

**CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT**

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

**FEDERAL D. GLOVER, CHAIR**  
**KAREN MITCHOFF, VICE CHAIR**  
**JOHN GIOIA**  
**CANDACE ANDERSEN**  
**DIANE BURGIS**

**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.

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

**SPECIAL MEETING AGENDA**  
**May 23, 2017**

**1:00 P.M.** Convene and call to order.

**CONSIDER CONSENT ITEMS** (Items listed as C.1 through C.3 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Director or on request for discussion by a member of the public. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

**PRESENTATIONS**

- PR.1** PRESENTATION recognizing the American Medical Response 2017 Nominees for the Star of Life Award. (Jeff Carman, Fire Chief)
- PR.2** PRESENTATION honoring Richard Hodge, upon his retirement from American Medical Response, for 43 years of EMS service. (Jeff Carman, Fire Chief)
- PR.3** PRESENTATION honoring Jim Maddox for 30 years of EMS service. (Jeff Carman, Fire Chief)

**DISCUSSION ITEMS**

D. 1 CONSIDER consent items previously removed.

## D. 2 PUBLIC COMMENT (2 Minutes/Speaker)

### **CONSENT ITEMS**

- C.1** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a Training Facility Use Agreement with the Contra Costa Community College District to pay the Fire District an amount not to exceed \$35,000 per fiscal year for the use of the Fire District Training Facility for the term of July 1, 2017 through June 30, 2020. (100% College District reimbursement revenue)
- C.2** ADOPT Position Adjustment Resolution No. 22085 to add one Assistant Fire Chief-Exempt position (unrepresented) and cancel one Fire Training Chief position (represented) in the Contra Costa County Fire Protection District. (Cost Neutral)
- C.3** APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept the California Department of Forestry and Fire Protection, Volunteer Fire Assistance Grant, funded by the U.S. Department of Agriculture, in an amount not to exceed \$20,000, for the purchase of equipment for the reserve firefighter program. (50% Federal, 50% Cash match)

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

### **ADVISORY COMMISSION**

The Contra Costa County Fire Protection District Advisory Commission is scheduled to meet next on June 12, 2017 at 7:00 p.m. at the District Administration Building, 2010 Geary Road, Pleasant Hill, Ca 94523.

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

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

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

**AB** Assembly Bill

**ABAG** Association of Bay Area Governments

**ACA** Assembly Constitutional Amendment

**ADA** Americans with Disabilities Act of 1990

**AFSCME** American Federation of State County and Municipal Employees

**ARRA** American Recovery & Reinvestment Act of 2009

**BAAQMD** Bay Area Air Quality Management District

**BART** Bay Area Rapid Transit District

**BayRICS** Bay Area Regional Interoperable Communications System

**BGO** Better Government Ordinance

**BOC** Board of Commissioners

**CALTRANS** California Department of Transportation

**CAER** Community Awareness Emergency Response

**CAL-EMA** California Emergency Management Agency

**CAO** County Administrative Officer or Office

**CBC** California Building Code

**CCCPFD (ConFire)** Contra Costa County Fire Protection District

**CCHP** Contra Costa Health Plan

**CCTA** Contra Costa Transportation Authority

**CCRMC** Contra Costa Regional Medical Center

**CCWD** Contra Costa Water District

**CFC** California Fire Code

**CFDA** Catalog of Federal Domestic Assistance

**CEQA** California Environmental Quality Act  
**CIO** Chief Information Officer  
**COLA** Cost of living adjustment  
**ConFire (CCCYPD)** Contra Costa County Fire Protection District  
**CPA** Certified Public Accountant  
**CPF** – California Professional Firefighters  
**CPI** Consumer Price Index  
**CSA** County Service Area  
**CSAC** California State Association of Counties  
**CTC** California Transportation Commission  
**dba** doing business as  
**EBMUD** East Bay Municipal Utility District  
**ECCFPD** East Contra Costa Fire Protection District  
**EIR** Environmental Impact Report  
**EIS** Environmental Impact Statement  
**EMCC** Emergency Medical Care Committee  
**EMS** Emergency Medical Services  
**et al.** et alii (and others)  
**FAA** Federal Aviation Administration  
**FEMA** Federal Emergency Management Agency  
**FTE** Full Time Equivalent  
**FY** Fiscal Year  
**GIS** Geographic Information System  
**HCD** (State Dept of) Housing & Community Development  
**HHS** (State Dept of ) Health and Human Services  
**HOV** High Occupancy Vehicle  
**HR** Human Resources  
**HUD** United States Department of Housing and Urban Development  
**IAFF** International Association of Firefighters  
**ICC** International Code Council  
**IFC** International Fire Code  
**Inc.** Incorporated  
**IOC** Internal Operations Committee  
**ISO** Industrial Safety Ordinance  
**JPA** Joint (exercise of) Powers Authority or Agreement  
**Lamorinda** Lafayette-Moraga-Orinda Area  
**LAFCo** Local Agency Formation Commission  
**LLC** Limited Liability Company  
**LLP** Limited Liability Partnership  
**Local 1** Public Employees Union Local 1  
**Local 1230** Contra Costa County Professional Firefighters Local 1230  
**MAC** Municipal Advisory Council  
**MBE** Minority Business Enterprise  
**MIS** Management Information System  
**MOE** Maintenance of Effort  
**MOU** Memorandum of Understanding  
**MTC** Metropolitan Transportation Commission  
**NACo** National Association of Counties

**NEPA** National Environmental Policy Act  
**NFPA** National Fire Protection Association  
**OES-EOC** Office of Emergency Services-Emergency Operations Center  
**OPEB** Other Post Employment Benefits  
**OSHA** Occupational Safety and Health Administration  
**PARS** Public Agencies Retirement Services  
**PEPRA** Public Employees Pension Reform Act  
**RFI** Request For Information  
**RFP** Request For Proposal  
**RFQ** Request For Qualifications  
**SB** Senate Bill  
**SBE** Small Business Enterprise  
**SEIU** Service Employees International Union  
**SUASI** Super Urban Area Security Initiative  
**SWAT** Southwest Area Transportation Committee  
**TRANSPAC** Transportation Partnership & Cooperation (Central)  
**TRANSPLAN** Transportation Planning Committee (East County)  
**TRE** or **TTE** Trustee  
**TWIC** Transportation, Water and Infrastructure Committee  
**UASI** Urban Area Security Initiative  
**UCOA** United Chief Officers Association  
**vs.** versus (against)  
**WAN** Wide Area Network  
**WBE** Women Business Enterprise  
**WCCTAC** West Contra Costa Transportation Advisory Committee



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: May 23, 2017

Subject: Recognition of American Medical Response Nominees for the 2017 Star of Life Award

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**RECOMMENDATION(S):**

RECOGNIZE the American Medical Response employees listed below as the 2017 nominees for the Star of Life Award:

- Anna Cleese, Logistics Supervisor
- Jackson Coats, Paramedic FTO
- Sarah Dotson, Paramedic
- Dubravka Frost, Paramedic
- Laron Johnson, EMT
- Brandon Juarez, Paramedic
- Rodney Rapp, Paramedic
- Damon Richardson, Paramedic
- Kyle Wellington, EMT

**FISCAL IMPACT:**

No fiscal impact.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **05/23/2017**  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: May 23, 2017

Contact: Jeff Carman,  
925-941-3318

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

By: , Deputy

cc:

**BACKGROUND:**

The American Ambulance Association's Stars of Life program celebrates the contributions of ambulance professionals who have gone above and beyond the call of duty in service to their communities or the EMS profession. Stars of Life honors the contributions of these heroes while shining light on the critical role EMS plays in our healthcare infrastructure. The Fire District would like to acknowledge the American Medical Response nominees for their service and dedication to the residents of Contra Costa County.



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: May 23, 2017

Subject: Training Facility Use Agreement with Contra Costa Community College District

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a Training Facility Use Agreement with the Contra Costa Community College District to pay the Contra Costa County Fire Protection District in an amount not to exceed \$35,000 per fiscal year for the use of the Fire District Training Facility for the term of July 1, 2017, through June 30, 2020.

**FISCAL IMPACT:**

Cost savings of up to \$35,000 per year for the next three fiscal years.

**BACKGROUND:**

Prior to fiscal year 2015-16, the Contra Costa County Fire Protection District (Fire District) allowed the Contra Costa Community College District (College District) to use its training facility and equipment free of charge for Firefighter I Academy courses.

In 2015 the Fire District and the College District agreed the College District should compensate the Fire District for use of its training facility and equipment. This agreement continues a fee for usage arrangement between the Fire District and

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **05/23/2017**  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: May 23, 2017

Contact: Rich Sonsteng, Battalion Chief  
(925) 941-3514

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

the College District. Over the course of the fiscal year, the College District will pay the Fire District on an hourly basis, not to exceed \$35,000, for the use of its training facility and equipment for Firefighter I Academy courses. The agreement is modeled after the fiscal year 2016-17 agreement which was approved at the May 10, 2016 meeting of the Fire Board of Directors.

CONSEQUENCE OF NEGATIVE ACTION:

The Fire District will be unable to collect revenue of up to \$35,000 per year from the College District for training facility usage for the term of July 1, 2017 through June 30, 2020.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

Training Facility Use Agreement

## **TRAINING FACILITY USE AGREEMENT (2017-2020)**

This Training Facility Use Agreement is dated July 1, 2017 (this “Agreement”), and is entered into between the Contra Costa Community College District (“College District”), a community college district existing under the laws of the State of California, and Contra Costa County Fire Protection District, a fire protection district existing under the laws of the State of California (“CCCFPD”).

### **RECITALS**

- A. The College District educates and trains students in a wide variety of instructional programs, and has established a Fire Fighter Academy instructional program, pursuant to California Education Code section 78015 (the “Program”). The Program has been approved by the California Community College Chancellor’s Office and the Program courses have been approved by the College District’s curriculum committee.
- B. CCCFPD has the facility, equipment, props, and resources necessary to provide a training location for students enrolled in the College District’s Program.
- C. The purpose of this Agreement is to permit the Program courses to be conducted at CCCFPD’s training facility located at 2945 Treat Boulevard, Concord, California (the “Training Facility”).

NOW, THEREFORE, the parties, for good and valuable consideration, the sufficiency of which is acknowledged, agree as follows:

### **Section 1. COLLEGE DISTRICT OBLIGATIONS**

- (a) College District shall offer the Program courses set forth on Exhibit A, attached hereto and incorporated herein by this reference (the “Courses”). College District may cancel the offering of any Course. If College District cancels a Course, it will provide notice to CCCFPD in writing prior to the start date of the Course.
- (b) College District shall ensure that the Courses meet all applicable requirements of the California Education Code and Title 5 of the California Code of Regulations.
- (c) College District will designate in writing to CCCFPD a College District employee (the “Coordinator”) to support and communicate with CCCFPD concerning all Courses taught at the Training Facility.
- (d) College District shall provide the following services to students enrolled in each Course, in accordance with the College District’s standards set forth in the College District’s publications:
  - i. Recruitment of students;

- ii. Placement testing;
  - iii. Advising;
  - iv. Counseling;
  - v. Registration and enrollment of all students on College District-approved registration forms;
  - vi. Maintenance of student rosters;
  - vii. Evaluation of student progress;
  - viii. Record keeping; and
  - ix. Withdrawal of students prior to course completion.
- (e) For each semester, College District will provide CCCFPD with a Course schedule with the dates and times that College District will be using the Training Facility, which must be approved by CCCFPD in writing.
- (f) Prior to each semester, College District will request use of the facilities and props set forth on Exhibit B attached hereto and incorporated herein (“Equipment”), and make payment therefore at the rates set forth on Exhibit B.
- (g) College District shall repair any damage to the Training Facility or Equipment caused by Instructors, the Coordinator, or Students during use of the Training Facility.

## **Section 2. CCCFPD OBLIGATIONS**

- (a) CCCFPD shall permit College District Course instructors (“Instructors”), the Coordinator, and students enrolled in a Course (“Students”) to use the Training Facility for the purpose of conducting and attending Courses from 5:30 p.m. to 10:00 p.m. Monday through Friday, and 8:00 a.m. to 6:00 p.m. Saturday and Sunday during the term of this Agreement.
- (b) CCCFPD will permit College District Instructors, the Coordinator, and Students to have access to the CCCFPD Equipment set forth on Exhibit B.
- (c) For each Course, CCCFPD shall provide classroom and drill ground space at the Training Facility.

## **Section 3. AREAS OF MUTUAL COOPERATION.**

- (a) CCCFPD and College District shall consult and cooperate regarding any changes in the College District’s use of the Training Facility and Equipment.
- (b) CCCFPD and College District will cooperate to ensure that all Equipment and materials used in providing Course instruction under this Agreement conform to industry recognized safety mandates and standards.

**Section 4. COLLEGE DISTRICT EMPLOYEE STATUS.**

College District has the primary right to control and direct the Program and Course activities being conducted at the Training Center. College District shall only permit the Coordinator, Course Instructors, and Students access to the Training Center. Non-College District employees shall not teach, lead or proctor any Course. CCCFPD has the right to control the use of the Training Facility.

**Section 5. PAYMENT.**

- (a) In consideration of CCCFPD's provision of the Training Facilities and Equipment, College District shall pay CCCFPD as set forth in this Section 5.
- (b) The College District will pay for use of the Training Facilities and Equipment at the rates set forth on Exhibit B. College District's payments under this Agreement shall not exceed \$35,000 per year.
- (c) CCCFPD shall submit an invoice to the College District at the conclusion of each semester for the Training Facilities and Equipment provided by CCCFPD pursuant to this Agreement.
- (d) College District will pay CCCFPD no later than 30 days after the date of the invoice. Payments shall be sent to CCCFPD at its address in Section 7 (Notices).
- (e) If for any reason this Agreement is terminated prior to the end of the Term, CCCFPD shall submit a final invoice showing the costs owed by College District to CCCFPD. College District will pay CCCFPD within 30 days of receipt of the final invoice.
- (f) If College District disputes any invoice, then College District shall notify CCCFPD in writing within thirty (30) days of receipt of the invoice. The CCCFPD Training Battalion Chief and the College District Coordinator shall cooperate to resolve the dispute.
- (g) Under no circumstances may CCCFPD charge Students any fees directly.

**Section 6. HOLD HARMLESS AND INDEMNITY.**

- (a) CCCFPD shall defend, indemnify and hold harmless College District from CCCFPD's share of liability for damages, injury or death of or to any person or the property of any person, caused by the negligence or willful misconduct of CCCFPD, its officers, agents or employees in CCCFPD's performance of this Agreement. CCCFPD's obligations under this section 6(a) shall not apply to any claim, cost or liability caused in whole or in part by the negligence or willful misconduct of College District. Under no circumstances shall CCCFPD have any liability to College District or to any other person or entity, for consequential or special damages, or for any damages based on loss of use, revenue, profits or business opportunities arising from or in any way relating to CCCFPD's

performance under this Agreement. College District shall cooperate with CCCFPD in the defense of any action required by this section.

- (b) College District shall defend, indemnify and hold harmless CCCFPD from College District's share of liability for damages, injury or death of or to any person or the property of any person, caused by the negligence or willful misconduct of College District, its officers, agents or employees in College District's performance of this Agreement. College District's obligations under this Section 6(b) shall not apply to any claim, cost or liability caused in whole or in part by the negligence or willful misconduct of CCCFPD. Under no circumstances shall College District have any liability to CCCFPD or to any other person or entity, for consequential or special damages, or for any damages based on loss of use, revenue, profits or business opportunities arising from or in any way relating to College District's performance under this Agreement. CCCFPD shall cooperate with College District in the defense of any action required by this section.

### **Section 7. NOTICES.**

All correspondence regarding this Agreement, including invoices, payments, and notices, shall be directed to the following persons at the following addresses and telephone numbers:

CCCFPD:

Richard Sonsteng and/or Lewis Broschard  
c/o Laura Moran  
Contra Costa County Fire Protection District  
2945 Treat Boulevard  
Concord, CA 94519  
Tel.: (925) 383-5049

COLLEGE DISTRICT:

Contra Costa Community College District  
500 Court Street  
Martinez, CA 94553

### **Section 8. TERM AND TERMINATION.**

- (a) The term of this Agreement is for three years following the date first set forth above (the "Term"), unless earlier terminated by either party as set forth in subsection (b) below.
- (b) Either party may terminate this Agreement, without cause, by providing the other party with ninety (90) days written notice.

### **Section 8. INSURANCE.**

Each party shall, throughout the duration of this Agreement, maintain insurance (which may include for the purpose of this section, self-insurance or coverage under a self-insurance pool) to cover each of their respective interests related to their obligations under this Agreement (including coverage for their employees and agents) including:

- (a) Commercial General Liability. Each Party shall have commercial general liability coverage (with coverage at least as broad as ISO form CG 00 01 01 96) in an amount not less than \$1,000,000 per occurrence for general liability, bodily injury, personal injury and property damage.
- (b) Automobile Liability. Each Party shall have automobile liability coverage (with coverage at least as broad as ISO form CA 00 01 07 97, for “any auto”) in an amount not less than \$1,000,000 per accident for bodily injury and property damage.

**Section 9. NO THIRD PARTY BENEFICIARIES.**

Nothing in this Agreement is intended, nor shall it be construed, to create rights inuring to the benefit of third parties.

**Section 10. ENTIRE AGREEMENT.**

This Agreement contains the entire agreement between the parties concerning the subject matter herein, and all prior understandings or agreements, oral or written, regarding this matter are superseded. This Agreement shall not be modified except by written mutual agreement signed by the parties.

**Section 11. ASSIGNMENT.**

Neither party may assign any right or interest in this Agreement without the prior written consent of the other party.

CONTRA COSTA COUNTY FIRE  
PROTECTION DISTRICT

CONTRA COSTA COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**EXHIBIT A**  
**Fire Fighter Academy Program Course Offerings**

College District will provide instruction for the following courses at the Training Facility:

1. Fire Technology 120

**EXHIBIT B**  
**Training Facility Fees**

<b>RESOURCE USED</b>	<b>HOURLY RATE</b>	<b>HOURS USED</b>	<b>FEE AMOUNT</b>
<input type="checkbox"/> Classroom w/AV Equipment	\$45/hour	_____	\$ _____
<input type="checkbox"/> Classroom w/o AV Equipment	\$35/hour	_____	\$ _____
<input type="checkbox"/> Confined Space Area	\$60/hour	_____	\$ _____
<input type="checkbox"/> DMV Driving Course	\$45/hour	_____	\$ _____
<input type="checkbox"/> Disentanglement Area	\$40/hour	_____	\$ _____
<input type="checkbox"/> Drill Grounds	\$40/hour	_____	\$ _____
<input type="checkbox"/> Drill Tower	\$55/hour	_____	\$ _____
<input type="checkbox"/> Drafting Pit	\$20/hour	_____	\$ _____
<input type="checkbox"/> Orchard	\$30/hour	_____	\$ _____
<input type="checkbox"/> Skid Pad - dry	\$40/hour	_____	\$ _____
<input type="checkbox"/> Skid Pad - Wet	\$55/hour	_____	\$ _____
<input type="checkbox"/> Training House	\$60/hour	_____	\$ _____
<input type="checkbox"/> Training Facility Use Fee per person	\$5/day	_____	\$ _____
<input type="checkbox"/> Small office space	No charge		
<input type="checkbox"/> Storage spaces for (1) Conex Box, (1) Shed, and parking for (1) Fire Engine	No charge		
<input type="checkbox"/> Diesel fuel invoiced at current price as used	Market Rate		
<input type="checkbox"/> Miscellaneous Equipment: Rescue 42s Hydraulic Extrication Tools Campus Training Props Training Fire Engines Training Ladders	\$5,000/year	_____	\$ _____

		.....	\$ _____
		.....	\$ _____
	Total Fees.....	.....	\$ _____



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: May 23, 2017

Subject: Add One Assistant Fire Chief-Exempt Position and Cancel One Fire Training Chief Position

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22085 to add one (1) Assistant Fire Chief-Exempt (RPB1) (unrepresented) position at Salary Plan and Grade BF5 2267 (\$11,310 - \$13,748) and cancel one (1) vacant Fire Training Chief (RWHA) (represented) position at Salary Plan HA5 2248 (\$11,768 - \$12,974) in the Contra Costa County Fire Protection District.

**FISCAL IMPACT:**

Cost neutral. The base wages and available differentials between the classifications are not significantly different. Employer contributions to group insurance, the employee subvention of the employer's pension cost, and the negotiated overtime benefit for certain safety management employees make it difficult to discern a difference in the total cost of the positions.

**BACKGROUND:**

Under the current organizational structure within the Contra Costa County Fire Protection District, the training division is under the direction of a 40-hour Battalion Chief. Since most of the assignments to this position have been mandated, it has not been uncommon for a change in command to occur every year. This has been inefficient and has limited progress within

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **05/23/2017**  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: May 23, 2017

Contact: Denise Cannon, (925)  
941-3311

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

By: , Deputy

cc: Denise Cannon

BACKGROUND: (CONT'D)

the division; most of the incumbents possessed little expertise in the administration of a program of this size and complexity.

In 2016, in an effort to stop the annual rotation and improve efficiency, the District reinstated “permanent” Training and EMS Chief positions. An experienced internal candidate was promoted into the Training Chief position. The complexity of wage and benefit differences between classifications (e.g., employee contributions to group insurance and retirement) resulted in a lower amount of net pay for the incumbent. Eventually, the incumbent requested a voluntary demotion back to his previous classification of Fire Captain.

This P300 attempts to address the wage and benefit issue by replacing the Training Chief with an Assistant Fire Chief. As stated above, the District recently did this in the EMS division. Assistant Fire Chief is an unrepresented classification and provides the District with more flexibility. It is exempt from the FLSA and the Merit System. Assistant Fire Chief candidates also tend to have a broader skill set and prior experience in administrative (non-suppression) assignments.

CONSEQUENCE OF NEGATIVE ACTION:

The District will continue to make mandatory, one-year assignments within the Battalion Chief classification. This may result in reduced continuity in leadership, a delay in project completion, and lower staff morale.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 22085

**POSITION ADJUSTMENT REQUEST**

NO. 22085  
DATE 5/12/2017

Department No./

Department Contra Costa County Fire Protection District Budget Unit No. 7300 Org No. 7300 Agency No. 70

Action Requested: Add one (1) Assistant Fire Chief-Exempt (RPB1) (unrepresented) position at Salary Plan and Grade BF5 2267 (\$11,310 - \$13,748) and cancel one (1) vacant Fire Training Chief (RWHA) (represented) position at Salary Plan HA5 2248 (\$11,768 - \$12,974) in the Contra Costa County Fire Protection District.

Proposed Effective Date: 06/01/2017

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost	<u>\$0.00</u>	Net County Cost	<u>\$0.00</u>
Total this FY	<u>\$0.00</u>	N.C.C. this FY	<u>\$0.00</u>

**SOURCE OF FUNDING TO OFFSET ADJUSTMENT**

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Jackie Lorrekovich

\_\_\_\_\_  
(for) Department Head

**REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT**

Timothy M. Ewell

5/12/2017

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

**HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS**

DATE 5/15/2017

Add one Assistant Fire Chief-Exempt (RPB1) (unrepresented) position at Salary Plan and Grade BF5 2267 (\$11,310 - \$13,748) and cancel one vacant Fire Training Chief (RWHA) (represented) position at Salary Plan HA5 2248 (\$11,768 - \$12,974).

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_ (Date)

Eldreai Ellis

5/15/2017

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

**COUNTY ADMINISTRATOR RECOMMENDATION:**

DATE

5/18/2017

Approve Recommendation of Director of Human Resources  
 Disapprove Recommendation of Director of Human Resources  
 Other: \_\_\_\_\_

Timothy M. Ewell

\_\_\_\_\_  
(for) County Administrator

**BOARD OF SUPERVISORS ACTION:**

Adjustment is APPROVED  DISAPPROVED

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

**APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT**

**POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION**

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. \_\_\_\_\_

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: May 23, 2017

Subject: 2017 Cal Fire Volunteer Fire Assistance Grant

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept the California Department of Forestry and Fire Protection, Volunteer Fire Assistance Grant, funded by the U.S. Department of Agriculture, in an amount not to exceed \$20,000, for the purchase of equipment for the reserve firefighter program.

**FISCAL IMPACT:**

50% Federal; 50% local agency match requirement. Invoices for purchases must be submitted by June 30, 2018.

**BACKGROUND:**

The VFA Grant Program provides funding to organize, train, and equip fire departments in rural areas and rural communities to prevent and suppress fires threatening life, resources, and other improvements. Cost-share funds will be awarded to local governments to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection. Requests will be considered for communications, wildland firefighting equipment, structural firefighting equipment, wildland firefighting safety, structural firefighting safety, and training.

The Contra Costa County Fire Protection District (District) has an on-call reserve firefighting program operating out of Fire Station 19 in Briones.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **05/23/2017**  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: May 23, 2017

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)

Reserve firefighters provide fire prevention, fire suppression, and medical support to the Briones Valley area. Additionally, reserves can be expected to respond to major incidents within the District to provide staffing and support for on-scene firefighters. The District will apply for wildland personal protective equipment (PPE) such as helmets, goggles, shrouds, jackets, pants, boots, shelters, wildland packs, face masks, gear bags, radios, pagers, and a basic Emergency Medical Technician (EMT) airway and trauma bag.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not be able to take advantage of this funding opportunity to purchase equipment for the reserve firefighter program.

CHILDREN'S IMPACT STATEMENT:

No impact.