

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
BOARD CHAMBERS, ADMINISTRATION BUILDING, 1025 ESCOBAR STREET
MARTINEZ, CALIFORNIA 94553-1229

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

MONICA NINO, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 655-2075
LEWIS T. BROSCHARD III, FIRE CHIEF

To slow the spread of COVID-19, the Health Officer's Shelter Order of December 16, 2020, prevents public gatherings ([Health Officer Order](#)). In lieu of a public gathering, the Board of Supervisors meeting will be accessible via television and live-streaming to all members of the public as permitted by the Governor's Executive Order N29-20. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov.

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA MAY CALL IN DURING THE MEETING BY DIALING **888-251-2949** FOLLOWED BY THE ACCESS CODE **1672589#**. To indicate you wish to speak on an agenda item, please push "#2" on your phone.

All telephone callers will be limited to two (2) minutes apiece. The Board Chair may reduce the amount of time allotted per telephone caller at the beginning of each item or public comment period depending on the number of calls and the business of the day. Your patience is appreciated.

A lunch break or 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 online at www.contracosta.ca.gov.

AGENDA
January 19, 2021

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

CONSIDER CONSENT ITEMS (Items listed as C.1 through C.1 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 awarding and authorizing the Fire Chief, or designee, to execute a construction contract in the amount of \$9,579,000 with C. Overaa & Co. for the Fire Station No. 86 Project, Bay Point area. (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)
- D.5** 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)

CONSENT ITEMS

- C.1** ACCEPT the 2020 Annual Report of the Advisory Fire Commission, as recommended by the Fire Chief. (No fiscal impact)

GENERAL INFORMATION

The County 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) 655-2000. An assistive listening device is available from the Clerk, First Floor.

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) 655-2000, to make the necessary arrangements.

Forms are available to anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda. Forms may be obtained at the Office of the County Administrator or Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California.

Subscribe to receive to the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 655-2000 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

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402, including as the Housing Authority and the Successor Agency to the Redevelopment Agency. Persons who wish to address the Board 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 Supervisors less

than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board 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 Board 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 Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 1025 Escobar Street, First Floor, Martinez, CA 94553.

ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, February 8, 2021, 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: January 19, 2021

Subject: Construction Contract for New Fire Station 86 at 10 Goble Drive in Bay Point

RECOMMENDATION(S):

APPROVE the plans, specifications, and design for the above Project.

DETERMINE that the bid submitted by C. Overaa & Co. (Overaa) complies with all requirements of the Project specifications, including the requirements of the County's Outreach Program.

WAIVE any minor irregularities in Overaa's bid.

FURTHER DETERMINE that Overaa has submitted the lowest responsive and responsible bid for the Project.

CONFIRM the rejection and denial of the bid protest submitted by D.L. Falk Construction Inc, the second lowest bidder.

AWARD the construction contract for the above project to Overaa (Contractor), in the listed amount (\$9,579,000) submitted in the bid, and DIRECT the Fire Chief, or designee, to prepare the contract.

DIRECT that Overaa shall submit two good and sufficient surety bonds (performance and payment bonds) in the amount of \$9,579,000 each.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **01/19/2021** 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 19, 2021

Contact: Aaron McAlister, Deputy Fire Chief (925) 383-5003

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

RECOMMENDATION(S): (CONTD)

>ORDER that, after the Contractor has signed the contract and returned it, together with the bonds, certificate of insurance, and other required documents, and the Fire Chief has reviewed and found them to be sufficient, the Fire Chief, or designee, is authorized to sign the contract for this Board.

ORDER that, in accordance with the project specifications and upon signature of the contract by the Fire Chief, or designee, any bid bonds posted by the bidders are to be exonerated and any checks or cash submitted for bid security shall be returned.

ORDER that the Fire Chief, or designee, sign any escrow agreements prepared for this Project to permit the direct payment of retention into escrow or the substitution of securities for moneys withheld by the District to ensure performance under the contract, pursuant to Public Contract Code Section 22300.

AUTHORIZE the Fire Chief, or designee, to order changes or additions to the work in a total amount not to exceed \$957,900 (i.e., 10% of the contract award amount).

DELEGATE, pursuant to Labor Code Section 6705, to the Fire Chief or to any registered civil or structural engineer employed by the District, the authority to accept detailed plans showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection during trench excavation covered by that section.

DELEGATE to the Fire Chief, Public Works Director, or designee, the authority to approve requests for subcontractor substitution pursuant to Public Contract Code Section 4107.

DECLARE that, should the award of the contract to Overaa be invalidated for any reason, the Board would not in any event have awarded the contract to any other bidder, but instead would have exercised its discretion to reject all bids. Nothing in this Board Order shall prevent the Board from re-awarding the contract to another bidder in cases where the successful bidder establishes a mistake, refuses to sign the contract, or fails to furnish required bonds or insurance (see Public Contract Code Sections 5100-5107).

FISCAL IMPACT:

This project will be financed by lease revenue bonds, approved by the Board on December 15, 2020. The debt service for these bonds will be paid by a combination of revenue from development impact fees and the Contra Costa County Fire Protection District general operating fund over a 20 year period.

BACKGROUND:

Fire Station 86 is presently located at 3000 Willow Pass Road in Bay Point. The Fire Station is in excess of 60 years old and is too small to accommodate the needs of the modern fire service. The layout consists of multiple unconnected buildings used for various purposes. This station itself is believed to contain asbestos, requiring remediation for even the smallest of modifications to the structure. Ownership of the new site predates the annexation of Riverview Fire Protection District. This project has had several starts and stops over the decades. This fire station will serve Bay Point and the adjacent City of Pittsburg. The Pittsburg area south of Highway 4 has seen significant growth in recent year. This growth is anticipated to continue.

On January 16, 2018, the District contracted with RRM Design Group to develop plans and specifications for a fire station at this location. On January 22, 2020, this Project was approved by the Contra Costa County Department of Conservation and Development with a Mitigated Negative Declaration pursuant to the California Environmental Quality Act (CEQA). The Mitigated Negative Declaration having been posted and no legal challenge having been filed within the time allowed by law, this Project fully complies with CEQA. The new station will house one engine company but will be capable of housing a second crew for red flag fire weather

events or expansion of services in the future. The facility will comply with seismic standards as well as ADA requirements. The station will provide fire protection for the community over the next fifty years and provide personnel with the components, systems, and features found in modern fire stations. The new Fire Station 86 will be a 10,800 square foot, single-story structure (5,100 square foot living area and 5,700 square foot apparatus bay) including, but not limited to, three (3) apparatus bays, kitchen, seven firefighter dormitories across from three restrooms, offices, training, exercise, decontamination, storage, day and dining rooms, along with all associated heating and cooling, electrical, civil site work, and landscaping. The site includes visitor parking spaces, secured firefighter parking in the back, an emergency power generator, and an onsite fuel tank. The project will also include a photovoltaic roof system and has been designed to meet LEED Silver equivalency per the County's standard for public buildings.

On October 13, 2020, this Board approved the design and bid documents for the construction of the Project and authorized the solicitation of bids in accordance with Public Contract Code Section 22037. Bids were received and opened by the Public Works Department on December 10, 2020, and the bid results are as follows:

#1 Bidder: C. Overaa & Co., Richmond, CA. \$9,579,000

#2 Bidder: D.L. Falk Construction Inc., Hayward, CA. \$9,714,000

#3 Bidder: Alten Construction, Inc., Richmond, CA. \$10,088,000

County Public Works Department staff has thoroughly reviewed the bids and determined that Overaa's bid is responsive and that Overaa has documented an adequate good faith effort to comply with the requirements of the County's Outreach Program, as provided in the Project specifications. Staff recommends that the construction contract for this Project be awarded to Overaa Construction Inc., the lowest, responsible bidder, in the amount of \$9,579,000, as listed in Overaa's bid.

On December 14, 2020, Falk, which submitted the second lowest bid at a price \$135,000 higher than Overaa's, submitted a written bid protest to the County challenging three subcontractors listed in Overaa's bid (see Attachment A). After thoroughly reviewing and investigating Falk's bid protest, the Public Works Director, on January 5, 2021, sent a letter rejecting and denying the bid protest as defective and invalid for failure to sign it under penalty of perjury, as required by the Project specifications, and concluding that, even if the bid protest had complied with the Project specifications and could somehow be considered, it had no merit because the alleged deficiencies were being cured, as allowed by law, did not exist, or at most would be considered minor irregularities that could be easily waived by this Board (see Attachment B). Falk did not appeal rejection of the bid protest and, pursuant to the Project specifications, has waived any right to further pursue the bid protest. Staff recommends that the Board confirm the rejection and denial of Falk's bid protest.

CONSEQUENCE OF NEGATIVE ACTION:

If the Project is not approved, a new fire station will not be constructed, potentially impacting future emergency response in the area. Alternatively, if the District is directed to proceed under a different course of action, delays would be added to the construction timeline increasing cost due to escalation.



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: January 19, 2021

Subject: Fire Chief's Report - January 19, 2021

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: **01/19/2021** 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 19, 2021

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

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Fire Chief's Report January
2021



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

January 19, 2021

TO: Board of Directors

FROM: Lewis T. Broschard III, Fire Chief

RE: Fire Chief's Report

- COVID-19 Update. EMS calls are trending with normal seasonal levels through early January. Increases in the number of personnel out with flu-like symptoms, as well as personnel testing positive for COVID or having to be taken off duty for exposures, is causing staffing issues in District operations and ambulance transport operations. So far, we continue to manage the vacancies with voluntary and mandatory overtime. Rapid antigen testing is assisting us in making determinations on return to work protocols.
- COVID-19 Vaccination Update. We completed the fourth in a series of four first-round vaccination clinics for patient-contact employees on January 7. Our eligible employees were offered the Moderna vaccine in clinics conducted by Contra Costa Health Services and hosted alternatively by Con Fire and San Ramon Valley Fire. Second doses will be made available the last week of January into the first week of February – not less than 28 days since the first dose.
- Public Vaccination Clinics. We continue to work with Public Health on staffing and implementing a vaccine clinic to assist in increasing the total number of vaccines administered on a daily basis.
- Antigen Testing Kits Available. We are implementing a “tele-test” (telehealth) option for on duty personnel who develop symptoms after hours or on weekends. During regular business hours, antigen testing will continue to take place at Fire District Administration, as per the current routine. Rapid antigen tests are powerful tools – providing results in just 15 minutes – and allow us to quickly identify positive cases and potential exposures instead of waiting three or more days for a PCR result. They also play a role for cases where symptoms develop after a vaccination.
- 2021 Operational Planning. Conducted later than normal due to COVID related activities and the continued late fire season, District leadership conducted planning for fiscal year 2021, finalizing this year's plan in January. The plan will guide our normal operational goals and objectives for 2021.

- Fire District Annexation Study. Phase II of the Fire District Consolidation Study initiative, examining the two potential annexations in great detail, is ongoing. We expect results of Phase II to be available for decision making in mid-2021.
- Operations Updates. Our Live Find, Search, and Rescue Canine Program is progressing well with dog handler Firefighter Tony Vasta and partner “Bonus” having been matched on December 11, 2020, the day both graduated from the Search Dog Foundation Handlers Course. Bonus and Tony are training multiple days a week in preparation for their official federal and state certification tests that will be conducted in the next few months. This powerful new search and rescue team is expected to be available for responses after successfully completing their certification tests.



Extended maintenance for Con Air 1 has delayed planned hoist training which is now expected to begin in the second half of January with completion for pilots and crews sometime in spring. With Con Air 1's return from maintenance this month and the anticipated hoist-mission addition later this spring, we are opening a recruiting process for the REACH Air Ambulance Partnership next month to add to our bench of flight-qualified fire captains/engineers.

Based on the success of the first year of Crew 12 and our new Fire Control Worker program, the District is now in the recruitment process for 2021. Applications are now being accepted with interviews planned for next month. For the program's

second year, we plan to expand it by standing up two complete crews as we reenter peak fire season later this spring.

- Alliance Ambulance Staffing. In response to system impacts related to COVID (an increase in total call volume, increased numbers of staff off duty, and patient offload time issues), we will be adding Basic Life Support (BLS) capacity on an as needed basis. A BLS unit consists of two Emergency Medical Technicians, as opposed to one paramedic and one EMT in our normal deployment model. The result will ensure adequate capacity for less critical transport needs while maintaining availability of paramedic ambulances to respond to emergency calls.
- Fire Prevention Updates. As part of its ongoing effort to mitigate wildfire risks by better tracking causes of such fires, our Fire Prevention Bureau has implemented a data-tracking system to evaluate all exterior fires. A dashboard (pictured below) has also been created for a monthly overview of year-to-date accomplishments in the Bureau.

Review of our 2020 code enforcement inspection performance reveals 100% of all state-mandated occupancy inspections were conducted before the end of the year. This is a significant accomplishment due to inspectors being removed from field operations in the first few months of the pandemic.



- Communications Update. Late last year, our assistant chief recruitment effort resulted in a selection for this critical position. The candidate is undergoing a background investigation which is expected to be concluded this month.

- Training and Safety Updates.

Con Fire continues to focus on training and professional development while persevering through the pandemic. The Training and Safety Division has implemented a series of measures and adapted facilities to support in-person training while providing for safety of personnel to prevent the spread of COVID-19.

More than 30 fire service and law enforcement leaders from Con Fire and the County participated in a virtual Unified Command and Major Incident Management Training last month.

Academy 54's firefighters and firefighter paramedics completed their 10-month probationary testing and are on track to complete their probationary year next month.

Ten Con Fire personnel participated in Rescue Systems 1 Training last month. This specialized rescue training includes collapse and entrapment rescue techniques utilizing shoring, ladders, and rope systems. The class is pictured below.





**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: January 19, 2021

Subject: Update on Fire Station Construction Projects - January 19, 2021

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.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/19/2021** 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 19, 2021

Contact: Aaron McAlister, Deputy Fire Chief (925) 941-3300 x1101

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Construction Update - January
2021



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

January 19, 2021

TO: Board of Directors

FROM: Lewis T. Broschard III, Fire Chief

RE: Update on Fire Station Construction Projects

- Fire Station 86 – Bay Point

The January 19 Board of Directors agenda includes an item to award the construction contract to the apparent low bidder. The duration of construction is projected to be 610 days which brings the target completion date to winter of 2022. This is a significant project for the District as we invest in facilities that enhance our future capabilities.



PERSPECTIVE SKETCH - ENTRY

- Fire Station 70 – San Pablo

Construction continues at a good pace with minimal issues. We are on schedule and projecting a spring 2021 opening.

- Fire Station 9 – Pacheco

Progress with this site has slowed as we work through drainage challenges and potential FAA approvals for an alternate site. All options are being pursued. A more detailed update should be available in the coming months.



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: January 19, 2021

Subject: Advisory Fire Commission 2020 Annual Report to the Board of Directors

RECOMMENDATION(S):

ACCEPT the 2020 Annual Report of the Advisory Fire Commission.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

At the request of the Contra Costa County Fire Protection District Board of Directors, the Fire Chief is submitting the 2020 Annual Report of the Advisory Fire Commission.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/19/2021** APPROVED AS RECOMMENDED OTHER

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ATTESTED: January 19, 2021

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

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS
AFC 2020 Annual
Report

2020 ANNUAL REPORT



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT ADVISORY FIRE COMMISSION

Erel Betser, District I
Matthew Guichard, District II (Vice Chair)
Michael Daugelli, District III
Debra Galey, District IV (Chair)
Richard S. Nakano, District V
Mike Egan, At Large #1
Richard T. Chapman, At Large #2 (Liaison to the Board of Directors)
Latonia Ellingberg, Staff

Lisa Bartley, At-Large Alternate #1 (January – June)
Walter Fields, At-Large Alternate #2

2020 ANNUAL REPORT

Contra Costa County Fire Protection District Advisory Fire Commission

Meetings: Bi-monthly meetings were held: February, August, October, and December. April and June meetings were cancelled due to COVID-19 restrictions.

Location/Time: 4005 Port Chicago Highway, Concord at 7:00 p.m. Virtual-only meetings were held in August, October, and December.

Chair: Debra Galey

Staff: Latonia Ellingberg

Reporting Period: January through December 2020

I. ACTIVITIES

- Conducted regular business of the Commission
- Conducted regular business of the Commission as well as the following Committees:
 - Apparatus & Equipment*
 - Bylaws
 - Budget*
 - Personnel*
 - Property and Annexation*

*(*All above committee business conducted during the course of regular meetings.)*

- Attended Contra Costa County Fire Commissioners Association Meetings
- Attended Board of Supervisors Meetings (virtual)
- Attended Contra Costa County Fire Protection District Board of Directors meetings (virtual)
- Attended the Line of Duty Death Memorial Service (virtual)
- Attended Fire Academy Graduation Ceremony (virtual)
- Attended Fire District Annual Open House (virtual)
- Attended various city council, town hall, and other fire board meetings

II. ACCOMPLISHMENTS

- Conducted public hearings to resolve public complaints regarding weed abatement charges
- Approved adjustments to weed abatement charges
- Exercised oversight of the approval process for the disposal of surplus property

- Provided feedback on fire prevention activities, suppression leave, incident summary reports and response times
- Provided feedback on annual budget

III. ATTENDANCE/REPRESENTATION

- Vacancies: At-Large Alternates #1 and #3
- Diversity: Commission consists of a variety of retired and active business professionals/owners including Engineer; Attorney; retired High School Teacher; Management Analyst – City of Brentwood; retired Security Advisor, former Police Detective, and volunteer Firefighter/EMT with the Graeagle Volunteer Fire Department; retired Fire Captain; Claims Analyst; and Paramedic.
- Level of Participation:

Regular Mtgs.	
Betser	2 of 4
Chapman	4 of 4
Daugelli	4 of 4
Egan	3 of 4
Galey	3 of 4
Guichard	4 of 4
Nakano	3 of 4
Bartley (At-Large Alternate #1)	0 of 1
Fields (At-Large Alternate #2)	4 of 4

- Quorum Frequency: No meetings cancelled due to lack of a quorum.

IV. TRAINING/CERTIFICATION

- Commissioners Egan, Fields, and Nakano completed “The Brown Act and Better Government Ordinance – What You Need to Know as a Commission, Board, or Committee Member.”

V. PROPOSED WORK PLAN/OBJECTIVES FOR NEXT YEAR

- Contribute to the development of a weed abatement appeal process.
- Attend meetings relative to fire service issues.
- Provide input to the Board of Directors.
- Continue to attend Contra Costa County Fire Commissioners Association meetings.
- Continue to monitor citizen complaints stemming from the District’s weed abatement program.
- Continue to approve adjustments to weed abatement charges.
- Continue to exercise oversight of the approval process for the disposal of surplus property.
- Continue to explore alternate funding sources.