

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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

JOHN GIOIA, CHAIR
CANDACE ANDERSEN, VICE CHAIR
MARY N. PIEPHO
KAREN MITCHOFF
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
January 13, 2015

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

CONSIDER CONSENT ITEMS (Items listed as C.1 through C.2 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 highlighting some of the significant emergency medical incidents within the Contra Costa County Fire Protection District in 2014. (Fire Chief Jeff Carman)

DISCUSSION ITEMS

D. 1 CONSIDER Consent Items previously removed.

D. 2 PUBLIC COMMENT (2 Minutes/Speaker)

D.3 CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (Jeff Carman, Fire Chief)

CONSENT ITEMS

- C.1** ACCEPT the 2014 Contra Costa County Fire Protection District Advisory Fire Commission Annual Report, as recommended by the Fire Chief.
- C.2** APPROVE amendments to the Bylaws for the Contra Costa County Fire Protection District Advisory Fire Commission, as recommended by the Advisory Fire Commission.

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 Fire Commission is scheduled to meet next TBD

PERSONS WHO WISH TO ADDRESS THE BOARD MAY BE LIMITED TO TWO (2) 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
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 (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 County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: January 13, 2015

Subject: A Look Back at 2014 in Emergency Medical Services

RECOMMENDATION(S):

ACCEPT a presentation highlighting significant emergency medical incidents within the Contra Costa County Fire Protection District in 2014.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Contra Costa County Fire Protection District is an "all hazards" fire and rescue organization that provides fire suppression, advanced life support emergency medical response, technical rescue, water rescue, and many other services to nine cities and the unincorporated areas of Contra Costa County.

In 2014 the Fire District responded to a number of significant incidents in challenging and varied environments and that often included out-of-the-ordinary circumstances. This presentation provides a look back at some of those incidents, highlighting partnerships, training, prevention, and excellent patient care.

As we enter 2015, the Fire District looks forward to exploring ways to expand on that service to more positively impact the lives of the citizens of Contra Costa County that we proudly serve.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/13/2015** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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: January 13, 2015

Contact: Jeff Carman, Fire Chief
(925) 941-3500

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

By: , Deputy

cc:

ATTACHMENTS

EMS in 2014



A GLIMPSE AT 2014

EMS at Contra Costa County Fire



ANSWERED 100K CALLS FOR SERVICE
CCCFPD Regional Communication Center₂



COMMUNITY SAFETY

Car Seat Installation



MCI TRAINING

Explosion Scenario



2 PATIENTS TREATED

Sunnyvale Ave. Explosion/Fire



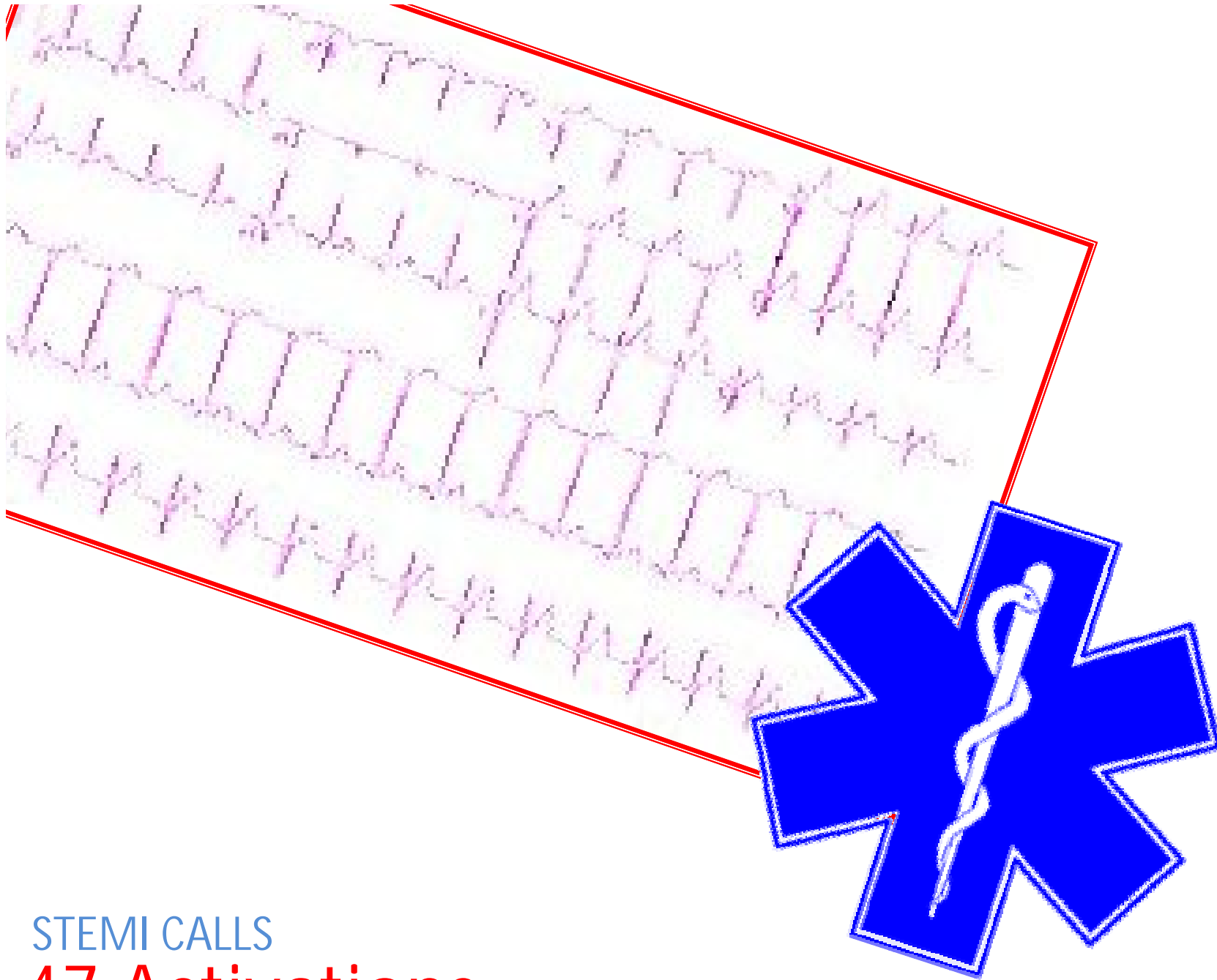
JOINT TRAINING

Lafayette PD, AMR, CCCFPD



EXPANDED USE OF EQUIPMENT

LifPak 15 Cardiac Monitors



STEMI CALLS
47 Activations



INCIDENT MANAGEMENT

Coordinating Air Transports



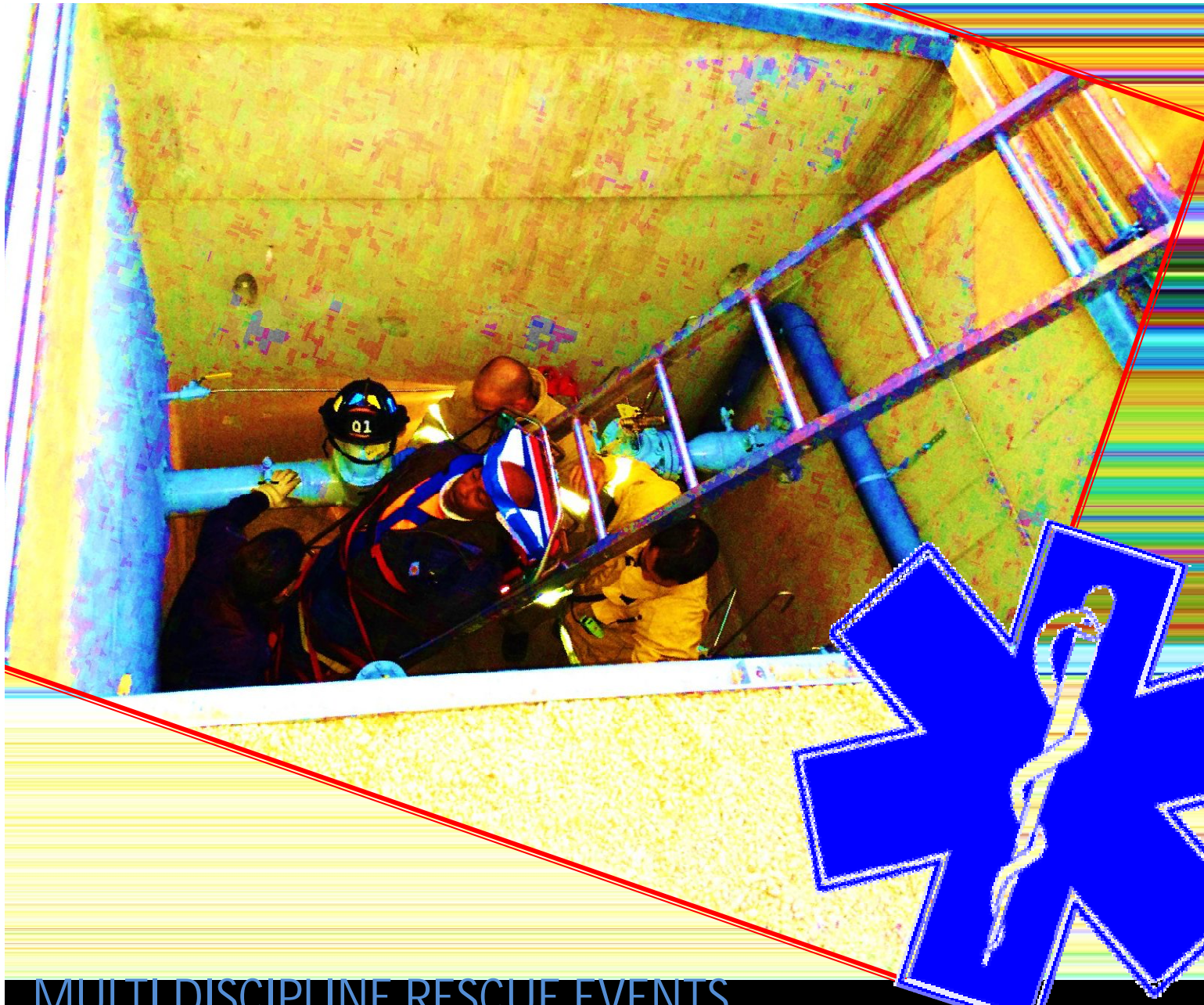
PROVIDED 2400 HOURS OF CE

Ongoing Continued Education



56 PATIENTS TREATED

Stone Soul Concert



MULTI DISCIPLINE RESCUE EVENTS

Confined Space in Martinez



DISSENTANGLEMENT

Access and Care to Patients



SPECIALIZED EMS AND RESCUE
Mt. Diablo State Park



INITIAL AND FOLLOW THROUGH CARE

First Responder Advanced Life Support



CARE DURING RESCUE

Patient trapped in Cement Spreader



CHANGES FOR 2015

Expanding Squad Service



CCCFPD EMIS DIVISION



Service
Teamwork
Professionalism
Leadership
Safety and Preparedness
Integrity

Thank You



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: January 13, 2015

Subject: Fire Chief's Report

RECOMMENDATION(S):

ACCEPT a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

At the request of the Contra Costa County Fire Board of Directors, the Fire Chief is providing a report on the status and progress of the various District initiatives.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/13/2015** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

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Contact: Jeff Carman, Fire Chief
(925) 941-3500

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

By: , Deputy

cc:

ATTACHMENTS

Fire Chief's Report - January
2015



January 13, 2015

TO: Board of Directors

FROM: Jeff Carman, Fire Chief

RE: Fire Chief's Report – Year End Summary

Calendar year 2014 was a transitional one for the District. An additional station closure was planned for January; however with the continued implementation of budgetary controls and the improvement in the economy, the closure was avoided. As the year progressed, revenues continued to move in a positive direction and the District was able to accomplish some significant goals. Highlights include:

- The District was awarded a \$9.6 million federal staffing grant to put 27 firefighters back on the street.
 - To date, the District has hired 31 new firefighters (14 in current academy) and promoted two assistant chiefs, five battalion chiefs, eight fire captains, and nine fire engineers.
- The District website was redesigned and modernized.
- A new logo was designed and adopted as our uniform patch and brand.
- The District implemented light duty fleet and heavy fire apparatus replacement programs, including:
 - Replacement vehicles for command, investigation, inspection, and administrative staff.
 - Two new squad vehicles that will be placed into service by January 16, 2015.
 - Three new ladder trucks, nine new fire engines, and one heavy rescue truck that will be placed into service upon completion of the build process (last quarter of 2015).
- A chief officer was assigned as a liaison to each of our nine cities to establish routine communications.
- A “go-to-meeting” web-based conferencing program was implemented.

- The 911 system in the regional communication center was upgraded and new servers were installed.
- Personnel recognition programs were reestablished.
- New statistic gathering programs were acquired and put into operation.
- The District established a working relationship with the Contra Costa County Sheriff's Office for cooperative marine and air operations.
- The District responded to approximately 45,000 incidents in 2014, representing a 3% increase in call volume.
 - 57,000 apparatus responses (156 responses daily)
- The District performed approximately 12,000 code enforcement inspections and engineering plan reviews.
 - Slight reduction in number from 2013 but larger construction projects.
- An operational plan for calendar year 2015 has been developed.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: January 13, 2015

Subject: 2014 Annual Report of the CCC Fire Protection District Advisory Fire Commission

RECOMMENDATION(S):

ACCEPT the 2014 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.

The attached report fulfills this requirement for the Contra Costa County Fire Protection District Advisory Fire Commission.

CONSEQUENCE OF NEGATIVE ACTION:

The Commission's Annual Report will not be accepted pursuant to the Better Government Ordinance.

CHILDREN'S IMPACT STATEMENT:

No impact.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/13/2015** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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: January 13, 2015

Contact: Shawn de Leuze,
925-941-3318

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

By: , Deputy

cc:

ATTACHMENTS

2014 Annual
Report

2014 ANNUAL REPORT



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT ADVISORY FIRE COMMISSION

**Randall J. Henderson, District I
Bill Granados, District II, Liaison to the Board of Supervisors
Edward Haynes, District III, Vice Chair
Barry Cunningham, District IV
Nat Rojanasathira, District V
Mike Egan, At Large #1
Richard T. Chapman, At Large #2, Chair
Shawn de Leuze, Staff**

**Alternates:
Erling Horn, District II
Melvin Chappel, District III
Dylan Reinhold, District IV (resigned eff. 10/28/14)**

2014 ANNUAL REPORT

Contra Costa County Fire Protection District Advisory Fire Commission

Meetings: Bi-monthly meetings were held: March, April, June, August, October, and December
Location/Time: 2010 Geary Road, Pleasant Hill (March & April);
2945 Treat Blvd., Concord (June-December) at 7:00 p.m.
Chair: Richard "Tom" Chapman
Staff: Shawn de Leuze
Reporting Period: January through December 2014

I. ACTIVITIES

- Conducted regular business of the Commission
 - Conducted regular business of the Commission as well as the following Committees:
 - Apparatus & Equipment*
 - Budget*
 - Personnel*
 - Property and Annexation*

*(*All above committee business conducted during course of regular meetings.)*

 - Bylaws Committee – met September 22, 2014
-
- 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 Fire Services Study (Fitch Report) Town Hall
 - Attended the Fallen Firefighters' Memorial Service
 - Attended various city council, town hall, and other fire board meetings

II. ACCOMPLISHMENTS

- Reinstated the presentation of service pins to recognition of Fire District personnel for years of service
- Reviewed and provided feedback on the Draft FY 2014/15 Budget
- Conducted public hearings to resolve public complaints regarding weed abatement charges

- Relocated meetings to the District's Training Center to accommodate additional public attendance
- Review of the \$10M apparatus lease/purchase project
- Support of Fire Station 46 on the Lafayette/Orinda border
- Provided feedback on fire prevention activities, suppression leave, incident summary reports and response times
- Provided feedback on levels of service in communities with closed stations or reduced service
- Provided direction on a large residential abatement charge in Pittsburg
- Took action relating to a multi-year weed abatement issue in Martinez
- Assisted with a fire hydrant service concern in Lafayette
- Approved the surplus of fire equipment, Reserve Station 18 in Clyde, and the Alhambra Valley vacant parcel
- Drafted revisions to the Commission Bylaws

III. ATTENDANCE/REPRESENTATION

- Vacancies: District 1 Alternate; District 4 Alternate (eff. December); District 5 Alternate
- Diversity: Commission consists of a variety of retired and active business professionals/owners; retired Fire Captain; computer programmer; security advisor/former police officer/current reserve at San Ramon Valley Fire Protection District; San Francisco Fire Department retiree; and Assistant to the Town Manager – Town of Danville.
- Level of Participation:

Regular Mtgs.	
Chapman	5 of 6
Cunningham	5 of 6
Egan	6 of 6
Granados	6 of 6
Haynes	6 of 6
Henderson	6 of 6
Rojanasathira	6 of 6
Chappel (Alt.)	6 of 6
Horn (Alt.)	5 of 6
Reinhold (Alt.)	4 of 6

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

IV. TRAINING/CERTIFICATION

- Commissioner Mike Egan –
 - Attended volunteer firefighter training at Quincy Fire Department

- Attended Railroad Emergency Response, Hazardous Materials Awareness and Crude Oil training presented by Burlington Northern Santa Fe Railroad
- Completed 4-month EMT training
- Completed National Fire Academy NWCG S-130, Firefighter Training and S-190, Introduction to Wildland Fire Behavior online training courses
- Received training in ice rescue and vehicle extrication

V. PROPOSED WORK PLAN/OBJECTIVES FOR NEXT YEAR

- Continue to work with Fire Chief on budgetary issues
- Attend meetings relative to fire service issues
- Provide input to the Board of Directors
- Continue to monitor citizen complaints stemming from the District's weed abatement program
- Continued oversight/approval of disposal of surplus property
- Continue to champion the need for Station 46 in Lafayette
- Continue to explore alternate funding sources



**Contra
Costa
County**

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: January 13, 2015

Subject: Amendments to the CCCFPD Advisory Fire Commission Bylaws

RECOMMENDATION(S):

APPROVE amendments to the Bylaws for the Contra Costa County Fire Protection District Advisory Fire Commission, as recommended by the Advisory Fire Commission.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Contra Costa County Fire Board of Directors adopted the Bylaws for the Contra Costa County Fire Protection District Advisory Fire Commission (AFC) on December 7, 2010. At a regular meeting of the AFC on August 11, 2014, Commission Chair, Tom Chapman, requested that the Bylaws Committee convene to update/revise the Bylaws. The Bylaws Committee met on September 22, 2014, and then presented their recommended changes at the next regular meeting on October 13, 2014. The AFC voted to accept the recommended changes and forward the amendments to County Counsel for review. County Counsel reviewed and recommended additional changes which were presented at the regular December 8, 2014, AFC meeting. The AFC voted to incorporate County Counsel's recommendations and all revisions are indicated by the redline version of the Bylaws attached hereto.

CONSEQUENCE OF NEGATIVE ACTION:

The existing AFC Bylaws will not be amended.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/13/2015** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: January 13, 2015

Contact: Shawn de Leuze,
941-3318

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

By: , Deputy

cc:

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

Bylaws - final

Bylaws - red-lined



Contra Costa County Fire Protection District

Advisory Fire Commission

Bylaws

December 2014

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

**Article I
Name**

This commission shall be known as the “Contra Costa County Fire Protection District Advisory Fire Commission.”

**Article II
Authorization**

The Board of Supervisors of Contra Costa County, as the Board of Directors of the Contra Costa County Fire Protection District, has established a Fire District Advisory Commission in the Contra Costa County Fire Protection District by Resolution No. 99/138. Authority for establishing a county fire commission is established by California Health and Safety Code Section 13844.

**Article III
Definitions**

“Board” shall mean the Contra Costa County Board of Supervisors, as the Board of Directors of the Contra Costa County Fire Protection District.

“Commission” shall mean the Contra Costa County Fire Protection District Advisory Fire Commission, which has been established by the Board for the purposes set forth in these Bylaws.

“District” shall mean the Contra Costa County Fire Protection District.

“District Administration Office” shall mean the Contra Costa County Fire Protection District Administrative Office, located at 2010 Geary Road, Pleasant Hill, CA 94523.

**Article IV
Purpose and Duties**

The purpose and duties of the Commission are to:

1. Review the operations, goals and objectives of the District;
2. Provide liaison with the community and provide advice and information on fire protection matters to the Board;
3. Review and advise on annual operations and capital budgets;

4. Review District expenditures;
5. Review and advise on long-range capital improvement plans;
6. Serve as the Appeals Board on weed abatement matters pursuant to District ordinance;
7. Advise the Fire Chief on District service matters;
8. Meet jointly with the Board and provide advice to the Board as needed;
9. Communicate with the other fire district boards or commissions on services and functional integration;
10. Assist in the Fire Chief's selection process as required;
11. Serve as liaison between the Board and the community served by the District;
12. Perform such other duties and responsibilities as may be assigned and/or as directed by the Board.

The Advisory Fire Commission shall make its recommendations directly to the Fire Chief, the Board of Supervisors, and such other bodies or administrators as may be designated from time to time.

Article V

Membership

A. Members

The Commission shall consist of seven (7) voting members and five (5) alternate members appointed by the Board.

1. Voting Members

The seven (7) voting members shall consist of the following:

- a) Five (5) members, each of whom represents one supervisorial district. The nomination is made by an individual Supervisor for full Board action.
- b) Two (2) at-large members. The nomination is made by the Internal Operations Committee for full Board action, after giving the Commission an opportunity to screen, interview, rank the applicants, and make its nomination to the Internal Operations Committee.

2. Alternate Members

In addition to the seven (7) voting members, the Commission shall consist of five (5) alternate members who shall be alternate supervisorial district representatives. Alternate members shall not participate or vote in the regular or special meetings unless they are replacing an absent, seated member who is unable to participate at a meeting. However, the Commission Chair may acknowledge comments from an Alternate at the discretion of the Chair at any time.

B. Terms

All members of the Commission shall be appointed for a term of four years. Terms are staggered. Members serve at the pleasure of the Board.

C. Vacancies

A vacancy on the Commission exists upon the death or resignation of a member, or upon the removal of a member by the Board. Should a vacancy occur for any reason, the appointed alternate for the vacant seat shall fulfill the remainder of the term and serve until the Board appoints a replacement voting member.

D. Staff

The Commission staff person shall issue and distribute meeting agendas in accordance with the open meeting laws specified in Article VII. The staff person shall keep an accurate record of all proceedings of the Commission, including meeting minutes and special reports and a list of persons attending meetings, and shall finalize meeting minutes. The staff person shall be responsible for maintaining a copy of these records at the District Administration Office. These records shall be made available to the public as required by State and local law. The Chair may direct the staff person to perform other duties to further the purpose and goals of the Commission.

Article VI **Officers and Duties**

A. Officers

The officers of the Commission shall be Chair and Vice Chair.

The Chair shall preside over all meetings of the Commission. The Chair shall appoint committees as may be needed from time to time for special projects or programs. The Chair shall report unscheduled vacancies immediately to the Board. The Chair shall perform other such duties as they pertain to the office of Chair.

The Vice Chair shall preside at all meetings in the absence of the Chair or at any other time when so requested by the Chair, and perform other such duties as directed by the Chair.

B. Term

Each officer shall be selected for a one-year term at the first regular business meeting in June of each year by a majority vote of the Commission.

Each officer's term shall begin on July 1st of each year.

C. Vacancies

Should a vacancy of the office of Chair occur for any reason, the Vice Chair will serve as Acting Chair. Should both the Chair and Vice-Chair be absent, the most senior Commissioner present shall serve as Acting Chair.

Article VII **Commission Meetings**

A. Meetings

1. In December of each year, the Commission will adopt a schedule of regular meetings for the subsequent year. Meetings shall be held at the District's Training Center located at 2945 Treat Blvd., Concord, CA.
2. The Chairman may call additional special meetings as may be required for conduct of Commission business.
3. All meetings of the Commission, except those closed sessions permitted by law, shall be open to the public and subject to the provisions of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code, relating to meetings of local agencies. All meetings shall conform to the Ralph M. Brown Open Meeting Act and the Contra Costa County Better Government Ordinance, including requirements for notice of meetings, preparation and distribution of agendas and written materials, inspection of public records, closed sessions and emergency meetings, maintenance of records, disruption of a public meeting, and recorded votes made by each Commissioner.
4. Notice of each meeting shall be posted adjacent to the entry door of the District Administration Office at least 96 hours prior to the scheduled meeting and shall include the time, date, and place of the meeting and the meeting agenda. Notice of any meeting of the Commission shall be given to any person so requesting.

B. Cancellation or Postponement

Meetings of the Commission may be cancelled or postponed at the discretion of the Chairman for due cause or if no official business needs to be conducted.

C. Quorum

A quorum must be present for any vote on matters before the Commission to be valid. A quorum shall be defined as four (4) appointed Commission voting members (including alternate members replacing an absent voting member). Any motion,

resolution, or other Commission action, unless otherwise specifically provided for, shall require four affirmative votes for its passage.

D. Conflicts

Any member of the Commission who has a conflict of interest with any matter pending before the Commission will recuse himself or herself in accordance with Government Code section 87105. Commission members shall avoid conflicts of interest in accordance with Resolution No. 2002/376 and shall adhere to the principles and rules of the Political Reform Act of 1974 (Government Code Sections 81000, et seq.).

Article VIII **Committees**

There are four standing committees of the Commission: Personnel Committee, Budget Committee, Apparatus & Equipment Committee, and Property & Annexation Committee. From time to time, the Chair may appoint special committees or may make individual appointments to accomplish the ongoing tasks and special projects of the Commission, including conducting studies or research of items as deemed necessary (i.e., Bylaws Committee and Liaison to the Board).

Each committee shall develop a separate plan of operations and goals to be achieved and shall be prepared to report the results of its activities during regular Commission meetings.



Contra Costa County Fire Protection District

Advisory Fire Commission

Bylaws

~~August- December~~ 20104

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Contra Costa County Fire Protection District Advisory Fire Commission Bylaws

Article I Name

This commission shall be known as the “Contra Costa County Fire Protection District Advisory Fire Commission.”

Article II Authorization

The Board of Supervisors of Contra Costa County, as the Board of Directors of the Contra Costa County Fire Protection District, has established a Fire District Advisory Commission in the Contra Costa County Fire Protection District by Resolution No. 99/138. Authority for establishing a county fire commission is established by California Health and Safety Code Section 13844.

Article III Definitions

“Board” shall mean the Contra Costa County Board of Supervisors, as the Board of Directors of the Contra Costa County Fire Protection District.

“Commission” shall mean the Contra Costa County Fire Protection District Advisory Fire Commission, which has been established by the Board for the purposes set forth in these Bylaws.

“District” shall mean the Contra Costa County Fire Protection District.

“District Administration Office” shall mean the Contra Costa County Fire Protection District Administrative Office, located at 2010 Geary Road, Pleasant Hill, CA 94523.

Article IV Purpose and Duties

The purpose and duties of the Commission are to:

1. Review the operations, goals and objectives of the District;
2. Provide liaison with the community and provide advice and information on fire protection matters to the Board;
3. Review and advise on annual operations and capital budgets;

4. Review District expenditures;
5. Review and advise on long-range capital improvement plans;
6. Serve as the Appeals Board on weed abatement matters pursuant to District ordinance;
7. Advise the Fire Chief on District service matters;
8. Meet jointly with the Board and provide advice to the Board as needed;
9. Communicate with the other fire district boards or commissions on services and functional integration;
10. Assist in the Fire Chief's selection process as required;
11. Serve as liaison between the Board and the community served by the District;
12. Perform such other duties and responsibilities as may be assigned and/or as directed by the Board.

The Advisory Fire Commission shall make its recommendations directly to the Fire Chief, the Board of Supervisors, and such other bodies or administrators as may be designated from time to time.

Article V **Membership**

A. Members

The Commission shall consist of seven (7) voting members and ~~seven-five (75)~~ alternate members appointed by the Board.

1. Voting Members

The seven (7) voting members shall consist of the following:

- a) Five (5) members, each of whom represents one supervisorial district. The nomination is made by an individual Supervisor for full Board action.
- b) Two (2) at-large members. The nomination is made by the Internal Operations Committee for full Board action, after giving the Commission an opportunity to screen, interview, rank the applicants, and make its nomination to the Internal Operations Committee.

2. Alternate Members

In addition to the seven (7) voting members, the Commission shall consist of ~~seven-five (75)~~ alternate ~~members, five (5) of whom~~ members who shall be alternate supervisorial district representatives, ~~and two (2) of whom shall be alternate at-large members~~. Alternate members shall not participate or vote in the regular or special meetings unless they are replacing an absent, seated member who is unable to participate at a meeting. However, the Commission Chair may

acknowledge comments from an Alternate at the discretion of the Chair at any time.

B. Terms

All members of the Commission shall be appointed for a term of four years. Terms are staggered. Members serve at the pleasure of the Board.

C. Vacancies

A vacancy on the Commission exists upon the death or resignation of a member, or upon the removal of a member by the Board. Should a vacancy occur for any reason, the appointed alternate for the vacant seat shall fulfill the remainder of the term and serve until the Board appoints a replacement voting member.

D. Staff

The Commission staff person shall issue and distribute meeting agendas in accordance with the open meeting laws specified in Article VII. The staff person shall keep an accurate record of all proceedings of the Commission, including meeting minutes and special reports and a list of persons attending meetings, and shall finalize meeting minutes. The staff person shall be responsible for maintaining a copy of these records at the District Administration Office. These records shall be made available to the public as required by State and local law. The Chair may direct the staff person to perform other duties to further the purpose and goals of the Commission.

Article VI **Officers and Duties**

A. Officers

The officers of the Commission shall be Chair and Vice Chair.

The Chair shall preside over all meetings of the Commission. The Chair shall appoint committees as may be needed from time to time for special projects or programs. The Chair shall report unscheduled vacancies immediately to the Board. The Chair shall perform other such duties as they pertain to the office of Chair.

The Vice Chair shall preside at all meetings in the absence of the Chair or at any other time when so requested by the Chair, and perform other such duties as directed by the Chair.

B. Term

Each officer shall be selected for a one-year term at the first regular business meeting in June of each year by a majority vote of the Commission.

Each officer's term shall begin on July 1st of each year.

C. Vacancies

Should a vacancy of the office of Chair occur for any reason, the Vice Chair will serve as Acting Chair. Should both the Chair and Vice-Chair be absent, the most senior Commissioner present shall serve as Acting Chair.

Article VII **Commission Meetings**

A. Meetings

1. ~~The regular business meeting of the Commission shall be held at 7:00 p.m. on the second Monday of every other month (February, April, June, August, October and December). In December of each year, the Commission will adopt a schedule of regular meetings for the subsequent year.~~ Meetings shall be held at the ~~District Administration Office~~ District's Training Center located at 2945 Treat Blvd., Concord, CA.

2. The Chairman may call additional special meetings as may be required for conduct of Commission business.

3. All meetings of the Commission, except those closed sessions permitted by law, shall be open to the public and subject to the provisions of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code, relating to meetings of local agencies. All meetings shall conform to the Ralph M. Brown Open Meeting Act and the Contra Costa County Better Government Ordinance, including requirements for notice of meetings, preparation and distribution of agendas and written materials, inspection of public records, closed sessions and emergency meetings, maintenance of records, ~~and~~ disruption of a public meeting, and recorded votes made by each Commissioner.

~~The meetings shall also be conducted under the rules of procedure contained in Robert's Rules of Order Newly Revised when not in conflict with these bylaws or other statutory requirements. The Commission staff person shall maintain a current copy of this book and it shall be available at all meetings of the Commission.~~

4. Notice of each meeting shall be posted adjacent to the entry door of the District Administration Office at least 96 hours prior to the scheduled meeting and shall include the time, date, and place of the meeting and the meeting agenda. Notice of any meeting of the Commission shall be given to any person so requesting.

B. Cancellation or Postponement

Meetings of the Commission may be cancelled or postponed at the discretion of the Chairman for due cause or if no official business needs to be conducted.

C. Quorum

A quorum must be present for any vote on matters before the Commission to be valid. A quorum shall be defined as four (4) appointed Commission voting members (including alternate members replacing an absent voting member). Any motion, resolution, or other Commission action, unless otherwise specifically provided for, shall require four affirmative votes for its passage.

D. Conflicts

Any member of the Commission who has a conflict of interest with any matter pending before the Commission will recuse himself or herself in accordance with Government Code section 87105. Commission members shall avoid conflicts of interest in accordance with Resolution No. 2002/376 and shall adhere to the principles and rules of the Political Reform Act of 1974 (Government Code Sections 81000, et seq.).

Article VIII **Committees**

There are four standing committees of the Commission: Personnel Committee, Budget Committee, Apparatus & Equipment Committee, and Property & Annexation Committee. From time to time, the Chair may appoint special committees or may make individual appointments to accomplish the ongoing tasks and special projects of the Commission, including conducting studies or research of items as deemed necessary (i.e., Bylaws Committee and Liaison to the Board).

Each committee shall develop a separate plan of operations and goals to be achieved and shall be prepared to report the results of its activities during regular Commission meetings.