

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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

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

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

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA, WILL BE LIMITED TO TWO (2) MINUTES.

The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day.
Your patience is appreciated.

PURSUANT TO THE BOARD OF SUPERVISORS RULES OF PROCEDURES (RULE 14), IF ANY MEETING IS WILLFULLY INTERRUPTED BY A GROUP OR GROUPS OF PERSONS SO THAT THE ORDERLY CONDUCT OF THE MEETING BECOMES INFEASIBLE AND ORDER CANNOT BE RESTORED BY THE REMOVAL OF INDIVIDUALS WHO ARE WILLFULLY INTERRUPTING THE MEETING, THE CHAIR MAY ORDER THE MEETING ROOM CLEARED, AS AUTHORIZED BY LAW (GOV. CODE, § 54957.9), RECESS THE MEETING, OR ADJOURN THE MEETING.

A closed session may be called at the discretion of the Board Chair.

Staff reports related to open session items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

AGENDA
October 25, 2016

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

CONSIDER CONSENT ITEMS (Items listed as C.1 through C.6 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 Captain-Paramedic Ben Sanders as the 2016 Firefighter of the Year. (Jeff Carman, Fire Chief)

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** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute an Assignment, Assumption, and Consent with Capitol Strategies Consulting, Inc. for the Software and Services Agreement originally contracted with Sybotech, Inc. in an amount not to exceed \$35,000 for the original period January 1, 2015 through December 1, 2018. (Cost Neutral)
- C.2** ADOPT revisions to policies and procedures for the billing and collection of Contra Costa County Fire Protection District emergency ambulance services fees and charges. (Cost Neutral)
- C.3** Contra Costa County Fire Protection District (7300): APPROVE Appropriation and Revenue Adjustment No. 5018 authorizing use of revenue in the amount of \$500,000 from fund balance and appropriating it for the acquisition of one fire boat for the Contra Costa County Fire Protection District. (100% Contra Costa Fire Operating fund) (Consider with C.5)
- C.4** APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the U.S. Department of Homeland Security, Federal Emergency Management Agency, Assistance to Firefighters Grants Program in an amount not to exceed \$700,000 for the purchase of two water tenders. (90% Federal, 10% District match)
- C.5** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with William E. Munson Company, in an amount not to exceed \$500,000, for the purchase of a 32-foot fire boat for the Contra Costa County Fire Protection District's Maritime Response Team. (100% Contra Costa Fire Operating fund) (Consider with C.3)
- C.6** APPROVE amendments to the Contra Costa County Fire Protection District's Conflict of Interest Code. (Cost Neutral)

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 on Monday, December 12, 2016 at 7:00 p.m. at the District Training Center, 2945 Treat Blvd., Concord, CA 94518.

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
CCCPCFD (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 (CCCPCFD) 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
ECCPCFD 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: October 25, 2016

Subject: 2016 Firefighter of the Year

RECOMMENDATION(S):

PRESENTATION recognizing Captain-Paramedic Ben Sanders as the 2016 Firefighter of the Year.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Many members of the Contra Costa County Fire Protection District embody the District's core values which are Service, Teamwork, Professionalism, Leadership, Safety and Preparedness, and Integrity. In recognition of consistently outstanding work performance and demonstration of core values, the District annually solicits nominations for Firefighter of the Year.

Of all the distinguished and deserving members who were nominated, Captain-Paramedic Ben Sanders was ultimately chosen to represent the Contra Costa County Fire Protection District as the 2016 Firefighter of the Year. Several factors, including his professionalism and work ethic, support the selection of Ben Sanders. Most notably, Ben Sanders is being recognized for his tireless and selfless efforts toward developing, growing and maintaining Contra Costa County Fire Explorer Post 88, also known as the Explorer Program, which is

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 10/25/2016 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: October 25, 2016

Contact: Jeff Carman, (925)
941-3500

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

one of the most successful programs of its kind in the state. Under the auspices of Explorer Post 88, Captain Sanders has mentored over 100 local children and young adults who have expressed an interest in the fire service and truly made a difference in our community. In fact, one of the Explorers graduated from Academy #49 and is currently a Firefighter assigned to Captain Sanders.

We are pleased to be joined by the East County Knights of Columbus to honor Captain-Paramedic Ben Sanders as our 2016 Firefighter of the Year.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: October 25, 2016

Subject: Fire Chief's Report - October 25, 2016

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: **10/25/2016** 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: October 25, 2016

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

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Fire Chief's Report - October
2016

Boat Video

Quint Picture

TDA Picture



October 25, 2016

TO: Board of Directors

FROM: Jeff Carman, Fire Chief

RE: Fire Chief's Report

-
- The Fire District had another very busy month stretching our personnel and resources to the maximum. There were 26 structure fires. Five of those fires were two alarm fires, one of which included a fire inside the County's Regional Medical Center requiring evacuation and movement of many patients in the facility. One of the 26 structure fires was a three-alarm fire involving apartments on all three floors and the attic of a three-story apartment building. This fire took 17 fire companies and over 60 firefighters to control it. **Nearly 70% of on-duty District resources and 63 personnel were committed for over three hours.** As always, our neighboring fire agencies supported our operations with station coverage, move-ups and emergency response coverage. Those assisting agencies included the San Ramon Valley Fire Protection District, Moraga-Orinda Fire District, Benicia Fire Department, and Military Ocean Terminal-Concord Fire Department. Unfortunately, these fires resulted in several civilian injuries and a moderate injury to one of our firefighters.
 - The District also had 26 vegetation fires; 15 vehicle accidents requiring disentanglement of trapped victims; a confined space rescue from a storm drain; and two hazardous materials responses, one of which included a release of radioactive material.
 - Our fire investigators conducted 106 fire investigations and made three arson arrests.
 - Several of our personnel responded to the Loma Fire in Santa Clara County as part of a mutual aid request for incident managers. Our bulldozer was also utilized for several days on the Loma Fire.
 - Lastly, several of our companies, including our fire boat, responded to a request for assistance for a fast moving wildland and structure fire on Sherman Island with people trapped on the island. As can be seen in the attached video, our personnel and boat were instrumental in saving structures and controlling the spread of the fire.
 - The District continues to work with the City of Pinole and the Rodeo-Hercules Fire Protection District. We believe we have resolved the issues with the Rodeo-Hercules Fire Protection District and are scheduled to address their Board on October 26.

- The District officially submitted the plans for Fire Station 16 to the City's design review committee on September 30. We anticipate the review will be completed by early December. We also expect the CEQA review process to be finalized around the same time. After these two processes have been completed, construction drawings, plans, and specifications can be developed. Construction cost estimates have been calculated by a third party and are estimated at \$2.8 Million for the building and site work. Soft costs for design, architectural and engineering, permits, construction management, and contingencies are estimated to increase the cost to a total estimate of \$4.1 million.
- The Fire Station 70 funding agreement between the District and the City of San Pablo is almost complete following the City's review of and response to the draft in late September. County Counsel is reviewing the City's comments and has recommended changes to the agreement. After meeting with City engineering and planning staff in September, we have a design and site plan that adheres to the City's regulations and requirements. Based on the revised site plan, we are working on construction cost estimates.
- Academy #50 began on October 3 with 14 recruits. Unfortunately two of the recruits have resigned, and there are 12 remaining. Graduation is anticipated in early spring.
- The District participated in the Yellow Command disaster exercise in September. The drill was well planned and provided a numerous opportunities for improvement in collaboration and coordination throughout the county.
- The District recently filled the Battalion Chief position assigned to the Safety Program in September. This position was left vacant during the recession, and we are fortunate to be able to re-staff it. The Safety Chief is tasked with responding to emergency incidents to identify safety issues and to promote best practices. He will also participate in a number of safety related programs within the District and County, including looking for trends in firefighter accidents and injuries and developing means to prevent them.
- As we briefly discussed last month, the District has formed a recruitment team to ensure that our recruitment efforts reach all potential candidates, including women and members of other underrepresented groups within the community; that the public knows that we are an organization that values diversity; and that we will provide assistance and information to anyone interested in a career with Con Fire. I am very pleased with and applaud the efforts of the team. The members have used their resourcefulness to create a recruitment brand and are attending job fairs and other recruitment events around our state. Their efforts will insure that we have provided all potential candidates with every possible opportunity to pursue a career in the fire service with Con Fire.
- District staff met with staff at the Tesoro Refinery last month. The District is concerned that the refinery is not physically within the District boundary. A major emergency within that facility could cause significant off-site consequences. Since the District surrounds the facility, we would be responsible to mitigate those

consequences. We are also concerned that the refinery's fire brigade is not operating under the direction of a Fire Chief, and County Counsel is working on that issue. Discussions were cordial, and future meetings will be convened after additional information has been gathered.

- The new tractor-drawn aerial ladder trucks (TDA's) are in-service in the District at Station 1 in Walnut Creek, Station 84 in Antioch, and coming soon to Station 6 in Concord. The new trucks represent a change in culture for the District. Trucks, and their staffing of three firefighters, have a different job to do at fires and rescues. Their primary role is to ensure clear access to structures and other emergencies which includes removing doors, windows, security bars, gates, and other obstructions. They are also responsible for disentanglement of victims from automobile accidents and other rescue incidents. Most importantly, their role is to remove the superheated gases and smoke from buildings either through holes cut in the roof or through natural openings such as doors and windows. This operation improves the survivability of occupants who may be unable to rescue themselves, and makes for better working conditions and visibility for interior firefighting personnel. The new trucks have about twice the cubic feet of storage for tools and equipment than previous apparatus and because they have a steering axle in the back they can maneuver as well as a smaller engine. The new trucks only carry a small amount of water in the event they need an immediate application upon their arrival.
- The District has received the information needed from CCCERA to project our retirement rate increases in 2017-18, and the Board requested to receive this information as soon as we could provide it. The increase, estimated at \$2 million, was within the projected range, and we can now move forward with our plan to open an additional fire station. Information available at this time suggests projected revenue increases will accommodate the retirement rate increase. However, we will remain watchful for external factors which could alter our plans.
- On or about January 1, 2017, we will close Squad 1 in Walnut Creek. Those two personnel will be joined by a Captain, and we will reopen Fire Station 87 in Pittsburg. The crew will staff Engine 87 and eventually cross-staff HazMat 87 when that program goes live in 2017. The estimated cost to bring this plan to fruition is about \$800K annually.
- On or about January 2018, we hope to add an additional nine personnel and open the newly rebuilt Fire Station 16 in Lafayette. The total cost to deploy this company will be approximately \$3.5 million annually.
- As you may have seen recently, Moody's Investors Service downgraded the District's pension obligation bonds rating from A1 to A2. At the same time, they also removed the negative outlook on the pension obligation bonds citing that the District's sustained balanced financial operations and the expectation that continued growth of property tax receipts in the near-term will ensure stable financial operations. Our Chief of Administrative Services has been in contact with the Moody's analyst who produced the report and he has admitted to misinterpreting one of the audited financial reports. Consequently, the report understated the

Board of Directors

October 25, 2016

Page 4

District's available reserves. As a result Moody's may issue a correction statement, but they do not plan to modify the A2 rating because they feel the underlying reasons for the rating are still material.



CONTRA COSTA COUNTY FIRE

100'



CONTRA COSTA
COUNTY
FIRE
6

Paramedic

www.cccfpd.org



T84

CONTRA COSTA COUNTY
FIRE-RESCUE

CONTRA COSTA COUNTY
FIRE-RESCUE T84

RIC



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: October 25, 2016

Subject: Assignment and Assumption of Software and Service Agreement

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute an Assignment, Assumption, and Consent with Capitol Strategies Consulting, Inc. for the Software and Services Agreement originally contracted with Sybatech, Inc. in an amount not to exceed \$35,000 for the original period January 1, 2015 through December 1, 2018.

FISCAL IMPACT:

Cost neutral.

BACKGROUND:

The Contra Costa County Fire Protection District (District) licenses CodePal software for managing permitting, building plans, and inspection processes in the District's Fire Prevention Bureau. The District entered into a Software and Services Agreement with Sybatech Inc. to review and refresh the District's CodePal database, install a public-facing web interface, and other related work for the period January 1, 2015, through December 31, 2018. Capitol Strategies Consulting, Inc. has acquired CodePal software, and Sybatech, Inc. transferred all CodePal related contracts and work to Capital Strategies Consulting, Inc. An Assignment, Assumption, and Consent will allow the District to continue to receive the software and services outlined in the agreement with Sybatech, Inc.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/25/2016** 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: October 25, 2016

Contact: Robert Marshall, Fire
Marshal 925-941-3520

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The District will not be able to compensate the new vendor for software and services without allowing it to assume the existing contract.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: October 25, 2016

Subject: Revisions to Ambulance Billing Policies

RECOMMENDATION(S):

ADOPT revisions to policies AMB-4 and AMB-6 for the billing and collection of Contra Costa County Fire Protection District emergency ambulance services fees and charges.

FISCAL IMPACT:

The cost of implementing the policy revisions is neutral.

BACKGROUND:

The Contra Costa County Fire Protection District (District) established policies and procedures for its emergency ambulance services billing and collections processes in February 2016. The policies and procedures were aligned with, and heavily reliant upon, the structure and framework established by American Medical Response (AMR) as the County's previous emergency ambulance provider. The policies were also modeled after some of the Contra Costa County Health Services Department hospital billing and collections policies.

Two of the adopted policies are in need of minor revisions. Policy AMB-4 requires minor revisions for clarity and consistency with the original intent of that policy. Policy

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/25/2016** 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: October 25, 2016

Contact: Lewis Broschard, Deputy Fire
Chief (925) 941-3501

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

AMB-6 requires a minor revision to the language regarding Medicare reimbursements in order to be consistent with Medicare language and to provide clarity on the amount billed to the patient in cases where Medicare has denied a claim.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not have policies in place with consistent language necessary to alleviate confusion with medical billing practices.

ATTACHMENTS

AMB-4 Redline

AMB-4 Final

AMB-6 Redline

AMB-6 Final

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
Emergency Ambulance Services

POLICY
AMB-4

SUBJECT: Payment Plans			
Revision Date <u>10/25/16</u>	Replaces NEW <u>1/1/16</u>	Approved By Fire Chief	Pages 1
DISPOSITION: Place in Billing and Collections Policy & Procedure Manual			

INFORMATION

This policy addresses situations where an ~~uninsured~~ patient wants to enter into a payment plan to assist the patient in paying their ambulance bill. Payment plans will only be permitted as described in the policy below.

POLICY

1. The District will offer individuals ~~that who~~ are unable to pay their bills ~~on-in~~ one payment interest-free extended payment plans. The terms of the payment plan will be negotiated between the District and the patient, but will at least meet the following minimum requirements:
 - a. Minimum monthly payment of \$50.00;
 - ~~b. The District will charge four percent (4%) of the amount due as a one-time payment plan set-up fee;~~
 - ~~e.b.~~ If balance of the bill can be paid in three months, the plan may call for monthly payments of \$25.00;
 - ~~e.c.~~ The maximum term of the payment plan is 12 months; and
 - ~~e.d.~~ _____ Payment will be made via cash, check, or credit card.
2. The District will not send unpaid bills to a collection agency while the patient is attempting in good faith to negotiate a reasonable payment plan.
3. The District may declare the payment plan inoperative if the patient fails to make all consecutive payments during a 90-day period.

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
Emergency Ambulance Services

POLICY
AMB-4

SUBJECT: Payment Plans			
Revision Date 10/25/16	Replaces 1/1/16	Approved By Fire Chief	Pages 1
DISPOSITION: Place in Billing and Collections Policy & Procedure Manual			

INFORMATION

This policy addresses situations where a patient wants to enter into a payment plan to assist the patient in paying their ambulance bill. Payment plans will only be permitted as described in the policy below.

POLICY

1. The District will offer individuals who are unable to pay their bills in one payment interest-free extended payment plans. The terms of the payment plan will be negotiated between the District and the patient, but will at least meet the following minimum requirements:
 - a. Minimum monthly payment of \$50.00;
 - b. If balance of the bill can be paid in three months, the plan may call for monthly payments of \$25.00;
 - c. The maximum term of the payment plan is 12 months; and
 - d. Payment will be made via cash, check, or credit card.
2. The District will not send unpaid bills to a collection agency while the patient is attempting in good faith to negotiate a reasonable payment plan.
3. The District may declare the payment plan inoperative if the patient fails to make all consecutive payments during a 90-day period.

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
Emergency Ambulance Services

POLICY
AMB-6

SUBJECT: Write-Off Policy			
Revision Date	Replaces	Approved By	Pages
10/25/16	1/1/16	Fire Chief	2
DISPOSITION: Place in Billing and Collections Policy & Procedure Manual			

INFORMATION

As a normal course of business, certain charges may be uncollectable balances. In the case of certain government payers, such as Medi-Cal, the Fire District must agree to take what is allowable under the government program. In other cases, there may be a need to write off a small amount that is not likely to be recovered or is not worth the time and expense in attempting to recover. This policy authorizes certain charges to be written off as uncollectable balances.

POLICY

1. Bankruptcies. The District is prohibited by law from billing a patient after it has received a notice of automatic stay because the patient has filed for bankruptcy.
 - a. The District will write off bills for patient bankruptcy filings upon the District's receipt of documentation in any of the following forms:
 - i. Documents opening the bankruptcy case and providing the details of the filing including:
 - A. Notice of Automatic Stay;
 - B. Case meeting of creditors and establishment of case deadlines
 - C. Notice of a case dismissal being vacated, and order to reopen case;
 - ii. A document regarding status of the case and date of hearings;
 - iii. Dismissal of the case establishing that the creditors may once again collect on the patient's debt, including:
 - A. Notice of Dismissal;
 - B. Order Closing Case without Entry of Discharge; and
 - C. Discharge of Debtor;
2. Small Balances. Account balances of \$10.00 or less will be written off.

3. Minor's Accounts. Minor's accounts will not be written off; however the Compassionate Care Program application (~~Policy AMB-5~~) may be completed by the guardian of the minor.
4. Deceased Patient. If a patient lives in a state where community property laws apply and the patient has a surviving spouse, the District will proceed to collect payment of the bill.
 - a. If there is no surviving spouse the account will be written off.
5. Timing of Write-Offs. All write-offs will be approved by the District Board of Directors on a quarterly basis at a regularly scheduled board meeting.
6. Medicare Copay; Uncollectable Medicare Amount.
 - a. The District will proceed to collect payment from a Medicare insured patient for the Medicare insured patient's copayment responsibility.
 - b. The District will not proceed to collect payment from a Medicare insured patient for the amount of a bill not covered by Medicare unless Medicare denies coverage completely (e.g., Not Medically Necessary), in which case the District will invoice ~~proceed to collect payment from~~ a Medicare insured patient ~~for the amount Medicare would have paid~~ at the published Medicare Allowable Rate.
7. Private Health Insurance. The District will proceed to collect payment from privately insured patients for the amount of a bill not paid by the patient's insurance.

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
Emergency Ambulance Services

POLICY
AMB-6

SUBJECT: Write-Off Policy			
Revision Date	Replaces	Approved By	Pages
10/25/16	1/1/16	Fire Chief	2
DISPOSITION: Place in Billing and Collections Policy & Procedure Manual			

INFORMATION

As a normal course of business, certain charges may be uncollectable balances. In the case of certain government payers, such as Medi-Cal, the Fire District must agree to take what is allowable under the government program. In other cases, there may be a need to write off a small amount that is not likely to be recovered or is not worth the time and expense in attempting to recover. This policy authorizes certain charges to be written off as uncollectable balances.

POLICY

1. Bankruptcies. The District is prohibited by law from billing a patient after it has received a notice of automatic stay because the patient has filed for bankruptcy.
 - a. The District will write off bills for patient bankruptcy filings upon the District's receipt of documentation in any of the following forms:
 - i. Documents opening the bankruptcy case and providing the details of the filing including:
 - A. Notice of Automatic Stay;
 - B. Case meeting of creditors and establishment of case deadlines
 - C. Notice of a case dismissal being vacated, and order to reopen case;
 - ii. A document regarding status of the case and date of hearings;
 - iii. Dismissal of the case establishing that the creditors may once again collect on the patient's debt, including:
 - A. Notice of Dismissal;
 - B. Order Closing Case without Entry of Discharge; and
 - C. Discharge of Debtor;
2. Small Balances. Account balances of \$10.00 or less will be written off.

3. Minor's Accounts. Minor's accounts will not be written off; however the Compassionate Care Program application (AMB-5) may be completed by the guardian of the minor.
4. Deceased Patient. If a patient lives in a state where community property laws apply and the patient has a surviving spouse, the District will proceed to collect payment of the bill.
 - a. If there is no surviving spouse the account will be written off.
5. Timing of Write-Offs. All write-offs will be approved by the District Board of Directors on a quarterly basis at a regularly scheduled board meeting.
6. Medicare Copay; Uncollectable Medicare Amount.
 - a. The District will proceed to collect payment from a Medicare insured patient for the Medicare insured patient's copayment responsibility.
 - b. The District will not proceed to collect payment from a Medicare insured patient for the amount of a bill not covered by Medicare unless Medicare denies coverage completely (e.g., Not Medically Necessary), in which case the District will invoice a Medicare insured patient at the published Medicare Allowable Rate.
7. Private Health Insurance. The District will proceed to collect payment from privately insured patients for the amount of a bill not paid by the patient's insurance.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: October 25, 2016

Subject: Appropriation and Revenue Adjustment – Acquisition of Fire Boat

RECOMMENDATION(S):

APPROVE Appropriation and Revenue Adjustment No. 5018 authorizing use of revenue in the amount of \$500,000 from fund balance and appropriating it for the acquisition of one fire boat for the Contra Costa County Fire Protection District.

FISCAL IMPACT:

100% Special District Revenue. Use of fund balance, not to exceed \$500,000, from the Contra Costa County Fire Protection District General Operating Fund (Fund No. 202000).

BACKGROUND:

The Contra Costa County Fire Protection District (District) Maritime Response Team responds to fires, spills, rescues, and medical emergencies occurring on 30 miles of navigable waterways with multiple high value target hazards.

In fiscal year 2015-16, the District appropriated \$400,000 for the acquisition of a fire boat. The vessel the District was considering purchasing was used and in the possession of another local fire district. On March 8, 2016, the Fire Board of Directors authorized the Fire Chief to execute a purchase and sale agreement with the other fire district. The agreement was contingent

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/25/2016** 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: October 25, 2016

Contact: Jackie Lorrekovich, Chief Admin Svcs (925) 941-3312

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

on a thorough inspection. Unfortunately, during the final inspection, corrosion damage was discovered in the hull, and the District elected not to execute the purchase and sale agreement.

The \$400,000 capital equipment appropriation was not used or allocated for a different purpose. The unspent funds were added to the District's general operating fund balance at the conclusion of the fiscal year.

No funds were appropriated for the acquisition of a fire boat in fiscal year 2016-17, because the decision not to move forward with the aforementioned purchase was made after the District's preliminary budget was adopted by the Board.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not acquire its own fire boat at this time and will continue to rely, for as long as possible, on the *Fireboat Use Agreement* currently in place between the Contra Costa County Fire Protection District and the East Contra Costa Fire Protection District.

ATTACHMENTS


Appropriations and Revenue Adjustment No. 5018

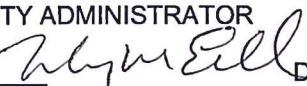
**CONTRA COSTA COUNTY
 APPROPRIATION ADJUSTMENT/
 ALLOCATION ADJUSTMENT
 T/C-27**

AUDITOR-CONTROLLER USE ONLY:	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input type="checkbox"/>	COUNTY ADMINISTRATOR
<input type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
7300	4953	Autos & Trucks		500,000.00
			0.00	500,000.00

APPROVED

AUDITOR – CONTROLLER
 By:  Date 10/18/16

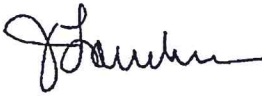
COUNTY ADMINISTRATOR
 By:  Date 10/20/16

BOARD OF SUPERVISORS
 YES:
 NO:

By: _____ Date _____

EXPLANATION OF REQUEST

To appropriate funds for the acquisition of a fire boat.



PREPARED BY: Jackie Lorrekovich
 TITLE: Chief of Administrative Services
 DATE: 10/17/16

APPROPRIATION APOO 5018
 ADJ. JOURNAL NO.

**CONTRA COSTA COUNTY
ESTIMATED REVENUE ADJUSTMENT/
ALLOCATION ADJUSTMENT
TC/24**

AUDITOR-CONTROLLER USE ONLY:
FINAL APPROVAL NEEDED BY:
 BOARD OF SUPERVISORS
 COUNTY ADMINISTRATOR
 AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
7300	8981	Fund Balance	500,000.00	
TOTALS			500,000.00	0.00

APPROVED

AUDITOR – CONTROLLER
 By: Date 10/10/16

COUNTY ADMINISTRATOR
 By: Date 10/12/16

BOARD OF SUPERVISORS

YES:
 NO:

By: _____ Date _____

EXPLANATION OF REQUEST

To appropriate revenue from fund balance for the purchase of a fire boat.

PREPARED BY: Jackie Lorrekovich
 TITLE: Chief of Administrative Services
 DATE: 10/17/2016

REVENUE ADJ. JOURNAL NO. RAOO 5018



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: October 25, 2016

Subject: FY 2016 Assistance to Firefighters (AFG) Grant

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the U.S. Department of Homeland Security, Federal Emergency Management Agency, Assistance to Firefighters Grants Program in an amount not to exceed \$700,000 for the purchase of two three water tenders.

FISCAL IMPACT:

90% Federal funds. There is a 10% local agency cost sharing requirement. The grant award(s) may be lower than the amount requested and will be for a period of one year from the effective date of award(s).

BACKGROUND:

The purpose of the Assistance to Firefighters Grants (AFG) Program is to enhance, through direct financial assistance, the health and safety of the public and firefighting personnel and to provide a continuum of support for emergency responders regarding fire, medical, and all-hazard events. FY 2015 AFG Programs play an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient nation.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/25/2016** 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: October 25, 2016

Contact: Aaron McAlister, Asst Chief
(925) 941-35013

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government.

This grant will request funding to replace two aging water tenders. Water tenders are used for vegetation fire responses and other fire incidents where fire hydrants are limited or non-existent. They carry 1500-2500 gallons of water depending on their configuration, as compared to 500 gallons of water carried on the typical fire engine. The District, at one time, had a fleet of six water tenders, but has been reduced to three due to the age and reliability of these units. Of the three water tenders owned by the District, only one is reliable enough to place in daily service. Two of these water tenders are 33 years old and one is 23 years old. This grant would provide two “tactical” water tenders, each carrying 1950 gallons of water and 20-50 gallons of foam. The cost of each water tender, including sales tax, is approximately \$350,000. The total grant budget is \$700,000. There is a 10% local agency match requirement. If the District's application is approved at the amount requested, the local agency match would be \$70,000.

CONSEQUENCE OF NEGATIVE ACTION:

Contra Costa County is home to major industry, railroads, local and state roadways, and dense population and commercial centers built on four major earthquake faults. It is imperative that the District has state-of-the-art firefighting and rescue equipment available at all times and our personnel are trained to the highest standards in order to provide the best possible emergency response to its customers. Failure to approve this grant request would cause the District to forego the purchase of the much needed equipment and provide the specialized training until additional fiscal resources are available.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: October 25, 2016

Subject: Purchase of Fire Boat for Maritime Response Team

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with William E. Munson Company, in an amount not to exceed \$500,000, for the purchase of a 32-foot fire boat for the Contra Costa County Fire Protection District's Maritime Response Team.

FISCAL IMPACT:

100% Special District Revenue. Use of fund balance, not to exceed \$500,000, from the Contra Costa County Fire Protection District General Operating Fund (Fund No. 202000).

BACKGROUND:

The Contra Costa County Fire Protection District (District) Maritime Response Team responds to fires, spills, rescues, and medical emergencies occurring on 30 miles of navigable waterways with multiple high value target hazards. Last year the District budgeted funds for the acquisition of a used fire boat owned by the Tiburon Fire Protection District. After a thorough inspection, corrosion damage was discovered in the hull, and the District elected not to execute the purchase order and agreement. The District is currently staffing the East Contra Costa Fire Protection District vessel through a

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/25/2016** 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: October 25, 2016

Contact: Jeff Carman (925)
941-3500

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Fireboat Use Agreement between the agencies. This gives the District pumping capability on the water until a permanent vessel can be acquired.

The 32-foot Munson fire boat offers a large working deck with an enclosed cabin, a landing craft style bow door, quick response capability, and low maintenance costs. The versatility and dependability of this platform will allow the District to respond in an "All Hazards" manner to protect lives, property, and the environment for many years.

This vessel is being acquired under Federal General Services Administration (GSA) contract number GS-07F0442M, through the California Multiple Award Schedules (CMAS). This system allows state and local government agencies to procure goods and services under the federal bid and contract award process.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not acquire its own fire boat at this time and will continue to rely, for as long as possible, on the *Fireboat Use Agreement* currently in place between the Contra Costa County Fire Protection District and the East Contra Costa Fire Protection District.

ATTACHMENTS

Fire Boat Photo and Specs

Contra Costa County Fire Protection District



The Maritime Response Team responds to fires, spills, rescues, and medical emergencies occurring on 30 miles of navigable waterways with multiple high value target hazards. This 32 foot Fire Boat offers a large working deck with an enclosed cabin, a landing craft style bow door, quick response capability, and low maintenance costs. The versatility and dependability of this platform will allow The Contra Costa County Fire Protection District to respond in an “all Hazards” manner to protect lives, property, and the environment for many years.



Length: 32 feet

Beam: 11 feet

Person and Cargo Capacity: 5500 lbs.

Twin 350hp 4-Stroke Outboard Motors

Joystick control system

Fuel Capacity: 200 gallons

5KW Generator

Bow Door Width: 79 inches

Over 77 Sq/ft of forward deck space

Night vision Camera

Radar, Navigation and Side-Sonar

Capable of 2350 Gallons per minute

\$441,818

Plus tax @ 8.5%= \$479,373



Rescue

- High speed / Quick response boat
- FLIR(forward looking infer Red- night vision)
- Dual 12" Plotter screens, structure scan sonar, 4G broadband radar, AIS (Blue Force)
- Bow door and diver doors make for easy access to people in and out of the water
- Davit system for use with stoke litter
- Ability to deploy smaller rescue boat from the bow
- Lighting system for search and scene lighting

Fires

- 1500 GPM fire pump (estimated 2350 GPM produced)
- Roof top remote Monitor 2000GPM
- Bow and Stern Monitor 1250GPM each
- Water supply to shore operations (5 inch LDH / endless water source)
- Class "B" Foam system (fiberglass, fuels, oils, Etc)
- 4 – 2 .5 inch hose supplies
- Joy stick control for maneuvering during fire operations
- Full Person Protective Equipment storage (including SCBAs for the crew)
- Ability to move large amount of equipment and personnel as needed to anywhere along water front

Spills/ Hazmat

- Ability to carry and deploy 1500 feet of containment boom
- Movement of equipment and personnel
- Command post on the water
- Reconnaissance platform
- CBRNE Cabin filter with Chemrae Multi detection system

Medical Aid

- ALS capabilities on the water (paramedic)
- Capable of transporting 2 patients in stokes litters
- Room to care for multiple patients.
- Cabin is fully climate controlled (treat for hypothermia and hyperthermia)

Support

- 5500LBS capacity for support operations
- Any multi agency needs for on the water support

Potential cost saving reduction items in no particular order.

1. Eliminate Joystick Control: Decreases boat handling during emergency operations.
2. Eliminate CBRNE protection and detection: Decreases response capabilities for hazardous material events.
3. Eliminate FLIR components: Decreases effectiveness of searching for victims and decreases navigational safety.
4. Eliminate Foam system: Decreases effectiveness on petroleum bases fires.
5. Decrease from two plotter screens to one: Limits navigational ability
6. Remove Front Monitor: Limits water flow capabilities.
7. Eliminate Air Conditioning: Increases crew fatigue factors and decreases patient care abilities.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: October 25, 2016

Subject: Conflict of Interest Code of the Contra Costa County Fire Protection District

RECOMMENDATION(S):

APPROVE amendments to the Contra Costa County Fire Protection District's Conflict of Interest Code to substitute the attached as Appendix A to said code.

FISCAL IMPACT:

No impact.

BACKGROUND:

The Contra Costa County Fire Protection District has amended the List of Designated Positions for its conflict of interest code and submitted the revised List to the Board for approval pursuant to Government Code section 87306 and 87306.5. The List of designated positions has been revised to include new positions, delete positions, revise titles of existing positions, and assign positions to different disclosure categories. These changes are shown on the attached 'red-line' version of the List.

CONSEQUENCE OF NEGATIVE ACTION:

Conflict of Interest Code for the Contra Costa County Fire Protection District will not be amended pursuant to Government Code 87306 and 87306.5.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/25/2016** 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: October 25, 2016

Contact: Jackie Lorrekovich, Chief Admin
Svc (925) 941-3312

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

2016 Biennial Notice

CCCFPD Appendix A_Red Line

CCCFPD Appendix A_Revised 2016

2016 Local Agency Biennial Notice

Name of Agency: Contra Costa County Fire Protection District

Mailing Address: 2010 Geary Road, Pleasant Hill, CA 94523

Contact Person: Latonia Ellingberg Phone No. (925) 941-3318

Email: lelli@cccfd.org Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2016**, to:

*Clerk of the Board of Supervisors
651 Pine St. Rm. 106
Martinez, CA 94553*

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

APPENDIX "A"

Employee Designation	Disclosure Category
Member of Advisory Fire Commission	1 & 2
Fire Chief, Chief Administrator	1 & 2
Departmental Community and Media Relations Coordinator	3 (Q) (X)
<u>Deputy Fire Chief</u>	<u>1 & 2</u>
Fire Marshal, Fire Prevention Services	1 & 2
—Supervising Fire Inspector	3 (B) (G) (Q) (U) (Y)
Prevention Captains	<u>2</u> 3 (B) (G) (Q) (U) (Y)
Information Systems Manager	1 & 2
Assistant Chief, Support Services	1 & 2
Apparatus Shop Manager	<u>2</u> 3 (P)
Apparatus Service Coordinator	3 (P)
Facilities Manager	3 (B) (C) (W)
—Fire Maintenance Worker	3 (B) (C) (W)
Logistics Manager	3 (G) (W)
—Storekeeper	3 (G) (W)
Assistant Chief, <u>Fire Suppression & Rescue Services Operations</u>	1 & 2
Battalion Chiefs	1 & 2
Captains	2
<u>Operations Program Supervisors</u>	<u>2</u>
Firefighter Safety and Survivability Program Functional Supervisor	3 (G) (V) (X)
Fire Trails Functional Supervisor	3 (C) (P) (W)
Hazardous Materials Functional Supervisor	3 (G) (H) (U)
Hose Program Functional Supervisor	3 (J)
Hydrant Program Functional Supervisor	3 (C) (G) (W) (Y)
Ladder Program Functional Supervisor	3 (G) (M)
Mapping Program Functional Supervisor	3 (N)
Nozzle Program Functional Supervisor	3 (G) (J)
Oxygen Program Functional Supervisor	3 (A) (G)
Physical Fitness Program Functional Supervisor	3 (S)
Reserve Firefighter Program Functional Supervisor	3 (G) (Q) (W)
Respiratory Program Functional Supervisor	3 (A) (G)
Safety Program Functional Supervisor	3 (G)
Target Information Program Functional Supervisor	3 (F) (Q)
Technical Rescue Functional Supervisor	3 (G) (I)
Telecommunications Manager	<u>2</u> 3 (E)
Telecommunications Specialist	3 (E)
<u>Assistant Chief, Training/EMS</u>	<u>1 & 2</u>
<u>Emergency Medical Services (EMS) Chief</u>	<u>1 & 2</u>
Fire Training Chief	1 & 2
—Video Program Functional Supervisor	3 (Q) (R)
Chief of Administrative Services, Budget/Finance	1 & 2
Fiscal Specialist	<u>2</u> 3 (Q)
Office Manager	3 (Q)
Personnel Officer <u>Services Assistant III</u>	<u>1 & 2</u>
Members of Advisory Committees	
Apparatus Committee	3 (P)
Emergency Medical Services Committee	3 (O)
Safety Committee	3 (G)

APPENDIX "A"

<u>Employee Designation</u>	<u>Disclosure Category</u>
Member of Advisory Fire Commission	1 & 2
Fire Chief, Chief Administrator	1 & 2
Deputy Fire Chief	1 & 2
Fire Marshal, Fire Prevention Services	1 & 2
Prevention Captains	2
Information Systems Manager	1 & 2
Assistant Chief, Support Services	1 & 2
Apparatus Shop Manager	2
Apparatus Service Coordinator	3 (P)
Facilities Manager	3 (B) (C) (W)
Logistics Manager	3 (G) (W)
Assistant Chief, Operations	1 & 2
Battalion Chiefs	1 & 2
Captains	2
Operations Program Supervisors	2
Telecommunications Manager	2
Telecommunications Specialist	3 (E)
Assistant Chief, Training/EMS	1 & 2
Emergency Medical Services (EMS) Chief	1 & 2
Fire Training Chief	1 & 2
Chief of Administrative Services, Budget/Finance	1 & 2
Fiscal Specialist	2
Personnel Services Assistant III	2
Members of Advisory Committees	
Apparatus Committee	3 (P)
Emergency Medical Services Committee	3 (O)
Safety Committee	3 (G)