



# Agenda

## INTERNAL OPERATIONS COMMITTEE

December 11, 2017

1:00 P.M.

651 Pine Street, Room 101, Martinez

Supervisor Candace Andersen, Chair

Supervisor Diane Burgis, Vice Chair

### Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the Record of Action for the November 9, 2017 IOC meeting. *(Julie DiMaggio Enea, IOC Staff)*
4. INTERVIEW candidates for the Member of the Bar seat on the Contra Costa County Public Law Library Board of Trustees and DETERMINE recommendation for Board of Supervisors appointment for a one-year term expiring December 31, 2018. *(Julie DiMaggio Enea, IOC Staff)*
5. INTERVIEW candidates for the two Board of Supervisors appointed seats on the East Contra Costa Fire Protection District Board of Directors and DETERMINE recommendations for Board of Supervisors appointment effective February 5, 2018 and until such time that elected successors assume office. *(Julie DiMaggio Enea, County Administrator's Office)*
6. REVIEW the Committee's work for 2017 and identify issues to be referred to the 2018 Internal Operations Committee. *(Julie DiMaggio Enea, County Administrator's Office)*
7. Next Meeting: No additional meetings are scheduled for the 2017 Internal Operations Committee.
8. Adjourn

---

*The Internal Operations Committee will provide reasonable accommodations for persons with disabilities planning to attend Internal Operations Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.*

---

*Any disclosable public records related to an open session item on a regular meeting agenda and*

*distributed by the County to a majority of members of the Internal Operations Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours. Staff reports related to items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us).*

---

*Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.*

---

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff  
Phone (925) 335-1077, Fax (925) 646-1353  
[julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

3.

**Meeting Date:** 12/11/2017

**Subject:** RECORD OF ACTION FOR THE NOVEMBER 9, 2017 IOC MEETING

**Submitted For:** David Twa, County Administrator

**Department:** County Administrator

**Referral No.:** N/A

**Referral Name:** RECORD OF ACTION

**Presenter:** Julie DiMaggio Enea, IOC  
Staff

**Contact:** Julie DiMaggio Enea (925)  
335-1077

---

#### **Referral History:**

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

#### **Referral Update:**

Attached is the Record of Action for the November 9, 2017 IOC meeting.

#### **Recommendation(s)/Next Step(s):**

RECEIVE and APPROVE the Record of Action for the November 9, 2017 IOC meeting.

#### **Fiscal Impact (if any):**

None.

---

#### **Attachments**

DRAFT IOC Record of Action for November 9, 2017

---

# DRAFT



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
November 9, 2017

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair  
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Tanya Drlik, IPM Coordinator, Health Services  
Jami Napier, Asst. Clerk of the Board  
Emlynn Struthers, Clerk of the Board's Office  
Jill Ray, District II Supervisor's Office  
Kristen Sherk, DCD

### 1. Introductions

Chair Andersen called the meeting to order at 2:00 p.m. and self-introductions were made around the room.

### 2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

***No one present asked to speak during the public comment period.***

### 3. RECEIVE and APPROVE the Record of Action for the September 11, 2017 IOC meeting.

***The Committee approved the Record of Actions for the September 11, 2017 meeting as presented.***

AYE: Chair Candace Andersen, Vice Chair Diane Burgis  
Passed

### 4. RE-APPOINT Dan Bundy to the Community Representative 1 seat with an expiration date of June 30, 2020. Mr. Bundy has served on the committee since 2003. His experience with providing services and housing to individuals with special needs makes him an invaluable member of the committee.



AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

5. CONSIDER recommended changes to the Integrated Pest Management Policy and Advisory Committee bylaws.

*The Committee approved the proposed IPM policy and bylaws updates, and also directed Section III(B)4 of the bylaws be modified to include a requirement for disclosure of financial or family relationship with county employees, and that this requirement be incorporated into the bylaws of all advisory bodies when their bylaws are submitted to the Board of Supervisors for update.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

6. ACCEPT report on the status of the Agricultural Advisory Task Force and DETERMINE action to be taken.

*The Committee decided to place this referral in suspense, with no further action at this time.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

7. ACCEPT status report on the recruitment for interim appointees to the Board of Supervisors appointed seats on the East Contra Costa Fire Protection District Board of Directors.

*Staff reported that the ECCFPD Board decided, on November 6, 2017, to conduct a mail ballot election on March 6, 2018 to determine if the Fire Board should be reduced from 9 to 5 elected at large seats. Successors would be elected in November 2018 and would likely assume office on December 7, 2018.*

*Staff reported that the County's recruitment for BOS appointees to the Fire Board effective February 5, 2018 had so far garnered no applications and the application deadline was set for November 20. The Committee directed staff to extend the recruitment period to December 5, 2017.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

8. The next meeting is currently scheduled for December 11, 2017.

9. Adjourn

*Chair Andersen adjourned the meeting at 2:25 p.m.*

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff  
Phone (925) 335-1077, Fax (925) 646-1353  
[julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

4.

**Meeting Date:** 12/11/2017

**Subject:** INTERVIEW CANDIDATES FOR THE PUBLIC LAW LIBRARY BOARD OF TRUSTEES

**Submitted For:** David Twa, County Administrator

**Department:** County Administrator

**Referral No.:** IOC 17/5

**Referral Name:** ADVISORY BODY RECRUITMENT

**Presenter:** Julie DiMaggio Enea, IOC Staff    **Contact:** Carey Rowan (925) 646-2783

---

#### **Referral History:**

In June, the IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC made a determination that it would conduct interviews for the Member of the Bar seat of the Law Library Board of Trustees, among other seats.

#### **Referral Update:**

The Public Law Library Board of Trustees was established by State law and County Ordinance to maintain a law library in Martinez and a branch library in Richmond. The Board of Trustees is the governing body for the Law Library with the authority to determine personnel, fiscal, and administrative policies to fulfill the legal information needs of the community. The Internal Operations Committee annually reviews the appointment to the Member of the Bar seat, which term expires each December 31.

Nolan Armstrong, the incumbent, has been nominated to fill a different Law Library Board seat that is recommended by the Chair of the Board of Supervisors.

Staff opened a recruitment for the Member of the Bar seat (see attached media release) and received two applications, from Richard Frankel and Dean E. Barbieri. Both candidates have been invited to interview with the Committee today. Applications, letters of interest, resumes, and letters of recommendation that were received are attached hereto.

#### **Recommendation(s)/Next Step(s):**

INTERVIEW candidates for the Member of the Bar seat on the Public Law Library Board of Trustees and DETERMINE recommendation for Board of Supervisors appointment for a one-year term expiring on December 31, 2018.

**Fiscal Impact (if any):**

None.

---

**Attachments**

Law Library Recruitment Media Release

Candidate Application Richard Frankel Law Library Bd of Trustees

Candidate Application Dean Barbieri Law Library Bd of Trustees

Letter of Recommendation Dean Barbieri

---



## Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

---

### Media Release

---

**FOR IMMEDIATE RELEASE**

Wednesday, October 18, 2017

Contact:

Julie DiMaggio Enea

Phone:

(925) 335-1077

Email:

[julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)

### WOULD YOU LIKE TO SERVE ON THE CONTRA COSTA COUNTY PUBLIC LAW LIBRARY BOARD OF TRUSTEES ?

The Contra Costa County Board of Supervisors is seeking applicants for the Public Law Library Board of Trustees. The Board of Trustees was established pursuant to State law and County Ordinance to maintain a law library in Martinez and a branch library in Richmond. The Board of Trustees is the governing body for the Law Library with the authority to determine personnel, fiscal, and administrative policies to fulfill the legal information needs of the community. County residents who are members of the State Bar and have an interest in public policy and library administration are encouraged to apply for this non-paid volunteer opportunity. The County Board of Supervisors will appoint to fill one vacancy for a one-year term ending on December 31, 2018. The Board of Trustees normally meets on the last Thursday of the month at 12:15 p.m. in Martinez.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900 or by visiting the County webpage at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us). Applications should be returned to the Clerk of the Board of Supervisors, Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553 no later than Monday, November 20, 2017 by 5 p.m. Applicants should plan to be available for public interviews in Martinez on Monday, December 11, 2017. More information about the Contra Costa Public Law Library can be obtained by calling Carey Rowan at (925) 646-2783 or visiting the Law Library website at <http://www.cccplib.org>.

###

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

Public Law Library Board of Trustees (BOS appointee): Submitted

---

Seat Name (if applicable)

#### This application is used for all boards and commissions

Richard

First Name

A

Middle Initial

Frankel

Last Name

---

Email Address

---

Home Address

Walnut Creek

City

---

Suite or Apt

CA

State

94598

Postal Code

---

Primary Phone

self

Employer

---

Job Title

attorney

Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

---

☐ Yes ☒ No

---

### Education History

Select the highest level of education you have received:

---

☒ Other

J.D.

---

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

College/ University A

School of Law, JFK University

---

Name of College Attended

J.D.

---

Course of Study / Major

120

---

Units Completed

Type of Units Completed

---

☒ Semester

Degree Awarded?

---

☒ Yes ☐ No

J.D.

---

Degree Type

1982

---

Date Degree Awarded

---

College/ University B

UC - Davis

---

Name of College Attended

Pol Sci

---

Course of Study / Major

180

---

Units Completed

## Type of Units Completed

---

☒ Quarter

## Degree Awarded?

---

☒ Yes ☐ No

BA

---

Degree Type

1972

---

Date Degree Awarded

---

## College/ University C

\_\_\_\_\_  
Name of College Attended

\_\_\_\_\_  
Course of Study / Major

\_\_\_\_\_  
Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

\_\_\_\_\_  
Degree Type

\_\_\_\_\_  
Date Degree Awarded

---

## Other schools / training completed:

\_\_\_\_\_  
Course Studied



---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

May 2015 - 12/31/17

Dates (Month, Day, Year) From - To

30

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

attorney

Position Title

### Employer's Name and Address

---

Self employed, Walnut Creek, CA

### Duties Performed

---

Advice and counsel regarding business and employment law.

---

### 2nd

January 2012 - present

Dates (Month, Day, Year) From - To

20

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

general counsel

Position Title

## Employer's Name and Address

---

Spiraledge, Inc. 1919 Bascom Avenue, #200 Campbell, CA 95008

## Duties Performed

---

general oversight for legal issues

---

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☐ No

Position Title

## Employer's Name and Address

---

## Duties Performed

---

---

## Final Questions

**How did you learn about this vacancy?**

---

☒ Other

CCCBA email

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☒ Yes ☐ No

**If Yes, please identify the nature of the relationship:**

---

My wife is retired from Contra Costa County (risk management).



JOHN F. KENNEDY UNIVERSITY

An Affiliate of the National University System

COLLEGE OF LAW

November 21, 2017

Contra Costa County Board of Supervisors  
Office of the Clerk of the Board  
651 Pine Street  
Martinez, CA 94553

Re: Contra Costa County Public Law Library Board of Trustees

Dear Members of the Board of Supervisors:

I would like to be considered for appointment to the upcoming vacancy on the Contra Costa County Public Law Library's Board of Trustees.

As my Curriculum Vitae reflects, since 2010 I have served as Dean of the John F. Kennedy University College of Law where I am responsible for all aspects of law school operations, including the campus law library. I hope to bring to the Contra Costa County Public Law Library Board of Trustees my experience in law library management gained through my first-hand experience with governance of the JFK University law library, as well as my 37 years of experience in the field of law.

I have been a member of The State Bar of California since 1980. During this period I worked with the State Bar for more than a decade in a variety of capacities, including in the areas of development, administration and grading of the California Bar Examination, as well as serving as the State Bar's representative on the Governing Board of Continuing Education of the Bar.

I have served on a variety of boards and commissions and have held public office, most notably as Mayor of the City of Piedmont from 2010-2012. My practice of law has been augmented by extensive problem-solving work in the field of mediation and arbitration.

It would be an honor to serve the people of Contra Costa County by being a member of the law library's Board of Trustees. As you are well aware, all California county law libraries are presently facing serious economic constraints, and I would look forward to the challenge and opportunity of working with the board and library staff towards solutions of such problems.

Contra Costa County Board of Supervisors  
November 21, 2017  
Page 2

Thank you for your consideration, and I would be pleased to provide such further information as may be needed.

Sincerely,

A handwritten signature in blue ink that reads "Dean E. Barbieri". The signature is written in a cursive style with a large initial 'D' and 'B'.

Dean E. Barbieri

## Dean E. Barbieri

Piedmont, California 94611

---

### PROFESSIONAL EXPERIENCE

#### **John F. Kennedy University, Senior Vice President for Academic Affairs, 2013-2017 and Dean of the College of Law, 2010-present**

- As SVPAA, chief academic officer for all University colleges and programs.
- As Dean, responsible for all phases of college operation, and faculty and staff performance.
- Member, Law School Council of the State Bar of California.

#### **The State Bar of California, Office of Admissions, San Francisco, CA, 2001-2010 Director for Examinations**

- Responsible for development of the California Bar Examination and the California First-Year Law Students' Examination.
- Management, oversight and supervision of examination drafting teams comprised of law school deans, professors and practicing attorneys.
- Extensive interaction with California law school administrators, faculty and students in matters associated with law school accreditation and regulation, bar examination and admission to practice matters.
- Acting Director, Moral Character Determinations.
- Regular speaker on bar examination, accreditation and education matters to law school faculty and administrators, law students and bar admissions administrators.
- Continuing Education of the Bar (CEB), Governing Board Member 2005-2010.
- Member, National Conference of Bar Examiners Education Committee and Uniform Bar Examination Committee.
- Council of Bar Admissions Administrators, Chair, Testing Committee.

#### **City of Piedmont, CA, 2004-2012**

##### **Mayor, Vice Mayor and City Councilmember**

- 2004-Elected to first four-year term, 2008-re-elected to second four-year term.
- 2010-Elected Mayor for two-year term.
- 2008-Elected Vice Mayor.
- Responsible for \$26 million annual balanced budget and negotiation of employment contracts with union, and non-union city personnel and staff.
- Council Liaison to Audit, Pension, Planning, Parks, and Recreation Commissions.
- Member, Piedmont City Council/Piedmont Board of Education Joint Committee.
- Member, numerous regional boards and agencies.
- 1998-2004, Piedmont Recreation Commissioner, Vice Chair 2002-2004.



**American Arbitration Association, 1989-present**

**Mediator and Arbitrator**

- Successfully mediated over 300 cases involving business, commercial, construction, contract, personal injury and real estate law matters.
- Sole arbitrator in over 75 cases involving business, commercial, construction, contract, franchise, personal injury, probate and real estate law matters.

**First California Real Estate & Mortgage, Alamo, CA, 1998-2001**

**Broker and General Counsel**

- Organized the formation, and served as chief legal counsel, of successful real estate and mortgage loan brokerage firm.
- Originated commercial and residential mortgage loans totaling over \$200 million.

**Sellar, Hazard, Snyder, Fitzgerald, McNeely & Alm, Walnut Creek, CA, 1994-1998**  
**Attorney**

- Civil litigation and transactional practice with emphasis on ADR, banking, construction, corporate, public entity and real estate matters.
- Firm representative to civic and professional organizations.

**Watson, Hoffe and Barbieri, Richmond CA**

**Partner & Associate, 1981-1994**

- Civil litigation and transactional practice with emphasis on ADR, banking, business, commercial, corporate, probate, and real estate law matters.
- Principal outside general counsel to Mechanics Bank.
- Managing partner responsible for firm's hiring and human resources' matters, budget, insurance, library, facilities and IT operations.

**The State Bar of California, Office of Admissions, San Francisco, CA, 1982-2000**

- Grader for the California Bar Examination and California First-Year Law Students' Examination.
- Adjunct Reappraiser involved with special projects and bar examination development and grading activities.

**EDUCATION**

University of San Francisco, School of Law, J.D. 1980

University of California, Davis, B.A. Political Science/Public Service 1977

**PERSONAL**

Member, The State Bar of California, 1980-present

President, Robert G. McGrath American Inn of Court, 2016-present, Member 2011-Present

Member, Board of Directors Contra Costa County Bar Association, 2012-2016

Past President, Rotary Club of Richmond, CA 2001-2002

Member, Rotary Clubs of Richmond, CA and Walnut Creek, CA, 1981-1998

Rotary International District 5160, Chair, Ambassadorial Scholarship Committee 1996-1998; awarded scholarships to college students totaling \$170, 000, annually.



Supervisor Candace Andersen and Supervisor Diane Burgis  
Internal Operations Committee  
Contra Costa County Board of Supervisors  
651 Pine Street  
Martinez, CA 94553

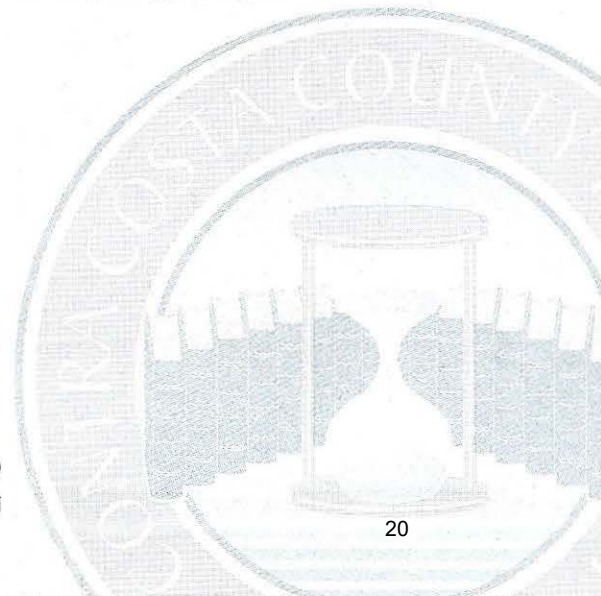
November 30, 2017

Dear Supervisor Andersen and Supervisor Burgis:

It gives me great pleasure to recommend Dean Barbieri for appointment to fill the upcoming vacant seat on the Contra Costa County Public Law Library's Board of Trustees. I have known Mr. Barbieri for approximately two years and am keenly aware of his contributions to the field of law, legal education, and public service.

I first met Dean Barbieri when we discussed the possibility of my teaching a seminar in advanced evidence at JFK Law School. Since that time, I have taught that course and courses in the philosophy of punishment and in statutory interpretation. These courses were designed to meet the needs of law students who were, for the most part, working full time. Accordingly, these courses were offered on weekends. The Dean's encouragement in providing these courses is part of his commitment to accommodating the restrictive schedules of many of JFK's students and his desire to provide broad access to diverse courses.

It is his work with law libraries that perhaps most qualifies him to sit on the county law library board. In recent years a new normal has emerged for law libraries in California. County law libraries have all been forced to make difficult decisions in the face of ongoing budget cuts, and our library is no exception.



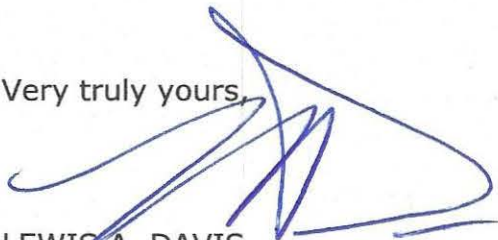


Now more than ever, proper leadership is critical for the survival of these valuable institutions and their ongoing service to the people of Contra Costa County. Members of the Board of Trustees constantly grapple with the challenge of working within the confines of very real budget constraints, yet ensuring that the people we are pledged to serve have the resources they need to access justice.

Dean Barbieri can bring to the seat an excellent knowledge of oversight of a law library. He has served as the Dean of JFK University College of Law since 2010, and this assignment includes governance of the university law library. His expertise in this area will help the board move the law library in the proper direction. He will help the board and law library staff meet its primary goal: service to the public by providing legal materials to all who need them.

Please do not hesitate to contact me if you have any questions.

Very truly yours,



LEWIS A. DAVIS  
Judge of the Superior Court  
County of Contra Costa

Trustee  
Contra Costa County Public Law Library



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 12/11/2017  
**Subject:** APPOINTMENTS TO THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** IOC 17/5  
**Referral Name:** ADVISORY BODY RECRUITMENT  
**Presenter:** Julie Enea                      **Contact:** Julie DiMaggio Enea (925) 335-1077

---

#### **Referral History:**

The East Contra Costa Fire Protection District ("District") is currently governed by a nine-member appointed Board of Directors. Four members of the Board of Directors were appointed by the Brentwood City Council, three members were appointed by the Oakley City Council, and two members were appointed by the Contra Costa County Board of Supervisors. California law allowed voters to change an appointed fire protection district board of directors to a board of directors whose members are elected by the voters. The District Board of Directors adopted a resolution asking voters to decide whether to change the District governing board "from an appointed Board of Directors of nine members to a Board of Directors of nine members, elected at-large." A majority of voters in the November 2016 election supported changing the governing board to an elected board. The District Board subsequently passed a resolution, attached hereto, establishing even-year elections and requesting to consolidate the first of these elections with the November 2018 general election.

Additionally, on November 6, 2017, the District Board of Directors adopted a resolution to conduct an all mail ballot election on March 6, 2018 to transition from a nine-person elected board to a five-person elected board and to designate the seats "at large" rather than representative of wards. Under either the prospective 9-member or 5-member elected board, the members of the District Board of Directors will be elected at the next general District election in November 2018, and the elected officers will likely take office on December 7, 2018.

#### **Referral Update:**

The terms of office for the two Board of Supervisors-appointed Directors, Robert Kenny and Cheryl Morgan, will expire on February 4, 2018, leaving vacancies that will not be filled until successors are elected in November 2018 and assume office. On October 13, 2017, staff opened a recruitment (see attached media release) with an application deadline of November 20. The recruitment garnered seven applications. Below is the timeline for the remaining steps.

December 19 or some time in January 2018	<b>Board of Supervisors Meeting:</b> Board consideration of IOC recommended appointments
February 5, 2018	Appointments take effect

#### **Recommendation(s)/Next Step(s):**

INTERVIEW candidates for the two Board of Supervisors appointed seats on the East Contra Costa Fire Protection District Board of Directors and DETERMINE recommendations for Board of Supervisors appointment effective February 5, 2018 and until such time that elected successors assume office:

<b>Name</b>	<b>Resident of</b>	<b>Current Employment</b>	<b>Education</b>	<b>Current Volunteering Work</b>	<b>Also Applied for</b>
Anthony Bargiacchi	Brentwood	Engineer/Firefighter, Novato Fire Protection District; Adjunct Faculty, EMT-First Responder, Los Medanos College	BS, Columbia Southern Univ; criminal justice coursework at San Jose State Univ	Not specified	Not specified
Lito Calimlim	Clayton	Real Estate Broker	BA, Econ & Psychology, UCLA	Comstock Gardens HOA Board President	Not specified
Karin Schnaider	Brentwood	City of Tracy Finance Director	MBA, Public Policy Administration, San Diego State Univ.; BA, Public Policy Administration, CSU Long Beach	Not specified	Byron-Brentwood-Knightsen Union Cemetery District Board
Sandra Strobel	Knightsen	Real Estate Broker; Project Manager/Admin	GED, community college coursework, real estate license	Knightsen Neighborhood Watch Chairperson	Not specified
Stephen F. Smith	Brentwood	Retired. Formerly, IT programmer analyst for banking institutions.	MS, BS, UC Berkeley	ECCFPD Board member since 2011	Not specified
Susanna Thompson	Clayton	Co-owner, electrical contracting business; equine transportation services	GED, junior college and university coursework in History	Not specified	Not specified
Mark Whitlock	Bethel Island	Owner, carpet cleaning business since 1978	Not specified	Not specified	Not specified

**Fiscal Impact (if any):**

None to the County.

---

**Attachments**

ECCFPD Recruitment Media Release

ECCFPD Election Resolution Feb 2017

ECCFPD Resolution Election to Reduce to 5 members Nov 2017  
Candidate Application Anthony Bargiacchi ECCFPD Board of Directors  
Candidate Application Lito Calimlim ECCFPD Board of Directors  
Candidate Application Karin Schnaider ECCFPD Board of Directors  
Candidate Application Stephen F. Smith ECCFPD Board of Directors  
Candidate Application Sandra Strobel ECCFPD Board of Directors  
Candidate Application Susanna Thompson ECCFPD Board of Directors  
Candidate Application Mark Whitlock ECCFPD Board of Directors

---



## Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

---

## Media Release

---

### FOR IMMEDIATE RELEASE

Thursday, October 13, 2017

Contact: Julie DiMaggio Enea  
Phone: (925) 335-1077  
Email: [julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)

### **WOULD YOU LIKE TO SERVE ON THE BOARD OF DIRECTORS FOR THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT ?**

The Contra Costa County Board of Supervisors is seeking individuals to serve on the East Contra Costa Fire Protection District's (ECCFPD) Board of Directors. The Board of Directors is composed of nine members; four appointed by the City of Brentwood, three appointed by the City of Oakley and two appointed by the Contra Costa County Board of Supervisors. Each Director appointed by the County Board of Supervisors must be a resident of the East Contra Costa Fire Protection District.

The ECCFPD covers over 250 square miles and over 100 miles of waterway. The District comprises two incorporated cities (Brentwood and Oakley) and five distinct unincorporated communities (Bethel Island, Byron, Discovery Bay, Knightsen, and Morgan Territory/Marsh Creek Corridor). The ECCFPD is responsible for providing first responder and emergency medical services as needed. The Board of Directors serves as the governing body of the ECCFPD and, among other things, is responsible for establishing an annual budget and making decisions impacting district operations.

The Board of Supervisors is seeking to fill two vacancies for a term commencing February 5, 2018. The ECCFPD intends to conduct an election on November 6, 2018, to determine the successors.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900 or by visiting the County webpage at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us). Applications should be returned to the Clerk of the Board of Supervisors, Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553 no later than Monday, November 20, 2017 by 5 p.m. Applicants should plan to be available for public interviews in Martinez on Monday, December 11, 2017. For more information about the District, please contact Chief Brian Helmick at (925) 584-8468 or [bhelmick@eccfpd.org](mailto:bhelmick@eccfpd.org).

###



**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
STATE OF CALIFORNIA**

**\* \* \***

**RESOLUTION NO. 2017-03**

**CALLING AN ELECTION TO BE CONSOLIDATED WITH THE  
STATEWIDE GENERAL ELECTIONS IN EACH EVEN-NUMBERED YEAR,  
BEGINNING ON NOVEMBER 6, 2018,  
AND ORDERING THAT THE ELECTIONS OF DIRECTORS BE  
SUBMITTED TO THE VOTERS AT THOSE ELECTIONS**

**WHEREAS**, since the East Contra Costa Fire Protection District (District) was formed in 2002, members of the Board of Directors (Board) have been appointed by the City Councils of Brentwood and Oakley, and by the Contra Costa County Board of Supervisors (Appointing Authorities); and

**WHEREAS**, on November 8, 2016, as provided for in the District's enabling legislation, specifically at California Health and Safety Code 13848, the District's voters approved Measure N, thereby requiring the District to transition from an appointed Board to an elected Board; and

**WHEREAS**, California Health and Safety Code Section 13848 specifies that, when voters approve transitioning from an appointed Board to an elected Board, the first elected directors will be elected at the next general district election; and

**WHEREAS**, California Elections Code Section 1303 provides that general district elections are held on the first Tuesday following the first Monday in November of each odd-numbered year and therefore, but for this action, the District's voters would elect directors on November 7, 2017; and

**WHEREAS**, pursuant to California Health and Safety Code Section 13886 and California Elections Code Section 10404, the Board may require that its directors are elected on the same day as the statewide general election; and

**WHEREAS**, California Elections Code Section 1001 provides that elections held in November of each even-numbered year are statewide general elections, and the dates of those elections are statewide election dates; and

**WHEREAS**, the next statewide general election in November of an even-numbered year is November 6, 2018; and

**WHEREAS**, the Board wishes to maximize voter participation, and minimize the costs associated with District elections; and

**WHEREAS**, the Board desires, as permitted by law, to consolidate the District's first election of members of its Board of Directors with the next statewide general election on November 6, 2018, and;

**WHEREAS**, the Board desires, as permitted by law, to hold future elections for members of the District's Board of Directors on statewide general election dates held on the first Tuesday after the first Monday in November, of each even-numbered year thereafter.

**NOW, THEREFORE, BE IT RESOLVED** that pursuant to its rights, powers and authority, the Board of Directors of the East Contra Costa Fire Protection District hereby:

1. Orders the first election of members of the District's Board of Directors to occur on November 6, 2018 and requests that such election be consolidated with applicable portion of the Statewide General Election conducted by the County of Contra Costa on that date.

2. Orders future elections of members of the District's Board of Directors to occur regularly on the same date as, and to be consolidated with, statewide general elections occurring on the first Tuesday after the first Monday in November of each even-numbered year thereafter.

3. Acknowledges that, in accordance with Section 10404(i) of the California Elections Code, and subject to any reappointment or replacement actions that may be taken by their respective Appointing Authorities before November 2018, these members of the Board of Directors, whose terms of office will expire prior to the statewide general election in November 2018, will continue in office until their successors are elected and qualified at the November 2018 election: Meghan Bell, Robert Kenny, Cheryl Morgan, Brian Oftedal, Randy Pope, Joe Young; and

4. Acknowledges the terms of all previously-appointed members of the Board of Directors will expire upon the election and qualification of directors elected at the November 2018 election; and

5. Directs the Clerk to submit this Resolution to the Contra Costa County Board of Supervisors no later than 240 days prior to the next scheduled District election.

6. Requests the Contra Costa County Board of Supervisors administer this Resolution as set forth in Section 10404 of the California Elections Code and, within 60 days of the submission of this Resolution, approve this Resolution unless it finds that the ballot style, voting equipment, or computer



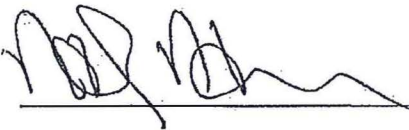
capacity cannot handle additional elections or materials, in accordance with Section 10404(e) of the California Elections Code.

PASSED AND ADOPTED this 6th day of February 2017, by the following vote of the Board:

AYES: Barr, Bell, Bryant, Kenny, Oftedal, Stonebarger, Young  
NOES: Morgan  
ABSENT: Pope  
ABSTAIN:

  
\_\_\_\_\_  
Joel Bryant  
President, Board of Directors

ATTEST:

  
\_\_\_\_\_  
Hugh Henderson, Clerk of the Board



**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS AGENDA ITEM NO. D.2**

**Meeting Date:** November 6, 2017

**Subject/Title:** Adoption of Resolution Calling for All-Mail Ballot Special District Election on March 6, 2018 and Ordering a Question Relating to Reducing the Number of Directors of the East Contra Costa Fire Protection District be Submitted to the Voters

**Submitted by:** Brian Helmick, Fire Chief  
Shayna van Hoften, Legal Counsel

---

**RECOMMENDATION FOR ACTION**

Adopt a resolution: (1) Calling an all-mail ballot Special District Election on Tuesday, March 6, 2018; and (2) Ordering that the question of reducing the number of Directors of the East Contra Costa Fire Protection District (District) from nine to five be submitted to the voters at that election.

**PRIOR BOARD ACTION**

At its June 6, 2016 regular meeting, the Board of Directors (Board) adopted Resolution 2016-16 calling for an election by registered voters in the District of whether to transition to a five-member elected (rather than nine-member appointed) Board, with Directors to be elected at-large rather than by voting division.

On July 11, 2016, the Board adopted Resolution 2016-19, repealing Resolution 2016-16, and calling for an election to change from a nine-member appointed Board to a nine-member elected Board, to be elected at large (Measure N). At that time, the Board expressed an interest in reconsidering the number of Directors in or around Spring 2017, and whether to change from at-large to division elections after the 2020 Census.

On November 8, 2016, the voters adopted Measure N to transition the District Board from nine appointed members to nine members elected at large. Under State law, following the passage of Measure N, and absent other action by the Board, the first election of Directors would have been held in November 2017. However, on February 6, 2017, the Board adopted Resolution 2017-03, seeking to establish even-year elections for District Directors and requesting that the Contra Costa County Board of Supervisors consolidate the first election of Directors with the November 2018 general election. The Board of Supervisors agreed to this request.

On October 2, 2017, the Board considered several questions regarding further restructuring of the Board. In particular, the Board considered 1) reducing the number of Directors; 2) transitioning the Board from being elected at large to elected by division; and 3) when and how to place these questions before the voters. The Board instructed Staff to prepare a resolution calling an all-mail ballot Special District Election on March 6, 2018, placing the question of whether to reduce the number of Directors to five Directors

before the voters. The Board decided against seeking voter authority to transition to election of Directors by division at this time.

## **SUBJECT BACKGROUND**

When the District was formed via consolidation of the Bethel Island, East Diablo and Oakley Fire Districts in 2002, the Contra Costa County Board of Supervisors was seated as the Board of Directors of the new District. Through a series of resolutions adopted by each of them in 2009, the Board of Supervisors and the City Councils of Brentwood and Oakley changed the governance structure of the District to a nine-member Board, with two members appointed by the Contra Costa County Board of Supervisors, four members appointed by the Brentwood City Council, and three members appointed by the Oakley City Council.

As discussed above, on November 8, 2016, the District's voters passed Measure N to transition the District leadership from an appointed Board to a Board elected at large. The first election of Directors is scheduled for November 6, 2018. The Board desires to place an additional question before the voters regarding a reduction in the number of Directors prior to the November 2018 election of Directors. The reduction in the number of Directors would take effect on December 7, 2018, the date upon which officials elected at the November 2018 election take office.

Consistent with the Board's direction at its October 2, 2017 meeting, Staff and Legal Counsel have prepared the attached resolution, which would accomplish the following:

1. Calling an all-mail ballot Special District Election on March 6, 2018; and
2. Asking the voters at that election whether, effective December 7, 2018, the number of Directors should be reduced to five members, elected at large, instead of the currently planned nine-members, elected at large.

Since the Board's October 2, 2017 meeting, the County Elections Department revised its deadlines for submitting arguments for and against the proposed initiative. The revisions moved the deadlines forward by a few days to account for holidays. A revised timeline is attached.

The District is required to reimburse the County for its actual costs for conducting the election. The County Elections Department estimates the cost of this all-mail ballot election to be \$225,000. However, this figure may change due to a variety of factors including increased costs, or other agencies deciding to hold an election on the same date. The full cost of the election may not be known until after the election is held.

Attachment:     Resolution  
                    Revised Election Timeline

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
STATE OF CALIFORNIA**

\* \* \*

**RESOLUTION NO. 2017-\_\_**

**A RESOLUTION CALLING AN ALL-MAIL BALLOT SPECIAL DISTRICT ELECTION  
ON TUESDAY, MARCH 6, 2018 AND ORDERING THAT A QUESTION  
RELATING TO REDUCING THE NUMBER OF DIRECTORS BE  
SUBMITTED TO THE VOTERS AT THAT ELECTION**

**WHEREAS**, by Resolution 02-24, the Contra Costa County Local Agency Formation Commission (LAFCO) consolidated the Bethel Island, East Diablo and Oakley Fire Districts in 2002, and approved the creation a new East Contra Costa Fire Protection District (District); and

**WHEREAS**, LAFCO Resolution 02-24 established that the Contra Costa County Board of Supervisors would sit as the District's Board of Directors (Board), and contemplated that the District would allow the electorate to determine transitioning to an independently-elected Board; and

**WHEREAS**, through a series of resolutions adopted by each of them in 2009, the Board of Supervisors and the City Councils of Brentwood and Oakley changed the governance structure of the District to a nine-member Board appointed by the Contra Costa County Board of Supervisors and the City Councils of Brentwood and Oakley; and

**WHEREAS**, by Resolution 2016-19, the Board called an election for November 8, 2016 to place a question before the voters, pursuant to Section 13848 of the California Health and Safety Code, as to whether the Board should change from a nine-member appointed Board to a nine-member Board elected at large (Measure N); and

**WHEREAS**, the voters approved Measure N on November 8, 2016 by a majority vote, scheduling the election for the first elected Board for November 2017; and

**WHEREAS**, by a series of resolutions, the Board requested that the Contra Costa County Board of Supervisors consolidate the first election of Directors with the November 2018 general election, and the Contra Costa County Board of Supervisors approved this request; and

**WHEREAS**, officials elected at the November 6, 2018 election will take office on December 7, 2018 as prescribed by California Elections Code Section 10554; and

**WHEREAS**, the District desires to call a Special District Election for March 6, 2018, to be held and conducted by all-mail ballot as prescribed in Section 4000 *et seq.* of the California Elections Code; and

**WHEREAS**, the District's boundaries have not changed since its previous election

on November 8, 2016; and

**WHEREAS**, the District desires to submit to voters at the Special District Election a question regarding whether to reduce the number of Directors on the Board from nine members to five members, pursuant to Section 13845 of the California Health and Safety Code; and

**WHEREAS**, Section 13845 of the California Health and Safety Code requires majority approval by the voters to change the number of Directors on the Board.

**NOW, THEREFORE BE IT RESOLVED** that pursuant to its rights, powers and authority, the Board of Directors of the East Contra Costa Fire Protection District hereby:

1. Calls a Special District Election to be held on March 6, 2018;
2. Acknowledges that such election will be held and conducted by all-mail ballot as prescribed by section 4000 *et seq.* of the California Elections Code; and
3. Orders the following question to be submitted to the voters at the Special District Election:

**NUMBER OF DIRECTORS OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT.** Shall the number of Directors of the East Contra Costa Fire Protection District change from nine Directors to five Directors, effective December 7, 2018, with the first set of elected Directors (whether nine or five) elected, at large, on November 6, 2018 and taking office on December 7, 2018.

**IT FURTHER RESOLVED** that the ballots to be used at the election shall be in form and content as required by law.

**BE IT FURTHER RESOLVED** that the District Clerk / Fire Chief is authorized, instructed and directed to contract with the County of Contra Costa to procure and furnish any and all official ballots, notices, and other printed matter that may be necessary, and all supplies, equipment, personnel and paraphernalia that may be necessary, in order to properly and lawfully conduct the election, at costs to be reimbursed by the District.

**BE IT FURTHER RESOLVED** that in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding special district all-mail ballot elections.

**BE IT FURTHER RESOLVED** that the notice of the time and place of holding the election is given, and the District Clerk / Fire Chief is authorized, instructed and directed to give further or additional notice of the election in time, form and manner as required by law.

**BE IT FURTHER RESOLVED** that the County Election Department is authorized to canvass the returns of the Special District Election.

**BE IT FURTHER RESOLVED** that the County Elections Department is hereby authorized to transmit a copy of the measure to the Contra Costa County Counsel, who

shall prepare an impartial analysis for the measure pursuant to California Elections Code Section 9313.

**BE IT FURTHER RESOLVED** that the District Clerk / Fire Chief is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the County Election Department of the County of Contra Costa in the form of a "Notice to County Clerk of Measure Submitted to the Voters" and to take any other actions that may be necessary to give effect to this resolution, including making required non-substantive revisions to the form of the ordinance or ballot question.

**BE IT FURTHER RESOLVED** that the District Clerk / Fire Chief shall certify to the passage and adoption of this resolution and enter it into the official records of the District.

**BE IT FURTHER RESOLVED** that the Directors elected at the November 6, 2018 election shall serve a term of office of either four years or two years as determined pursuant to Elections Code Section 10505(c).

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 6th day of November, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Joel Bryant  
President, Board of Directors

ATTEST:

---

Brian Helmick, Clerk of the Board

## **REVISED ELECTION TIMELINE**

\* = Deadline extended one day due to weekend or holiday (Elec. Code §15.).

### **March 6, 2018 All Mail Ballot Election**

<b><i>Election date minus # of days</i></b>	<b><i>03/06/2018 election schedule</i></b>	<b><i>Benchmark activity</i></b>
Prior to E-88	12/04/2017	Last regularly scheduled meeting for East Contra Costa Fire Protection District Board of Directors to adopt a resolution calling for a March 6, 2018 all-mail ballot election. (Elec. Code § 4108)
E-88	12/08/2017	Last day to place a measure on the ballot.  Public examination period will commence on this date and continue for 10 days. (Elec. Code § 9380)
E-82	12/14/2017	Local measure letter assigned.
E-76	12/18/2017	Deadline for primary arguments. (Elec. Code § 9316)
E-71	12/22/2017	Deadline for rebuttal arguments. (Elec. Code § 9316)
E-40	01/25/2018	Estimated voter information guide mailing.
E-30	02/05/2018	Last day for the county elections official to have prepared a sufficient number of ballots for the voters of the district. (Elec. Code § 10526)
E-29-E-10	02/05/2018- 02/25/2018	Dates during which ballots will be mailed.
E	03/06/2018	ELECTION DAY (Elec. Code § 1500)

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

East Contra Costa Fire Protection District Board of Directors - BOS Appointees: Submitted

\_\_\_\_\_  
Seat Name (if applicable)

#### This application is used for all boards and commissions

Anthony

First Name

Bargiacchi

Last Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

Brentwood

City

CA

State

94513

Postal Code

\_\_\_\_\_  
Primary Phone

Novato Fire Protection District

Employer

Engineer

Job Title

Firefighter

Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

---

☐ Yes ☒ No

---

### Education History

Select the highest level of education you have received:

---

☒ Other

Bachelors of Science

---

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

**College/ University A**

Columbia Southern University

---

Name of College Attended

Environmental Management

---

Course of Study / Major

120

---

Units Completed

**Type of Units Completed**

---

☒ Semester

**Degree Awarded?**

---

☒ Yes ☐ No

Bachelors of Science

---

Degree Type

12/31/2013

---

Date Degree Awarded

---

**College/ University B**

Shasta Community College

---

Name of College Attended

Fire Science

---

Course of Study / Major

50

---

Units Completed



## Type of Units Completed

---

## Degree Awarded?

---

☐ Yes ☒ No

---

Degree Type

---

Date Degree Awarded

---

## College/ University C

San Jose State University

---

Name of College Attended

Criminal Justice

---

Course of Study / Major

29

---

Units Completed

## Type of Units Completed

---

☒ Semester

## Degree Awarded?

---

☐ Yes ☒ No

---

Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

---

Course Studied

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

5/5/2003-Present

Dates (Month, Day, Year) From - To

56

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

Engineer

Position Title

### Employer's Name and Address

---

Novato Fire Protection District 95 Rowland Way Novato, Ca 94945

### Duties Performed

---

Respond safely to emergency incidents with crew in a specialized fire apparatus, manage county hazmat response team for all trainings, use fiscal prudence when working with budget items for hazmat team, be able to provide for medical care for sick and injured residents

---

### 2nd

9/1/2009-Present

Dates (Month, Day, Year) From - To

10

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

## Adjunct Faculty

Position Title

## Employer's Name and Address

Los Medanos College 2700 East Leland Rd. Pittsburg, Ca 94565

## Duties Performed

Ensure all fire cadets are trained in life saving procedures, coordinate with multiple instructors training schedule and target objectives, use ethical standards when testing cadets to state requirements

3rd

2/3/2004-6/5/2009

Dates (Month, Day, Year) From - To

8

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

## Adjunct Faculty

Position Title

## Employer's Name and Address

Napa Valley College 2277 Napa-Vallejo Hwy Napa, Ca 94558

## Duties Performed

Lead and instruct up to 30 college students in Emergency Medical Technician Basic training, ensure all students were brought to highest state level proficiency, manage up to 6 skills instructor and regulate all required state mandated testing procedures

---

## Final Questions

How did you learn about this vacancy?

---

☒ Newspaper Advertisement

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

East Contra Costa Fire Protection District Board of Directors - BOS Appointees: Submitted

\_\_\_\_\_  
Seat Name (if applicable)

#### This application is used for all boards and commissions

Lito

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

Calimlim

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

Clayton

\_\_\_\_\_  
City

CA

\_\_\_\_\_  
State

94517

\_\_\_\_\_  
Postal Code

Mobile:

\_\_\_\_\_  
Primary Phone

Town & Country Realty  
Associates

\_\_\_\_\_  
Employer

Broker/Partner

\_\_\_\_\_  
Job Title

Real Estate Broker

\_\_\_\_\_  
Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

---

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

---

### Education History

Select the highest level of education you have received:

☒ Other

College graduate

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

College/ University A

UCLA

Name of College Attended

Economics & Psychology

Course of Study / Major

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

BA

Degree Type

6/83

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

2002 - present

Dates (Month, Day, Year) From - To

60-70

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

Real Estate Agent/Broker

Position Title

## Employer's Name and Address

---

1) Town & Country Realty Associates - current 1026 Oak St., Ste. 204, Clayton, CA 94517 2) Re/Max Town & Country 1026 Oak St., Ste. 204, Clayton, CA 94517 3) Keller Williams Realty Citrus Plaza, Walnut Creek, CA 94598 4) Prudential California Realty Contra Costa Blvd., Pleasant Hill, CA 94523

## Duties Performed

---

Facilitate sales and purchases of residential properties 1-4 units, property management of residential properties 1-4 units throughout the Bay Area with most business conducted in Contra Costa County.

---

### 2nd

1994? - Present

Dates (Month, Day, Year) From - To



---

Hours per Week Worked?

## Volunteer Work?

---

☒ Yes ☐ No

Comstock Gardens HOA - Board  
President

---

Position Title

## Employer's Name and Address

---

Comstock Gardens Condominium Complex Sierra Rd Concord, CA 94518

## Duties Performed

---

Attend HOA board meetings, manage the HOA finances, budget, and issues related to maintaining a well-run and managed complex.

---

3rd

1991? - Present

---

Dates (Month, Day, Year) From - To

---

Hours per Week Worked?

## Volunteer Work?

---

☒ Yes ☐ No

Diablo Hills HOA - Board Treasurer

---

Position Title

## Employer's Name and Address

---

Diablo Hills Condominium Complex Marchbanks Dr Walnut Creek, CA 94598

## Duties Performed

---

Attend HOA board meetings, manage the HOA finances, budget, and issues related to maintaining a well-run and managed complex.

---

## Final Questions

How did you learn about this vacancy?

---

☒ Other

resident, Cheryl Morgan - Board  
Member ECCFPD

---

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

---

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

---

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

---

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

---

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

Byron-Brentwood-Knightsen Union Cemetery District: Submitted

East Contra Costa Fire Protection District Board of Directors - BOS Appointees: Submitted

\_\_\_\_\_  
Seat Name (if applicable)

#### This application is used for all boards and commissions

Karin

First Name

S

Middle Initial

Schnaider

Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

Brentwood

City

CA

State

94513

Postal Code

\_\_\_\_\_  
Primary Phone

City of Tracy

Employer

Finance Director

Job Title

Finance Director for City of  
Tracy

Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

---

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

---

☐ Yes ☒ No

---

### Education History

Select the highest level of education you have received:

---

☒ Other

Masters in Public Policy  
Administration

---

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

## College/ University A

San Diego State University

---

Name of College Attended

Accountancy

---

Course of Study / Major

150

---

Units Completed

## Type of Units Completed

---

☒ Semester

## Degree Awarded?

---

☒ Yes ☐ No

Bachelors of Science

---

Degree Type

2001

---

Date Degree Awarded

---

## College/ University B

Cal State University, Long Beach

---

Name of College Attended

Public Policy Adminstration

---

Course of Study / Major

40

---

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☒ Yes ☐ No

Masters

---

Degree Type

2016

---

Date Degree Awarded

---

## College/ University C

Name of College Attended

---

Course of Study / Major

---

Units Completed

---

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

Degree Type

---

Date Degree Awarded

---

---

## Other schools / training completed:

Course Studied

---

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

03/13/2017 to present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

Finance Director

Position Title

### Employer's Name and Address

---

City of Tracy 333 Civic Center Plaza Tracy, CA 94513

### Duties Performed

---

Responsible for completion of annual budget, quarterly financial updates, annual audits. 22 employees in Finance Department, 550 employees citywide, \$65 million General Fund budget.

---

### 2nd

09/12/2014 to 03/10/2017

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

☒ Yes ☐ No

Finance Director

Position Title

## Employer's Name and Address

City of Benicia 250 East L Street Benicia CA 94510

## Duties Performed

Responsible for completion of annual budget, quarterly financial updates, annual audits. 10 employees in Finance Department, 270 employees citywide, \$35 million General Fund budget.

3rd

11/12/2006 to 09/01/2014

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

☒ Yes ☐ No

Finance Director

Position Title

## Employer's Name and Address

City of Sierra Madre 232 W Sierra Madre Blvd Sierra Madre CA 91024

## Duties Performed

Responsible for completion of annual budget, quarterly financial updates, annual audits. 6 employees in Finance Department, 125 employees citywide, \$15million General Fund budget.

---

## Final Questions

How did you learn about this vacancy?

---

☒ Contra Costa County Homepage

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---



**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD of DIRECTOR APPLICATION FORM**



Name of Body applying for East Contra Costa Fire Protection District

**Application Form must be typed or hand printed**

Name of Applicant: Stephen F. Smith \_\_\_\_\_

Home Address: \_\_\_\_\_

City: Brentwood \_\_\_\_\_ State: CA \_\_\_\_\_ ZIP: 94513-6917 \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Signature: \_\_\_\_\_ Date: December 3, 2017 \_\_\_\_\_

**Personal Experiences, Skills, and Interests**

Education/Background: <See Attached Resume>

Occupation/Employer: <See Attached Resume>

Community Activities: <See Attached Resume>

Special Interests: I have been deeply involved in ECCFPD matters since 2006, the time of the first CityGate Report. I have attended every ECCFPD Board Meeting save two since it was constituted in 2010, and every Finance Committee save one. I have attended many BOS and LAFCO meetings when ECCFPD or Countywide Fire Issues were on the Agenda, and the County-wide Fire Workshops sponsored by LAFCO and/or BOS.

As a Director, I attended every Board Meeting without exception, and every Finance Committee Meeting, which I chaired. I also served as the Contra Costa Member on the CONFIRE/AMR Ambulance Contract Evaluation Panel

**Information:**

1. File completed application with Clerk of the Board. 651 Pine Street, Room 106, Martinez, CA 94553.
2. Members will be required to file annual Conflict of Interest Statements.
3. Address and other contact information provided on this application will be accessible to the general public.
4. Meetings may be held in areas not accessible by public transportation.
5. Meetings may be held either in the evenings or during the day, usually once or twice a month.
6. Some boards assign members to subcommittees or work groups requiring additional time.
7. If you wish you may attach your resume.

Stephen F. Smith  
Brentwood, CA 94513-6917

### **Summary**

Retired Brentwood resident with recent experience in government service, especially in Fire and EMS matters, seeks reappointment as ECCFPD Director.

### **Relevant Skills**

Fire Service Governance and Administration – EMS administration and protocols – Financial Analysis – Non profit organization, governance, and financial administration – Transportation planning

### **Government and Non Profit Experience**

June, 2015 (Temporary Appointment)—Evaluator, EMS Countywide Ambulance Contract Proposals

January, 2011-December 2015—East Contra Costa Fire Protection District—Director  
(Also Chair, Finance Committee)

January, 2014-Present—Founder and Treasurer, Citizens for 9-1-1 Fire and Emergency Medical Services

May, 2014-present—Brentwood Library Foundation—Treasurer, CFO, and Director

April, 2009-present—Cooking With Kids Foundation—Treasurer, CFO, and Director

April, 2009-present—Contra Costa Transportation Authority—Member, Citizens Advisory Committee (Committee Chair from May, 2013-April 2016)

October, 2006-present—Brentwood Advisory Neighborhood Committee—Member

### **Professional History**

1972-2006—Bank Data Processing—Senior Analyst/Programmer/Software Engineer  
Employee of, or staff of Contractor to, Wells Fargo Bank, Bank of America, Citicorp, Central Bank, Bank of the West. Heavy focus on support of financial reporting in latter stages of career.

1970-1972—National Real Estate Exchange—Director of Systems  
In charge of all computer functions for entrepreneurial startup company.

1963-1970—University of California, Berkeley—Various Academic Staff Positions  
Staff positions in computing in several departments, rising from entry-level to Associate Specialist (non-teaching equivalent to Assistant Professor.)

Stephen F. Smith  
Brentwood, CA 94513-6917

**Education**

University of California, Berkeley—Bachelor of Science, 1964  
Master of Science, 1966



Contra  
Costa  
County

RECEIVED

NOV 20 2017

CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted

Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

### MAIL OR DELIVER TO:

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

### BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

East Contra Costa Fire Protection District - Board Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Strobel Sandra L.  
(Last Name) (First Name) (Middle Name)

2. Address: Knightsen, CA Knightsen CA 94548  
(No.) (Street) (Apt.) (State) (Zip Code)

3. Phones: \_\_\_\_\_  
(Home No.) (Work No.) (Cell No.)

4. Email Address: \_\_\_\_\_

### 5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved Community College

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>American River</u>	<u>Gen Ed</u>	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<u>unk</u>			
B) <u>Sacramento City</u>	<u>Gen Ed</u>	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<u>unk</u>			
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: <u>Real Estate Agent - licensed since 2007</u>	Course Studied	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <u>Jan 1997</u> To <u>present</u></p> <p>Total: Yrs. <u>20</u> Mos. <u>10 months</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Project Mgr Title <u>L.D. Strobel Co. Inc.</u></p> <p>Employer's Name and Address <u>Betty Nelson</u> <u>PO Box 228</u> <u>Concord, CA</u> <u>94522</u></p>	<p>Duties Performed <u>Miscellaneous</u> <u>admin duties and</u> <u>special projects as</u> <u>requested by mgmt.</u></p>
<p>B) Dates (Month, Day, Year) From <u>August 2009</u> To <u>present</u></p> <p>Total: Yrs. <u>0</u> Mos. <u>3 months</u></p> <p>Hrs. per week <u>20+</u> . Volunteer <input type="checkbox"/></p>	<p>Realtor Title <u>Sasville Properties</u></p> <p>Employer's Name and Address <u>Craig Sasville</u> <u>1555 Riverlake Rd</u> <u>Ste M</u> <u>Discovery Bay, CA</u> <u>94505</u></p>	<p>Duties Performed <u>Assist Buyers &amp;</u> <u>Sellers in all aspects</u> <u>of Real Estate sales</u> <u>within East Contra</u> <u>Costa County.</u></p>
<p>C) Dates (Month, Day, Year) From <u>August 2007</u> To <u>Aug 2009</u></p> <p>Total: Yrs. <u>2</u> Mos. <u></u></p> <p>Hrs. per week <u>20</u> . Volunteer <input type="checkbox"/></p>	<p>Realtor Title <u>Keller Williams Realty</u></p> <p>Employer's Name and Address <u>4041 Lone Tree Way</u> <u>Antioch CA 94531</u></p> <p><u>- office closed -</u></p>	<p>Duties Performed <u>Assist Buyers &amp;</u> <u>Sellers in all aspects</u> <u>of Real Estate sales</u> <u>within Contra Costa</u> <u>County.</u></p>
<p>D) Dates (Month, Day, Year) From <u>Jan 2015</u> To <u>current</u></p> <p>Total: Yrs. <u>2</u> Mos. <u>10 mos.</u></p> <p>Hrs. per week <u>varies.</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Volunteer Title <u>CERT</u></p> <p>Employer's Name and Address <u>Brentwood P.D.</u> <u>Todd Orlando</u> <u>9100 Brentwood Blvd</u> <u>Brentwood, CA 94513</u></p>	<p>Duties Performed <u>Learn &amp; stay trained</u> <u>(through continuing</u> <u>education) for natural</u> <u>disasters &amp; emergency</u> <u>situations incl First Aid,</u> <u>Fire Suppression &amp; Search</u> <u>and rescue.</u></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☒ District Supervisor ☒ Other Email u social media

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship: \_\_\_\_\_

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: \_\_\_\_\_

Date: 11/17/17

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

THIS FORM IS A PUBLIC DOCUMENT

**Sandra Strobel**  
**Knightsen, CA, 94548, phone:**  

---

**Cal BRE #01828196**

**Mission Statement**

To fairly, selflessly and equally serve the people & community within the East Contra Costa Fire Protection District to the best of my ability.

**Experience**

January 1997 – Present

**L.D. Strobel Co., Inc.**, PO Box 228, Concord, CA 94522

Project Manager – responsible for miscellaneous administrative duties, contract administration and special projects as required by management.

August 2009 – Present

**Sasville Properties**, 1555 Riverlake Road, Suite M, Discovery Bay CA 94505

Realtor serving East Contra Costa County residents in buying, selling & renting homes. Handle all aspects of the purchase process, including, but not limited to: negotiate pricing; coordinate with Lenders, Title and all necessary vendors; draw up Real Estate contracts; work with utmost care, integrity and honesty at all times. Complete continuing education regularly, including ethics training, to keep license current and up-to-date on all current housing laws and regulations.

August 2007 – August 2009

**Keller Williams Realty**, Antioch, CA (office is now closed)

Realtor serving Contra Costa County residents in buying, selling & renting homes.

**Memberships & Affiliations**

National Association of Realtors

California Association of Realtors

Delta Association of Realtors

East Bay Regional Data MLS

Community Emergency Response Team (CERT)

**Accolades, Achievements & Volunteer Opportunities**

Discovery Bay Lakeshore Neighborhood Watch Block Captain 2007-2009

Women's Council of Realtors Board of Directors 2009, 2010 & 2011

Delta Association of Realtors By-Laws Committee 2010 & 2011

Delta Community Christian Food Bank 2010-2011

Delta Association of Realtors Technology Committee 2012

Delta Association of Realtors Ethics Committee 2013

Knightsen Neighborhood Watch Chairperson 2017

Women's Council of Realtors – Realtor Member of the Year 2009

Voted Discovery Bay's #1 Real Estate Agent in 2015 in the Delta Sun Times

Voted Discovery Bay's #1 Real Estate Agent in 2017 in the Delta Sun Times





6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            09/10/1999    Current</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>            18                2</p> <p>Hrs. per week <u>20</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Co-owner</p> <hr/> <p>Employer's Name and Address            Electrical Solutions            PO BOX 873            Clayton CA 94517</p>	<p>Duties Performed            Co-owner of electrical contracting business based in Contra Costa County providing contracted and emergency services. Managing accounts payable and receivable, establishing and maintaining relationships with customers and vendors, acquiring and maintaining equipment and materials.</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            6/21/2004    7/1/2015</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>            11                1</p> <p>Hrs. per week <u>30</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Owner</p> <hr/> <p>Employer's Name and Address            Carreleon Farm            19391 Marsh Creek Road            Brentwood CA 94513</p>	<p>Duties Performed            Provided scheduled and emergency medical transportation for horses in Contra Costa County to UC Davis and other area equine hospitals. Managed care and rehabilitation of horses after release from hospitals. Coordinated with local law enforcement for transportation of horses involved in legal disputes. Provided evacuation of horses from natural disasters in Contra Costa County, San Joaquin County, and</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            2/2000            4/2004</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>            4                    2</p> <p>Hrs. per week <u>50</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Manager</p> <hr/> <p>Employer's Name and Address            Tailgate Farm            720 Northgate Road            Walnut Creek CA 94596</p>	<p>Duties Performed            Managed facility and all training operations for large equestrian equestrian training center with clients competing on the West Coast and in Canada. Coordinated show and travel schedules and transport arrangements for clients and horses, managed suppliers, veterinary care and scheduling, and directed maintenance of facility. Worked with clients to define yearly goals and developed plans to</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            1/1998            1/2000</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>            2                    0</p> <p>Hrs. per week <u>50</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Manager</p> <hr/> <p>Employer's Name and Address            Blackhawk Equestrian Center            Camino Tassajara Road            Danville CA</p>	<p>Duties Performed            Managed all aspects of large equine show stable with clients competing throughout California. Scheduling and coordinating daily routines as well as communication with clients and ensuring their satisfaction with the program.</p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☒ District Supervisor ☐ Other \_\_\_\_\_

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship: \_\_\_\_\_

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No ☒ Yes ☐

If Yes, please identify the nature of the relationship: \_\_\_\_\_

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: \_\_\_\_\_

Date: 12/4/17

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

East Contra Costa Fire Protection District Board of Directors - BOS Appointees: Submitted

#### Board Member

Seat Name (if applicable)

#### This application is used for all boards and commissions

Mark

First Name

Whitlock

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Bethel Island

City

CA

State

94511

Postal Code

Primary Phone

All City Carpet Cleaning

Employer

Owner

Job Title

Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

---

☐ Yes ☒ No

---

### Education History

Select the highest level of education you have received:

---

☒ Other

If "Other" was Selected Give Highest Grade or Educational Level Achieved

---

College/ University A

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

---

None Selected

Degree Awarded?

---

☐ Yes ☐ No

Degree Type

Date Degree Awarded

---

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

1978 - Current

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

Owner

Position Title

### Employer's Name and Address

---

All City Carpet Cleaning P.O. Box 132 Bethel Island, CA 94511

### Duties Performed

---

Carpet Cleaning

---

### 2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?



Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

How did you learn about this vacancy?

☒ District Supervisor

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☒ Yes ☐ No

**If Yes, please identify the nature of the relationship:**

---

Clean carpet for the District Supervisor's office annually.

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 12/11/2017

**Subject:** 2017 YEAR-END REPORT ON COMMITTEE REFERRALS AND THEIR DISPOSITION

**Submitted For:** David Twa, County Administrator

**Department:** County Administrator

**Referral No.:** N/A

**Referral Name:** N/A

**Presenter:** Julie DiMaggio Enea, IOC Staff

**Contact:** Julie DiMaggio Enea 925.335.1077

---

#### **Referral History:**

At the end of each calendar year, the Internal Operations Committee reports to the Board its activities and progress made on referrals from the Board. The report generally summarizes each referral, describes the Committee's work on the referral during the calendar year, and includes a recommendation as to the future disposition of the referral. The year-end report provides a basis for a work plan for the ensuing year and helps to ensure continuity for multi-year referrals.

#### **Referral Update:**

Attached is a draft Order to the Board summarizing the activities and accomplishments of the Internal Operations Committee in 2017 and recommending matters for referral to the 2018 Committee.

#### **Recommendation(s)/Next Step(s):**

REVIEW the Committee's work for 2017 and identify issues to be referred to the 2018 Internal Operations Committee

#### **Fiscal Impact (if any):**

None.

---

#### **Attachments**

**DRAFT 2017 IOC Year-End Report**

---

## INTERNAL OPERATIONS COMMITTEE

### 2017 PRODUCTIVITY REPORT

During 2017, the Internal Operations Committee (IOC) received 13 referrals from the Board of Supervisors, made 17 reports to the Board, interviewed 16 candidates and made recommendations to fill 14 seats for certain advisory bodies whose composition requirements must be monitored. Our Committee appreciates the time and effort taken by the staff to the Board's advisory bodies to recruit, screen, and nominate individuals to our Committee for approval and appointment by the Board. Their efforts in this regard allowed the IOC to focus more of its time on the following subjects:

1. Small Business Enterprise (SBE) and Outreach Programs. The IOC accepted two reports from the Purchasing Services Manager, together covering the period July through June 2017, and reported out to the Board of Supervisors on April 25 and October 17, 2017. No changes to the SBE and Outreach Programs were recommended. This is a standing referral. **REFER**
2. County Financial Audit Program. Since 2000, the IOC reviews, each February, the annual schedule of audits and best practices studies proposed by the Auditor-Controller. The Auditor-Controller's Office presented a report of their 2016 audits and the proposed 2017 Audit Schedule to the IOC on February 13, 2017. This is a standing referral. **REFER**
3. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager has analyzed the fleet and annual vehicle usage, and made recommendations to the IOC on the budget year vehicle replacements and on the intra-County transfer of underutilized vehicles, in accordance with County policy. In FY 2008/09, following the establishment of an Internal Services Fund (ISF) for the County Fleet, to be administered by Public Works, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles.

The IOC received the 2015/16 fleet report on March 13, 2017 and reported out to the Board of Supervisors on March 21, 2017. This is a standing referral. **REFER**

4. Local Bid Preference Program. In 2005, the Board of Supervisors adopted the local bid preference ordinance to support small local businesses and stimulate the local economy, at no additional cost to the County. Under the program, if the low bid in a commodities purchase is not from a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price. Since adoption of the ordinance, the IOC has continued to monitor the effects of the program through annual reports prepared and presented by the Purchasing Agent or designee.

The Purchasing Services Manager made a FY 2016/17 report to the IOC on September 11, 2017 and the IOC reported out to the Board of Supervisors on October 17, 2017. This is a standing referral. **REFER**

5. Advisory Body Recruitments. On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination to fill At Large seats on all other eligible bodies would be delegated to each body or a subcommittee thereof.

In 2017, the IOC submitted recommendations to the Board of Supervisors to fill 14 vacant seats on various committees and commissions. The IOC interviewed 8 individuals for seats on the Retirement Board, East Bay Regional Parks Advisory Committee, East Contra Costa Fire Protection District Board of Directors, and the Law Library. In 2018, the IOC will need to recruit and interview for CCCFPD Advisory Fire Commission, the County Planning Commission, the East Bay Regional Parks Advisory Committee, and the Local Enforcement Agency Independent Hearing Panel. This is a standing referral. **REFER**

6. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with a recommendation that IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review. On April 10, 2017, the IOC received a report from DCD proposing, on behalf of the FWC, the 2017 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposal and, on April 25, 2017, recommended grant awards for six projects totaling \$102,185, which the Board of Supervisors unanimously approved. This is a standing referral. **REFER**

7. Advisory Body Triennial Review. Beginning in 2010 and concluding in 2011/2012, the Board of Supervisors conducted an extensive review of advisory body policies and composition, and passed Resolution Nos. 2011/497 and 2011/498, which revised and restated the Board's governing principles for the bodies. The Resolutions dealt with all bodies, whether created by the BOS as discretionary or those that the BOS is mandated to create by state or federal rules, laws or regulations. The Resolutions directed the CAO/COB's Office to institute a method to conduct a rotating triennial review of each body and to report on the results of that review and any resulting staff recommendations to the Board, through the IOC, on a regular basis.

The first phase report of the current Triennial Review Cycle was completed in 2015/16. The second phase was completed early in 2017 and the third phase was completed in July 2017. The IOC reported out to the Board of Supervisors on March 21, 2017 and December 5, 2017.

Phase I of the next Triennial Review is in progress and will be scheduled for review by the 2018 Committee. This is a standing referral. **REFER**

8. Animal Benefit Fund Review. On April 21, 2015, the Board of Supervisors received several comments regarding the Animal Benefit Fund from members of the public during fiscal year 2015/16 budget hearings. On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, including formal referral of this issue to the Internal Operations Committee. On September 14, 2015 IOC received a staff report summarizing prior year expenditures and current fund balance of the Animal Benefit Fund. On March 28, 2016, the IOC approved a proposal to expand the animal services donation program and reported out to the Board of Supervisors on April 19, 2016. The Board Order directed the Animal Services Director to report annually to the IOC on the impact of the Animal Benefit Fund on the community and families, creating a new standing referral. On September 11, 2017, the IOC received the first annual report on the Animal Benefit Fund covering FY 2016/17 and reported out to the Board of Supervisors on October 17, 2017. This is a standing referral. **REFER**

9. Waste Hauler Ordinance. On May 8, 2012, the Board of Supervisors referred to the Internal Operations Committee a proposal to develop a waste hauler ordinance. The IOC received a preliminary report from the Environmental Health (EH) Division of the Health Services Department on May 14, 2012 and status report on November 13, 2013 showing substantial work and progress. The IOC requested EH staff to bring a final draft ordinance to the Committee for further consideration but staff subsequently identified issues with the interplay between the proposal and current franchise agreements that had to be examined before the County could proceed with an ordinance. The IOC has continued to work on a draft ordinance with staff and the franchises throughout 2015 and 2016, and introduced an ordinance on July 11, 2017. The Board directed staff to modify the ordinance on August 15, 2017 and again on September 26, 2017. The ordinance was modified and adopted by the Board of Supervisors on December 5, 2017. **TERMINATE**

10. Community Choice Energy. On August 18, 2015, the Board of Supervisors referred to the IOC the topic of Community Choice (Energy) Aggregation. Community Choice Aggregation (CCA) is the practice of aggregating consumer electricity demand within a jurisdiction or region for purposes of procuring energy.

On March 15, 2016, the Board of Supervisors directed staff to work with interested cities in Contra Costa County to obtain electrical load data from PG&E and conduct a technical study of CCE alternatives. Fourteen Contra Costa cities participated in the study with nine contributing towards the cost of the study. An outside consultant was engaged to conduct the study, which was presented to the Board of Supervisors on January 17 and May 2, 2017. On May 23, an ordinance was introduced to join the Marin Energy Authority and on June 6, 2017, the Board adopted the ordinance. On August 1, 2017, the Board appointed Supervisor Glover to the MCE Board of Directors with Supervisor Gioia as the Alternate. On August 15, 2017, the Board authorized the Conservation and Development Department to undertake a Renewable Resource Potential Study to look for opportunities for expanding generation of renewable energy in the County. As the County has now joined MCE, the Committee's work on this referral has been completed. **TERMINATE**

11. Animal Noise Ordinance Update. On December 6, 2016, the Board of Supervisors referred to the IOC development of an ordinance to authorize administrative penalties for barking dogs

and other noisy animals, and to limit the number of roosters on private property in the county unincorporated areas. The IOC reviewed the draft ordinance at its March and April meetings and chose to bifurcate the proposed ASD ordinance and recommend to the Board adoption of only the barking dog portion of the ordinance. The IOC introduced the ordinance on May 23 and the Board of Supervisors adopted the ordinance on June 6, 2017. **TERMINATE**

12. Commission for Women Member Attrition. The IOC held a discussion of the recent spate of member resignations, and concerns that had been expressed by some members about the Commission not closely adhering to the mission established by the BOS, and a requirement of members to raise funds for the Commission but a with perceived inability to influence how raised funds were utilized. The Asst. Clerk of the Board advised that the Commission for Women would be included in the next phase of the triennial advisory body review. The staff report with recommendations is scheduled to be presented to the IOC in February 2018, at which time the IOC will consider any additional actions to be taken and direction to staff. **REFER**

13. Revitalization of the Agricultural Advisory Task Force. On April 19, 2016, the Board of Supervisors, upon the IOC's recommendation, reconstituted the Agricultural Advisory Task Force and approved an updated mission statement, seat configuration and bylaws. In July 2016, the IOC recruited for Task Force members and received eight applications. However, in September 2016, Agricultural Director Chad Godoy left County employment and no further action was taken to establish the Task Force. At the December 20, 2016 Board of Supervisors meeting, Conservation and Development Director John Kopchik confirmed that DCD had some Reform Land Use Zoning Policies that relate to agriculture and wished to have them reviewed by the Agricultural Advisory Task Force. The IOC again, on November 9, 2017, considered re-establishing the Task Force but decided to place the matter on hold because the Agricultural Director position has been filled only on a part time basis. As the matter has been suspended, this referral should be terminated until further need. **TERMINATE**

**EXHIBIT A**  
**LIST OF REFERRALS TO BE REMOVED**

10. Community Choice Energy
11. Animal Noise Ordinance
13. Revitalization of the Agricultural Advisory Task Force
9. Waste Hauler Ordinance

**EXHIBIT B**  
**LIST OF ITEMS TO BE REFERRED TO THE**  
**2018 INTERNAL OPERATIONS COMMITTEE**

**Standing Referrals**

1. Continued policy oversight and quarterly monitoring of the Small Business Enterprise and Outreach programs, and e-Outreach
2. Review of the annual financial audit schedule
3. Review of annual Master Vehicle Replacement List and disposition of low-mileage vehicles
4. Local Bid Preference Program
5. Advisory Body Candidate Screening/Interview
6. Fish and Wildlife Propagation Fund Allocation
7. Advisory Body Triennial Review
8. Animal Benefit Fund Review

**Non-Standing Referrals**

12. Commission for Women Member Attrition
13. Animal Noise Ordinance Update



## **2017 Committee:**

---

### **Appointments:**

	<b><u>Date</u></b>	<b><u>Appt</u></b>	<b><u>Interviewed</u></b>
HazMat Commission	3/7/2017	4	0
HazMat Commission	3/21/2017	1	0
EBRPD	5/23/2017	1	2
CCCERA	6/13/2017	3	5
CCRCD	6/20/2017	1	0
AHFC	12/5/2017	1	0
ECCFPD	12/19/2017	2	7
Law Library	12/19/2017	<u>1</u>	<u>2</u>
		14	16

### **Reports to BOS:**

Redesignate Seat on IPM Adv Cte	3/7/2017
Fleet Internal Services Fund	3/21/2017
Advisory Body Triennial Review Phase II	3/21/2017
Allocation of Fish & Wildlife Propagation Funds	4/25/2017
SBE/Outreach Jul-Dec 2016	4/25/2017
Community Choice Energy	5/2/2017
Animal Noise Ordinance Fines	6/6/2017
Waste Hauler Ordinance	7/11/2017
Refer Aviation Adv Cte vacancy to AC	8/1/2017
Waste Hauler Ordinance	8/15/2017
Waste Hauler Ordinance	9/26/2017
SBE/Outreach/Local Bid Preference Jan-Jun 2017	10/17/2017
Animal Welfare Benefit Fund	10/17/2017
Waste Hauler Ordinance	12/5/2017
Changes to IPM Policy/Bylaws	12/5/2017
BOS Triennial Review Phase III recommendations	12/5/2017
IOC Year End Productivity Report	12/19/2017