

CALENDAR FOR THE BOARD OF DIRECTORS
CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
BOARD CHAMBERS ROOM 107, ADMINISTRATION BUILDING, 651 PINE STREET
MARTINEZ, CALIFORNIA 94553-1229

CANDACE ANDERSEN, *CHAIR*
MARY N. PIEPHO, *VICE CHAIR*
JOHN GIOIA
KAREN MITCHOFF
FEDERAL D. GLOVER

DAVID J. TWA, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 335-1900
JEFF CARMAN, FIRE CHIEF

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA, WILL BE LIMITED TO THREE (3) MINUTES.

The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day.
Your patience is appreciated.

A 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 on line at www.co.contra-costa.ca.us.

ANNOTATED AGENDA & MINUTES
January 12, 2016

Present: John Gioia, Director; Candace Andersen, Director; Mary N. Piepho, Director; Karen Mitchoff, Director; Federal D. Glover, Director

Staff Present: David Twa, County Administrator

1:30 P.M. Convene and call to order.

CONSIDER CONSENT ITEMS (Items listed as C.1 through C.2 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Director or on request for discussion by a member of the public. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

DISCUSSION ITEMS

D. 1 CONSIDER Consent Items previously removed.

There were no items removed from consent for discussion.

2. **D.2** CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (Jeff Carman, Fire Chief)

AYE: Director John Gioia, Director Candace Andersen, Director Mary N. Piepho,
Director Karen Mitchoff, Director Federal D. Glover

D. 3 PUBLIC COMMENT (2 Minutes/Speaker)

Bill Granados, Contra Costa County Fire Protection District Advisory Commission, congratulated the Directors on the progress made in the past year toward financial stability of the District

CONSENT ITEMS

Grants & Contracts

APPROVE and AUTHORIZE execution of agreements between the District and the following agencies for receipt of fund and/or services:

0. **C.1** APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the U.S. Department of Homeland Security, Federal Emergency Management Agency, Assistance to Firefighters Grants Program in an amount not to exceed \$2,409,500 for the purchase of a regional emergency firefighter rehabilitation vehicle, up to three water tenders, and the funding of specialized rescue training. (85-90% Federal, 10-15% District match)

AYE: Director John Gioia, Director Candace Andersen, Director Mary N. Piepho,
Director Karen Mitchoff, Director Federal D. Glover

APPROVE and AUTHORIZE execution of agreement between the District and the following parties as noted for the purchase of equipment and/or services:

0. **C.2** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a Software License and Interface Development Agreement with Simple Track, LLC in an amount not to exceed \$20,000 for the development, use, and support of computer aided dispatch incident command software and for the period January 12, 2015 to January 31, 2017. (100% District funds)

AYE: Director John Gioia, Director Candace Andersen, Director Mary N. Piepho,
Director Karen Mitchoff, Director Federal D. Glover

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 651 Pine Street, First Floor, Room 106, 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 or a member of the public 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, 651 Pine Street Room 106, Martinez, CA 94553; by fax: 925-335-1913.

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) 335-1900; TDD (925) 335-1915. An assistive listening device is available from the Clerk, Room 106. Copies of recordings of all or portions of a Board meeting may be purchased from the Clerk of the Board. Please telephone the Office of the Clerk of the Board, (925) 335-1900, to make the necessary arrangements. Applications for personal subscriptions to the Board Agenda may be obtained by calling the Office of the Clerk of the Board, (925) 335-1900. 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, 651 Pine Street, Room 106, Martinez, California.

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www.co.contra-costa.ca.us

ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, August 11, 2014 at 7:00 p.m. at the District Training Center, 2945 Treat Blvd., Concord, CA 94518.

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
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
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: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: January 12, 2016

Subject: Fire Chief's Report

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 report will not be formally accepted by the Board of Directors.

CHILDREN'S IMPACT STATEMENT:

No impact.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/12/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, Director
Candace Andersen,
Director
Mary N. Piepho, Director
Karen Mitchoff, Director
Federal D. Glover, Director

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 12, 2016

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

Contact: Jeff Carman, Fire Chief
(925) 941-3500

By: June McHuen, Deputy

cc:

ATTACHMENTS

Fire Chief's Report - January
2016



January 12, 2016

TO: Board of Directors

FROM: Jeff Carman, Fire Chief

RE: Fire Chief's Report

- The District is pleased to announce the promotion of Captain Charles Thomas to the rank of battalion chief. Chief Thomas replaces a battalion chief who retired in December 2015. Chief Thomas started in his new position on January 1st in Battalion 1 (Central County/Pleasant Hill). We look forward to working with Chief Thomas in his new role as a chief officer.
- The District hired three new dispatchers in January. The new staff will increase daily staffing from four to five dispatchers per shift. Staffing levels in the communications center have not increased since 2000, yet since 2008 there has been a 20% increase in the number of incidents processed by the dispatchers. Phone call volume has increased over 175% during that same time period. Despite the increase in workload and staffing levels remaining static, our time per 911 phone call average has decreased 20% through various efficiencies. While the extra staffing will assist with the current workload, we anticipate that an additional 13,000 incidents will be added to the center with the addition of the ambulance transport program. In January we also hired a communications center manager, Kiel Lamar. We have been operating without a full-time manager for over nine months and a permanent manager, particularly with the added workload and staffing, is a welcome addition.
- The District has been training several of its personnel on the operation of the new fire boat scheduled to arrive in February or March. We are training in advance of the scheduled delivery to reduce the time that will be required to place the new boat in service. As a reminder, the District currently only has a rescue boat. The addition of a fire boat is necessary to mitigate the risk of waterfront fires since the closest fire boat currently responds from Richmond.
- The District is making preparations for El Niño-related storms and possible flooding. Current predictions are that we could see flooding rains and even the possibility of debris flows as a result of the heavy runoff. Our swift water rescue team recently received refresher training, and we were successful in acquiring a

new inflatable boat that will enable our team to make victim retrievals easier in and around low-head dams and overflows.

- The District officially started its ambulance transport program on January 1, 2016. The first phases of the transition will involve the District taking over billing for transport services and rebranding the vehicles and uniforms for transport personnel. In February the ambulances will move over to our radio system and will be dispatched from our communications center by AMR staff. By May the entire transition will be complete with District dispatchers doing the actual dispatching of resources and AMR staff performing the “system status management” (the pre-positioning of ambulance resources to ensure the fastest possible response times).
- The District received a final report from the structural engineer contracted to evaluate Fire Station 16. The District had hoped to be able to renovate/rehabilitate Fire Station 16 as opposed to demolishing it and building a new station. The report concluded that there is nothing to prevent the District from moving forward with this plan from an engineering perspective. The District has begun work to remove the interior wall coverings and to remove the temporary structure on the property. The District is also moving ahead with design work and contracting with an architect to develop construction documents. I hope to bring a proposal to the board in February/March.



**Contra
Costa
County**

To: Contra Costa County Fire Protection District Board of Directors
 From: Jeff Carman, Chief, Contra Costa County Fire Protection District
 Date: January 12, 2016

Subject: FY 2015 Assistance to Firefighters Grant Application

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the U.S. Department of Homeland Security, Federal Emergency Management Agency, Assistance to Firefighters Grants Program in an amount not to exceed \$2,409,500 for the purchase of a regional emergency firefighter rehabilitation vehicle, up to three water tenders, and the funding of specialized rescue training.

FISCAL IMPACT:

The Contra Costa County Fire Protection District (District) could receive up to \$2,409,500 in federal funds if both grants are awarded. There is up to a 15% local agency cost sharing requirement. The grant award(s) may be lower than the amount requested and will be for a period of one year from the effective date of award(s).

BACKGROUND:

The purpose of the Assistance to Firefighters Grants (AFG) program is to enhance, through direct financial assistance, the health and safety of the public and firefighting personnel and to provide a continuum of support for emergency responders regarding fire, medical, and all-hazard events. FY 2015 AFG programs play an important role in the implementation of the National

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/12/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, Director
 Candace Andersen,
 Director
 Mary N. Piepho, Director
 Karen Mitchoff, Director
 Federal D. Glover, Director

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 12, 2016

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

Contact: Lewis Broschard, Dep Fire
 Chief 925-941-3501

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government.

The District is seeking approval to apply for three federal grants as part of the FY 2015 AFG program.

The first grant would cover technical rescue training, including confined space rescue, auto extrication, swift water rescue, low angle rope rescue, helicopter rescue training with STARR3, and two rescue systems courses. In addition, this grant would cover the cost of overtime backfill for all attendees and those positions needed to cover minimum staffing of fire stations during the training. This training is critical for our personnel assigned to rescue companies and ladder companies. As part of the all-hazards mission of the District, we are routinely called upon to provide specialized rescue services. The total grant application would be \$709,500 with a 10% match. The federal share of the grant would be \$638,550 and the District's share would be \$70,950.

The second grant would request funding to replace three aging water tenders. Water tenders are used for vegetation fire responses and other fire incidents where fire hydrants are limited or non-existent. They carry 1500-2500 gallons of water depending on their configuration, as compared to 500 gallons of water carried on the typical fire engine. The District, at one time, had a fleet of six water tenders, but that has been reduced to three due to the age and reliability of these units. Of the three water tenders owned by the District, only one is reliable enough to place in daily service. Two of these water tenders are 33 years old and one is 23 years old. This grant would provide three "tactical" water tenders, each carrying 1950 gallons of water and 20-50 gallons of foam. The cost of each water tender, including sales tax, is approximately \$350,000. The total grant application would be \$1,050,000 with a 10% match. The federal share of the grant would be \$945,000 and the District's share would be \$105,000.

The third grant would request funding to provide a firefighter rehabilitation unit with breathing air support capability. This rehab unit would provide the necessary equipment and supplies, cooling and warming stations, medical oxygen, and rehabilitation facilities to assist firefighters in properly and safely rehabilitating after fire incidents. In addition, the unit will provide critical breathing air refilling capabilities at fire scenes. The District presently has one breathing air support unit, used as a regional asset to support all the agencies in the County, and it is used extensively and as such is suffering more than normal wear and subsequent breakdowns. The San Ramon Valley Fire Protection District is called upon to provide breathing air support as far away as Discovery Bay in the event of a breakdown of our unit. This unit would provide a second unit with breathing air capability for the District and would also serve the other fire agencies in the County as a regional asset. This grant would be applied for under the regional grant program of the AFG, and as such the unit would be required to be made available to the other jurisdictions in the County when requested. The total grant application would be \$650,000 with a 15% match. The federal share of the grant would be \$552,500 and the District's share would be \$97,500.

CONSEQUENCE OF NEGATIVE ACTION:

Contra Costa County is home to major industry, railroads, local and state roadways, and dense population and commercial centers built on four major earthquake faults. It is imperative that the District has state-of-the-art firefighting and rescue equipment available at all times and our personnel are trained to the highest standards in order to provide the best possible emergency response to its customers. Failure to approve this grant request would cause the District to forego the purchase of the much needed equipment and provide the specialized training until additional fiscal resources are available.

CHILDREN'S IMPACT STATEMENT:

No impact.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: January 12, 2016

Subject: Software Development and Use Agreement

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a Software License and Interface Development Agreement with Simple Track, LLC in an amount not to exceed \$20,000 for the development, use, and support of computer aided dispatch incident command software and for the period January 12, 2015 to January 31, 2017.

FISCAL IMPACT:

The amount due under the Software License and Interface Development Agreement is \$20,000 in one-time funds.

BACKGROUND:

Simple Track, LLC designed its Tablet Command software program to enhance the safety and effectiveness of field command operations and continues to refine this system in collaboration with the District. The District uses the software program in a one-way interface environment (CAD data to mobile device) for its incident command management functionality to improve firefighter safety. The software provides standardized

☒ APPROVE

☐ OTHER

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☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/12/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, Director
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Karen Mitchoff, Director
Federal D. Glover, Director

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ATTESTED: January 12, 2016

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

Contact: Lewis Broschard, Dep Fire
Chief 925-941-3501

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

command and control, standardized checklists, time stamping of all actions on a fire ground, and improved after-action reviews and accountability. Battalion Chiefs and Captains using the software on their mobile devices will be receiving redundant CAD data via radios.

With the startup of the emergency ambulance service contract, the District requires a new two-way communication interface between ambulances, fire resources, and the Contra Costa Regional Fire Communications Center (CCRFCC) CAD. The solution developed by Simple Track, LLC will allow ambulance and fire resources to communicate electronically their status using an iPad as the Mobile Data Computer (MDC). The two-way interface that Simple Track will develop and license to the District will allow the CCRFCC and all District resources to communicate location, response status, and important emergency information as required by the contract between the District and the County for providing emergency ambulance services. The development of this two-way interface will cost \$20,000. The agreement grants District the right to permit AMR to use the interface for \$15 per month per user, which will be paid to the District by AMR. The ability to use iPads in lieu of more expensive laptops in the fire engines is estimated to save the District approximately \$120,000 in acquisition costs for the hardware.

The contract provides that the contractor may state that District is assisting in testing Tablet Command, but may not use the District logo or emblem on its website or materials and may not indicate that District endorses it or its products.

CONSEQUENCE OF NEGATIVE ACTION: The District will not have the opportunity to use the computer aided dispatch incident command software and will not have the required two-way communication interface for fire and ambulance resources. CHILDREN'S IMPACT STATEMENT: No impact.