

CALENDAR FOR THE BOARD OF DIRECTORS  
**CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT**  
BOARD CHAMBERS ROOM 107, ADMINISTRATION BUILDING, 651 PINE STREET  
MARTINEZ, CALIFORNIA 94553-1229

**FEDERAL D. GLOVER, CHAIR**  
**JOHN GIOIA**  
**CANDACE ANDERSEN**  
**MARY N. PIEPHO**  
**KAREN MITCHOFF, VICE CHAIR**

**DAVID J. TWA, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 335-1900**  
**DARYL L. LOUDER, FIRE CHIEF**

The Board of Directors respects your time, and every attempt is made to accurately estimate when an item may be heard by the Board. All times specified for items on the Board of Supervisors agenda are approximate. Items may be heard later than indicated depending on the business of the day. Your patience is appreciated.

**AGENDA**  
**February 12, 2013**

**1:30 P.M.** Convene and call to order.

**CONSIDER CONSENT ITEMS** (Items listed as C.1 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Director or on request for discussion by a member of the public. Items removed from this section will be considered with the Short Discussion Items.

**SHORT DISCUSSION ITEMS**

**SD. 1** PUBLIC COMMENT (3 Minutes/Speaker)

**SD. 2** CONSIDER Consent Items previously removed.

**SD. 3** CONSIDER authorizing the Fire Chief, or designee, to pursue implementation of a self-inspection program for lower-hazard commercial occupancies to increase awareness of fire safety and increase compliance with state laws, regulations, and local ordinances related to fire and life safety. (100% Fee Revenue) (Lewis Broschard, Fire Marshal)

**SD. 4** CONSIDER approving and authorizing the Fire Chief to organize a joint County-City strategic workshop to discuss service delivery expectations and a collaborative approach to providing services. (Daryl Louder, Fire Chief)

- SD. 5** CONSIDER approving and authorizing the Fire Chief, or designee, to conduct formal discussions with the Moraga-Orinda Fire Protection District to enter into a partnership to jointly build and operate a single fire station to replace Fire Station-16 (West Lafayette) and Fire Station-43 (East Orinda). (Daryl Louder, Fire Chief)
- SD. 6** CONSIDER approving and authorizing the Fire Chief, or designee, to conduct a feasibility study to relocate Fire Station 86 (Bay Point) from its current location to property owned by the Fire District located at Willow Pass Road and Highway 4. (Daryl Louder, Fire Chief)
- SD. 7** CONSIDER approving and authorizing the Fire Chief to develop an Ordinance that would provide cost recovery for Emergency Medical Services (EMS) responses. (Daryl Louder, Fire Chief)
- SD. 8** CONSIDER accepting a report from the Fire Chief regarding the status of the fire station closure plan. (Daryl Louder, Fire Chief)
- SD. 9** CONSIDER accepting a report from the Fire Chief on the EMS-only pilot program proposal. (Daryl Louder, Fire Chief)

ADJOURN to the Contra Costa County Board of Supervisors meeting.

### **CONSENT ITEMS**

- C. 1** ACCEPT the 2012 Contra Costa County Fire Protection District Advisory Fire Commission Annual Report, as recommended by the Fire Chief.

### **GENERAL INFORMATION**

The Board meets in its capacity as the Board of Directors of the Contra Costa County Fire Protection District pursuant to Ordinance Code Section 24-2.402. Persons who wish to address the Board of Directors should complete the form provided for that purpose and furnish a copy of any written statement to the Clerk.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Directors less than 72 hours prior to that meeting are available for public inspection at 651 Pine Street, First Floor, Room 106, Martinez, CA 94553, during normal business hours. All matters listed under CONSENT ITEMS are considered by the Board of Directors to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board or a member of the public prior to the time the Commission votes on the motion to adopt. Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Directors can be submitted to the office of the Clerk of the Board via mail: Contra Costa County Fire Protection District Board of Directors, 651 Pine Street Room 106, Martinez, CA

94553; by fax: 925-335-1913.

The District will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 335-1900; TDD (925) 335-1915. An assistive listening device is available from the Clerk, Room 106. Copies of recordings of all or portions of a Board meeting may be purchased from the Clerk of the Board. Please telephone the Office of the Clerk of the Board, (925) 335-1900, to make the necessary arrangements. Applications for personal subscriptions to the Board Agenda may be obtained by calling the Office of the Clerk of the Board, (925) 335-1900. The Board of Directors' agenda and meeting materials are available for inspection at least 96 hours prior to each meeting at the Office of the Clerk of the Board, 651 Pine Street, Room 106, Martinez, California.

Applications for personal subscriptions to the weekly Board Agenda may be obtained by calling the Office of the Clerk of the Board, (925) 335-1900. The weekly agenda may also be viewed on the County's Internet Web Page:

[www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

## ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Commission is scheduled to meet next on Monday, April 8, 2013, at 7:00 p.m. at the District Administration Building, 2010 Geary Road, Pleasant Hill, Ca 94523.

### PERSONS WHO WISH TO ADDRESS THE BOARD MAY BE LIMITED TO THREE (3) MINUTES

**AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.**

#### Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):

The Contra Costa County Fire Protection District has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

**AB** Assembly Bill  
**ABAG** Association of Bay Area Governments  
**ACA** Assembly Constitutional Amendment  
**ADA** Americans with Disabilities Act of 1990  
**AFSCME** American Federation of State County and Municipal Employees  
**ARRA** American Recovery & Reinvestment Act of 2009  
**BAAQMD** Bay Area Air Quality Management District  
**BART** Bay Area Rapid Transit District  
**BayRICS** Bay Area Regional Interoperable Communications System  
**BGO** Better Government Ordinance  
**BOC** Board of Commissioners  
**CALTRANS** California Department of Transportation  
**CAER** Community Awareness Emergency Response  
**CAL-EMA** California Emergency Management Agency  
**CAO** County Administrative Officer or Office  
**CBC** California Building Code  
**CCCFPD** (ConFire) Contra Costa County Fire Protection District  
**CCHP** Contra Costa Health Plan  
**CCTA** Contra Costa Transportation Authority  
**CCRMC** Contra Costa Regional Medical Center  
**CCWD** Contra Costa Water District  
**CFC** California Fire Code  
**CFDA** Catalog of Federal Domestic Assistance  
**CEQA** California Environmental Quality Act

**CIO** Chief Information Officer  
**COLA** Cost of living adjustment  
**ConFire** (CCCFPD) Contra Costa County Fire Protection District  
**CPA** Certified Public Accountant  
**CPF** – California Professional Firefighters  
**CPI** Consumer Price Index  
**CSA** County Service Area  
**CSAC** California State Association of Counties  
**CTC** California Transportation Commission  
**dba** doing business as  
**EBMUD** East Bay Municipal Utility District  
**ECCFPD** East Contra Costa Fire Protection District  
**EIR** Environmental Impact Report  
**EIS** Environmental Impact Statement  
**EMCC** Emergency Medical Care Committee  
**EMS** Emergency Medical Services  
**et al.** et alii (and others)  
**FAA** Federal Aviation Administration  
**FEMA** Federal Emergency Management Agency  
**FTE** Full Time Equivalent  
**FY** Fiscal Year  
**GIS** Geographic Information System  
**HCD** (State Dept of) Housing & Community Development  
**HHS** (State Dept of ) Health and Human Services  
**HOV** High Occupancy Vehicle  
**HR** Human Resources  
**HUD** United States Department of Housing and Urban Development  
**IAFF** International Association of Firefighters  
**ICC** International Code Council  
**IFC** International Fire Code  
**Inc.** Incorporated  
**IOC** Internal Operations Committee  
**ISO** Industrial Safety Ordinance  
**JPA** Joint (exercise of) Powers Authority or Agreement  
**Lamorinda** Lafayette-Moraga-Orinda Area  
**LAFCo** Local Agency Formation Commission  
**LLC** Limited Liability Company  
**LLP** Limited Liability Partnership  
**Local 1** Public Employees Union Local 1  
**Local 1230** Contra Costa County Professional Firefighters Local 1230  
**MAC** Municipal Advisory Council  
**MBE** Minority Business Enterprise  
**MIS** Management Information System  
**MOE** Maintenance of Effort  
**MOU** Memorandum of Understanding  
**MTC** Metropolitan Transportation Commission  
**NACo** National Association of Counties  
**NEPA** National Environmental Policy Act  
**NFPA** National Fire Protection Association  
**OES-EOC** Office of Emergency Services-Emergency Operations Center  
**OPEB** Other Post Employment Benefits  
**OSHA** Occupational Safety and Health Administration  
**PARS** Public Agencies Retirement Services  
**PEPRA** Public Employees Pension Reform Act  
**RFI** Request For Information  
**RFP** Request For Proposal  
**RFQ** Request For Qualifications  
**SB** Senate Bill  
**SBE** Small Business Enterprise  
**SEIU** Service Employees International Union  
**SUASI** Super Urban Area Security Initiative  
**SWAT** Southwest Area Transportation Committee  
**TRANSPAC** Transportation Partnership & Cooperation (Central)  
**TRANSPLAN** Transportation Planning Committee (East County)  
**TRE** or **TTE** Trustee  
**TWIC** Transportation, Water and Infrastructure Committee  
**UASI** Urban Area Security Initiative  
**UCOA** United Chief Officers Association  
**vs.** versus (against)  
**WAN** Wide Area Network  
**WBE** Women Business Enterprise  
**WCCTAC** West Contra Costa Transportation Advisory Committee



Contra  
Costa  
County

To: Contra Costa Fire Board of Directors  
From: Daryl L. Louder, Contra Costa Fire Protection Dist.  
Date: February 12, 2013  
Subject: Self-Inspection Program

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**RECOMMENDATION(S):**

AUTHORIZE the Fire Chief, or designee, to pursue implementation of a self-inspection program for lower-hazard commercial occupancies to increase awareness of fire safety and increase compliance with state laws, regulations, and local ordinances related to fire and life safety.

**FISCAL IMPACT:**

Fees collected as part of this code enforcement program will be used to fully offset the costs of program administration and implementation.

**BACKGROUND:**

The Fire District is responsible for enforcement of Title 24 of the California Code of Regulations, which includes the California Fire Code. In addition, we are responsible for enforcement of Title 19 of the California Code of Regulations, Public Safety Regulations, at the local level. There are approximately 20,000 commercial occupancies within the Fire District ranging from low-hazard occupancies such as business offices and small retail shops to high-hazard facilities such as industrial manufacturing and petroleum refining.

Included in both of these regulations is the enforcement of laws, regulations, and local ordinances for protection of life and property from the

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Action of Board On: **02/12/2013** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYES \_\_\_\_\_ NOES \_\_\_\_\_

ABSENT \_\_\_\_\_ ABSTAIN \_\_\_\_\_

RECUSE \_\_\_\_\_

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 12, 2013

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Lewis Broschard, Fire Marshal,  
925-941-3520

By: , Deputy

cc:

## BACKGROUND: (CONT'D)

perils of fire. These laws and regulations are applicable to all commercial facilities and occupancies, including multi-family residential occupancies. In the past, approximately 9,000 low-hazard occupancies received fire inspections conducted annually by our fire suppression crews in their local areas. Occupancies with higher levels of hazard and risk or where operational permits are required (e.g. flammable liquid dispensing or storage, places of assembly, etc.) are inspected by members of the Fire Prevention Bureau due to their complexity or the technical knowledge needed to properly conduct code enforcement inspections in those occupancies.

The practice of using our engine companies to conduct low-hazard occupancy inspections was suspended in 2010 due to increased demands on our fire crews for emergency response, training commitments, and other factors that reduced their availability to perform these inspections on a consistent basis. The closure of fire stations further reduces the capacity of our engine companies to conduct these inspections. The number of existing occupancies requiring annual inspections by Fire Prevention Bureau staff does not allow time or resources, given current staffing, to conduct inspections of low-hazard occupancies on a regular or scheduled basis. However, these inspections are essential to ensuring a safe environment for the occupants and the public.

Many fire departments throughout the state are facing the same dilemma. One option that has gained traction is a self-inspection program. The self-inspection program would allow low-hazard businesses and occupancies to perform an assessment of their facility's compliance with laws, regulations, and local requirements by completing an evaluation and checklist and returning the information to the Fire District for review and retention. The business could opt out of the self-inspection and request a formal inspection through the Fire Prevention Bureau, if preferred. A nominal fee for the inspection program would enable the Fire District to provide resources to perform periodic quality assurance audits of the occupancies where self-inspections were completed, provide compliance checks of completed self-inspections, and to conduct scheduled in-person inspections on a three year rotation. These inspections will help to ensure the accuracy of the information provided through the self-inspection process. If a business chooses, they could opt-out of the self-inspection program in favor of a scheduled in-person inspection.

Together, fire suppression and fire prevention provide a balanced approach to reducing property loss, injury, and death as a result of fires. These efforts also help to maintain the economic vitality, stability, and growth in the communities served by the Fire District. The 20% reduction in functional units (fire crews) in the Fire District has tipped the balance in our service equation to necessitate an increase in prevention efforts and preparedness at the individual level.

The self-inspection program will be modeled on existing delivery systems in use by similar jurisdictions. The program will enhance our ability to provide a high level of compliance with state laws, regulations, and local ordinances throughout the Fire District by providing an effective awareness and enforcement program for low-hazard occupancies. Increased compliance with fire safety standards and regulations will equate to reduced service demands on an already taxed emergency response network in the long term. Costs for program administration and resources will be recovered for each inspection and provide long-term sustainability for this fire prevention program.



Contra  
Costa  
County

To: Contra Costa Fire Board of Directors  
From: Daryl L. Louder, Contra Costa Fire Protection Dist.  
Date: February 12, 2013  
Subject: Joint County-City Strategic Workshop to Discuss Service Delivery

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief to organize a joint County-City strategic workshop to discuss service delivery expectations and a collaborative approach to providing services.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

The Fire District is a dependent special district that serves and protects the cities of Antioch, Clayton, Concord, Lafayette, Martinez, Pleasant Hill, Pittsburg, San Pablo, Walnut Creek, and a number of unincorporated areas of the County including Bay Point, Briones, Clyde, El Sobrante, and Pacheco. The District protects approximately 600,000 residents across a 300 square mile service area. The District is governed by a Board of Directors that also serve as the Board of Supervisors for Contra Costa County.

The District is primarily funded (approximately 90%) through the collection of property tax from the areas identified. The District does not have access to a diverse revenue stream such as sales tax or special taxes. This lack of diversity makes the District very vulnerable and susceptible to fluctuations in property values. During the recent recession, property

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Action of Board On: **02/12/2013** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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ATTESTED: February 12, 2013

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Chief Daryl Louder,  
925-941-3500

By: , Deputy

cc:

#### BACKGROUND: (CONT'D)

values and subsequent tax revenue for the District have declined significantly. This loss of revenue, as well as increasing personnel benefit costs, has resulted in a serious deficit for the District. The District and our employees have undertaken a number of initiatives to control and reduce costs. In spite of the efforts, the District still faced a significant deficit and was forced to close fire stations and reduce service levels in order to balance the budget.

Residents of the affected areas have expressed serious concerns regarding the level of service and protection in their communities as a result of the fire station closures. Many of the residents are not aware of the District's governance model and the relationship with the respective cities.

It is recommended that representatives from the District's Board of Directors, elected officials, and city managers from the nine cities and District staff meet jointly to discuss the following issues:

- Fiscal status of the District
- Operational capabilities and capacity of the District
- Expectations of the public regarding service delivery
- Sustainability
- Community development and increased service demands
- Communications and collaboration
- How to create diverse revenue solutions
- Engagement, governance, and ownership in the District

#### CONSEQUENCE OF NEGATIVE ACTION:

The above-referenced workshop would not occur.

#### CHILDREN'S IMPACT STATEMENT:

Not applicable.



To: Contra Costa Fire Board of Directors  
 From: Daryl L. Louder, Contra Costa Fire Protection Dist.  
 Date: February 12, 2013



Contra  
Costa  
County

Subject: Discuss Partnership with Moraga-Orinda Fire District to Jointly Build/Operate a Fire Station in West Lafayette/East Orinda

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to conduct formal discussions with the Moraga-Orinda Fire Protection District to enter into a partnership to jointly build and operate a single fire station to replace Fire Station-16 (West Lafayette) and Fire Station-43 (East Orinda). (Daryl Louder, Fire Chief)

**FISCAL IMPACT:**

No fiscal impact for discussion phase. Potential for near term costs (capital outlay fund) but longer term savings if a joint project is approved.

**BACKGROUND:**

Both FS-16 (West Lafayette) and FS-43 (East Orinda) are located in suburban/rural areas that have low population density and low service demands. However, a fire station is still necessary in the area to maintain adequate response time coverage and due to the high wildland fire risk potential. FS-16 and FS-43 are currently located approximately 1.5 miles apart but are operated by two separate agencies.

In light of the current fiscal climate, there is an increasing demand for greater efficiency and utilization of public funds. To this end, the District is working closely

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Action of Board On: **02/12/2013** ☐ APPROVED AS RECOMMENDED ☐ OTHER

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ATTESTED: February 12, 2013

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Chief Daryl Louder,  
925-941-3500

By: , Deputy

cc:

BACKGROUND: (CONT'D)

with the Moraga-Orinda Fire District to develop solutions that will continue to provide excellent service to the communities but more closely match resources with service demands.

The District proposes to enter into a joint venture with the Moraga-Orinda Fire District to build a new fire station on the Lafayette–Orinda border and operate a single response unit that will serve both communities. Land acquisition and construction costs would be equally shared between both entities. The annual personnel and operating cost of the response unit would be shared equally by both entities.

Shared capital costs (land acquisition and construction of new fire station) are approximately five million dollars (\$5M). However, these costs would be offset by the sale of both existing properties. More importantly, significant savings would be realized annually from reduced personnel and operating costs. It is anticipated that the District would save over \$1M annually and thus recoup capital cost in less than three years.

Currently, both companies are underutilized and respond to approximately 1.5 emergency incidents per day. Service could be adequately provided to both areas with a single unit and the new unit would respond to approximately 1,100 calls per year or three incidents per day.

CONSEQUENCE OF NEGATIVE ACTION:

The District would not explore a partnership to build and operate a single fire station to replace Fire Station 16 and Fire Station 43.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

To: Contra Costa Fire Board of Directors  
 From: Daryl L. Louder, Contra Costa Fire Protection Dist.  
 Date: February 12, 2013



Contra  
Costa  
County

Subject: Conduct a Feasibility Study to Relocate Fire Station 86 (Bay Point)

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to conduct a feasibility study to relocate Fire Station 86 (Bay Point) from its current location to property owned by the Fire District located at Willow Pass Road and Highway 4.

**FISCAL IMPACT:**

The study would be conducted by the County Capital Projects Management Division. The District would be responsible for paying County staff costs, potentially up to \$20,000.

**BACKGROUND:**

Due to the recent fire station closures, it is necessary to reevaluate the location and placement of fire stations to meet operational needs. This is a potential opportunity to gain a more strategic response location that will provide better service coverage and response times for the area and the entire system. The proposed site has been validated by the District's computer modeling system. Additionally, the current fire station is 67 years old and does not meet current seismic safety standards or operational needs. Since the Fire District currently owns the land for the proposed site, the study will analyze site preparation and construction costs. The Fire District has funding available for the construction in special accounts that are restricted for capital and facility purposes.

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Action of Board On: **02/12/2013** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

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ATTESTED: February 12, 2013

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Chief Daryl Louder,  
925-941-3500

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

A feasibility study would not be conducted at this time.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

To: Contra Costa Fire Board of Directors  
 From: Daryl L. Louder, Contra Costa Fire Protection Dist.  
 Date: February 12, 2013  
 Subject: Cost Recovery for Emergency Medical Services  
 Responses



Contra  
Costa  
County

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief to develop an ordinance that would provide cost recovery for Emergency Medical Services (EMS) responses.

**FISCAL IMPACT:**

Nominal fiscal impact for staff time to develop ordinance. Possible new revenue generation of \$3-5 million annually if EMS cost recovery ordinance is adopted.

**BACKGROUND:**

The Contra Costa County Fire Protection District is an "all-hazards" organization that responds to fires (e.g. structural and vegetation), rescues (e.g. vehicle extrication, swift water, industrial accidents), emergency medical services (EMS), hazardous materials incidents, utility emergencies, etc. Functioning as an all-hazards organization provides the highest level of protection, service, and value to the community.

Medical emergencies account for approximately 80% of the District's annual responses. This includes potentially life threatening emergencies (e.g. heart attack, respiratory difficulties, allergic reactions, trauma) that require advanced life support (ALS) and non-life threatening incidents (e.g. fractures, illness, soft tissue injuries) that

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David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Chief Daryl Louder,  
925-941-3500

By: , Deputy

cc:

#### BACKGROUND: (CONT'D)

require a basic life support (BLS) response.

All of the District firefighters are required to maintain either paramedic or emergency medical technician certifications in order to provide these services. Each response unit is staffed with a minimum of one paramedic and two EMTs and properly equipped for EMS response. The closest available resource (fire or ambulance) is dispatched to the incident in order to facilitate a timely response to the emergency.

Under the current system, only American Medical Response (AMR), the contract company that provides patient transport, is eligible for cost reimbursement. The Fire District does not receive any reimbursement for the medical response services that are provided. Property taxes provide the funding to build the response system and capacity. However, additional support and funding is necessary to maintain and sustain the system. These proposed user fees will help to cover the direct costs of delivering these vital services to the customers. A number of other jurisdictions across the State have implemented similar cost recovery user fees in order to maintain service levels.

The majority of the cost recovery fees would be covered by health and automobile insurance policies. The District would recommend a "compassionate billing" policy for those residents that are not insured and financially unable to pay for the services.

It is estimated that the cost recovery fees for EMS services would generate \$3-5 million to offset the cost of providing the services. Revenue from the EMS cost recovery fees will be reinvested in the District in order to maintain critical response services and prevent further erosion of service levels in the community.

#### CONSEQUENCE OF NEGATIVE ACTION:

The District would not develop a cost recovery ordinance for EMS responses.

#### CHILDREN'S IMPACT STATEMENT:

Not applicable.

To: Board of Supervisors  
 From: Daryl L. Louder, Contra Costa Fire Protection Dist.  
 Date: February 12, 2013  
 Subject: Status of the Fire Station Closure Plan



Contra  
Costa  
County

**RECOMMENDATION(S):**

ACCEPT report from the Fire Chief regarding the status of the fire station closure plan.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Fire Stations 4 (Walnut Creek), 11 (Clayton), 12 (Martinez), and 16 (Lafayette) were closed on January 15th as approved by the Board of Directors at the last meeting on December 11th.

Community Meetings – Respective members of our Board of Directors, District staff, County staff, and partner agencies conducted community meetings in each of the affected areas. The goal was to explain why the individual fire stations were impacted and to discuss the specific mitigation strategies that have been implemented in each community in an effort to reduce the adverse impact.

Response Times – Only two weeks of data is available since the closure of the fire stations. This is not statistically significant for an accurate analysis. See Attachment A.

An analysis of the first month of data will be provided verbally at the Board of Directors meeting. To date, the District is not aware of a significant delayed response time or serious

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Action of Board On: **02/12/2013** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYES \_\_\_\_\_ NOES \_\_\_\_\_

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RECUSE \_\_\_\_\_

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ATTESTED: February 12, 2013

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Chief Daryl Louder,  
925-941-3500

By: , Deputy

cc:

### BACKGROUND: (CONT'D)

impact in the affected areas.

Mitigation Strategies – District staff is working closely with our response partners (County EMS, AMR, Moraga-Orinda Fire, San Ramon Valley Fire, and East Contra Costa Fire) to provide service to the affected communities. Efforts include:

- Closest resource from any agency will respond to the incident
- AMR is reviewing and adjusting their posting locations to provide the best coverage
- County EMS is reviewing and adjusting the response to incidents in medical facilities
- Engine Company 22 (Concord) is operating out of the Clayton fire station from 2 P.M. to 8 P.M. daily on Monday through Saturday
- Reengineering routine business flow and processes to keep units available for response
- Continue to explore the civilian EMS-only pilot program
- Continue to hire and train additional reserve personnel for limited duties

Staffing Levels – The minimum staffing for field operations for 24 fire stations is 219 personnel. The District currently has 216 personnel assigned to field operations. As such, no reductions in force or layoffs are necessary as a result of the recent fire station closures. The District will continue to monitor staffing levels as we prepare the FY-2013-2014 preliminary budget, evaluate attrition rates, and evaluate the potential impacts of AB-197 litigation.

Facilities and Apparatus – Security systems have been installed in the four fire stations and valuable equipment has been removed from the facilities. Each station is being periodically monitored by local police departments as well as staff from adjoining fire stations. Fire apparatus from the respective fire stations has been redistributed to augment the operation capabilities and enhance the reserve fleet.

### CONSEQUENCE OF NEGATIVE ACTION:

The report on the status of the fire station closure plan will not be accepted.

### CHILDREN'S IMPACT STATEMENT:

Not applicable.



## Attachment A

Incidents						
Date	Station	Fires	EMS	VA/Ala/Oth	Code 3	R/T
Pre-station closures						
1/1 – 1/14	FS04	0	12	1	13	0:07:40
1/1 – 1/14	FS11	1	11	9	21	0:07:17
1/1 – 1/14	FS12	3	27	3	33	0:07:00
1/1 – 1/14	FS16	2	6	0	8	0:09:09
1/1 – 1/14	FS22	0	9	1	10	0:06:59
Post station closures						
1/15 – 1/29	FS04	1	10	0	11	0:09:57
1/15 – 1/29	FS11	3	15	4	22	0:07:51
1/15 – 1/29	FS12	3	28	3	34	0:08:06
1/15 – 1/29	FS16	1	4	1	6	0:08:31
1/15 – 1/29	FS22	1	13	1	15	0:06:27

Response time includes processing time, turnout time, and travel time.

To: Board of Supervisors  
 From: Daryl L. Louder, Contra Costa Fire Protection Dist.  
 Date: February 12, 2013  
 Subject: EMS-only Pilot Program  
 Proposal



Contra  
 Costa  
 County

**RECOMMENDATION(S):**

ACCEPT report from the Fire Chief on the EMS-only pilot program proposal.

**FISCAL IMPACT:**

No fiscal impact - report only.

**BACKGROUND:**

Executive Summary

The Contra Costa County Fire Protection District (CCCYPD) is proposing an innovative alternative service delivery solution that will provide residents in areas that are affected by fire station closures with emergency medical response and care. This is an opportunity to develop partnership with other stakeholders (e.g., County Emergency Medical Services Agency, affected cities) to collaboratively protect the community.

The residents of our communities have expressed high expectations for levels of service. At the same time, a number of residents have expressed concerns regarding the cost of delivering essential services. CCCYPD has identified a means to provide a first response capability for medical emergencies that will not only provide rapid response and treatment, but will also demonstrate our ability to offer alternative service delivery and staffing configurations at a reduced cost.

Approximately 80% of the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
 COMMITTEE

Action of Board On: **02/12/2013** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYES \_\_\_\_\_ NOES \_\_\_\_\_

ABSENT \_\_\_\_\_ ABSTAIN \_\_\_\_\_

RECUSE \_\_\_\_\_

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 12, 2013

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Chief Daryl Louder,  
 925-941-3318

By: , Deputy

cc:

## BACKGROUND: (CONT'D)

District's responses are related to emergency medical services (EMS). However, it is important to note that the EMS-only pilot program provides a very targeted response capability and will not provide fire and rescue capabilities. This proposed pilot program is designed to provide a targeted response capability during peak service demand time periods.

### Objectives

The Fire District plans to achieve the following objectives if the pilot proposal comes to fruition:

- Provide essential emergency medical assessment and treatment
- Reduce response times to medical incidents that occur in areas affected by station closures
- Demonstrate innovation and flexibility by addressing concerns from the community regarding alternative service delivery models
- Assist in meeting state/county requirements for indigent care as outlined in the California Welfare and Institution Code
- Meet performance standards that are defined in CCCFPD's interagency agreement with Contra Costa County EMS
- Evaluate initial steps toward alternative community-based health care systems that are being mandated by health care reform
- Evaluate the effectiveness of smaller, less expensive response vehicles for emergency medical incidents
- Enhance the recruitment and diversity of applicants to the District and provide a potential career path

### Civilian EMS-Only Concept of Operations Proposal:

The Fire District proposes to hire civilian EMS-only (non-firefighter) personnel and manage the deployment of two non-transport medical response units. Each unit will be staffed by one (1) certified paramedic and one (1) certified emergency medical technician (EMT). The units would operate Monday through Saturday from 8:00 A.M. to 8:00 P.M. during peak call volume hours. The units will provide timely delivery of advanced life support services.

The pilot program units will provide coverage at Station 11 in the City of Clayton and in the area of Station 16 in the City of Lafayette. Both units will fill a void in service and response time coverage due to recent fire station closures in the communities.

For standard medical emergencies, the units will be dispatched singularly, or in conjunction with a transport unit operated by American Medical Response (AMR). Upon arrival, the crew will assess the situation and determine if other resources are necessary. If not, the transport unit will be placed in service thus reducing the demand on the response system. The crew will then begin emergency care and management of patient(s) until the arrival of the transport unit. Units will be committed to their respective first-due areas but will be subject to being accessed for other areas in the event of multiple incidents or a large scale event. These units will respond to other emergency incidents (e.g. fire, rescue) in their respective first-due areas to assess the situation and provide a size-up report. However, they will only participate in activities to provide medical care or standby at such events.

The time frame for the proposed pilot program will be two (2) years with ongoing evaluation of performance measures and outcomes. At three (3) month intervals, Fire District staff will meet with representatives from County EMS, AMR, and other partners to discuss the efficacy of the program and determine if any adjustments need to be made. At the conclusion of one year, a stakeholders group will convene to perform further analysis of data that will include, but not be limited to, response times, call volume, adherence to protocol and procedure, patient outcomes, and other measures. At that time, it will be determined if significant programmatic changes are necessary for the second year of the pilot program.

### Capital Costs:

It is anticipated that there will be minimal need for capital expenditures.

- 2 – CPR-assist devices @ \$20,000 each = \$40,000

- 2 – small SUV response vehicles with emergency warning device package @ \$40,000 each = \$80,000
- 2 – mobile radios @ \$6,000 each = \$12,000
- The Fire District will provide all of the necessary EMS-related equipment (e.g., 12-lead heart monitors/defibrillators and portable radios to outfit these units)

#### Staffing:

To staff these new positions the Fire District will hire four (4) personnel with paramedic qualifications and four (4) personnel with EMT qualifications, creating eight (8) new full-time equivalent (FTE) positions within the Fire District.

This pilot program is predicated on the use of civilian EMS providers and not firefighter paramedics. As such, the District will need to establish new job classifications and specifications within the merit system. However, there are a number of existing examples from different jurisdictions to expedite the process. The District would explore alternative hiring processes (e.g., temporary, project, or contractual) on an interim basis to facilitate implementation of the pilot program. Once hired, the new personnel will only need to be trained on local medical protocols and policies since they are required to be certified as a paramedic or EMT to apply.

Personnel Costs: See Attachment B

#### Annual Operating Costs:

- Supplies – \$6,700
- Fuel - \$36,200
- Maintenance - \$12,400
- Continued Education Training - \$7,500
- Total = \$62,800

#### Total Pilot Program Costs:

Based upon staffing, operating expenses, and one-time start-up costs, the District estimates the total programmatic costs below:

Total Operating Cost for First Year per Unit (including startup capital costs) = \$409,400

Total Operating Cost for Second Year per Unit = \$343,400

#### Cost Share and Scalable Options:

In order to implement this innovative EMS response concept, it may be possible to share the cost between the various stakeholders. In spite of our challenging fiscal situation, the District may be able to contribute partial funding if other stakeholders (e.g., County EMS, cities that will benefit from the service, or health care organizations) are interested in contributing to the initiative. It is also possible to scale the number of units or hours of coverage to match available funding.

#### Summary

The Fire District has been severely impacted by the ongoing recession and has closed four (4) fire stations in addition to the two (2) companies that were de-staffed previously. In order to maintain acceptable response times and provide critical medical care to residents in our communities, it is imperative that alternative service models be implemented. The proposed EMS-only concept has the potential to leverage partnerships and accomplish the goal of providing critical service to our residents in a cost-effective manner.

#### CONSEQUENCE OF NEGATIVE ACTION:

The report on the EMS-only pilot program will not be accepted.

CHILDREN'S IMPACT STATEMENT:

Not applicable.



Contra  
Costa  
County

To: Board of Supervisors  
From: Daryl L. Louder, Contra Costa Fire Protection Dist.  
Date: February 12, 2013  
Subject: 2012 Annual Report of the CCC Fire Protection District Advisory Fire Commission

**RECOMMENDATION(S):**

ACCEPT the 2012 Contra Costa County Fire Protection District Advisory Fire Commission Annual Report, as recommended by the Fire Chief.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

On December 13, 2011, the Board of Supervisors adopted Resolution No. 2011/497, which requires that each regular and ongoing board, commission, or committee shall annually report to the Board of Supervisors on its activities, accomplishments, membership attendance, required training/certification (if any), and proposed work plan or objectives for the following year.

**CONSEQUENCE OF NEGATIVE ACTION:**

The annual report will not be submitted as required by Board policy.

**CHILDREN'S IMPACT STATEMENT:**

Not applicable.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **02/12/2013** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYES \_\_\_\_\_ NOES \_\_\_\_\_

ABSENT \_\_\_\_\_ ABSTAIN \_\_\_\_\_

RECUSE \_\_\_\_\_

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 12, 2013

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Shawn de Leuze,  
925-941-3318

By: , Deputy

cc:

**Contra Costa County**



**Fire Protection District**

## **2012 ANNUAL REPORT**



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

**Don Delcollo, District I (term expired 6/30/11)**  
**Bill Granados, District II**  
**Edward Haynes, District III, Vice Chair**  
**Barry Cunningham, District IV**  
**Walter Fields, District V**  
**Mike Egan, At Large #1, Chair**  
**Richard T. Chapman, At Large #2**  
**Shawn de Leuze, Staff Person**

**Alternates:**

**Matt Guichard, District II**  
**Dylan Reinhold, District IV**  
**Melvin Chappel, District V**

## 2012 ANNUAL REPORT

### **Contra Costa County Fire Protection District Advisory Fire Commission**

Meetings: Bi-monthly meetings are held: February, April, June, August, October and December  
Location/Time: 2010 Geary Road, Pleasant Hill at 7:00 p.m.  
Chair: Mike Egan  
Staff Person: Shawn de Leuze  
Reporting Period: January through December 2012

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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 Chiefs' meetings with engine company personnel throughout the year
- Attended Contra Costa County Fire Protection District Board of Directors' meetings
- Worked to get Measure Q passed

#### **II. ACCOMPLISHMENTS**

- Conducted public hearings to resolve public complaints regarding weed abatement charges.

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

- Vacancies: District 1 and District 1 Alternate; District 3 Alternate
- Diversity: Commission consists of a variety of retired and active business professionals/owners; retired educator; retired Fire Captain; AMR Paramedic; computer programmer; security advisor/former police officer/current reserve at San Ramon Valley Fire Protection District; and civil attorney/former Contra Costa County Deputy District Attorney/Contra Costa Coroner's Inquest Hearing Officer.
- Level of Participation:

Regular Mtgs.	
R. T. Chapman	6 of 6
Cunningham	6 of 6
Delcollo	3 of 6



Egan	5 of 6
Fields	4 of 6
Granados	6 of 6
Haynes	6 of 6
Chappel (Alt.)	6 of 6
Guichard (Alt.)	4 of 6
Reinhold (Alt.)	5 of 6

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

#### IV. TRAINING/CERTIFICATION

- 2012 Brown Act Training for Advisory Bodies and Staff – 4/2/2012
- 2012 Annual Training for Advisory Bodies to the Board of Supervisors – 4/30/2012

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

- Continue to work with Fire Chief on budgetary issues
- Continue to participate in District strategic planning meetings
- Attend meetings relative to fire service issues in east and west county
- Work with the Board of Directors in reaching a new service model for providing first responder/emergency services
- Provide input to the Board of Directors regarding labor negotiations
- Continue to monitor citizen complaints stemming from the District's weed abatement program
- Continued oversight/approval of disposal of surplus property
- Work with Board of Directors and Fire Chief regarding station closures