenny as the ECFSS Board Chair and Commissioner Snyder  
36 as the ECFSS Board Vice Chair. On vote,

37  
38 Motion carried 3/0.

39  
40 **INFORMATION AGENDA:**

41 **1. 2012 Year End Financial Report**

42 Jennifer Pardee reviewed the 2012 yearend financial report with the board.  
43 Commissioner Kenny questioned why the budget did not balance. Jennifer  
44 Pardee explained that with the current economy there were several unbilled  
45 mechanic hours which affected the revenues.

46 **2. 2012 Fund Balance Summary**

47 Jennifer Pardee reviewed the yearend fund balance summary with the board.

48  
49 **3. Work Load Update**

50 Bill Hoffman reported that the unassigned time for 2013 was minimal.  
51 Commissioner Waugh questioned whether the shop had too many employees for the  
52 current work load since the 2012 budget did not balance. Bill Hoffman

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1 explain that more than one mechanic had filled out the necessary paperwork  
2 for a foreseen medical leave, which would alleviate the unassigned time. If  
3 the ECFSS were to move forward with layoffs then the ECFSS would run the risk  
4 of being understaffed while mechanics are on foreseen medical leave.

#### 5 **STAFF COMMENTS/CHIEF'S STATUS REPORT:**

##### 6 **1. Assistant Shop Foreman - FMLA/Disability Leave**

7 Bill Hoffman explained that the Assistant Shop Foreman had filled out the  
8 necessary paperwork for a known medical leave of absence.  
9

##### 10 **2. Mechanic - FMLA/L&I Leave**

11 Bill Hoffman explained that a Mechanic had filled out the necessary paperwork  
12 for a known medical leave of absence.  
13

##### 14 **3. Apprentice Mechanic - Disability Leave**

15 Bill Hoffman informed the ECFSS Board that the Apprentice Mechanic was still  
16 on disability leave. Chief Silva explained that Jennifer would be working  
17 with an attorney to ensure that everything is being managed properly.  
18

19 It was explained that when a mechanic is on a leave of absence it alleviates  
20 the unassigned time. There are fewer mechanics for Bill to have to schedule  
21 work for.

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

23 The next Board Meeting was scheduled for February 26, 2013.  
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25 There being no further business the meeting was adjourned at 1935.  
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31 \_\_\_\_\_  
32 Jim Kenny  
33 Chairman  
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38 Jennifer Pardee  
39 Recording Secretary  
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