

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

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

**MONICA NINO, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 655-2075**  
**LEWIS BROSCARD, FIRE CHIEF**

**As permitted by Government Code section 54953 (e), and in accordance with the County Public Health Officer's recommendations for virtual meetings and social distancing, Board members may participate in the meeting remotely. The Board meeting will be accessible in-person, via television, and via live-streaming to all members of the public. 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 on the agenda may comment in person or may call in during the meeting by dialing **888-278-0254** followed by the access code **843298#**. A caller should indicate they wish to speak on an agenda item, by pushing "#2" on their phone. Access via Zoom is also available using the following link: <https://ccccounty-us.zoom.us/j/87344719204>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at [clerkoftheboard@cob.cccounty.us](mailto:clerkoftheboard@cob.cccounty.us) or call 925-655-2000.

Meetings of the Board 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).

**SPECIAL MEETING AGENDA**  
**May 24, 2022**

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

**CONSIDER CONSENT ITEMS** (Items listed as C.1 through C.4 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.**

## **PRESENTATIONS (5 Minutes Each)**

- PR.1** PRESENTATION recognizing the American Medical Response 2020 and 2022 Winners of the Star of Life Award. (Lewis Broschard, Fire Chief)

## **DISCUSSION ITEMS**

- D.1** CONSIDER accepting a report from the Deputy Fire Chief providing a status summary for Contra Costa County Fire Protection District fire station construction projects. (Aaron J. McAlister, Deputy Fire Chief)
- D.2** CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (Lewis Broschard, Fire Chief)

D. 3 CONSIDER Consent Items previously removed.

D. 4 PUBLIC COMMENT (2 Minutes/Speaker)

## **CONSENT ITEMS**

- C.1** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a lease for additional office space, and amend the lease for current office space, with Seecon Commercial, LLC for Contra Costa County Fire Protection District Administration and Fire Prevention Bureau offices located at 4005 Port Chicago Highway. (100% CCCFPD General Operating Fund)
- C.2** APPROVE and AUTHORIZE the Auditor-Controller, on behalf of the Contra Costa County Fire Protection District, to make a payment for Basic Life Support ambulance services to Bay Medic Transportation in an amount not to exceed \$20,493 for the period February 1, 2022, through February 29, 2022. (100% CCCFPD EMS Transport Fund)
- C.3** ADOPT Position Adjustment Resolution No. 25950 to establish the classification of Assistant Fire Chief -Exempt (unrepresented) in the Contra Costa County Fire Protection District. (No fiscal impact)
- C.4** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute an agreement with East Contra Costa Fire Protection District, for the use of Fire Station 55, for the period June 1, 2022 to June 30, 2022. (No Fiscal Impact)

## **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.

Subscribe to receive to the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 655-2000 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed:

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

### **ADVISORY COMMISSION**

The Contra Costa County Fire Protection District Advisory Commission is scheduled to meet next on June 13, 2022 at 7:00 p.m. at the District Administration Building, 2010 Geary Road, Pleasant Hill, Ca 94523.

**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  
**CBC** California Building Code  
**CCCFPD (ConFire)** Contra Costa County Fire Protection District  
**CCHP** Contra Costa Health Plan  
**CCTA** Contra Costa Transportation Authority  
**CCRMC** Contra Costa Regional Medical Center  
**CCWD** Contra Costa Water District  
**CFC** California Fire Code  
**CFDA** Catalog of Federal Domestic Assistance  
**CEQA** California Environmental Quality Act  
**CIO** Chief Information Officer  
**COLA** Cost of living adjustment  
**ConFire (CCCFPD)** Contra Costa County Fire Protection District  
**CPA** Certified Public Accountant  
**CPF –** California Professional Firefighters  
**CPI** Consumer Price Index  
**CSA** County Service Area  
**CSAC** California State Association of Counties  
**CTC** California Transportation Commission  
**dba** doing business as  
**EBMUD** East Bay Municipal Utility District  
**ECCFPD** East Contra Costa Fire Protection District  
**EIR** Environmental Impact Report  
**EIS** Environmental Impact Statement  
**EMCC** Emergency Medical Care Committee  
**EMS** Emergency Medical Services  
**et al.** et alii (and others)  
**FAA** Federal Aviation Administration  
**FEMA** Federal Emergency Management Agency  
**FTE** Full Time Equivalent  
**FY** Fiscal Year  
**GIS** Geographic Information System  
**HCD** (State Dept of) Housing & Community Development  
**HHS** (State Dept of ) Health and Human Services  
**HOV** High Occupancy Vehicle

**HR** Human Resources  
**HUD** United States Department of Housing and Urban Development  
**IAFF** International Association of Firefighters  
**ICC** International Code Council  
**IFC** International Fire Code  
**Inc.** Incorporated  
**IOC** Internal Operations Committee  
**ISO** Industrial Safety Ordinance  
**JPA** Joint (exercise of) Powers Authority or Agreement  
**Lamorinda** Lafayette-Moraga-Orinda Area  
**LAFCo** Local Agency Formation Commission  
**LLC** Limited Liability Company  
**LLP** Limited Liability Partnership  
**Local 1** Public Employees Union Local 1  
**Local 1230** Contra Costa County Professional Firefighters Local 1230  
**MAC** Municipal Advisory Council  
**MBE** Minority Business Enterprise  
**MIS** Management Information System  
**MOE** Maintenance of Effort  
**MOU** Memorandum of Understanding  
**MTC** Metropolitan Transportation Commission  
**NACo** National Association of Counties  
**NEPA** National Environmental Policy Act  
**NFPA** National Fire Protection Association  
**OES-EOC** Office of Emergency Services-Emergency Operations Center  
**OPEB** Other Post Employment Benefits  
**OSHA** Occupational Safety and Health Administration  
**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 24, 2022

**Subject:** Recognition of American Medical Response Winners of the 2020 and 2022 Star of Life Award

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**RECOMMENDATION(S):**

RECOGNIZE the American Medical Response employees listed below as the 2020 and 2022 winners of the Star of Life Award:

Cliff Jacks, Paramedic (2020)  
Dubravka Frost, Paramedic (2022)

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

The Star of Life Award is a nationally distinguished recognition that honors and celebrates those Emergency Medical Services (EMS) professionals who exhibit extraordinary qualities of service, commitment, and dedication. These Stars are brought into the nation's capital from all over the country, from April 30 through May 4, where they are recognized for their acts of service.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/24/2022** ☐ 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 24, 2022

, County Administrator and Clerk of the Board of Supervisors

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

By: , Deputy

cc:

#### BACKGROUND: (CONT'D)

Cliff Jacks, Paramedic, was the Star of Life Award winner in 2020. Cliff is being honored for his actions in saving a 12-year-old who collapsed during Physical Education class at a local school and became unresponsive. Thinking quickly, Cliff was able to convert the refractory V-Fib, achieving return of spontaneous circulation after three defibrillations. Cliff made the decision to immediately transport the patient to the nearest emergency department, but he knew he would need to be on hand to then take the patient and the critical care team to the local Children's Hospital. His forward thinking ensured that the patient received the correct level of care and contributed to the patient having a positive outcome. Cliff's commitment to always providing the highest quality of care to his patients was truly on display that day. Cliff has been in EMS for 20 years and has been a medic for nearly 15 years. He has continued his education earning a Bachelors of Science degree in Molecular Biology and serving as a Field Training Officer and a Paramedic Preceptor. He is widely respected as a leader and as someone who will go out of his way to help his coworkers.

Dubravka Frost, Paramedic, is the Star of Life Award winner in 2022. Dubravka is an incredible mentor to many of the personnel within the local American Medical Response (AMR) operation and allied agencies. Over her 15-year career, she has worked tirelessly to improve not only her knowledge but also the knowledge of those around her. She has a passion for providing stellar patient care and bedside manner. Dubravka has been an active participant in several groups within AMR. She is a well-respected Field Training Officer/Preceptor, Critical Incident Stress Management Peer, Emergency Response Team member, and Acting Supervisor. Additionally, Dubravka is one of the founding members of the Contra Costa Special Operations Unit. She works hard to increase her own knowledge and skill and that of her peers and supervisors in order to create a better environment for all. In her free time, she organizes team building opportunities for the marathons and 10k races in our area.

The Fire District would like to acknowledge AMR employees Dubravka Frost and Cliff Jacks for their service and dedication to the residents of Contra Costa County.



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 24, 2022

Subject: Update on Fire Station Construction Projects - May 24, 2022

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**RECOMMENDATION(S):**

ACCEPT a report from the Deputy 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 Deputy Fire Chief is providing a report on the status and progress of District fire station construction projects.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Board would not receive a status summary for Contra Costa County Fire Protection District fire station construction projects

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/24/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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ATTESTED: May 24, 2022

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 Project  
Update



## CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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May 24, 2022

TO: Board of Directors

FROM: Aaron J. McAlister, Deputy Fire Chief

RE: Update on Fire Station Construction Projects

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- **Fire Station 86 – Bay Point**

We have reached the final phases of the project. Landscaping and final interior finishes are in progress. The building still does not have power, and PG&E has promised a June 8, 2022 connection date. Once the building has power, there will be a few weeks of testing and balancing of building systems. The punch list will be established and corrected in June. We anticipate occupying the building in July. A ceremony will be held in July with a date to be announced.



- **Fire Station 9 – Pacheco**

There is no significant update to report this month. Public Works environmental is currently directing an environmental consultant to update reports required by the FAA and CEQA.

- **Fire Station 54 – Downtown Brentwood**

An architect is developing the demolition plans. A contractor has been identified to perform the demolition. The building has been surveyed for hazardous materials that must be abated prior to demolition. We anticipate beginning demolition in July 2022.

Together with Public Works Capital Projects, an RFQ has been released in order to solicit architects for construction of future fire stations. The architect for this station will be selected during this RFQ process.

- **Contra Costa Regional Fire Communications Center (CCRFCC) – Pleasant Hill**

The current plan is to relocate the communications center to the former administration building at 2010 Geary Road in Pleasant Hill which is on the same campus as the present-day communications center. Strategically, this plan is ideal as it will allow us to remodel and construct the new communications center while maintaining the fully functional status of the current center. The vision also involves refreshing and updating the old communications center to be occupied for 911 support functions. During this process, there will be seismic and fire protection upgrades for the Fire District IT infrastructure

The concept plans are nearly complete. Once completed, cost estimates will be obtained and District staff will evaluate the feasibility of advancing the project to the construction drawing phase.

- **Fire Station 51 – Brentwood**

A kick off meeting with the architectural firm is anticipated in July. This facility will be located at Empire and Grant in Brentwood. In addition to a fire station, a branch office for the Fire Prevention Division will be located on this site.



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 24, 2022

Subject: Fire Chief's Report - May 24, 2022

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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.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Board would not receive the most up to date information regarding ongoing Fire District activities and initiatives.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/24/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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ATTESTED: May 24, 2022

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

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

By: , Deputy

cc:

## ATTACHMENTS

Fire Chief's May  
Report



## CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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May 24, 2022

TO: Board of Directors

FROM: Lewis T. Broschard III, Fire Chief

RE: Fire Chief's Report

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- Annexation Update. With 38 days to go to annexation, we are focused on the myriad final details necessary to prepare us for the midnight June 30 changeover to one Con Fire. The County Administrator's Office, County Counsel, Auditor-Controller, and others are working with District staff to ensure all the necessary elements of the transition process are accounted for and in place for the effective date of the annexation.

As a preview of changes to come, we are conducting a joint ribbon-cutting/staffing ceremony with East Con Fire on June 1 to open the new, but never opened, Fire Station 55. At that event, we will announce the renumbering of East Con's Battalion 5 to Battalion 9 to align with battalion numbering countywide. This will change Fire Station 55 to Fire Station 95.

A transfer of command ceremony is being planned for July 1 in Brentwood.

- Pinole Fire Contract for Service Initiative. We continue to work with City of Pinole executive staff, County Counsel, and the County Administrator's Office. A joint meeting with all parties was held on May 2 to coordinate the plan to move this initiative forward. On May 6, the City of Pinole issued an RFP for the fiscal analysis contractor. District and City staff and County Counsel are preparing initial drafts of the service plan and contract for service and continue to meet on a regular basis.
- Training Update. Academy 57 wrapped up its abbreviated eight-week lateral course of instruction last week with structural live fire training. Graduation was held last night, May 23, at Walnut Creek's Leshner Center with 15 new EMTs and 12 paramedics added to Con Fire's ranks.



Annual wildland live fire training for our organization, as well as many other area fire agencies, began May 16 and runs through May 27. Training is being jointly conducted by Con Fire and Rodeo-Hercules Fire on Phillips 66 property in Rodeo. This training represents an opportunity for fire agencies and the communities surrounding the training area. In addition to providing critical training for firefighters, it also mitigates

considerable risk to surrounding homes and businesses by burning, under controlled conditions, grass that historically burns most every year.

Annexation orientation training continues. Our current efforts are focused on position-based task books, target hazard identification, and apparatus/station guides to orient our members to the combined organization.

- Operations Update. On May 6, we announced a return to full wildland fire responses signaling another early start to fire weather danger. As of that date, we began dispatching at least five apparatus to every exterior fire, including reports of grass and vegetation incidents.

Numerous improvements to our wildfire risk stance are now in place, including promotion of several suppression personnel; and upgrades to our wildland fleet with new wildland fire engines. With its new members, Crew 12 will now be staffed seven days per week through October.

- Fire Prevention Update. The Bureau and other divisions participated in the joint planning and conduct of a first-of-its-kind evacuation exercise of Rossmoor Mutual 68 last week. The exercise was designed to test procedures for this challenging evacuation area while testing resident use of the new Zonehaven evacuation tool.



Volunteer residents responded to a 7:00 a.m. CWS alert to “evacuate” Zone WCR-E002. Using predetermined evacuation routes established by Walnut Creek Police, they made their way to the evacuation point at Heather Farm Park. All told, more than 100 residents volunteered for the exercise, which resulted in a number of lessons learned for these and other County evacuations.

Our Fire Investigation Unit continued to take accused arsonists off our streets with four arson arrests related to 33 separate intentionally set fires over the weekend of May 7 and 8. The following weekend, additional fire investigations identified intentionally set fires along Hwy 4 in Bay Point and identification of another suspected arsonist. Investigation continues into these fires.



**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 24, 2022

**Subject:** Lease and First Amendment with Seecon Commercial, LLC for Expansion of Fire District Administrative Offices

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a lease between the Fire District, as tenant, and Seecon Commercial, LLC, as lessor, for the lease of approximately 5,200 square feet of office space (Suite 260) in the building located at 405 Port Chicago Highway, Concord, for the term ending October 31, 2027 at an initial monthly rent of \$12,553.

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a lease amendment between the Fire District, as tenant, and Seecon Commercial, LLC, as lessor, to modify the terms of the lease of approximately 19,700 square feet of office space (Suite 250) located at 4005 Port Chicago Highway, Concord, to ensure that the lease of Suite 250 is coterminous with the lease of Suite 260, with no change in the previously negotiated rent.

**FISCAL IMPACT:**

Budgeted; 100% CCCFPD General Operating Fund. The rental cost for total new combined space for the first year is \$743,868 with annual increases thereafter.

**BACKGROUND:**

In 2017, Contra Costa County Fire Protection District Administration and Fire Prevention Bureau moved to its current location in Suite 250 at 4005 Port Chicago Highway in Concord. Since that time, a number of positions have been added to the District in order to meet the needs of the organization. While the original construction in 2017 included some expansion space, the majority of the expansion space is now occupied. In order to meet the future needs of the District, additional space is needed. The District will be annexing the East Contra Costa Fire Protection District on July 1, 2022. There are a number of staff members coming into the organization who will need office space. To meet this need, we are adding approximately 5,200 square feet to our space with the addition of Suite 260 which is adjacent to our existing space.

The long term vision is for the District to locate administration, dispatch and other District functions at the Public Safety Campus on the former Concord Naval Weapons site. This plan is not fully developed and will take several years to become formalized. Continuing to lease an office building to fill this gap is the best option for the District.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/24/2022** ☐ 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 24, 2022

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

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The District has worked with the Real Estate Division to negotiate the extension of the current lease and the expansion space for the property located at 4005 Port Chicago Highway in Concord.

CONSEQUENCE OF NEGATIVE ACTION:

If unapproved, Contra Costa County Fire Protection District would have to search for another suitable location for its administrative offices, resulting in potentially increased rental rates and associated moving expenses.



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 24, 2022

Subject: Authorize Payment for BLS Ambulance Services

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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 for Basic Life Support ambulance services to Bay Medic Transportation in an amount not to exceed \$20,493 for the period February 1, 2022, through February 29, 2022.

**FISCAL IMPACT:**

100% CCCFPD EMS Transport Fund. Patients are billed for the service.

**BACKGROUND:**

Contra Costa County, like the rest of the nation, experienced a serious surge of COVID-19 cases that overwhelmed the local Emergency Medical Service (EMS) and health system and resulted in critical ambulance shortages and prolonged ambulance patient off-load times at area hospitals.

In light of the very high call volumes and significant ambulance delays in the EMS system, the Contra Costa County Fire Protection District (District) in conjunction with the Contra Costa County Emergency Medical Service Authority, implemented a private Basic Life Support

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/24/2022** ☐ 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 24, 2022

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

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

By: , Deputy

cc:

**BACKGROUND: (CONT'D)**

(BLS) response ambulance program. With the increased number of ambulances in the 911 system, the District was able to shorten overall ambulance response times and ensure patients within Contra Costa County received the appropriate level of care to address their medical needs.

The BLS ambulance program functioned under CCEMSA Policy 1002, which authorized First Responder Paramedics to transfer patient care authority to a BLS ambulance when specific criteria were met, as defined in Policy 1002.

This Board action authorizes payment to a BLS ambulance provider that was utilized during the surge.

**CONSEQUENCE OF NEGATIVE ACTION:**

If not approved, payment will not be able to be made to an ambulance provider who provided services.



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 24, 2022

**Subject:** Establish the Classification of Assistant Fire Chief -Exempt

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25950 to establish the classification of Assistant Fire Chief -Exempt (RPB3) (unrepresented) at salary plan and grade BF6 2267 (\$13,889 - 16,883) in the Contra Costa County Fire Protection District.

**FISCAL IMPACT:**

Two new positions were included in the CCCFPD's FY 2022-23 Recommended Budget. That budget was approved by the Fire Board of Directors on May 10, 2022. The positions were added as Assistant Fire Chief-Exempt, which is a 40 hour classification. This action establishes the classification with a 56-hour schedule option. Since the positions have already been added and budgeted for, there is no additional cost to approving this item.

**BACKGROUND:**

Effective July 1, 2022, the Contra Costa County Fire Protection District (CCCFPD) will annex the East Contra Costa County Fire Protection District (ECCFPD). CCCFPD will annex a full battalion with multiple companies in the far east County upon annexation. That span of operational control requires that CCCFPD add operational resources. In its FY 2022-23 Recommended Budget, CCCFPD recommended cancelling a vacant Battalion Chief position and adding two Assistant Fire Chiefs on what is referred to as a "48/96" shift schedule. That budget was approved by the Board on May 10, 2022.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/24/2022** ☒ 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 24, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: Jackie Lorrekovich, Chief of Admin Services  
925-941-3300

By: , Deputy

cc:

#### BACKGROUND: (CONT'D)

Assistant Fire Chief-Exempt (RPB1) is exempted from the Merit System by ordinance. It is CCCFPD's intent to establish the mirror classification of Assistant Fire Chief -Exempt (RPB3) with the attributes of a 56-hour schedule. As previously stated, the new Assistant Fire Chiefs will work on a shift schedule and oversee the four battalions. The shift Assistant Fire Chiefs will report to the Deputy Fire Chief assigned to oversee the operations division.

It is necessary to create a mirror classification -- as opposed to using the existing classification of Assistant Fire Chief-Exempt -- because the 40-hour and 56-hour classifications have different hourly rates of pay and different monthly rates of paid leave accruals. The intent would be to have the 40-hour and 56-hour classifications flexibly staffed so that personnel can be moved between the assignments as necessary to meet minimum staffing requirements.

#### CONSEQUENCE OF NEGATIVE ACTION:

If unapproved, CCCFPD will not have a 56-hour classification to utilize for shift Assistant Fire Chiefs.

#### ATTACHMENTS

P300 25950

# POSITION ADJUSTMENT REQUEST

NO. 25950  
DATE 5/12/2022

Department CCC Fire Protection District

Department No./  
Budget Unit No. 7300 Org No. 7300 Agency No. 70

Action Requested: ADOPT Position Adjustment Resolution No. xxxxx to establish the classification of Assistant Fire Chief 56 Hour-Exempt (RPB3) (unrepresented) at salary plan and grade BF6 2267 (\$13,889.88 - 16,883.23) and add two (2) positions.

Proposed Effective Date: 5/25/2022

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

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

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

Total annual cost \_\_\_\_\_

Net County Cost \_\_\_\_\_

Total this FY \_\_\_\_\_

N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Budgeted FY 2022-23; 100% CCCFPD General Operating Fund

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Jackie Lorrekovich

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

SS for Paul Reyes

5/12/2022

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/12/2022

Establish the classification of Assistant Fire Chief -Exempt (RPB3) (unrepresented) at salary plan and grade BF6 2267 (\$13,889.88 - 16,883.23).

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

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

Gladys Scott Reid

5/12/2022

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

5/19/22

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

Paul Reyes

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

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

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

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. \_\_\_\_\_

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

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

USE ADDITIONAL PAPER IF NECESSARY



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District  
Date: May 24, 2022

Subject: East Contra Costa Fire Station 55 Use Agreement

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute an agreement with East Contra Costa Fire Protection District, for the use of Fire Station 55, for the period June 1, 2022 to June 30, 2022.

**FISCAL IMPACT:**

There is no fiscal impact associated with this action, as this agreement has no exchange of funds or expectation of payment by either party.

**BACKGROUND:**

Contra Costa County Fire Protection District (CCCFPD) and East Contra Costa Fire Protection District (ECCFPD) are currently in the process of becoming one organization through the annexation of ECCFPD into CCCFPD. Initially, the annexation was expected to be completed by April 2022 and CCCFPD planned for this effective date and staffing of Fire Station 55 with additional personnel placed in Academy 56 that graduated in March 2022.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/24/2022** ☐ 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 24, 2022

, County Administrator and Clerk of the Board of Supervisors

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

By: , Deputy

cc:

#### BACKGROUND: (CONT'D)

Annexation processes and approvals pushed the effective date of the annexation out to June 30, 2022. CCCFPD is planning to staff Fire Station 55 in Oakley to provide additional fire, rescue, and EMS capacity effective June 1, 2022. June is historically the busiest month for both fire districts relative to wildland and vegetation fire activity. Staffing Fire Station 55 one month prior to the effective date of annexation will provide much needed capacity and capability for the Oakley, Brentwood, and Antioch areas.

Fire Station 55 will be staffed exclusively with CCCFPD personnel for the month of June, prior to the effective date of annexation. CCCFPD will provide the apparatus and equipment which will then transition to become the permanent fixtures to support the ongoing operations of the station upon annexation.

The ECCFPD Board of Directors approved the agreement at their meeting on May 11, 2022. This agreement has no exchange of funds or expectation of payment by either party. This agreement provides for mutual indemnification for damages caused by the negligence or willful misconduct of either party.

#### CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, CCCFPD will not be authorized to staff Fire Station 55 for the month of June and the necessary additional firefighting capacity for the area will not be provided.

#### ATTACHMENTS