

**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, 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](http://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.

Meetings of the Board of Supervisors are closed-captioned in real time. Public comment generally will be limited to two minutes. Your patience is appreciated. A Spanish language interpreter is available to assist Spanish-speaking callers.

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](http://www.contracosta.ca.gov).

**AGENDA**  
**May 18, 2021**

**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 an update on the ongoing annexation feasibility analysis. (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)
- D.6** HEARING to consider adopting Ordinance No. 2021-18 to revise and increase fees for fire safety inspections, permitting of specific operations, and plan review services within the Contra Costa County Fire Protection District. (Chris Bachman, Assistant Chief/Fire Marshal)
- D.7** CONSIDER adopting Resolution No. 2021/4 which supersedes Resolution No. 2020/6, regarding compensation and benefits for unrepresented fire safety management classifications in the Contra Costa County Fire Protection District, as recommended by the Fire Chief. (Lewis Broschard, Fire Chief)

## ADJOURN

## CONSENT ITEMS

- C.1** APPROVE and AUTHORIZE the conveyance of waterline and access easements to Golden State Water Company on property owned by Contra Costa County Fire Protection District in connection with the construction of the New Fire Station 86 Project, as recommended by the Fire Chief; Bay Point area. (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 American Medical Response West in an amount not to exceed \$7,409 for paramedic staffing of COVID-19 vaccination clinics in April 2021. (100% Federal)
- C.3** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with TriTech Software Systems, in an amount not to exceed \$250,000, for the continued annual maintenance of the Contra Costa County Fire Protection District's 911 Computer Aided Dispatch system for the period May 1, 2021, through April 30, 2022. (100% CCCFPD EMS Transport 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 1025 Escobar Street, First Floor, 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, 1025 Escobar Street first floor, Martinez, CA 94553; by fax: 925-655-2006.

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) 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. Applications for personal subscriptions to the Board Agenda may be obtained by calling the Office of the Clerk of the Board, (925) 655-2000. 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, 1025 Escobar Street, First floor, Martinez, California.

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

## **ADVISORY COMMISSION**

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, June 14, 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  
**CCCPCFD (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 (CCCPCFD)** 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  
**ECCPCFD** 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: May 18, 2021

Subject: Annexation Feasibility Analysis Update

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**RECOMMENDATION(S):**

ACCEPT a report from the Fire Chief providing an update on the ongoing annexation feasibility analysis.

**FISCAL IMPACT:**

There is no impact relative to receiving this update.

**BACKGROUND:**

In the fall of 2020, we began a process to study the feasibility of annexing the Rodeo-Hercules Fire Protection District and the East Contra Costa Fire Protection District into the Contra Costa County Fire Protection District. That process was further enhanced with a formal study, referred to as “Phase II”, which was initiated in December, 2020. This action is to receive an update on the progress of Phase II with a review of the steps taken to date and anticipated timelines for the remainder of the study moving forward.

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

Action of Board On: **05/18/2021**  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: May 18, 2021

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

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Annexation Feasibility Study  
Update





CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT  
FIRE • RESCUE • EMS

# ANNEXATION FEASIBILITY STUDY UPDATE

Contra Costa County Fire Protection District  
East Contra Costa Fire Protection District  
Rodeo-Hercules Fire Protection District



# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

## FIRE • RESCUE • EMS

### THE TIMELINE

Tentative Annexation Feasibility Study Schedule (\*Timeline is subject to change and approval will be needed from the Fire Board to advance to from Phase to Phase)

- Phase I (CON & CCE) 8/2020-12/2020- **COMPLETED**
- Phase II Full Study: 12/2020- 7/2021\*
- Phase II Update - 5/18/2021 Board Meeting
- Phase II Findings - June 2021 Board Meeting\*
- Phase II Conclusion (resolution of application to LAFCO if approved) July 2021 Board Meeting\*
- Phase III LAFCO (entire process) 7/2021-3/2022\*
- Phase IV Rodeo-Hercules and/or East Contra Costa Fire Boards dissolved sometime between 2/2022-7/2022\* after all authority and real property transfers are complete



# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE • RESCUE • EMS

## INTRODUCTION/BACKGROUND

- AP Triton Consulting, LLC (Triton) was retained by the Contra Costa County Fire Protection District (CCCFPD).
- The intent was to conduct a two-phase study for a potential annexation of the East Contra Costa Fire Protection District (ECCFPD) and the Rodeo-Hercules Fire District (RHFPD).
- Phase I included Triton's review and fiscal analysis as it related to the conceptual annexation of East Contra Costa FPD by Contra Costa County FPD.



# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE • RESCUE • EMS

## INTRODUCTION/BACKGROUND

Phase I included a review and financial analysis of the conceptual annexation of East Contra Costa FPD by Contra Costa County FPD utilizing projected operational costs provided by CCCFPD and historical revenue data from ECCFPD to include:

- Sources of recurring and non-recurring revenue, including property taxes
- Existing revenue and projections for the next three to five years
- Cost for existing levels of service and projections for the next three to five years
- Contractual services provided to the ECCFPD by CAL FIRE
- Indirect costs, cost allocations, and other contractual obligations



# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE • RESCUE • EMS

## INTRODUCTION/BACKGROUND

- The analysis from Phase I determined that annexation of ECCFPD is fiscally feasible. Phase II of the Study was authorized by CCCFPD, ECCFPD and RHFPD.
- Phase II is a comprehensive financial, operational and feasibility analysis of annexation of RHFPD and ECCFPD into CCCFPD.
- Phase II includes Contra Costa County's Local Agency Formation Commission (LAFCO) Service and Sphere Review Requirements found in Gov't. Code sections 56430 and 56425.



# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE • RESCUE • EMS

## DECEMBER 2020 – APRIL 30, 2021

Processes started:

- Project Initiation & Development of a Work Plan
- Procurement of Information & Data for All Organizations
- Review & Comparing Organization and Community Overview
- Review & Comparing Management Components
- Review Each Organization Staffing & Personnel Management
- Review Each Organization Support Programs
- Review Each Organization Capital Facilities & Assets
- Review Service Delivery & Performance—Resource Deployment
- Identifying Opportunities for Annexation
- Completing Fiscal Analysis
- Completed Stakeholder Input & Interviews
- Completed Employee Surveys
- Drafting Proposed Recommendations



# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE • RESCUE • EMS

## PHASE II PRELIMINARY RESULTS

- As of this presentation there are no indications of any financial or organizational findings that would prevent the recommendation to continue forward with the annexation process.
- Preliminary detailed review of financial information has confirmed the original findings developed in the Phase I report.
- The scope of work for Phase II is for a five-year projection period.



# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE • RESCUE • EMS

## PHASE II PRELIMINARY RESULTS

- Sufficient funding is available to provide for OPEB, current Pension and UAAL Pension liabilities using CCCFPD formulas.
- Property tax revenue increase is projected at 4% and, due to expected growth in the “new” district, is expected to continue throughout the projection period.
- This is supported by the anticipated developer fees & CFDs expected to be received during the development of subdivisions and construction of homes.





# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE • RESCUE • EMS

## NEXT STEPS AND TIMELINE

Tentative Annexation Feasibility Study Schedule (\*Timeline is subject to change and approval will be needed from the Fire Board to advance to from Phase to Phase)

- Phase I (CON & CCE) 8/2020-12/2020 **COMPLETED**
- Phase II Full Study: 12/2020- 7/2021\*
- Phase II Update - 5/18/2021 Board Meeting
- Phase II Findings - June 2021 Board Meeting\*
- Phase II Conclusion (resolution of application to LAFCO if approved) July 2021 Board Meeting\*
- Phase III LAFCO (entire process) 7/2021-3/2022\*
- Phase IV Rodeo-Hercules and/or East Contra Costa Fire Boards dissolved sometime between 2/2022-7/2022\* after all authority and real property transfers are complete



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT  
FIRE • RESCUE • EMS

## OTHER ANNEXATION ISSUES

- Moraga-Orinda FPD Study
- City of Pinole FD



# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE • RESCUE • EMS

## QUESTIONS?



**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: May 18, 2021

Subject: Fire Chief's Report - May 18, 2021

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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: **05/18/2021**  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: May 18, 2021

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

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Fire Chief's May  
Report



## CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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May 18, 2021

TO: Board of Directors

FROM: Lewis T. Broschard III, Fire Chief

RE: Fire Chief's Report

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- COVID-19 Update. Beginning this month, the multiple fire-hosted clinics conducted in the last four months have been replaced by a number of other delivery means just in time to free fire resources for fire weather. Getting these joint-venture clinics (between CCHS, CCSO, LEMSA, the Medical Reserve Corps, and CERT teams) organized, staffed, and conducted has represented a heavy lift for all participating agencies across the County. Nearly 30 clinics were hosted in east, south, and west County, each staffed with approximately 70 personnel from all fire jurisdictions and a variety of other County agencies. More than 20,000 residents were vaccinated in these clinics according to CCHS.

As the County and region move into more favorable conditions, we are examining policies established during the last year to determine where changes are needed in light of the improving infection situation, County-wide protection protocols, and evolving CDC guidance. One of the first such areas has been our dispatch protocols where we have reduced the complexity of some of the questions we had been asking of 911 callers with respect to COVID. In the meantime, we continue to emphasize appropriate protection procedures for all employees.

- Fire District Annexation Study Update. As of the first week of May, Phase II of this study continues to move ahead with no significant issues identified. We anticipate receipt of the consultant's report sometime in late May or early June with a report to the Board soon thereafter. In the interim, we continue to take steps in planning for a potential annexation.
- Operations/Fire Weather Update. Continued warm weather and the dearth of spring rain prompted us to increase our responses to all vegetation fires effective May 1 - approximately 10 days earlier than last year. This is yet another indicator of the ever-changing nature of fire weather in the region. All exterior fire responses now include a minimum of five engines, up from one engine previously.

A moderate Red Flag fire weather event occurred May 7-11. Additional engines, our dozer, and Crew 12 were staffed throughout this period and CalOES funded a portion of the prepositioned resources.

On Monday, May 3, through a series of social and traditional media activities, we announced to our communities the official arrival of fire weather. We used this opportunity to remind all of approaching weed abatement and defensible space deadlines – May 16 in east County and May 26 in central and west County – and provided guidance on how to comply with these requirements.

On April 29, a significant grassfire in south Pittsburg threatened several homes and provided a potent reminder of the value of weed abatement and defensible space creation, the interdependence of neighbors on each other's compliance, and the importance of swift and overwhelming fire responses. This incident attracted considerable attention and created a platform for further communication regarding wildfire preparedness.

Our fire control worker program, Crew 12, officially kicked off May 1 with two weeks of training for the 24 members, 10 of whom are returnees from last year. Training comprises a specialized academy conducted by the Training and Safety Division. This year, we have fielded two complete crews, doubling last year's staffing. After the two weeks of training, we will have seven-day-a-week staffing. Crews will be available for spring/summer abatement projects and fire weather suppression support assignments.



Search and Rescue K9 and handler, Bonus and Firefighter Tony Vasta, completed their FEMA certification early this month becoming the first K9 team in Con Fire history. As members of Task Force 4, Firefighter Vasta and Bonus are mission-ready to be deployed anywhere in the Nation. Bonus is a "Live Find" search dog, who specializes in rubble and is now deployable throughout the County.

- **Facilities Update.** After conducting our ribbon-cutting ceremony for the new Fire Station 70 in San Pablo last month, we went operational in the new station, moving all apparatus and crews into their new home on April 21. That move went very well, and all fire operations in the City of San Pablo are now based in the new station. We are now taking steps to turn the old FS 70 over to the City.
- **Communications Update.** We continued to make progress this month on infrastructure updates to our communications center adding one new universal power supply (UPS) unit to help provide reliable and consistent back-up power. All systems have been tested and are stable. During the installation process, some existing wiring and loads were reconfigured so that all critical loads can be supported by one UPS in the event of a failure. A second new UPS is expected to be installed this month. To further limit the risk of loss of power, we have also installed dual power supplies to almost every piece of equipment in the server room.

- Training Division Update. The month of May got off to a fast start at the Training and Safety Division. Here are some highlights:
  - The District-wide Truck Company Academy began on May 1 and continues throughout the month involving all of our truck stations and crews. Truck companies are a specialized resource focused on forcible entry, search and rescue, and ventilation procedures at structure fires. The first module of the academy focused on operational functions and search techniques.
  - All companies are completing Wildland Fire Season preparation and safety training this month.
  - Technical Rescue Training was conducted in the first half of May with Confined Space, Trench, and Rescue Systems III courses. Battalion Chief Watson and Fire Captain Brooks have been making great progress in improving our technical and collapse rescue training areas at the Training Center, which were instrumental in conducting this training.
  - All of the senior chiefs recently completed Large Incident Evacuation Training and Planning as part of our ongoing wildland fire readiness efforts.

## PHOTOS – Training Activities



Firefighter making access for victim search and rescue.

Shift Training Captain Jason Conner conducting a debriefing with Firefighters after a search evolution.







**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: May 18, 2021

Subject: Update on Fire Station Construction Projects - May 18, 2021

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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.

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

Action of Board On: **05/18/2021**  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: May 18, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

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

By: , Deputy

cc:

ATTACHMENTS

Construction Update - May  
2021



## CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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May 18, 2021

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**

The District is currently working with Capital Projects and environmental staff in order to update and modify the California Environmental Quality Act (CEQA) and some National Environmental Protection Act (NEPA) components based on the new, preferred location. The architect is also working to update the new schematic design. Following schematic design and environmental, we will move to construction drawings and formal FAA approval. We hope to achieve these milestones by the end of 2021.

- **Fire Station 86 – Bay Point**

Construction is underway. The general contractor is currently installing underground drainage and is preparing for grading of the pad. A significant amount of dirt is being off hauled from the site. The anticipated completion date is December 2022.



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: May 18, 2021

Subject: Hearing on Fire Prevention Fee Schedule Revisions

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**RECOMMENDATION(S):**

1. OPEN the public hearing on Ordinance No. 2021-18 to revise and increase fees for fire safety inspections, permitting of specific operations, and plan review services within the Contra Costa County Fire Protection District, RECEIVE testimony, and CLOSE the public hearing.
2. ADOPT Ordinance No. 2021-18 to revise and increase fees for fire safety inspections, permitting of specific operations, and plan review services within the Contra Costa County Fire Protection District.

**FISCAL IMPACT:**

Adoption of this Ordinance will increase the existing fire prevention fees so that they reflect the District's actual costs of providing the services for which they are charged. This will enable the District to continue to recover its actual costs of providing code enforcement, permitting, inspection, plan review services, and other services directly to the persons who pay the fees.

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

Action of Board On: **05/18/2021**  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: May 18, 2021

Contact: Assistant Chief/Fire Marshal Chris Bachman, (925) 260-6881

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

## **BACKGROUND:**

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

In 1986 the Contra Costa County Fire Protection District Board of Directors adopted a Fire Prevention Fee Schedule for the District. Since that time, the Board has approved five increases for the purpose of recovering the District's costs of providing these services. The last time that the Board authorized a Fire Prevention Fee Schedule revision was in 2018 (Ord. No. 2018-21). Previously, the Board directed staff to revise the fee schedule on a more frequent basis (every 2-3 years) to avoid significant changes in fees. Since 2018, costs of providing all District services have risen, due primarily to increased labor costs associated with benefits and pensions obligations. The proposed ordinance would increase the fees to account for these cost increases, as explained below.

## **Calculation of the Fire Prevention Fees**

Each fee was calculated based on the actual costs of providing the service associated with the code enforcement, inspection, plan review, or other activity. Each individual fee was calculated using actual hourly costs for each staff position involved with providing the service associated with the fee. The hourly personnel costs were calculated including all costs associated with the position, such as salary and wages and benefit costs, including health care, pension, and other benefit costs. These hourly costs are referred to as "fully burdened" costs.

The costs associated with each service (permit, inspection, plan review, etc.) are based on an hourly rate, or fractions thereof, and are calculated using historical data regarding the amount of time required to perform each service. In addition, costs for fuel, vehicle, equipment, office space, information technology support and equipment was also included in the factor for full cost recovery of providing these services.

Revenue from the fees will be used to cover the District's actual costs of providing the services for which the fees are charged, or for administering and enforcing provisions of the California Fire Code and Building Codes. The fees will be paid by the persons or properties benefiting from the services for which the fees will be charged. Services for which the fees are charged are not provided to persons or properties that do not pay the fees.

## **New Fee Categories**

The proposed Fire Prevention Fee Schedule also includes revisions to add two new fees based on changes in the California Fire Code, 2019 Edition.

The 2019 California Fire Code added a new Chapter 39 regulating the processing and extraction of oils and fats from various plants. A permit is required to operate or construct a plant extraction system

pursuant to the California Fire Code (Secs. 105.6.38 and 105.7.18, respectively). The proposed Fee Schedule includes a new Plant Extraction System construction permit fee calculated based on two hours of plan review and one site inspection.

The 2019 California Fire Code also requires a permit to construct a battery system or energy storage system (Secs 105.7.2 and 105.7.3, respectively). The proposed Fee Schedule includes a new Battery System/Energy Storage construction permit fee calculated based on one hour of plan review and one field inspection.

## **Calculation of the Nuisance Fire Alarm Response Fees**

The costs associated with responses and mitigation of nuisance fire alarms is authorized pursuant to the California Fire Code (Sec. 401.5.1) as adopted and amended by Ordinance 2019-37. These fees were calculated using actual personnel costs for staff associated with a typical response to a fire alarm incident as well as actual costs for fire prevention personnel assigned to respond to the occupancy and resolve the nuisance alarm. These costs were then applied to the average amount of time required for an emergency response to a fire alarm incident and one hour of personnel time for fire prevention personnel for follow-up and inspection at the premise.

Revenue from these fees will be used to cover the District's actual costs of responding to nuisance fire alarms. These fees cover the District's reasonable regulatory costs to enforce the provisions of the California Fire Code.

## **Comparison to Other Jurisdictions**

Other fire jurisdictions were polled with respect to their Fire Prevention Fee Schedules. A total of twelve (12) other fire agencies throughout the Bay Area and Sacramento were surveyed for their fire prevention fee structures for a rank order comparison. These agencies include the San Francisco Fire Department, Berkeley Fire Department, San Mateo Fire Department, Sacramento Metropolitan Fire District, Hayward Fire Department, Vallejo Fire Department, Santa Clara City Fire Department, San Jose Fire Department, Vacaville Fire Department, San Ramon Valley Fire Protection District, Richmond Fire Department, and Sacramento City Fire Department. In this latest survey, the District's fees ranked fourth in order of fees charged for the services provided.

With Board approval, the new fee schedule will have rates that are within the range of rates charged in other fire jurisdictions for services similar to those provided by the District.

For these reasons, District staff recommends that the Board adopt Ordinance No. 2021-18, to increase the District's current fire prevention fees. District staff caused a notice of intention to be published, and notice to be given, in the manner required by Health and Safety Code section 13916.

### **CONSEQUENCE OF NEGATIVE ACTION:**

If the Board does not adopt this Ordinance, the District's existing fire prevention fees would remain in effect and would not increase. Consequently, the District would not recover its actual costs of providing the services for which the fees are charged. District general fund revenues would need to be used to pay the difference between the amount of the current fee and the actual cost of providing the service for which the fee is charged. This would result in a decrease in the amount of general fund revenues available for conducting emergency response activities, which would have negative public health and safety impacts.

ATTACHMENTS

Ordinance 2021-18

Exhibit A

Exhibit B

Attachment 1 - Rate

Attachment 2 - VehOff Costs

Attachment 3 - Survey

Attachment 4 - Nuisance

Attachment 5 - MultiRes

ORDINANCE NO. 2021-18

(uncodified)

ORDINANCE OF THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT  
ADOPTING FEES FOR PERMITS, INSPECTIONS, PLAN CHECKING, AND OTHER  
SERVICES

The Contra Costa County Board of Supervisors, as and constituting the Board of Directors of the Contra Costa County Fire Protection District, ordains as follows:

**SECTION I. Authority.**

This ordinance is enacted, in part, pursuant to Health and Safety Code Sections 13146.2(b), 13217(b), 13869, 13910, 13916, and 17951, Government Code Section 6103.7, and Ordinance No. 2019-37 (adoption of 2019 California Fire Code with local amendments).

**SECTION II. Notice and Hearing.**

This ordinance was adopted pursuant to the procedures set forth in Health and Safety Code Section 13916. All required notices have been properly given and public hearings held.

**SECTION III. Permit, Inspection, Plan Review, and Other Fees.**

Each person who applies for, requests, or receives a permit, inspection, plan review, or other service furnished by the Fire Protection District shall, at the time of application, request, or receipt, pay the applicable fee or fees listed in Exhibit A or Exhibit B, which are attached to this ordinance and are incorporated herein by this reference. As used in this section, “person” means any natural person, firm, association, joint venture, joint stock company, partnership, organization, club, company, corporation, trust, or other type of entity.

**SECTION IV. Repeal.**

Except as specified in Section V (Severability), below, Ordinance No. 2018-21 is repealed as of the effective date of this ordinance.

**SECTION V. Severability.**

If any fee or provision of this ordinance is held invalid or unenforceable by a court of competent jurisdiction, that holding shall not affect the validity or enforceability of the remaining fees or provisions, and the Board declares that it would have adopted each part of this ordinance irrespective of the validity of any other part. If a court of competent jurisdiction determines that any provision of this ordinance is invalid or unenforceable, then the provisions of Ordinance No.



2018-21 that would have been repealed by this ordinance shall be deemed not to have been repealed and shall remain in full force and effect.

**SECTION VI. Effective Date.**

This ordinance becomes effective 60 days after passage. Within 15 days of passage, this ordinance shall be published once with the names of the supervisors voting for and against it in the East Bay Times, a newspaper published in this County.

PASSED ON \_\_\_\_\_ by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

ATTEST: Monica Nino  
Clerk of the Board of Supervisors  
and County Administrator

\_\_\_\_\_

Board Chair

By: \_\_\_\_\_  
Deputy

[SEAL]

KCK:



**CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT  
FIRE PREVENTION BUREAU**

<b>CCCFPD ORDINANCE 2021 – 18 Date of Adoption July 18, 2021</b>
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SUBJECT:

**ENGINEERING/PLAN REVIEW - FEE SCHEDULE  
EXHIBIT 'A'**

PLAN REVIEW	Fee
<b>Preliminary Plan Review - Consultations - Meetings</b>	
In office design review/preliminary plan consultation meetings. Per half hour	\$158.00
Out of office design and/or consultation meetings. \$316.00 per hour, two (2) hour minimum	\$632.00
<b>Land Development</b>	
<b>Major Subdivision Plan Review (5 or More Lots/Parcels)</b>	
Review for access, hydrant placement Fee includes two (2) hours plan review and one (1) visual inspection	\$948.00
Each additional site inspection, per hour	\$316.00
<b>Re-submittals or revisions</b>	\$316.00
Additional plan review time, per half hour	\$158.00
<b>Minor Subdivision Plan Review (1 to 4 Lots/Parcels)</b>	
Review for access, hydrant placement Fee includes 1/2 hour plan review and one (1) visual inspection	\$474.00
Each additional site inspection, per hour	\$316.00
<b>Re-submittals or revisions</b>	\$316.00
Additional plan review time, per half hour	\$158.00
<b>Single Family Home Review - access and water supply</b>	
Review for access and water supply Fee includes 1/2 hour plan review *(Does not includes review of fire sprinkler systems - see Residential Fire Sprinkler System Section)	\$158.00
Each inspection, per hour	\$316.00
<b>Re-submittals or revisions</b>	\$316.00
Additional plan review time, per half hour	\$158.00
<b>Multi-Family Home Review - access and water supply</b>	
Review for access, hydrant placement Fee includes two (2) hours plan review and one (1) visual inspection	\$948.00
Each additional site inspection, per hour	\$316.00
<b>Re-submittals or revisions</b>	\$316.00
Additional plan review time, per half hour	\$158.00
<b>Commercial Facility review - access and water supply</b>	
Review for access, hydrant placement Fee includes one (1) hour plan review and one (1) visual inspection	\$632.00
Each additional site inspection, per hour	\$316.00
<b>Re-submittals or revisions</b>	\$316.00
Additional plan review time, per half hour	\$158.00

<b>PLAN REVIEW</b>		<b>Fee</b>
<b>Temporary Access Roads and Water Supply</b>		
<b>Install a Temporary Access Road - Residential and Commercial</b>		
Minimum plan review base fee for <b>one (1) and two (2) homes</b>		\$316.00
Minimum plan review for <b>large developments and commercial projects</b>		\$632.00
Fee includes one (1) hour plan review and one (1) field inspection		
Each additional inspection, per hour		\$316.00
<b>Re-submittals or revisions</b>		\$316.00
Additional plan review time, per half hour		\$158.00
<b>Install a Temporary Water Supply System</b>		
Minimum plan review base fee		\$632.00
Fee includes one (1) hour plan review and one (1) field inspection		
Each additional inspection, per hour		\$316.00
<b>Re-submittals or revisions</b>		\$316.00
Additional plan review time, per half hour		\$158.00
<b>Water Supply - Fire Service Mains - Fire Hydrants</b>		
<b>Fire Service - Emergency Repair</b>		
Review of underground piping, placement and size		\$632.00
Fee includes one (1) hour plan review and one (1) visual inspection		
Each additional inspection, per hour		\$316.00
Additional plan review time, per half hour		\$158.00
<b>Private Fire Service Mains</b>		
Minimum plan review base fee of system		\$632.00
Fee includes one (1) hour plan review and one (1) visual inspection		
Each additional inspection, per hour		\$316.00
<b>Re-submittals or revisions</b>		\$316.00
Additional plan review time, per half hour		\$158.00
*Fire service main installation also requires Flush-Private Fire Service System and Hydrostatic Test		
<b>Flush - Private Fire Service System</b>		
Minimum inspection base fee		\$316.00
Fee includes one (1) hour onsite inspection time		
Each additional inspection, per hour		\$316.00
<b>Hydrostatic Test - Private Fire Service System</b>		
Minimum inspection/test base fee		\$316.00
Fee includes one (1) hour onsite test time		
Each additional inspection, per hour		\$316.00
<b>Water Flow Information (office only, no field test required)</b>		
Fee for water flow information (Fire District information must be current within 6 months)		\$158.00
<b>Water Flow Information Field Test</b>		
Minimum field test base fee		\$632.00
Fee includes field test for available fire flow for Hydrant and Fire Sprinkler Systems		
Additional or multiple flow tests, per half hour		\$158.00
<b>Rural Water Supply</b>		
Minimum plan review base fee of tank and underground piping		\$632.00
Fee includes one (1) hour plan review and one (1) visual inspection		
Each additional inspection, per hour		\$316.00
<b>Re-submittals or revisions</b>		\$316.00
Additional plan review time, per half hour		\$158.00
Rural water supply flush		\$316.00

**SUBJECT: ENGINEERING/PLAN REVIEW - FEE SCHEDULE (Ord. 2021-18)**

<b>PLAN REVIEW</b>		<b>Fee</b>
<b>Building Construction - New Buildings and Tenant Improvements</b>		
<b>New Construction or Building Additions Plan Review</b>		
Minimum plan review base fee		\$948.00
Plus \$.07 per square foot in excess of 2000 sq. ft.		\$.07 / sq. ft.
Fee includes two (2) hours plan review and one (1) field inspection		
Additional inspections, per hour		\$316.00
<b>Re-submittals or revisions</b>		\$316.00
Additional plan review time, per half hour		\$158.00
<b>Tenant Improvement Plan review (for building additions see New Construction/Building Addition Plan Review)</b>		
Minimum plan review base fee		\$632.00
Plus \$.07 per square foot in excess of 2000 sq. ft.		\$.07 / sq. ft.
Fee includes one (1) hour plan review and one (1) field inspection		
Additional inspections, per hour		\$316.00
<b>Re-submittals or revisions</b>		\$316.00
Additional plan review time, per half hour		\$158.00
<b>Fire Protection System</b>		
<b>Tenant Improvement Fire Sprinklers (without calculations)</b>		
Minimum plan review base fee		\$632.00
Plus \$.50 per head in excess of 10 heads		\$.50 / head
Fee includes one (1) hour plan review and one (1) field inspection		
Each additional inspection (e.g., weld-o-let, hydro, visual, etc.), per hour		\$316.00
<b>Re-submittals or revisions</b>		\$316.00
Additional plan review time, per half hour		\$158.00
<b>Tenant Improvement Fire Sprinklers (with calculations)</b>		
Minimum plan review base fee		\$790.00
Plus \$.50 per head in excess of 10 heads		\$.50 / head
Fee includes 1.5 hours plan review and one (1) field inspection		
Each additional inspection (e.g., weld-o-let, hydro, visual, etc.), per hour		\$316.00
<b>Re-submittals or revisions</b>		\$316.00
Additional plan review time, per half hour		\$158.00
<b>New Commercial Fire Sprinkler System (13 and 13 R systems)</b>		
Minimum plan review base fee per riser		\$1,264.00
Plus \$.50 per sprinkler head		\$.50 / head
Fee includes two (2) hours plan review and two (2) field inspections		
Each additional inspection (e.g., weld-o-let, hydro, visual, etc.), per hour		\$316.00
<b>Re-submittals or revisions</b>		\$316.00
Additional plan review time, per half hour		\$158.00
<b>Residential Fire Sprinkler System (single family home)</b>		
Minimum plan review base fee		\$632.00
Fee includes one (1) hour plan review, one (1) overhead hydro and one (1) final inspection		
Each additional inspection, per hour		\$316.00
<b>Re-submittals or revisions</b>		\$316.00
Additional plan review time, per half hour		\$158.00

**SUBJECT: ENGINEERING/PLAN REVIEW - FEE SCHEDULE (Ord. 2021-18)**

<b>PLAN REVIEW</b>		<b>Fee</b>
<b>Fire Protection System (cont.)</b>		
<b>Residential Fire Sprinkler System (multiple homes)</b>	Minimum plan review base fee per model	\$790.00
	For model only - Fee includes one (1) hour plan review, one (1) overhead hydro and one (1) final inspection	
	Each additional lot (hydrostatic test and final inspection)	\$474.00
	Each additional inspection (e.g., models, individual homes), per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
	Minimum plan review base fee	\$948.00
	Fee includes two (2) hours plan review and one (1) field inspection	
	Each additional inspection (e.g., hydro, flush, flow test, etc.), per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Spray Booth</b>	Minimum plan review base fee	\$632.00
	Fee includes one (1) hour plan review and one (1) field inspection	
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Pre-Action Fire Suppression System</b>	Minimum plan review base fee	\$948.00
	Fee includes one (1) hour plan review and two (2) field inspections	
	*(Does not include fire alarm review - see Fire Alarm System section)	
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Fixed Fire Suppression System- (wet/dry chem, water mist, etc.)</b>	Minimum plan review base fee	\$632.00
	Each additional separate system at same location	\$316.00
	Fee includes one (1) hour plan review and one (1) field inspection	
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Clean Agent Fire Suppression System</b>	Minimum plan review base fee	\$1,264.00
	Fee includes one (1) hour plan review and up to three (3) hours of inspection time	
	*(Does not include fire alarm review - see Fire Alarm System section)	
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Fire Pump Installation</b>	Minimum plan review base fee	\$2,212.00
	Fee includes two (2) hours plan review and up to (5) hours of field inspection time	
	*(Does not include review of generator or separate fuel storage tank)	
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00

**SUBJECT: ENGINEERING/PLAN REVIEW - FEE SCHEDULE (Ord. 2021-18)**

<b>PLAN REVIEW</b>		<b>Fee</b>
<b>Fire Protection System (cont.)</b>		
<b>Commercial Cooking (Hood and Duct ) Fire Suppression System</b>		
	Minimum plan review base fee	\$632.00
	Each additional system review	\$316.00
Fee includes one (1) hour plan review and one (1) hour of inspection time		
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Smoke and Heat Vents</b>		
	Minimum plan review base fee	\$632.00
Fee includes one (1) hour plan review and one (1) hour of inspection time		
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Smoke Management/Control System</b>		
	Minimum plan review base fee	\$2,212.00
Fee includes three (3) hours plan review and up to four (4) hours of field inspection time		
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Explosion Control (includes: vents, dust collection, etc.)</b>		
	Minimum plan review base fee	\$1,264.00
Fee includes two (2) hours plan review and up to two (2) hours field inspection time		
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Fire Alarm System</b>		
<b>Fire Alarm System</b>		
	Minimum plan review base fee	\$790.00
	Plus \$10.00 per initiating and notification device	\$10.00/device
Fee includes two (2) hours plan review and up to one (1) hour of field inspection time		
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
	Pre-wire inspections, per hour	\$316.00
<b>Dedicated Function Fire Alarm System (i.e. sprinkler monitoring, elevator recall, etc.)</b>		
	Minimum plan review base fee	\$632.00
	Plus \$10.00 per initiating and notification device in excess of 4 devices	\$10.00/device
Fee includes one (1) hour plan review and one (1) hour field inspection time		
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Fire Alarm Panel Replacement Only</b>		
	Minimum plan review base fee	\$632.00
	Plus \$10.00 per initiating and notification device, if altered	\$10.00/device
Fee includes one (1) hour plan review and one (1) hour field inspection time		
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00

<b>PLAN REVIEW</b>		<b>Fee</b>
<b>Fire Alarm System (cont.)</b>		
<b>High-Rise Fire Alarm (new and/or system upgrade)</b>	Minimum plan review base fee Plus \$10.00 per initiating and notification device Fee includes four (4) hours plan review and up to four (4) hours of field inspection time Each additional inspection, per hour <b>Re-submittals or revisions</b> Additional plan review time, per half hour Pre-wire inspections, per hour	\$2,536.00 \$10.00/device  \$316.00 \$316.00 \$158.00 \$316.00
<b>Flammable and Combustible Liquids Under/Aboveground Tanks-Piping-Dispensing</b>		
<b>Install Underground Tanks</b>	Minimum plan review base fee Fee includes one (1) hour plan review and one (1) hour of site inspection time Each additional tank Each additional inspection, per hour <b>Re-submittals or revisions</b> Additional plan review time, per half hour	\$632.00  \$316.00 \$316.00 \$316.00 \$158.00
<b>Remove Underground/Above-Ground Tank</b>	Minimum plan review base fee Fee includes one (1) hour plan review and two (2) hours of inspection/site time Each additional inspection, per hour	\$948.00  \$316.00
<b>Install Aboveground Tank</b>	Minimum plan review base fee Fee includes one (1) hour plan review and one (1) hour of site inspection time Each additional tank Each additional inspection, per hour <b>Re-submittals or revisions</b> Additional plan review time, per half hour	\$632.00  \$316.00 \$316.00 \$316.00 \$158.00
<b>Abandon Underground/Above-Ground Tank in Place</b>	Minimum plan review base fee Fee includes one (1) hour plan review and two (2) hours of inspection/site time Each additional inspection, per hour	\$948.00  \$316.00
<b>Fuel Dispensing Modification (EVR, Dispenser change out, other component change out, etc.)</b>	Minimum plan review base fee Fee includes one (1) hour plan review and one (1) hour of site inspection time Each additional inspection, per hour <b>Re-submittals or revisions</b> Additional plan review time, per half hour	\$632.00  \$316.00 \$316.00 \$158.00
<b>Apply Interior Coating to Flammable Liquid Tanks</b>	Minimum plan review base fee Fee includes one (1) hour plan review and two (2) hours of inspection/site time Each additional inspection, per hour	\$948.00  \$316.00
<b>Compressed Gas Systems: LPG-CNG - Medical-Cryogenics</b>		
<b>Container Exchange Programs; LPG Tank Installation Without Dispensing</b>	Minimum plan review base fee Fee includes one (1) hour plan review and one (1) hour of site inspection time Each additional inspection, per hour <b>Re-submittals or revisions</b> Additional plan review time, per half hour	\$632.00  \$316.00 \$316.00 \$158.00

**SUBJECT: ENGINEERING/PLAN REVIEW - FEE SCHEDULE (Ord. 2021-18)**

<b>PLAN REVIEW</b>		<b>Fee</b>
<b>Compressed Gas Systems: LPG-CNG - Medical-Cryogenics (cont.)</b>		
<b>LPG-CNG-Hydrogen (Tank Install and/or Dispensing)</b>	Minimum plan review base fee	\$948.00
	Fee includes 1.5 hours of plan review and two (2) hours of site inspection time	
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Medical or Compressed Gas Systems</b>	Minimum plan review base fee	\$948.00
	Fee includes one (1) hour plan review and two (2) site inspections	
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Cryogenics Fixed Installation</b>	Minimum plan review base fee	\$948.00
	Fee includes one (1) hour plan review and two (2) site inspections	
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Compressed Gas Storage</b>	Minimum plan review base fee	\$632.00
	Fee includes one (1) hour plan review and one (1) field inspection	
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Energy Storage System</b>		
<b>Battery Systems/Energy Storage</b>	Minimum plan review base fee	\$632.00
	Fee includes one (1) hour plan review and one (1) field inspection	
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Special Hazards - Hazardous Materials, Mechanical System, etc.</b>		
<b>Dust Collection Systems</b>	Minimum plan review base fee	\$790.00
	Fee includes one (1) hour plan review and two (2) site inspections	
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Explosives Storage</b>	Minimum plan review base fee	\$1,264.00
	Fee includes two (2) hours plan review and two (2) site inspections	
	Each additional inspection, per hour	\$316.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Hazardous Materials Compliance review</b>	Minimum review of MSDS, HMMP and/or HMIS submittals	\$316.00
	Fee includes one (1) hour of review time	
	Additional plan review time, per half hour	\$158.00



<b>PLAN REVIEW</b>		<b>Fee</b>
<b>Special Hazards - Hazardous Materials, Mechanical System, etc. (cont.)</b>		
<b>Hazardous Materials - Storage - Dispensing - Open/Closed Systems</b>	Minimum plan review base fee Fee includes two (2) hours plan review and two (2) site inspections Each additional system plan review, minimum two (2) hours Each additional inspection, per hour <b>Re-submittals or revisions</b> Additional plan review time, per half hour	\$1,264.00  \$632.00 \$316.00 \$316.00 \$158.00
<b>High-Pile or Rack Storage</b>	Minimum plan review base fee Fee includes 1.5 hours of plan review and 1.5 hours of site inspection time Additional field inspection time, per hour <b>Re-submittals or revisions</b> Additional plan review time, per half hour	\$948.00  \$316.00 \$316.00 \$158.00
<b>Mechanical Refrigeration Systems</b>	Minimum plan review base fee Fee includes one (1) hour plan review and two (2) site inspections Each additional inspection, per hour <b>Re-submittals or revisions</b> Additional plan review time, per half hour	\$948.00  \$316.00 \$316.00 \$158.00
<b>Plant Extraction System</b>	Minimum plan review base fee Fee includes two (2) hours plan review and one (1) site inspection Each additional inspection, per hour <b>Re-submittals or revisions</b> Additional plan review time, per half hour	\$948.00  \$316.00 \$316.00 \$158.00
<b>Miscellaneous Submittals - Alternative Means and Methods</b>		
<b>Miscellaneous Submittals or Plans Review (plans or submittals not described elsewhere)</b>	Minimum plan review base fee Fee includes one (1) hour plan review and one (1) field inspection Additional plan review time will be charged on hourly basis Each additional inspection, per hour <b>Re-submittals or revisions</b> Additional plan review time, per half hour	\$632.00  \$316.00 \$316.00 \$316.00 \$158.00
<b>Alternative Means and Methods Requests or Code Interpretation Review</b>	Minimum review base fee Fee includes two (2) hours of plan review/consultation time Additional plan review time, per half hour	\$632.00  \$158.00
<b>Expedite Plan Review Requests and Reviews Expedited as a Result of Working <i>without</i> Approved Plans</b>		
<b><u>Working without approved plans</u></b>	Minimum plan review fees (overtime), two (2) hour minimum <i>plus applicable plan review fees</i> Additional plan review time, per hour	\$632.00  \$316.00
<b><u>Expedited Plans</u></b>	Minimum plan review fees (reviewed after normal business hrs.), two (2) hours minimum <i>plus applicable plan review fees</i> Additional plan review time, per hour	\$632.00  \$316.00
<b>All revisions will be performed on an expedited/overtime basis at \$316.00 per hour with a two-hour minimum</b>		
<b><u>Total fees will include all applicable plan review fees plus expedite/overtime fees</u></b>		
<b>Demolition Permit Pursuant to Chapter 14, CFC</b>		\$316.00

**SUBJECT: ENGINEERING/PLAN REVIEW - FEE SCHEDULE (Ord. 2021-18)**

<b>Copies, Laserfiche Retrieval</b>		
<b>Photocopies</b>	Minimum fee per page, letter or legal size	\$ .20 / page
<b>Laserfiche Retrieval</b>	Minimum fee per 1/4 hour of review	\$11.00
	Minimum fee per page, letter or legal size	\$ .20 / page
<b>Copies of Photos</b>	\$11.00 per 1/4 hour <i>Plus the actual cost of photos</i>	\$11.00
<b>Instructional Services</b>	Minimum instructional fee	\$632.00
	Fee includes two (2) hours of instruction service during normal working hours	
	Additional plan review time, per half hour	\$158.00
<b>Additional Charges and Inspection Time</b>		
	Additional inspection during normal business hours, per 1/2 hour	\$158.00
	Additional inspection time after normal business hours, per hour	\$316.00
	Overtime and weekend inspections, <b>two (2) hour minimum</b>	\$632.00
	<b>Re-submittals or revisions</b>	\$316.00
	Additional plan review time, per half hour	\$158.00
<b>Plan Archival</b>		
<b>Plan Archival</b>	Fee to archive plans electronically, per page	\$2.00

\*Minimum review and inspection fees are based on \$ 316.00 per hour during normal business hours, unless otherwise noted.

\*Normal business hours are between 0800hrs and 1700hrs, Monday - Friday.

\*All overtime fees are assessed at \$ 316.00 per hour for a two-hour minimum, unless otherwise noted.

\*Overtime rates apply to weekends, holidays, and all times outside normal business hours.

\*Expedited plan reviews are conducted after normal business hours.

\*Total fees assessed will be the sum of all applicable plan review fees including expedite/overtime fees.

\*Revisions to previously submitted plans, including plans requiring re-submittal and/or client generated changes, will be assessed \$ 316.00 for each hour of plan review. Reviews conducted and requiring more than one hour of plan review time during normal business hours will be assessed \$158.00 per half hour.

Authority

Health & Safety: §§ 13114, 13131.5, 13143.2 (b, c, d, e), 13145, 13147, 13143.9, 13146 (a) (1) (b), (d), (e), 13862, 13869, 13869.7, 13875, 13916, 17921, 17951, 17962

Government Code §§ 7303.7, 6253(b)

Fire District Ordinance No. 2019-37

Title 19, CCR: §§ 1.12(a), 3.28

California Fire Code: §§ 101.1, 101.2, 103.1, 103.2, 103.3, 105.1, 105.4, 106, 901.2



**CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT  
FIRE PREVENTION BUREAU**

**CCCFPD  
ORDINANCE  
2021 – 18  
Date of Adoption  
July 18, 2021**

**SUBJECT:**

**CODE ENFORCEMENT - FEE SCHEDULE**

Exhibit 'B'

Page 1 of 11

Permit/Activity	Fee
<b>OPERATIONAL PERMITS</b>	
<b>Aerosol Products</b> Permit to store, manufacture, or handle an aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds net weight.	\$316.00
<b>Amusement Buildings</b> Permit to operate a special amusement building.	\$316.00
<b>Aviation Facilities</b> Permit to use Group-H or Group-S occupancies for aircraft servicing or the repair of aircraft, including aircraft fuel-servicing vehicles. <u>Does not include permits for hot works, flammable/combustible spraying operations, or hazardous materials.</u>	\$632.00
<b>Carbon Dioxide Systems used in Beverage Dispensing Applications</b> Permit to operate a carbon dioxide system used for beverage dispensing having more than 100 pounds of carbon dioxide.	\$316.00
<b>Carnivals, Fairs, Festivals, and Exhibitions</b> Permit to operate a carnival, fair, festival, or exhibition. Inspections conducted during normal work hours – (1.25 hours). Additional inspection time during normal business hours, per ½ hour. Additional inspection time after <b>normal business hours</b> , per hour.	\$395.00 \$158.00 \$316.00
<b><u>Overtime and weekend inspections:</u></b> <u>Two hour minimum fee.</u>	\$632.00
<b>Cellulous Nitrate Film</b> Permit to store, use, or handle cellulose nitrate film in a Group A occupancy.	\$474.00
<b>Combustible Dust Production</b> Permit to operate facility with operations producing combustible dust (e.g., grain elevator, flower starch mill, fee mill, or a plan pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, etc.). Up to 2500 sq. ft. More than 2500 sq. ft.	\$316.00 \$632.00

<p><b>Combustible Fibers</b> Permit to store or handle combustible fibers in excess of 100 cu. ft.</p>	\$ 632.00
<p><b>Compressed Gas</b> Permit to store, use, or handle compressed gases at normal temperature and pressure in excess of the amounts listed in Table 105.6.9 of the CFC.</p>	\$ 395.00
<p><b>Covered and Open Mall Buildings</b> Permit for the placement of retail fixtures and displays, concession equipment, displays of highly combustible goods, liquid or gas-fired equipment, and the use of open flame or flame producing equipment in the mall.</p>	\$ 395.00
<p><b>Cryogenic Fluids</b> Permit to produce, store, transport on site, use, handle, or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.11 of the CFC.</p>	\$ 395.00
<p><b>Cutting and Welding</b> Permit to conduct cutting or welding operations.</p>	\$ 395.00
<p><b>Dry Cleaning</b> Permit to engage in dry cleaning operations or to change to a more hazardous cleaning solvent in existing dry cleaning equipment.</p>	\$ 395.00
<p><b>Explosives</b> Permit to manufacture, store, handle, sell, or use any quantity of explosives or explosive materials. <u>See Pyrotechnic Special Effects Material section.</u> Up to 100 lbs. More than 100 lbs.</p>	\$ 632.00 \$ 948.00
<p><b>Gunpowder Sales</b> Permit for the resale of gunpowder (does not include required inspection fees). Up to 100 lbs. More than 100 lbs. Inspection time, per ½ hour.</p>	\$ 2.00 \$ 10.00 \$ 158.00
<p><b>Fire Hydrants and Valves</b> Permit to use or operate fire hydrants or valves intended for fire suppression. <u>See Engineering Fee Schedule for temporary construction water supplies.</u></p>	\$ 316.00

**SUBJECT: CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2021-18)**

<p><b>Flammable and Combustible Liquids</b>                  Permit to use or operate a pipeline for the transportation within facilities of flammable or combustible liquids.</p>	<p align="right">\$ 395.00</p>
<p>Permit to store, handle, or use Class I liquids. In excess of 5 gallons – <b>Inside</b>.                  In excess of 10 gallons – <b>Outside</b>.</p>	<p align="right">\$ 395.00 \$ 632.00</p>
<p>Permit to store, handle, or use Class II or Class III liquids. In excess of 25 gallons – <b>Inside</b>.                  In excess of 60 gallons – <b>Outside</b>.</p>	<p align="right">\$ 395.00 \$ 395.00</p>
<p>Permit to store, handle, or use class IIIB liquids in tanks or portable tanks for fueling motor vehicles at motor fuel dispensing facilities or where connected to fuel-burning equipment.</p>	<p align="right">\$ 395.00</p>
<p>Permit to remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes.</p>	<p align="right">\$ 395.00</p>
<p>Permit to place temporarily out of service (for more than 90 days) an underground, protected above-ground, or above-ground flammable or combustible liquid tank.</p>	<p align="right">\$ 948.00</p>
<p>Permit to change the type of contents stored in a flammable or combustible liquid tank to a material that poses a greater hazard than that for which the tank was designed and constructed.</p>	<p align="right">\$ 395.00</p>
<p>Permit to manufacture, process, blend, or refine flammable or combustible liquids.</p>	<p align="right">\$ 632.00</p>
<p><b>Floor Finishing</b>                  Permit to use Class I or Class II liquids for the refinishing of floorings in excess of 350 sq. ft.</p>	<p align="right">\$ 395.00</p>
<p><b>Fruit and Crop Ripening</b>                  Permit to operate a fruit or crop ripening facility or conduct a fruit-ripening process using ethylene gas.</p>	<p align="right">\$ 316.00</p>
<p><b>Fumigation and Insecticidal Fogging</b>                  Permit to operate a business of fumigation or insecticidal fogging and to maintain a room, vault, or chamber in which a toxic or flammable fumigant is used.</p>	<p align="center">N/C</p>
<p> </p>	<p> </p>

**SUBJECT: CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2021-18)**

<p><b>Hazardous Materials</b>                      Permit to store, transport on site, dispense, use, or handle hazardous materials in excess of the amounts listed in Table 105.6.21 of the CFC.                      1-5 products.                      5-10 products.                      11 or more products.</p>	<p>\$ 316.00                      \$ 948.00                      \$ 1,580.00</p>
<p><b>HPM Facilities</b>                      Permit to store, handle, or use hazardous production materials.</p>	<p>\$ 1,580.00</p>
<p><b>High-Piled Storage</b>                      Permit to use a building or portion thereof for high-pile storage in excess of 500 square feet.                      Up to 5,000 sq. ft.                      More than 5,000 sq. ft.</p>	<p>\$ 632.00                      \$ 948.00</p>
<p><b>Hot Work</b>                      Permit to conduct hot work.</p>	<p>\$ 158.00</p>
<p><b>Industrial Oven</b>                      Permit to operate an industrial oven.</p>	<p>\$ 632.00</p>
<p><b>Lumber Yards and Woodworking Plants</b>                      Permit for the storage or processing of lumber exceeding 100,000 board feet.</p>	<p>\$ 632.00</p>
<p><b>Liquid- or Gas-Fueled Vehicles or Equipment in Assembly Buildings</b>                      Permit to operate, display, or demonstrate liquid- or gas-fueled equipment in assembly buildings.</p>	<p>\$ 316.00</p>
<p><b>LPG</b>                      Permit to dispense, store, and use LPG.                      Permit to operate a plant/facility.                      Permit to exchange cylinders only – no refilling.</p>	<p>\$ 395.00                      \$ 632.00                      \$ 316.00</p>
<p><b>Magnesium</b>                      Permit to melt, cast, heat, cast, or grind more than 10 lbs.</p>	<p>\$ 474.00</p>
<p><b>Miscellaneous Combustible Storage</b>                      Permit to store in any building or upon any premises in excess of 2,500 cu. ft. gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork, wood or plastic pallets, or similar combustible materials.</p>	<p>\$ 632.00</p>

**SUBJECT: CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2021-18)**

<p><b>Motor Fuel-Dispensing Facilities</b>                  Permit to operate automotive, marine, and fleet motor fuel-dispensing facilities.</p>	\$ 632.00
<p>Permit to dispense liquid fuels from tank vehicles into the fuel tanks of motor vehicles, marine craft, and other special equipment at approved locations. Also includes the limited or temporary fueling operations for special events (e.g., the fueling of watercraft from shore, piers, floats, or barges).</p>	\$ 316.00
<p><b>Open Flames and Torches</b>                  Permit to remove paint with a torch, or to use a torch or open flame device in a wildfire risk area.</p>	\$ 316.00
<p><b>Open Flames and Candles</b>                  Permit to use open flames or candles in connection with restaurants, public assemblies, or drinking establishments.</p>	\$ 316.00
<p><b>Organic Coatings</b>                  Permit to manufacture any organic coating in excess of 1 gallon in one day.</p>	\$ 316.00
<p><b>Public Assemblies</b>                  Permit to operate place of assembly.</p>	
Occupancy load 50-100	\$ 395.00
Occupancy load 101-200	\$ 632.00
Occupancy load 201-299	\$ 632.00
Occupancy load 300 +	\$ 948.00
<p><b>Pyrotechnic Special Effects Material</b></p> <p><b>Permit to use or handle fireworks or pyrotechnics.</b>                  Inspections during normal work hours – (2 hours).  <u>Additional inspection time during normal business hours, per ½ hour</u>  <u>Additional inspection time after normal business hours, per hour</u>  <b><u>Overtime and weekend inspections:</u></b>  <u>Two-hour minimum fee.</u></p>	\$ 632.00 \$ 158.00 \$ 316.00 \$ 632.00
<p><b>Permit to use or handle fireworks or pyrotechnics, including fireworks aerial displays.</b>                  Inspections during normal work hours – (2.5 hours).  <u>Additional inspection time during normal business hours, per ½ hour.</u>  <u>Additional inspection time after normal business hours, per hour.</u>  <b><u>Overtime and weekend inspections:</u></b>  <u>Three hour minimum fee.</u></p>	\$ 790.00 \$ 158.00 \$ 316.00 \$ 948.00

**SUBJECT: CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2021-18)**

<p><b>Pyroxylin Plastics</b>                      Permit to store or handle more than of 25 lbs. of cellulose nitrate (pyroxylin) plastics, or to assemble or manufacture articles involving pyroxylin plastics.</p>	<p>\$ 316.00</p>
<p><b>Refrigeration Equipment</b>                      Permit to operate a mechanical refrigeration unit or system.</p>	<p>\$ 474.00</p>
<p><b>Repair Garages</b>                      Permit to operate an engine or motor vehicle repair garage, including automotive, marine and similar fueled apparatus.</p>	
<p>1 – 4 repair bays</p>	<p>\$ 395.00</p>
<p>5 – 8 repair bays</p>	<p>\$ 474.00</p>
<p>More than 8 repair bays</p>	<p>\$ 632.00</p>
<p><b>Rooftop Heliport</b>                      Permit to operate a rooftop heliport.</p>	<p>\$ 316.00</p>
<p><b>Spraying or Dipping</b>                      Permit to conduct spraying or dipping operations utilizing flammable or combustible liquids or the application of combustible powder.</p>	<p>\$ 395.00</p>
<p><b>Storage of Scrap Tires and Tire Byproducts</b>                      Permit to establish, conduct, or maintain storage of scrap tires and tire byproducts in excess of 2,500 cu. ft. of total volume.  <u>See Tire Storage section</u></p>	<p>\$ 632.00</p>
<p><b>Temporary Membrane Structures and Tents</b>                      Permit to operate an air-supported temporary membrane structure, including tents and canopies, having an area in excess of 400 sq. ft. (inspections during normal work hours only).</p>	
<p>401 sq. ft. to 699 sq. ft.</p>	<p>\$ 158.00</p>
<p>700 sq. ft. to 5,000 sq. ft.</p>	<p>\$ 316.00</p>
<p>More than 5,000 sq. ft.</p>	<p>\$ 474.00</p>
<p>Additional inspection time <b>during normal business hours</b>, per ½ hour.</p>	<p>\$ 158.00</p>
<p>Additional inspection time <b>after normal business hours</b>, per hour.</p>	<p>\$ 316.00</p>
<p><b><u>Overtime and weekend inspections:</u></b></p>	
<p><u>Two-hour minimum fee.</u></p>	<p>\$ 632.00</p>
<p>Permit to extend the use of a tent, canopy, or air-supported structure for an additional 180 days. (1 extension per structure)</p>	<p>\$ 316.00</p>
<p><b>Tire Rebuilding Plant</b>                      Permit to operate and maintain a tire rebuilding plant.</p>	<p>\$ 632.00</p>
<p><b>Waste Handling Facility</b>                      Permit to operate a wrecking yard, junkyard, or waste handling facility.</p>	<p>\$ 632.00</p>



**SUBJECT: CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2021-18)**

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<b>Wood Products</b> Permit to store chips, hogged material, lumber, or plywood in excess of 200 cu. ft.	\$ 632.00
<b>Asbestos Removal</b> Permit to conduct asbestos removal operations.	\$ 316.00
<b>Automobile Wrecking or Dismantling Yard</b> Permit to operate an automobile wrecking or dismantling yard.	\$ 632.00
<b>Battery Systems</b> Permit to operate stationary lead-acid battery systems having a liquid capacity of more than 50 gallons.	\$ 316.00
<b>Christmas Tree Sales</b> Permit to operate a Christmas Tree lot.	\$ 632.00
<b>Emergency Responder Radio Coverage</b> Permit to operate a facility with emergency responder radio coverage systems.	\$ 158.00
<b>Model Rockets</b> Permit to sell model rocket motors or launch model rockets in excess of three launches per event. Permits are per site and are effective as long as site conditions remain unchanged. Additional site inspection time, per half hour.	\$ 316.00  \$ 158.00
<b>Tire Storage</b> Permit to store tires in excess of 1,000 cu. ft. inside buildings.	\$ 395.00
<b>Oil Extraction Process</b> Permit to extract oil from organic material by a process that uses a volatile solvent or liquid carbon dioxide.	\$ 316.00
<b>Indoor Growing Operation</b> Permit to conduct an indoor growing operation, except agricultural greenhouses in an agricultural zone.	\$ 316.00

**SUBJECT: CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2021-18)**

<b>LICENSED CARE FACILITY</b>	
<p><b>24 HOURS</b>                      Inspection of a 24-hour licensed care facility, including: Social Rehabilitation Facility, Residential Care Facility, Assisted Living, Residential Care Facility for the Elderly, Halfway Houses, Community Correction Centers, Re-entry Centers, Treatment Programs, Work Furlough, Alcoholism or Drug Abuse Recovery/Treatment Facility, Congregate Living Health Facility, Group Homes, Immediate Care Facility, and Infant Care Facility.</p> <p>Base Fee. <span style="float: right;">\$ 316.00</span>                      Plus \$ 4.00 per unit/occupant. <span style="float: right;">\$ 4.00</span></p> <p>Inspection of a 24-hour Infant Care Facility for children 2 ½ years of age and younger.                      Base Fee. <span style="float: right;">\$ 316.00</span>                      Plus \$ 4.00 per unit/occupant. <span style="float: right;">\$ 4.00</span></p>	
<p><b>LESS THAN 24 HOURS</b>                      Inspection of a non-24-hour license care facility with occupant load greater than 6, including: Adult Day Care, Adult Day Support Center, Child Day Care, Infant Day Care, and Large Family Day Care Home.</p> <p><b>Adult or Day Care Facility (non-ambulatory)</b> <span style="float: right;">\$ 316.00</span>  <b>Adult or Child Large Family Day Care</b> <span style="float: right;">\$ 316.00</span>  <b>Adult or Child Day Care Center</b> <span style="float: right;">\$ 316.00</span>                      Inspection of a <b>Licensed Clinic</b> <span style="float: right;">\$ 316.00</span></p>	
<b>SCHOOLS</b>	
<p><b>School (E Occupancy)</b>                      Permit to operate and maintain a school.</p> <p>Occupant load less than 50. <span style="float: right;">\$ 395.00</span>                      Occupant load 50-149. <span style="float: right;">\$ 632.00</span>                      Occupant load 150-499. <span style="float: right;">\$ 632.00</span>                      Occupant load 500 or greater. <span style="float: right;">\$ 948.00</span></p>	

**SUBJECT: CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2021-18)**

<b>HIGH-RISE/MID-RISE - FIRE &amp; LIFE SYSTEM SAFETY INSPECTION</b>	
<b>High Rise</b> Inspection of a Hi-Rise building (State certification inspection) - <b>Pre 1974.</b>	\$2,528.00
<b>High Rise</b> Inspection of a Hi-Rise building (State certification inspection) - <b>Post 1974.</b> Plus \$.006 per sq. ft.	\$632.00 \$.006 / sq. ft.
<b>Mid-Rise</b> Inspection and test of life safety systems (e.g., smoke management), including where such systems are installed in lieu of fire department access or when required for the mitigation of other life safety issues or requirements. Plus \$.006 per sq. ft.	\$632.00 \$.006 / sq. ft.
<b>HOSPITALS – INSTITUTION/JAILS</b>	
<b>Hospitals (medical, surgical, and psychiatric) and Nursing Homes</b> Inspection of hospital or nursing home. Plus \$ 4.00 per patient/bed.	\$ 632.00 \$ 4.00
<b>Out-Patient Clinics</b> Inspection of out-patient clinic with more than 5 patients. Plus \$ 4.00 per unit/occupant.	\$ 316.00 \$ 4.00
<b>Police Services Facilities (holding cells)</b> Inspection of police services facilities and DOJ review (includes the approval of Evacuation & Life Safety Procedures).	\$ 316.00
<b>Adult/Juvenile Detention Facilities</b> Inspection of adult and/or juvenile detention facilities.	\$ 948.00
<b>MULTI-RESIDENTIAL (hotel, motel, apartments, condominiums)</b>	
<b>Motel/Hotel</b> Inspection of a hotel or motel. Plus \$ 4.00 per unit.	\$ 474.00 \$ 4.00 / unit
<b>Apartments/Condominiums</b> Inspection of apartments or condominiums, three stories or more. Plus \$ 4.00 per unit.	\$ 474.00 \$ 4.00 / unit
Inspection of apartments or condominiums, less than three stories. 3 – 12 units, base fee.	\$ 115.00
13 - 30 units, base fee. Plus \$ 3.00 per unit.	\$ 158.00 \$ 3.00 / unit
31 or more units, base fee. Plus \$ 4.00 per unit.	\$ 158.00 \$ 4.00 / unit

**SUBJECT: CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2021-18)**

<b>BURNING PERMIT</b>	
<b>Agricultural Burn Permit - BAAQMD 5-401.11</b>	
Range Management.	\$ 158.00
Open Burning: Recreational-Bonfire Permit. Religious	\$ 316.00
Service Burn Permit.	N/C
<b>FALSE ALARMS</b>	
<b>Nuisance (Repeated) False Alarms</b>	
Engine company response, after three (3) reported false alarms within a 180- day period. <u>Includes: alarm sounding, water-flow alarms, and smoke or heat detectors.</u>	\$ 457.00
<b>MISCELLANEOUS INSPECTIONS</b>	
<b>Change of Occupancy/Site Inspection/Miscellaneous Inspection</b>	
Site, miscellaneous, or requested inspection for a change of occupancy, including, but not limited to, inspections conducted when required by Building Official, Planning, or other governmental agency, and where not elsewhere listed. <u>Provides 1 hour of inspection time.</u>	\$ 316.00
<b>Third or Non-Compliant Inspections</b>	
Inspection for third and/or non-compliant inspections, per inspection.	\$ 316.00
<b>Group B/M Occupancy</b>	
Inspection of Group B/M Occupancy. <u>Provides 1/2 hour of inspection time.</u>	\$ 158.00
Additional inspection time, per 1/2 hour.	\$ 158.00
<b>HOURLY INSPECTION – OVERTIME - INSTRUCTIONAL RATES</b>	
Additional inspection or instructional time <b>during normal business hours</b> , per half hour.	\$ 158.00
Additional inspection time or instructional time after <b>normal business hours</b> , per hour.	\$ 316.00
<b><u>Overtime and weekend inspections:</u></b>	
<u>Two hour minimum fee.</u>	\$ 632.00

**SUBJECT: CODE ENFORCEMENT - FEE SCHEDULE (Ord. 2021-18)**

<b>COPY SERVICES</b>	
<b>Photocopies</b> Letter or legal size, per page.	\$ .20 / page
<b>Laserfiche Retrieval</b> Minimum fee, provides ¼ hour. Additional time, per ¼ hour. Plus \$.20 per page.	\$11 .00 \$11.00 \$.20 / page
<b>Copies of Photos</b> Fee, per ¼ hour. Plus actual cost of photos.	\$11.00

- **Inspection fees are based on \$316.00 per hour during normal business hours.**
- **Normal business hours are between 0800hrs and 1700hrs, Monday – Friday.**
- **Inspection and/or permit fees will be assessed at the time of the primary inspection.**
- **All inspection/permit fees include one (1) primary and one (1) re-inspection, unless otherwise noted.**
- **Occupancies requiring three (3) or more inspections for compliance will be assessed an additional \$316.00 fee for each inspection.**

**Authority**

**Health & Safety Code: §§ 12101, 12640, 13109, 13113, 13116, 13131.5, 13143.2 (b), (c), (d), (e), 13143.9, 13145, 13146(a)(1)(b), (c), (e), 13146.1, 13146.2 (a), (b), 13146.3, 13916, 13235, 13862, 13869, 13869.7, 13875, 13874, 17921, 17948, 17962**

**Government Code: §§ 6103.7, 6253(b)**

**California Fire Code: §§ 101.1, 101.2, 103.1, 103.2, 103.3, 105.1, 105.4, 106, 901.2**

**Title 19, CCR: §§ 1.12, 3.28, 982, 1565.1, 1033, 1034, and 1035.**

**Fire District Ordinance No. 2019-37.**

**FIRE PREVENTION BUREAU FEES**  
**(Supporting Facts for Fire Prevention Bureau Fee Schedule)**  
**Attachment 1**

**Positions assigned to the Fire Prevention Bureau:**

Senior Clerk  
 Clerical Supervisor (50% supervision)  
 Fire Inspector  
 Fire Prevention Captain (50% supervision)  
 Assistant Fire Chief/Fire Marshal (20% supervision/administration)

		<b>Productive Hourly Rate</b>
<b><u>Senior Clerk</u></b>		
Monthly Salary & Benefits Cost	\$ 7,825.32	
Annual Salary & Benefits Cost	\$ 93,903.79	
Hourly Costs (2080 hours per year)	\$ 45.15	
(Hourly Rate)		<b>\$ 45.15</b>
<b><u>Clerical Supervisor</u></b>		
Monthly Salary & Benefits Cost	\$ 9,958.74	
Annual Salary & Benefits Cost	\$ 119,504.83	
Hourly Costs (2080 hours per year)	\$ 57.45	
(Hourly Rate - 50% supervision)		<b>\$ 28.73</b>
<b><u>Fire Inspector II</u></b>		
Monthly Salary & Benefits Cost	\$ 20,691.33	
Annual Salary & Benefits Cost	\$ 248,295.98	
Hourly Costs (2080 hours per year)	\$ 119.37	
(Hourly Rate)		<b>\$ 119.37</b>
<b><u>Fire Prevention Captain</u></b>		
Monthly Salary & Benefits Cost	\$ 24,790.36	
Annual Salary & Benefits Cost	\$ 297,484.33	
Hourly Costs (2080 hours per year)	\$ 143.02	
(Hourly Rate - 50% supervision)		<b>\$ 71.51</b>
<b><u>Assitant Fire Chief/Fire Marshal</u></b>		
Monthly Salary & Benefits Cost	\$ 32,180.08	
Annual Salary & Benefits Cost	\$ 386,160.94	
Hourly Costs (2080 hours per year)	\$ 185.65	
(Hourly Rate - 20% supervision/administration)		<b>\$ 37.13</b>
<b><u>Fire Prevention Bureau Hourly Personnel Costs Inspector II:</u></b>		<b>\$ 301.89</b>
Information Technology Recovery Fee (\$5.00 per inspection hour)	\$ 5.00	
Communications Techonology Recovery Fee (\$2.00 per inspection hour)	\$ 2.00	
Vehicle costs (\$3.65 per hour)	\$ 3.65	
Office costs per person	\$ 4.05	
<b>Fire Prevention Bureau Total Productive Hourly Rate</b>		<b>\$ 316.59</b>

# FIRE PREVENTION BUREAU OPERATING COSTS

## Vehicle & Office Space Costs

### Attachment 2

#### Vehicle Operating Costs

AAA Cost/ mile	Miles/ year	Total/ year	Cost/ hour
\$ 0.76	10000	\$7,600.00	\$ 3.65

(Figures are based on AAA Driving Costs report for 2016.)

#### **Calculations for Operating Vehicle Costs**

In its yearly study on vehicle costs, the AAA found that motorists pay an average of 76 cents a mile, or \$ 7,600 a year for 10,000 miles of motoring for a medium size sedan, similar to what is used by Fire Prevention Bureau personnel.

Costs take into account gas, oil, maintenance and tires, as well as insurance, depreciation, financing charges, license, title and registration.

**Total Vehicle Operating Cost Per Hour** **\$3.65**

#### Office Space Operating Cost

Figures are estimates for Clerical and Prevention Personnel includes: Janitorial supplies, utilities and maintenance.

Total Square Feet - Admin Office Space:	<b>19,704</b>
Administration Office Lease:	<b>\$539,208 annual</b>
Fire Prevention Bureau 50% Occupy Lease:	<b>\$269,604 annual</b>
Number of FPB Employees:	<b>32</b>
FPB Office Lease Per Employee:	<b>\$8,425 annual</b>

<b>\$8,425 / 2080 hrs</b>	<b>\$4.05 hourly</b>
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\*All calculations based on 2,080 labor hours per year

# FIRE DEPARTMENT SURVEY

## Attachment 3

1. Berkeley Fire Department
  - Plan Review \$ 392.00 per hour
  - Inspection \$ 392.00 per hour
2. San Francisco Fire Department
  - Plan Review Fees Based on Total Building/Project Valuation
  - Inspection \$375.00 Permit Fee for two inspections & \$130 per hour after
3. San Ramon Valley Fire Protection District
  - Plan Review \$ 342.00 per hour
  - Inspection \$ 342.00 per hour
4. Contra Costa County Fire Protection District
  - Plan Review \$ 316.00 per hour
  - Inspection \$ 316.00 per hour
5. Sacramento Metro Fire Protection District
  - Plan Review \$ 285.00 per hour
  - Inspection \$ 285.00 per hour
6. San Mateo Consolidated Fire Department
  - Plan Review \$ 272.00 per hour
  - Inspection \$ 272.00 per hour
7. San Jose Fire Department
  - Plan Review \$ 239.00 per hour
  - Inspection \$ 269.00 per hour
8. Vacaville Fire Department
  - Plan Review \$ 264.00 per hour
  - Inspection \$ 264.00 per hour
9. Richmond Fire Department
  - Plan Review \$ 251.00 per hour
  - Inspection \$ 251.00 per hour
10. Hayward Fire Department
  - Plan Review \$ 331.00 per hour
  - Inspection \$ 221.00 per hour
11. Santa Clara City Fire Department
  - Plan Review 25% of building permit fee
  - Inspection \$209.84 per hour
12. Vallejo Fire Department
  - Plan Review 25% of building permit fee
  - Inspection \$164.00 per hour

### Average Per Hour Costs

Plan Review	\$299.00 per hour*
Inspection	\$272.00 per hour**

\*Those jurisdictions surveyed that base their plan review on building valuation or charge additional fees are not included in the average costs, minimum hour requirements not considered.

\*\*Does not consider minimum hour requirements.



**FIRE DISTRICT NUISANCE FIRE ALARM  
OPERATING COSTS  
Emergency Apparatus Response**

**Attachment 4**

Current Fire District policy is to respond one emergency apparatus to every reported alarm sounding. This change in policy from requiring two apparatus to respond on all initial fire alarms was a result of the extremely high percentage of nuisance fire alarm calls coupled with limited emergency resources available within the Fire District.

The average single apparatus response time from report of alarm to clearing the incident is approximately 20 minutes per response.

Fire Apparatus Equipment (1500 GPM – Type I Engine) hourly rate	\$ 140.00
Engine/Truck Company Personnel Costs (3 person crew Firefighter/Engineer/Captain) Hourly rate per crew (salary/benefits/personnel costs)	\$ 286.29
Hourly rate for 1 Engine/Truck company including personnel	<b><u>\$ 426.29</u></b>
Fractional cost based on 20-minute commitment: \$414.08 per hour x .33	\$ 140.68
Cost of one (1) apparatus per response (20 minutes)	\$ 140.68
Cost follow-up Fire Prevention personnel (one hour)	<u>\$ 316.59</u>
Total cost per false alarm response	<u>\$ 457.27</u>

Rounded to \$ 457.00

The California Fire Code, as locally amended by the current Fire District Ordinance No. 2019-37, authorizes the Fire District to charge a fee for nuisance fire alarms, as follows:

**401.5.1 Nuisance Fire Alarm Fee.** A fee may be charged for false and/or nuisance fire alarms in accordance with a fee schedule adopted by the Board of Directors.

# Multi-Residential Fee Schedule Descriptions

## Attachment 5

### APARTMENTS OR CONDOMINIUMS (Occupancies 3 stories and greater)

**MR - 2** Base Fee of \$474.00\* + \$4.00 Per Unit

These occupancies are buildings that have living units built on grade or constructed above the garage. These occupancies may have common exterior balconies serving 3 or more units, exit corridors and/or enclosed or open stairways. These occupancies will also be equipped with automatic fire sprinklers throughout and may have manual and/or smoke detection systems.

### APARTMENTS OR CONDOMINIUMS (Occupancies less than 3 stories)

**MR - 3** 3 – 12 Units, Base Fee \$ 158.00\*

**MR - 4** 13 - 30 Units, Base Fee \$ 158.00\* + \$3.00 Per Unit

**MR - 5** 31+ Units, Base Fee \$ 158.00\* + \$4.00 Per Unit

These occupancies are buildings that have living units built on grade or constructed above the garage with no interior corridors or enclosed stairwells. Typically, these occupancies range from small stand-alone apartments or condominiums to large planned unit developments.

***Note:*** *parking or lower garage levels are not considered a story unless there are living units also on the same ground level as the parking level.*

### LICENSED CARE FACILITIES

**LC – 1 and 2** Base fee of \$316.00\* + \$4.00 Per Unit

These occupancies are licensed by Community Care Licensing and may have ambulatory and/or non-ambulatory occupants. These occupancies range from a single to multi-story buildings. These properties typically have interior common dining and laundry facilities, and operate on a 24-hour basis.

**LC-3 through LC-6** Base fee of \$316.00\*

These occupancies are licensed by Community Care Licensing and may have ambulatory and/or non-ambulatory occupants. These occupancies range from a single to multi-story buildings. These properties typically have interior common dining and laundry facilities, and operate on less than a 24-hour basis.

\*All fees listed include 2 inspections (1 primary and 1 re-inspection). All third and subsequent inspections may result in additional inspections fees. All third inspection fees will be assessed at \$ 316.00 per inspection hour.



**Contra  
Costa  
County**

To: Contra Costa County Fire Protection District Board of Directors  
 From: Monica Nino, County Administrator  
 Date: May 18, 2021

Subject: Contra Costa County Fire Management Resolution No. 2021/4 which Supersedes Resolution No. 2020/6

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**RECOMMENDATION(S):**

ADOPT Resolution No. 2021/4, which supersedes Resolution No. 2020/6, regarding compensation and benefits for unrepresented fire safety management classifications in the Contra Costa County Fire Protection District.

**FISCAL IMPACT:**

The fiscal impact is anticipated to be neutral. The total cost of providing personnel and equipment to statewide mutual aid incidents and pre-positioning requests is normally fully recovered through the California Fire Assistance Agreement process. It is not anticipated this will result in an increased cost, however there are circumstances where costs incurred in a particular fiscal year may not be reimbursed to the District until the following fiscal year due to reimbursement processing timelines from the Governor's Office of Emergency Services.

**BACKGROUND:**

It is becoming the norm in the California fire service to deploy senior chief officers for long-term incidents within an operational area and increasingly throughout the state in support of the mutual aid system. The reality of a weaker statewide mutual aid system since the Great Recession, coupled with record hot fire seasons, drought, and the myriad of now "largest ever" fires year after year has resulted in the need for individual agencies to provide assistance, if they can, to an extent we haven't experienced before. There are

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/18/2021**  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: May 18, 2021

Contact: Lisa Driscoll, County Finance  
 Director, (925) 655-2047

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Ann Elliott, Director of Human Resources

## BACKGROUND: (CONT'D)

fewer resources available for increased large fire activity throughout the state and we are all being asked to provide as much support to the system as possible. This often results in sending our unrepresented fire management personnel to fill overhead positions due to a lack of resource availability throughout the Contra Costa operational area and, indeed, throughout the state.

The District, through the California Fire Assistance Agreement (CFAA) receives reimbursement for the direct hourly costs of each position we send on a mutual aid assignment, plus an additional 10% administrative charge.

To allow for special circumstance overtime, the Management Resolution for the Contra Costa County Fire Protection District has been modified in the following ways:

1. Sections 1.15 - No Overtime Pay, Holiday Pay, or Comp Time and 9.10 - Overtime Exempt Exclusion were modified to allow for the new special circumstance overtime.
2. Section 9.12 - Special Circumstance Overtime Compensation was added to allow for special circumstance overtime. This new pay will apply to all employees listed in the resolution and will be straight time pay for hours worked above the normal work hours in certain limited circumstances.
3. The remainder of Section 9 was renumbered accordingly.

## CONSEQUENCE OF NEGATIVE ACTION:

Unrepresented safety management employees would not be eligible to be compensated for work beyond their normal working hours while assigned to significant incidents, repositioning requests, and statewide mutual aid incidents requiring 24-hour work cycles with commitments often ranging from 7 to 14 days.

## ATTACHMENTS

Resolution 2021/4

Full Text of Resolution No. 2021-4

# THE BOARD OF DIRECTORS OF THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

Adopted this Resolution on 05/18/2021 by the following vote:

AYE:   
NO:   
ABSENT:   
ABSTAIN:   
RECUSE:



## Resolution No. 2021/4

**In the Matter Of:** Compensation and Benefits for Contra Costa County Fire Protection District Unrepresented Fire Safety Management Employees

The Contra Costa County Board of Supervisors acting solely in its capacity as the governing board of the Contra Costa County Fire Protection District **RESOLVES THAT:**

Effective on June 1, 2021, and continuing, and until further Order of the Board, the Board adopts the attached program of compensation and benefits for Contra Costa County Fire Protection District Unrepresented Fire Safety Management employees in the classifications listed below. Except for Section 3 of Resolution No. 2002/615, this Resolution supersedes all previous resolutions providing compensation and benefits for the employees in classifications listed below, including but not limited to Resolution No. 2020/6.

- Assistant Fire Chief-Exempt (RPB1)
- Assistant Fire Chief-Group 1 (RPBA)
- Deputy Fire Chief-Exempt (RPB2)
- Fire Marshal (RJGA)
- Fire Chief-Contra Costa (RPA1)
- Supervising Fire Inspector (RJHC)

Unless expressly provided otherwise, this Resolution is subject to the provisions of appropriate Administrative and Personnel Bulletins, the 1937 County Employees Retirement Act, the County Salary Regulations, and the County Personnel Management Regulations.

Unrepresented safety management employees include employees in classified, exempt, and project classifications. This Resolution is organized in two parts to distinguish those general Fire District benefits provided to unrepresented fire safety management employees (Part I) and those benefits provided exclusively to the Fire Chief (Part II). Unless otherwise expressly provided, compensation and benefits under this Resolution are authorized only for permanent and project employees who work full time or part time, no less than twenty (20) hours per week.

The full text of this Resolution is attached.

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.

Contact: Lisa Driscoll, County Finance Director, (925) 655-2047

ATTESTED: May 18, 2021

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Ann Elliott, Director of Human Resources

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**II. BENEFITS FOR FIRE CHIEF**

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**I. BENEFITS FOR UNREPRESENTED SAFETY MANAGEMENT EMPLOYEES IN THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT**

**1. Leaves With and Without Pay**

1.10 Holidays: The District will observe the following holidays during the term covered by this Resolution:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veteran's Day
Washington's Birthday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

Such other days as the Board of Supervisors may designate by Resolution as holidays.

Any holiday observed by the District that falls on a Saturday is observed on the preceding Friday and any holiday that falls on a Sunday is observed on the following Monday.

1.11 Definitions:

Regular Work Schedule: The regular work schedule is eight (8) hours per day, Monday through Friday, inclusive, for a total of forty (40) hours per week.

Flexible Work Schedule: A flexible work schedule is any schedule that is not a regular, alternate, 9/80, or 4/10 work schedule and where the employee is not scheduled to work more than 40 hours in a "workweek" as defined below.

Workweek for Employees on Regular and Flexible Work Schedules: For employees on regular and flexible work schedules, the workweek begins at 12:01a.m. on Monday and ends at twelve midnight on Sunday.

1.12 Holidays Observed: Employees on regular and flexible work schedules are entitled to observe a holiday (day off work), without a reduction in pay, whenever a holiday is observed by the District.

1.13 Holidays – Flexible Work Schedules: When a holiday falls on the regularly scheduled day off of any employee who is on a flexible work schedule, the employee is entitled to take the day off, without a reduction in pay, in recognition of the holiday. These employees are entitled to request another day off within the same work week in recognition of their regularly

scheduled day off. The requested day off must be within the same work week as the holiday and it must be pre-approved by the employee's supervisor. If the day off is not approved by the supervisor, it is lost. If the approved day off is a nine (9) hour workday, the employee must use one (1) hour of non-sick-leave accruals. If the approved day off is a ten (10) hour workday, the employee must use two (2) hours of non-sick-leave accruals. If the employee does not have any non-sick-leave accrual balances, leave without pay (AWOP) will be authorized.

- 1.14 Holidays – Part-Time Employees: Permanent, part-time employees are entitled to observe a holiday (day off work) in the same ratio as the number of hours in the part-time employee's schedule bears to forty (40) hours.
- 1.15 No Overtime Pay, Holiday Pay, or Comp Time: Employees are not entitled to receive overtime pay, holiday pay, overtime compensatory time, or holiday compensatory time. Employees who are unable or not permitted to observe a holiday (take the day off), are authorized to receive overtime pay ONLY IF the employee is on the Overtime Exempt Exclusion List (see Section 9.10). This section does not apply to Special Circumstance Overtime Compensation provided in Section 9.12.
- 1.16 Personal Holiday Credit: Employees are entitled to accrue two (2) hours of personal holiday credit each month. This time is prorated for part-time employees. No employee may accrue more than forty (40) hours of personal holiday credit. On separation from District service, employees are paid for any unused personal holiday credits at the employee's then current rate of pay, up to a maximum of forty (40) hours.
- 1.17 Vacation: Employees are entitled to accrue paid vacation credit not to exceed the maximum cumulative hours as follows:

<u>Length of Service</u>	<u>Monthly Accrual Hours</u>	<u>Maximum Cumulative Hours</u>
Under 11 years	10	240
11 years	10-2/3	256
12 years	11-1/3	272
13 years	12	288
14 years	12-2/3	304
15 through 19 years	13-1/3	320
20 through 24 years	16-2/3	400
25 through 29 years	20	480
30 years and up	23-1/3	560

Each employee is eligible to accrue increased vacation hours on the first day of the month following the employee's Service Award Date.

An employee's Service Award Date is the first day of his/her temporary, provisional, or permanent appointment to a position in the County. If an employee is first appointed to a temporary or provisional position and then later appointed to a permanent position, the Service Award Date for that employee is the date of the first day of the temporary or provisional appointment.

- 1.18 Sick Leave: Employees are entitled to accrue paid sick leave credit in accordance with the provisions of the County Salary Regulations and District Personnel Bulletin No. 21 (Sick Leave Policy) adopted on August 10, 1995, as periodically amended.
- 1.19 Part-Time Employees: Part-time employees are entitled to accrue paid vacation and sick leave credit on a pro-rata basis.
- 1.20 Family Care Leave: The provisions of Section 1006.3 of the Contra Costa County Personnel Management Regulations and Resolution No. 94/416, as amended, relating to Leaves of Absence and Family Care Medical Leave apply to all employees covered by this Resolution.
- 1.21 Leave Without Pay - Use of Accruals: The provisions of Section 1006.6 of the Contra Costa County Personnel Management Regulations, as amended, relating to use of accruals while on leave without pay, apply to all employees covered by this Resolution.

## **2. Health, Dental and Related Benefits**

### **2.A. Health Plans**

- 2.10 Health Plan Coverages: Group health benefits through the California Public Employees' Retirement System (CalPERS) are provided for all permanent full-time employees.

The CalPERS health care program, as regulated by the Public Employees' Medical and Hospital Care Act (PEMHCA), regulations issued pursuant to PEMHCA and the administration of PEMHCA by CalPERS, controls on all health plan issues, including but not limited to eligibility, benefit levels, benefit plans, minimum premium subsidies, and costs.

- 2.11 Contra Costa Health Plan (CCHP): Because CCHP has met the minimum standards required under PEMHCA and is approved as an alternative

CalPERS plan option, employees and COBRA counterparts may elect to enroll in CCHP under the CalPERS plan rules and regulations.

2.12 Health Plan Monthly Premium Subsidy: The District's subsidies to the CalPERS monthly health plan premiums are as provided below. The employee must pay any Health Plan premium costs that are greater than the District's subsidies identified below.

a. Health Plan Premium Subsidy:

1. District Premium Subsidy through November 30, 2015. Beginning on January 1, 2010, and through November 30, 2015, the amount of the District premium subsidy that is paid for employees and eligible family members is a set dollar amount and is not a percentage of the premium charged by the plan. The District will pay the CalPERS statutory minimum employer monthly health plan premium subsidy or the following monthly health plan premium subsidy, whichever is greater:

Employee/Retiree/Survivor Only	\$478.69
Employee/Retiree/Survivor & One Dependent	\$957.38
Employee/Retiree/Survivor & Two or more Dependents	\$1228.67

2. District Premium Subsidy through November 30, 2016. For the plan year that begins on January 1, 2016, the District will contribute up to an amount equivalent to eighty percent (80%) of the 2016 CalPERS Kaiser premium at each level (employee only, employee + 1, employee + 2 or more) towards the covered employee's CalPERS or CalPERS Alternative Plan (CCHP) premium.

3. District Premium Subsidy On and After December 1, 2016. For the plan year that begins on January 1, 2017, the District will pay a monthly premium subsidy for each health plan that is equal to the actual dollar monthly premium subsidy that is paid by the District for that plan as of November 30, 2016. In addition, if there is an increase in the monthly premium charged by a health plan for 2017, the District and the employee will each pay fifty percent (50%) of that increase. For each plan year thereafter, and for each plan, the District and the employee will each pay fifty percent (50%) of the monthly premium increase above the 2016 plan premiums.

b. In the event that the District premium subsidy amounts are greater than one hundred percent (100%) of the applicable premium of any health or dental plan, for any plan year, the District's subsidy will not exceed one hundred percent (100%) of the applicable plan premium.

2.13 Retirement Coverage: Government Code section 22892 applies to all

employees covered by this Resolution.

- 2.14 Premium Payments: Employee participation in any health plan is contingent upon the employee authorizing payroll deduction by the District of the employee's share of the premium cost. If an employee's compensation in any month (including during a leave of absence) is not sufficient to pay the employee share of the premium, the employee must pay the difference to the Auditor-Controller. The responsibility for this payment rests solely with the employee.

**2.B. Dental and Life Insurance Plans**

- 2.15 Dental Program: Every permanent employee may participate in any available County Group Dental Plan. The District may change dental plan providers at any time during the term of this resolution.

- 2.16 Dental Plan Premium Subsidy: The dental plan premium subsidies set forth below are provided only for permanent full-time employees and permanent part-time employees regularly scheduled to work at least twenty (20) hours per week. The employee will pay any dental plan costs that are greater than the District's premium subsidies set forth below.

a. Beginning on January 1, 2010, and for each calendar year thereafter, the amount of the District premium subsidy that is paid for employees and eligible family members is a set dollar amount and is not a percentage of the premium charged by the dental plan. The District will pay the following monthly dental plan premium subsidies:

Delta Dental with CCHP A or B:

Single: \$41.17

Family: \$93.00

Delta Dental with any CalPERS health plan

Single: \$34.02

Family: \$76.77

Delta Dental without a health plan

Single: \$43.35

Family: \$97.81

DeltaCare (PMI) with CCHP A or B

Single: \$25.41

Family: \$54.91

DeltaCare (PMI) with any CalPERS health plan

Single: \$21.31  
Family: \$46.05

DeltaCare (PMI) without a health plan

Single: \$27.31  
Family: \$59.03

b. If the District contracts with another dental plan, the District will determine the monthly dollar premium subsidy that it will pay to that dental plan for employees and their eligible family members.

c. In the event that the District premium subsidy amounts are greater than one hundred percent (100%) of the applicable premium of any dental plan, for any plan year, the District's contribution will not exceed one hundred percent (100%) of the applicable plan premium.

## 2.17 Retirement Coverage:

### a. Upon Retirement:

1. Upon retirement and for the term of this resolution, employees and their eligible family members may remain in their District dental plan, but without District-paid life insurance coverage, if immediately before their proposed retirement the employees and dependents are either active subscribers to one of the District contracted dental plans, or if while on authorized leave of absence without pay, they have retained continuous coverage during the leave period. The District will pay the dental plan monthly premium subsidies set forth in Section 2.16, subsection a., for eligible retirees and their eligible family members.

2. For employees hired on or after January 1, 2009 and their eligible family members, no monthly premium subsidy will be paid by the District for any dental plan after they separate from District employment. Upon completion of fifteen (15) years of service as an employee of the District, an employee who retires under the Contra Costa County Employees' Retirement Association ("CCCERA") may retain continuous coverage of any District dental plan, provided that (i) he or she begins to receive a monthly retirement allowance from CCCERA within 120 days of separation from District employment and (ii) he or she pays the full premium cost under the chosen dental plan without any District premium subsidy. For purposes of retiree dental eligibility, one year of service is defined as one thousand (1,000) hours worked within one District anniversary year.

3. For purposes of this section 2.17 only, "eligible family members" does

not include Survivors of employees or retirees.

- 2.18 Life Insurance Benefit Under Health and Dental Plans: For employees who are enrolled in a District sponsored health or dental plan as either the primary insured or a dependent, term life insurance in the amount of ten thousand dollars (\$10,000) will be provided by the District.
- 2.19 Supplemental Life Insurance: In addition to the life insurance benefits provided by this resolution, employees may subscribe voluntarily and at their own expense for supplemental life insurance. Employees may subscribe for an amount not to exceed five hundred thousand dollars (\$500,000), of which one hundred thousand dollars (\$100,000) is a guaranteed issue, provided the election is made within the required enrollment periods.
- 2.20 Premium Payments: Employee participation in any dental or life insurance plan is contingent upon the employee authorizing payroll deduction by the District of the employee's share of the premium cost. The District's subsidy to the dental and life insurance premium is payable monthly. If an employee's compensation in any month (including during a leave of absence) is not sufficient to pay the employee share of the premium, the employee must pay the difference to the Auditor-Controller. The responsibility for this payment rests solely with the employee.
- 2.21 Family Member Eligibility Criteria: The following persons may be enrolled as the eligible Family Members of a dental plan Subscriber:
1. Eligible Dependents:
    - a. Employee's legal spouse
    - b. Employee's qualified domestic partner
    - c. Employee's unmarried child who is:
      - (1) under age 19; or
      - (2) Age 19 or above, but under age 24; and who
        - i. Resides with the employee for more than 50% of the year, excluding time living at school; and,
        - ii. Receives at least 50% of support from employee; and
        - iii. Is enrolled and attends school on a full-time basis, as defined by the school.
    - d. Employee's disabled child who is over age 19, unmarried, and incapable of sustaining employment due to a physical or mental

disability that existed prior to the child's attainment of age 19.

2. "Employee's child" includes natural child, step-child, adopted child, child of a qualified domestic partner, and a child specified in a Qualified Medical Child Support Order (QMCSO) or similar court order.

## **2.C. General Provisions**

### 2.22 Extended Coverage:

a. An employee on approved leave without pay for more than thirty (30) days may continue his/her health/dental/life insurance coverage provided that the employee pays his/her share of the monthly premium during said leave.

b. An employee who separates from District employment is covered by his/her District health and/or dental plan through the last day of the month in which he/she separates. Employees who separate from District employment may continue Group health and/or dental plan coverage to the extent provided by the COBRA laws and regulations.

2.23 Rate Information: The County-Benefits Service Unit will make dental plan rate information and, to the extent possible, CalPERS health plan rate information available to employees and departments, upon request. In addition, the County Benefits Service Unit will publish and distribute to employees and departments information about rate changes as they occur during the year.

### 2.24 Dual Coverage:

a. Each employee and retiree may be covered only by a single District health (or dental) plan, including a CalPERS plan. For example, a District employee may be covered under a single District health and/or dental plan as either the primary insured or the dependent of another District employee or retiree, but not as both the primary insured and the dependent of another District employee or retiree.

b. All dependents may be covered by the health and/or dental plan of only one spouse or one domestic partner. For example, when both husband and wife are District employees, all of their eligible children may be covered as dependents of either the husband or the wife, but not both.

c. For purposes of Section 2.24, only, "District" includes the County of Contra Costa, the Contra Costa County Fire Protection District, and all other special districts governed by the Board of Supervisors.



- 2.25 Catastrophic Leave Program: All employees are included in the District's Program and may designate a portion of their accrued vacation, administrative leave or personal holiday credit to be deducted from existing balances and credited to a specific eligible employee. To utilize this program, all recipient requests must be submitted to the Fire Chief for review and recommendation to the County Administrator. The County Administrator will make final decision as to approval or denial of the request to use accruals in the Catastrophic Leave Bank.
- 2.26 Health Care Spending Account: After six (6) months of permanent employment, employees may elect to participate in a Health Care Spending Account (HCSA) Program designated to qualify for tax savings under Section 125 of the Internal Revenue Code, but such savings are not guaranteed. The HCSA Program allows employees to set aside a pre-determined amount of money from their pay, before taxes, for health care expenses not reimbursed by any other health benefit plan. HCSA dollars can be expended on any eligible medical expenses allowed by Internal Revenue Code Section 125. Any unused balance is forfeited and cannot be recovered by the employee.
- 2.27 PERS Long-Term Care: The District will deduct and remit monthly premiums to the PERS Long-Term Care Administrator for employees who are eligible and voluntarily elect to purchase long-term care at their personal expense through the PERS Long-Term Care Program.
- 2.28 Dependent Care Assistance Program: The District will continue to offer the option of enrolling in a Dependent Care Assistance Program (DCAP) designed to qualify for tax savings under Section 129 of the Internal Revenue Code, but tax savings are not guaranteed. The program allows employees to set aside up to five thousand dollars (\$5,000) of annual salary (before taxes) per calendar year to pay for eligible dependent care (child and elder care) expenses. Any unused balance is forfeited and cannot be recovered by the employee.
- 2.29 Premium Conversion Plan: The District will continue to offer a Premium Conversion Plan (PCP) designed to qualify for tax savings under Section 125 of the Internal Revenue Code, but tax savings are not guaranteed. The program allows employees to use pre-tax dollars to pay health and dental premiums.
- 2.30 Prevailing Section: To the extent that any provision of this Section (Section 2. Health, Dental and Related Benefits) is inconsistent with any provision of any other District or County enactment or policy, including Administrative Bulletins, County Salary Regulations, and County

Personnel Management Regulations, or any other resolution or order of the Board of Supervisors, acting in any of its various capacities including as the Governing Board of the Contra Costa County Fire Protection District, the provisions of this Section (Section 2. Health, Dental and Related Benefits) will prevail.

- 2.31 Voluntary Vision Plan: Beginning no earlier than the 2018 plan year, active permanent full-time and active permanent part-time employees will be offered the opportunity to enroll in a voluntary vision plan. Employees will pay the full premium costs of the plan. The District will contract with a provider for a voluntary vision plan with no co-pays. The vision plan is not available to temporary or permanent intermittent employees.

### **3. Transportation Expense**

- 3.10 Mileage Reimbursement: The District will pay a mileage allowance for the use of personal vehicles on District business at the rate allowed by the Internal Revenue Service (IRS) as a tax deductible expense, adjusted to reflect changes in this rate on the date it becomes effective or the first of the month following announcement of the changed rate by the IRS, whichever is later.
- 3.11 Commuter Benefit Program: The District will offer employees the option of enrolling in an employee-funded qualified transportation (commuter) benefit program designed to qualify for tax savings under section 132 (f) of the Internal Revenue Code, but such savings are not guaranteed. The Commuter Benefit Program will allow employees to set aside pre-tax dollars for qualified transportation expenses to the extent and amount allowed by the Internal Revenue Service.

### **4. Retirement Benefits**

- 4.10 Contribution. Employees are responsible for the payment of one hundred percent (100%) of the employees' basic retirement benefit contribution determined annually by the Board of Retirement of the Contra Costa County Employees' Retirement Association, without the District paying any part of the employees' share. Employees are also responsible for payment of the employees' contribution for the retirement cost-of-living program as determined annually by the Board of Retirement, without the District paying any part of the employees' contribution.
- 4.11 Safety Employees Retirement- Tier A- Employees Who Became Safety Members of CCCERA Before January 1, 2013. The retirement formula of "3 percent at 50" applies to all employees who became Safety members of the Contra Costa County Employees Retirement Association (CCCERA)

on or before December 31, 2012. The cost-of-living adjustment (COLA) to the retirement allowances of these employees will not exceed three percent (3%) per year. The final compensation of these employees will be based on a twelve (12) consecutive month salary average. This retirement benefit will be known as Safety Tier A.

- a. Until December 1, 2017, each employee will pay nine percent (9%) of his/her retirement base to pay part of the employer's contribution for the cost of Safety Tier A retirement benefits.
- b. For the period of December 1, 2017, through and including June 30, 2018, each employee in Tier A will pay six percent (6%) of his/her retirement base to pay part of the employer's contribution for the cost of Safety Tier A retirement benefits.
- c. For the period of July 1, 2018, through and including June 30, 2019, each employee will pay three percent (3%) of his/her retirement base to pay part of the employer's contribution for the cost of Safety Tier A retirement benefits.
- d. Effective on July 1, 2019, each employee's payment of three percent (3%) of his/her retirement base to pay part of the employer's contribution for the cost of Safety Tier A retirement benefits will cease.
- e. "Retirement base" means base salary and other payments, such as salary differential and flat rate pay allowances, used to compute retirement deductions.

4.12 Employees with More Than 30 Years of Continuous Service as Safety Members- Tier A. Beginning on January 1, 2008 and pursuant to Government Code section 31664.1, current and future employees in classifications that are governed by this Resolution and designated by the Contra Costa County Employees' Retirement Association as safety members with credit for more than thirty (30) years of continuous service as safety members, will not make payments from their retirement base to pay part of the employer's contribution towards the cost of Safety Tier A.

4.13 Safety Employees Retirement- Safety PEPRA Tier- Employees Who Become Safety Members of CCCERA on or after January 1, 2013.

- a. For employees who become Safety members of the Contra Costa County Employees Retirement Association (CCCERA) on or after January 1, 2013, retirement benefits are governed by the California Public Employees Pension Reform Act of 2013 (PEPRA) (Chapters 296 and 297, Statutes of 2012) and PEPRA Safety Option Plan Two (2.7% @ 57) applies. To the extent that this

resolution conflicts with any provision of PEPRA, PEPRA governs.

b. For employees who, under PEPRA, become Safety New members of CCCERA on or after January 1, 2016, the cost of living adjustment to the retirement allowance will not exceed two percent (2%) per year, and the cost of living adjustment will be banked.

c. Sections 4.11 and 4.12, above, apply to employees who, under PEPRA, become reciprocal Safety Members of CCCERA in Tier A, as determined by CCCERA.

## **5. 414H2 Participation**

The District will continue to implement Section 414(h) (2) of the Internal Revenue Code which allows the Auditor-Controller to reduce the gross monthly pay of employees by an amount equal to the employee's total contribution to the County Retirement System before Federal and State income taxes are withheld, and forward that amount to the Retirement System. This program of deferred retirement contribution is universal and non-voluntary.

## **6. Training**

6.10 Career Development Training Reimbursement: All full-time employees are eligible for career development training reimbursement not to exceed seven hundred fifty dollars (\$750) per fiscal year. The reimbursement of training expenses includes books and is governed by any Administrative Bulletins on Travel or Training.

6.11 Management Development Policy: Employees are authorized to attend professional training programs, seminars, and workshops, during normal work hours at the discretion of their Fire Chief, for the purpose of developing knowledge, skills, and abilities, in the areas of supervision, management, and County/District policies and procedures. Up to thirty (30) hours of such training time is recommended annually.

a. The District is encouraged to provide for professional development training exceeding thirty (30) hours annually for people newly promoted to positions of direct supervision.

b. Priority is given to professional training programs offered through the County Training Institute. Other related and appropriate training/education resources approved by the District are also allowable.

c. To encourage personal and professional growth, the District provides reimbursement for certain expenses incurred by employees for job-related training (required training and career development training/education).

Provision for eligibility and reimbursement identified in Administrative Bulletin 112.9.

d. The Fire Chief is responsible for authorization of individual professional development reimbursement requests. Reimbursement is through the regular demand process with demands being accompanied by proof of payment (copy of invoice or canceled check).

**7. Bilingual Pay Differential:**

A monthly salary differential will be paid to incumbents of positions requiring bilingual proficiency as designated by the Fire Chief and the Contra Costa County Director of Human Resources. The differential will be prorated for employees working less than full time and/or on an unpaid leave of absence during any given month. The differential is one hundred dollars (\$100.00) per month.

The designation of positions for which bilingual proficiency is required is the sole prerogative of the District/County, and such designations may be amended or deleted at any time.

**8. Higher Pay for Work in a Higher Classification:**

The County Salary Regulations notwithstanding, when an employee is required to work in a higher paid classification, the employee will receive the higher compensation for such work, pursuant to the County Salary Regulations, plus any differentials and incentives the employee would have received in his/her regular position. Unless the Board has by Resolution otherwise specified, the higher pay entitlement will begin on the 41st consecutive hour in the assignment.

**9. Other Terms and Conditions of Employment:**

9.10 Overtime Exempt Exclusion: Employees in unrepresented classifications are overtime exempt and are not eligible for overtime pay, holiday pay, overtime compensatory time, or holiday compensatory time. Instead, these employees are awarded Annual Management Administrative Leave in recognition of the extra burden their job responsibilities may sometimes place on their work schedules. However, unrepresented employees may be made eligible for overtime pay if their names are placed on the Overtime Exempt Exclusion List by the County Administrator's Office. Employees on the Overtime Exempt Exclusion List are authorized to receive overtime pay only. These employees are NOT eligible for holiday pay, overtime compensatory time, or holiday compensatory time. Employees on the Overtime Exempt Exclusion List are also NOT eligible for Annual Management Administrative Leave for the quarter they are on

the Overtime Exempt Exclusion List. The policies and procedures for the Overtime Exempt Exclusion List are set forth in the County Administrator's memo of November 6, 2002. This section does not apply to Special Circumstance Overtime Compensation provided in Section 9.12.

- 9.11 Overtime: Employees on the Overtime Exempt Exclusion List will be compensated at one and one-half (1.5) times their base rate of pay (excluding differentials) for authorized work exceeding eight (8) hours in a day or forty (40) hours in a week.
- 9.12 Special Circumstance Overtime Compensation. Straight-time pay for special circumstance overtime will be paid at 1.0 times the employee's base rate of pay (including differentials) for hours worked that exceed normal work hours only when an employee is assigned during any of the following special circumstances:
- a. Any incident lasting more than 12 hours within the Operational Area. In such circumstance, the employee will be paid for all hours worked during the incident exceeding their normal work hours that occur before the twelfth hour of the incident; or
  - b. Mutual aid responses outside of the Operational Area where the California Fire Assistance Agreement or other reimbursement mechanism normally applies. Trainee assignments that are self-initiated and are not reimbursable to the District shall not be compensated under this section; or
  - c. At the Fire Chief's discretion for anticipated weather events, high fire danger, increased overhead support for planned events, city or county Emergency Operations Center (EOC) staffing, or for District Operations Center (DOC) staffing.

The decision to provide or not provide straight-time compensation for overtime work in these special circumstances is fully vested in the Fire Chief, whose decision shall be final.

- 9.13 Length of Service Credits: Length of service credit will date from the beginning of the last period of continuous County/District employment, including temporary, provisional and permanent status and absences on an approved leave of absence; except that when an employee separates from a permanent position in good standing and is subsequently re-employed in a permanent County/District position within two (2) years from date of separation, the period of separation will be bridged. Under these circumstances, the service credits will include all credits accumulated at time of separation but will not include the period of separation. The

service credits of an employee are determined from employee status records maintained by the Human Resources Department.

- 9.14 Mirror Classifications: As determined by the Director of Human Resources, employees in unrepresented job classifications that mirror management, represented or unrepresented job classifications may receive the salary and fringe benefits that are received by employees in the comparable mirror classifications.
- 9.15 Deep Classes: No provision of this Resolution regarding terms and conditions of employment supersedes any provision in any Deep Class Resolution.
- 9.16 Administrative Provisions: The County Administrator may establish guidelines, bulletins or directives as necessary to further define or implement the provisions of this resolution.

**10. Management Longevity Pay**

- 10.10 Ten Years of Service: Employees who have completed ten (10) years of service for the District are eligible to receive a two and one-half percent (2.5%) longevity differential effective on the first day of the month following the month in which the employee qualifies for the ten (10) year service award.
- 10.11 Fifteen Years of Service: Employees who have completed fifteen (15) years of service for the District are eligible to receive an additional two and one-half percent (2.5%) longevity differential effective on the first day of the month following the month in which the employee qualifies for the fifteen (15) year service award. For employees who completed fifteen (15) years of service on or before January 1, 2008, this longevity differential will be paid prospectively only from January 1, 2008.

**11. Deferred Compensation**

A. Deferred Compensation Incentive. The District will contribute eighty-five dollars (\$85) per month to each employee who participates in the County's Deferred Compensation Plan. To be eligible for this incentive, the employee must contribute to the deferred compensation plan as indicated below:

	Monthly Contribution	
Employees with	Qualifying Base	Required to Maintain
Current Monthly	Contribution	Incentive Program
<u>Salary of:</u>	<u>Amount</u>	<u>Eligibility</u>

\$2,500 and below	\$250	\$50
\$2,501 - 3,334	\$500	\$50
\$3,335 - 4,167	\$750	\$50
\$4,168 - 5,000	\$1,000	\$50
\$5,001 - 5,834	\$1,500	\$100
\$5,835 - 6,667	\$2,000	\$100
\$6,668 and above	\$2,500	\$100

Employees who discontinue contributions or who contribute less than the required amount per month for a period of one (1) month or more will no longer be eligible for the eighty five dollar (\$85) District supplement. To reestablish eligibility, employees must again make a Base Contribution Amount as set forth above based on current monthly salary. Employees with a break in deferred compensation contributions either because of an approved medical leave or an approved financial hardship withdrawal will not be required to reestablish eligibility. Further, employees who lose eligibility due to displacement by layoff, but maintain contributions at the required level and are later employed in an eligible position, will not be required to reestablish eligibility.

B. Eligibility for Loan Program. All employees are eligible to apply for loans from the Contra Costa County Deferred Compensation Plan loan program established by the Board of Supervisors on June 26, 2012, by Resolution No. 2012/298.

**12. Annual Management Administrative Leave**

a. On January 1st of each year, full-time employees will be credited with ninety four (94) hours of paid Management Administrative Leave. This time is non-accruable and all balances will be zeroed out on December 31 of each year.

b. Permanent part-time employees are eligible for Management Administrative Leave on a prorated basis, based upon their position hours. Permanent-intermittent employees are not eligible for Management Administrative Leave.

c. Employees appointed (hired or promoted) to unrepresented management positions are eligible for Management Administrative Leave on the first day of the month following their appointment date and will receive Management Administrative Leave on a prorated basis for that first year.

d. Employees on the Overtime Exempt Exclusion List are authorized to receive overtime pay; therefore, their Management Administrative Leave will



be reduced by twenty-five percent (25%) each time the employee is on the List. The twenty-five percent (25%) reduction will be deducted from the employee's current leave balance, but if there is no balance, it will be deducted from future awarded Annual Management Administrative Leave.

**13. Management Life Insurance**

Employees are covered at District expense by term life insurance in the amount of fifty seven thousand dollars (\$57,000) in addition to the insurance provided under Section 2.18.

**14. Vacation Buy Back**

**A. For Employees Hired Before October 1, 2011:**

Until close of business on September 30, 2011, employees hired before October 1, 2011, may elect payment of up to one-third (1/3) of their annual vacation accrual, subject to the following conditions: (1) the choice can be made only once in each calendar year; (2) payment is based on an hourly rate determined by dividing the employee's monthly salary by 173.33; and (3) the maximum number of vacation hours that may be paid in any calendar year is one-third (1/3) of the annual accrual.

On and after October 1, 2011, employees hired before October 1, 2011, may elect payment of up to one-third (1/3) of their annual vacation accrual, subject to the following conditions: (1) the choice can be made only once every thirteen (13) months and there must be at least 12 full months between each election; (2) payment is based on an hourly rate determined by dividing the employee's monthly salary by 173.33; and (3) the maximum number of vacation hours that may be paid in any one sale is one-third (1/3) of the annual accrual.

Where a lump-sum payment is made to employees as a retroactive general salary adjustment for a portion of a calendar year that is subsequent to the exercise by an employee of the vacation buy-back provision herein, that employee's vacation buy-back will be adjusted to reflect the percentage difference in base pay rates upon which the lump-sum payment was computed, provided that the period covered by the lump-sum payment includes the effective date of the vacation buy-back.

**B. For Employees Hired On and After October 1, 2011:**

Employees hired on and after October 1, 2011, may not elect payment of their vacation accruals, unless the employee was eligible for a Vacation Buy Back benefit before being promoted into any classification covered by this

Resolution.

**15. Professional Development Reimbursement**

With the exceptions of the Fire Chief, Assistant Chief(s), and Deputy Fire Chief, employees are eligible for reimbursement of up to six hundred twenty-five dollars (\$625) for calendar year 2008 and for each two (2) year period thereafter, for memberships in professional organizations, subscriptions to professional publications, attendance fees at job-related professional development activities, and purchase of job-related computer hardware and software (excludes automation connectivity, support, or subscription fees) from a standardized County-approved list or with Fire Chief approval, provided each employee complies with the provisions of the County's Computer Use and Security Policy adopted by the Board of Supervisors and manuals. In order to receive reimbursement, the employee must have been in an eligible classification when the expense was incurred.

Individual professional development reimbursement requests must be approved by the Fire Chief. Reimbursement will occur through the regular demand process with demands being accompanied by proof of payment (copy of invoice or canceled check).

**16. Sick Leave Incentive Plan**

Employees may be eligible for a payoff of a part of unused sick leave accruals at separation. This program is an incentive for employees to safeguard sick leave accruals as protection against wage loss due to time lost for injury or illness. Payoff must be approved by the Director of Human Resources, and is subject to the following conditions:

- a. The employee must have resigned in good standing.
- b. Payout is not available if the employee is eligible to retire.
- c. The balance of sick leave at resignation must be at least seventy percent (70%) of accruals earned in the preceding continuous period of employment, excluding any sick leave use covered by the Family and Medical Leave Act, the California Family Rights Act, or the California Pregnancy Disability Act.
- d. Payout is by the following schedule:

<u>Years of Payment Continuous Service</u>	<u>Payment of Unused Sick Leave Payable</u>
3 – 5 years	30%

5 – 7 years	40%
7 plus years	50%

e. No payoff will be made pursuant to this section unless the Contra Costa County Employees' Retirement Association has certified that an employee requesting a sick leave payoff has terminated membership in, and has withdrawn his or her contributions from, the Retirement Association.

f. It is the intent of the Board of Supervisors that payments pursuant to this section preclude County retirement benefits resulting from employment by this County/District governed by the Board.

**17. Video Display Terminal (VDT) Users Eye Examination**

Employees are eligible to receive an annual eye examination on District time and at District expense provided that the employee regularly uses a video display terminal at least an average of two (2) hours per day as certified by the Fire District.

Employees certified for examination under this program must make their request through the Benefits Service Unit of the County Human Resources Department. Should prescription VDT eyeglasses be prescribed for the employee following the examination, the District agrees to provide, at no cost, basic VDT eyewear consisting of a fifty dollar (\$50) frame and single, bifocal or trifocal lenses. Employees may, through individual arrangement between the employee and the employee's doctor and solely at the employee's expense, include blended lenses and other care, services or materials not covered by the Plan.

**18. Long-Term Disability Insurance**

The County will continue in force the Long-Term Disability Insurance program with a replacement limit of eighty-five (85%) of total monthly base earnings reduced by any deductible benefits.

**19. Uniform Allowance**

Effective October 1, 2015, the monthly uniform allowance for all employees in classes for which a uniform is required shall be fifty-four dollars and fifty cents (\$54.50) per month.

**20. Fire Management Educational Allowance Program**

Employees in the specified Fire District management classifications who possess the certificates or educational degrees set forth below and/or meet

the continuing educational requirements set forth below, are eligible for professional development educational allowances under the conditions set forth below. This program is intended to encourage the professional development of eligible Fire District Management personnel. Only the following classifications are eligible to participate in this educational allowance program:

- Fire Chief- Contra Costa (RPA1)
- Assistant Fire Chief-Exempt (RPB1)
- Deputy Fire Chief- Exempt (RPB2)
- Fire Marshal (RJGA)
- Supervising Fire Inspector (RJHC)

Only the following job-related certificates and degrees are eligible for this program:

- a. A Certificate of Achievement in Fire Technology, Business Administration, Management and Supervision, or a related field from an accredited college.
- b. An Associated of Arts or Science Degree from an accredited college with a major in Fire Technology, Business Administration, Management and Supervision, or a related field.
- c. A Chief Officer Certificate issued by the Office of the State Fire Marshal.
- d. A Baccalaureate Degree from an accredited college or university with a major in Business, Public Administration, or a related field.

All allowances will be designated as either temporary or permanent and will be awarded in increments of two and one-half percent (2.5%) times the employee's base rate of pay. The combined temporary and permanent educational allowances awarded to any employee may not exceed seven and one-half percent (7.5%) times the employee's base rate of pay.

The following conditions must be satisfied in order to earn the designated allowance:

### **Temporary Allowance**

A temporary allowance of two and one-half percent (2.5%) times the employee's base rate of pay may be awarded for annually completing at least forty (40) hours of pre-approved education or training or at least three (3) pre-approved college semester units (or equivalent quarter units), or a pre-approved combination thereof, in pursuit of any one of the certificates or degrees set forth in options (a) through (d) above or as pre-approved by the

Fire Chief.

A temporary allowance is effective for a period of only twelve (12) months, commencing on the first day of the month after proof of completion of course work is received and approved by the Fire Chief or designee. Temporary allowances automatically terminate at the end of month twelve (12).

A temporary allowance of two and one-half percent (2.5%) times the employee's base rate of payment may be awarded to the Fire Chief for annually completing the above conditions, except that verification of eligibility must be approved by the County Administrator or designee.

### **Permanent Allowances**

A permanent allowance of two and one-half percent (2.5%) times the employee's base rate of pay may be awarded for possession of one (1) of the certificates or degrees set forth in options (a) through (d) above. Only one (1) two and one-half percent (2.5%) permanent allowance is available within this category.

In the alternative, a permanent allowance of five percent (5%) may be awarded for possession of those certificates or degrees in the following combinations only: (1) options (b) and (c) or (2) options (a) and (d). An employee receiving the five percent (5%) permanent allowance may not also receive the two and one-half percent (2.5%) permanent allowance.

This program is subject to appropriate administrative guidelines and controls promulgated by the Fire Chief and approved by the Director of Human Resources to ensure that the standards set forth herein are met. Verification of an employee's eligibility must be by the Fire Chief or designee.

A permanent allowance of two and one-half percent (2.5%) times the employee's base rate of pay or the alternative five percent (5%) times the employee's base rate of pay may be awarded to the Fire Chief subject to the same conditions described above for a permanent allowance, except that the Fire Chief's eligibility must be approved by the County Administrator or designee.

Payment of any of the allowances set forth herein begins on the first day of the month following the month in which: a) the Fire Chief verifies the employee's eligibility for that allowance, or b) the County Administrator or designee verifies the Fire Chief's eligibility for that allowance.

## **21. Fire Services Standby Duty with Emergency Recall Differential**

All classifications covered by this Management Resolution, with the exception of the Fire Chief-Contra Costa (RPA1), are required to do standby duty with emergency recall for a minimum total of ten (10) days each month. A salary differential in the amount of five percent (5%) of monthly base salary shall be in effect for personnel assigned to standby duty with emergency recall.

**22. Executive Professional Development Reimbursement**

In lieu of the benefits provided in Section 15, the Fire Chief, Assistant Chief(s), and Deputy Fire Chief are eligible for reimbursement of up to nine hundred twenty-five dollars (\$925) for calendar year 2008 and for each two (2) year period thereafter, for memberships in professional organizations, subscriptions to professional organizations, subscriptions to professional publications, attendance fees at job-related professional development activities, and purchase of job-related computer hardware and software (excludes automation connectivity, support, or subscription fees) from a standardized County-approved list or with Fire Chief approval, provided each employee complies with the provisions of the County's Computer Use and Security Policy adopted by the Board of Supervisors and manuals. In order to receive reimbursement, the employee must have been in an eligible classification when the expense was incurred.

Individual professional development reimbursement requests must be approved by the Fire Chief. Reimbursement will occur through the regular demand process with demands being accompanied by proof of payment (copy of invoice or cancelled check). Certifications regarding compliance with County's Computer Use and Security Policy may be required.

**II. BENEFITS FOR FIRE CHIEF**

As the Chief Officer of the Fire District and an Appointed Department Head, the Fire Chief receives the benefits provided under Part I, except as modified below:

**23. Automobile**

The District will provide the Fire Chief with an appropriate vehicle. The Fire Chief is not eligible for an Automobile Allowance.

**24. Executive Life Insurance**

In lieu of the insurance provided in Part I, Section 13, the Fire Chief is covered, at District expense, by term life insurance in the amount of sixty thousand dollars (\$60,000), additional to the insurance provided under

Section 2.18.

**25. Fire Management Educational Reimbursement**

The Fire Chief is entitled to be reimbursed by the District for all Fire Management educational expenses (tuition, fees, books, and the like) incurred by the Fire Chief during his tenure as Fire Chief.

**26. No Fire Services Standby Duty with Emergency Recall Differential**

The Fire Chief is not eligible for the Fire Services Standby duty with Emergency Recall Differential set forth in Part I, Section 21 of this Resolution.

**27. No Vacation Buy Back**

The Fire Chief is not eligible for the Vacation Buy Back plan set forth in Part I, Section 14 of this Resolution.

*[end]*



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: May 18, 2021

Subject: Conveyance of Waterline and Access Easements to Golden State Water Company in Connection with the New Fire Station 86 Project

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the conveyance of waterline and access easements to Golden State Water Company on property owned by Contra Costa County Fire Protection District in connection with the construction of the New Fire Station 86 Project, as recommended by the Fire Chief, Bay Point area pursuant to Health and Safety Code section 13861(b) and Government Code section 25526.6. Project No.: 7025-WH706A (CP#18-38)

DETERMINE that the conveyance of said easements are in the public interest and will not substantially conflict or interfere with the Contra Costa County Fire Protection District’s (District) use of the property.

AUTHORIZE the Fire Chief or designee, to execute the Grant of Easement on behalf of the District.

DIRECT the Real Estate Division of the Public Works Department to cause said Grant of s Easement to be delivered to the grantee.

**FISCAL IMPACT:**

The costs of granting this easement and associated documents are included in the overall cost of construction.

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

Action of Board On: **05/18/2021**  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: May 18, 2021

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

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



**BACKGROUND:**

The District owns the property located on Goble Drive in Bay Point and also known as APN 091-030-0123 (Property). On October 13, 2020, this Board approved the design of a new Fire Station 86 and awarded the construction contract. In order to bring water service to the Property, the District needs to convey permanent easements to Golden State Water Company, a regulated public utility. Golden State Water Company will use the easement areas to install their waterline and backflow devices and access their facilities for future maintenance. To ensure that the project can proceed as planned, District staff recommend approving the conveyance of the easements.

**CONSEQUENCE OF NEGATIVE ACTION:**

Golden State Water Company would not have the necessary land rights to install their facilities and bring water service to the new Fire Station 86.

**ATTACHMENTS**

Grant of Easement

**RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:**

Robert N. Hanford, P.E.  
Golden State Water Company  
160 Via Verde, Suite 100  
San Dimas, CA 91773

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Documentary Transfer Tax Declaration  
This is a conveyance of an easement and  
the consideration and value is less than \$100.00.  
R&T 11911

**GRANT OF EASEMENT**

**THIS GRANT OF EASEMENT** (this “**Easement Agreement**”) is made as of \_\_\_\_\_, 20\_\_, by CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT, a fire protection district existing under the laws of the State of California (“**Grantor**”), for the benefit of GOLDEN STATE WATER COMPANY, a California corporation (“**Grantee**”), with reference to the following recitals:

**RECITALS**

A. Grantor owns that certain real property with assessor parcel number 091-030-012 located on Gobble Drive in the City of Bay Point, in the County of Contra Costa, State of California, and more particularly described on Exhibit A attached hereto (the “**Property**”).

B. Grantee has requested a permanent easement **to operate, maintain, repair, enlarge, replace, and if elected by Grantee, abandon water pipelines and appurtenances within** (the “**Easement Purpose**”) a portion of the Property more particularly described on Exhibit B attached hereto (the “**Easement Area**”), and depicted on the site plan attached hereto as Exhibit C.

**NOW, THEREFORE**, in consideration of the foregoing recitals, the covenants hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor hereby declares as follows:

1. **Easement**. Grantor hereby grants to Grantee a permanent non-exclusive easement to the Easement Area for the Easement Purpose; and for the further purpose of ingress, egress and passage across with all the necessary materials, tools, supplies, and other equipment related to the Easement Purpose, together with a right of way upon, over, under, through and across the Property to access the Easement Area (the “**Easement**”). Grantor agrees for itself, its successors and assigns, not to erect, place or maintain, nor to permit the erection, placement or maintenance of any building, planter boxes, earth fill or other structures over the hereinafter described Easement Area.

2. **Maintenance.** Grantor hereby grants to Grantee a perpetual non-exclusive easement for maintenance and repair purposes over the Easement Area and such portions of the Property as are reasonably necessary for such maintenance and repair. Grantee shall be responsible for all costs associated with the Grantee's use of the Easement.

3. **No Gift or Dedication.** Nothing contained in this Easement Agreement shall be deemed to be a gift or dedication of any portion of the Property to or for the general public or for any public use or purpose whatsoever, it being the intention of the parties that the Easement and rights granted in this Easement Agreement shall be strictly limited to and for the purposes herein expressed with respect to private property solely for the benefit of the parties and their respective tenants, invitees and licensees.

4. **Mortgagee Protection.** No breach or violation of this Easement Agreement or of the restrictions provided herein shall render invalid the lien of any mortgage, deed of trust or similar instrument securing a loan made in good faith and for value with respect to any portion of the Property, but all of the provisions of this Easement Agreement shall be binding upon and effective against any subsequent owner (including any mortgagee or beneficiary under a deed of trust) who acquires title to the Property or any portion thereof, by foreclosure, trustee's sale, deed in lieu of foreclosure, or otherwise.

5. **Relocation and Abandonment.** Grantee shall have the right in its sole discretion to relocate the Easement Area to a comparable location on the Property, provided such comparable area does not materially interfere with Grantor's use and enjoyment of the Property. Grantee shall have the right in its sole discretion to abandon the Easement.

6. **Notice of Material Issue.** Grantor shall promptly notify Grantee in writing of any material issue or fact that may affect the Easement.

7. **Governing Law.** This Easement Agreement shall be governed by and construed in accordance with the laws of the State of California.

8. **Successors and Assigns; Covenants Running with the Land.** This Easement Agreement is binding upon and shall inure to the benefit of the parties and their respective successors and assigns, tenants, invitees and licensees. All of the provisions of this Easement Agreement shall be enforceable as equitable servitudes and constitute covenants running with the land pursuant to applicable law, including, without limitation, Section 1457 et. seq. of the California Civil Code.

9. **Severability.** If any provision of this Easement Agreement is prohibited or held to be invalid, illegal or unenforceable for any reason, the parties hereto agree to the fullest extent permitted by law that (a) the validity, legality and enforceability of the other provisions shall not be affected or impaired thereby and (b) the parties hereto shall endeavor in good faith negotiations to replace the invalid or unenforceable provisions with valid and enforceable provisions, the economic effect of which comes as close as possible to that of the invalid or unenforceable provisions.

10. **Remedies.** In the event of any breach or threatened breach of any provision of this Easement Agreement, the parties hereto may prosecute any proceedings at law or in equity to

enjoin such breach or threatened breach and to recover damages for any such breach. The remedies permitted or available pursuant to the provisions of this Easement Agreement shall be cumulative and in addition to any rights or remedies available at law or in equity.

11. **Indemnification.**

(a) Grantee shall indemnify, defend and hold Grantor, and its officers, employees and agents (collectively, the “**Grantor Parties**”) harmless from and against any and all losses, claims, demands, costs, expenses, liens, fines, penalties, liabilities, judgments and damages resulting directly from Grantee’s exercise of any rights granted to Grantee under this Easement Agreement, provided that Grantee shall not be required to indemnify or hold any Grantor Party harmless from and against any loss, claim, demand, cost, expense, lien, fine, penalty, liability, judgment or damages arising from the willful or negligent acts or omissions of a Grantor Party.

(b) Grantor shall indemnify, defend and hold Grantee, and its officers, affiliates, contractors, employees and agents (collectively, “**Grantee Parties**”) harmless from and against any and all losses, claims, demands, costs, expenses, liens, fines, penalties, liabilities, judgments and damages resulting directly or indirectly from or related to Grantor’s exercise of any rights retained by Grantor under this Easement Agreement or arising from the willful or negligent acts or omissions of a Grantor Party, provided that Grantor shall not be required to indemnify or hold Grantee harmless from and against any loss, claim, demand, costs, expense, lien, fine, penalty, liability, judgment or damages arising from the willful or negligent acts or omissions of a Grantee Party.

12. **Counterparts.** This Easement Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signature(s) thereon provided such signature page is attached to any other counterpart identical thereto except having additional signature pages executed by other parties to this Easement Agreement attached thereto.

13. **Cost of Enforcement.** If any legal or equitable action or proceeding is instituted by one party against the other to enforce or interpret any provision of this Grant, the party prevailing in such action shall be entitled to recover from the losing party all of its costs of suit, including, but not limited to, reasonable attorneys’ fees awarded by the court.

[Signatures appear on the following pages]

IN WITNESS WHEREOF, this agreement is hereby executed on the day and year first above-written.

Grantor: \_\_\_\_\_

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )  
 ) ss.  
COUNTY OF LOS ANGELES )

On \_\_\_\_\_, 2021 before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public (Seal)

IN WITNESS WHEREOF, this agreement is hereby executed on the day and year first above-written.

Grantee: Golden State Water Company

By: \_\_\_\_\_

Name: Denise L. Kruger

Title: Senior Vice President,  
Regulated Water Utility

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )  
 ) ss.  
COUNTY OF LOS ANGELES )

On \_\_\_\_\_, 2021 before me, Ledina Hill, Notary Public, personally appeared Denise L. Kruger, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public (Seal)

IN WITNESS WHEREOF, this agreement is hereby executed on the day and year first above-written.

Grantee: Golden State Water Company

By: \_\_\_\_\_

Name: Eva G. Tang

Title: Senior Vice President - Finance, Chief Financial Officer, and Secretary

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )  
 ) ss.  
COUNTY OF LOS ANGELES )

On \_\_\_\_\_, 2021 before me, Ledina Hill, Notary Public, personally appeared Eva G. Tang, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public (Seal)

## **EXHIBIT A**

### **Legal Description of the Property**

Real property located in an unincorporated area of the County of Contra Costa, State of California, being a portion of the Northwest Quarter of Section 15, Township 2 North, Range 1 West, Mount Diablo Meridian, also being a portion of the property described in the Quit Claim Deed from Contra Costa County to Contra Costa County Fire Protection District recorded October 22, 2004 at the Recorder's Series Number 2004-0405463, Contra Costa County records.

APN 091-030-012



**EXHIBIT "B"**

Real property located in an unincorporated area of the County of Contra Costa, State of California, being a portion of the Northwest Quarter of Section 15, Township 2 North, Range 1 West, Mount Diablo Meridian, also being a portion of the property described in the Quit Claim Deed from Contra Costa County to Contra Costa County Fire Protection District recorded October 22, 2004 at Recorder's Series Number 2004-0405463, Contra Costa County records, described as follows:

**Waterline Access Easement**

Commencing at the northwest corner of said Parcel (2004-0405463) and the beginning of a curve, concave to the southeast, having a radius of 1068.00 feet and the center point of which bears south 25°13'25" east; thence along said northwest line and along said curve through a central angle of 7°48'13" for an arc distance of 145.46 feet; thence continuing along said northwest line north 72°34'48" east for a distance of 147.48 feet to the Point of Beginning; thence continuing along said northwest line, north 72°34'48" east for a distance of 38.47 feet; thence leaving said northwest line, south 73°27'01" east for a distance of 93.68 feet to the beginning of a tangent curve, concave to the southwest and having a radius of 62.00 feet; thence along said curve through a central angle of 23°11'40" for an arc distance of 25.10 feet; thence south 50°15'21" east for a distance of 7.40 feet to a point on the northeast line of said Parcel; thence along said northeast line, south 28°29'46" west for a distance of 0.51 feet; thence continuing along said northeast line, south 39°44'42" west for a distance of 23.51 feet; thence leaving said northeast line, north 50°06'59" west for a distance of 7.23 feet to the beginning of a tangent curve, concave to the southwest and having a radius of 38.00 feet; thence along said curve through a central angle of 19°08'36" for an arc distance of 12.70 feet; thence north 69°15'35" west for a distance of 43.20 feet; thence north 73°26'52" west for a distance of 34.64 feet; thence south 73°36'00" west for a distance of 82.05 feet; thence north 62°02'40" west for a distance of 6.38 feet; thence north 73°52'33" east for a distance of 23.81 feet; thence north 15°45'24" west for a distance of 9.66 feet; thence south 88°38'05" east for a distance of 14.89 feet; thence north 1°11'01" east for a distance of 18.62 feet to the Point of Beginning.

Containing 3,981 square feet (0.091 acres), more or less.

**Exhibit "B"**, a plat is attached hereto, and by this reference, made a part hereof.

This real property description has been prepared by me or under my direction, in conformance with the Professional Land Surveyors Act.

Signature: James A. Stein

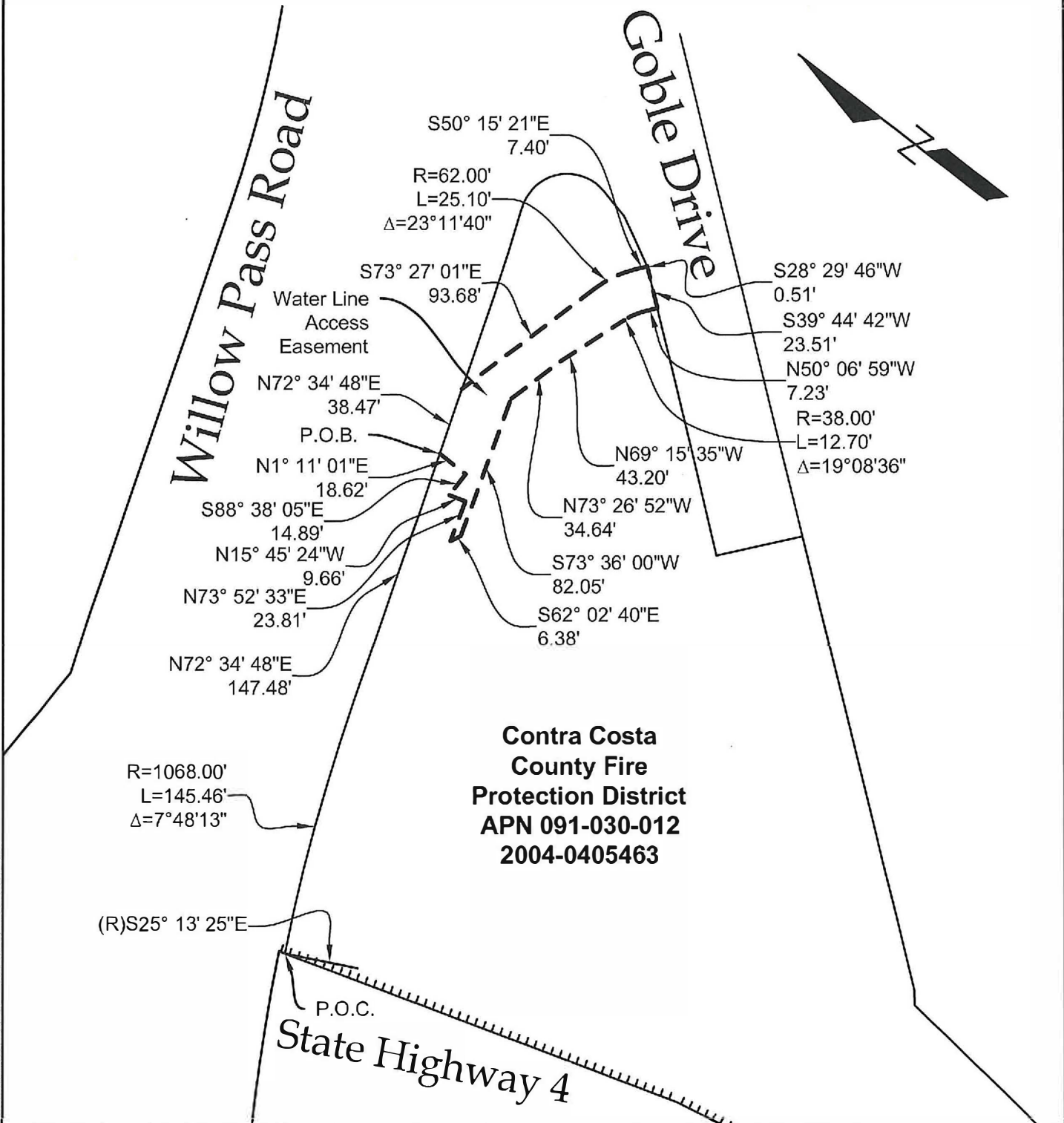
Licensed Land Surveyor  
Contra Costa County Public Works Department



Date: 2/22/2021

# EXHIBIT "B"

## PLAT TO ACCOMPANY EXHIBIT "B"



### Waterline Access Easement



Contra Costa County  
Public Works Department  
255 Glacier Drive  
Martinez, CA 94553

Instr \_\_\_\_\_ Recorded \_\_\_\_\_  
Series # \_\_\_\_\_

SCALE: 1"=80'	DATE: 2/11/2021
DRAWN BY: BD	DRAWING NO. _____
CHECKED BY: JS	

File Path: K:\survey\Right of Way\Misc RW433220\RW433220.003.dwg Plot Date: 2/11/2021 2:06:16 PM

**EXHIBIT "C"**

Real property located in an unincorporated area of the County of Contra Costa, State of California, being a portion of the Northwest Quarter of Section 15, Township 2 North, Range 1 West, Mount Diablo Meridian, also being a portion of the property described in the Quit Claim Deed from Contra Costa County to Contra Costa County Fire Protection District recorded October 22, 2004 at Recorder's Series Number 2004-0405463, Contra Costa County records, described as follows:

**Waterline Easement**

Commencing at the northwest corner of said Parcel (2004-0405463) and the beginning of a curve, concave to the southeast, having a radius of 1068.00 feet and the center point of which bears south 25°13'25" east; thence, along the northwest line of said Parcel and along said curve through a central angle of 7°48'13" for an arc distance of 145.46 feet; thence continuing along said northwest line north 72°34'48" east for a distance of 81.68 feet to the Point of Beginning; thence continuing along said northwest line north 72°34'48" east for a distance of 65.80 feet; thence leaving said northwest line south 1°11'01" west for a distance of 18.62 feet; thence north 88°38'05" west for a distance of 14.89 feet; thence south 15°45'24" east for a distance of 9.66 feet; thence south 73°52'33" west for a distance of 23.81 feet; thence north 62°02'40" west for a distance of 30.87 feet to the Point of Beginning.

Containing 1,040 square feet (0.024 acres), more or less].

**Exhibit "B"**, a plat is attached hereto, and by this reference, made a part hereof.

This real property description has been prepared by me or under my direction, in conformance with the Professional Land Surveyors Act.

Signature: 

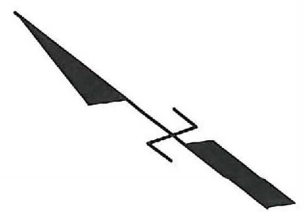
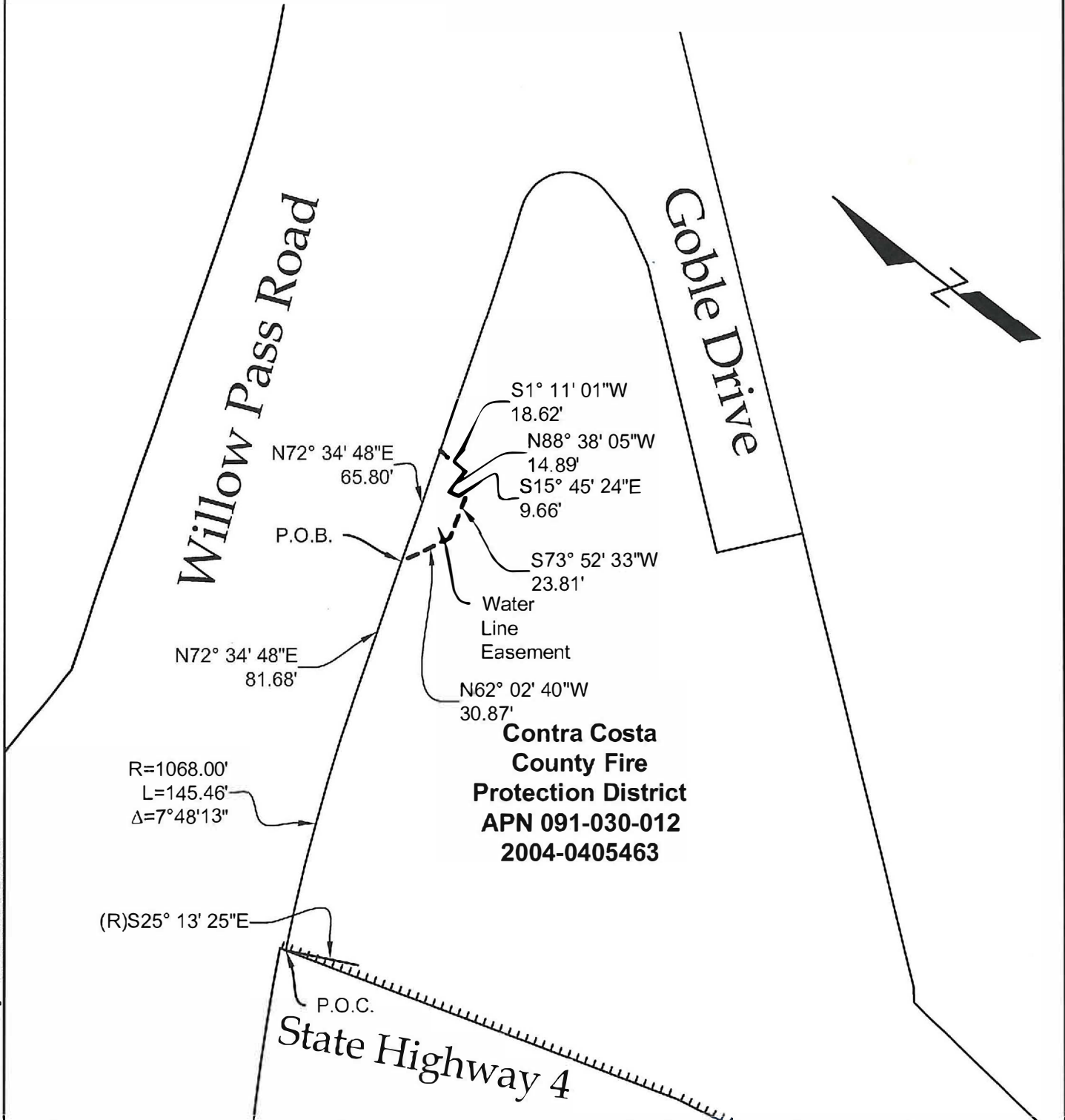
Licensed Land Surveyor  
Contra Costa County Public Works Department

Date: 2/22/2021



# EXHIBIT "C"

PLAT TO ACCOMPANY EXHIBIT "C"



**Contra Costa  
County Fire  
Protection District**  
APN 091-030-012  
2004-0405463

## Waterline Easement



Contra Costa County  
Public Works Department  
255 Glacier Drive  
Martinez, CA 94553

Instr \_\_\_\_\_ Recorded \_\_\_\_\_  
Series # \_\_\_\_\_

SCALE: 1"=80'

DATE: 2/11/2021

DRAWN BY: BD

DRAWING NO. \_\_\_\_\_

CHECKED BY: JS

File Path: K:\surveys\Right of Way\Misc RW\433220\RW433220.003.dwg Plot Date: 2/11/2021 2:03:19 PM



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: May 18, 2021

Subject: Vaccination Clinic Personnel Payment to American Medical Response

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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 American Medical Response West in an amount not to exceed \$7,409 for paramedic staffing of COVID-19 vaccination clinics in April 2021.

**FISCAL IMPACT:**

Federal Emergency Management Agency (FEMA) will provide reimbursement for vaccination distribution and administration at a 100% cost share until Sept. 30, 2021.

**BACKGROUND:**

The State of California and Contra Costa County Health Services Department requested the fire service's support to significantly expand delivery capacity of the COVID-19 vaccine. The Contra Costa County Fire Protection District (District), along with all of the fire agencies within the County and American Medical Response West (AMR), operated vaccination clinics to distribute COVID-19 vaccines in the County. In December 2020 and January 2021, the vaccine was offered to first responders. Clinics serving the general public began in February 2021.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/18/2021**  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: May 18, 2021

Contact: Terry Carey, Assistant Chief  
 925-941-3300

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The District will pay AMR for the cost of their personnel used in the clinics. The District will then request reimbursement, through Contra Costa County, from FEMA. This request is for the cost of AMR staffing for April 2021.

ATTACHMENTS

April 2021 Vaccination Clinic Invoice



# INVOICE

**PAYABLE TO:**

American Medical Response West  
2400 Bisso Lane  
Concord, CA 94520

**DATE:**

April 27, 2021

**AMR INVOICE #:**

CCCFPD-VAXCLNC04-2021

**REFERENCE:**

April 2021 Vacc. Clinic Staff

**BILL TO:**

Contra Costa County Fire Protection District  
4005 Port Chicago Highway, Suite 250  
Concord, CA 94520  
Attn.: Jackie Lorrekovich

DESCRIPTION	Date	HOURS	Rate	TOTAL
EMT Vaccinator	4/3/2021	20.00	\$42.00	\$ 840.00
EMT Vaccinator	4/9/2021	30.00	\$42.00	\$ 1,260.00
EMT Vaccinator	4/17/2021	30.00	\$42.00	\$ 1,260.00
EMT Vaccinator	4/22/2021	20.00	\$42.00	\$ 840.00
EMT Vaccinator	4/23/2021	30.00	\$42.00	\$ 1,260.00
EMT Vaccinator	4/24/2021	30.00	\$42.00	\$ 1,260.00
Paramedic Instructor	4/7/2021	9.50	\$72.45	\$ 688.28
<b>TOTAL</b>				<b>\$ 7,408.28</b>

\_\_\_\_\_  
Chad Newland, Regional Director

4/27/2021

\_\_\_\_\_  
Date

For inquiries regarding this invoice:

Chad Newland (209) 548-8084

[chad.newland@gmr.net](mailto:chad.newland@gmr.net)





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: May 18, 2021

Subject: Purchase Order with TriTech Software Systems for Computer Aided Dispatch (CAD) System

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Fire Chief, to execute a purchase order with TriTech Software Systems, in an amount not to exceed \$250,000, for the continued annual maintenance of the Contra Costa County Fire Protection District's 911 Computer Aided Dispatch system for the period May 1, 2021, through April 30, 2022.

**FISCAL IMPACT:**

Budgeted; 100% CCCFPD EMS Transport Fund

**BACKGROUND:**

The Contra Costa Regional Fire Communications Center provides emergency medical, fire, and rescue dispatch services for the Contra Costa County Fire Protection District (District) and six other neighboring agencies within Contra Costa County using a 911 CAD system. The District's 911 CAD system provider is TriTech Software Systems. The District entered into a Software Support Agreement with TriTech Software Systems on February 3, 2004. This purchase order allows the District to make a payment to Tritech, in accordance with the Software Support Agreement, for the cost of software support, maintenance, and upgrades for the 911 CAD system for the period May 1,

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/18/2021**  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: May 18, 2021

Contact: Ken Crawley, IS Manager  
925-941-3300 x1310

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

2021, through April 30, 2022.

The District received approval from the Fire District Board of Directors to execute this purchase order on April 27, 2021, in an amount not to exceed \$242,000. The price of the annual maintenance has since increased to include a fee for Arcserve High Availability for Enterprise Operating System server maintenance. Arcserve is used to replicate CAD data between production and the Hot Standby (failover) server. The District is requesting approval for an amount not to exceed \$250,000 to cover the added cost.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not continue to receive support, maintenance, and upgrades for this mission critical system.