

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

JOHN GIOIA, CHAIR
FEDERAL D. GLOVER, VICE CHAIR
CANDACE ANDERSEN
DIANE BURGIS
KEN CARLSON

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

As permitted by Government Code section 54953 (e), and in accordance with the County Public Health Officer's recommendations for virtual meetings and social distancing, Board members may participate in the meeting remotely. The Board meeting will be accessible in-person, via television, and via live-streaming to all members of the public. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov.

Persons who wish to address the board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing **888-278-0254** followed by the access code **843298#**. A caller should indicate they wish to speak on an agenda item, by pushing "#2" on their phone. Access via Zoom is also available using the following link: <https://ccccounty-us.zoom.us/j/87344719204>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000.

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

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at www.contracosta.ca.gov.

AGENDA
January 17, 2023

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

CONSIDER CONSENT ITEMS (Items listed as C.1 through C.6 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Director. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

DISCUSSION ITEMS

- D.1** CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (No fiscal impact) (Lewis T. Broschard III, Fire Chief)

D. 2 CONSIDER Consent Items previously removed.

D. 3 PUBLIC COMMENT (2 Minutes/Speaker)

CONSENT ITEMS

- C.1** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with Kitchell/CEM, Inc. (Kitchell), in an amount not to exceed \$2,500,000, to provide construction management services for various fire station related projects for the period of January 17, 2023 through January 16, 2027, with a one-year extension option. (100% CCCFPD Capital Construction Fund)
- C.2** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with COAR Design Group to increase the payment limit by \$600,000 to a new payment limit of \$1,500,000, with no change to the contract term, to provide on-call architectural services for various fire station related projects. (100% CCCFPD Capital Construction Fund)
- C.3** ACCEPT the 2022 Annual Report of the Advisory Fire Commission, as recommended by the Fire Chief. (No fiscal impact)
- C.4** DENY claim filed by Randi Adler. (No fiscal impact) (Lewis T. Broschard III, Fire Chief)
- C.5** ADOPT Position Adjustment Resolution No. 26093 to add one Secretary-Advanced Level (represented) position and cancel one vacant Clerk-Senior Level (represented) position in the Contra Costa County Fire Protection District. (100% CCCFPD General Operating Fund)
- C.6** RATIFY the Fire District's execution of the Agreement for Transfer of Surplus Vehicle with San Bernardino County Fire Protection District, accepting the transfer of a 2007 Crew Carrier Vehicle at no cost to the Fire District. (No fiscal impact)

GENERAL INFORMATION

The Board meets in its capacity as the Board of Directors of the Contra Costa County Fire Protection District pursuant to Ordinance Code Section 24-2.402. Persons who wish to address the Board of Directors should complete the form provided for that purpose and furnish a copy of any written statement to the Clerk.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Directors less than 72 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board of Directors to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board prior to the time the Commission votes on the motion to adopt.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Directors can be submitted to the office of the Clerk of the Board via mail: Contra Costa County Fire Protection District Board of Directors, 1025 Escobar Street first floor, Martinez, CA 94553; by fax: 925-655-2006 or to clerkoftheboard@cob.cccounty.us.

The District will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 655-2000.

The Board of Directors' agenda and meeting materials are available for inspection at least 96 hours prior to each meeting at the Office of the Clerk of the Board, 1025 Escobar Street, First floor, Martinez, California.

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

www.co.contra-costa.ca.us

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Pursuant to Government Code section 84308, members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Board member received, since January 1, 2023, more than \$250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item. Members of the Board of Supervisors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a Board member since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member, and may be made either in writing to the Clerk of the Board of Supervisors before the subject hearing or by verbal disclosure at the time of the hearing.

ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, February 13, 2023, at 7:00 p.m. THIS IS A VIRTUAL MEETING. PLEASE GO TO www.cccfpd.org/advisory-fire-commission for meeting information and how to join.

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.

Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):

The Contra Costa County Fire Protection District has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

AB Assembly Bill
ABAG Association of Bay Area Governments
ACA Assembly Constitutional Amendment
ADA Americans with Disabilities Act of 1990
AFSCME American Federation of State County and Municipal Employees
ARRA American Recovery & Reinvestment Act of 2009
BAAQMD Bay Area Air Quality Management District
BART Bay Area Rapid Transit District
BayRICS Bay Area Regional Interoperable Communications System
BGO Better Government Ordinance
BOC Board of Commissioners
CALTRANS California Department of Transportation
CAER Community Awareness Emergency Response
CAL-EMA California Emergency Management Agency
CAO County Administrative Officer or Office
CCE Community Choice Energy
CBC California Building Code
CCCFPD (ConFire) Contra Costa County Fire Protection District
CCHP Contra Costa Health Plan
CCTA Contra Costa Transportation Authority
CCRMC Contra Costa Regional Medical Center
CCWD Contra Costa Water District
CFC California Fire Code
CFDA Catalog of Federal Domestic Assistance
CEQA California Environmental Quality Act
CIO Chief Information Officer
COLA Cost of living adjustment
ConFire (CCCFPD) Contra Costa County Fire Protection District
CPA Certified Public Accountant
CPF – California Professional Firefighters
CPI Consumer Price Index

CSA County Service Area
CSAC California State Association of Counties
CTC California Transportation Commission
dba doing business as
EBMUD East Bay Municipal Utility District
ECCFPD East Contra Costa Fire Protection District
EIR Environmental Impact Report
EIS Environmental Impact Statement
EMCC Emergency Medical Care Committee
EMS Emergency Medical Services
et al. et alii (and others)
FAA Federal Aviation Administration
FEMA Federal Emergency Management Agency
FTE Full Time Equivalent
FY Fiscal Year
GIS Geographic Information System
HCD (State Dept of) Housing & Community Development
HHS (State Dept of) Health and Human Services
HOV High Occupancy Vehicle
HR Human Resources
HUD United States Department of Housing and Urban Development
IAFF International Association of Firefighters
ICC International Code Council
IFC International Fire Code
Inc. Incorporated
IOC Internal Operations Committee
ISO Industrial Safety Ordinance
JPA Joint (exercise of) Powers Authority or Agreement
Lamorinda Lafayette-Moraga-Orinda Area
LAFCo Local Agency Formation Commission
LLC Limited Liability Company
LLP Limited Liability Partnership
Local 1 Public Employees Union Local 1
Local 1230 Contra Costa County Professional Firefighters Local 1230
MAC Municipal Advisory Council
MBE Minority Business Enterprise
MIS Management Information System
MOE Maintenance of Effort
MOU Memorandum of Understanding
MTC Metropolitan Transportation Commission
NACo National Association of Counties
NEPA National Environmental Policy Act
NFPA National Fire Protection Association
OES-EOC Office of Emergency Services-Emergency Operations Center
OPEB Other Post Employment Benefits
OSHA Occupational Safety and Health Administration
PACE Property Assessed Clean Energy
PARS Public Agencies Retirement Services

PEPRA Public Employees Pension Reform Act
RFI Request For Information
RFP Request For Proposal
RFQ Request For Qualifications
SB Senate Bill
SBE Small Business Enterprise
SEIU Service Employees International Union
SUASI Super Urban Area Security Initiative
SWAT Southwest Area Transportation Committee
TRANSPAC Transportation Partnership & Cooperation (Central)
TRANSPLAN Transportation Planning Committee (East County)
TRE or **TTE** Trustee
TWIC Transportation, Water and Infrastructure Committee
UASI Urban Area Security Initiative
UCOA United Chief Officers Association
vs. versus (against)
WAN Wide Area Network
WBE Women Business Enterprise
WCCTAC West Contra Costa Transportation Advisory Committee



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard, III, Chief, Contra Costa Fire Protection District
Date: January 17, 2023

Subject: Fire Chief's Report - January 17, 2023

RECOMMENDATION(S):

ACCEPT a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

At the request of the Contra Costa County Fire Board of Directors, the Fire Chief is providing a report on the status and progress of the various District initiatives.

CONSEQUENCE OF NEGATIVE ACTION:

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

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/17/2023** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: January 17, 2023

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

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

By: , Deputy

cc:

ATTACHMENTS

Fire Chief's January 2023
Report



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

January 17, 2023

TO: Board of Directors

FROM: Lewis T. Broschard III, Fire Chief

RE: Fire Chief's Report

- Operations Update. Rain and wind events at year's end, and again in the first week of 2023, presented numerous flooding and power outage challenges across the county. Con Fire prepared to meet this early-year extreme weather by staffing our new grant-funded Rescue Boat 281 with a three-person crew for water rescues, if needed.



Crew 12, in its first winter storm assignment, was organized into two teams for clearing roads of downed trees to ensure first responder access and availability of evacuation routes. Crew 12 responded to a half dozen such calls at the peak of storm activity on January 4 and 5 in Martinez, Orinda, Pleasant Hill, and Walnut Creek.



Acting as Operational Area Coordinator for the County, Con Fire requested and received approval from the state for prepositioning of the above resources, as well as participating in a countywide task force by providing a four-wheel drive wildland engine.

Other Con Fire preparations included up-staffing two additional dispatchers, to handle the anticipated increased volume of 911 calls, and additional chief officers to support the incident management team. In one of the storms, between January 4 and 5, 911 calls to the Contra Costa Regional Fire Communications Center were up 20% over the same day the previous year and 30% over the previous two years.

In its first year of "off-season" wildfire mitigation work, as a result of Measure X and grant funding, Crew 12 has thus far performed some 2,000 person hours of work including on projects in El Sobrante, Richmond, Orinda, Moraga, and Mt. Diablo State Park. During non-wildland fire months, the crew is staffed with 15 fire control workers led by two fire captains. In addition to the project work itself, Crew 12's typical day includes training on rope and rescue techniques, department policies and procedures, vehicle operations, job skills, equipment maintenance, and physical fitness.



- Training Update. Academy 58's recruits continue to progress through their training curriculum, having completed state fire accredited local academy wildland testing early this month. They are on track for graduation on February 15.



We are prepping for our next lateral academy with a projected start date in March 2023.

Late last year, we scheduled a dozen grant-funded, vendor-taught rescue, wildland, and incident management classes to be conducted at our training facility in 2023. Additional classes will be added throughout the year.

In December, we completed engine-based search classes resulting in all personnel being trained in these advanced search techniques.

In early January, our Training Division hosted a Bay Area Urban Area Security Initiative "Secure the Cities" Hazmat Drill on our training campus.



The 2023 annual training plan was introduced District-wide earlier this month. One of the goals of the plan is to create uniform delivery of required training that will include battalion chief-driven in-person training better suited to our growing and geographically-dispersed District. In the first quarter of 2023, training will include instruction to all county fire agencies on radio and communications changes.

- Pinole Contract Update. Our contract for services in the City of Pinole became effective on January 1, allowing us to take final concrete steps to smoothly absorb all of the city's fire personnel and resources and transition to Con Fire-provided fire, rescue, and emergency medical services. The planning date for operational changes and final implementation of the contract is currently March 1, 2023.
- Fire Prevention Update. Last month, our Code Enforcement Unit was busy completing state-mandated inspections and processing numerous new building permit applications submitted ahead of the January 1 code update. Total state-mandated inspections for the year were up slightly to 7,727 as a result of the annexation of East County Fire in July.

At year's end, the Engineering Unit reported completing a similar number of plan reviews as the previous year, issuing 2,848 building permits.

The Community Risk Reduction Unit saw the largest increase in workload in 2022, completing 3,342 weed abatement inspections, a nearly 70% increase over the previous year's total of 1,997 inspections.

The Fire Investigation Unit experienced a 30% increase in fires investigated in 2022, conducting a total of 948, an increase of 218 from the previous year.

Unfortunately, the number of District-wide fire fatalities also increased in 2022 to seven, an increase of 75% over the previous year's four fatalities. The bureau will continue to focus on education and awareness about the importance of operational smoke detectors and other fire safety measures that should be in place in every home.

- AB1705 Implementation. In 2019, Assembly Bill 1705 (AB1705) was passed and certain sections of the California Welfare and Institutions Code, related to Medi-Cal, were amended and added. In short, AB1705 established a new supplemental Medi-Cal reimbursement program for ground emergency medical transportation services that are operated by a governmental entity, including a fire protection district. Existing law requires the non-federal share of any supplemental reimbursement provided under the modified program to be derived from voluntary intergovernmental transfers of local funds. Known to us as the "PP-IGT" program, this program will replace the current Quality Assurance Fee (QAF) and Ground Emergency Medical Transport (GEMT) Medi-Cal supplemental reimbursement programs currently in place. Any required intergovernmental transfers from the District related to the QAF or GEMT programs will cease once those programs are closed out in early 2023.

The bill requires eligible providers, including the Fire District, to receive an add-on increase to the associated Medi-Cal fee-for-service and managed care payments. As noted, the District will need to provide funding, along with all other public providers, to support the financial sustainability of the program for the non-federal share of the program. We anticipate the District will need to provide intergovernmental transfers to the state of approximately \$10 million annually, which will be paid on a quarterly basis at approximately \$2.5 million per quarter. The District anticipates total revenue from the program and the revised Medi-Cal reimbursements to be approximately \$22 million annually. After accounting for the intergovernmental transfers and the dissolution of the QAF and GEMT supplemental reimbursement programs, it is anticipated the District will realize a net increase in total revenue in the range of \$3 million to \$7 million annually from the PP-IGT program.

This program and the District's contributions are still being finalized by the California Department of Healthcare Services (DHCS). The first payment by the District to the DHCS is anticipated to be due on January 15, 2023. The increased Medi-Cal reimbursements to the District will commence on January 1, 2023.

- Fire Station Construction Updates. No updates to the information provided in the report of December 6, 2022. An update will be provided at the February meeting.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: January 17, 2023

Subject: Contract with Kitchell/CEM, Inc. for On-Call Construction Management Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with Kitchell/CEM, Inc. (Kitchell), in an amount not to exceed \$2,500,000, to provide construction management services for various fire station related projects for the period of January 17, 2023 through January 16, 2027, with a one-year extension option to January 8, 2028.

FISCAL IMPACT:

Projects will be assigned to the construction manager when there is an approved project and funding. 100% CCCFPD Capital Construction Fund.

BACKGROUND:

The District needs to engage a firm to provide construction management services for various fire station related projects as they occur during the Agreement period. The on-call construction manager will provide typical construction management services for the execution and construction of fire station related projects. Construction management services will cover pre-construction, construction, and project close-out phases.

The type, size, and location of projects will likely vary and may include new construction, building renovation/modernization work, remodeling of an entire building or specific

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/17/2023** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: January 17, 2023

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

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

areas within a building, tenant improvements, exterior building restorations, mechanical-electrical-plumbing upgrades, structural improvements, code-related improvements, and/or deferred maintenance improvements. Having this on-call agreement in place will save the District time and money when compared to the time and expense of conducting a consultant selection process on a project-by-project basis.

Kitchell was selected through a competitive qualifications-based selection process. The District requested Statements of Qualifications (SOQs) and received five SOQs. Three firms were short-listed. A selection committee, comprised of District and Contra Costa County Public Works staff, conducted interviews and ranked the short-listed firms. It is recommended that Kitchell, the highest-ranking firm, be awarded the agreement to provide on-call construction management services. The agreement includes a one-year extension option that can be exercised by the Fire Chief if he chooses. Government Code Section 31000 authorizes the District to contract for services including the type of construction management services that Kitchell provides.

The proposed contract will have personnel hourly rates that may be increased by 3% every calendar year during the term of this Agreement.

CONSEQUENCE OF NEGATIVE ACTION:

If the agreement is not approved, the District will not be able to take advantage of the responsiveness and potential time and cost savings afforded through the utilization of an on-call construction management services agreement.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: January 17, 2023

Subject: Amendment No. 1 to Contract with COAR Design Group for On-Call Architectural Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with COAR Design Group, effective January 17, 2023, to increase the payment limit by \$600,000 to a new payment limit of \$1,500,000, with no change to the contract term, to provide on-call architectural services for various fire station related projects.

FISCAL IMPACT:

Projects will be assigned to the on-call architect when there is an approved project and funding. The on-call agreement will likely cover multiple construction projects during the term of the agreement. 100% CCCFPD Capital Construction Fund.

BACKGROUND:

On October 4, 2022, the Board approved a contract with COAR Design Group for on-call architectural services. Due to an administrative error, the intended payment limit was incorrectly stated in the contract. The purpose of the on-call contract is to provide architectural services for various fire station related projects as they occur during the Agreement period. The on-call architect will provide typical architectural services, such as programming, design and construction administration. The type, size, and location of projects will vary. Typical projects may include

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

Action of Board On: **01/17/2023** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

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ATTESTED: January 17, 2023

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

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

new construction, building renovations/modernizations, remodeling of an entire building or specific areas within a building, tenant improvements, exterior building restorations, mechanical-electrical-plumbing upgrades, structural improvements, code-related improvements and deferred maintenance improvements.

CONSEQUENCE OF NEGATIVE ACTION:

If Amendment No. 1 is not approved, the fee limit will not match the contract needs anticipated by the Fire District, thus limiting the Fire District's ability to adequately engage its consultants to provide professional services needed to design its projects.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: January 17, 2023

Subject: Advisory Fire Commission 2022 Annual Report to the Board of Directors

RECOMMENDATION(S):

ACCEPT the 2022 Annual Report of the Advisory Fire Commission.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

At the request of the Contra Costa County Fire Protection District Board of Directors, the Fire Chief is submitting the 2022 Annual Report of the Advisory Fire Commission.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/17/2023** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

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ATTESTED: January 17, 2023

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

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

By: , Deputy

cc:

ATTACHMENTS

AFC Annual
Report

2022 ANNUAL REPORT



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT ADVISORY FIRE COMMISSION

Erel Betser, District I (January – February)
Matthew Guichard, District II / Chair
Michael Daugelli, District III
Debra Galey, District IV
Richard S. Nakano, District V / Vice Chair
Mike Egan, At Large #1
Richard T. Chapman, At Large #2 (January – June)
Brian J. Oftedal, At Large #2 (August – December)
Latonia Ellingberg, Staff

Soheila Bana, At-Large Alternate #1
Walter Fields, At-Large Alternate #2
Clayton Laderer, At-Large Alternate #3 (January – June)
Susanna Thompson, At Large Alternate #3 (August – December)

2022 ANNUAL REPORT

Contra Costa County Fire Protection District Advisory Fire Commission

Meetings: Bi-monthly meetings were held: February, April, June, August, October, and December. Special meetings were held: May, July, September, and November.

Location/Time: All meetings were virtual-only.

Chair: Matt Guichard

Staff: Latonia Ellingberg

Reporting Period: January through December 2022

I. ACTIVITIES

- Conducted regular business of the Commission
- Attended Contra Costa County Fire Commissioners Association Meetings
- Attended Board of Supervisors Meetings (virtual)
- Attended Contra Costa County Fire Protection District Board of Directors meetings (virtual)
- Attended the Line of Duty Death Memorial Service
- Attended Fire Academy Graduation Ceremony
- Attended Fire District Annual Open House (virtual)
- Attended various city council, town hall, and other fire board meetings

II. ACCOMPLISHMENTS

- Conducted public hearings to resolve public complaints regarding weed abatement charges
- Approved adjustments to weed abatement charges
- Exercised oversight of the approval process for the disposal of surplus property
- Provided feedback on fire prevention activities, suppression leave, incident summary reports and response times
- Provided feedback on annual budget

III. ATTENDANCE/REPRESENTATION

- Vacancies: District 1 was vacant March through December.
- Diversity: Commission consists of a variety of retired and active business professionals/owners including Engineer; Attorney; retired High School Teacher; Management Analyst; retired Security Advisor, former Police Detective, and volunteer Firefighter/EMT; retired Fire Captain; Real Estate

Agent and retired Transportation Engineer; Paramedic; Physician Assistant and Fire Academy Instructor; Fire Captain; and Business Owner.

- Level of Participation:

| Regular Mtgs. | |
|----------------------------------|----------|
| Betser | 1 of 1 |
| Chapman | 2 of 4 |
| Daugelli | 10 of 10 |
| Egan | 5 of 10 |
| Galey | 8 of 10 |
| Guichard | 8 of 10 |
| Nakano | 8 of 10 |
| Oftedal | 5 of 5 |
| Bana (At Large Alternate #1) | 4 of 10 |
| Fields (At Large Alternate #2) | 7 of 10 |
| Laderer (At Large Alternate #3) | 2 of 4 |
| Thompson (At Large Alternate #3) | 5 of 5 |

- Quorum Frequency: No meetings cancelled due to lack of a quorum.

IV. TRAINING/CERTIFICATION

- Commissioners Egan, Fields, Nakano, Oftedal, and Thompson completed Brown Act Training and Ethics Training.

V. PROPOSED WORK PLAN/OBJECTIVES FOR NEXT YEAR

- Contribute to the development of a weed abatement appeal process.
- Attend meetings relative to fire service issues.
- Provide input to the Board of Directors.
- Continue to attend Contra Costa County Fire Commissioners Association meetings.
- Continue to monitor citizen complaints stemming from the District's weed abatement program.
- Continue to approve adjustments to weed abatement charges.
- Continue to exercise oversight of the approval process for the disposal of surplus property.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: January 17, 2023

Subject: Claim for Personal Injury

RECOMMENDATION(S):

DENY claim filed by Randi Adler.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Randi Adler: Personal injury claim for alleged abuse and false imprisonment in the amount of \$100,000.

CONSEQUENCE OF NEGATIVE ACTION:

Not acting on the claim could extend the claimants time limits to file actions against the County.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/17/2023** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: January 17, 2023

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

Contact: Risk Management

By: , Deputy

cc:



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: January 17, 2023

Subject: Add One (1) Secretary-Advanced Level position and cancel one (1) vacant Clerk-Senior Level position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26093 to add one (1) Secretary-Advanced Level (J3TG) (represented) position at salary plan and grade 3R2 1163 (\$4,636-\$5,934) and cancel one (1) vacant Clerk-Senior Level (JWXC) (represented) position number 5696 at salary plan and grade 3RX 1033 (\$3,946-\$5,039) in the Contra Costa County Fire Protection District.

FISCAL IMPACT:

Approximate annual cost of \$33,181, including \$6,524 in pension costs. 100% CCCFPD General Operating Fund.

BACKGROUND:

The Contra Costa County Fire Protection District (District) annexed East Contra Costa County Fire Protection District on July 1, 2022. As a result, a need has arisen for a Secretary to provide administrative and secretarial support to the Deputy Chief of Advance Planning and Development and the Assistant Fire Chief / Fire Marshal.

This position will be responsible for scheduling meetings, drafting letters and bulletins, preparing documents for presentation to the public and elected officials,

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/17/2023** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ATTESTED: January 17, 2023

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

Contact: Holly Trieu, (925) 941-3300 ext. 1301

By: , Deputy

cc: Holly Trieu, Sylvia WongTam

BACKGROUND: (CONT'D)

and other coordination within the Advance Planning and Development Section.

A vacant, budgeted Clerk-Senior Level position is being canceled to offset the costs.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the District will not have appropriate levels of support within the Advance Planning and Development Section.

ATTACHMENTS

P300 26093

POSITION ADJUSTMENT REQUEST

NO. 26093
DATE 12/13/2022

Department CCC Fire Protection District Department No./
Budget Unit No. 7300 Org No. 7300 Agency No. 70
Action Requested: Add one (1) Secretary-Advanced Level (J3TG) (represented) position at salary plan and grade 3R2 1163 (\$4,636-\$5,934) and cancel one (1) vacant Clerk-Senior Level (JWXC) (represented) position (5696) in the Contra Costa County Fire Protection District

Proposed Effective Date: 12/13/2022

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

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

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

Total annual cost \$33,181.00 Net County Cost \$0.00
Total this FY \$16,590.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Fund 202000 (CCCFPD Gen Op Fund)

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

Jackie Lorrekovich

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

E.Farrell (for Paul Reyes)

1/11/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/6/2023

Add one (1) Secretary-Advanced Level (J3TG) (represented) position at salary plan and grade 3R2 1163 (\$4,636-\$5,934) and cancel one (1) vacant Clerk-Senior Level (JWXC) (represented) position (5696) in the Contra Costa County Fire Protection District

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

Effective: Day following Board Action.
 _____(Date)

Alycia Leach

1/6/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/12/2023

Approve Recommendation of Director of Human Resources
 Disapprove Recommendation of Director of Human Resources
 Other: _____

Paul Reyes

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED DISAPPROVED

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

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

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

REQUEST FOR PROJECT POSITIONS

Department _____

Date 1/12/2023

No. xxxxxx

1. Project Positions Requested:

2. Explain Specific Duties of Position(s)

3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)

4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.

5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____

6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications

7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.

8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted

9. How will the project position(s) be filled?
 - a. Competitive examination(s)
 - b. Existing employment list(s) Which one(s)? _____
 - c. Direct appointment of:
 1. Merit System employee who will be placed on leave from current job
 2. Non-County employee

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

USE ADDITIONAL PAPER IF NECESSARY



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: January 17, 2023

Subject: Surplus Vehicle Transfer Agreement with San Bernardino County Fire Protection District

RECOMMENDATION(S):

RATIFY the Fire District's execution of the Agreement for Transfer of Surplus Vehicle with San Bernardino County Fire Protection District, accepting the transfer of a 2007 Crew Carrier Vehicle at no cost to the Fire District.

FISCAL IMPACT:

As the vehicle is being donated to the Fire District at no cost, there is no fiscal impact associated with this action.

BACKGROUND:

The District has a need for a crew carrier vehicle for its hand crew program. The San Bernardino County Fire Protection District (SBCFPD) has a crew carrier vehicle for which it no longer has use and has offered to transfer its surplus crew carrier vehicle to the District, at no cost, in consideration for the District (1) acknowledging that the surplus property is provided in "as is" condition and without warranty; (2) inspecting the vehicle prior to use; (3) accepting all liability and costs associated with the surplus property; (4) cooperating with the transfer of title of the surplus property; and (5) collaborating with SBCFPD when responding to declared fire emergencies throughout California.

In

APPROVE

OTHER

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ATTESTED: January 17, 2023

, County Administrator and Clerk of the Board of Supervisors

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

order to meet the deadline imposed by San Bernardino County Fire Protection District, the District executed the agreement on December 8, 2022 and is requesting the Board to ratify the execution of this agreement.

CONSEQUENCE OF NEGATIVE ACTION:

The District would miss the opportunity to acquire, at no cost, a crew carrier vehicle that is needed for its hand crew program.