

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

ADOPTED this order on January 19, 1999 by the following vote:

AYES: Supervisors Gioia, Uilkema, Gerber, Desaulnier and Canciamilla

NOES: None

ABSENT: None

ABSTAIN: None

SUBJECT: In the Matter of Delegating Powers )  
to Fire District Advisory Commissions )  
RESOLUTION NO. 99/138  
(Health & Saf. Code, § 13844)

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, and Oakley 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.
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. 95/475 of October 10, 1995 on this same subject is hereby rescinded.

I hereby certify that the foregoing is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 19, 1999

Phil Batchelor, Clerk of the Board of Supervisors and County Administrator

By

Patricia Smolloy  
Deputy

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

RESOLUTION NO. 99/138

**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 &amp; 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>

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.  Conducts negotiations with employee organizations and performs other duties as the Employee Relations Officer.	Appoints Fire Chief.  Takes appropriate action.
<b>BUDGET</b>			
<b>a. Operating Expense</b>			
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>b. Capital</b>			
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.
<b>OTHER</b>			
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.