

AGENDA

GOLDEN GATE FIRE CONTROL & RESCUE DISTRICT

COMMISSION MEETING

Meeting Location: Golden Gate Fire Station
4741 Golden Gate Parkway

May 9, 1989

7:30 P.M. - 10:30 P.M.

1. Invocation
2. Pledge of Allegiance
3. Opening Comments - Chairman
4. Agenda - Additions/Deletions
5. Approval of 4/11/89, 4/18/89, 4/27/89 Minutes
6. Review of Bills
7. Firefighters' Association Report
8. Discussion of Letter from Corkscrew Fire Commission (Chief Hatcher)
9. Budget Adjustments (Chief Hatcher)
10. Consideration for Board to Adopt Fee Schedule (Chief Hatcher)
11. Special Meeting with Volunteer Association (Chairman Steffen)
12. Status of County Collecting Impact Fees for District (Chief Hatcher)
13. Status of Mass Mailing on Brush Fire Information (Chief Hatcher)
14. Consideration to Develop a Mission Statement (Commissioner Young)
15. Consideration for Policy on Receipt of Outside Material by Fire Board (Commissioner Griffith)
16. Consideration to Use Money Left in Capital Improvements Operating Account (Chief Hatcher)
17. Discussion of Legal Notices (Commissioner Griffith)
18. Discussion of Condition of Golden Gate Parkway Station & Existing Violations (Commissioner Griffith)
19. Consideration to Eliminate Policy on Inadequate Manpower Reports (Commissioner Griffith)
20. Union Correspondence (Dave Anderson)
21. Fire Chief's Report
22. Emergency Business
23. Comments from Commissioners
24. Comments from Audience
25. Closing Comments - Chairman
26. Agenda Items for Next Meeting
27. Adjournment

GOLDEN GATE FIRE CONTROL & RESCUE DISTRICT

COMMISSION MEETING

MAY 9, 1989

The board meeting of the Golden Gate Fire Commissioners opened with Invocation and the Pledge of Allegiance; Commissioner Young was not in attendance.

Opening Comments - Chairman:

Chairman Steffen stated that due to the fact that the commission meetings have been running until 11:00 P.M., that in the future he is going to try and hold discussion down to 5 or 10 minutes per item, instead of the half hour discussions that we sometimes have.

Approval of 4/11/89, 4/18/89, 4/27/89:

Commissioner Griffith wanted the following corrections considered;

4/11/89 Minutes - When the vote is taken on these minutes the vote should be for corrected page 7 (so stated at top of page 7).

4/18/89 - The Board changed to Commissioner Young in the next to last sentence on page 2.

4/27/89 - it was changed to Commissioner Young in the 1st paragraph on page 2 and Commission Griffith would like his position included in that same paragraph, "Commissioner Griffith expressed continued opposition to any alternate financing that involved the millage cap because the current level of service is adequate and will improve as the tax base increases."

*** A motion was made by Commissioner Griffith to approve minutes as corrected. Motion carried unanimously.**

Review of Bills:

Commissioner Griffith brought the following bills for purchases over \$500 to the Board's attention:

Safety Equipment on page 1
Motorola, Ten-8, and Safety Equip. on page 4.

There was no problem paying the bills as submitted.

Firefighters' Association Report:

Steve Bellman read outloud the Association's report, copy is attached.

Discussion of Letter from Corkscrew Fire Commission:

Chief Hatcher stated that the first letter had made it sound like he had a private meeting with Jay Reardon concerning the conceptual plan. The second letter did indicate that there were other area chiefs in attendance at that meeting.

Chairman Steffen asked if there was a representative from Corkscrew Fire District in the audience. There was no response.

Budget Adjustments:

Chief Hatcher asked the Board if they had any questions. Commissioner Griffith stated the way he understands this, is that there is no change in the policy, it's just a matter of adjusting because the expenditures have been different than those projected. The Chief replied that this was correct, that the bottomline figure remains the same.

- * Chairman Steffen stepped down to make a motion approving the budget adjustments as presented. Commissioner Griffith seconded the motion. Motion carried unanimously.

Consideration for Board to Adopt Fee Schedule:

Chief Hatcher advised the Board that the enclosed resolution in their agenda packets was the wording the Fire Chief's Association had drawn up for the different fire districts to use for adopting the fee schedule (backcharging for fires).

- * A motion was made by Commissioner Griffith and seconded by Chairman Steffen to adopt the resolution (adopting fee schedule to be used when backcharging on a fire) as presented. Motion carried unanimously.

Special Meeting with Volunteer Association:

Chairman Steffen reported that the Association is going to set up a special fund that will take care of providing flowers for the district. Also, there was some discussion regarding helping with the manning of station #27. This will be discussed further when the larger pumper that can carry four men is stationed there. The problems that the Association seems to have are minor such as the need for more bunker gear and radios. The Chairman stated that he plans to meet with them every four months.

Status of County Collecting Impact Fees for District:

Chief Hatcher advised the Board that the district is still waiting for the agreement from the County. The County is still collecting the impact fees for the district at no charge and sending a payment each month.

Status of Mass Mailing on Brush Fire Information:

Chief Hatcher advised the Board that since none of the District 1 funds have been received by any of the participating fire districts, he will bring this up for consideration as an option before the Fire Chiefs' Association when monies are received from the 2nd mill (only 2nd mill monies have stipulations as to how they are to be spent).

Consideration to Develop a Mission Statement:

Chief Hatcher stated that he had included some background material in the agenda packet that he thought might help the commissioners with developing a mission statement.

Since this was Commissioner Young's agenda item, Chairman Steffen asked that this item be carried over to the planning meeting to be held on May 16th.

Consideration for Policy on Receipt of Outside Material by Fire Board:

Commissioner Griffith stated that the Chief had submitted a policy on "Written Materials Presented to Commissioners" and had some changes that he would like to have considered. A copy of this policy is included in the agenda packet. These changes are found under PROCEDURE.

In the first paragraph - All written material submitted by nondepartment employees or personnel that requires action by the Board of Fire Commissioners must be submitted to the department and supplied to the individual board members no less than two (2) days before any scheduled board meeting.

Delete the second paragraph.

In the third paragraph - If it is felt there are ~~no~~ extenuating circumstances or emergencies that exist with written materials submitted outside the two (2) day deadline limitation, the fire board chairman or, if the chairman is not available, the chief could arrange for an emergency meeting to consider the material.

This item will be carried over to the next regular meeting. Both Chief Hatcher's and Commissioner Griffith's policies will be considered.

Consideration to Use Money Left in Capital Improvements Operating Account:

Chief Hatcher advised the Board that there is still \$4,385.12 left in the capital improvement operating account established for building and equipping station #27. Approximately \$385 is going to be used for the purchase of personnel lockers which leaves approximately \$4,000. Chief Hatcher requested that the Board use that money towards the purchase of a "Jaws of Life." The Vineyards donated \$3,000 and the Association has collected \$2,358.93 for the Jaws. With the additional \$4,000 there would be enough to purchase the Jaws plus 3 ram sets for station #27.

- * Chairman Steffen stepped down to make a motion to approve of purchasing an entire set of Jaws after going out for three bids. Commissioner Griffith seconded the motion. Motion carried unanimously.

Chairman Steffen stated that it would be alright if the Chief wanted to go out for phone bids but to request a follow-up letter.

Discussion of Legal Notices:

Commissioner Griffith stated that it has come to his attention that we may not be required to have legal notices for our meetings and since it his opinion that nobody reads legal notices he would entertain the idea of stopping the legal notices. Commissioner Griffith felt it was a waste of money and that there are better ways of notifying people about our meetings. If there is any concern about the need for legal notices he felt our attorney should be consulted.

Pat Meulenberg stated that she had contacted the County and was advised that we should continue with the legal notices.

Chairman Steffen stated that he was in favor of the legal notices.

Discussion of Condition of Golden Gate Parkway Station & Existing Conditions:

Commissioner Griffith stated that in February, Chairman Steffen and Commissioner Young had stated there were fire violations in the fire house and at the time Commissioner Griffith did not believe there were any. Commissioner Griffith said he was shocked when he spoke with Assistant Chief Peterson last week and was told that there was still storage that needed to be moved, that the stove was not disconnected, and there was one window that had not been replaced. Commissioner Griffith went on to say that he would like to have the Board direct the Chief to correct the violations mentioned and have another inspection made of the fire station. Much discussion followed.

Chairman Steffen stated that he was in favor of going through with the original plan instituted by the Board on 2/10/88 and review the situation in 18 months which will be this coming July.

Consideration to Eliminate Policy on Inadequate Manpower Reports:

Commissioner Griffith stated that this policy was originally submitted as a tool for everyone to be sensitive to manpower shortages so that corrective action could be taken. Commissioner Griffith went on to say that since this policy is no longer being utilized and is thought to be inadequate because every truck that goes out of here is an inadequate manpower response, he sees no need to keep the policy on the books. Discussion followed.

Chairman Steffen stated that he would like for all three commissioners to be here before any action is taken on this policy. Commissioner Griffith would like this item carried over to the next meeting.

Union Correspondence:

Dave Anderson, Union President, stated that the grievance committee felt the answer from the Chief was inadequate on a grievance filed on 4/24/89. A copy of this grievance was given to the board members, copy is attached.

Chief Hatcher stated that the Board had made a motion to hire one man, put the captain on shift, and additional shift to be covered by overtime. This motion was amended to say, provided it was accepted by the union. The union came back with a counterproposal and the Board made a motion on 4/11//89 stating that we would keep things the way they are now. The Chief went on to say that the request for this gentleman to be off came to him long prior to the April 11th meeting.

Chairman Steffen stated that the Board had made it very clear via a motion what they had wanted the policy to be and that was a minimum manning level of three regardless of whether or not it took overtime to maintain that level.

Chief Hatcher replied that since that time other than this one particular situation every attempt has been made to do so. This request had been made prior to the final determination made by the Board. Unfortunately it did slip through the cracks, there had been no intention not to cover the shift with overtime.

There was much discussion regarding the minimum manning issue.

Chairman Steffen stated that, "we have set a minimum manning of three. When these people go out of here to a structure fire we want three people responding."

Chief Hatcher replied, "that's fine."

Chairman Steffen asked if there was a need for any further clarification. The Chief replied, "no."

Commissioner Griffith asked if the union was satisfied.

Chairman Steffen asked the union if this will take care of the grievance. Dave Anderson said, "that will do it."

Dave Anderson then presented a letter to the Board which requested the resignation of Chief Hatcher. Dave Anderson read the letter outloud, a copy is attached. Much discussion followed.

- * Chairman Steffen stepped down to make a motion to hold an Emergency Meeting for the purpose of resolving and/or discussing the differences between the paid firefighters and the chief officer of this district. This meeting will be held on Tuesday, May 16th at 7:30 P.M. Commissioner Griffith seconded the motion. Motion carried unanimously.

The recessed Planning Meeting that had previously been scheduled will convene at 7:30 P.M. on Tuesday and recessed again until a later date so that the emergency meeting can be held.

Fire Chief's Report:

1. Chief Hatcher explained that there have been two meetings with the architects regarding the Emergency Complex Center. Neither Duane Billington nor Mark Strain have been able to attend these past two meetings.
2. Chief Hatcher advised the Board that he is in full support of the formation of a Ladies Auxiliary by the volunteers.
3. The Commissioners were given the Operational S.O.Ps for their review.
4. The Report on Inspections for the month of April are included in the agenda packet.

5. Chief Hatcher advised the Board that Par One Homeowners Association donated \$500.00 to the fire district.

6. Chief Hatcher advised the Board that Dave MacGregor received the Phoenix Award while on his second job working for EMS.

7. Chief Hatcher advised the Board that new replacement bunker gear had arrived today.

8. Chief Hatcher advised the Board the new pumper had been delivered last Thursday.

9. Chief Hatcher advised the Board the new TV had been delivered for the men.

* A motion was made by Commissioner Griffith and seconded by Chairman Steffen to direct the staff to prepare a policy for the Board's approval regarding the acceptance of donations. The policy would require that any donation of \$100.00 or more would need to be accepted by the Board and to be used for a specific purpose. Motion carried unanimously.

* Chairman Steffen stepped down to make a motion to accept the \$500.00 donation from Par One Homeowners Association. Motion was seconded by Commissioner Griffith. Motion carried unanimously.

Emergency Business:

Chief Hatcher stated the Board had received material for their review from Jay Reardon regarding upgrading the counties communication system. After some discussion;

* Chairman Steffen stepped down to make a motion approving the Chief's recommendation for the expenditure of \$4,600 from the 2nd mill of District 1 contract for the repeater system enhancement. Commissioner Griffith seconded the motion. Motion carried unanimously.

Comments from Commissioners:

Commissioner Griffith wished to correct a statement that he had made a meeting or so ago. At that meeting Commissioner Griffith had stated that he had, " watched a county staff man stand in front of the commission explaining why the health building cost had gone from \$300,000 to \$600,000 and now I realize the health building cost 5 and 6 million dollars and not \$300,000 and the building that he was talking about that had enhanced so much was the storage addition to the tax collector and they had budgeted \$300,000 to cover that cost and because of increase in cost of construction and particular problems with that building it had doubled to \$600,000. So I am just apologizing for giving the wrong information and correcting my statement on the record."

Agenda Items for Next Meeting:

Chairman Steffen gave a verbal list of items to be included on the next meeting's agenda.

1. Consideration to Develop a Mission Statement
2. Consideration for Policy on Receipt of Outside Material by Fire Board
3. Consideration to Eliminate Policy on Inadequate Manpower Reports
4. Union Correspondence
5. Consideration to Have Attorney Review Impact Fee Spending

Adjournment:

- * Chairman Steffen stepped down to make a motion to adjourn the meeting at 11:02 P.M. Commissioner Griffith seconded the motion. Motion carried unanimously.

Commission Meeting
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Minutes of 5/9/89 Commission Meeting approved on 6/13/89.



Commissioner Marvin Steffen

Was not present at meeting on 5/9/89
Commissioner Wayne B. Young



Commissioner Willard P. Griffith