INTERNAL OPERATIONS COMMITTEE

SPECIAL MEETING
June 16, 2022
2:00 P.M.

To slow the spread of COVID-19, in lieu of a public gathering, the meeting will be accessible via Zoom to all members of the public as permitted by Government Code section 54953(e).

Join from PC, Mac, Linux, iOS or Android:
https://cccounty-us.zoom.us/j/81462064630
Meeting ID: 814-6206-4630

Or Telephone:
USA 214 765 0478
USA 888-278-0254 (US Toll Free)
Conference code: 845965

Find local AT&T Numbers

SPE

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Agenda Items:	Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

3. RECEIVE and APPROVE the Record of Action for the May 9, 2022 IOC meeting. (*Julie Enea, IOC Staff)*

4. INTERVIEW applicants for the pending vacant At-Large #2 and Alternate #3 seats on the Contra Costa County Fire Protection District Advisory Fire Commission and DETERMINE recommendations for Board of Supervisors consideration. *(Julie Enea, County Administrator's Office)*

5. RECEIVE status report on the proposed utilization of Measure X funds in the amount of $50,000 for the establishment of a countywide library foundation and CONSIDER providing direction on foundation formation. *(Alison McKee, County Librarian)*

6. The next meeting is currently scheduled for July 11, 2022.

7. Adjourn

The Internal Operations Committee will provide reasonable accommodations for persons with disabilities planning to attend Internal Operations Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Internal Operations Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 655-2056, Fax (925) 655-2066
julie.enea@cao.cccounty.us

Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE **3.**

Meeting Date:	06/16/2022
Subject:	RECORD OF ACTION FOR THE MAY 9, 2022 IOC MEETING
Submitted For:	Monica Nino, County Administrator
Department:	County Administrator
Referral No.:	N/A
Referral Name:	RECORD OF ACTION
Presenter:	Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 655-2056

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached is the Record of Action for the May 9, 2022 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the May 9, 2022 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT IOC Record of Action for 5-9-22

D R A F T

INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR May 9, 2022

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present:	Diane Burgis, Chair Candace Andersen, Vice Chair
Staff Present:	Julie DiMaggio Enea, Staff
Attendees:	Bolston Jones; Soheila Bana; Scott Gordon; Jami Morritt, Clerk of the Board's Office; Jill Ray, District II Supervisors Office; Lauren Hull, Clerk of the Board's Office; Bhupen Amin; Lewis Broschard, CCCFPD Chief; Aaron McAlister, Deputy CCCFPD Chief; Alex Khu; Dawn Morrow, District III Supervisors Office; Ruth Fernandez; Unidentified Caller 1

1. Introductions

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

   No one requested to speak during the general public comment period.

3. RECEIVE and APPROVE the Record of Action for the April 11, 2022 IOC meeting.

   The Committee approved the April 11, 2022 Record of Action as presented.

   AYE: Chair Diane Burgis
   Vice Chair Candace Andersen

4. RECOMMEND to the Board of Supervisors the reappointment of Scott Gordon to the Board of Supervisors Appointee Seat #4 on the Contra Costa County Employees' Retirement Association Board of Trustees to a new three-year term of July 1, 2022 through June 30, 2025.

   Staff presented the report and recommendation. The Committee decided to recommend the reappointment of Scott Gordon to the Board of Supervisors Appointee Seat #4 on the Contra Costa County Employees' Retirement Association Board of Trustees to a new three-year term of July 1, 2022 through June 30, 2025.

   AYE: Chair Diane Burgis
   Vice Chair Candace Andersen

5. INTERVIEW applicants for the pending vacant At Large #1 seat on the County Planning Commission and DETERMINE nomination to the Board of Supervisors for appointment to a four-year term beginning July 1, 2022 and ending June 30, 2026.

The Committee interviewed the two applicants and decided to recommend the reappointment of Bhupen Admin to the At Large #1 seat on the County Planning Commission to a four-year term beginning July 1, 2022 and ending June 30, 2026. The Committee encouraged Mr. Jones to attend meetings of the advisory bodies that most interest him and to contact his district supervisor to explore additional volunteer opportunities.

One unidentified caller expressed concerns about potential conflicts of interest between Mr. Amin's professional interests and his role on the County Planning Commission. The Committee explained the process of recusal when a real or perceivable conflict of interest arises and also explained the many safeguards in place to ensure that conflicts of interest are identified and avoided. The caller also was concerned that she could not find the Planning Commission agendas on the public website. The Committee and staff directed her to the relevant pages on the County website.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

6. CONSIDER options and staff recommendations for modification to the composition of, and delegation of duties to, the Contra Costa County Fire Protection District Advisory Fire Commission.

Julie Enea presented the staff report. The Committee directed staff to prepare a Board recommendation to designate that the At Large #2 seat represent the county area formerly served by the East Contra Costa Fire Protection District and the At Large #1 seat represent all remaining areas within the Fire District.

The Committee directed the Fire Chief to present to the AFC the staff recommendations to modify the duties and responsibilities of the AFC and report back to the Board of Directors in June with final recommendations, noting that the AFC bylaws would likely need to be updated.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

7. 1. ACCEPT the 2021/22 Triennial Review Phase II Report and specific recommendations summarized below:
   a. DIRECT the County Administrator to continue implementation of Phase III of the third cycle of the Triennial Review process for the remaining advisory bodies.
   b. CONSIDER referring minor suggestions about supplemental material access agenda language and disclosures to the following advisory bodies:
      i. Contra Costa Planning Commission
      ii. Contra Costa Council on Homelessness
      iii. East Richmond Heights Municipal Advisory Council
      iv. El Sobrante Municipal Advisory Council
      v. Mental Health Commission
   c. CONSIDER referring minor suggestions about disability access agenda language and disclosures to the following advisory bodies:
      i. Contra Costa Planning Commission
      ii. Contra Costa Council on Homelessness
      iii. Bay Point Municipal Advisory Council
      iv. East Richmond Heights Municipal Advisory Council
      v. El Sobrante Municipal Advisory Council
   d. RECOMMEND that the following independent or quasi-independent bodies consider posting agendas on the AgendaCenter section of the county website to increase transparency and ease of access to information for the public:
      i. First 5 Contra Costa Children and Families Commission

ii. In-Home Supportive Services Public Authority Advisory Committee

e. DIRECT the following advisory bodies to post agendas to the AgendaCenter section of the county website to comply with Resolution No. 2020/1:
   i. Diablo Municipal Advisory Council

f. DIRECT the Clerk of the Board's Office to work with the following advisory bodies to develop ways to increase recruitment efforts to address membership challenges and high seat vacancy rates:
   i. Family and Children's Trust Committee
   ii. In-Home Supportive Services Public Authority Advisory Committee
   iii. Local Planning and Advisory Council for Early Care and Education

Lauren Hull presented the staff report. The Committee accepted the report and approved the staff recommendations.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

8. The next meeting is currently scheduled for June 13, 2022.

The Committee confirmed the next meeting date of June 13.

9. Adjourn

Chair Burgis adjourned the meeting at 11:35 a.m.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 655-2056, Fax (925) 655-2066
julie.enea@cao.cccounty.us

Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE **4.**

Meeting Date: 06/16/2022

Subject: INTERVIEW APPLICANTS FOR THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT ADVISORY FIRE COMMISSION

Submitted For: Monica Nino, County Administrator

Department: County Administrator

Referral No.: IOC 22/5

Referral Name: Advisory Body Recruitment

Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 655-2056

Referral History:

On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The Board also directed that the IOC personally conduct interviews of applicants for At Large seats on several boards, committees, and commissions including the Contra Costa County Fire Protection District Advisory Commission.
The Contra Costa County Fire Protection District Advisory Fire Commission includes ten (10) seats that are appointed by the Contra Costa County Board of Supervisors: Five (5) Supervisors District seats, Two (2) At-Large seats, and Three (3) Alternate seats that are filled in the same manner at At Large seats.

The Advisory Fire Commission's purpose is to review and advise on annual operations and capital budgets, review Fire District expenditures; advise the Fire Chief on district service matters; and serve as liaison between the Board of Supervisors and the community served by the fire district.

Referral Update:

The Commission is seeking to fill a vacancy in the At-Large #2 (area covered by the former East Contra Costa Fire Protection District) and Alternate #3 (countywide) seats for four-year terms that will expire on June 30, 2026.

Recommendation(s)/Next Step(s):

INTERVIEW applicants for the pending vacant At-Large #2 and Alternate #3 seats on the Contra Costa County Fire Protection District Advisory Fire Commission and DETERMINE recommendations for Board of Supervisors consideration:

Eligible for At Large #2 Seat:
David Dolter (Brentwood)
Brian Oftedal (Brentwood)
Justin Tabor (Discovery Bay)
Susanna Thompson (Brentwood)

Eligible for Alternate Seat:
Richard Chapman, Walnut Creek
David Dolter (Brentwood)
Clayton Laderer, Walnut Creek
Brian Oftedal (Brentwood)
Justin Tabor (Discovery Bay)
Susanna Thompson (Brentwood)

Attachments

Media Release_CCCFPD Advisory Fire Commission
Combined Fire District Map 2022
Application_Richard Chapman_CCCFPD Advisory Fire Comm.
Application_David Dolter_CCCFPD Advisory Fire Comm.
Application_Clayton Laderer_CCCFPD Advisory Fire Comm.
Application_Brian Oftedal_CCCFPD Advisory Fire Comm.
Application_Justin Tabor_CCCFPD Advisory Fire Comm.
Application_Susanna Thompson_CCCFPD Advisory Fire Comm.

Contra Costa County

County Administrator's Office • 1025 Escobar St., 4th Fl. • Martinez, CA 94553 • www.contracosta.ca.gov

FOR IMMEDIATE RELEASE
Monday, March 28, 2022

Contact: Julie DiMaggio Enea
Phone: (925) 655-2056
Email: julie.enea@cao.cccounty.us

HELP PROTECT YOUR COMMUNITY!
WOULD YOU LIKE TO SERVE ON THE ADVISORY FIRE COMMISSION?

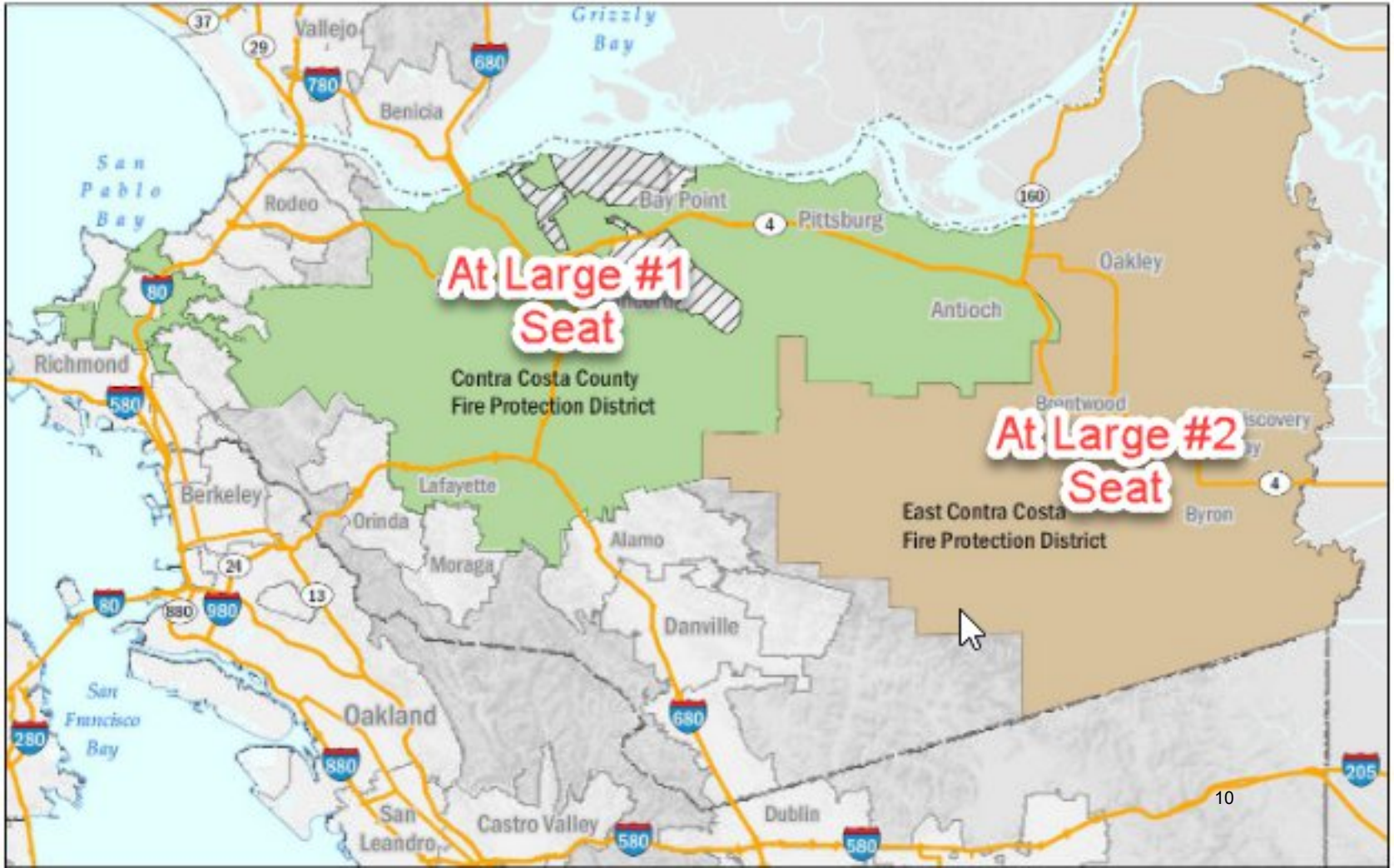
The Contra Costa County Board of Supervisors is seeking individuals to serve as At Large or At Large Alternate members of the Contra Costa County Fire Protection District's (CCCFPD) Advisory Fire Commission. The Commission is responsible for confirming cost of abatement reports; conducting weed abatement appeal hearings; approving surplus equipment declarations; reviewing CCCFPD operations and budget reports; and advising the Fire Chief on District service matters. The Commission also serves as a liaison between the Board of Directors and the community, and may be asked to perform other duties by the Board of Directors. Applicants must reside or work within the boundaries of the Fire District to be considered for appointment.

Regular meetings of the Advisory Fire Commission are held on the second Monday of even-numbered months at 7:00 p.m. in Concord. The appointments will be for full four-year terms beginning on July 1, 2022 and ending June 30, 2026. Commissioners are not compensated.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or by visiting the County webpage at www.contracosta.ca.gov. Applications should be returned to the Clerk of the Board of Supervisors, County Administration Building, 1025 Escobar St., Martinez, CA 94553 no later than 5 p.m. on Friday, April 22, 2022. Applicants should plan to be available for public interviews in Martinez on Monday, May 9, 2022.

Further information about the Advisory Fire Commission can be obtained by contacting Latonia Ellingberg at lelli@cccfpd.org or (925) 941-3300 x1200 or by visiting the website https://www.cccfpd.org/advisory-fire-commission.

# # # #


At Large #1
Seat
Contra Costa County
Fire Protection District
At Large #2
Seat
East Contra Costa
Fire Protection District
Vallejo
Benicia
Grizzly
Bay
San
Pablo
Bay
Rodeo
Bay Point
Pittsburg
Oakley
Antioch
Richmond
Brentwood
Byron
Berkeley
Lafayette
Orinda
Moraga
Alamo
Danville
Oakland
San
Francisco
Bay
San
Leandro
Castro Valley
Dublin

Print Form

Contra Costa County

Please return completed applications to:
Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Richard T. **Last Name** Chapman

Home Address - Street [redacted] **City** Pleasant Hill **Zip Code** 94523

Phone (best number to reach you) [redacted] **Email** [redacted]

Resident of Supervisorial District: 4

EDUCATION *Check appropriate box if you possess one of the following:*

[X] High School Diploma [ ] CA High School Proficiency Certificate [ ] G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded
Diablo Valley College	General Ed.	[X] Yes [ ] No
Los Medanos College	Fire Science	[X] Yes [ ] No
San Jose State College	Teacher Ed.	[ ] Yes [X] No

Other Training Completed: Various Contra Costa Fire Training Classes

Board, Committee or Commission Name CCCFPD Advisory Fire Commission **Seat Name** Advisory Fire Commissioner (at large)

Have you ever attended a meeting of the advisory board for which you are applying?

[ ] No [X] Yes If yes, how many? approx' 10 years

Please explain why you would like to serve on this particular board, committee, or commission.

I have been an active member of the Contra Costa Co. Advisory Fire Commission for approx. 10 years and am requesting re appointment. (At Large)

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

) Employed as a Fire Fighter with Contra Costa Co. Fire, retiring as a Fire Captain (35 yrs of service)
) Approx. 10 years service on the Advisory Fire Comm.

I am including my resume with this application:

Please check one: [ ] Yes [X] No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one: [ ] Yes [X] No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☒ Yes ☐ No

List any volunteer and community experience, including any boards on which you have served.

Approx. 10 years on the Advisory Fire Commission

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or ommissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: [redacted] **Date:** Mar. 18, 2022

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).

2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.

3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.

4. Meetings may be held in various locations and some locations may not be accessible by public transportation.

5. Meeting dates and times are subject to change and may occur up to two (2) days per month.

6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.

8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Application Form

Profile

David
First Name

Middle Initial

Dolter
Last Name

[redacted]
Home Address

Suite or Apt

Alamo
City

CA
State

94507
Postal Code

[redacted]
Primary Phone

[redacted]
Email Address

District Locator Tool

Resident of Supervisorial District:

☑ District 3

Self
Employer

Principal
Job Title

Length of Employment

10+ Years

Do you work in Contra Costa County?

◉ Yes ○ No

If Yes, in which District do you work?

Various

How long have you lived or worked in Contra Costa County?

40+ Years

Are you a veteran of the U.S. Armed Forces?

○ Yes ◉ No

Board and Interest

Which Boards would you like to apply for?

Contra Costa County Fire Protection District - Advisory Fire Commission: Submitted

Seat Name

At Large or At Large Alternate

Have you ever attended a meeting of the advisory board for which you are applying?

○ Yes ◉ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☑ High School Diploma

College/ University A

Name of College Attended

CSUF

Degree Type / Course of Study / Major

Political Science

Degree Awarded?

◉ Yes ○ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

○ Yes ○ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

○ Yes ○ No

Other Trainings & Occupational Licenses

Other Training A

American Institute of Certified Planners (AICP)

Certificate Awarded for Training?

◉ Yes ○ No

Other Training B

Certificate Awarded for Training?

○ Yes ○ No

Occupational Licenses Completed:

CAL DRE Brokers Licensee

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, commitee, or commission.

With the recent consolidation of fire services, it is important that East County continue to be represented at the county level on policy decisions involving fire protection, prevention and weed abatement services.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I am grateful to have a long history of voluntary local government public service in Contra Costa County including member and chair of the Town of Moraga Planning Commission, member of the county's Airport Advisory Committee, member of the Alamo Police Services Advisory Committee and I currently serve as a member of the City of Brentwood Planning Commission. Additionally, I have worked for five California cities including two as city manager. Finally, I understand the landowner and developer perspective on fire protection matters having been both. The attached bio provides further detail about additional volunteer work.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

◉ Yes ○ No

Do you have any obligations that might affect your attendance at scheduled meetings?

○ Yes ◉ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

◉ Yes ○ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

Airport Advisory Committee, Alamo P2B

List any volunteer or community experience, including any advisory boards on which you have served.

See above and attached bio.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

○ Yes ◉ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

○ Yes ◉ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

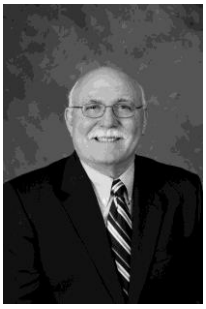
I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☑ I Agree

Important Information

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2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
   (1) Mother, father, son, and daughter;
   (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
   (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
   (4) Registered domestic partner, pursuant to California Family Code section 297;
   (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
   (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

David Dolter



California's development project approval process is complex, expensive, and time-consuming. David mitigates this by thorough due diligence and extensive land planning and project management experience. His practice includes real estate acquisition, project management and asset recovery for private, institutional, and public sector clients for projects located in Northern California and the Central Valley.

He has held senior development executive positions with large community developers and secured approvals for over 8,500 units and seven master planned communities. In addition, Dave is a recognized manager and team builder. He has managed organizations with over 1,100 employees, including co-founding a successful development company.

Integrating environmental protection with development is an area of expertise for Dave. He was one of the leaders in the conservation effort known as the San Bruno Mountain Area Habitat Conservation Plan (HCP) as a member of its Steering Committee. Also, he was the principal author of the Northeast Ridge Specific Plan, a land use protocol that included HCP implementation. Dave implemented the North Village Specific Plan for 2,500 homes, a community college campus, and 500 acres of preserved habitat and wetlands.

Prior to real estate development, Dave was the City Manager of Redondo Beach and the Executive Director of its redevelopment agency leading a team that developed the $50M Harbor Center project consisting of a 175-room hotel and the acquisition/refurbishing of a blighted shopping center.

He has been active in many land planning organizations including the American Planning Association, the American Institute of Certified Planners ("AICP"), and the California Planning Roundtable. His extensive record of community service includes the City of Brentwood and Town of Moraga Planning Commissions, Contra Costa County Aviation Advisory Committee, Alamo Police Services Advisory Committee, Trilogy Vineyards Veterans Association, and Regent, John F. Kennedy University (JFKU). He is a licensed California Real Estate Broker with a BA in Political Science from CSU Fullerton.

David Dolter

Projects:

- **Ferrari Ranch:** Atwater, 175+ acres; 2M SF retail, commercial, office, regional medical center, medical offices. Directed planning and entitlements; broker.
- **Harbor Center:** 175-room hotel. Acquisition and refurbishment of a blighted shopping center; Directed city development team as Executive Director of the Redondo Beach Redevelopment Agency.
- **Seaport Village:** Construction of a new parking structure adjacent to the Redondo Beach Pier providing a deck on which a multi-use visitor commercial facility was constructed by private development; Directed city development team as Executive Director of the Redondo Beach Redevelopment Agency.
- **Santa Monica Place:** Construction of new downtown mall and parking structure; Member of executive planning team as the Assistant City Manager.
- **Hotel del Coronado:** 600-room addition. Headed permit processing as Planning Director, City of Coronado.
- **Coronado Shores:** 10, 15-story condo buildings. Headed permit processing as Planning Director, City of Coronado.
- **Coronado Cays:** Master-planned marina community. Headed permit processing as Planning Director, City of Coronado.
- **Independence Park:** Headed conceptual plan as Planning Director, City of Coronado.
- **Northeast Ridge San Bruno Mt. Specific Plan:** Brisbane, 1,250 units; Primary author of Specific Plan.
- **Foster City Holdings:** Foster City, 1,500 units. Re-entitled land portfolio.
- **Antigua:** Foster City, 45 SFD; Re-entitled property; Co-founder; partner in development company.
- **Seastrand:** Alameda, 26 SFD. Entitled land; directed sales and marketing; Co-founder, partner in development company.
- **Stonegate:** Alamo, 65 SFD. Entitled land; directed sales and marketing; Co-founder, partner in development company.
- **Seven Vines:** Livermore, 150 SFD. Directed planning and entitlements.
- **Legacy Ridge:** Alamo, 14 SFD. Directed planning and entitlements.
- **Alamo 37:** Alamo, 37 SFD. Directed planning and entitlements.
- **Cypress Grove:** Brentwood, 450 SFD. Directed planning and entitlements.
- **North Village:** Vacaville, 2,100 units, college site, retail. Directed planning and entitlements.
- **Gold Ridge:** Fairfield, 1,400 SFD; Directed planning and entitlements.
- **Lantern Cove/Schooner Bay:** Foster City, 600 MFD; Directed planning and entitlements.
- **WildWings:** Yolo County, 135 SFD. Acquired land; Directed planning and entitlements.
- **Northeast Specific Plan Area:** Rohnert Park, 1,000 units. Directed planning and entitlements.
- **The Ranch on Silver Creek:** San Jose, 575 units. Directed planning and entitlements.
- **Benicia Business Park:** Benicia, 535 acres. Directed planning and entitlements.
- **Dixon Holdings:** Dixon, 125 SFD. Directed planning and entitlements.
- **West SF Bay:** 250 telecom sites. Directed planning, entitlements, acquisition, construction design.
- **Willow Village Square:** San Jose, 14 units. Directed entitlements.
- **Napa Oaks:** Napa, 86 SFD. Directed planning and entitlements.

Buchanan Airfield Hangars: Concord, 39 aircraft hangars, 22,000 sf office space. Project management/permits.

Application Form

Profile

Clayton
First Name

Middle Initial

Laderer
Last Name

[redacted]
Home Address

Suite or Apt

Walnut Creek
City

CA
State

94596
Postal Code

[redacted]
Primary Phone

[redacted]
Email Address

District Locator Tool

Resident of Supervisorial District:

☑ District 4

Los Medanos College
Employer

Lead Fire Instructor
Job Title

Length of Employment

10 years

Do you work in Contra Costa County?

◉ Yes ○ No

If Yes, in which District do you work?

4

How long have you lived or worked in Contra Costa County?

16 years

Are you a veteran of the U.S. Armed Forces?

◉ Yes ○ No

Board and Interest

Which Boards would you like to apply for?

Contra Costa County Fire Protection District - Advisory Fire Commission: Submitted

Seat Name

At Large Alternate #3

Have you ever attended a meeting of the advisory board for which you are applying?

◉ Yes ○ No

If Yes, how many meetings have you attended?

7+

Education

Select the option that applies to your high school education *

☑ G.E.D. Certificate

College/ University A

Name of College Attended

Touro University

Degree Type / Course of Study / Major

MSPAS and MPH

Degree Awarded?

◉ Yes ○ No

College/ University B

Name of College Attended

Western International University

Degree Type / Course of Study / Major

BS International Business

Degree Awarded?

◉ Yes ○ No

College/ University C

Name of College Attended

Mesa Community College

Degree Type / Course of Study / Major

AAS Fire Science

Degree Awarded?

◉ Yes ○ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

○ Yes ○ No

Other Training B

Certificate Awarded for Training?

○ Yes ○ No

Occupational Licenses Completed:

Physician Assistant

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, commitee, or commission.

My passion for safety and health of my community is what drives me to see a seat with this commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Being a retired Firefighter/Paramedic as well as as Physician Assistant gives me some insight into emergency response, preparedness and community health.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

◉ Yes ○ No

Do you have any obligations that might affect your attendance at scheduled meetings?

○ Yes ◉ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

◉ Yes ○ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

Fire Advisory Committee

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

Fire Advisory Committee

List any volunteer or community experience, including any advisory boards on which you have served.

Fire Advisory Committee

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

○ Yes ◉ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

○ Yes ◉ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☑ I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
   (1) Mother, father, son, and daughter;
   (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
   (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
   (4) Registered domestic partner, pursuant to California Family Code section 297;
   (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
   (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

CLAYTON LADERER

[redacted] | Cr
[redacted] | [redacted]

PROFESSIONAL PROFILE

Highly trained Physician Assistant, Firefighter, Paramedic, and pilot completed dual program for Master of Public Health and Master of Physician Assistant Studies.

Career highlights include:

- 15 years' Experience with Fire Department and US Military
- Iraq War Zone Experience (2004)/Afghanistan (2021)
- FEMA Hurricane Katrina Response Experience (2005)
- FEMA National Incident Management System Experience
- Management Experience
- Mission Focused
- Educator experience
- Liaison experience

Academic Experience

Master of Science (Physician Assistant)**/ Master of Public Health;** Touro University, August 2012 - June 2015

Bachelor of Science (International Business); Western International University, October 2003 - Nov 2006

Associate of Science (Fire Science); Mesa Community College, June 2002

Work Experience

Fire Service

Fire Commissioner at Large January 2020 - Present
Contra Costa County Fire Protection District. Encourage a community forum for public discussion in regards to Fire Department services, programs/activities and administration for Contra Costa County Fire Protection District.

Fire Academy Instructor August 2012 - Present
Los Medanos College. Expertly provide instruction in emergency equipment, fundamentals of fire ground operations, and response procedures. Develop, coordinate, manage, evaluate, and critique drill scenarios. Liaison with local Fire Departments concerning training & program development.

Firefighter/Paramedic
San Francisco Fire Department. August 2002 - February 2009
Tempe Fire Department. August 1998 - August 2002
Rural Metro Fire Department. April 1996 - August 1998

Expertly provided fire protection, prevention, training and emergency medical services. Entered hazardous environments to assess and gain control of natural disasters and accidents/incidents impacting public health and safety. Evaluated and treated victims of disasters and accidents as well as managed patient care on emergency scenes. Served as a Paramedic Preceptor.

***Paramedic** (took leave from SFFD to serve in Iraq) February 2004 - August 2004
KBR Services. Provided medical services to civilian contractors and Iraqi nationals in a war-zone environment. Competently established clinics at coalition sites, while supporting U.S. efforts in Operation Desert Storm/Shield. Set up clinics in Al Hillah and Karbala.
Damage Control Fireman July 1993 - June 1995
U.S. Navy. Managed and provided shipboard fire protection. Organized, supervised, and critiqued training. Conducted inspections to ensure safety. Secret security clearance. Honorable Discharge.

Physician Assistant
Human Longevity Inc., South San Francisco, CA. June 2021 – Present
Manage clinic operations. Setup clinic flows, procedures, hiring, training and provide medical expertise. Provide concierge care to Nationwide and International VIP clients. Liaise with Massachusetts General Hospital specialist.

Caliburn International, Kabul, Afghanistan September 2020 – Aug 2021
Provided medical expertise and care at the US Embassy in Kabul. Attended daily security briefings, liaised with key members and provided medical expertise at various request of business units.

BASS Urgent Care, Walnut Creek, CA. March 2020 – December 2020
John Mui Urgent Care, Concord CA. February 2018 – March 2020
Sutter Urgent Care, Antioch, CA. October 2015 - Dec 2018
Clinic management. Provide Medical evaluation and management. Perform procedures, such as, I&D's, sutures, splinting, injections, etc. June 2019 – transitioned over to Cardiac Electrophysiology services for JMH.

Chevron Corporation, San Ramon, CA. July 2017 - July 2018
As Clinic Supervisor, my responsibility encompassed: performing various medical exams, travel health consults and biomedical surveillance exams. Responsible for clinic administration, budget, training, and staff supervision. Participate in clinic process improvement teams, liaison with other domestic and international medical clinics. Maintains and communicates expertise on health risk and specific country requirements to domestic and international staff. Coordinate clinic marketing by coordinating open houses and health fairs. Provide professional support on special projects and other activities when assigned by Regional Director.

Northbay Healthcare, Fairfield, CA. August 2016 - July 2017
Provide Orthopedic Trauma care in the outpatient clinic, inpatient management, and first assist in surgery.

Commercial Pilot (First Officer)
SkyWest Airlines and Great Lakes Airlines. July 2010 - May 2011

Proficiently provided safe transport of passengers and assisted with hundreds of flight operations. Knowledgably communicated and coordinated with traffic control and ground crew. Constantly verified and managed technical flight information as operations progressed. Continually assessed passenger safety, including imminent and latent dangers to the airplane.

Professional License/Certification

NCCPA Certified
California State Physician Assistant
NIOSH Hearing Conservation & Spirometry
National Registry & CA Paramedic

Advanced Cardiac Life Support and Basic Life Support
Pediatric Advanced Life Support
International Trauma Life Support
Advanced Medical Life Support
Tactical Combat Casualty Care
CA State Fire Instructor & Evaluator
Firefighter I & II (CA & AZ)
Hazardous Materials First Responder
Confined Space Rescue
Nuclear/Radiological Monitoring (Train-the-Trainer)
Rope Rescue I & II
IS-200, 300, 700, 800

Application Form

Profile

Brian (First Name) J (Middle Initial) Oftedal (Last Name)

Home Address

Suite or Apt

Brentwood (City) CA (State) 94513 (Postal Code)

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☑ District 3

Oakland Fire Department (Employer) Captain of Fire (Job Title)

Length of Employment

21 years

Do you work in Contra Costa County?

○ Yes ◉ No

If Yes, in which District do you work?

However, I am a current Fire Board Director for ECCFPD

How long have you lived or worked in Contra Costa County?

21 years

Are you a veteran of the U.S. Armed Forces?

○ Yes ◉ No

Board and Interest

Which Boards would you like to apply for?

Contra Costa County Fire Protection District - Advisory Fire Commission: Submitted

Seat Name

At Large- Seat 2

Have you ever attended a meeting of the advisory board for which you are applying?

◉ Yes ○ No

If Yes, how many meetings have you attended?

4

Education

Select the option that applies to your high school education *

☑ High School Diploma

College/ University A

Name of College Attended

Columbia Southern University

Degree Type / Course of Study / Major

BS Emergency Medical Services Administration (In Process)

Degree Awarded?

○ Yes ◉ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

○ Yes ○ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

○ Yes ○ No

Other Trainings & Occupational Licenses

Other Training A

Paramedic (State of California)

Certificate Awarded for Training?

◉ Yes ○ No

Other Training B

Fire Officer (CSFM)

Certificate Awarded for Training?

◉ Yes ○ No

Occupational Licenses Completed:

Licenses and Certifications are listed in Curriculum Vitae (CV) attached to this application.

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, commitee, or commission.

Since October 2016, I have served as a Fire Board Director for the East Contra Costa Fire Protection District (ECCFPD). Initially appointed by the City of Oakley, serving the dependent special district and then elected in November 2018, as the district became an independent special district. As ECCFPD is expected to annex into the Contra Costa County Fire Protection District (CCCFPD) in July 2022 and the current ECCFPD Fire Board will be dissolved, I believe that I can provide historical perspective and value, from my time served on the Board. I have also built strong relationships with community members in East Contra Costa County, as well as Elected Officials throughout the State of California. I believe that I am level headed, have excellent communication skills and the ability to build consensus. For all of the reasons above, I would respectfully ask that you consider my appointment to this commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

In June 2017 I was appointed as the Vice President of the ECCFPD Fire Board. I served in that position until January 2018, when I was appointed as the Board President. I have continuously served as the Board Chair since 2018 and have been humbled by the confidence of my fellow Board Directors, to keep me in Chair position. During that time I have attended the 2017 and 2018 Special District Leadership Academy and have received recognition in Special District Governance. In March 2020, I received the EMS Advocate of the year award, from the National Association of Emergency Medical Technicians. As you will see from my CV, I have a significant amount of experience and understanding of the Fire Service, Emergency Medical Services and Public Safety. I have been identified as a Subject Matter Expert in the related fields above and believe I would blend nicely with the current Advisory Fire Commission.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

○ Yes ◉ No

Do you have any obligations that might affect your attendance at scheduled meetings?

◉ Yes ○ No

If Yes, please explain:

I am employed by the Oakland Fire Department and I am a member of California Task Force 4 (CATF-4), which is a Federal Emergency Management Agency (FEMA) Urban Search & Rescue Task Force. There is the potential that I could be deployed to a local, state or federal disaster. That being said, my employment and involvement with CATF-4 did not impact my attendance of ECCFPD meetings.

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

○ Yes ◉ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

N/A

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

N/A

List any volunteer or community experience, including any advisory boards on which you have served.

Interagency Board (IAB): Emergency Preparedness and Response Standards Coordination Team (2019-present) American Red Cross, Tri-Valley Service Center: Contra Costa County Leadership Council Director/Ambassador (2018-present) and Member/Volunteer serving on multiple teams and committees since 1995. East Contra Costa Fire Protection District: Fire Board President/Director (2016-present) Oakley Oversight Board to the Successor Agency of the Oakley Redevelopment Agency (2017-2018) City of Oakley Leadership Academy Graduate (2016) California Disaster Healthcare Volunteers: Volunteer Paramedic (2011-present) Urban Search and Rescue: Swift Water Rescue Technician (2010-present) Bay Area Paramedic Journal Club: Program/Clinical Director (2005-present) and Member/Volunteer since 1998. Urban Search and Rescue (USAR-CATF-4): Medical Specialist (2005-present) Alameda County EMS Quality Council: Member/Volunteer (2004-2015)

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

○ Yes ◉ No

If Yes, please identify the nature of the relationship:

N/A

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

○ Yes ◉ No

If Yes, please identify the nature of the relationship:

N/A

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☑ I Agree

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   (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
   (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
   (4) Registered domestic partner, pursuant to California Family Code section 297;
   (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
   (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Brian J Oftedal

Brian J. **Oftedal**

SUMMARY

Fire Captain and EMT-Paramedic with 25 years' experience in fire protection and emergency response serving one of California's most densely populated regions. Committed volunteer with past concurrent roles as Aircraft Rescue Firefighter (ARFF) Program Manager and Terrorism Liaison Officer Program Coordinator (TLO-C). Consistent service in leadership and advocacy capacities to support sustainable public policy, efficient fire district organization and operations, and development of emergency response professionals in modern tactics and technology. Subject matter expert in tactical medical team management, violent-incidents response including active-shooter and multi-casualty response, urban search and rescue, aircraft rescue firefighting, and inter-agency coordination for homeland security and terrorism prevention. Dynamic presenter and dedicated teacher, trainer and mentor for firefighters and emergency response personnel with 10 years in continuing education program development and coordination. Skilled communicator known for proactive community outreach, consensus building, and collaboration between multiple agencies for more effective and unified emergency response.

KEY COMPETENCIES

- Emergency Response Procedures
- Fire Prevention & Protection
- Facility and Equipment Maintenance
- Policy Development & Enforcement
- Community Outreach & Education
- Budget Planning and Management
- Public Agency Resource Allocation
- Staff Development & Leadership
- Teaching, Training & Mentoring
- Continuing Education Program Development

PROFESSIONAL EXPERIENCE

CITY OF OAKLAND FIRE DEPARTMENT, Oakland, CA 09/2000-present
Captain/Paramedic (02/2015-present)
Lieutenant/Paramedic (12/2005-02/2015)
Firefighter/Paramedic (09/2000-12/2005)

Captain/Paramedic (02/2015-present)
Managed emergency response preparedness and daily scheduling (Telestaff Officer) for 25 fire stations in the City of Oakland. Managed operations for assigned stations. Led pre-incident planning and equipment, facilities maintenance, local building inspections, and in-service training for station personnel. Assumed command in absence of Battalion Chief, established supervision on calls, and enforced discipline, rules and regulations. Oversaw incident documentation, records management, and community relations. Volunteered in various leadership roles including Aircraft Rescue Firefighter Program Manager and Terrorism Liaison Officer Program Coordinator.

- Managed daily shift scheduling and forecasting for 25-station, 500-member Oakland Fire Department, ensuring adequate staffing and efficient allocation of public resources.
- Qualified and served as Acting Battalion Chief when needed.
- As Aircraft Rescue Firefighter Program Manager, established several committees that improved communication and collaboration between multiple agencies for more effective and unified emergency response while getting more people involved to spread heavy workloads, generate innovative ideas, and facilitate succession planning. Ensured consistent compliance with FAR-139 requirements.
- Continued serving as Terrorism Liaison Officer Program Coordinator.

Lieutenant/Paramedic (12/2005- 02/2015)
As first-line working supervisor, oversaw operational and administrative functions for assigned fire stations. Coordinated staffing schedules, ordered station supplies, supervised local building inspections, and provided in-service training for station personnel. Assumed command in absence of Captain, established supervision on calls, and enforced discipline, rules and regulations. Participated in emergency medical, rescue, fire suppression, and clean-up operations. Maintained logs, completed forms, and prepared reports and correspondence.

- As Terrorism Liaison Officer Program Coordinator, recognized by the Northern California Regional Intelligence Center for most active fire department after growing program from 20 to 115 members engaged in training and continuous professional development for effective response and information gathering to prevent terrorism.
- Established and managed Tactical Emergency Medical Support group and active-shooter training program to improve Unified Response to Violent Incidents rescue task force. Coordinated with local and state agencies, developed curriculum, and delivered training to entire fire department.
- As part of Urban Shield program for 13 years, participated in annual 72-hour training of SWAT teams in active-shooter response and multi-casualty incidents for Alameda County.
- Secured over $300K in FEMA funding for equipment, supplies, and training, providing triage kits to every fire truck and engine in Oakland, plus PPE including ballistic vests and helmets for firefighters to enable more active and coordinated violent-incident response.
- Quickly developed rapport with new fire chiefs and maintained consistent communication within multiple agencies under continuously changing leadership.

- Earned Certificate of Appreciation in recognition for outstanding service to Oakland Fire Department as volunteer Oral Board Panelist (2008).

Firefighter/Paramedic (09/2000-12/2005)
Performed full range of duties related to the protection of life and property under emergency and hazardous conditions, including fire suppression, fire prevention, rescue, Basic and Advanced Life Support and emergency care, public education, incident clean-up, and salvage and overhaul. Served as first responder to emergency calls requiring basic and advanced emergency medical services. Performed related duties as assigned.

- Received numerous commendations from leadership for valor and outstanding job performance.

EAST CONTRA COSTA FIRE PROTECTION DISTRICT, Contra Costa County10/2016-present
Elected Director (11/2018-present)
President of Fire Board (01/2018-present)
Vice President of Fire Board (06/2017-01/2018)
Appointed Director (10/2016-11/2018)
Appointed and later elected to serve as a Fire Board Director for the East Contra Costa Fire Protection District (ECCFPD). Established in 2002 with the consolidation of the Bethel Island, East Diablo, and Oakley-Knightsen Fire Protection Districts, the ECCFPD provides firefighting personnel and emergency medical services to the residents and businesses in Brentwood, Oakley, Discovery Bay, Bethel Island, Knightsen, Byron, Marsh Creek, and Morgan Territory, protecting more than 128,000 residents over 249 square miles.

- As elected Director of 5-member Board, developed policy and provided direction to fire chiefs of East Contra Costa Fire Protection District.
- Initiated consolidation of ECCFPD into Contra Costa County Fire Protection District, responding to long-term community appeals and driving resolution to more than two decades of operational problems and service level deficits.
- Led Board in strategic reorganization of District and funding structure for financial stability and sustainable allocation of resources to support future fire response for projected population growth. Updated developer impact fees and established centralized Community Facility District to ensure adequate funding for future staffing of fire stations. Addressed retention and succession planning to ensure future stability in labor and leadership.
- Engaged elected officials and agency representatives at local, state and federal level, established business partnerships, and involved EMS professionals in public education and advocacy to support legislation that benefits local communities.
- Recognized with EMS Advocate of the Year Award, 2020: National Association of Emergency Medical Technicians.

PRIORITY 1 CONSULTING, Brentwood, CA 03/2006-present
Consultant/Trainer/Coach
Dedicated private consulting to training and mentoring candidates pursuing civil service careers in emergency services.

- Consulted as SME in civil service hiring process and served on countless interview panels and assessment centers.
- Provided emergency response training and coaching to individuals and public service agencies. Developed and delivered training curriculum including active-shooter and stop-the-bleed classes (Unified Response to Violent Incidents and Rescue Task Force Response).

- Achieved extraordinary success rate with more than 95% of individual coaching clients getting hired.
- Built and managed sustainable business on 100% direct referral with no advertising.
- Established Fire Watch service providing trained contractors to monitor facilities during special events, construction projects, and system shutdowns for infrastructure upgrades.

BAY AREA PARAMEDIC JOURNAL CLUB, San Francisco Bay Area, CA07/1998-present
Program/Clinical Director (03/2008-present)
Member (07/1998-present)
Co-led collaboration to reorganize club into one of premier continuing education and networking venues on the West Coast.

- Transformed continuing education programming and member participation in leadership opportunities.
- Established 501(c)3 and restructured organizational operations, administration, and fiscal oversight.
- Hosted quarterly CEU professional development events that contributed to membership growth of 800%.

AMERICAN MEDICAL RESPONSE, San Leandro, CA 06/1996-10/2011
EMT-Paramedic (05/1998-10/2011)
EMT (06/1996-05/1998)
Utilized BLS/ACLS Basic and Advanced Life Support skills to care for the sick and injured. Provided medical care and ambulance transportation in Alameda County. Served as Paramedic Preceptor and Field Training Officer.

- Balanced concurrent full-time roles as EMT-Paramedic and FTO for AMR with Lieutenant/Paramedic (2005-2015) and Firefighter/Paramedic (2000-present) for Oakland Fire Department.
- Completed AMR Explorer program in high school while studying for EMT and completed EMT certification by high school graduation.
- Accredited as Preceptor (10/2000)

BETHEL ISLAND FIRE PROTECTION DISTRICT, Bethel Island, CA10/1999-04/2002
Firefighter/Paramedic (10/1999-04/2002)
Deployed out of Station 95 in East Contra Costa County. BIFPD eventually consolidated with East Contra Costa Fire Protection District, as it is known today.

- Volunteered to serve in on-call capacity to ensure adequate response manpower and district coverage.
- Mentored high-school students in local ROP program.

VOLUNTEERING & COMMUNITY LEADERSHIP

Interagency Board (IAB): Emergency Preparedness and Response Standards Coordination Team (2019-present)
American Red Cross, Tri-Valley Service Center: Contra Costa County Leadership Council Director/Ambassador (2018-present) and Member/Volunteer serving on multiple teams and committees since 1995.
East Contra Costa Fire Protection District: Fire Board President/Director (2016-present)
California Disaster Healthcare Volunteers: Volunteer Paramedic (2011-present)
Urban Search and Rescue: Swift Water Rescue Technician (2010-present)

Bay Area Paramedic Journal Club: Program/Clinical Director (2005-present) and Member/Volunteer since 1998.
Urban Search and Rescue (USAR-CATF-4): Medical Specialist (2005-present)
Alameda County EMS Quality Council: Member/Volunteer (2004-2015)
Oakland Fire Dept:

- Unified Response to Violent Incidents Program Manager (2013-present)
- Tactical Paramedic (2013-present)
- Tactical Emergency Medical Support group (2012-present)
- Wildland Strike Team Committee Member (2012-present)
- Terrorism Liaison Officer Coordinator (2010-present)
- Aircraft Rescue Firefighter (2004-present)
- Urban Shield, EMS Branch: Overhead Staff, Evaluator, Trainer (2007-2019)
- Battalion Training Officer (2006-2015)
- Battalion Safety Officer (2006-2015)

TEACHING & TRAINING

Subject Matter Expert to validate certification test bank for active-shooter course manual developed by the International Fire Service Training Association (08/2021)

Skills Instructor: Las Positas Community College EMT program. Assisted for 3 years. (08/1997-06/2000)

Adjunct/Skills Instructor: Hospital Consortium Paramedic training program. Trained 60 paramedic students. (08/1999)

Adjunct Instructor: Los Medanos Community College Firefighter Academy. Assisted with Firefighter 1 curriculum education for a class of 24 students. (08/2000)

Instructor: RT-130, Oakland Fire Dept. Annual wildland fire safety training refresher course. Trained classes of 30 participants. (2011-2015)

Instructor: RT-130, Oakland Fire Dept. Annual wildland fire safety training refresher course. Trained 30 participants. (05/2011)

Adjunct Instructor: Fire Control 5, Aircraft Rescue Firefighter, California State Fire Marshal program. Trained 26 participants. (05/2008)

Adjunct Instructor: Fire Control 5, Aircraft Rescue Firefighter, California State Fire Marshal program, Oakland Fire Dept. Trained 24 participants. (2008-2010)

Field Training Exercise Instructor: Unified Response to Violent Incident/ Active Shooter, Oakland Fire Dept. Trained close to 300 participants which included EMT's, paramedics, firefighters and law enforcement officers. This event was at Oakland High School and used moulage victims. (05/2015)

Approved Instructor: California State Fire Training (01/2006-present)

AWARDS & RECOGNITION

NAEMT (National Association of Emergency Medical Technicians): Legislative Advocacy Award (2020)
Heart of EMS Award: Alameda County EMS (2016)
Firefighter of the Year: Kiwanis Club of Oakland (2012)
"All-Star" Award Nomination, America's Most Wanted: Community and Peers (2011)
Paramedic of the Year: Oakland Fire Department & Alameda County EMS (2010)

Certificate of Appreciation, recognition for perfect attendance: Oakland Fire Department (2003)
Dedicated Service Award, 10 Years: American Medical Response (2006)
Most Valuable Volunteer of the Year: American Red Cross, Tri-Valley Service Center (1996)

PROFESSIONAL AFFILIATIONS

Contra Costa County Fire Commissioners Association (2016-present)
International Public Safety Association, IPSA, (2015-present)
International Association of Fire Chiefs, IAFC (2015-present)
Tactical Medical Association of California, TMAC (2012-present)
California State Tactical EMS Advisory Committee (2012-2018)
San Francisco Paramedic Association (2008-2016)
California Professional Firefighters, CPF (2005-present)
International Association of Fire Fighters, IAFF (2000-present)
California State Firefighters' Association, CSFA, (1998-present)
Bay Area Paramedic Journal Club (1998-present)
National Association of Emergency Medical Technicians, NAEMT (1996-present)

EDUCATION & TRAINING

LOS MEDANOS COLLEGE, Pittsburg, CA (2000 and 2021)
Occupational Work Experience in Fire Technology coursework (05/2021)
Firefighter 1, Academy Certificate (07/2000)

SAMARITAN TRAINING CENTER (Paul Cline & Associates), Vacaville, CA (1997-1998)
EMT-Paramedic Certificate (04/1998)

- Completed program to obtain California State Paramedic License and National Registry Paramedic Certification.
- Achieved California State Paramedic License, #P14703 (04/1998).
- Achieved National Registered Paramedic Certification, #P0893704 (04/1998).

LOS POSITAS COMMUNITY COLLEGE, Livermore, CA (1995-1996)
EMT (Emergency Medical Technician) Certificate

- Completed EMT program on nights and weekends while in high school.
- Achieved Alameda County EMT Accreditation, License #96-0491 (05/1996).
- After program completion, recruited to return and assist as an adjunct/skills instructor under the direction of Captain Josh Gadkin.

PROFESSIONAL CERTIFICATION & LICENSURE

Cardiac Arrest Survival Summit, multiple courses: Center for Healthcare Education certificate (12/2021)

Harassment Prevention Training for Board Members: California Special Districts Association certificate (04/2021)

AB1234 Ethics Training: Hanson Bridgett LLP course (01/2021)

Advanced Cardiac Life Support: American Heart Association certification (03/2020)

Pediatric Advanced Life Support: American Heart Association certification (02/2020)

Special District Leadership Academy Advanced Coursework: California Special Districts Association certificate (04/2018)

Recognition in Special District Governance: California Special Districts Association certificate (10/2017)

Governance Foundations: California Special Districts Association certificate (09/2017)

Special District Leadership Academy: California Special Districts Association certificate, (07/2017)

Biological Incidents Awareness: National Academy for Biomedical Research and Training, Academy of Counter-Terrorist Education certificate (09/2014)

Site Protection through Observational Techniques: National Center for Biomedical Research and Training, Academy of Counter-Terrorist Education certificate (09/2014)

Unified Response to Violent Incidents (Train-the-Trainer): California Fire Fighter Joint Apprenticeship Committee certification (04/2014)

Pre-Hospital Trauma Life Support: NAEMT National Association of EMTs (02/2010)

International Trauma Life Support, Advanced Provider: International Trauma Life Support certification, (03/2014)

Tactical Medicine (Module C): International School of Tactical Medicine certification (08/2013)

FEMA Safety Officer, NIMS ICS All-Hazards (E-954): FEMA-US Department of Homeland Security certification (05/2013)

Tactical Medicine (Module A & B): International School of Tactical Medicine certification (04/2012)

Helo-Aquatic Rescue Training: California Fire & Rescue Training Authority, Cal EMA certification (03/2013)

SEMS Position Specific Training, Logistics Training: California Specialized Training Institute, Cal EMA certificate (10/2012)

Medical Unit Leader (S-359): Fire Management Consultant International certificate (01/2011)

Swiftwater Rescue Operations: C&C Instructional Services certification (06/2010)

Cal-JAC Fire Officer: Cal-JAC (California Joint Apprenticeship Committee), California State Fire Marshal certification (05/2009)

ICS-400 (Advanced ICS, Incident Command System): California State Fire Marshal certificate (10/2008)

Terrorism Liaison Officer Basic, Intermediate, Advanced (TLO-B, TLO-I, TLO-A): Governor's Office of Emergency Services, California Specialized Training Institute certificates (12/2007)

Trench Rescue: California State Fire Marshal, FSTEP certificate (04/2007)

USAR Medical Team Training: FEMA-US Department of Homeland Security certificate (03/2007)

National Fire Incident Reporting System: FEMA-National Fire Academy course (07/2006)

Fire Service Supervision: FEMA-National Fire Academy course (06/2006)

Emergency Medical Services Operations at Multi-Casualty Incidents: FEMA-National Fire Academy course (04/2006)

Emergency Response to Terrorism: FEMA-National Fire Academy course (04/2006)

Wildland Urban Interface Fire Operations: FEMA-National Fire Academy course (04/2006)

Decision Making & Problem Solving (IS-00241): FEMA-Emergency Management Institute course (02/2006)

Effective Communication (IS-00242): FEMA-Emergency Management Institute course (02/2006)

ICS S-215 (Urban Interface): California State Fire Marshal, FSTEP certificate (02/2006)

Leadership & Influence (IS-00240): FEMA-Emergency Management Institute course (02/2006)

ICS for Single Resources and Initial Action Incidents (IS-00200): FEMA-Emergency Management Institute certificate (01/2006)

FSTEP (Fire Service Training and Education Program) Instructor: California State Fire Marshal, FSTEP certification (01/2006)

Fire Control 5 Instructor: California State Fire Marshal approval (01/2006)

Introduction to the Incident Command System, ICS-100 (IS-00100): FEMA-Emergency Management Institute course (01/2006)

National Response Plan (IS-00800): FEMA-Emergency Management Institute course (01/2006)

National Incident Management System (IS-00700): FEMA-Emergency Management Institute course (11/2005)

Cal-JAC Journeyperson: Cal-JAC (California Joint Apprenticeship Committee), California State Fire Marshal certification (03/2005)

S-445 Training Specialist: National Wildfire Coordinating Group certificate (01/2005)

Airport Rescue Firefighter (Fire Control 5, Aircraft Rescue and Firefighting): California State Fire Marshal certification (04/2004)

Fire Officer: California State Fire Marshal certification #018252 (01/2004)

ICS-300 (Intermediate ICS): California State Fire Marshal certification (11/2003)

Fire Apparatus Driver/Operator 1A, 1B: California State Fire Training certifications (07/2003)

Fire Command 1B: California State Fire Marshal certification (03/2003)

Fire Investigation 1A: California State Fire Marshal certification (03/2003)

Fire Management 1: California State Fire Marshal certification (03/2003)

Fire Command 1A: California State Fire Marshal certification (02/2003)

Fire Instructor 1B: California State Fire Marshal certification (11/2002)

Fire Instructor 1A: California State Fire Marshal certification (11/2002)

Fire Fighter 2: California State Fire Marshal certification #034093 (07/2002)

Prevention 1B: California State Fire Marshal certification (02/2002)

Prevention 1A: California State Fire Marshal certification (01/2002)

Fire Fighter 1: California State Fire Marshal certification #038755 (04/2001)

ICS-200 (Basic ICS): California State Fire Marshal certification (10/2000)

S-130: National Wildfire Coordinating Group certificate (07/2000)

S-190: National Wildfire Coordinating Group certificate (07/2000)

Auto Extrication: California State Fire Marshal, FSTEP certification (06/2000)

Hazardous Materials First Responder, Operational: California Specialized Training Institute certification (06/2000)

I-200: National Wildfire Coordinating Group certification (06/2000)

Confined Space Rescue Awareness: California State Fire Marshal, FSTEP certification (04/2000)

Swiftwater First Responder: Rescue 3 International certification (04/2000)

Alameda County Paramedic: Alameda County EMS District, Healthcare Services Agency accreditation, license #P14703 (04/1998)

California State Paramedic: California Emergency Medical Services Authority, license #P14703 (04/1998)

National Registered Paramedic: National Registry of Emergency Medical Technicians (NREMT) certification #P0893704 (04/1998)

Alameda County Emergency Medical Technician: Alameda County EMS District, Healthcare Services Agency accreditation, license #96-0491 (05/1996)

Application Form

Profile

Justin
First Name

K
Middle Initial

Tabor
Last Name

[redacted]
Home Address

Suite or Apt

Discovery Bay
City

CA
State

94505
Postal Code

[redacted]
Primary Phone

[redacted]
Email Address

District Locator Tool

Resident of Supervisorial District:

☑ District 3

City Of Vacaville
Employer

Firefighter
Job Title

Length of Employment

Do you work in Contra Costa County?

○ Yes ◉ No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

3 Years

Are you a veteran of the U.S. Armed Forces?

◉ Yes ○ No

Board and Interest

Which Boards would you like to apply for?

Contra Costa County Fire Protection District - Advisory Fire Commission: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

○ Yes ◉ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☑ High School Diploma

College/ University A

Name of College Attended

Columbia Southern University

Degree Type / Course of Study / Major

Bachelors Fire Administration

Degree Awarded?

◉ Yes ○ No

College/ University B

Name of College Attended

Chabot College

Degree Type / Course of Study / Major

Fire Science

Degree Awarded?

◉ Yes ○ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

○ Yes ○ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

○ Yes ○ No

Other Training B

Certificate Awarded for Training?

○ Yes ○ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, commitee, or commission.

I currently Work as a firefighter in a neighboring county. I feel my professional knowledge and experience in all realms of the fire service sets me up to be a valuable contributing member of this commission. My knowledge of the state weed abatement recommendations and requirements directly translates to the county in which I live and enjoy. I feel that my experience in the mitigation and management of wildland fires will directly correlate to the position in which I am applying.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

In the state of CA I am a certified fire Officer and Emergency Medical Technician, as well as certified wild land fire firefighter by CalFire. I serve as a fire trainer for my current fire department in all facets of fire service. I have a degree in fire administration with an emphasis in fire investigation, I also hold a degree in fire science. My qualifications for this position are all gained with real word knowledge and experience of the fire danger here in Contra Costa County.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

◉ Yes ○ No

Do you have any obligations that might affect your attendance at scheduled meetings?

◉ Yes ○ No

If Yes, please explain:

Full Time Work

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

○ Yes ◉ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

○ Yes ◉ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

○ Yes ◉ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☑ I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
   (1) Mother, father, son, and daughter;
   (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
   (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
   (4) Registered domestic partner, pursuant to California Family Code section 297;
   (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
   (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Application Form

Profile

Susanna
First Name

Middle Initial

Thompson
Last Name

Home Address

Suite or Apt

Brentwood
City

CA
State

94513
Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☑ District 3

Electrical Solutions
Employer

Owner
Job Title

Length of Employment

23 years

Do you work in Contra Costa County?

◉ Yes ○ No

If Yes, in which District do you work?

2

How long have you lived or worked in Contra Costa County?

42 years

Are you a veteran of the U.S. Armed Forces?

○ Yes ◉ No

Board and Interest

Which Boards would you like to apply for?

Contra Costa County Fire Protection District - Advisory Fire Commission: Submitted

Seat Name

Commisioner

Have you ever attended a meeting of the advisory board for which you are applying?

◉ Yes ○ No

If Yes, how many meetings have you attended?

One

Education

Select the option that applies to your high school education *

☑ G.E.D. Certificate

College/ University A

Name of College Attended

California State University, San Marcos

Degree Type / Course of Study / Major

B.S. / Wildfire Science and the Urban Interface

Degree Awarded?

◉ Yes ○ No

College/ University B

Name of College Attended

University of California, Berkeley

Degree Type / Course of Study / Major

B.S. / 20th Century European Land Warfare / History

Degree Awarded?

○ Yes ◉ No

College/ University C

Name of College Attended

Diablo Valley College

Degree Type / Course of Study / Major

General Education

Degree Awarded?

○ Yes ◉ No

Other Trainings & Occupational Licenses

Other Training A

FEMA National Response Framework

Certificate Awarded for Training?

◉ Yes ○ No

Other Training B

Certificate Awarded for Training?

○ Yes ○ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, commitee, or commission.

I want to serve on this commission to represent my community in Eastern Contra Costa County, which will shortly be annexed into the Contra Costa County Fire Protection District. Additionally I would like to support and help direct the fire service in the entire district. I grew up in the service area of the CCCFPD as it exists today, and I am familiar with its citizens and topography.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have previously served as a Director of the East Contra Costa Fire Protection District. During my time on the board of the ECCFPD, I attended every board meeting, as well as numerous committee meetings. I helped guide the development of the ECCFPD strategic plan, as well as assisted in the rewriting of the District's bylaws. Prior to the pandemic, I attended the meetings of the Diablo Firesafe Council for several years, and assisted in drafting the Contra Costa County Community Wildfire Protection Plan. After serving on the Board of the ECCFPD, I attended California State University at San Marcos and received a Bachelor of Science degree in Wildfire Science and the Urban Interface. I have worked with both the California State Parks and the East Bay Regional Parks District on successful fuels reduction and mitigation projects, as well as with private property owners and other stakeholders. Additionally, I have made recommendations to Contra Costa County staff regarding fuels reduction projects on County owned lands that were potential hazards to the community or had experienced abnormal fire frequency, and those projects have become a regular part of the County's annual fire mitigation program.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

○ Yes ◉ No

Do you have any obligations that might affect your attendance at scheduled meetings?

○ Yes ◉ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

○ Yes ◉ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Working with CalFire and the ECCFPD, I helped initiate and structure the community fire season preparedness meetings for the Marsh Creek and Morgan Territory Communities. At the request of Supervisor Burgis, I have acted as an ambassador to her office on fire service matters, as well as acted as a liaison between her office and the community on fire related issues.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

○ Yes ◉ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

○ Yes ◉ No

If Yes, please identify the nature of the relationship:

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I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

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   (4) Registered domestic partner, pursuant to California Family Code section 297;
   (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
   (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE **5.**

Meeting Date: 06/16/2022

Subject: Process to Create County Library Foundation

Submitted For: Alison McKee, County Librarian

Department: Library

Referral No.: IOC 22/11

Referral Name: Process to Create County Library Foundation

Presenter: Alison McKee, County Librarian **Contact:** Alison McKee 925-608-7700

Referral History:

Contra Costa County Library is currently supported by 29 different Friends of the Library and Library Foundation groups. All but two of them are registered 501(c)(3) nonprofit organizations.

City/Library	Friends Group	Foundation	City/Library	Friends Group	Foundation
Antioch	X		Martinez	X	
Bay Point	X		Moraga	X	
Brentwood	X		Oakley	X	
Clayton		X	Orinda	X	
Concord	X		Pinole*	X	
Crockett	X		Pittsburg	X	
Danville	X		Pleasant Hill	X	X
El Cerrito	X	X	Rodeo	X	
El Sobrante*	X		San Ramon		X
Hercules	X	X	San Pablo	X	
Kensington	X		Walnut Creek	X	X
Lafayette	X	X	Ygnacio Valley	X	(same as WC)

* Not a 501(c)(3)

The Library's adult literacy program, Project Second Chance, also has a 501(c)(3) nonprofit support group called Project Second Chance, Inc.

In general, the Friends of the Library groups raise funds by reselling donated used books. They use the proceeds from those sales to fund books and programs at their associated local libraries. (N.B. The Clayton and San Ramon Library Foundation function as Friends groups.) Library Foundations, on the other hand, raise funds from corporate or individual gifts and may

also apply for grants and host fundraising events. All library foundations associated with Contra Costa County Library came into existence to raise funds for new capital projects. Once new library construction is completed, the foundations either dissolve or continue to raise funds that go towards facility and/or service improvements and sometimes extra open hours.

Since these existing support groups are dedicated to fundraising for their local libraries, the funds they bring in are restricted for use at their associated library. However, the amount of funds generated by each group varies dramatically. The support groups in the wealthier communities bring in significantly more funds than the support groups in less wealthy communities. For example, the Friends of the San Pablo Library typically bring in approximately $2,000 each year compared to the Friends of the Danville Library who typically bring in approximately $44,000 each year. It is also worth noting that none of the libraries in low-income communities have an existing library foundation, which means there is limited support for fundraising for the upcoming library capital projects in Bay Point and Oakley.

This disparity enables the libraries in wealthier communities to offer more services, and in some cases open hours, than those libraries in low-income communities. Additionally, there is currently no group that is focused on fundraising for the resources and services offered on a countywide basis, such as online databases, countywide collections, or library marketing campaigns.

In the 2016 report, *Promoting Excellence in Library Service in Contra Costa County,* the Contra Costa County Library Commission identified severe funding shortages in the Library's ability to serve county residents. One of the recommendations from the report is:

implementation of a centrally organized fundraising effort to secure private gifts and bequests in support of countywide services.

At the 2017 Friends, Foundation and Commission Forum at the Walnut Creek Library, Commissioner Don McCormick (District 3), who at the time also served on the Board of the Alameda County Library Foundation, discussed with then County Librarian Melinda Cervantes the possibility of starting a library foundation dedicated to raising funds for the libraries in East Contra Costa County, to which she responded positively. Commissioner McCormick then approached District 3 Supervisor Burgis about the idea, to which she also responded positively. On Feb. 18, 2018, Supervisor Burgis hosted a meeting with Library staff, certain Library Commissioners, and District III and District V staff to explore the possibility of creating a Library Foundation dedicated to raising funds for East County Libraries. The proposed mission of the Contra Costa County "Delta Library Foundation" was to be:

provide critical support to local libraries resulting in all people in our communities having access to knowledge in all its forms. We accomplish this mission by raising revenue in support of library programs, facilities and services that promote traditional and digital literacy, encourage educational achievement and lifelong learning, and address opportunity gaps in the communities we serve.

All attendees agreed that a library foundation would be a positive entity, however, soon thereafter it was determined that all the communities in the county would benefit from a library foundation, and thus it was preferable for its focus to be countywide.

As a result, former County Librarian Melinda Cervantes formed a small task force of volunteers to consider the idea, seek input from local library foundations and friends groups, and develop a conceptual plan. On June 4, 2018, Commissioner McCormick presented a status report on this effort to the Library Commission. During the presentation, he emphasized the disparities among the various libraries in Contra Costa County that could be alleviated with funds raised by a countywide library foundation. He also mentioned the positive feedback that was received from local library foundations during meetings he had with them to introduce the concept. The commissioners present at this meeting were very supportive and excited about the potential of a countywide library foundation.

Due to difficulties in obtaining start-up funds, the effort to create the countywide library foundation was stalled until 2021, when the new County Librarian, Alison McKee, determined one of her priorities would be to move forward with its creation. She encouraged the formation of a new committee to work with her in developing plans for its implementation. The group of individuals who volunteered are made up of members of the Library Commission as well as other interested community members. In the Summer of 2021, members of this organizing committee met with each of the County Supervisors to inform them of the group's activities and ask for their input and support.

Referral Update:

Measure X

In December of 2021, the foundation organizing committee submitted a proposal to the Board of Supervisors requesting $300,000 in one-time Measure X funds to establish the Library Foundation of Contra Costa. On February 22, 2022, the Board of Supervisors allocated $50,000 of Measure X funds (see attached BOS approval) as 'seed money' to help establish the Library Foundation of Contra Costa. This one-time allocation will enable the foundation organizing committee to:

- Enlist professional legal and financial expertise to assist with creating the Foundation's fiscal and organizational structure and registration as a CA 501(c)(3) nonprofit organization
- Create a website presence and fund online hosting costs associated with a website

Library Foundation of Contra Costa

The Library Foundation of Contra Costa ("Foundation") is being formed to assist the Contra Costa County Library in its mission to provide library services to county residents that "spark imagination, fuel potential, and connect people with ideas and each other."

As the County Library's fundraising arm, the Foundation will seek private support for projects that are not or cannot be funded through existing Library funding sources. In so doing, the Foundation will support the Library's goals and objectives to:

- Provide equitable access to services, programs, and facilities throughout the county;
- Promote literacy, educational achievement, and lifelong learning; and
- Address gaps in facilities and library service in impacted communities.

The Foundation will work closely with the County Librarian to identify funding priorities. The primary focus will be on collections, capital projects, and programs and services not funded by the Library's existing budget or local library foundations and friends groups. The Foundation will work with local library foundations and friends groups to seek opportunities for coordination, potential collaboration, and organizational development.

The Foundation will be a non-profit 501(c)(3) organization registered with the IRS and the State of California. It will be operated and governed by an independent board of directors, and donations will be tax deductible to the full extent of the law. During its organizational phase, the Foundation will operate under fiscal sponsorship.

Fiscal Sponsorship

Since it can take up to a year to acquire tax-exempt status, many aspiring nonprofits use an already established 501(c)(3) nonprofit tax-exempt organization as a fiscal sponsor to be able receive contributions prior to becoming a 501(c)(3). Using a fiscal agent will allow donors to make tax-deductible contributions to the Library Foundation of Contra Costa through the fiscal agent even though they do not have tax-exempt status yet. Once tax-exempt status is obtained, the Library Foundation of Contra Costa will dissolve the fiscal sponsorship relationship since it will be able to receive donations directly.

The foundation organizing committee conducted a comprehensive search and analysis of potential fiscal sponsors. They met with and assessed nine non-profit organizations and finally determined that the West County Public Education Fund (Ed Fund West) was the best candidate. In addition to enabling donors to make tax-deductible contributions to the Foundation, Ed Fund West will also provide significant administrative support including:

- accounting services according to generally accepted accounting principles (GAAP)
- auditing, including an annual audit of financial records
- banking
- bill paying
- insurance coverage

On April 25, 2022, Nicole Gemmer, chair of the foundation organizing committee, executed a contract and addendum with West County Public Education Fund (Ed Fund West) to act as fiscal agent on behalf of the foundation organizing committee. Ed Fund West agreed to serve as fiscal agent in exchange for 10% of all donated and earned revenue received, except for the $50,000 Measure X funds granted to the group by the Board of Supervisors. Under the terms of the contract, Ed Fund West will receive and disburse funds on behalf of the foundation organizing committee in support of the establishment of the Library

Foundation of Contra Costa.

To enable members of the organizing committee of the Foundation of Contra Costa to access the Measure X funds granted from the Board of Supervisors, the County will enter into an agreement with their fiscal sponsor, Ed Fund West. The agreement will outline the milestones at which Ed Fund West will disburse the funds to the organizing committee. The funds will be held and disbursed pro bono by Ed Fund West to the organizing committee once the County Librarian has verified achievement of specific milestones. Broadly, the major disbursement categories are proposed as:

1. Preparation for IRS filing not to exceed $2,500 based on actual receipts for out-of-pocket expenses.
2. Filing for nonprofit, tax-exempt status not to exceed $32,500 based on actual invoices for professional Certified Public Accountant or specialized legal services.
3. Graphic Art/Website Development, domain name and hosting not to exceed $15,000 based on actual invoices for professional services.
4. Unused balance after the three objectives above have been met, to be available for fundraising activities.

The service plan will delineate specific tasks and associated payment milestones.

Potential Areas for Board of Supervisors Input

The Foundation will operate as a private non-profit entity and, as such, will not be under the governance of the County, nor will money raised by the Foundation belong to the library or the County. This is typical of foundations both in general and in Contra Costa County. For example, the Contra Costa Regional Health Foundation operates separately from County Government and so does the Alameda County Library Foundation. However, the foundation organizing committee encourages suggestions from the Board of Supervisors on formation elements including:

- number of directors (usually a range)
- criteria for selection of initial and future board members (e.g., geographic, ex-officio, voting/non-voting, stakeholder or socio-economic designations)
- potential initial board members
- potential community partners, and
- future projects of interest.

Recommendation(s)/Next Step(s):

RECEIVE status report on the proposed utilization of Measure X funds in the amount of $50,000 for the establishment of a countywide library foundation and CONSIDER providing direction on foundation formation.

Fiscal Impact (if any):

No additional fiscal impact. The seed funding to support establishment of the Library Foundation of Contra Costa was previously allocated by the Board of Supervisors from Measure X local sales tax funds.

Attachments

BOS Approved Mx Allocation for Library Foundation

Contra Costa County Library Foundation: $50,000 (One-time)

In early 2021, the county librarian brought together an informal group of library supporters so that they could begin the work of establishing a countywide library foundation. Once established, the goal of the Contra Costa Library Foundation will be to secure additional funding for the library in order to further support its strategic priorities. Foundation funding will enhance public revenue and will be used to address opportunity and equity gaps in services, programs, and facilities; and provide funds for services that cannot be attained through existing revenue sources that will benefit the entirety of the county's residents.

The foundation will be an independent nonprofit organization that works with the community to raise funds for critically-needed programs and services delivered by the library system. The foundation's initial priorities will include raising funds for electronic resources that can be used by all county residents; strengthening the capacity of local library "Friends" groups through an affiliate program; and supporting capital projects in low-income communities.

A one-time allocation of $50,000 in seed money will allow the Foundation Organizing Committee to:

- Enlist professional legal and financial expertise to assist with creating the foundation's fiscal and organizational structure and registration as a CA 501(c)(3) nonprofit organization
- Create a website presence and fund online hosting costs associated with a website

Contra Costa County is the only library system in the Bay Area without a county-wide foundation. $50,000 in seed funding would signal the Board of Supervisors' endorsement for its creation and in so doing, would provide a powerful lever to attract strong board leadership and private funds for ongoing support and program development.

Attached is the $300,000 proposal submitted by the Contra Costa Library Foundation Organizing Committee.

Recommendation
A one-time allocation of $50,000 is recommended to support the establishment of the Foundation.