

February 13, 2007

TO: Board of Fire Commissioners

FROM: Blanca Gomez-Revelles, Commission Executive Assistant II

SUBJECT: BOARD OF FIRE COMMISSIONERS COUNCIL REFERRAL TRACKING  
PROCESS

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

**Recommendation:**

That the Board review and consider the current and proposed Council Motion and Referral Process to determine a process that is best suited to meet the needs of the Fire Commission.

**Summary:**

At its meeting of January 16, 2007, the Board of Fire Commissioners instructed Commission staff to update the current notification process that alerts Commissioners of Council motions and upcoming Council/Committee agenda items that relate to Fire Department issues. Attached for your reference are two flowcharts illustrating the current (Attachment A) and proposed (Attachment B) processes.

Under the current process, Fire Department staff tracks Council/Committee activity to identify Fire Department issues; manages associated operational functions (i.e. develops required reports, represents the Department at Council and Committee meetings, etc.); and provides verbal and written informational reports to the Board at commission meetings. The Fire Commission staff tracks Council/Committee activity to identify Fire Department issues; notifies the Board via e-mail of any upcoming Council/Committee items referenced on the referrals and agendas. When a request from a fire commissioner is received, the item is placed on the next Board agenda for consideration.

In the proposed process, Commission staff would continue to track Council activity and notify the Board via e-mail of any Department related items. A tracking file would be prepared consisting of tracking-forms and pertinent documents (see Attachment B). The tracking file would be referred to the Board for placement on their next agenda. At the Board meeting, the Commission would review and consider the upcoming Fire Department items referenced on the Council referrals/agendas; take official action

and/or provide direction. Items that the Board determines require follow up would be maintained in a tickler folder for placement on future Board agendas.

In addition, commission staff compiled the pending Council-audit related items and those in which the Commission has been designated as the lead. The items have been placed into binders and are presented for the Commission's review and reference (Attachment C). As future audit related and/or Commission lead items are received, they would be processed according to the procedure outlined in this report and added to the Commissioners' binders for reference at subsequent board meetings.