

# STANISLAUS COUNTY FIRE AUTHORITY

## Meeting Minutes

Board of Directors Meeting  
January 5, 2006  
Regional Fire Training Center  
1220 Fire Science Lane, Modesto, CA

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**CALL TO ORDER / PLEDGE OF ALLEGIANCE** – The meeting was called to order by the Chairman, Chief Dale Skiles at 9:00 a.m.

### ROLL CALL

The following agency representatives were present:

Chief Dan Davis	City of Ceres
Matt Scott	Denair Fire District
Chief Jim Miguel	City of Modesto
Chief Mike Wilkinson	City of Oakdale
Chief Rob Hoyer	Oakdale Rural Fire District
Chief Bill Kinnear	City of Patterson
Chief Steve Mayotte	Stanislaus Consolidated Fire District
Fire Warden Gary Hinshaw	Stanislaus County
Asst. Chief John Barindelli	Westport Fire District
Director Bob Kimball	West Stanislaus Fire District
Chief Mike Passalacqua	Woodland Ave. Fire District
Chief Steve Barrett	Calif. Dept of Forestry SCU

Also present were: Dennis Wister, Stanislaus County Public Works; Ray Jackson, Fire Warden's Office; Director David White, SCFPD; Director Tom Burns, Salida FPD; Mark Jacobs, Kim Morante, Buck Condit, Shirley Koelmans, Carrie Silveira and John Silveira, SCFPD; Jack Doering, Stanislaus County Counsel; and Mimi DeSimoni, Fire Warden's Office.

### PUBLIC COMMENT

Chief Skiles reminded everyone to turn in their Form 700, and noted that the Conflict of Interest Code approval process is underway.

### MINUTES

Chief Mayotte made a motion to approve the minutes from the last meeting; Chief Barindelli seconded. Motion was passed with a unanimous vote.

### AGENDA ITEMS

- A. Rules of Order- Rules of Order and Board Responsibilities documents were distributed at the December meeting for member review and comment. Mimi received no comments from the membership. Chief Hoyer made a motion to approve and adopt the documents as presented; Chief Passalacqua seconded the motion. The motion was passed with a unanimous vote.

- B. Goals and Objectives- Chief Jackson received some comments on the Goals and Objectives. He incorporated those suggestions into the list and presented them to the membership. It was suggested that these would be a starting point and that they could be modified over time. Chief Barrett suggested that a history of the documents be kept as part of the documents for the future. Chief Passalacqua made a motion to approve the Goals and Objectives as presented; Chief Barrett seconded the motion. Motion was passed unanimously.
- C. Building Department Plans – Dennis Wister gave a brief description of Public Works' presentation to the Board of Supervisors regarding improvements to the current building permit process. They intend to implement a true "one stop shop" for permitting. The Board of Supervisors commissioned the Fire Warden to develop and present a plan as to how the Fire Service is going to fit in to the implementation of the Building Department's plan. Carrie Silveira, Fire Inspector for Consolidated Fire District gave a presentation outlining the duties she and Shirley Koelmans perform for the Fire Prevention component of the Less Than County-Wide Fire Service in this county. She stressed that the fire component does not currently hold up the permitting process, as has been stated in the past. She also listed what their deficiencies are and what they currently need to allow them to do an adequate job. A big need is technology, along with fee increases, the ability to fine offenders, and more inspectors in the field to perform the necessary inspections. Most inspections other than new construction are not being done. Chief Hinshaw pointed out that this is a huge opportunity for the fire service to develop a plan based on its needs and to possibly get some much needed funding to provide a level of service that we, as the fire service, collectively set. He needs to be able to have a proposal to present to the Board within 60 days. Chief Skiles suggested that Ray Jackson and the Fire Warden's staff lead the efforts to put together a proposal along with Stanislaus Consolidated staff, and Public Works. The report should provide an analysis of current levels and costs as well as how we can meet the expectations of the Public Works and what the optimum level of service would be. The Fire Authority should expect to see a proposal outlining multiple options by the next meeting.
- D. Business Plan Development- Chief Skiles pointed out that the Prevention Department project is a natural lead in to the business plan for the Fire Authority. The Investigation component should provide the same analysis of what they currently provide, and what would be a desired level of service. It was suggested by Investigator Silveira that a 40-hour person and a supervisor were needed. It would also be beneficial if the Sheriff's Department, the DA's Office and the Arson Task Force were brought together as stakeholders in the process. Chief Mayotte said he would have them begin working on the project right away.

The Fire Authority needs to develop a business plan beginning with where we are now and where we intend to go. It is critical for us to have a business plan in order to go to the Board of Supervisors and request a general fund commitment for next year.

Chief Skiles proposed the following timeline:

Within 30 days:

- An amended contract, based on the Fire Authority's recommendations, in place so that Consolidated can be paid
- A draft of the Fire Prevention component of the Public Works Plan for review by the Fire Authority will be completed

Within 60 days

- The Fire Prevention component of the Public Works' Plan will be finalized for presentation to the Board of Supervisors.
- A Fire Authority Business Plan should be ready to take to the CEO's office. This plan will outline what we have accomplished in this first year of the Fire Authority, detail what the needs and deficiencies of the fire service currently are in this county, and what our plan is for improving services in the future. Within the plan there should be an outline of what the funding requirements will be for the next year to achieve our goals.

By July 1, 2006

- The Fire Authority should be ready to begin implementing our business plan.

Chief Davis pointed out that we need to present what is needed to do the job, not based on funding, but on what we need to provide. Some of the services mentioned were enhanced prevention services, communications, and administration. There was discussion regarding the extensive amount of administrative staff time required to meet the proposed timeline.

- E Homeland Security Grant FY06 – Gary Hinshaw reported that the guidelines for the grant are not clear yet. He has not received a briefing from the state yet. It is possible that the bulk of the grant money will go to the larger urban areas and some will be distributed to the operational areas. All or part of the grant will now be competitive. Information will be updated as it's available.

Announcements:

- 1- Fire Chief's Association Annual Dinner will be on January 26<sup>th</sup> at Legends Café. Dinner will be \$25 and ½ price for retirees. A flyer will be coming out soon.
- 2- Board of Supervisors is presenting a workshop on January 12, 2006 at 6:30 pm regarding the Brown Act, Fair Political Practices Act, and Prop. 218. It is good information, especially for new directors.
- 3- Blue Mass is being held on Saturday, January 7<sup>th</sup> at St. Josephs Church.

Next meeting is set for February 2, 2006 at 9:00 am, RFTC.

Chief Mayotte motioned to adjourn the meeting; Chief Hinshaw seconded the motion. Meeting was adjourned at 11:40 a.m.

Mimi DeSimoni

Clerk of the Fire Authority

Approved: Motion: Director Bob Kimball

Seconded: Chief Steve Mayotte

Unanimously approved