



COUNTY OF SANTA CRUZ

FIRE DEPARTMENT ADVISORY COMMISSION

LOCATION: CAL FIRE Headquarters
Highway 9 in Felton, CA 95018

DATE: April 16, 2008

TIME: 4:00 PM - 6:00 PM

MINUTES for April 16th, 2008

1.0 Introductions/Call to Order

- FDAC members introduced themselves to members of the public that were present. Chief Steve Woodill was introduced and is to assume Chief Helm's role in FDAC starting in June 2008.
- Members Present:

Alex Leman	Chair of the FDAC/1st District Representative
Donita Springmeyer	3rd District Representative
Ian Larkin	Fire Labor Organization Representative
John Willett	2nd District Representative
Mike Coryell	Volunteer Company Officers/Vice Chair of FDAC
Paul Helm	Deputy Chief of Operations CAL FIRE/County Fire
- Staff Present:

Beth Snyder	CAL FIRE Office Assistant
Steve Woodill	Division Chief - CAL FIRE

2.0 Consideration of approval of minutes (January 9, 2008 and March 19, 2008)

- Motion to approve minutes with adjustments by John Willett and second by Mike Coryell. Motion passed unanimously.

3.0 Oral Communications (items not on Agenda)

- Discussion of working with County on all issues of joint concern.
- Discussion of developing methods which would enhance the FDAC's working relationship with the County.

4.0 Correspondence

- CAOs met with CAL FIRE and prepared a response to LAFCO's request for comments on the reorganization of fire options. That response was brought before the Board of Supervisors and the B.O.S. approved the response unanimously with a 5-0 vote.
- Question as to why FDAC was not notified of or included in the response.
- Discussion of inclusion of FDAC on matters concerning funding, so that FDAC can advise on financial effects.
- Discussion of why County Fire must pay for County Overhead when many County representatives are not present at meetings.
- Proposal by John Willett to generate a letter to the County, regarding the lack of attendance of voting members at meetings and the provision of alternate personnel when representatives are absent. Also need to address County Fire having to pay for position of absent voting member. Suggestion by Mike Coryell that the letter be framed in a positive way so as to improve relationship with the County and also to explicitly address the planning position since there has not been attendance by that representative for several years.

- Letter of Concern to include voting members, discussion regarding planning, position and appointment of alternate representative in the absence of regular members.

Letter will be drafted by Alex Leman and circulated via email for approval from FDAC members.

Motion to approve this action by John Willet, second by Mike Coryell, motion was unanimous.

- Presentation of two grant acceptance letters from the Board of Supervisors and of letter to Board concerning County Fire contract in regards to staffing plan for County Fire stations, within the letter is a recommendation to B.O.S. to accept the Service Call Record for County Fire responses from 2/13/08 – 2/27/08.
- Service Call Report - to be presented to B.O.S. on Tuesday 4/22. B.O.S. asked for report and documentation of impact of reduced staffing to be submitted to monthly. Goals of the report are to:
 1. Identify the number of days that the stations were staffed with the reduced staffing.
 2. Document the days when there was reduced staffing and identify how many and what kind of incidents occurred and how efficiently/effectively they were dealt with.
- There was 2 person staffing in March, events that took place during that time, did have favorable outcomes, however, reduction in staffing certainly hampered ability to handle incidences.
- Discussion of notification by Santa Cruz County to CAL FIRE/County Fire of large events going on in the community. Chief Helm stated event coordinators usually notify the fire stations and that Battalion Chiefs have a feel for the need within the community and staff accordingly.
- Decision to talk with respective supervisors on the protocol and appropriateness of writing a letter to LAFCO concerning FDAC advising on relevant issues.

5.0 **Business**

5.1 **Budget**

5.1.1 **Current year status**

- On track to be about \$400,000.00 under-spent in Amador/Schedule A contract.
- May be coming out of Amador period 2 weeks early which could produce significant savings. These savings are due to exceptional circumstances such as, extended fire seasons and weather.
- No significant savings in operations budget the majority of savings are from personnel services contract.
- Upcoming budget was submitted prior to the March meeting and revised contract was submitted with the reduction in un-planned overtime and new Senior Analyst.
- Reduction in Fire Marshal's Office saved about \$60,000.00
- Operating budget was pretty much fixed but the purchase of a new apparatus was added in.
- 2008/2009 contract amount for combined Schedule A/Amador Contract will be \$2,026,244.00.
- There will be a significant reduction in Schedule C/County side of budget due removal of County Analyst.

5.1.2 **08/09 recommendations**

- No direct feedback from County as of yet regarding FDAC proposals (proposals from letter addressed to the Board concerning cost saving recommendations).
- B.O.S. will approach County staff to hear their views (regarding proposals).

- Suggestion by Alex Leman to meet with CAO & GSD in order to give everyone an opportunity to hear the thoughts & concerns of the FDAC and to give CAO & GSD a chance to ask questions.
- Add to agenda the issue of no FDAC representative for Supervisor Campos.

5.2 Operational Agreement - Chief Helm

5.2.1 2007/2008 3rd Quarter Report

- Chief Helm passed out copies of the Operational Agreement Third Quarter 2007/2008 Report from 1/1 – 3/31.
- Goals within the Report are identified within the 5yr. master-plan. Each of the goals are broken down annually and then quarterly.
- Third quarter goals to be accomplished were:
 1. Provide FDAC with recommendation with sustainable service delivery with established fiscal constraints post prop. 218. *Done.*
 2. Identify all opportunities for cost saving and operational efficiency within County Fire management and the CAL FIRE contract. *Done.*
 3. Determine an appropriate fund reserve based on anticipated changes in revenue and expenditures. *Not done yet.*
 4. Analyze the functions currently performed by the senior departmental analyst as a liaison between the County, CAL FIRE and the volunteer section of the Department as to the appropriate number of hours assigned. *Done.*

5.3 Communications process

5.3.1 Internal Process Update

- Communicate quickly and openly with County
- Establish website for public view – Designed for transparency
- Post agendas, minutes, and schedule on website.

5.3.2 External Process Update

- Make recommendation to County Fire Chief to create a marketing plan to establish County Fire within the community (but first need wait until situation with Bonny Doon and LAFCO stabilizes).
- Working at micro level with people within the community.
- *Presentation by Kay Archer-Bowden on success of Pajaro Dunes prop. 218 election. Steps to running a successful campaign:*
 1. Formation of committee
 2. Involvement of as many people as possible, speaking to groups/organizations whenever possible and making the community aware of situation at hand.
 3. Education of voters within the community
 4. Newsletters and letters to homeowners
 5. Communicating with, and presentations to, the Board of Supervisors
 6. Giving the people in the community the power to make changes
 7. Meeting with CAL Fire to review budget annually/periodically
 - Fire protection is financed almost entirely by property taxes.
 - Committee votes on all items that affect revenue, if committee does not approve something, then it will not happen.

5.4 Proposition 172 – presentation

- Donita Springmeyer handed out paperwork on the appropriation of prop. 172 funds and the effect on CSA 48.
- Ask supervisors to look into disbursement of prop. 172 funds and follow up with them.
- Donita Springmeyer to research financial impact to County Fire due to poor disbursement.

- 5.5 **FDAC expectations of action**
- 5.5.1 **February 12th vote timeline**
- Will discuss at next meeting since this item didn't make it on the agenda in time.
- 5.5 **Additional study sessions – schedule if necessary**
- Discussion of putting study sessions together for upcoming election. Plan on 11/2009 election date.
 - Discussion of harmonizing with Company Officers meetings. So that information can be directly communicated.
 - Recommendation of having study sessions once a month.
 - Discussion of conducting work/study sessions during months without a regularly scheduled meeting.
 - Recommendation to shift Company Officers meetings to Wednesday evenings, since many volunteers have Thursday night training.
 - **Motion** to hold working sessions on the third Wednesday of the off months starting May 21st beginning at 5pm; motion by Mike Coryell and second by John Willett, all in favor.
- 6.0 **Information Reports**
- 6.1 **County Fire Training / T.O. Association** – Sherman
- Put about 400 firefighters through RIC training.
 - Tuesday and Saturday training available to accommodate volunteers.
 - Safety & Orientation on Saturday 4/19 and Wild land module coming up.
- 6.2 **Fire Chief's Association** - Chief Ferreira
- Chief Ferreira not present; he had to attend an OES meeting in Contra Costa County.
- 6.3 **Volunteer Company Officers** - Mike Coryell
- Call volume higher than normal this first quarter.
 - Active wild land fires in March showed how a hybrid department is to our advantage.
 - Received recruitment and retention grant from FEMA.
- 7.0 **Roundtable**
- Chief Woodill – Excited to here
 - Chief Helm – Half moon bay contract formation has June 1st deadline to be up and running. 50/50 mix of CAL FIRE employees and original employees.
 - Donita Springmeyer – Talked with Davenport people about prop. 172.
 - John Willet – Thank you to Chief Helm for hard work and service to FDAC, reiterated by Donita Springmeyer.
 - Alex Leman – Conducting meeting that will be an open community meeting for Loma Prieta. First step in making community fully aware of how everything works.
- 8.0 **Adjournment/set next regular meeting**
- Motion to adjourn by John Willett, second by Chief Helm; motion was unanimous. Meeting ended at 6:35 pm.
 - Next meeting scheduled for May 22nd at 5pm.

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2123 or 831-763-8123 from Watsonville area phones) at least 72 hours in advance of the meeting, to make arrangements. As a courtesy to those persons affected, please attend the meeting smoke and scent free.

If you are unable to attend please call Beth Snyder at (831) 335-5353.