



COUNTY OF SANTA CRUZ

FIRE DEPARTMENT ADVISORY COMMISSION

LOCATION: CAL FIRE Headquarters

Highway 9 in Felton, CA 95018

DATE: July 15th, 2009

TIME: 4:00 PM - 6:00 PM

Minutes for July 15th, 2009

FDAC Members in Attendance:

Kathleen Lineberry	Deputy Chief CAL FIRE / County Fire
Mike Coryell	Volunteer Company Officer Representative / FDAC Vice Chair
Alex Leman	District 1 Representative / FDAC Chair
Arnie Wernick	District 5 Representative
Ian Larkin	Fire Labor Organization Representative

Others in Attendance:

Paul Horvat	Office of Emergency Services / Emergency Services Manager
Denise Muir	County Fire Analyst
Michael Borelli	Emergency Command Center Chief
John Ferreira	Unit Chief CAL FIRE / County Fire
David Samaniego	Division Chief
Beth Snyder	Note-taker

- 1.0 Introductions/Call to Order
 - Meeting began at 4:05pm
 - Introduction of new Division Chief, David Samaniego and new ECC Chief, Michael Borrelli.
- 2.0 Approval of Minutes from 5/20/09
 - Motion to approve minutes made by Arnie Wernick, motion seconded by Kathleen Lineberry, all were in favor. Motion passed.
- 3.0 Oral Communications (items not on agenda)
 - None
- 4.0 Correspondences
 - Recommended to Board of Supervisors to go ahead with contract for next year.
 - 4.1 Email from Steve Homan – Apparatus Bay Fall Creek – Chief Ferreria
 - Email from Steve Homan from Bonny Doon asking why we (CAL FIRE) are moving forward to attach an apparatus bay to Fall Creek Station. Cost will be approximately fifteen thousand for the architect and forty thousand for the building. We will be able to leave behind a nice apparatus bay when CAL FIRE leaves McDermott station.
- 5.0 Business
 - 5.1 Old Business
 - 5.1.1 County Fire Budget Update – Chief Lineberry
 - Budget was passed; this fiscal year has parameters for not spending on unnecessary items.

- Not going to do huge purchases but may be able to consider smaller things.
- Brought down the fund balance, had to spend some of “contingency” money this year for Fall Creek Station and engine purchase. Did anticipate expenses for this year and made some purchases with CAL FIRE dollars (5 Minitor pagers with voice recording capability and four sets of turnouts for new volunteers).
- Shift Ticket reimbursements may be issued as IOUs.

5.1.2 Ordinances – Nancy Gordon

- Chief Lineberry has spoken with Nancy Gordon and County Fire will be looking into that more. Ordinance may have to be rewritten.

5.1.3 Santa Cruz County Master Plan

- Master plan was emailed out, but it might be best for a subcommittee to meet together and work on it.
- Some items have been completed but other things have not been worked on at all.
- Will email out the Master Plan again for FDAC to review and bring back thoughts and ideas to subcommittee meeting.
- Master Plan Subcommittee Members so far are: Kathleen Lineberry, John Willett and Mike Coryell.

5.2 New Business

5.2.1 Review Bylaws

- Should review bylaws with the appointment of a new member.

5.2.2 County Fire Volunteer Roster

- Chief Lineberry reported that the FDAC needs to vote on increasing the number of volunteers. Discussed the process currently used (going through the Training Bureau) and how they evaluate who meets the qualifications for being a volunteer.

5.2.3 Budget for new volunteers

- Cost for new volunteers is \$5,000.00 each; including: training, PPE, and other associated expenses.
- Yearly expense for maintaining 100 volunteers is \$86,000.00.
- The next step is to have Jake Hess (Battalion Chief of Training) analyze the numbers and look at trends and then look at the budget and see where money can be shifted.
- Discussion of researching grants that might cover physicals.
- Discussion of analyzing the needs of each company; i.e.: how many volunteers each company needs based on the number of calls and then documenting each company’s specific needs.
- **Motion** made by Mike Coryell recommending that FDAC aim for an internal target staffing level of 100 volunteers. Motion seconded by Arnie Wernick, all in favor; motion passed. Motion states, “FDAC recommends an internal target staffing level of 100 volunteers.”

5.2.4 Cost per volunteer for PPE, Physicals and Training

- Discussed above in section 5.2.3

5.2.5 New Volunteer Check-in list and Volunteer Separation Check-out list

- Discussion of using check in/out list for keeping track of PPE.

5.2.6 Board of Supervisors approval for up to 100 volunteers

- Discussed above in section 5.2.3 (internal recommendation)

6.0 Information Reports

6.1 Fire Chief's Association – Chief Ferreira

- No report

6.2 Volunteer Company Officers – Mike Coryell

- Things slowed down in the spring but they have picked up again recently.

6.3 Incident Statistics

6.3.1 CYRON Meeting with Glenn Hamovitz – Chief Lineberry

- Chief Lineberry and Chief Samaniego met with Glenn Hamovitz a statistician who was recently appointed as a board member for the Rural Bonny Doon Association (replaced Tom Scully). He has met with our staff to discuss statistical presentation of data. Hopefully he can help with accurate tracking & reporting of numbers and types of calls received.

6.4 Subcommittee – Community Outreach

- Chief Lineberry has received an email from Greg Estrada and John Willett regarding the community outreach. Still waiting for emails from other Battalion Chiefs and Company Officers.
- Discussion of tri-folds and the type of message that County Fire does and does not want to send. Discussion of keeping the message simple and to a maximum of three points with out using anything too fancy or flashy.
- Discussion of subcommittee giving input through emails so draft tri-fold can be created and then coming together to provide input for final draft.
- Need to make sure the messages gets to the general public
- Next step should be to meet with John Leopold and discuss his successful methods.

7.0 Roundtable

- Mike Coryell – Request for printout of County Fire's finalized budget.
- Chief Ferreira – Todd Meyer back to work, will be meeting with him this week. Green sheet will be sent to Company Officers. Recognition from County for Denise Muir's excellent work.

8.0 Adjournment and set next regular meeting – September 16th at 4pm

- **Motion** to adjourn made by Kathleen Lineberry, motion seconded by Arnie Wernick, all were in favor. Meeting adjourned at 6:54pm.

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If you are unable to attend please call Beth Snyder at (831) 335-5353 ext. 0.

