

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**  
**October 17, 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.3 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.**

**PRESENTATIONS**

- PR.1** PRESENTATION recognizing Captain Dan McClellan as the 2016 Firefighter of the Year. (Jeff Carman, Fire Chief)

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

## **DISCUSSION ITEMS**

D. 1 CONSIDER Consent Items previously removed.

*There were no items removed from consent for discussion.*

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)

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 Fire Chief, or designee, to execute a Consulting Services Agreement with Kitchell CEM, in an amount not to exceed \$470,000, subject to approval by the County Administrator and approval as to form by County Counsel, for construction management services for the new Fire Station 16 project at 4007 Los Arabis Road in the City of Lafayette. (100% CCCFPD Capital Outlay Fund)

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

- C.2** AUTHORIZE the discharge from accountability of certain Contra Costa County Fire Protection District accounts, in the amount of \$28,602.02, that have been deemed uncollectible.

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

- C.3** ADOPT the 2018 meeting schedule for the Contra Costa County Fire Protection District Board of Directors, as well as fixing the dates for budget hearings and adoption, as recommended by the County Administrator and Fire Chief.

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 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.

Subscribe to receive to the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 335-1900 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed:

[www.co.contra-costa.ca.us](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, December 11, 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  
**CCE** Community Choice Energy  
**CBC** California Building Code  
**CCCPCFD (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 (CCCPCFD)** 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  
**ECCPCFD** East Contra Costa Fire Protection District

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

**SEIU** Service Employees International Union  
**SUASI** Super Urban Area Security Initiative  
**SWAT** Southwest Area Transportation Committee  
**TRANSPAC** Transportation Partnership & Cooperation (Central)  
**TRANSPLAN** Transportation Planning Committee (East County)  
**TRE** or **TTE** Trustee  
**TWIC** Transportation, Water and Infrastructure Committee  
**UASI** Urban Area Security Initiative  
**UCOA** United Chief Officers Association  
**vs.** versus (against)  
**WAN** Wide Area Network  
**WBE** Women Business Enterprise  
**WCCTAC** West Contra Costa Transportation Advisory Committee



**Contra  
Costa  
County**

To: Contra Costa County Fire Protection District Board of Directors  
 From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
 Date: October 17, 2017

Subject: 2016 Firefighter of the Year

---

**RECOMMENDATION(S):**

PRESENTATION recognizing Captain Dan McClellan as the 2016 Firefighter of the Year.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Many members of the Contra Costa County Fire Protection District embody the District's core values which are Service, Teamwork, Professionalism, Leadership, Safety and Preparedness, and Integrity. In recognition of consistently outstanding work performance and demonstration of core values, the District annually solicits nominations for Firefighter of the Year.

Of all the distinguished and deserving members who were nominated, Captain Dan McClellan was ultimately chosen to represent the Contra Costa County Fire Protection District as the 2016 Firefighter of the Year. Several factors, including his professionalism and work ethic, support the selection of Captain McClellan, who celebrated 25 years with the District on January 6 of this year. Captain McClellan is one of the District's tiller truck instructors and the program manager for the District's Hazardous Materials Team. He is also a member of California Urban Search and Rescue (USAR) Task Force 4 and was recently deployed to Florida in the aftermath of Hurricane Irma.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

---

Action of Board On: **10/17/2017** ☒ 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: October 17, 2017

, County Administrator and Clerk of the Board of Supervisors

Contact: Jeff Carman, (925)  
 941-3500

By: June McHuen, Deputy

cc:



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: October 17, 2017

Subject: Fire Chief's Report - October 17, 2017

---

**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.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

---

Action of Board On: **10/17/2017** ☒ 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: October 17, 2017

, 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\_October 17,  
2017



October 17, 2017

TO: Board of Directors

FROM: Jeff Carman, Fire Chief

RE: Fire Chief's Report

---

- Fire Station 16 (Lafayette): The sewer line issue was resolved, and we are awaiting final approval of the construction drawings from the Department of Community Development. Once the building permit is issued, the formal bid process can begin. The District's agreement with Kitchell, our construction management firm, is on the Fire Board agenda today. Kitchell will also be assisting with the bidding process.
- Fire Station 70 (San Pablo): A public meeting was held for community input on October 10, 2017 at San Pablo City Hall. The City of San Pablo Planning Commission will review the project tonight, October 17, 2017. Once we receive design approval from the planning process, the architect will draft construction drawings. We will utilize the same construction management firm for fire stations 16 and 70.
- In late August and September, the Fire District deployed eight personnel with the Urban Search and Rescue Task Force 4 to assist with the aftermath of hurricanes Harvey and Irma. The first deployment, for Hurricane Harvey, was on August 26, and our personnel were there for 11 days. A total of 74 task force members were sent to the Houston, Texas area where they rescued over 75 people from flooded homes. The task force also staffed an evacuation center that provides assistance and medical evaluations to evacuees; and conducted grid searches by boat to several neighborhoods which allowed them to rescue several pets and perform welfare checks on stranded civilians.

The second deployment occurred on September 6, for Hurricane Irma, and our personnel were there for 10 days. Eighty task force members were sent to the Orlando Convention Center where they staged until the storm passed. They were then deployed to the Florida Keys where they performed wide-area searches on Stock Island and went door to door checking on residents. I would like to recognize the following CCCFPD personnel for their work: Captain Jeffery Clark, Captain Casimir Karbo, Captain Daniel McClellan, Captain Greg Sawyer, Captain David Watson, Engineer Ronald Cutting, Engineer Amy Miller, and Firefighter Karl Taugher.

- Two years ago, a CCCFPD firefighter donated his bone marrow to a man unknown to him who was suffering from leukemia. In September, Firefighter Andrade met the recipient of his donation at the fire station. Tom Darst paid Firefighter Andrade a visit to thank him for his lifesaving donation. Both men said they feel like they are family and hope that word spreads and convinces more people to participate in the bone marrow donor program.
- Over a year ago, the Fire District enlisted the help of a consultant to determine the necessary fees to help the Fire District remain solvent even with the increased call volume that results from a new development. The consultant determined that the current one-time Developer Impact Fee needs to be increased to keep up with the cost of facilities and equipment. Additionally, an ongoing CFD fee will need to be implemented to make up the difference between the cost of operating fire resources and the District's share of property taxes. Much of the new development in Antioch is occurring in the southeast corner of the city where the District only receives approximately 9% of the 1% property taxes paid by the homeowner. On average, the District receives 14% districtwide, and the consultant identified the difference of approximately \$350 for each newly developed parcel.
- The Kickoff Luncheon for the 2017 Contra Costa County Annual Workplace Giving Campaign was held on September 20 in Concord. The luncheon was well-attended by thirty County employees who are serving as department coordinators, and everyone was very enthusiastic about helping to make this year's campaign a great success!
- Fire Academy #51 officially began on October 2 with 30 new firefighter recruits. The recruits will endure 19 weeks of intense mental and physical training to prepare them to be CCCFPD firefighters. They will graduate in the spring of 2018 and will fill existing vacancies in the organization and Engine 16 at the new Fire Station 16 in Lafayette.



**Contra  
Costa  
County**

To: Contra Costa County Fire Protection District Board of Directors  
 From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
 Date: October 17, 2017

Subject: Construction Management Services Agreement for Fire Station 16 in Lafayette

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a Consulting Services Agreement with Kitchell CEM, in an amount not to exceed \$470,000, subject to approval by the County Administrator and approval as to form by County Counsel, for construction management services for the new Fire Station 16 project at 4007 Los Arabis Road in the City of Lafayette.

**FISCAL IMPACT:**

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

---

Action of Board On: **10/17/2017** ☒ 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: October 17, 2017

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

Contact: Aaron McAlister, Assistant Fire  
 Chief 925-941-3503

By: June McHuen, Deputy

cc:

### FISCAL IMPACT: (CONT'D)

New Roman"; mso-bidi-theme-font:minor-bidi;} .MsoChpDefault {mso-style-type:export-only; mso-default-props:yes; font-family:"Calibri",sans-serif; mso-ascii-font-family:Calibri; mso-ascii-theme-font:minor-latin; mso-fareast-font-family:Calibri; mso-fareast-theme-font:minor-latin; mso-hansi-font-family:Calibri; mso-hansi-theme-font:minor-latin; mso-bidi-font-family:"Times New Roman"; mso-bidi-theme-font:minor-bidi;} .MsoPapDefault {mso-style-type:export-only; margin-bottom:10.0pt; text-align:center;} @page WordSection1 {size:8.5in 11.0in; margin:1.0in 1.0in 1.0in 1.0in; mso-header-margin:.5in; mso-footer-margin:.5in; mso-paper-source:0;} div.WordSection1 {page:WordSection1;} --> \$470,000 Budgeted; 100% CCCFPD Capital Outlay Fund.

### BACKGROUND:

In late 2011 the Contra Costa County Fire Protection District (District) initiated the process for the design of a replacement facility for Fire Station 16 (FS 16) in the City of Lafayette at the present location on Los Arabis Road. At that time, the station was comprised of a small residential style fire station built in the 1950's that was abandoned shortly after the Loma Prieta Earthquake. Subsequent to the closure, a double-wide mobile home was used for the crew living quarters.

Approximately \$3 million was appropriated for the replacement of FS 16. In 2012, due to budget shortfalls and the eventual closure of FS 16, the project was placed on an indefinite hold. The funds were then designated to be used to fund the District's contribution towards the building of Fire Station 46 (FS 46), a joint project with the Moraga-Orinda Fire Protection District. When the FS 46 project was dissolved, the District determined the most appropriate solution for the community of West Lafayette and for the overall service of the District was to rebuild FS 16.

New site plans have been developed, engineers and contractors have surveyed the site and the existing fire station structure, and multiple analyses have been performed to determine the feasibility of reconstruction, remodel of the existing structure, or tear down and rebuild from the ground up. While it is possible to re-use the existing fire station structure, it was determined that the value of that structure is very low to the overall project and the cost to provide the required code upgrades and seismic retrofits would outweigh the utility of rehabilitating the old structure.

The new station will be built to include modern seismic standards as well as being able to meet ADA requirements. The station will be constructed to provide protection for the community over the next fifty years and would allow for the facility to provide personnel with the components, systems, and features found in a modern fire station.

The County Public Works Department requested Statements of Qualifications ("SOQs") for services for some specific and Countywide capital projects. The Public Works Department received eight SOQs from interested firms and four firms were shortlisted. A selection committee of County staff conducted interviews and ranked Kitchell CEM as one of the top ranking firms. It is recommended that Kitchell be awarded the agreement for the subject project.

The Public Works Department will administer the agreement and facilitate project management for the District.

### CONSEQUENCE OF NEGATIVE ACTION:

If the agreement is not approved, construction management services will not be provided and the quality of delivery and management of the project could be negatively impacted.



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: October 17, 2017

Subject: Discharge from Accountability for Uncollected Accounts

---

**RECOMMENDATION(S):**

AUTHORIZE the discharge from accountability of certain Contra Costa County Fire Protection District accounts, in the amount of \$28,602.02, that have been deemed uncollectible.

**FISCAL IMPACT:**

The value of the accounts is \$28,602.02. The Office of Revenue Collection (ORC) was unable to collect on these accounts prior to its closure in 2010. Discharge of accountability will have no fiscal impact to District operations.

**BACKGROUND:**

The Office of Revenue Collection (ORC) was dissolved in 2010. Prior to its dissolution, multiple County departments and the Contra Costa County Fire Protection District (District) referred delinquent accounts to ORC for collection. These past due accounts were for permit fees within the Fire Prevention Bureau (plan review, site inspection, code enforcement, special events, etc.). Upon the closure of ORC, it was determined that the delinquent accounts would be referred back to County departments and the District. As of the present date, \$28,602.02 remains uncollected. The District is requesting a discharge of accountability for these accounts so that the Department of Information Technology can remove them from the Revenue Plus Collections System.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

---

Action of Board On: **10/17/2017** ☒ 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: October 17, 2017

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

Contact: Jackie Lorrekovich, Chief, Admin  
Services 925-941-3312

By: June McHuen, Deputy

cc:

**CONSEQUENCE OF NEGATIVE ACTION:**

Approval of the recommended action will allow the Department of Information Technology to remove the delinquent accounts from the Revenue Plus Collections System.



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: October 17, 2017

Subject: 2018 MEETING SCHEDULE FOR THE FIRE DISTRICT BOARD OF DIRECTORS

---

**RECOMMENDATION(S):**

ADOPT the 2018 meeting schedule for the Contra Costa County Fire Protection District Board of Directors. The schedule has been coordinated with the Contra County County Board of Supervisors meeting schedule:

January 16  
February 13  
March 13  
April 10  
April 17 - Budget Hearings (concurrent with County)  
May 8 - Budget Adoption (concurrent with County)  
May 22  
June 12  
July 10  
August 7  
September 18  
October 9  
November 13  
December 11

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

---

Action of Board On: **10/17/2017** ☒ 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: October 17, 2017

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

Contact: Julie DiMaggio Enea  
925.335.1077

By: June McHuen, Deputy

cc:



## BACKGROUND:

Each year, the Board of Directors adopts a meeting schedule that designates regular meeting dates and any dates on which meetings must be canceled in anticipation that a quorum of the Board will not be present. In order to provide for at least one monthly meeting, the schedule works around those Tuesdays that fall during a week with a District holiday, the fifth Tuesday of a month, and Tuesdays that fall during those weeks in February, May, July, and November in which the annual policy and legislative meetings of the National Association of Counties (NACo) and the California State of Counties (CSAC) are attended by one or more of our Directors. The 2018 meeting schedule provides 12 regular meetings for the Contra Costa County Fire Protection District Board of Directors. In addition, the annual Fire District Budget Hearings and Adoption are scheduled concurrent with the County Board of Supervisors budget hearings and adoption on April 17 and May 8, respectively. If additional meetings become necessary, there are legal provisions to schedule a special meeting to address any urgent need that cannot be accommodated in the standing meeting schedule.

The 2018 meeting schedule has been prepared in consultation with the incoming Board Chair, the County Administrator, and the Fire Chief, and is recommended for the Board's adoption. The County Board of Supervisors has already adopted its meeting schedule.