

## **2023 ANNUAL REPORT**



# **CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT ADVISORY FIRE COMMISSION**

**Matthew Guichard, District II / Chair (January – July)**  
**Michael Daugelli, District III (January – February)**  
**Susanna Thompson, District III (June 13 – December)**  
**Debra Galey, District IV (January – June)**  
**Don Mayo, District IV (August – December)**  
**Richard S. Nakano, District V / Vice Chair (January – July) / Chair (August – December)**  
**Mike Egan, At Large #1**  
**Brian J. Oftedal, At Large #2 / Vice Chair (August – December)**  
**Latonia Ellingberg, Staff**

**Mark DeMarce, At Large Alternate #1 (March 21 – December)**  
**Donn Walklet, At Large Alternate #2 (March 21 – December)**  
**Susanna Thompson, At Large Alternate #3 (January – June 12)**

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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. Special meetings were held: July, September, and November.

Location/Time: All 7 p.m. meetings were hybrid for the public and in-person for Commissioners and staff.

Chair: Matt Guichard (January – July)  
Richard S. Nakano (August – December)

Staff: Latonia Ellingberg

Reporting Period: January through December 2023

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### **I. ACTIVITIES**

- Conducted regular business of the Commission
- 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 Line of Duty Death Memorial Service
- Attended Fire Academy Graduation Ceremony
- Attended various city council, town hall, and other fire board meetings

### **II. ACCOMPLISHMENTS**

- Conducted public hearings to resolve public complaints regarding weed abatement charges
- Approved adjustments to weed abatement charges
- Exercised oversight of the approval process for the disposal of surplus property

### **III. ATTENDANCE/REPRESENTATION**

- Vacancies: District 1 was vacant January through December. District 3 was vacant March through June 13. District 4 was vacant the month of July. At Large Alternate #3 was vacant June 13 through December.
- Diversity: Commission consists of a variety of retired and active business professionals/owners including Attorney; International Fire Protection Consultant; Former Banker/VP, former Civil Grand Jury Foreperson; retired Security Advisor, former Police Detective, and volunteer Firefighter/EMT; Fire Captain/Paramedic; and Retired Patient Care Practitioner.

- Level of Participation:

Regular Mtgs.	
Daugelli	1 of 1
Egan	8 of 9
Galey	5 of 6
Guichard	7 of 9
Mayo	5 of 5
Nakano	8 of 9
Oftedal	9 of 9
Thompson	7 of 9
DeMarce	8 of 8
Walklet	3 of 8

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

#### **IV. TRAINING/CERTIFICATION**

- All Commissioners completed Implicit Bias Training. Commissioners DeMarce, Guichard, Mayo, and Walklet completed Brown Act Training and Ethics Training.

#### **V. PROPOSED WORK PLAN/OBJECTIVES FOR NEXT YEAR**

- Contribute to the development of a weed abatement appeal process.
- Attend meetings relative to fire service issues.
- Provide input to the Board of Directors.
- Continue to attend Contra Costa County Fire Commissioners Association meetings.
- 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.