

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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

KAREN MITCHOFF, CHAIR

JOHN GIOIA, VICE CHAIR

CANDACE ANDERSEN

DIANE BURGIS

FEDERAL D. GLOVER

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

JEFF CARMAN, FIRE CHIEF

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

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

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

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

**AGENDA
January 16, 2018**

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

CONSIDER CONSENT ITEMS (Items listed as C.1 through C.7 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Director or on request for discussion by a member of the public. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

DISCUSSION ITEMS

D. 1 CONSIDER Consent Items previously removed.

D. 2 PUBLIC COMMENT (2 Minutes/Speaker)

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

D.4 CONSIDER authorizing the Auditor-Controller to transfer \$3,000,000 from the CCCFPD EMS Transport Fund (Fund No. 204000) to the CCCFPD General Operating Fund (Fund No. 202000) to reimburse the Contra Costa County Fire Protection District for use of general fund reserves to pay expenditures secured by anticipated receivables from the provision of ambulance services. (100% EMS Transport Fund) (Jeff Carman, Fire Chief)

- D.5** CONSIDER adopting Position Adjustment Resolution No. 22209 to add three Fire Captain (represented) positions, three Fire Engineer (represented) positions, and three Firefighter-Paramedic (represented) positions in the Contra Costa County Fire Protection District. (Jeff Carman, Fire Chief)

CONSENT ITEMS

- C.1** APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the U. S. Department of Homeland Security, California Governor's Office of Emergency Services, State Homeland Security Grant Program, in an amount not to exceed \$700,000, for the purchase of firefighting vehicles and equipment. (75% Federal, 25% District match)
- C.2** APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the Federal Highway Safety Program, California State Transportation Agency Office of Traffic Safety in an amount not to exceed \$30,000, for the purchase of rescue equipment. (100% Federal)
- C.3** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a Consulting Services Agreement with RRM Design Group, in an amount not to exceed \$940,000, to provide architectural and engineering services for new Fire Station 86 in Bay Point and Fire Station 9 in Pacheco. (100% CCCFPD Capital Outlay Fund)
- C.4** EMS Transport Fund (7040): APPROVE Appropriation and Revenue Adjustment No. 5048 authorizing new revenue in the amount of \$122,276 from the State Emergency Telephone Account and appropriating it for a 911 voice logging recorder in the Contra Costa County Fire Protection District. (58% State, 42% CCCFPD EMS Transport Fund) (Consider with C.6)
- C.5** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute the first amendment to the Software License and Interface Development Agreement with Tablet Command, Inc., in an amount not to exceed \$50,000, for the development, use, and support of computer aided dispatch incident command software, and to extend the contract term to June 30, 2018. (100% CCCFPD EMS Transport Fund)
- C.6** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with Motorola Solutions, Inc., in an amount not to exceed \$215,000, for the purchase of a 911 voice logging recorder with associated components, software, installation, and training. (58% State, 42% CCCFPD EMS Transport Fund match) (Consider with C.4)

- C.7 APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the U.S. Department of Homeland Security, Federal Emergency Management Agency, Grant Programs Directorate, Assistance to Firefighters Grant, in an amount not to exceed \$1,500,000, for the purchase of automatic chest compression devices and a breathing support unit. (90% Federal, 10% District match)

GENERAL INFORMATION

The Board meets in its capacity as the Board of Directors of the Contra Costa County Fire Protection District pursuant to Ordinance Code Section 24-2.402. Persons who wish to address the Board of Directors should complete the form provided for that purpose and furnish a copy of any written statement to the Clerk.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Directors less than 72 hours prior to that meeting are available for public inspection at 651 Pine Street, First Floor, Room 106, Martinez, CA 94553, during normal business hours. All matters listed under CONSENT ITEMS are considered by the Board of Directors to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board or a member of the public prior to the time the Commission votes on the motion to adopt. Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Directors can be submitted to the office of the Clerk of the Board via mail: Contra Costa County Fire Protection District Board of Directors, 651 Pine Street Room 106, Martinez, CA 94553; by fax: 925-335-1913.

The District will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 335-1900; TDD (925) 335-1915. An assistive listening device is available from the Clerk, Room 106. Copies of recordings of all or portions of a Board meeting may be purchased from the Clerk of the Board. Please telephone the Office of the Clerk of the Board, (925) 335-1900, to make the necessary arrangements. Applications for personal subscriptions to the Board Agenda may be obtained by calling the Office of the Clerk of the Board, (925) 335-1900. The Board of Directors' agenda and meeting materials are available for inspection at least 96 hours prior to each meeting at the Office of the Clerk of the Board, 651 Pine Street, Room 106, Martinez, California.

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www.co.contra-costa.ca.us

ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, February 26, 2018 at 7:00 p.m. at the District Training Center, 2945 Treat Blvd., Concord, CA 94518.

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

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

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

AB Assembly Bill
ABAG Association of Bay Area Governments
ACA Assembly Constitutional Amendment
ADA Americans with Disabilities Act of 1990
AFSCME American Federation of State County and Municipal Employees
ARRA American Recovery & Reinvestment Act of 2009
BAAQMD Bay Area Air Quality Management District
BART Bay Area Rapid Transit District
BayRICS Bay Area Regional Interoperable Communications System
BGO Better Government Ordinance
BOC Board of Commissioners
CALTRANS California Department of Transportation
CAER Community Awareness Emergency Response
CAL-EMA California Emergency Management Agency
CAO County Administrative Officer or Office
CCE Community Choice Energy
CBC California Building Code
CCCFPD (ConFire) Contra Costa County Fire Protection District
CCHP Contra Costa Health Plan
CCTA Contra Costa Transportation Authority
CCRMC Contra Costa Regional Medical Center
CCWD Contra Costa Water District
CFC California Fire Code
CFDA Catalog of Federal Domestic Assistance
CEQA California Environmental Quality Act
CIO Chief Information Officer
COLA Cost of living adjustment
ConFire (CCCFPD) Contra Costa County Fire Protection District
CPA Certified Public Accountant
CPF – California Professional Firefighters
CPI Consumer Price Index
CSA County Service Area

CSAC California State Association of Counties
CTC California Transportation Commission
dba doing business as
EBMUD East Bay Municipal Utility District
ECCFPD East Contra Costa Fire Protection District
EIR Environmental Impact Report
EIS Environmental Impact Statement
EMCC Emergency Medical Care Committee
EMS Emergency Medical Services
et al. et alii (and others)
FAA Federal Aviation Administration
FEMA Federal Emergency Management Agency
FTE Full Time Equivalent
FY Fiscal Year
GIS Geographic Information System
HCD (State Dept of) Housing & Community Development
HHS (State Dept of) Health and Human Services
HOV High Occupancy Vehicle
HR Human Resources
HUD United States Department of Housing and Urban Development
IAFF International Association of Firefighters
ICC International Code Council
IFC International Fire Code
Inc. Incorporated
IOC Internal Operations Committee
ISO Industrial Safety Ordinance
JPA Joint (exercise of) Powers Authority or Agreement
Lamorinda Lafayette-Moraga-Orinda Area
LAFCo Local Agency Formation Commission
LLC Limited Liability Company
LLP Limited Liability Partnership
Local 1 Public Employees Union Local 1
Local 1230 Contra Costa County Professional Firefighters Local 1230
MAC Municipal Advisory Council
MBE Minority Business Enterprise
MIS Management Information System
MOE Maintenance of Effort
MOU Memorandum of Understanding
MTC Metropolitan Transportation Commission
NACo National Association of Counties
NEPA National Environmental Policy Act
NFPA National Fire Protection Association
OES-EOC Office of Emergency Services-Emergency Operations Center
OPEB Other Post Employment Benefits
OSHA Occupational Safety and Health Administration
PACE Property Assessed Clean Energy
PARS Public Agencies Retirement Services
PEPRA Public Employees Pension Reform Act

RFI Request For Information
RFP Request For Proposal
RFQ Request For Qualifications
SB Senate Bill
SBE Small Business Enterprise
SEIU Service Employees International Union
SUASI Super Urban Area Security Initiative
SWAT Southwest Area Transportation Committee
TRANSPAC Transportation Partnership & Cooperation (Central)
TRANSPLAN Transportation Planning Committee (East County)
TRE or **TTE** Trustee
TWIC Transportation, Water and Infrastructure Committee
UASI Urban Area Security Initiative
UCOA United Chief Officers Association
vs. versus (against)
WAN Wide Area Network
WBE Women Business Enterprise
WCCTAC West Contra Costa Transportation Advisory Committee



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: January 16, 2018

Subject: Fire Chief's Report - January 16, 2018

RECOMMENDATION(S):

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

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/16/2018** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 16, 2018

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

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Fire Chief's Report_January 16,
2018



January 16, 2018

TO: Board of Directors

FROM: Jeff Carman, Fire Chief

RE: Fire Chief's Report

-
- Fire Station 16 (Lafayette): The demolition contractor has mobilized, and demolition of the old fire station is in progress. The advertisement to bid is scheduled for January 11, and the pre-bid conference will be held on January 24. Bids are due on February 13, and we anticipate bringing an award package to the Board in March 2018.
 - Fire Station 70 (San Pablo): The architect is now drafting the full construction drawings. In an effort to bring this project forward expeditiously, we expect to meet with the City of San Pablo in February for a pre-submittal meeting when our plans are 75-90% complete. In February, we will submit to the Board a request to engage a construction management firm to assist the Fire District with this project. We remain on track to submit for a building permit in spring 2018 and will go to bid in summer 2018.
 - Fire Academy #51 is at its midpoint with 25 recruits. Graduation is scheduled for February 23, 2018 at the El Campanil Theatre in Antioch.
 - The District's administrative office relocation project is on schedule and will occur the last week of January.
 - The Fire District has completed its second year as the Contra Costa County ambulance contractor. Response time performance continues to be at 96-97%. The District continues to work closely with the County EMS Agency to ensure our citizens are receiving the best possible pre-hospital care.
 - The District was awarded a federal grant to purchase a vehicle-mounted radio repeater that will support public safety in the event that a permanent repeater site is damaged or goes out of service. The actual purchase of the vehicle will occur in late 2018.
 - The Fire District would like to recognize Jackie Lorrekovich, Chief of Administrative Services, and Aaron McAlister, Assistant Chief of Support Services, for earning their Credentialed California County Senior Executive credentials in 2017.



**Contra
Costa
County**

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: January 16, 2018

Subject: Reimbursement of CCCFPD General Operating Fund Reserves

RECOMMENDATION(S):

AUTHORIZE the Auditor-Controller to transfer \$3,000,000 from the CCCFPD EMS Transport Fund (Fund No. 204000) to the CCCFPD General Operating Fund (Fund No. 202000) to reimburse the Contra Costa County Fire Protection District for use of general fund reserves to pay expenditures secured by anticipated receivables from the provision of ambulance services.

FISCAL IMPACT:

This action will result in a \$3 million debit to the CCCFPD EMS Transport Fund (Fund No. 204000) and a \$3 million credit to the CCCFPD General Operating Fund (Fund No. 202000). After this transaction is completed, all initial ambulance service startup funds will be reimbursed and the provision of ambulance services should be fully supported by user fees.

BACKGROUND:

Effective January 1, 2016, the Contra Costa County Fire Protection District (District) became Contra Costa County's exclusive provider of emergency ambulance services within Exclusive Operating Areas 1, 2, and 5.

Resolution

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/16/2018** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 16, 2018

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

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

No. 2015/449 established the "CCCYPD EMS Transport Fund" for the purpose of providing transparency on the financial transactions associated with the provision of ambulance services and tracking revenue and expenditures generated by the program.

On November 17, 2015, the Board of Supervisors, acting as the Governing Board of the Contra Costa County Fire Protection District, authorized the Auditor-Controller to make transfers from the CCCYPD General Operating Fund to the new CCCYPD EMS Transport Fund to maintain an appropriate fund balance. As with any new venture, initial working capital was necessary to fund operations for a period of time before newly established revenue sources become accessible. The District anticipated a period of negative cash flow (i.e., expenditures are greater than reimbursement revenues), which could result in a deficit in the new fund absent resources from the CCCYPD General Operating Fund.

During the first year of ambulance service, the District relied on its general operating reserve funds to bridge the revenue-expenditure gap. However, now that the District is two years into the venture, provision of ambulance service is financially stable and self-sustaining. The District collects enough revenue through ambulance fees to pay for the cost of providing ambulance services.

Therefore, this action reimburses the District's General Operating Fund for the transfer that was authorized by the Board on November 17, 2015.

CONSEQUENCE OF NEGATIVE ACTION:

Funds will not be reimbursed at this time.



**Contra
Costa
County**

To: Board of Supervisors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: January 16, 2018

Subject: ADOPT Position Adjustment Resolution No. 22209 to Add Nine (9) Fire Suppression Positions

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22209 to add three (3) full time Fire Captain (RPTA) represented positions at salary plan and grade 4N6 1814 (\$7,557-\$10,127), three (3) full time Fire Engineer (RPVC) represented positions at salary plan and grade 4N6 1693 (\$6,703-\$8,983), and three (3) full time Firefighter-Paramedic (RPWB) represented positions at salary plan and grade 4N6 1691 (\$6,690-\$8,965) in the Contra Costa County Fire Protection District.

FISCAL IMPACT:

The estimated cost of this action is \$688,000 for FY 2017-18 (four months). The estimated cost for FY 2018-19 is \$2,180,000. The added positions will be funded out of the District's General Operations Fund (202000).

BACKGROUND:

The Contra Costa County Fire Protection District plans to re-staff a three-person engine company in Walnut Creek. The District currently has 28 recruits in Fire Academy 51. The academy is expected to graduate in mid-February 2018.

The District planned to use nine (9) of these positions to reopen Fire Station 16 in Lafayette. The reopening was originally scheduled for March 2018. However, the construction of Fire Station 16 will not be completed until March 2019. Consequently, the District can use these nine (9) positions to re-staff Engine 1 in downtown Walnut Creek. Engine 1 was de-staffed in January 2011 due to recessionary budget cuts.

The

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/16/2018** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 16, 2018

Contact: Denise Cannon,
925.941.3311

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

By: , Deputy

cc: Denise Cannon

BACKGROUND: (CONT'D)

nine (9) positions will cover three rotating shifts. An engine company consists of a Fire Captain, Fire Engineer and Firefighter, one of which must be a licensed paramedic. The re-staffing of Engine 1 will provide a much needed and significant increase in the fire and EMS response capacity for Walnut Creek and the surrounding cities and communities. The tentative restaffing of Engine is planned for March 1, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If these positions are not added, the District will not be able to re-staff the engine company at Fire Station 1 in Walnut Creek or provide the increased fire and emergency medical services to Walnut Creek and surrounding cities and communities.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 22209

POSITION ADJUSTMENT REQUEST

NO. 22209
DATE 12/08/17

Department No./

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

Action Requested: ADOPT Position Adjustment Resolution No. 22209 to add three (3) full time Fire Captain (RPTA) positions at salary plan and grade 4N6 1814 (\$7,557-\$10,127), three (3) full time Fire Engineer positions at salary plan and grade 4N6 1693 (\$6,703-\$8,983), and three (3) full time Firefighter-Paramedic positions at salary plan and grade 4N6 1691 (\$6,690-\$8,965) in the Contra Costa County Fire Protection District.

Proposed Effective Date: 02/01/2018

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

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

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

Total annual cost \$2,063,000.00

Net County Cost \$0.00

Total this FY \$688,000.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% CCCFPD General Operations Fund (202000)

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Jackie Lorrekovich

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Hang Nguyen for Timothy Ewell

12/08/17

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/21/2017

ADOPT Position Adjustment Resolution No. 22209 to add three (3) full time Fire Captain (RPTA) (represented) positions at salary plan and grade 4N6 1814 (\$7,557-\$10,127), three (3) full time Fire Engineer (RPVC) (represented) positions at salary plan and grade 4N6 1693 (\$6,703-\$8,983), and three (3) full time Firefighter-Paramedic (RPWB) (represented) positions at salary plan and grade 4N6 1691 (\$6,690-\$8,965) in the Contra Costa County Fire Protection District.

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

Effective: ☒ Day following Board Action.

☐ ____ (Date)

Eldreai Ellis

12/21/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/11/2018

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Timothy M. Ewell

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

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

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

REQUEST FOR PROJECT POSITIONS

Department _____

Date _____

No. _____

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

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

USE ADDITIONAL PAPER IF NECESSARY



**Contra
Costa
County**

To: Contra Costa County Fire Protection District Board of Directors
 From: Jeff Carman, Chief, Contra Costa County Fire Protection District
 Date: January 16, 2018

Subject: 2018 State Homeland Security Grant

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the U. S. Department of Homeland Security, California Governor's Office of Emergency Services, State Homeland Security Grant Program (SHSGP), in an amount not to exceed \$700,000, for the purchase of firefighting vehicles and equipment.

FISCAL IMPACT:

There may be an 25% local agency match requirement. The fiscal requirements will be determined after awards have been made.

BACKGROUND:

The California Governor's Office of Emergency Services (Cal OES) is responsible for designing and implementing homeland security initiatives and ensuring that the state is ready to protect lives and property by effectively preparing for, preventing, responding to, and recovering from all threats, crimes, hazards, and emergencies. To help fulfill this mission, Cal OES administers a pass-through program of federal homeland security grant funds to local public agencies through California. This program is critical to maintaining the quality and quantity of homeland security initiative programs provided within the County.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/16/2018** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 16, 2018

Contact: Lewis Broschard, Deputy
Chief 925-941-3501

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Contra Costa County Fire Protection District will apply for funding for:

- 1) One water tender. Currently the District uses an aging water tender to transport water from a water source to a fire scene. A new apparatus will be more reliable and will not require costly repairs.
- 2) A swift water rescue inflatable boat, a trailer with motor, and a response tow vehicle. Currently the District has a smaller inflatable boat. The funding of the inflatable boat would double our water rescue capabilities. The tow vehicles will allow the District to safely transport the boats to an emergency scene.
- 3) Eight thermal imager cameras. If awarded, these devices would be used to replace older thermal imager cameras on primary rescue and fire response apparatus.

CONSEQUENCE OF NEGATIVE ACTION:

The District would not be able to take advantage of this funding opportunity.



**Contra
Costa
County**

To: Contra Costa County Fire Protection District Board of Directors
 From: Jeff Carman, Chief, Contra Costa County Fire Protection District
 Date: January 16, 2018

Subject: 2018 California Office of Traffic and Safety Grant

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the Federal Highway Safety Program, California State Transportation Agency Office of Traffic Safety in an amount not to exceed \$30,000, for the purchase of rescue equipment.

FISCAL IMPACT:

100% Federal grant funds

BACKGROUND:

The California Office of Traffic and Safety (OTS) is tasked with developing and implementing a highway safety program that addresses the behavioral factors that impact safety on the road. The goal of the annual program is to prevent serious injury and death resulting from motor vehicle crashes so that all roadway users arrive at their destination safely. Using Federal Highway Safety Program funds, the OTS partners with political subdivisions of the state to address California's highway safety needs at the state, county and local level.

The Contra Costa County Fire Protection District (District) will apply for funds to purchase a full edraulics set for Fire Engine 69. The set includes

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

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Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: January 16, 2018

Contact: Lewis Broschard, Deputy
Chief 925-941-3501

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

three battery operated rescue tools (spreader, cutter, and ram) used to remove a person from a vehicle that has been involved in an accident. The edraulic tools allow firefighters to efficiently extract the victim while minimizing additional injury in the process.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not be able to apply for and accept this grant funding for new rescue equipment.



**Contra
Costa
County**

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: January 16, 2018

Subject: Consulting Services Agreement for Architectural Services Fire Stations 9 (Pacheco) & 86 (Bay Point)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a Consulting Services Agreement with RRM Design Group, in an amount not to exceed \$940,000, to provide architectural and engineering services for new Fire Station 86 in Bay Point and Fire Station 9 in Pacheco.

FISCAL IMPACT:

\$940,000; CCCFPD Capital Outlay Fund

BACKGROUND:

In 2016 the Contra Costa County Fire Protection District (District) initiated the process for the design of replacement facilities for Fire Station No. 9 in Pacheco and Fire Station No. 86 in Bay Point.

The current site for Fire Station 86 is 3000 Willow Pass Road in Bay Point. It is approximately 2,968 square feet with 810 square feet allocated for the apparatus bay. The facility is inadequate in size and function for modern fire support services. The new fire station will be constructed approximately 0.3 miles

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/16/2018** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 16, 2018

Contact: Aaron McAlister, Assistant Fire
Chief 925-941-3503

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

to the east at the corner of Center Avenue and Willow Street in Bay Point and will be approximately 10,000 square feet.

The current site for Fire Station 9 is 209 Center Avenue in Pacheco. The existing fire station is approximately 2,215 square feet with 1,620 square feet allocated for the apparatus bay. The facility is inadequate in size and function for modern fire support services. The new fire station will be constructed approximately 0.8 miles to the west at the corner of Willow Pass Road and Goble Drive in Bay Point and will be approximately 10,000 square feet.

The new stations will be built to include modern seismic standard, will meet the current ADA requirements, and will have the ability to support modern equipment and apparatus. The stations will be built to provide protection for the community of the next fifty years and will allow for the facility to provide personnel with the components, systems, and features found in a modern fire stations. The estimated cost for the two projects is 10 million dollars.

The County Public Works Department requested Statements of Qualifications ("SOQs") for architectural and engineering services for the fire station projects, including the construction of new Fire Station 86 and Fire Station 9. The Public Works Department received 18 SOQs from interested firms and five firms were shortlisted. A selection committee comprised of County and District staff conducted interviews and ranked and shortlisted firms. RMM Design Group (RRM) was one of the top ranking firms. It is recommended that RRM be awarded the agreement for the subject project.

The Public Works Department will administer the agreement and facilitate project management for the District.

CONSEQUENCE OF NEGATIVE ACTION:

If the agreement is not approved, new fire stations will not be constructed. Delays in construction could increase construction cost significantly based on the recent and expected trends in overall costs of constructing essential use facilities.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: January 16, 2018

Subject: Appropriation and Revenue Adjustment – 911 Voice Logging Recorder

RECOMMENDATION(S):

APPROVE Appropriation and Revenue Adjustment No. 5048 authorizing new revenue in the amount of \$122,276 from the State Emergency Telephone Account and appropriating it for a 911 voice logging recorder in the Contra Costa County Fire Protection District.

FISCAL IMPACT:

The State of California has obligated up to \$122,276 in reimbursement from its State Emergency Telephone Account. The current voice logging recorder quote is \$211,063. The District will fund the remaining \$88,787 from the CCCFPD EMS Transport Fund (204000).

BACKGROUND:

The Contra Costa County Fire Protection District (District) needs to upgrade the voice logging recorder in the Contra Costa Regional Fire Communications Center (CCRFCC). The voice logging recorder logs all incoming and outgoing 911 communications. The District's current recorder is out-of-date and in need of replacement. The vendor no longer supports the existing equipment.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/16/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 16, 2018

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

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The District is legally required to keep a record of 911 calls. Logging of calls also assists with the effectiveness of call processing (e.g., instant playback). CCRFCC receives and dispatches calls for the District and provides dispatch services for five other fire districts/departments within the County. CCRFCC also provides dispatch services for the Contra Costa County 911 emergency ambulance system. Approximately 80% of the calls received in the CCRFCC are for emergency medical services.

ATTACHMENTS

Appropriations and Revenue Adjustment No. 5048

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

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

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
7040	2251	Computer Software		60,000.00
7040	2467	Training & Registration		13,000.00
7040	2479	Other Special Dept Expense	92,720.00	
7040	4955	Radio & Communication Equip		142,000.00
			92,720.00	215,000.00

<p align="center">APPROVED</p> <p>AUDITOR - CONTROLLER By: <u>[Signature]</u> Date <u>1/9/17</u></p> <p>COUNTY ADMINISTRATOR By: <u>[Signature]</u> Date <u>1/11/18</u></p> <p>BOARD OF SUPERVISORS YES: NO:</p> <p>By: _____ Date _____</p>	<p>EXPLANATION OF REQUEST</p> <p>To recognize and appropriate new revenue from the State Emergency Telephone Account and reallocate funds from 7040/2479 (other special dept expense) for the purchase of a 911 voice logging recorder.</p> <p align="right"><u>[Signature]</u></p> <p>PREPARED BY: <u>Jackie Lorrekovich</u> TITLE: <u>Chief of Administrative Services</u> DATE: <u>1/8/18</u></p> <p align="right">APPROPRIATION <u>APOO 5048</u> ADJ. JOURNAL NO.</p>
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AUDITOR-CONTROLLER USE ONLY:
FINAL APPROVAL NEEDED BY:
☒ BOARD OF SUPERVISORS
☒ COUNTY ADMINISTRATOR
☒ AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
7040	9435	Misc State Aid	122,280.00	
TOTALS			122,280.00	0.00

APPROVED

AUDITOR – CONTROLLER
 By: [Signature] Date 1/9/17

COUNTY ADMINISTRATOR
 By: [Signature] Date 1/11/18

BOARD OF SUPERVISORS

YES: _____

NO: _____

By: _____ Date _____

EXPLANATION OF REQUEST

To recognize and appropriate new revenue from the State Emergency Telephone Account for the purchase of a 911 voice logging recorder.

[Signature]

PREPARED BY: Jackie Lorrekovich
 TITLE: Chief of Administrative Services
 DATE: 1/8/2018

REVENUE ADJ. JOURNAL NO. RAOO 5048



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: January 16, 2018

Subject: Amendment to Tablet Command Software Development and Use Agreement

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute the first amendment to the Software License and Interface Development Agreement with Tablet Command, Inc., in an amount not to exceed \$50,000, for the development, use, and support of computer aided dispatch incident command software, and to extend the contract term to June 30, 2018.

FISCAL IMPACT:

100% CCCFPD EMS Transport Fund. The amount due under the Software License and Interface Development Agreement is \$46,688 in one-time funds.

BACKGROUND:

The Contra Costa County Fire Protection District Board of Directors approved a Software License and Interface Development Agreement for the Tablet Command software program on January 12, 2016. The agreement provided for Tablet Command, Inc. to develop a two-way interface to allow the Contra Costa Regional Fire Communications Center and all District resources to communicate location, response status, and important emergency information as required by the contract between the Contra Costa County Fire Protection District (District) and the County for providing emergency

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/16/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 16, 2018

Contact: Lewis Broschard, Dep Fire
Chief 925-941-3501

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

ambulance services.

This amendment will extend the expiration date of the agreement from January 31, 2017 to June 30, 2018, and provide for Tablet Command to create additional functionality for the Tablet Command Pro Two-Way Interface and for the District to compensate Tablet Command.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not have the opportunity to optimize its use of the computer aided dispatch incident command software two-way communication interface for fire and ambulance resources.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: January 16, 2018

Subject: Purchase Order for 911 Voice Logging Recorder

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with Motorola Solutions, Inc., in an amount not to exceed \$215,000, for the purchase of a 911 voice logging recorder with associated components, software, installation, and training.

FISCAL IMPACT:

The State of California has obligated up to \$122,276 in reimbursement from its State Emergency Telephone Account. The current voice logging recorder quote is \$211,063. The District will fund the remaining \$88,787 from the CCCFPD EMS Transport Fund (204000).

BACKGROUND:

The Contra Costa County Fire Protection District (District) needs to upgrade the voice logging recorder in the Contra Costa Regional Fire Communications Center (CCRFCC). The voice logging recorder logs all incoming and outgoing 911 communications. The District's current recorder is out-of-date and in need of replacement. The vendor no longer supports the existing equipment.

The District is legally

☒ APPROVE

☐ OTHER

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☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/16/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: January 16, 2018

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

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

required to keep a record of 911 calls. Logging of calls also assists with the effectiveness of call processing (e.g., instant playback). CCRFCC receives and dispatches calls for the District and provides dispatch services for five other fire districts/departments within the County. CCRFCC also provides dispatch services for the Contra Costa County 911 emergency ambulance system. Approximately 80% of the calls received in the CCRFCC are for emergency medical services.

CONSEQUENCE OF NEGATIVE ACTION:

This equipment is vital to maintaining accurate and legally required medical and fire records.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: January 16, 2018

Subject: 2017 Assistance to Firefighters Grant

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD), Assistance to Firefighters Grant (AFG), in an amount not to exceed \$1,500,000, for the purchase of automatic chest compression devices and a breathing support unit.

FISCAL IMPACT:

90% Federal; 10% local agency match requirement.

BACKGROUND:

The purpose of the Assistance to Firefighters Program is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The funds provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. AFG has three activities: Operations and Safety, Vehicle Acquisition, and Regional Projects. Each activity has its own eligibility requirements.

The Contra Costa County Fire Protection District will apply for projects under both Operations

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COMMITTEE

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ATTESTED: January 16, 2018

Contact: Lewis Broschard, Deputy
Chief 925-941-3501

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

and Safety, and Regional Projects.

For Operations and Safety, the District will seek funding for thirty automatic chest compression devices and accessories. To save the lives of sudden cardiac arrest patients, a steady supply of oxygen to the heart and brain is needed. Circulation can be created through chest compression. Performing manual chest compression is both difficult and tiring and impossible in certain situations. Automatic devices provide steady compressions in accordance with the latest guidelines and allow rescuers to focus on other life-saving tasks.

For Regional Projects, the District will seek funding for a breathing support unit. During prolonged emergencies, particularly structure fires, where firefighters are required to wear Self Contained Breathing Apparatus (SCBA), these air bottles will need to be replaced and refilled. Breathing support units have the ability to refill the SCBA bottles at the scene of an emergency.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not be able to take advantage of this funding opportunity.