

2016 ANNUAL REPORT



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT ADVISORY FIRE COMMISSION

**Bill Granados, District II, Liaison to the Board of Supervisors
Edward Haynes, District III, Vice Chair
Debra Galey, District IV
Nat Rojanasathira, District V
Mike Egan, At Large #1
Richard T. Chapman, At Large #2, Chair
Latonia Ellingberg, Staff**

**Alternates:
Walter Fields, District V
Erling Horn, District II**

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Contra Costa County Fire Protection District Advisory Fire Commission

Meetings: Bi-monthly meetings were held: February, April, June, August, October, and December
Location/Time: 2945 Treat Blvd., Concord at 7:00 p.m.
Chair: Richard "Tom" Chapman
Staff: Latonia Ellingberg
Reporting Period: January through December 2016

I. ACTIVITIES

- Conducted regular business of the Commission
- Conducted regular business of the Commission as well as the following Committees:
 - Apparatus & Equipment*
 - Budget*
 - Personnel*
 - Property and Annexation*

*(*All above committee business conducted during course of regular meetings.)*
- Attended Contra Costa County Fire Commissioners Association Meetings
- Attended Board of Supervisors Meetings
- Attended Contra Costa County Fire Protection District Board of Directors meetings
- Attended the Fallen Firefighters Memorial Service
- Attended Fire Academy #49 Graduation Ceremony
- Attended various city council, town hall, and other fire board meetings

II. ACCOMPLISHMENTS

- Reviewed and provided feedback on the Draft FY 2016/17 Budget
- Conducted public hearings to resolve public complaints regarding weed abatement charges
- Approved adjustments to weed abatement charges
- Provided feedback on fire prevention activities, suppression leave, incident summary reports and response times
- Provided feedback on levels of service in communities with closed stations or reduced service

III. ATTENDANCE/REPRESENTATION

- Vacancies: District 1; District 1 Alternate; District 3 Alternate; District 4 Alternate
- Diversity: Commission consists of a variety of retired and active business professionals/owners; retired Fire Captain; computer programmer; retired security advisor/former police officer/current reserve at San Ramon Valley Fire Protection District; Assistant to the Town Manager – Town of Danville; and Management Analyst – City of Brentwood.
- Level of Participation:

Regular Mtgs.	
Chapman	5 of 6
Egan	5 of 6
Galey	6 of 6
Granados	6 of 6
Haynes	5 of 6
Rojanasathira	6 of 6
Fields (Alt.)	2 of 4
Horn (Alt.)	6 of 6

- Quorum Frequency: No meetings cancelled due to lack of a quorum.

IV. TRAINING/CERTIFICATION

- Commissioner Fields completed “The Brown Act and Better Government Ordinance – What You Need to Know as a Commission, Board, or Committee Member” and “Ethics Orientation for County Officials.”
- Commissioner Egan renewed his Emergency Medical Technician (EMT) certification.

V. PROPOSED WORK PLAN/OBJECTIVES FOR NEXT YEAR

- Continue to work with the Fire Chief on budgetary issues.
- Attend meetings relative to fire service issues.
- Provide input to the Board of Directors.
- Continue to monitor citizen complaints stemming from the District’s weed abatement program.
- Continue to approve adjustments to weed abatement charges.
- Continue to exercise oversight of the approval process for the disposal of surplus property.
- Continue to explore alternate funding sources.