

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

FEDERAL D. GLOVER, *CHAIR*  
KAREN MITCHOFF, *VICE CHAIR*  
JOHN GIOIA  
CANDACE ANDERSEN  
DIANE BURGIS

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 TWO (2) 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](http://www.co.contra-costa.ca.us).

**ANNOTATED AGENDA & MINUTES**  
**February 14, 2017**

Present: Director John Gioia; Director Candace Andersen; Director Diane Burgis; Director Karen Mitchoff; Director Federal D. Glover

Staff Present: David Twa, County Administrator  
Jeff Carman, Fire Chief

**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.*

D. 2 PUBLIC COMMENT (2 Minutes/Speaker)

*There were no requests to speak at public comment.*

**D.3** CONSIDER accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (Jeff Carman, Fire Chief)

*Speaker: Michelle Fitzer, City Manager of Pinole.*

AYE: Director John Gioia, Director Candace Andersen, Director Diane Burgis, Director Karen Mitchoff, Director Federal D. Glover

### **CONSENT ITEMS**

**C.1** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with TriTech Software Systems in an amount not to exceed \$208,000 for the continued annual maintenance of the District's 911 Computer Aided Dispatch system, for the period May 1, 2017 through April 30, 2018. (100% EMS Transport Fund)

AYE: Director John Gioia, Director Candace Andersen, Director Diane Burgis, Director Karen Mitchoff, Director Federal D. Glover

**C.2** APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the State Homeland Security Grant Program in an amount not to exceed \$225,000 for the purchase of equipment for hazardous materials emergency responses and training. (100% State)

AYE: Director John Gioia, Director Candace Andersen, Director Diane Burgis, 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

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](http://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, February 27, 2017 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: February 14, 2017

Subject: Fire Chief's Report - February 14, 2017

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**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.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **02/14/2017**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, Director  
Candace Andersen,  
Director  
Diane Burgis, 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: February 14, 2017

, County Administrator and Clerk of the Board of Supervisors

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

By: June McHuen, Deputy

cc:

CLERK'S ADDENDUM

*Speaker: Michelle Fitzer, City Manager of Pinole.*

ATTACHMENTS

Fire Chief's Report - February 2017





February 14, 2017

TO: Board of Directors

FROM: Jeff Carman, Fire Chief

RE: Fire Chief's Report

- 
- The Fire Station 16 project continues to progress albeit at a slower pace than we had anticipated. The plans were submitted to the Lafayette Design Review Commission on January 3, and we have been notified that the plans will be considered at their February 27 meeting.
  - We have developed an updated site plan and floor plans for Fire Station 70 after soliciting internal stakeholder input, and we will now begin the full design process for the facility. Based on the City of San Pablo's latest review of the final draft, the funding agreement needs additional work to bring it to fruition. We will continue working together with city and county staff and all legal counsel to complete this agreement and the project will continue to move forward.
  - The contracts to provide administrative services to the Rodeo-Hercules Fire District and the City of Pinole Fire Department are still being developed. The Pinole agreement is near completion and the Rodeo-Hercules agreement will soon follow. Once agreement is reached, these contracts will be presented to the Board for discussion and approval.
  - The District's fire engine order is now complete with the arrival of four fire engines which have been placed in service in Walnut Creek, Concord, and Lafayette. This completes the order of fire engines for a total of 13 new fire engines placed in service in the last 12 months. The District still has another ladder truck and rescue truck being built, and staff have made the final inspection on those apparatus. We expect delivery in early spring with in-service dates approximately one month later.
  - The District's mobile incident command vehicle is now in service and available for response. This vehicle, funded by a regional Assistance to Firefighters grant, is available for response throughout the county and region and brings a capability that we have not had before. The Fire District responds to many complex emergency incidents throughout the year including multi-alarm fires, chemical spills, and major rescues. Until now, our incident commanders have had to function from the backs of their pickups. This new command vehicle will allow our incident commanders and agency representatives, including our Directors and CAO, to develop action plans

and other planning documents inside a larger vehicle capable of radio communications, satellite uplinks, and other advanced technological abilities.

- The new transport for the Fire District's dozer has been ordered. This vehicle will replace a donated vehicle the District has been operating for many years and will provide more reliable transport of the firefighting bulldozer. The District anticipates that this vehicle will be in placed in service prior to the start of the 2017 fire season.
- The District recently completed a comprehensive study of our fleet services division. The study was implemented to determine if it was more efficient for the District to maintain its own fleet repair facility, contract with another fleet repair facility, or develop another model to keep our apparatus maintained. The final draft has not yet been submitted.
- I want to formally thank my staff for all their hard work on the 2017-18 recommended budget proposal. We have submitted a balanced budget that supports responsible growth and keeps the District sustainable into the future.



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: February 14, 2017

Subject: Purchase Order with TriTech Software Systems for Computer Aided Dispatch (CAD) System

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Fire Chief, to execute a purchase order with TriTech Software Systems in an amount not to exceed \$208,000 for the continued annual maintenance of the District's 911 Computer Aided Dispatch system for the period May 1, 2017 through April 30, 2018.

**FISCAL IMPACT:**

Budgeted; 100% Special District EMS Transport Fund

**BACKGROUND:**

The Contra Costa Regional Fire Communications Center provides emergency medical, fire, and rescue dispatch services for the Contra Costa County Fire Protection District (District) and five other neighboring agencies within Contra Costa County using a 911 CAD system. The District's 911 CAD system provider is TriTech Software Systems. The District entered into a Software Support Agreement with TriTech Software Systems on February 3, 2004. This purchase order allows the District to make a payment to Tritech, in accordance with the Software Support Agreement, for the cost of software support, maintenance, and upgrades for the 911 CAD system for the period May 1, 2017 through April 30, 2018.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **02/14/2017**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, Director  
Candace Andersen,  
Director  
Diane Burgis, 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: February 14, 2017

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

Contact: Ken Crawley, IS Manager  
925-941-3391

By: June McHuen, Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The District will not continue to receive support, maintenance, and upgrades for this mission critical system.

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: February 14, 2017

Subject: State Homeland Security Grant

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the State Homeland Security Grant Program in an amount not to exceed \$225,000 for the purchase of equipment for hazardous materials emergency responses and training.

**FISCAL IMPACT:**

100% State; no local agency match

**BACKGROUND:**

The Homeland Security Grant Program (HSGP) plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. HSGP is comprised of three interconnected grant programs: State Homeland Security Program (SHSP), Urban Areas Security Initiative (USAI), and Operation Stonegarden (OPSG).

The State Homeland Security Program

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD  
COMMITTEE

---

Action of Board On: **02/14/2017**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, Director  
Candace Andersen,  
Director  
Diane Burgis, Director  
Karen Mitchoff, Director  
Federal D. Glover, Director

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ATTESTED: February 14, 2017

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

Contact: Lewis Broschard, Deputy Fire  
Chief (925) 941-3501

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

(SHSP) supports the implementation of risk driven, capabilities-based State Homeland Security Strategies to address capability targets set in urban area, State, and regional Threat and Hazard Identification and Risk Assessments (THIRAs). The capability targets are established during the THIRA process, and assessed in the State Preparedness Report and inform planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

The 2017 SHSP is being managed by the Office of the Sheriff in Contra Costa County. The grant selections and awards will be decided by the G-5 Homeland Security Working Group in mid-February. The Contra Costa County Fire Protection District has applied for equipment to support the training and response capabilities of the District's Hazardous Materials (Haz-Mat) team. The Haz-Mat team serves the County's Operational area and statewide mutual aid system. The District does not currently have all the equipment necessary to fully support the initial and ongoing training needs of the Haz-Mat team nor the equipment used during Haz-Mat emergency responses.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not be able to take advantage of this funding opportunity to purchase hazardous materials equipment.

CHILDREN'S IMPACT STATEMENT:

No impact.