

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

The public may attend the Board meeting in person and remotely via call-in or Zoom. 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. Meetings of the Board are closed-captioned in real time.

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. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: <https://cccounty-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. A Spanish language interpreter is available to assist Spanish-speaking callers.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. Your patience is appreciated.

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
May 16, 2023

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

CONSIDER CONSENT ITEMS (Items listed as C.1 through C. 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 and a report on 2023 fire season preparedness. (Lewis T. Broschard III, Fire Chief)
- D.2** CONSIDER accepting the 2022 Occupancy Inspection Compliance Report and ADOPT Resolution No. 2023/2. (Lewis T. Broschard III, Fire Chief)

D. 3 CONSIDER Consent Items previously removed.

D. 4 PUBLIC COMMENT (2 Minutes/Speaker)

CONSENT ITEMS

- C.1** ADOPT Resolution No 2023/3 honoring Battalion Chief Dan McClellan on the occasion of his retirement from the Contra Costa County Fire Protection District.
- C.2** ADOPT Resolution No 2023/4 honoring Fire Captain Kevin Stewart on the occasion of his retirement from the Contra Costa County Fire Protection District.
- C.3** ADOPT Resolution No 2023/5 honoring Fire Engineer Geoffrey Nelsen on the occasion of his retirement from the Contra Costa County Fire Protection District.
- C.4** ADOPT Resolution No 2023/6 honoring Fire Engineer Keith Clay on the occasion of his retirement from the Contra Costa County Fire Protection District.
- C.5** APPROVE and AUTHORIZE the Auditor-Controller, on behalf of the Contra Costa County Fire Protection District (District), to make a payment to the State of California Department of Health Care Services in an amount not to exceed \$2,741,498 for the Public Provider Ground Emergency Medical Transport Intergovernmental Transfer program for ambulance transports provided by the District during January 2023 through April 2023. (100% Ambulance Transport Fund)
- C.6** RATIFY the Fire District's grant application; and APPROVE and AUTHORIZE the Fire Chief, or designee, to accept grant funding from the U.S. Department of Homeland Security, Federal Emergency Management Agency, Assistance to Firefighters Grant Program in an amount not to exceed \$423,564 for the replacement of Knox Box lockboxes and associated costs. (95% Federal; 5% District match)
- C.7** ADOPT Position Adjustment Resolution No. 26118 to establish classification of Fire Control Worker Specialist (represented); and add six positions in the Contra Costa County Fire Protection District. (100% CCCFPD General Fund)

GENERAL INFORMATION

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402.

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 Supervisors less than 96 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 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 before the Board votes on the motion to adopt. Each member of the public will be allowed two minutes to comment on the entire consent agenda.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for public testimony. Each speaker during public testimony will be limited to two minutes. After public testimony, 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 Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 1025 Escobar Street, First Floor, Martinez, CA 94553 or to clerkoftheboard@cob.cccounty.us.

Time limits for public speakers may be adjusted at the discretion of the Chair.

The County 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.

Anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda may contact the Office of the County Administrator or Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California.

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

www.contracosta.ca.gov

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, June 12, 2023, at 7:00 p.m. at their Administrative Office, 4005 Port Chicago Highway, Suite 250, Concord, CA 94520.

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

Glossary of Acronyms, Abbreviations, and other Terms

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. For a complete list of commonly used language that may appear in oral presentations and written materials associated with Board meetings, please visit <https://www.contracosta.ca.gov/8464/Glossary-of-Agenda-Acronyms>.



Contra
Costa
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To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard, III, Chief, Contra Costa Fire Protection District
Date: May 16, 2023

Subject: Fire Chief's Report - May 16, 2023

RECOMMENDATION(S):

ACCEPT a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives and a report on 2023 fire season preparedness.

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, including a report of preparedness for the 2023 fire season.

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: **05/16/2023** 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: May 16, 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

2023 Fire Season Preparedness

Fire Chief's Report May 2023



2023 FIRE SEASON PREPAREDNESS


- **Prevention**
- **Planning**
- **Preparation**
- **Response**





EXTERIOR HAZARD DEADLINE IS JUNE 4TH


- Notices have been mailed to parcels in violation
- Cut all weeds and grasses to 3" or less
- Five acres or more also need fuel breaks

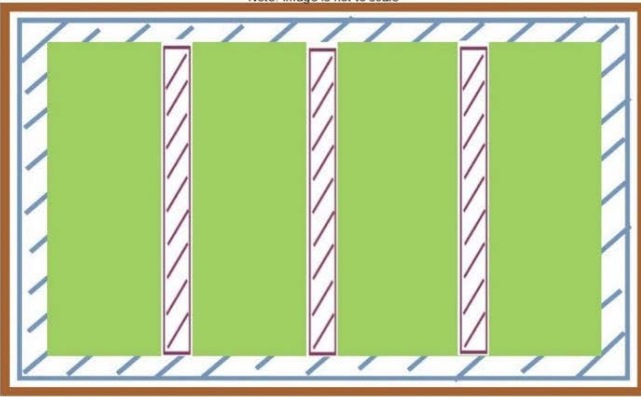
Note: image is not to scale

 Parcel line

 Perimeter break
If discing = 30' ft. perimeter req.
If mowing = 60' ft. perimeter req.

 Cross breaks
If discing = 15' ft. cross req.
If mowing = 30' ft. cross req.

 Grass / Weeds (Fuel)



Example: 20 acre parcel with perimeter and cross breaks

5 acres	5 acres
5 acres	5 acres

Parcels **5 acres or less**
ALL weeds & grass must be cut to **3" or less**

Parcels **5 acres or more**
are required to have **perimeter breaks** as well as **cross breaks** every **5 acres**



WWW.CCCFPD.ORG/WILDFIRE-PREP/



DEFENSIBLE SPACE

WHAT YOU CAN DO TO BETTER
PROTECT YOUR FAMILY AND HOME
FROM A WILDFIRE

EQUIPMENT SAFETY

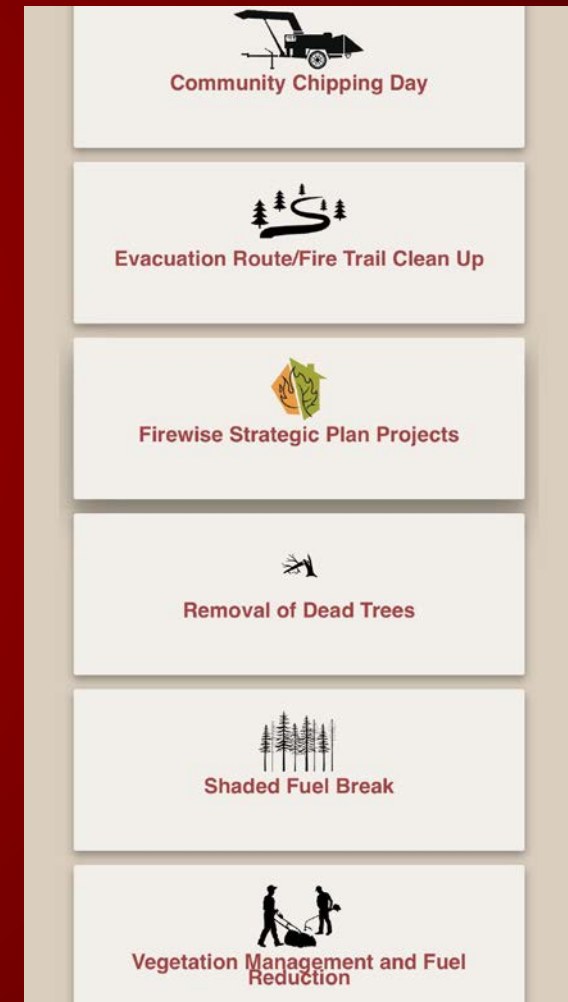
Practice Using Equipment Safely

LEARN HOW TO USE OUTDOOR EQUIPMENT PROPERLY TO HELP KEEP FROM SPARKING A WILDFIRE:

- MOWING**
MOW BEFORE 10 A.M., BUT NEVER WHEN IT'S WINDY OR EXCESSIVELY DRY.
LAWN MOWERS ARE DESIGNED TO MOW LAWNS, NOT WEEDS OR DRY GRASS.
METAL BLADES STRIKING ROCKS CAN CREATE SPARKS AND START FIRES.
- SPARK ARRESTERS**
IN WILDLAND AREAS, SPARK ARRESTERS ARE REQUIRED ON ALL PORTABLE GASOLINE-POWERED EQUIPMENT. THIS INCLUDES TRACTORS, HARVESTERS, CHAINSAWS, WEEDEATERS AND MOWERS.
KEEP THE EXHAUST SYSTEM, SPARK ARRESTERS AND MOWER IN PROPER WORKING ORDER AND FREE OF CARBON BUILDUP.
USE THE RECOMMENDED GRADE OF FUEL AND DON'T TOP IT OFF.
- EQUIPMENT USE**
KEEP A SHOVEL AND A FIRE EXTINGUISHER READY TO USE.
IN WILDLAND AREAS, GRINDING AND WELDING OPERATIONS REQUIRE A PERMIT AND 10-FOOT OF CLEARANCE.

CCC WILDFIRE MITIGATION PROGRAM

- Identify projects in the community
- Gain support from your fire department
- Apply for funding
- Consider becoming Firewise



VEGETATION MANAGEMENT

- Fuel Reduction
- Countywide
- Partner with Cities
- Partner with other Fire Agencies



COUNTY-WIDE FIRE SERVICE PREPAREDNESS

- Annual Refresher Training - Classroom and Field
- Fire Trail Maintenance
- Annual Weed Abatement & Enforcement
- Annual meeting with CAL FIRE – Pre-season Coordination
- East Bay Incident Management Team (EBIMT) Capability
- Multi-Agency Exercises
 - Live Fire Training
 - Certified Training



FIRE SEASON – ONGOING EFFORTS

- Regular Communication and Coordination
- CA OES Funded Prepositioning
 - Overhead - Chief Officers and Dispatch
 - Surge Capacity - Fire Engines
 - Specialty Equipment
- Weather Monitoring
 - Fire Weather Watches
 - Fire Weather Warnings



2023 EVACUATION MANAGEMENT PLATFORM

- Evacuation Planning Software Implemented
- Countywide Pre-designated Zones
- Fire-Law-OES-CWS Coordination



A screenshot of the website for the Contra Costa County Office of the Sheriff Community Warning System. The website has a dark blue header with the Sheriff's Office logo and the text "Contra Costa County Office of the Sheriff Community Warning System". Below the header, there is a search bar, a "KNOW YOUR ZONE" section with a map, and a "REGISTRATION" section with buttons for "Register to Receive Emergency Alerts" and "Registrese Para Recibir Alertas de Emergencia". The website also features a "CURRENT ALERTS" section and a "TRANSLATE THIS WEBSITE" section.

CREW 12- WILDLAND HANDCREW

- Measure X Funded
- 7-day per week coverage
- Emergency response throughout the County
- Mutual Aid outside the County with approval



ADDITIONAL FIRE SUPPRESSION CAPACITY

- 2023 Additions
 - Fire Station 74 - Pinole
 - Truck 81 - Antioch
 - Truck 92 - Brentwood
 - Rescue 86 - Bay Point
- 2022 Additions-
 - Fire Station 95 - Oakley
 - Fire Station 4 - Walnut Creek





CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

May 16, 2023

TO: Board of Directors

FROM: Lewis T. Broschard III, Fire Chief

RE: Fire Chief's Report

- Operations. A second company began service mid-April out of Fire Station 92 in Brentwood. The four-person crew started on a modified Type 1 pumping apparatus but has since moved to a reserve ladder truck. We are awaiting delivery of a front line ladder truck for FS 92.



A trial period started this month for staffing one firefighter on Water Tender 95 in Oakley. The purpose of the additional firefighter is to address water supply issues in non-hydranted areas of east county without degrading the capability of the existing Fire Station 95 three-person engine company.



Wildland fire preparation and training, including fire trail maintenance, has been delayed because of late season rains. Fire road maintenance is especially difficult this year due to wet conditions and the degraded state of these roads as a result of heavy winter and spring rains. Numerous slides and washouts will require a multi-year plan to repair the damage.

Dozer 220 began seasonal staffing this month; and Crew 12, our fire control worker hand crew, expanded from off-season staffing effectively doubling its size and providing 12-hour shifts, seven days a week.

- Training. Lateral Academy 59 graduated and began their field training at the end of April making 14 firefighters available for staffing mid-May.
- Emergency Medical Services (EMS). As of this month, all areas of eastern Contra Costa County have been upgraded to full-time permanent Advanced Life Support emergency medical service with all crews now staffed with at least one paramedic.
- Special Operations. A Con Fire-hosted multi-agency hazmat drill took place at our Training and Safety Campus in Concord earlier this month. The event was sponsored by Cal OES and included hazmat teams from Contra Costa and Solano counties.

- **Fire Prevention Bureau.** During the month of April, the Bureau focused on implementing the Exterior Hazard Ordinance after it was adopted on April 4, 2023. Weed abatement standards remain the same, but a new software system was implemented to track complaints and work orders for non-compliant parcels.

The deadline for weed abatement this year is June 4 for the entire District.

Contracts have been approved for a CEQA consultant to perform the necessary environmental studies for the Lafayette/Walnut Creek Shaded Fuel Break. Evaluation site surveys for rare plants and blooming flowers began May 1.

The contractor for Measure X fuel mitigation projects was also selected and work is anticipated to start in May to assist Crew 12 on mitigation efforts throughout the county.

- **Support Services.** After working through the insurance claim process and consulting with subject matter experts, we are now hopeful Truck 1 will be repairable. The vehicle will have to go back to Wisconsin to the manufacturer where the engineers can better assess the damage it suffered in the February 18 highway incident and determine the ability to bring it back to factory specifications. This process could take six-to-12 months, which is significantly better than the 46-plus month delivery time for a new ladder truck to be manufactured.



Four new fire engines arrived from the manufacturer in Wisconsin this month and are currently being outfitted for deployment to the field later this month.

The new crew transport vehicle for Crew 12 is complete and being delivered to the District this month.

A new Type 3 wildland firefighting engine was completed at the factory in Idaho and will be delivered to the District later this month in time for deployment for fire season.

- **Fire Station 9.** We are proceeding with our back-up plans to design a new station on the current Fire Station 9 site at 209 Center Street in Pacheco. The site has some challenges with the nearby creek and flood plain. We have met with the selected architect to kick off the project.

We will simultaneously continue conversations with Airport staff and Public Works in hopes of a future aviation site for fire at the airport on the already identified site.

- Fire Station 90. Site plans and floor plans have been established, and we have engaged the City of Brentwood. Specific electrical and communications equipment plans are in process. Late summer, the bridging documents should be complete and ready for bidding.



- Fire Station 94. Lot line adjustments on both sides of the project are in process. These need to be finalized in order to release the architect on the footprint of the newly adjusted lot. We will use the same architect for bridging documents at Fire Station 90, also in Brentwood. Making modifications to the lot line on both sides would increase the functionality of the fire station.

This station will also be constructed using the design build method.



***Very preliminary rendering of Downtown Brentwood Fire Station 94*

- Contra Costa Regional Fire Communications Center. The architect has submitted buildable plans, for the remodel of the communications center, to the City of Pleasant Hill for plan review. The goal is to go out to bid in summer 2023. This remodel will greatly enhance our ability to process and dispatch 911 emergency calls for service.



Contra
Costa
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To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: May 16, 2023

Subject: 2022 Occupancy Inspection Compliance Report

RECOMMENDATION(S):

ACCEPT the 2022 Occupancy Inspection Compliance Report from the Fire Chief pursuant to Sections 13146.2 and 13146.3 of the California Health & Safety Code; and ADOPT Resolution No. 2023/2 acknowledging receipt of the report pursuant to Section 13146.4 of the California Health & Safety Code.

FISCAL IMPACT:

There is no fiscal impact to the adoption of this resolution.

BACKGROUND:

Section 13146.2 requires the Contra Costa County Fire Protection District (District) to annually inspect all hotels, motels, lodging houses, apartment houses and dwellings, and associated accessory structures for compliance with building standards and other regulations of the State Fire Marshal. Single family dwellings, including duplexes, are excluded. The occupancies covered by this statute are defined in the "Group R" occupancy classifications within the California Fire and Building Codes.

Section 13146.3 requires the District to inspect all public or private schools not less than once per year. The occupancies covered by this statute are defined in the "Group E" occupancy classifications within the California Fire and Building Codes. It should be noted that a school is defined as containing grades K-12 and does not include day care, colleges, or adult learning facilities.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/16/2023** 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: May 16, 2023

, County Administrator and Clerk of the Board of Supervisors

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Effective January 1, 2019, Section 13146.4 of the California Health and Safety Code requires all city or county fire departments and fire districts responsible for conducting mandated annual occupancy inspections of Group E and Group R occupancies to report annually to their governing body on their compliance with these two mandated inspection programs. Additionally, the governing body is required to adopt a resolution acknowledging receipt of the report.

For the calendar year 2022 reporting period, the District completed 100% of the required annual inspections of both Group E and Group R occupancies within its jurisdiction.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board fails to accept the report and adopt the resolution, the District will be in violation of Section 13146.4 of the California Health and Safety Code until such time as a report is accepted and a resolution is adopted.

ATTACHMENTS

Resolution 2023/2

THE BOARD OF DIRECTORS OF THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

Adopted this Resolution on 05/16/2023 by the following vote:

AYE:
NO:
ABSENT:
ABSTAIN:
RECUSE:



Resolution No. 2023/2

In The Matter Of: Acknowledgement of receipt of the Contra Costa County Fire Protection District's 2022 Occupancy Inspection Compliance Report,

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on January 1, 2019; and

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Contra Costa County Fire Protection District, that provide fire protection services to perform annual inspections in every building used as hotels, motels, lodging houses, apartment houses and dwellings, and associated accessory structures for compliance with building standards and other regulations of the State Fire Marshal, as provided; and

WHEREAS, California Health & Safety Code Section 13146.2 requires all fire departments that provide fire protection services, including the Contra Costa County Fire Protection District, to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3; and

WHEREAS, the Contra Costa County Fire Protection District Board of Directors intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the Contra Costa County Fire Protection District's compliance with California Health and Sections 13146.2 and 13146.3;

NOW, THEREFORE, BE IT RESOLVED that the Contra Costa County Fire Protection District Board of Directors expressly acknowledges the measure of compliance of the Contra Costa County Fire Protection District with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the Contra Costa County Fire Protection District in 2021, as follows:

A. EDUCATIONAL GROUP E OCCUPANCIES Educational Group E occupancies are those public and private schools used by more than six persons at any one time for educational purposes, including kindergarten through the 12th grade. Within the Contra Costa County Fire Protection District, there were 184 such Group E occupancies, buildings, structures and/or facilities.

During calendar year 2022, the Contra Costa County Fire Protection District completed the annual inspection of all Group E occupancies, buildings, structures and/or facilities.

B. RESIDENTIAL GROUP R OCCUPANCIES Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), as well as other residential occupancies (including a number of residential care facilities). Within the Contra Costa County Fire Protection District there were 7,155 Group R (R-1, R-2, R-2.1, and R-4) occupancies, including accessory and secondary structures, of this nature known to the District. Not included within this list are all Group R occupancies in the planning, design, or new construction phase that are not constructed or occupied, as well as duplex residential occupancies which should be classified as Group R-3 (single family) occupancies.

During calendar year 2022, the Contra Costa County Fire Protection District completed the annual inspection of all constructed and occupied Group R occupancies, buildings, structures and/or facilities.

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.

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

ATTESTED: May 16, 2023
, County Administrator and Clerk of the Board of Supervisors

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: May 16, 2023

Subject: Retirement of Battalion Chief Dan McClellan

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/16/2023** 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: May 16, 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

Resolution 2023/3

*The Board of Directors of the
Contra Costa County Fire Protection District*

In the matter of:

Resolution No. 2023/3

In the matter of honoring Battalion Chief Dan McClellan upon his retirement from the Contra Costa County Fire Protection District after 31 years of service.

WHEREAS Dan McClellan began his career as a Firefighter with the Riverview Fire Protection District on January 6, 1992; and
WHEREAS Dan McClellan promoted to the rank of Fire Engineer on November 1, 1998; and
WHEREAS Dan McClellan promoted to the rank of Fire Captain on August 27, 2004; and
WHEREAS Dan McClellan promoted to the rank of Battalion Chief on December 1, 2019; and
WHEREAS Dan McClellan developed and implemented the Contra Costa County Fire Protection District Hazardous Materials Program and served as Program Manager from its inception in 2017; and
WHEREAS Dan McClellan served as a Member, longstanding Truck Captain, and Subject Matter Expert for the Federal Emergency Management Agency - California Task Force 4 - Urban Search and Rescue Team.

Now, Therefore, Be It Resolved that the Contra Costa County Fire Protection District Board of Directors extends its thanks and honors Dan McClellan for his dedicated and outstanding service to the residents of Contra Costa County and wishes him well on his retirement from the Fire District and in all his future endeavors.

JOHN GIOIA

Chair, District I Supervisor

CANDACE ANDERSEN

District II Supervisor

DIANE BURGIS

District III Supervisor

KEN CARLSON

District IV Supervisor

FEDERAL D. GLOVER

District V Supervisor

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ATTESTED: May 16, 2023

Monica Nino, County Administrator

By: _____, Deputy



Contra
Costa
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To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: May 16, 2023

Subject: Retirement of Fire Captain Kevin Stewart

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

Action of Board On: **05/16/2023** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: May 16, 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

Resolution 2023/4

*The Board of Directors of the
Contra Costa County Fire Protection District*

In the matter of:

Resolution No. 2023/4

In the matter of honoring Fire Captain Kevin Stewart upon his retirement from the Contra Costa County Fire Protection District after 21 years of service.

WHEREAS Kevin Stewart joined the Contra Costa County Fire Protection District as a Firefighter on May 6, 2002; and
WHEREAS Kevin Stewart promoted to the rank of Fire Engineer on June 24, 2008; and
WHEREAS Kevin Stewart promoted to the rank of Fire Captain on May 1, 2014; and
WHEREAS Kevin Stewart also served as a Paramedic for his entire career with the Fire District; and
WHEREAS Kevin Stewart served as a Firefighter with the city of Galt, California prior to joining the Fire District.

Now, Therefore, Be It Resolved that the Contra Costa County Fire Protection District Board of Directors extends its thanks and honors Kevin Stewart for his dedicated and outstanding service to the residents of Contra Costa County and wishes him well on his retirement from the Fire District and in all his future endeavors.

JOHN GIOIA

Chair, District I Supervisor

CANDACE ANDERSEN

District II Supervisor

DIANE BURGIS

District III Supervisor

KEN CARLSON

District IV Supervisor

FEDERAL D. GLOVER

District V Supervisor

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ATTESTED: May 16, 2023

Monica Nino, County Administrator

By: _____, Deputy



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: May 16, 2023

Subject: Retirement of Fire Engineer Geoffrey Nelsen

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/16/2023** 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: May 16, 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

Resolution 2023/5

*The Board of Directors of the
Contra Costa County Fire Protection District*

In the matter of:

Resolution No. 2023/5

In the matter of honoring Fire Engineer Geoffrey Nelsen upon his retirement from the Contra Costa County Fire Protection District after 22 years of service.

WHEREAS Geoffrey Nelsen joined Contra Costa County Fire Protection District as a Firefighter on June 4, 2001; and
WHEREAS Geoffrey Nelsen promoted to the rank of Fire Engineer on June 16, 2006; and
WHEREAS Geoffrey Nelsen also served as a Paramedic for his entire career with the Fire District; and
WHEREAS Geoffrey Nelsen served Contra Costa County as a Paramedic prior to joining the Fire District.

Now, Therefore, Be It Resolved that the Contra Costa County Fire Protection District Board of Directors extends its thanks and honors Geoffrey Nelsen for his dedicated and outstanding service to the residents of Contra Costa County and wishes him well on his retirement from the Fire District and in all his future endeavors.

JOHN GIOIA

Chair, District I Supervisor

CANDACE ANDERSEN

District II Supervisor

DIANE BURGIS

District III Supervisor

KEN CARLSON

District IV Supervisor

FEDERAL D. GLOVER

District V Supervisor

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

ATTESTED: May 16, 2023

Monica Nino, County Administrator

By: _____, Deputy



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: May 16, 2023

Subject: Retirement of Fire Engineer Keith Clay

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

Action of Board On: **05/16/2023** 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: May 16, 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

Resolution 2023/6

*The Board of Directors of the
Contra Costa County Fire Protection District*

In the matter of:

Resolution No. 2023/6

In the matter of honoring Fire Engineer Keith Clay upon his retirement from the Contra Costa County Fire Protection District after 35 years of service.

WHEREAS Keith Clay began his career as a Firefighter with the Riverview Fire Protection District on January 1, 1988; and
WHEREAS Keith Clay promoted to the rank of Fire Engineer on July 1, 1994; and
WHEREAS Keith Clay served as a mentor for those aspiring to promote to the rank of Fire Engineer.

Now, Therefore, Be It Resolved that the Contra Costa County Fire Protection District Board of Directors extends its thanks and honors Keith Clay for his dedicated and outstanding service to the residents of Contra Costa County and wishes him well on his retirement from the Fire District and in all his future endeavors.

JOHN GIOIA

Chair, District I Supervisor

CANDACE ANDERSEN

District II Supervisor

DIANE BURGIS

District III Supervisor

KEN CARLSON

District IV Supervisor

FEDERAL D. GLOVER

District V Supervisor

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

ATTESTED: May 16, 2023

Monica Nino, County Administrator

By: _____, Deputy



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: May 16, 2023

Subject: PP-GEMT IGT Payment to California Department of Health Care Services for January through April, 2023

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Auditor-Controller, on behalf of the Contra Costa County Fire Protection District (District), to make a payment to the State of California Department of Health Care Services in an amount not to exceed \$2,741,498 for the "PP-GEMT IGT" (Public Provider Ground Emergency Medical Transport Intergovernmental Transfer) for ambulance transports provided by the District during January 2023 through April 2023; and AUTHORIZE the Fire Chief to execute and submit the required IGT Certification Form.

FISCAL IMPACT:

The payment to the State of California Department of Health Care Services (DHCS) will be offset by increased anticipated revenue as a result of this new supplemental Medi-Cal reimbursement program for public providers. As a result, the fiscal impact is positive for the District's ambulance transport program due to the significant number of Medi-Cal transports within the District's ambulance operating area. It is anticipated, net of all payments and fees paid to the DHCS, the District will receive \$5 Million to \$7 Million annually in additional supplemental reimbursements from this program.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/16/2023** 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: May 16, 2023

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

Contact: Regina Rubier, (925)265-3055

By: , Deputy

cc:

BACKGROUND:

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 accordance with the passage of the bill, the Department of Health Care Services (DHCS) developed the Public Provider Ground Emergency Medical Transport (PP-GEMT) Intergovernmental Transfer Program (IGT) program to provide increased reimbursements, by application of an add-on increase, to emergency medical transports provided by eligible public GEMT providers. The non-federal share collected will be used to provide this add-on increase to the fee-for-services (FFS) fee schedule rate for the affected emergency medical transport billing codes and a rating increment that will be applied to primary capitation rates for contracted Medi-Cal plans. The new legislation requires the non-federal share of any supplemental reimbursement provided under this program to be derived from voluntary intergovernmental transfers of local funds. Known to us as the “PP-GEMT IGT” program, this program will replace the current Quality Assurance Fee (QAF) and Ground Emergency Medical Transport (GEMT) Medi-Cal supplemental reimbursement programs.

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. The District has agreed 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 is currently scheduled to be paid in three installments of approximately \$2.8 million per payment for calendar year 2023. The District anticipates total revenue from the program and the revised Medi-Cal reimbursements to be approximately \$25 million annually, according to estimates provided by the District’s contracted medical billing firm. 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 \$5 million to \$7 million annually from the PP-GEMT IGT program.

The District received the attached invoice from DHCS on May 1, 2023. The invoice is for the period January through April of 2023 in the amount of \$2,741,497.88. This request is for calendar year 2023 transports and the payment for this invoice is due on June 15, 2023. The IGT Certification form must be executed and submitted to the DHCS no later than June 1, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this payment is not made the State may withhold supplemental provider payments for ambulance services provided to Medi-Cal recipients.

ATTACHMENTS

PP-GEMT IGT Invoice

IGT Certification Form

**PUBLIC PROVIDER (PP) GROUND EMERGENCY MEDICAL
TRANSPORTATION (GEMT) PROGRAM
MANAGED CARE AND FEE FOR SERVICE INVOICE**

Funding Entity Name: Contra Costa County

Funding Entity NPI: 1316339609

IGT Transfer Amounts: 1/3 of CY 2023 annual collection amount

Due Date: **6/15/2023**

Managed Care	<u>\$2,424,624.87</u>
Fee For Service	<u>\$316,873.00</u>
Administration Fee	<u>\$0.00</u>
Total* IGT Transfer Amount Due:	<u>\$2,741,497.88</u>

**Any differences are due to rounding.*

DEPARTMENT OF HEALTH CARE SERVICES
PUBLIC PROVIDER INTERGOVERNMENTAL TRANSFER PROGRAM FOR
GROUND EMERGENCY MEDICAL TRANSPORTATION SERVICES
CERTIFICATION FORM FOR STATE CALENDAR YEAR 2023

I, the undersigned, hereby declare and certify on behalf of Contra Costa County Fire Protection District (the "Public Entity") as follows:

1. As a public administrator, a public officer, or other public individual, I am duly authorized to make this certification.
2. The Public Entity elects to make this intergovernmental transfer (IGT) to the Department of Health Care Service (DHCS) as a voluntary contribution to the non-federal share of Medi-Cal expenditures for purposes of Assembly Bill 1705 (2019) pursuant to Sections 14105.94, 14105.945, 14129, 14129.3, and 14164 of the Welfare and Institutions (W&I) Code. All funds transferred pursuant to this certification qualify for federal financial participation (FFP) pursuant to Section 1903(w) of the Social Security Act and Title 42 of the Code of Federal Regulations, Section 433 Subpart B, and are not derived from impermissible sources such as recycled Medicaid payments, federal money excluded from use as the non-federal share, impermissible health care-related taxes, or non-bona fide provider-related donations.
3. Voluntary contributions attributable to the period of January 1, 2023, through December 31, 2023, will be made via recurring transfers as indicated on the invoices provided to the Public Entity by DHCS. The Public Entity acknowledges that any transfers made pursuant to this certification during this time period are considered an elective IGT made pursuant to W&I Code sections 14105.945 and 14164, to be used by DHCS, subject to paragraph four herein, exclusively as the source for the non-federal share of ground emergency medical transport public provider supplemental payments in both Medi-Cal fee-for-service payments and the portion of the risk-based capitation rate to Medi-Cal managed care health plans associated with reimbursement made in accordance with Section 14105.945, subdivision (h)(1) (hereafter, the AB 1705 Public Provider (PP) Ground Emergency Medical Transportation (GEMT) Intergovernmental Transfer (IGT) Program, or the PP-GEMT IGT Program), and DHCS costs associated with administering the PP-GEMT IGT Program.
4. DHCS may accept this voluntary contribution to the extent it is able to obtain FFP for the PP-GEMT IGT Program as permitted by federal law. In the event DHCS is unable to obtain FFP for the PP-GEMT IGT Program, or the full payments cannot otherwise be made to and retained by eligible public providers, and, therefore, all or a portion of the transferred amount cannot be used as the non-federal share of payments, DHCS will notify the Public Entity via e-mail and return the applicable portion of the unused IGT amount, no later than 90 days after such notification.
5. The Public Entity acknowledges that, in accordance with W&I Code section 14105.945, subdivision (h)(2), upon CMS approval, DHCS shall assess a ten

DEPARTMENT OF HEALTH CARE SERVICES
PUBLIC PROVIDER INTERGOVERNMENTAL TRANSFER PROGRAM FOR
GROUND EMERGENCY MEDICAL TRANSPORTATION SERVICES
CERTIFICATION FORM FOR STATE CALENDAR YEAR 2023

percent (10%) fee on each transfer of public funds to the state to pay for health care coverage and to reimburse DHCS its costs associated with administering the PP-GEMT IGT Program.

6. The Public Entity acknowledges that the IGT is to be used by DHCS for the filing of a claim with the federal government for federal funds and understands that any misrepresentation regarding the IGT may violate federal and state law.
7. The Public Entity acknowledges that all records of funds transferred are subject to review and audit upon DHCS' request. The Public Entity will maintain documentation supporting the allowable funding source of the IGTs.
8. Upon notice from the federal government of a disallowance or deferral related to this IGT, the Public Entity responsible for this IGT shall be the entity responsible for the federal portion of that expenditure.

I hereby declare under penalty of perjury under the law of the United States that the foregoing is true and correct to the best of my knowledge. I further understand that the known filing of a false or fraudulent claim, or making false statements in support of a claim, may violate the Federal False Claims Act or other applicable statute and federal law and may be punishable thereunder.

Executed on this 16th day of May, 2023 at Concord, California.

Signature of Authorized Person: _____

Name of Authorized Person: Lewis Broschard

Title of Authorized Person: Fire Chief

Name of Public Entity: Contra Costa County Fire Protection District

NPI of Public Entity: 1316339609

Amount of IGT: \$2,741,497.88

#



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: May 16, 2023

Subject: FY 2023 Assistance to Firefighters Grant - KnoxBox Lockboxes

RECOMMENDATION(S):

RATIFY the Fire District's grant application; and APPROVE and AUTHORIZE the Fire Chief, or designee, to accept grant funding from the U.S. Department of Homeland Security, Federal Emergency Management Agency, Assistance to Firefighters Grant Program in an amount not to exceed \$423,564 for the replacement of KnoxBox lockboxes and associated costs. (95% Federal; 5% District match)

FISCAL IMPACT:

This grant application is for an amount up to \$423,564 with a 5% local agency cost sharing requirement. If awarded, the maximum grant award would be \$403,394, and the District's share would be \$20,170. The grant award may be lower than the amount requested.

BACKGROUND:

The Assistance to Firefighters Grant (AFG) Program objectives are to provide critically needed resources to equip and train emergency personnel, enhance efficiencies and support community resilience.

The District currently utilizes a Knox Box lockbox program which provides immediate access into structures. The Knox Box program allows rapid entry into a building and eliminates the need to wait for a building owner or representative to arrive with a physical key. The program also reduces the need for emergency personnel to force entry into an occupancy or business that is unattended.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/16/2023** 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: May 16, 2023

, County Administrator and Clerk of the Board of Supervisors

Contact: Chris Bachman, Assistant Fire Chief / Fire Marshal (925) 941-3300 x1520

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The District's current system is no longer adequate to properly serve our jurisdiction due to the many key systems in use as a result of 30 years of consolidations and annexations. Our firefighters identified and brought forward the vulnerabilities associated with the District's current use of six different Knox keys throughout our jurisdiction as well as the growing need for new Knox boxes at many business locations. It was determined that making the change to a universal key system would significantly improve response times, streamline department-wide systems, and prevent confusion.

The proposed project will replace the District's Knox box key cores, emergency gate override switches, and padlocks to reduce the six Knox keys currently in use to one physical key to be used in the central part of the District and electronic key cores in the eastern and western portions of the District. The funds requested in this grant includes all necessary hardware, software, and equipment upgrades required to support these changes. The performance period for this grant would be twelve (12) months from the effective date of the award.

The grant application deadline was March 31, 2023, which required the District to submit the application before gaining Board approval.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved the District will rescind it's grant application with FEMA. The District's firefighters will continue operating with six different physical Knox keys which is inefficient and may cause delays in entering an unattended building.



Contra
Costa
County

To: Board of Supervisors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: May 16, 2023

Subject: Establish the Classification of Fire Control Worker Specialist (RBV2) and Add Positions

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26118 to establish the classification of Fire Control Worker Specialist (RBV2) (represented) at salary plan and grade 4N5 1001 (\$3,433 - \$4,173); and add six (6) positions in the Contra Costa County Fire Protection District.

FISCAL IMPACT:

If approved, the fiscal impact is approximately \$696,785.52 annually. (100% CCCFPD General Fund)

BACKGROUND:

The Contra Costa County Fire Protection District (District) proposes establishing a journey level Fire Control Worker Specialist (FCW-S) position to lead the seasonal hand crew workers. The Fire Control Worker Program provides ongoing wildland and vegetation management, and they fill the critical need for immediate vegetation fire responses. The first FCW-S will begin in mid 2023 and is comprised of six (6) FCW-S positions working a full time schedule. The FCW-S is employed year-round.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/16/2023** 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: May 16, 2023

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

Contact: Elizabeth Loud, 925-941-3300
x1303

By: , Deputy

cc: Elizabeth Farrell

BACKGROUND: (CONT'D)

On a daily basis, the crews are responsible for projects focusing on community risk reduction. Examples include weed and hazard abatement of targeted properties, creating and maintaining community fire breaks, and assisting with other public works projects benefiting the community.

Utilized at wildland fire incidents, the hand crew decreases time on task for higher cost engine companies engaged in fire suppression. Hand crew members, including the FCW-S, are utilized to load hose, replace broken equipment, and otherwise assist engine companies to return to service more quickly. The FCW-S will lead the hand crew in their work to overhaul the fire and may be tasked to remain on scene of the incident to monitor the area for reignition. The District will benefit from being allowed to release engine companies from these extended fire incidents sooner thus available for subsequent emergency incidents and decreasing response times.

CONSEQUENCE OF NEGATIVE ACTION:

The District is not able to proactively participate in community risk reduction projects. Engine companies may experience extended time on tasks during larger wildland fires necessitating move-up and cover from other areas of the District, expanding coverage areas, and lengthening emergency responses.

ATTACHMENTS

P300 26118

POSITION ADJUSTMENT REQUEST

NO. 26118
DATE 2/2/2023

Department Contra Costa County Fire Protection Di Department No./
Budget Unit No. 7300 Org No. 7300 Agency No. 70

Action Requested: Establish the classification of Fire Control Worker Specialist (represented) at salary plan and grade 4N5/1001 (\$3433 - \$4173); and add six (6) positions in the Contra Costa County Fire Protection District. (100% CCCFPD General Fund)

Proposed Effective Date: 5/16/2023

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 \$696,785.52 Net County Cost \$0.00
Total this FY \$348,392.76 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Fire District General Funds

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

Elizabeth Loud

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

E.Farrell (for Paul Reyes)

2/13/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/10/2023

Establish the classification of Fire Control Worker Specialist (RBV2) (represented) at salary plan and grade 4N5 1001 (\$3,433 - \$4,173); and add six (6) positions 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)

Seantea Stewart

5/10/23

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

5/11/2023

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

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

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

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

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

REQUEST FOR PROJECT POSITIONS

Department _____

Date _____

No. _____

1. Project Positions Requested:

2. Explain Specific Duties of Position(s)

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

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

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

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

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

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

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

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

USE ADDITIONAL PAPER IF NECESSARY