

**CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT**

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

**CANDACE ANDERSEN, CHAIR**

**DIANE BURGIS, VICE CHAIR**

**JOHN GIOIA**

**KAREN MITCHOFF**

**FEDERAL D. GLOVER**

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

**LEWIS T. BROSCARD III, FIRE CHIEF**

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

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

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

Staff reports related to open session items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us).

**AGENDA  
March 10, 2020**

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

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

**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 Contra Costa County Fire Protection District fire station construction projects.  
(Lewis T. Broschard III, Fire Chief)

**D.4** CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (Lewis T. Broschard III, Fire Chief)

**CONSENT ITEMS**

- C.1** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with Kitchell/CEM to increase the payment limit by \$200,000 to a new payment limit of \$895,000 and to extend the termination date from March 13, 2020 to September 13, 2021 to provide construction management services for Fire Station No. 70 located in San Pablo. (100% CCCFPD Capital Construction Fund)
- C.2** APPROVE and AUTHORIZE the Auditor-Controller, on behalf of the Contra Costa County Fire Protection District, to make a payment to the State of California Department of Health Care Services in the amount of \$521,009 for the Ground Emergency Medical Transportation Quality Assurance Fee for ambulance transports in the fourth quarter of 2019. (100% CCCFPD EMS Transport Fund)
- C.3** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a Master License and Services Agreement with Calytera, US, Inc., for fire prevention inspection software and support for the period March 11, 2020, through March 10, 2025, in an amount not to exceed \$420,000, and a contract with Vision33 Inc., for implementation, hosting, and support of the fire inspection software for the period March 11, 2020 through March 10, 2025, in an amount not to exceed \$607,000. (100% CCCFPD General Operating Fund)

### **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.

Subscribe to receive to the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 335-1900 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed:

[www.co.contra-costa.ca.us](http://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, April 13, 2020, at 7:00 p.m. at their Administrative Office, 4005 Port Chicago Highway, Suite 250, Concord, CA 94520.

**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

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

**CCHP** Contra Costa Health Plan

**CCTA** Contra Costa Transportation Authority

**CCRMC** Contra Costa Regional Medical Center

**CCWD** Contra Costa Water District

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

**MTC** Metropolitan Transportation Commission  
**NACo** National Association of Counties  
**NEPA** National Environmental Policy Act  
**NFPA** National Fire Protection Association  
**OES-EOC** Office of Emergency Services-Emergency Operations Center  
**OPEB** Other Post Employment Benefits  
**OSHA** Occupational Safety and Health Administration  
**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: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District  
Date: March 10, 2020

Subject: Update on Fire Station Construction Projects - March 10, 2020

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**RECOMMENDATION(S):**

ACCEPT a report from the Fire Chief providing a status summary for Contra Costa County Fire Protection District fire station construction projects.

**FISCAL IMPACT:**

Status report only. 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 District fire station construction projects.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/10/2020**  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: March 10, 2020

Contact: Lewis T. Broschard III, Fire Chief (925) 941-3300

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

By: , Deputy

cc:

ATTACHMENTS  
March Construction  
Update



## CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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March 10, 2020

TO: Board of Directors

FROM: Lewis T. Broschard III, Fire Chief

RE: Update on Fire Station Construction Projects

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- Fire Station 9 – Pacheco

Fire District staff is working collaboratively with the airport and other Public Works staff in order to identify a solution to the drainage issues that have caused delays in obtaining CEQA approval. After a path forward has been identified, we will work toward initiating the lengthy permit process that is necessary for work to take place on the site.

- Fire Station 70 – San Pablo

The lack of winter rain has enabled construction to proceed at a steady pace. Much of the wood framing has been completed. The large steel columns for the apparatus bays are complete. Roof framing will take place next. We are still projecting a spring 2021 opening.

- Fire Station 86 – Bay Point

Building plans have been submitted, and we are in the process of addressing the planning conditions of approval. We are working with Golden State Water Company to bring water to the site. A prequalification process for general contractors is underway in order to establish a list of eligible builders while staff is also exploring financing options. In addition, a selection process for construction managers is underway in partnership with Public Works. Later this spring, the District expects to seek Board authorization to put the project out to bid.



**Contra  
Costa  
County**

To: Contra Costa County Fire Protection District Board of Directors  
From: Lewis T. Broschard, III, Chief, Contra Costa Fire Protection District  
Date: March 10, 2020

Subject: Fire Chief's Report - March 10, 2020

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**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.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/10/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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ATTESTED: March 10, 2020

Contact: Lewis T. Broschard III, Fire Chief (925) 941-3300

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

March FC  
Report



## CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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March 10, 2020

TO: Board of Directors

FROM: Lewis T. Broschard III, Fire Chief

RE: Fire Chief's Report

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- **Evolving "Off" Fire Season.** The extended dry spell running from February into March could signal an early start to the fire season. We took the unusual step of dispatching one of our fire dozers to a seven-acre grass fire in East County on February 22. In this case, the fire was accidental which points to the need for residents to be cautious, especially as the dry spell continues.
- **Coronavirus Planning.** We continue to monitor the situation relative to the spread of this virus with an eye toward protecting our first responders and keeping our employees informed. As this is an evolving issue, discussions regarding continuity of operations, as well as surge capacity for ambulances and fire resources, are taking place in advance of a potential increase in the severity of the spread or impact on the emergency response system within Contra Costa County.

Our ambulance transport system has premade kits on hand for outfitting ambulances to accommodate transports of known infected patients. Personal protective equipment (PPE) for responders is provided following CDC recommendations.

- **Academy 54 Update.** Academy 54 graduated on February 13 adding 22 new probationary firefighters to our ranks. Since then, they have all begun their respective first company assignments within the District, continuing their fire service professional development under the tutelage of veteran fire captains. After five months in these initial assignments, each probationary firefighter will rotate to a second assignment and have the opportunity to learn from another veteran fire captain.
- **Academy 55 Update.** Six candidates are in the final pre-employment screening process for the lateral Firefighter-Paramedic Academy. We expect to begin the academy for these experienced firefighter-paramedics on April 13.
- **Fire Control Worker Recruitment.** Twelve candidates are in the pre-employment screening process for this program. New hires will begin their one-month training on May 1.

- REACH Partnership. We continue to see improvements in total response time and reductions in time for patient transfer into the air ambulance at scenes. This is resulting in a shorter overall time window to get critical patients from a scene and delivered to an appropriate medical care facility. Con Air 1, the larger of our two partnership helicopters, capable of hoist rescue and aerial firefighting, is due to arrive at the Buchanan Field base in mid-March. The aircraft is expected to go into service later this month in an air ambulance-only role. This will provide a second air ambulance operating out of Buchanan Field. Work continues to prepare it for its hoist rescue and aerial firefighting roles with an expected in service date sometime later this summer. At that time, we will conduct a media event to communicate the many benefits of this partnership to the county and larger region these two aircraft serve.
- ET3. We were notified in late February by the Centers for Medicare and Medicaid Services (CMS) that we were selected to participate in the Emergency Triage, Treat, and Transport (ET3) Model. The five-year payment model is designed to provide greater flexibility to ambulance crews to address the emergency health care needs of Medicare Fee-for-Service beneficiaries following a 911 call. The model is set to begin during the spring of 2020. Although there are current regulatory impediments to full implementation of the model in California, we are working closely with both the County EMS Authority and State EMS Agency to determine if there can be a path forward as a pilot program within the current regulatory framework.



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District  
Date: March 10, 2020

Subject: Amendment No. 1 to Consulting Service Agreement with Kitchell/CEM for Construction Management Services for Fire Station No. 70 (WH704B)

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with Kitchell/CEM, effective March 13, 2020, to increase the payment limit by \$200,000 to a new payment limit of \$895,000 and to extend the termination from March 13, 2020 to September 13, 2021 to provide construction management services for Fire Station No. 70 located at 1800 23<sup>rd</sup> Street in San Pablo.

**FISCAL IMPACT:**

The Fire Station 70 project is being funded out of the District's new capital construction fund (fund 202500). The District is contributing approximately \$10 million to the project from its general operating fund reserves, and the City of San Pablo is contributing \$4.5 million. The District will need to return to the Board prior to the end of the current fiscal year with a budgetary adjustment to realign budgeted amounts with actual Capital Projects Management (Public Works) expenditures.

**BACKGROUND:**

On March 13, 2018, the Board approved a Consulting Services Agreement with Kitchell/CEM in the amount of \$695,000 with an

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/10/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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ATTESTED: March 10, 2020

Contact: Lewis T. Broschard III, Fire Chief (925) 941-3300

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

expiration date of March 13, 2020. Due to underground utility issues, construction began later than planned. As a result of the later start, the duration of this contract needs to be extended to September 2021, and the pay limit needs to be increased to \$895,000. The new expiration date and pay limit assume project completion by late spring or early summer of 2021 with some allowance for potential construction delays.

The new station is being built to house two full three-person crews for potential expansion of services in the future; will include modern seismic standards; and will meet ADA requirements. The station will provide protection for the community over the next fifty years and will provide personnel with the components, systems, and features found in a modern fire station.

CONSEQUENCE OF NEGATIVE ACTION:

If the amendment is not approved, construction management support will not be utilized through the completion of construction and close out.



**Contra  
Costa  
County**

To: Contra Costa County Fire Protection District Board of Directors  
 From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District  
 Date: March 10, 2020

Subject: GEMT QAF Payment to California Department of Health Care Services CY 2019 Q4

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Auditor-Controller, on behalf of the Contra Costa County Fire Protection District, to make a payment to the State of California Department of Health Care Services in the amount of \$521,008.95 for the Ground Emergency Medical Transportation Quality Assurance Fee for ambulance transports provided by the Contra Costa County Fire Protection District in the months of October, November, and December (Quarter 4) of 2019.

**FISCAL IMPACT:**

The Ground Emergency Medical Transportation (GEMT) / Quality Assurance Fee (QAF) program increases the historic base rate of Medi-Cal reimbursement by \$220.80 per transport. The GEMT/QAF program, therefore, increases the per transport reimbursement from the historic base rate of \$118.20 to \$339.00.

To fund this program, the State of California Department of Health Care Services (DHCS) began assessing all transport providers within the State of California a fee of \$25.23 per transport effective July 1, 2018. The fee was increased to \$26.07 for payments due on or after July 1, 2019. The increased fee was approved by the Centers for Medicare & Medicaid Services (CMS) on September 6, 2019. The District received the attached invoice from DHCS on February 13, 2020.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/10/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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ATTESTED: March 10, 2020

Contact: Jackie Lorrekovich, Chief Admin  
 Svcs (925) 941-3300

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

By: , Deputy

cc:

### FISCAL IMPACT: (CONT'D)

The fiscal impact will be revenue generating for the District due to the significant number of Medi-Cal transports within the District's ambulance operating area. Medi-Cal is the second highest payer type (second to Medicare). The net revenue the District receives will be calculated by multiplying the \$220.80 per transport uplift for Medi-Cal fee-for-service and Medi-Cal managed care transports less the \$26.07 QAF the District is required to pay on all transports.

The net revenue estimate (uplift less QAF) for the District for 2019 is approximately \$2 million under the current funding and fee parameters.

### BACKGROUND:

CMS approved State Plan Amendment (SPA) 18-004 authorizing the GEMT/QAF program in March 2019. The Quality Assurance Fee (QAF) is an add-on fee used to increase Medi-Cal funding.

Essentially, emergency medical transportation providers in California must pay this fee on all transports, and in return, providers will receive an uplift that increases the Medi-Cal reimbursement base rate for Medi-Cal fee-for-service and managed care recipients.

CMS approved SPA 19-0020 in September 2019. SPA 19-0200 increased the QAF from \$25.23 per transport to \$26.07 per transport on all payments due July 1, 2019, and thereafter.

This request is for calendar year 2019 quarter four (4) fees (for October-December 2019 transports). The payment is due on or before April 1, 2020. State program representatives indicated there would be no exceptions and late fees may be assessed by the State for payments not received by the due date.

### CONSEQUENCE OF NEGATIVE ACTION:

The QAF payment is mandatory for all providers (public and private) within the State. If not paid, the State can assess late payment penalties and withhold provider payments for ambulance services provided to Medi-Cal recipients.

### ATTACHMENTS

2019 Q4 GEMT QAF Invoice



RICHARD FIGUEROA  
ACTING DIRECTOR

State of California—Health and Human Services Agency  
Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

**Ground Emergency Medical Transport (GEMT)  
Quality Assurance Fee (QAF) – Quarterly Payment  
Provider Invoice**

<b>Provider Information:</b>	<b>Due Date:</b> 4/1/2020
<b>Name:</b> CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT  <b>DHCS Account Number:</b> GEM1316339609	<b>Payment Details:</b>
	<b>Year:</b> 2019 <b>QTR:</b> Q4  <b>Invoice Number:</b> GEM0420H528  <b>Amount Due:</b> \$ 521,008.95

Fiscal Year	Reporting Structure	Account	App Ref	Service Location
2019-20	4260KB0B	4129200	980	80005
Activity	Program	Alt Account	Fund	Project
	9990		3323	

Emergency Transport Type:	Quantity:
Medi-Cal Fee-for-Service	779
Medi-Cal Managed Care	4443
Medicare	6851
Other	5387
Dual Medicare/Medi-Cal	2525
<b>Amount Due</b>	<b>= Sum of Total Transports x QAF Rate ( \$26.07 )</b>
	<b>= \$ 521,008.95</b>

Payment Instructions:
<p>1. Please use the invoice number provided above to pay via Electronic Funds Transfer (<a href="http://dhcs.ca.gov/epay">http://dhcs.ca.gov/epay</a>).</p> <p>OR</p> <p>2. Please submit this invoice and payment to:            Department of Health Care Services            Accounting Section/Cashiers Unit, MS1101            GEMT QAF            P.O. Box 997415            Sacramento, CA 95899-7415</p>



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District  
Date: March 10, 2020

Subject: New Fire Inspection Records Management System

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute (1) a Master Lease and Services Agreement with Calytera, US, Inc., for fire prevention inspection software and support for the period March 11, 2020, through March 10, 2025, in an amount not to exceed \$420,000, and (2) a contract with Vision33 Inc., for implementation, hosting, and support of Calytera Amanda fire inspection software system for the period March 11, 2020, through March 10, 2025, in an amount not to exceed \$607,000.

**FISCAL IMPACT:**

The District budgeted for the implementation, hosting, and support of a new fire inspection records management system in the current fiscal year and will continue to recommend appropriate budgetary appropriations for this project over the next five years. The District's Fire Prevention Bureau charges fees for fire safety inspections, permitting of specific operations, and plan review services. The records management system cost is considered when calculating the fire prevention fees so they reflect the District's actual costs of providing services.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/10/2020**  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: March 10, 2020

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

Contact: Chris Bachman, Assistant Fire Chief/Fire Marshal, 925-941-3300

By: , Deputy

cc:

## BACKGROUND:

The Contra Costa County Fire Protection District (District) conducts fire safety inspections and the permitting of specific operations and plan review services for the Contra Costa County Fire Protection District, in accordance with the California Fire Code (CFC). These operations include annual fire and life safety inspections of occupancies required by the Health and Safety Code and the California State Fire Marshal. Additionally, these operations also include, but are not limited to, life safety inspections, plan review for construction projects, and issuing permits as identified in the CFC for various activities (e.g., operating places of public assembly, schools, adult and child care facilities, and the production and handling of hazardous materials).

The District currently uses a records management system to track inspection data but needs an upgraded and more robust system to improve the quality of the records and allow for the automation of initial data loading and updates. A new records management system was also recommended by the Contra Contra County Civil Grand Jury in a report issued in May 2019. The report was issued subsequent to the ghost ship fire that occurred in Oakland, California.

The software vendor, Calytera, offers Amanda Editions Enterprise software system that provides advanced reporting and analytics and an online public access portal. Vision33 Inc. will implement, host, and support the software.

The Calytera software and services agreement obligates the District to indemnify, defend, and hold Calytera harmless against any claim to the extent arising from the District's gross negligence or willful misconduct, and limits the vendor's liability to the County to the amount County pays under the contract except to the extent of a party's gross negligence or intentional misconduct.

The Vision33 Inc. contract limits the vendor's liability arising out of or in connection with the contract or any deliverables provided to \$1,000,000. Payments are non-refundable except to the extent of any damages finally awarded to District by a court or by way of settlement of a contract dispute.