



SAN DIEGO COUNTY FIRE

5510 Overland Avenue | Suite 250, San Diego | CA 92123-1239

www.sdcountyfire.org

TONY MECHAM
FIRE CHIEF
(619) 590-3100

HERMAN REDDICK
PROGRAM MANAGER
(858) 974-5999

CSA-135 Fire Advisory Board Meeting

January 11, 2018 at 1:00 pm

5500 Overland Ave, Conference Room 120
San Diego, CA 92123

SDCFA Contact Information: Kelsey Chesnut, (858) 974-5910
kelsey.chesnut@sdcounty.ca.gov

Minutes

Call to Order at 1:04 pm

Introductions – San Diego County Fire Staff and Fire Advisory Board Members

First Meeting Agenda

1. **Resolution Establishing the CSA 135 Fire Advisory Board** – A copy of the Resolution is handed out to each Board member for reference.
2. **Seating of Fire Advisory Board Members** – Herman Reddick seats and welcomes the Board members.
3. **Board Membership and Terms** – Herman Reddick gives an overview of the terms of the Board members in each district.
 - a. Currently, there are 10 members on the board, in the next several years, this will be reduced to 7 (see attached election matrix).
 - b. When the Board gets down to 7 members, Board member terms will coincide with the County Board of Supervisors terms (4-year terms).
 - c. To serve on the Board, you must fill out the application on the Clerk of the Board's website. You must also live within CSA 135. Fire Authority staff will make sure you know what to fill out when, and that your application gets to the Supervisor.
4. **Board Duties and Responsibilities** – This Board is advisory to SDCFA and the County Board of Supervisors regarding the operations and maintenance of CSA 135.
 - a. Chief Mecham wants to make sure the Board is doing business in accordance with Board Policy A-74 – Citizen Participation in County Boards, Commissions and Committees. A copy of Board Policy A-74 is given to each member.
 - b. The Board is responsible for submitting a report to the County Board of Supervisors. Dick Foss, the Board Secretary, is responsible for the report. Kelsey Chesnut, SDCFA staff, will draft, type, edit, and otherwise assist with the report.



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5. **Board Bylaws** – Each Board member is given a copy of the Bylaws to review after the meeting. If a Board member has edits or changes they would like to make, they can send those edits to Kelsey Chesnut or bring them to the next meeting.
6. **Selection of Chairperson and Vice Chairperson** – Herman Reddick gives an overview of the process, wherein the Board selects a Chair, Vice Chair, and Secretary each January.
 - a. Frank Whiteley nominates Ben Tulloch for Chair; motion is seconded by Randy Terry. Motion carries unanimously.
 - b. Suzann Leininger nominates herself for Vice Chair; motion is seconded by Ben Tulloch. Motion carries unanimously.
 - c. Frank Whiteley nominates Dick Foss for Secretary; motion is seconded by Ben Tulloch. Motion carries unanimously.
 - d. Kelsey Chesnut, staff from SDCFA, will take minutes, post the agenda and minutes on the website and County Operations Center (COC) campus, record meetings, and attend all meetings.
7. **Meeting Dates and Times** – Herman Reddick and Chief Mecham state that the Board must meet at least quarterly, according to the Resolution and Bylaws.
 - a. Suzann Leininger motions to meet monthly until July and to reevaluate each month; motion is seconded by Dick Foss. Motion carries unanimously.
 - b. The meetings will be at **1 pm on the 2nd Monday** of each month. The location of each meeting is TBD but will always be at the **COC campus** and will be included in the full schedule.
8. **Other business** – Herman Reddick initiates a roundtable for other business.
 - a. Chief Mecham and Herman suggest having different SDCFA and CAL FIRE staff come in each month to give updates on projects and activities. Ideas from the Board include: meeting at the ECC and receiving presentations on the fleet, facilities, and staffing during fire season.
 - b. The next meeting will include a presentation on facilities in the County by Kevin O’Leary and Liz Hagerty from SDCFA.



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9. Action Items –

- a. Board members to look over bylaws – send edits to Kelsey Chesnut
- b. Staff to create binders for each Board member
- c. Staff to create a meeting schedule through July
- d. Staff to create Chief’s report for Board members
- e. Staff to check in with County Counsel
- f. Staff to go through Board Policy A-74

Adjournment – 1:52 pm. William Huskey makes a motion to adjourn; motion is seconded by Suzann Leininger. Motion carries unanimously.

NEXT MEETING: Monday, February 12, 2018 at 1 pm

Attended

Name	District/Affiliation
Ben Tulloch	District 2 – Seat 7, Board Chair
Suzann Leininger	District 5 – Seat 2, Board Vice Chair
Richard (Dick) Foss	District 2 – Seat 9, Board Secretary
J.R. “Randy” Terry	District 2 – Seat 5
Frank Whiteley	District 2 – Seat 6
Mark White	District 2 – Seat 8
William (Bill) Huskey	District 2 – Seat 10
Tony Mecham	CAL FIRE Unit Chief
Jenna Lee	CAL FIRE Executive Assistant
Herman Reddick	SDCFA Program Manager
Susan Quasarano	SDCFA Program Coordinator
Kevin O’Leary	SDCFA Fire Services Coordinator
Don Heiser	SDCFA Deputy Chief, Board Liaison
Kelsey Chesnut	SDCFA Administrative Analyst, Board Staff

Not in Attendance

VACANT	District 1 – Seat 1
VACANT	District 5 – Seat 3
Tim Stanton	District 2 – Seat 4