



## EAST CONTRA COSTA FIRE PROTECTION DISTRICT

### BOARD OF DIRECTORS

Adam Langro

Brian Oftedal  
President

Carrie Nash

Stephen Smith  
Vice President

Joe Young

### Meeting Minutes

**Wednesday, December 12, 2018**

1. Call to Order: (6:33 pm)

2. Pledge of Allegiance: (6:34 pm)

Outgoing directors Susan Morgan, Joy Benson & Susanna Thompson led the Pledge of Allegiance.

3. Roll Call: (6:35 pm)

Directors Present: Langro, Nash, Oftedal, Smith, Young

Directors Absent:

4. Oath of Office: (6:35 pm)

Fire Chief Brian Helmick swore in the new elected board members, Adam Langro, Carrie Nash, Brian Oftedal, Stephen Smith and Joe Young.

5. Presentations: (6:37 pm)

Recognition of Outgoing Board Members – The nine appointed Board Members were recognized and thanked by the District for their service. Present were Susan Morgan, Joy Benson, Susanna Thompson, Adam Langro, Brian Oftedal, Stephen Smith and Joe Young. Not present for the recognition were Sandra Strobel and Erick Stonebarger. In addition to the District recognition, the outgoing Board Members received certificates from Congressman Jerry McNerney's office, Senator Steve Glazier's office and Supervisor Diane Burgis' office.

6. Assignment of Directors' Terms of Office: (6:49 pm)

Per the Fire Protection District Law, the five Board Members drew lots to determine the length of their terms, as follows:

Director Langro – Assigned a 4-Year term

Director Nash – Assigned a 4-Year term

Director Oftedal – Assigned a 4-Year term

Director Smith – Assigned a 2-Year term

Director Young – Assigned a 2-Year term

7. Officer Elections: (6:51 pm)

The Directors agreed to proceed with elections pursuant to the method established by Board action at the November meeting.

Motion by Director Smith and second by Director Nash to nominate Director Oftedal for President. No other Directors were nominated. Motion passed (5-0).

Motion by Director Young and second by President Oftedal to nominate Director Smith for Vice-President. No other Directors were nominated. Motion passed (5-0).

8. Public Comment: (6:55 pm)

There were no (0) Public Speakers.

9. Consent Calendar: (6:55 pm)

- a) Approve Minutes of November 5, 2018 Board of Directors Meeting
- b) Approve Minutes of November 14, 2018 Board of Directors Strategic Planning Workshop
- c) Approve Minutes of November 30, 2018 Board of Directors Strategic Planning Retreat
- d) Authorize Negotiation of Fire Marshal Benefits Package

- e) Approve Contract with ECS Imaging, Inc. for Scanning Services
- f) Authorize Purchase of Fire Prevention Bureau Vehicle
- g) Authorization to Join HGACBuy and Acquire Three Type 1 Fire Apparatus

**Motion by: Vice-President Smith to approve Consent Calendar Items: a,b,c,d,e,f,g**

**Second by: Director Langro**

**Vote Carried: 5:0:0**

**Ayes: Langro, Nash, Oftedal, Smith, Young**

**Noes:**

**Abstained:**

**Absent:**

10. Policy Committee Update: (6:56 pm)

- a) Adopt New Board of Directors Policies

There was one (1) Public Speaker – Gil Guerrero

Director Young proposed an amendment to policy 216.1 so that it would read: "It is the policy of the District to provide, consistent with funding available, the levels..."

**Motion by: Director Young to adopt a the new Board of Directors Policies as amended, by a resolution that also renumbers/supersedes District policies 1-6,1-7, 1-8, 1-9, 1-10, 1-11 (Policy and Procedures for the Purchase or Lease pf Equipment, Supplies, and Real Property, and for Service and Construction Contract, 1-11 [sic] (Donated Access to Structures for Training) and 1-12, and Resolutions 2018-19, 2014-28, 2018-32 and 2014-29.**

**Second by: Vice-President Smith**

**Vote Carried: 5:0:0**

**Ayes: Langro, Nash, Oftedal, Smith, Young**

**Noes:**

**Abstained:**

**Absent:**

11. New Business: (7:15 pm)

- a) Appointment of Finance Committee, various other ad hoc committees and liaison assignments

President Oftedal appointed Director Young to be the Chairperson for the Finance Committee and Vice President Smith to be the other member of the Finance Committee.

President Oftedal appointed liaisons as follows: Director Smith for City of Brentwood, Director Langro for City of Oakley, Director Nash for Town of Discovery Bay

b) Adopt Fiscal Years 2019-23 Strategic Plan

There were three (3) Public Speakers – Bryan Scott, Hay Bray, Gil Guerrero

Following a discussion, the Board revised Goal A, Strategy 4 to include at the end: "which may include both capital and operating cost contributions"

**Motion by: Director Vice-President Smith to adopt the Fiscal Years 2019-23 Strategic Planning, as revised.**

**Second by: Director Langro**

**Vote Carried: 5:0:0**

**Ayes: Langro, Nash, Oftedal, Smith, Young**

**Noes:**

**Abstained:**

**Absent:**

12. Report of the Fire Chief / Informational Staff Reports: (8:06 pm)

- a) Legislative Update
- b) Grants Update
- c) Station 55 Update
- d) Operational Update for November 2018
- e) Public Outreach & Education Activities Update

13. Board Reports and Requests: (8:45 pm)

Director Oftedal announced the upcoming Fire Commissioners meeting on January 24 and reported his election to be the President of the group.

14. Date and Place of Next Meeting: Wednesday, January 9, 2019 6:30 P.M. at Brentwood City Council Chambers, 150 City Park Way, Brentwood: (8:45 pm)
15. Adjourn: (8:46pm)