



COUNTY OF SANTA CRUZ

FIRE DEPARTMENT ADVISORY COMMISSION

LOCATION: CAL FIRE Headquarters

Highway 9 in Felton, CA 95018

DATE: November 19th, 2008

TIME: 4:00 PM - 6:00 PM

MINUTES for November 19th 2008

- 1.0 Introductions/Call to Order
 - Meeting called to order at 4:03pm
- 2.0 Approval of minutes (from October 8th, 2008)
 - Motion to approve minutes made by Kathleen Lineberry, motion seconded by Donita Springmyer. All in favor, motion carried.
- 3.0 Oral Communications (items not on agenda)
 - None
- 4.0 Correspondence
 - None
- 5.0 Business
 - 5.1 Old Business
 - 5.1.1 Budget Status Report – Lineberry/Muir
 - Everything has been audited to make sure that the numbers are correct and have reduced numbers on items not being utilized.
 - Day-lighted cost of utilities, especially propane, to see if improvements can be made. Will look at other utilities later on in order to show real costs versus what is actually being paid.
 - Ninety two thousand dollar increase in expenses for this fiscal year, in addition to what was approved for the budget.
 - Have been day-lighting factual information for PPE replacement plan
 - Health costs will be going up
 - Denise, Kathleen, Enrique, Nancy and Pat will go over budget in detail this week (week of 11/19).
 - Budget is status quo and we are being conservative for next year
 - Woodill – also need to put price tag on annual cost of volunteer
 - 5.1.2. Felton Engine move
 - Will have meeting on December 8, 2008 regarding engine move
 - 5.1.3 Agreement with Bonny Doon for engine maintenance
 - Agreement is done and approved
 - 5.1.4 Board report: Fire service for 09/10
 - Report has been delayed, will do after next LAFCO meeting

5.1.5 08/09 Operational Agreement/Master Plan

- Most bullet points of Master Plan should be revisited
- Appropriate to revisit Master Plan since it will be put into effect soon. Accomplishing the goals of the Master Plan will be a challenge staff wise.
- Master Plan has not been signed and finalized.
- Need to go back and revise Master Plan in order to make it more realistic.
- FDAC intends to continually review this document and amend as needed since document is amendable and subject to review.
- Enrique (CAO representative) – submitting this with contract should be fine and can make changes as needed.
- Master Plan overall needs to be looked at and addressed. Chief Lineberry would like to revisit at next meeting in January.
- Will send out current version of Master Plan for review.
- Can add quarterly parts of Operational Agreement to agenda for each pertaining quarter.

5.1.6 Matching Funds

- Total submittals are more than what has been budgeted. Will have to form committee to meet and modify requests. Good to bring up at Company Officers Meeting.
- Companies to meet with their Battalion Chiefs to turn over Matching Funds requests, in order to prioritize needs, and then bring to committee for review.
- Matching Funds requests, should be for items above and beyond what is covered in daily requirements, not items such as radios, etc...
- Will bring up Matching Funds approvals at next meeting, but they should be reviewed by Battalion Chief first.

5.2 New Business

Annual FDAC Report (2008)

- Pulled up Annual FDAC Report from last year which was probably generated by either Paul Helm or Brenda Lane.
- Report highlights annual and future goals.
- Report must go before Board of Supervisors by January.
- FDAC will be changing some of the dates and some of the priorities listed within the report.
- Will need to have special meeting to accomplish changes and updates to report.
- Working group will meet to discuss and make changes to Annual FDAC Report. Working group date is scheduled for December 10th at 5pm. Working group will consist of Alex Leman, Steve Woodill, Donita Springmeyer, Kathleen Lineberry, John Willett and Denise Muir. Should also set 2009 meeting dates during working group meeting.

6.0 Information Reports

6.1 Fire Chief's Report- Chief Lineberry/Chief Woodill

- Chief Ferreira in Carmel at San Mateo Chief's Retreat
- Current freeze on hiring due to budget constraints
- Will realize some savings through salary savings
- Doing good staffing wise; will be hiring new Heavy Equipment Mechanic soon.
- May be able to start hiring again at the end of the month as result of salary savings.
- New personnel changes; Battalion Chief, Eric Johnson will be working in Santa Cruz County. Battalion Chief, Ken Biscay will not be returning due to health

- issues. Battalion Chief, Jim Nolan will be working in North Division at Coastside FPD.
- Still waiting to see if new hire can be made for vacant ECC Battalion Chief position.
- 6.2 Volunteer Company Officers - Mike Coryell
- Want to make sure that information from FDAC meetings is transferred to Company Officers meeting.
- 6.3 ECC – Call Stats – Chief Lineberry & Captain Loree Borelli (Captain Bill Tomkovic by phone)
- Discussed what best presentation of stats would be for volunteers.
 - ECC - Aim is to make stats more user-friendly for volunteers.
 - ECC - Want to show precise accounting of every time that a volunteer or paid employee responds to any call.
 - FDAC - Would like to know how many volunteers respond, so that number can be included in next quarterly report in January.
 - Battalion Report and Volunteer Report are not consistent; they will be different because not every call with state engines has volunteers on it.
 - FDAC - Would like to see how many incidents are occurring in county and who's responding. Also would like to know how many responses are coming out of a certain geographical area.
 - ECC – CAD does not record where a unit comes from and you can't infer from a piece of equipment, where that unit initiated from. The information of where a unit responds from is not available. The information is based on a responding engine which cannot be tied to a station.
 - ECC - In order to capture this information, CAD would have to be changed to relay this information.
 - Should continue ECC working group.
 - May have to manually record calls at the station level.
 - Naming incidents based on location should help to provide more information.
 - Should specify to Bill Tomkovic exact desires of what needs to be presented so he can figure out how to approach this and extract needed information.
 - Will discuss again at a later date; Lineberry and Woodill to discuss possible solutions.
 - Loree Borelli to talk to other ECC Battalion Chiefs to find out ways to work around software.
- 6.4 Status report - Web page development – Lineberry
- Some time in January is the projected start up date for website.
- 7.0 Roundtable
- Steve Woodill – Will start doing brush and pine removal Dec. 1st.
- 8.0 Adjournment and set next regular meeting
- Motion to adjourn made by John Willet, motion seconded by Donita Springmeyer. Motion passed unanimously, meeting adjourned at 5:48pm.
 - Date of next meeting to be determined.

