

On November 14, 1994, in discussing filling the last at-large seat on the Contra Costa County Fire Protection District's Advisory Fire Commission, the Internal Operations Committee asked that this item be reported back to the 1994 Internal Operations Committee prior to the December 6, 1994 Board meeting at which an orientation of the new Advisory Fire Commission was planned.

As a result of the Internal Operations Committee's discussion of this subject on November 28, 1994, the Board of Supervisors on December 13, 1994 adopted a report which included the following direction to staff:

1. **APPROVE in concept the attached report from the Chief Assistant County Administrator outlining proposed duties and responsibilities for the members of the Contra Costa County Fire Protection District's Advisory Fire Commission.**
2. **DIRECT the County Counsel to prepare, in conjunction with the County Administrator's Office, a Resolution which would supersede Resolution 80/216 for the Contra Costa County Fire Protection District, outlining the role, duties and responsibilities of the Advisory Fire Commission and RETURN that Resolution to the Board of Supervisors for subsequent consideration.**
3. **DIRECT the County Administrator to prepare a matrix outlining the proposed role, duties and responsibilities of the advisory fire commission for each of the dependent fire districts which provides for appropriate variations in duties among the advisory fire commissions and PRESENT his report to the 1995 Internal Operations Committee by March 1, 1995, and for this purpose REFER this matter to the 1995 Internal Operations Committee.**

On March 28, 1995, the Board of Supervisors approved a report from our Committee on this subject which included the following recommendations:

1. **REQUEST the County Administrator to circulate to the Advisory Fire Commissions for the Fire Protection Districts governed by the Board of Supervisors the attached proposed Resolution and matrix setting forth the duties, role and responsibilities of the advisory fire commissions, the fire chiefs, County Administrator and Board of Supervisors.**
2. **REQUEST the advisory fire commissions to review the proposed Resolution and matrix and provide their comments to our Committee on May 15, 1995 at 9:30 A.M.**

On May 15, 1995, several member of the Advisory Fire Commission for the Contra Costa County Fire Protection District appeared before our Committee with comments on behalf of the Commission regarding the proposed role and responsibilities of the Advisory Fire Commissions. However, since no noticed meeting had been held to consider these comments in public, our Committee declined to hear the item and told the Commissioners to come back to our Committee after they had held noticed public meetings on the subject.

Attached is a copy of staff's report to our Committee on this subject, which includes a summary of the process which has been followed and a copy of proposed matrix and Resolution which outline the roles and responsibilities which staff is suggesting should be delegated to the Advisory Fire Commissions by the Board of Supervisors.

On October 2, 1995, our Committee met with Chief Allen Little and Chief Paul Hein, along with members of the Contra Costa County Fire Protection District's Advisory Fire Commission, a representative from Local 1230, Chief Assistant County Administrator Scott Tandy and County Counsel Vic Westman.

Mr. Tandy reviewed the attached Resolution and matrix with our Committee. Ed Haynes, Chair of the Contra Costa County Fire Protection District's Advisory Fire Commission asked that a second footnote be added to the matrix in case the voters in any of the other fire districts approve a special fire flow tax, as have Moraga's voters. We agreed to add this second footnote. No other additions or changes to the Resolution or matrix were requested or suggested and we believe that the Resolution and matrix properly outline the roles and responsibilities of the advisory fire commissions in the six dependent fire protection districts:

Mr. Tandy emphasized the advisory nature of the advisory fire commission's role. He noted that the commissions can advise and make recommendations to the fire chief and Board of Supervisors. He also noted that the advisory fire commissions in Contra Costa County are essentially unique in California since other urban fire protection districts do not have similar advisory fire commissions.

The commissioners clarified that they understand that they can recommend both approval or disapproval of actions. In response to a question from Chairman Haynes about whether the Board of Supervisors wanted the advisory fire commissions to undertake any additional assignments, Supervisor DeSaulnier indicated that he felt the Resolution was complete in itself and did not require further expansion.

We did discuss the possibility of a public safety day at area malls sponsored jointly by the fire protection districts and Sheriff's Office. Ron Walker from Local 1230 suggested an open house at the Contra Costa County Fire Protection District's Training Facility, perhaps done in conjunction with EMS staff. This might be done next spring or summer or might be coordinated with fire prevention week. Chief Little indicated that a number of similar activities had been undertaken in the past but that it was more difficult to do them now because of a lack of funds. We would, however, like the fire chiefs and advisory fire commissions to at least consider the feasibility of undertaking some public education and recognition efforts along these lines.

Ron Walker asked for some clarification of the use of the term "Review any agreements with employee groups". Mr. Tandy clarified that the operative word was "review". It is not the intent of this language to imply that the advisory fire commissions have any role in negotiating with Local 1230. Mr. Haynes indicated that their commission simply wants to be fully aware of the provisions of any agreements entered into by the Board of Supervisors with Local 1230. Mr. Walker indicated that Local 1230 would be happy to make a presentation to the advisory fire commission at any time.

- cc: ✓ County Administrator
 ✓ Chief Allen Little, Contra Costa County Fire Protection District
 ✓ Chief Paul Hein, East Diablo Fire Protection District
 ✓ Chief Jerry Littleton, Jr., Crockett-Carquinez Fire Protection District
 ✓ Chief Dave Wahl (Acting), Bethel Island Fire Protection District
 County Counsel
 ✓ Contra Costa County Fire Protection District Advisory Fire Commission
 (Via Chief Little)
 ✓ Moraga Advisory Fire Commission (Via Chief Little)
 ✓ Orinda Advisory Fire Commission (Via Chief Little)
 ✓ East Diablo Advisory Fire Commission (Via Chief Hein)
 ✓ Crockett-Carquinez Advisory Fire Commission (Via Chief Littleton)
 ✓ Bethel Island Advisory Fire Commission (Via Chief Wahl)
 ✓ Ron Walker, Local 1230

IN THE BOARD OF SUPERVISORS OF
CONTRA COSTA COUNTY, STATE OF CALIFORNIA

In the Matter of Delegating Powers)	Resolution No. 95/ <u>475</u>
to Fire District Advisory)	(Health & Saf. Code, § 13844)
Commissions)	
_____)	

The Board of Supervisors of Contra Costa County RESOLVES THAT:

1. The Board of Supervisors is the Board of Directors of the following Fire Protection Districts in this County under the Fire Protection Laws of 1961 and 1987 (Health & Saf. Code, § 13800 et seq.): Bethel Island, Contra Costa County, Crockett-Carquinez, East Diablo, Moraga, and Orinda, Fire Protection Districts ("Districts"); and the Board of Supervisors intends to continue its long practice of appointing Fire District Advisory Commissions in each of these Districts, pursuant to section 13844 (Fire Protection Law of 1987, Health & Saf. Code, § 13800 et seq.)

2. The function of the fire commissioners is to review the operations, goals and objectives of each of their respective districts; provide liaison with the community and provide advice and information on fire protection matters to the Board of Supervisors. This Board hereby delegates to each of the Fire District Advisory Commissions of the listed districts the following functions and responsibilities:

- a. To review and advise on annual operations and capital budgets;
- b. To review district expenditures;
- c. To review and advise on long-range capital improvement plans;
- d. Pursuant to district ordinance, to serve as the Appeals Board on weed abatement matters;
- e. To advise the Fire Chief on district service matters;
- f. To meet jointly with the Board of Supervisors and provide advice to the Board as needed;
- g. To communicate with the other fire district advisory commissions on services and functional integration;
- h. To assist in the Fire Chief's selection process as required;
- i. To serve as liaison between the Board of Supervisors and the community served by each district;
- j. To perform such other duties and responsibilities as may be assigned and as directed by the Board of Supervisors;
- k. Pursuant to Ordinance No. 80-19, the Moraga Fire District Advisory Commission shall annually recommend a special tax rate and hear and determine any tax rate appeals.

3. The attachment page of this Resolution is an example of the duties and the relationship among the Board of Supervisors, the County Administrator, the Fire Chief and the Fire District Advisory Commissions.

4. The Board reserves the right to act on any matter within the general powers hereby delegated to the Fire District Advisory Commissions and thereby bind the affected Fire District Advisory Commission and district.

5. Resolution No. 80/216 of February 26, 1980 on this same subject is hereby rescinded.

PASSED by the Board on October 10, 1995 by the following vote:

AYES: Supervisors Rogers, Smith, DeSaulnier and Torlakson

NOES: None

ABSTAIN: None

ABSENT: Supervisor Bishop

cc: Listed Districts
County Administrator
Auditor-Controller
Purchasing
Public Works
County Counsel
Personnel

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: October 10, 1995
PHIL BATCHELOR, Clerk of the Board
of Supervisors and County Administrator

By Barbara Grant, Deputy

djs-2: fire-del.pov

FIRE SERVICE FUNCTIONS

CHIEF
(Operations)

FIRE COMMISSIONERS
(Advisory)

COUNTY ADMINISTRATOR
(Coordination)

BOARD OF SUPERVISORS
(Policy)

<u>GENERAL</u>			
<p>Has sole responsibility and authority for the overall direction, administration and coordination of the Fire District. Supervises and directs fire suppression, rescue and medical emergency services, fire prevention, hazardous materials emergency response, training, support services, facilities and programs of the department.</p>	<p>Reviews and makes recommendations on Fire District goals and objectives. Reviews performance of Fire District against objectives. Provides advice, information and assistance on fire protection matters to the Board of Supervisors.*</p> <p>Provide liaison and represent Board of Supervisors to the communities and areas served.</p>	<p>Provide advice, assistance and review in the implementation of policies and objectives of the Board of Supervisors with regard to the Fire District. Coordinate and review those functions not delegated by the Board of Supervisors.</p>	<p>As the supervising authority, provide broad policy and objectives for the organization and administration of the Fire District.</p>
<p><u>ORGANIZATION</u></p> <p>Develops the organization structure and coordinates the allocation of resources, activities and services for the fire protection and rescue system. Responsibility for the performance and maintenance of the total system.</p>	<p>Reviews organization and manning to assure optimum performance within staffing and equipment levels authorized. Makes recommendations on any major changes in organization and staffing of the Fire Protection and Rescue System.</p>	<p>Review, recommend and coordinate.</p>	<p>Review and approve.</p>
<p><u>PERSONNEL</u></p> <p>In conformance with the Merit System Rules & Regulations, approves selection of personnel for employment and directs their assignment and training. Imposes discipline, including termination when required.</p>	<p>Reviews as required.</p> <p>Reviews any agreements with employee groups.</p>	<p>Assures compliance with Merit System and other personnel policies and regulations.</p> <p>Conducts wage surveys and recommends salary scales.</p>	<p>Review as needed.</p> <p>Takes appropriate action.</p>

* The Moraga Fire Commission annually recommends setting the District's Special (Fire Flow) Tax and determines any tax rate appeals as specified in County Ordinances No. 80-19 and No. 92-49.

Personally, or through subordinates, hires, promotes, assigns and supervises all employees.	Participates in both screening and interview process for appointment of Fire Chief.	Review and recommends appointment of Fire Chief.	Appoints Fire Chief.
BUDGET		Conducts negotiations with employee organizations and performs other duties as the Employee Relations Officer.	Takes appropriate action.
a. <u>Operating Expense</u>			
Develops programs and projection of needs and prepares draft budget. Administers approved budget.	Reviews and makes recommendations on programs and budget.	Reviews annually and recommends programs and budget. Exercises Board adopted finance policy.	Adopt programs and budget annually with expenditure controls as necessary.
b. <u>Capital</u>			
Analyzes needs for equipment, stations and proposes site selection, training and communication facilities, and headquarters.	Reviews and makes recommendations on capital funding.	Reviews annually and recommends, coordinates with other District plans for overall master planning.	Adopt programs and budget annually with expenditure controls as necessary.
<u>OTHER</u>			
Develops long-range plans for department.	Reviews and makes recommendations.	Reviews in relation to County-wide coordination.	Approves any major changes.
Coordinates activities with other County Departments and County Administrator.	Reviews and makes recommendations. Requests assistance of County Departments as required.	Reviews currently	Reviews if requested by Advisory Commission or County Administrator.
Coordinates activities with other Fire Departments, State and other local agencies, etc.	Reviews and makes recommendations. Serves as Appeal Board when delegated by Board of Directors.	Reviews results as needed	Reviews if requested by Advisory Commission or County Administrator.

OFFICE OF COUNTY ADMINISTRATOR
CONTRA COSTA COUNTY

Administration Building
Martinez, California

DATE: September 25, 1995

TO: INTERNAL OPERATIONS COMMITTEE
SUPERVISOR MARK DE SAULNIER
SUPERVISOR JIM ROGERS

FROM: TERRENCE J. MC GRAW *Terrence J. McGraw*
Special District Analyst

SUBJECT: ROLE AND RESPONSIBILITIES OF ADVISORY COMMISSIONS FOR THE
SIX COUNTY FIRE PROTECTION DISTRICTS

The subject issue was last scheduled for consideration by the Internal Operations Committee on May 15, 1995. Action on a proposed Resolution and matrix had been postponed until that date to allow the Contra Costa County Advisory Fire Commission time to develop a position on the issue.

On May 15, 1995 it was necessary to further postpone action on the issue because the Contra Costa County Advisory Fire Commission had not adopted a position on this matter at a publicly-noticed meeting as required by the Brown Act.

Since the May 15, 1995 Internal Operations Committee meeting, the Contra Costa County Advisory Fire Commission has held two public meetings to discuss the issues and develop a position on the matrix. The discussions, which involved Chief Little and Scott Tandy, resulted in the development by the Commission of a proposed matrix which was distributed to the Internal Operations Committee and the other fire district advisory commissions.

Attached are a proposed Resolution and revised matrix regarding the role and responsibilities of fire advisory commissions which would supersede and repeal the current Fire Advisory Commission Resolution No. 80/216. The new Resolution will apply to all County fire districts.

The attached revised matrix is based on the matrix proposed by the Contra Costa County Advisory Fire Commission. In addition to some minor changes to the Contra Costa County matrix, a footnote statement has been added about the role of the Moraga Advisory Fire Commission in recommending action on the District's Fire Flow Tax.

By a copy of this memorandum, the Fire Chiefs of the six County fire districts are requested to distribute the attached proposed Resolution and matrix to their advisory fire commissioners prior to the October 2, 1995 meeting of the Internal Operations Committee.

Attachment

cc: Chief, Bethel Island Fire Protection District
Chief, Contra Costa County Fire Protection District
Chief, Crockett-Carquinez Fire Protection District
Chief, East Diablo Fire Protection District
Chief, Moraga Fire Protection District
Chief, Orinda Fire Protection District
County Counsel