

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

**BOARD CHAMBERS ROOM 107, ADMINISTRATION BUILDING, 651 PINE STREET
MARTINEZ, CALIFORNIA 94553-1229**

KAREN MITCHOFF, *CHAIR*

JOHN GIOIA, *VICE CHAIR*

CANDACE ANDERSEN

MARY N. PIEPHO

FEDERAL D. GLOVER

DAVID J. TWA, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 335-1900

JEFF CARMAN, 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
May 13, 2014**

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

CONSIDER CONSENT ITEMS (Items listed as C.1 through 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 the Consent Calendar will be considered with the Discussion Items.**

PRESENTATIONS

PR.1 PRESENTATION recognizing the Crew from Fire Station 7 for saving the life of Walnut Creek resident Robert Hansen.

DISCUSSION ITEMS

D.1 CONSIDER Consent Items previously removed.

D.2 CONSIDER accepting a report from the Assistant Fire Chief of Operations on the status and progress of the internally formed Strategic Planning Group. (Alan Hartford, Asst. Fire Chief)

D. 3 PUBLIC COMMENT (2 Minutes/Speaker)

CONSENT ITEMS

Grants & Contracts

- C.1** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a purchase order with TriTech Software Systems, in an amount not to exceed \$225,780 for the annual licensing and maintenance cost of the District's 911 CAD system for the period May 1, 2014 through April 30, 2015. (100% CCCFPD Operating Fund)

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.

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www.co.contra-costa.ca.us

ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Commission is scheduled to meet next on Monday, June 9, 2014 at 7:00 p.m. at the Training Center, 2945 Treat Blvd., Concord, CA 94518.

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| <p>PERSONS WHO WISH TO ADDRESS THE BOARD MAY BE LIMITED TO TWO (2) MINUTES</p> |
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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
CCCPFD (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 (CCCYPD) 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
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To: Contra Costa Fire Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: May 13, 2014

Subject: Recognition of Life Saving Event

RECOMMENDATION(S):

RECOGNIZE the Crew from Fire Station 7 for saving the life of Walnut Creek resident Robert Hansen.

FISCAL IMPACT:

None.

BACKGROUND:

On March 15, 2014, the crew from Fire Station 7, Captain-Paramedic Chris DeMeo, Fire Engineer Troy Auzenne, and Firefighter Keld Laustsen responded to a call for a 68-year-old male in cardiac arrest. Today, Mr. Robert Hansen is present to witness recognition of their efforts. Physio Control and REACH Air Medical provided the Fire District with certificates of recognition and "Cardiac Arrest Save" pins to be presented at this meeting.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/13/2014** ☐ 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: May 13, 2014

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

Contact: Jeff Carman, 941-3500

By: , Deputy

cc:



Contra
Costa
County

To: Contra Costa Fire Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: May 13, 2014

Subject: Strategic Planning Report

RECOMMENDATION(S):

ACCEPT a report from the Assistant Fire Chief on the status and progress of the District's internal Strategic Planning Group.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Fire District's internal Strategic Planning Group was formed to evaluate the overall operational status of the Fire District and goals for strategic planning purposes moving forward. This was done for several reasons, one being the (at the time) forthcoming release of the Fitch Evaluations and Options study and another being a total changeover of senior Fire Chiefs in the District. Six (6) Task Forces (workgroups) were formed to evaluate the following: Best Practices, Standards of Cover, Governance Models, Financial issues, Data Collection and Analysis and Public and Political Outreach. This report will explain further the purpose of each of the Task Forces and the current timeline for completion. To follow at a future Board of Directors meeting will be the outcomes of the work of each of the Task Forces.

CONSEQUENCE OF NEGATIVE ACTION:

The report is informational only.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/13/2014** ☐ APPROVED AS RECOMMENDED ☐ OTHER

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

Contact: Alan Hartford, Asst. Fire Chief (925)
383-5037

By: , Deputy

cc:

CHILDREN'S IMPACT STATEMENT:

No impact

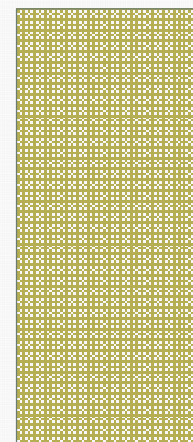
ATTACHMENTS

CCCFPD Strategic Planning Group PowerPoint

CCCCFPD



STRATEGIC PLANNING GROUP - OPERATIONS



BACKGROUND

- Commissioned 4 December 2013
- Makeup
 - Fire District Management
 - Local 1230 Leadership
 - UCOA Leadership
 - Battalion Chiefs and Line Personnel
- Mission / Purpose:
 - Develop a roadmap for the next five years
 - Critically evaluate all areas of District Operations
 - Provide recommendations for short, medium and longer range goals for performance and changes to the organization

6 TASK FORCES

- Finance:
 - Identify alternative revenue and funding streams
 - Identify pathways to obtain the alternative funding
 - Capitalize on projects underway in the Emergency Medical Services Division
- Best Practices:
 - Identify pertinent national standards for the fire service to be utilized as benchmarks and references of performance
 - Identify like sized or equally positioned agencies to be utilized as benchmarks and references of our performance

6 TASK FORCES (CONT.)

- Standards of Cover
 - A true SOC is a very involved project
 - Scaled down project for timeframe:
 - Are our current stations appropriate for our need?
 - What is our reconstitution plan short term?
 - Identify pathway to determining our risk profiles
 - Determine optimal response profiles for future planning
 - Governance
 - In answer to the Fitch Report and public comment
 - No recommendations
 - Pro's, Con's and pathways necessary
 - Again...no recommendations or endorsements

6 TASK FORCES (CONT.)

- Data Collection and Analysis
 - Utilizing input from Best Practices TF
 - Determine data points to capture and means to capture
 - Evaluate current data to assist SOC TF
 - Determine means / platform to disseminate our response data to stakeholders understanding the specific audience
- Public and Political Outreach
 - How can we best communicate
 - What we do
 - How well we do it
 - Explanation of our future needs

REMAINING TIMELINES

- 21 May – next meeting
 - Draft task force reports
- End of June – final meeting
 - Final Reports from each task force
- Delivered to Fire Chief
 - 1 July



Contra
Costa
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To: Contra Costa Fire Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: May 13, 2014

Subject: Authorize Auditor-Controller to Make a Payment to TriTech Software Systems for Computer Aided Dispatch (CAD) System Maintenance

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a purchase order with TriTech Software Systems, in an amount not to exceed \$225,780 for the annual licensing and maintenance cost of the District's 911 CAD system for the period May 1, 2014 through April 30, 2015.

FISCAL IMPACT:

Budgeted; 100% Special District General Operating Fund

BACKGROUND:

The Contra Costa Regional Fire Communications Center provides emergency medical, fire, and rescue dispatch services for the Contra Costa County Fire Protection District (District) and five other neighboring agencies within Contra Costa County using a 911 CAD system. The District's 911 CAD system provider is TriTech Software Solutions, and this payment covers the cost of one year of software support, maintenance, and upgrades for the system.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not continue to receive support, maintenance, and upgrades for this mission critical system.

CHILDREN'S IMPACT STATEMENT:

No impact.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/13/2014** ☐ APPROVED AS RECOMMENDED ☐ OTHER

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ATTESTED: May 13, 2014

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

Contact: Ken Crawley, Fire IS Manager (925)
941-3391

By: , Deputy

cc: