

## INTERNAL OPERATIONS COMMITTEE

### RECORD OF ACTION FOR SPECIAL MEETING OF December 19, 2017

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair  
Diane Burgis, Vice Chair  
Staff Present: Julie DiMaggio Enea, Staff  
Attendees: Karin Schnaider

#### 1. Introductions

*Chair Andersen called the meeting to order at 1:00 p.m. and introduced herself and Supervisor Burgis.*

#### 2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

*No one asked to address the Committee during the public comment period.*

#### 3. INTERVIEW candidate for the Board of Supervisors appointed seats on the East Contra Costa Fire Protection District Board of Directors and DETERMINE recommendations for Board of Supervisors appointment effective February 5, 2018 and until such time that elected successors assume office.

*The Committee interviewed candidate Karin Schnaider. At the conclusion of the interview, the Committee determined that it would recommend to the Board of Supervisors the appointment of Susanna Thompson and Mark Whitlock to the East Contra Costa Fire Protection District Board of Directors, and directed staff to forward the recommendation to the Board on January 9, 2018.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis  
Passed

#### 4. Adjourn

*Chair Andersen adjourned the meeting at 1:25 p.m.*

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff  
Phone (925) 335-1077, Fax (925) 646-1353  
[julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE - SPECIAL

3.

**Meeting Date:** 12/19/2017  
**Subject:** APPOINTMENTS TO THE EAST CONTRA COSTA FIRE PROTECTION  
DISTRICT BOARD OF DIRECTORS  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** IOC 17/5  
**Referral Name:** ADVISORY BODY RECRUITMENT  
**Presenter:** Julie Enea **Contact:** Julie DiMaggio Enea (925) 335-1077

#### **Referral History:**

The East Contra Costa Fire Protection District ("District") is currently governed by a nine-member appointed Board of Directors. Four members of the Board of Directors were appointed by the Brentwood City Council, three members were appointed by the Oakley City Council, and two members were appointed by the Contra Costa County Board of Supervisors. California law allowed voters to change an appointed fire protection district board of directors to a board of directors whose members are elected by the voters. The District Board of Directors adopted a resolution asking voters to decide whether to change the District governing board "from an appointed Board of Directors of nine members to a Board of Directors of nine members, elected at-large." A majority of voters in the November 2016 election supported changing the governing board to an elected board. The District Board subsequently passed a resolution, attached hereto, establishing even-year elections and requesting to consolidate the first of these elections with the November 2018 general election.

Additionally, on November 6, 2017, the District Board of Directors adopted a resolution to conduct an all mail ballot election on March 6, 2018 to transition from a nine-person elected board to a five-person elected board and to designate the seats "at large" rather than representative of wards. Under either the prospective 9-member or 5-member elected board, the members of the District Board of Directors will be elected at the next general District election in November 2018, and the elected officers will likely take office on December 7, 2018.

#### **Referral Update:**

The terms of office for the two Board of Supervisors-appointed Directors, Robert Kenny and Cheryl Morgan, will expire on February 4, 2018, leaving vacancies that will not be filled until successors are elected in November 2018 and assume office. On October 13, 2017, staff opened a recruitment (see attached media release) with an application deadline of November 20. The recruitment garnered seven applications. Below is the timeline for the remaining steps.

December 19 or some time in January 2018	<b>Board of Supervisors Meeting:</b> Board consideration of IOC recommended appointments
February 5, 2018	Appointments take effect

The Internal Operations Committee interviewed six candidates on December 11. Scheduled for interview today is Karin Schnaider of Brentwood, whose application is attached. Below is a summary of the eligible candidates:

Name	Resident of	Current Employment	Education	Current Volunteering Work	Also Applied for
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Anthony Bargiacchi	Brentwood	Engineer/Firefighter, Novato Fire Protection District; Adjunct Faculty, EMT-First Responder, Los Medanos College	BS, Columbia Southern Univ; criminal justice coursework at San Jose State Univ	Not specified	Not specified
Lito Calimlim	Clayton	Real Estate Broker	BA, Econ & Psychology, UCLA	Comstock Gardens HOA Board President	Not specified
Karin Schnaider	Brentwood	City of Tracy Finance Director	MBA, Public Policy Administration, San Diego State Univ.; BA, Public Policy Administration, CSU Long Beach	Not specified	Byron-Brentwood-Knightsen Union Cemetery District Board
Sandra Strobel	Knightsen	Real Estate Broker; Project Manager/Admin	GED, community college coursework, real estate license	Knightsen Neighborhood Watch Chairperson	Not specified
Stephen F. Smith	Brentwood	Retired. Formerly, IT programmer analyst for banking institutions.	MS, BS, UC Berkeley	ECCFPD Board member since 2011	Not specified
Susanna Thompson	Clayton	Co-owner, electrical contracting business; equine transportation services	GED, junior college and university coursework in History	Not specified	Not specified
Mark Whitlock	Bethel Island	Owner, carpet cleaning business since 1978	Not specified	Not specified	Not specified

**Recommendation(s)/Next Step(s):**

INTERVIEW candidate for the Board of Supervisors appointed seats on the East Contra Costa Fire Protection District Board of Directors and DETERMINE recommendations for Board of Supervisors appointment effective February 5, 2018 and until such time that elected successors assume office.

**Fiscal Impact (if any):**

None to the County.

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**Attachments**

ECCFPD Recruitment Media Release

ECCFPD Election Resolution Feb 2017

ECCFPD Resolution Election to Reduce to 5 members Nov 2017



Candidate Application\_Karin Schnaider\_ECCFPD Board of Directors  
Candidate Application\_Anthony Bargiacchi\_ECCFPD Board of Directors  
Candidate Application\_Lito Calimlim\_ECCFPD Board of Directors  
Candidate Application\_Stephen F. Smith\_ECCFPD Board of Directors  
Candidate Application\_Sandra Strobel\_ECCFPD Board of Directors  
Candidate Application\_Susanna Thompson\_ECCFPD Board of Directors  
Candidate Application\_Mark Whitlock\_ECCFPD Board of Directors

**Minutes Attachments**

*No file(s) attached.*

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## Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

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### Media Release

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**FOR IMMEDIATE RELEASE**

Thursday, October 13, 2017

Contact: Julie DiMaggio Enea  
Phone: (925) 335-1077  
Email: [julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)

### **WOULD YOU LIKE TO SERVE ON THE BOARD OF DIRECTORS FOR THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT ?**

The Contra Costa County Board of Supervisors is seeking individuals to serve on the East Contra Costa Fire Protection District's (ECCFPD) Board of Directors. The Board of Directors is composed of nine members; four appointed by the City of Brentwood, three appointed by the City of Oakley and two appointed by the Contra Costa County Board of Supervisors. Each Director appointed by the County Board of Supervisors must be a resident of the East Contra Costa Fire Protection District.

The ECCFPD covers over 250 square miles and over 100 miles of waterway. The District comprises two incorporated cities (Brentwood and Oakley) and five distinct unincorporated communities (Bethel Island, Byron, Discovery Bay, Knightsen, and Morgan Territory/Marsh Creek Corridor). The ECCFPD is responsible for providing first responder and emergency medical services as needed. The Board of Directors serves as the governing body of the ECCFPD and, among other things, is responsible for establishing an annual budget and making decisions impacting district operations.

The Board of Supervisors is seeking to fill two vacancies for a term commencing February 5, 2018. The ECCFPD intends to conduct an election on November 6, 2018, to determine the successors.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900 or by visiting the County webpage at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us). Applications should be returned to the Clerk of the Board of Supervisors, Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553 no later than Monday, November 20, 2017 by 5 p.m. Applicants should plan to be available for public interviews in Martinez on Monday, December 11, 2017. For more information about the District, please contact Chief Brian Helmick at (925) 584-8468 or [bhelmick@eccfpd.org](mailto:bhelmick@eccfpd.org).

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**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
STATE OF CALIFORNIA**

\* \* \*

**RESOLUTION NO. 2017-03**

**CALLING AN ELECTION TO BE CONSOLIDATED WITH THE  
STATEWIDE GENERAL ELECTIONS IN EACH EVEN-NUMBERED YEAR,  
BEGINNING ON NOVEMBER 6, 2018,  
AND ORDERING THAT THE ELECTIONS OF DIRECTORS BE  
SUBMITTED TO THE VOTERS AT THOSE ELECTIONS**

**WHEREAS**, since the East Contra Costa Fire Protection District (District) was formed in 2002, members of the Board of Directors (Board) have been appointed by the City Councils of Brentwood and Oakley, and by the Contra Costa County Board of Supervisors (Appointing Authorities); and

**WHEREAS**, on November 8, 2016, as provided for in the District's enabling legislation, specifically at California Health and Safety Code 13848, the District's voters approved Measure N, thereby requiring the District to transition from an appointed Board to an elected Board; and

**WHEREAS**, California Health and Safety Code Section 13848 specifies that, when voters approve transitioning from an appointed Board to an elected Board, the first elected directors will be elected at the next general district election; and

**WHEREAS**, California Elections Code Section 1303 provides that general district elections are held on the first Tuesday following the first Monday in November of each odd-numbered year and therefore, but for this action, the District's voters would elect directors on November 7, 2017; and

**WHEREAS**, pursuant to California Health and Safety Code Section 13886 and California Elections Code Section 10404, the Board may require that its directors are elected on the same day as the statewide general election; and

**WHEREAS**, California Elections Code Section 1001 provides that elections held in November of each even-numbered year are statewide general elections, and the dates of those elections are statewide election dates; and

**WHEREAS**, the next statewide general election in November of an even-numbered year is November 6, 2018; and



**WHEREAS**, the Board wishes to maximize voter participation, and minimize the costs associated with District elections; and

**WHEREAS**, the Board desires, as permitted by law, to consolidate the District's first election of members of its Board of Directors with the next statewide general election on November 6, 2018, and;

**WHEREAS**, the Board desires, as permitted by law, to hold future elections for members of the District's Board of Directors on statewide general election dates held on the first Tuesday after the first Monday in November, of each even-numbered year thereafter.

**NOW, THEREFORE, BE IT RESOLVED** that pursuant to its rights, powers and authority, the Board of Directors of the East Contra Costa Fire Protection District hereby:

1. Orders the first election of members of the District's Board of Directors to occur on November 6, 2018 and requests that such election be consolidated with applicable portion of the Statewide General Election conducted by the County of Contra Costa on that date.

2. Orders future elections of members of the District's Board of Directors to occur regularly on the same date as, and to be consolidated with, statewide general elections occurring on the first Tuesday after the first Monday in November of each even-numbered year thereafter.

3. Acknowledges that, in accordance with Section 10404(i) of the California Elections Code, and subject to any reappointment or replacement actions that may be taken by their respective Appointing Authorities before November 2018, these members of the Board of Directors, whose terms of office will expire prior to the statewide general election in November 2018, will continue in office until their successors are elected and qualified at the November 2018 election: Meghan Bell, Robert Kenny, Cheryl Morgan, Brian Oftedal, Randy Pope, Joe Young; and

4. Acknowledges the terms of all previously-appointed members of the Board of Directors will expire upon the election and qualification of directors elected at the November 2018 election; and

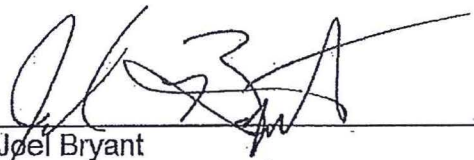
5. Directs the Clerk to submit this Resolution to the Contra Costa County Board of Supervisors no later than 240 days prior to the next scheduled District election.

6. Requests the Contra Costa County Board of Supervisors administer this Resolution as set forth in Section 10404 of the California Elections Code and, within 60 days of the submission of this Resolution, approve this Resolution unless it finds that the ballot style, voting equipment, or computer

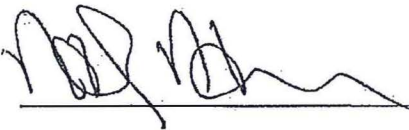
capacity cannot handle additional elections or materials, in accordance with Section 10404(e) of the California Elections Code.

PASSED AND ADOPTED this 6th day of February 2017, by the following vote of the Board:

AYES: Barr, Bell, Bryant, Kenny, Oftedal, Stonebarger, Young  
NOES: Morgan  
ABSENT: Pope  
ABSTAIN:

  
\_\_\_\_\_  
Joel Bryant  
President, Board of Directors

ATTEST:

  
\_\_\_\_\_  
Hugh Henderson, Clerk of the Board

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS AGENDA ITEM NO. D.2**

**Meeting Date:** November 6, 2017

**Subject/Title:** Adoption of Resolution Calling for All-Mail Ballot Special District Election on March 6, 2018 and Ordering a Question Relating to Reducing the Number of Directors of the East Contra Costa Fire Protection District be Submitted to the Voters

**Submitted by:** Brian Helmick, Fire Chief  
Shayna van Hoften, Legal Counsel

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**RECOMMENDATION FOR ACTION**

Adopt a resolution: (1) Calling an all-mail ballot Special District Election on Tuesday, March 6, 2018; and (2) Ordering that the question of reducing the number of Directors of the East Contra Costa Fire Protection District (District) from nine to five be submitted to the voters at that election.

**PRIOR BOARD ACTION**

At its June 6, 2016 regular meeting, the Board of Directors (Board) adopted Resolution 2016-16 calling for an election by registered voters in the District of whether to transition to a five-member elected (rather than nine-member appointed) Board, with Directors to be elected at-large rather than by voting division.

On July 11, 2016, the Board adopted Resolution 2016-19, repealing Resolution 2016-16, and calling for an election to change from a nine-member appointed Board to a nine-member elected Board, to be elected at large (Measure N). At that time, the Board expressed an interest in reconsidering the number of Directors in or around Spring 2017, and whether to change from at-large to division elections after the 2020 Census.

On November 8, 2016, the voters adopted Measure N to transition the District Board from nine appointed members to nine members elected at large. Under State law, following the passage of Measure N, and absent other action by the Board, the first election of Directors would have been held in November 2017. However, on February 6, 2017, the Board adopted Resolution 2017-03, seeking to establish even-year elections for District Directors and requesting that the Contra Costa County Board of Supervisors consolidate the first election of Directors with the November 2018 general election. The Board of Supervisors agreed to this request.

On October 2, 2017, the Board considered several questions regarding further restructuring of the Board. In particular, the Board considered 1) reducing the number of Directors; 2) transitioning the Board from being elected at large to elected by division; and 3) when and how to place these questions before the voters. The Board instructed Staff to prepare a resolution calling an all-mail ballot Special District Election on March 6, 2018, placing the question of whether to reduce the number of Directors to five Directors

before the voters. The Board decided against seeking voter authority to transition to election of Directors by division at this time.

## **SUBJECT BACKGROUND**

When the District was formed via consolidation of the Bethel Island, East Diablo and Oakley Fire Districts in 2002, the Contra Costa County Board of Supervisors was seated as the Board of Directors of the new District. Through a series of resolutions adopted by each of them in 2009, the Board of Supervisors and the City Councils of Brentwood and Oakley changed the governance structure of the District to a nine-member Board, with two members appointed by the Contra Costa County Board of Supervisors, four members appointed by the Brentwood City Council, and three members appointed by the Oakley City Council.

As discussed above, on November 8, 2016, the District's voters passed Measure N to transition the District leadership from an appointed Board to a Board elected at large. The first election of Directors is scheduled for November 6, 2018. The Board desires to place an additional question before the voters regarding a reduction in the number of Directors prior to the November 2018 election of Directors. The reduction in the number of Directors would take effect on December 7, 2018, the date upon which officials elected at the November 2018 election take office.

Consistent with the Board's direction at its October 2, 2017 meeting, Staff and Legal Counsel have prepared the attached resolution, which would accomplish the following:

1. Calling an all-mail ballot Special District Election on March 6, 2018; and
2. Asking the voters at that election whether, effective December 7, 2018, the number of Directors should be reduced to five members, elected at large, instead of the currently planned nine-members, elected at large.

Since the Board's October 2, 2017 meeting, the County Elections Department revised its deadlines for submitting arguments for and against the proposed initiative. The revisions moved the deadlines forward by a few days to account for holidays. A revised timeline is attached.

The District is required to reimburse the County for its actual costs for conducting the election. The County Elections Department estimates the cost of this all-mail ballot election to be \$225,000. However, this figure may change due to a variety of factors including increased costs, or other agencies deciding to hold an election on the same date. The full cost of the election may not be known until after the election is held.

Attachment:     Resolution  
                    Revised Election Timeline

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
STATE OF CALIFORNIA**

\* \* \*

**RESOLUTION NO. 2017-\_\_**

**A RESOLUTION CALLING AN ALL-MAIL BALLOT SPECIAL DISTRICT ELECTION  
ON TUESDAY, MARCH 6, 2018 AND ORDERING THAT A QUESTION  
RELATING TO REDUCING THE NUMBER OF DIRECTORS BE  
SUBMITTED TO THE VOTERS AT THAT ELECTION**

**WHEREAS**, by Resolution 02-24, the Contra Costa County Local Agency Formation Commission (LAFCO) consolidated the Bethel Island, East Diablo and Oakley Fire Districts in 2002, and approved the creation a new East Contra Costa Fire Protection District (District); and

**WHEREAS**, LAFCO Resolution 02-24 established that the Contra Costa County Board of Supervisors would sit as the District's Board of Directors (Board), and contemplated that the District would allow the electorate to determine transitioning to an independently-elected Board; and

**WHEREAS**, through a series of resolutions adopted by each of them in 2009, the Board of Supervisors and the City Councils of Brentwood and Oakley changed the governance structure of the District to a nine-member Board appointed by the Contra Costa County Board of Supervisors and the City Councils of Brentwood and Oakley; and

**WHEREAS**, by Resolution 2016-19, the Board called an election for November 8, 2016 to place a question before the voters, pursuant to Section 13848 of the California Health and Safety Code, as to whether the Board should change from a nine-member appointed Board to a nine-member Board elected at large (Measure N); and

**WHEREAS**, the voters approved Measure N on November 8, 2016 by a majority vote, scheduling the election for the first elected Board for November 2017; and

**WHEREAS**, by a series of resolutions, the Board requested that the Contra Costa County Board of Supervisors consolidate the first election of Directors with the November 2018 general election, and the Contra Costa County Board of Supervisors approved this request; and

**WHEREAS**, officials elected at the November 6, 2018 election will take office on December 7, 2018 as prescribed by California Elections Code Section 10554; and

**WHEREAS**, the District desires to call a Special District Election for March 6, 2018, to be held and conducted by all-mail ballot as prescribed in Section 4000 *et seq.* of the California Elections Code; and

**WHEREAS**, the District's boundaries have not changed since its previous election



on November 8, 2016; and

**WHEREAS**, the District desires to submit to voters at the Special District Election a question regarding whether to reduce the number of Directors on the Board from nine members to five members, pursuant to Section 13845 of the California Health and Safety Code; and

**WHEREAS**, Section 13845 of the California Health and Safety Code requires majority approval by the voters to change the number of Directors on the Board.

**NOW, THEREFORE BE IT RESOLVED** that pursuant to its rights, powers and authority, the Board of Directors of the East Contra Costa Fire Protection District hereby:

1. Calls a Special District Election to be held on March 6, 2018;
2. Acknowledges that such election will be held and conducted by all-mail ballot as prescribed by section 4000 *et seq.* of the California Elections Code; and
3. Orders the following question to be submitted to the voters at the Special District Election:

**NUMBER OF DIRECTORS OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT.** Shall the number of Directors of the East Contra Costa Fire Protection District change from nine Directors to five Directors, effective December 7, 2018, with the first set of elected Directors (whether nine or five) elected, at large, on November 6, 2018 and taking office on December 7, 2018.

**IT FURTHER RESOLVED** that the ballots to be used at the election shall be in form and content as required by law.

**BE IT FURTHER RESOLVED** that the District Clerk / Fire Chief is authorized, instructed and directed to contract with the County of Contra Costa to procure and furnish any and all official ballots, notices, and other printed matter that may be necessary, and all supplies, equipment, personnel and paraphernalia that may be necessary, in order to properly and lawfully conduct the election, at costs to be reimbursed by the District.

**BE IT FURTHER RESOLVED** that in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding special district all-mail ballot elections.

**BE IT FURTHER RESOLVED** that the notice of the time and place of holding the election is given, and the District Clerk / Fire Chief is authorized, instructed and directed to give further or additional notice of the election in time, form and manner as required by law.

**BE IT FURTHER RESOLVED** that the County Election Department is authorized to canvass the returns of the Special District Election.

**BE IT FURTHER RESOLVED** that the County Elections Department is hereby authorized to transmit a copy of the measure to the Contra Costa County Counsel, who

shall prepare an impartial analysis for the measure pursuant to California Elections Code Section 9313.

**BE IT FURTHER RESOLVED** that the District Clerk / Fire Chief is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the County Election Department of the County of Contra Costa in the form of a "Notice to County Clerk of Measure Submitted to the Voters" and to take any other actions that may be necessary to give effect to this resolution, including making required non-substantive revisions to the form of the ordinance or ballot question.

**BE IT FURTHER RESOLVED** that the District Clerk / Fire Chief shall certify to the passage and adoption of this resolution and enter it into the official records of the District.

**BE IT FURTHER RESOLVED** that the Directors elected at the November 6, 2018 election shall serve a term of office of either four years or two years as determined pursuant to Elections Code Section 10505(c).

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 6th day of November, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Joel Bryant  
President, Board of Directors

ATTEST:

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Brian Helmick, Clerk of the Board

## **REVISED ELECTION TIMELINE**

\* = Deadline extended one day due to weekend or holiday (Elec. Code §15.).

### **March 6, 2018 All Mail Ballot Election**

<b><i>Election date minus # of days</i></b>	<b><i>03/06/2018 election schedule</i></b>	<b><i>Benchmark activity</i></b>
Prior to E-88	12/04/2017	Last regularly scheduled meeting for East Contra Costa Fire Protection District Board of Directors to adopt a resolution calling for a March 6, 2018 all-mail ballot election. (Elec. Code § 4108)
E-88	12/08/2017	Last day to place a measure on the ballot.  Public examination period will commence on this date and continue for 10 days. (Elec. Code § 9380)
E-82	12/14/2017	Local measure letter assigned.
E-76	12/18/2017	Deadline for primary arguments. (Elec. Code § 9316)
E-71	12/22/2017	Deadline for rebuttal arguments. (Elec. Code § 9316)
E-40	01/25/2018	Estimated voter information guide mailing.
E-30	02/05/2018	Last day for the county elections official to have prepared a sufficient number of ballots for the voters of the district. (Elec. Code § 10526)
E-29-E-10	02/05/2018- 02/25/2018	Dates during which ballots will be mailed.
E	03/06/2018	ELECTION DAY (Elec. Code § 1500)

## Application Form

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### Profile

#### Which Boards would you like to apply for?

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Byron-Brentwood-Knightsen Union Cemetery District: Submitted

East Contra Costa Fire Protection District Board of Directors - BOS Appointees: Submitted

\_\_\_\_\_  
Seat Name (if applicable)

#### This application is used for all boards and commissions

Karin

First Name

S

Middle Initial

Schnaider

Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

Brentwood

City

CA

State

94513

Postal Code

\_\_\_\_\_  
Primary Phone

City of Tracy

Employer

Finance Director

Job Title

Finance Director for City of  
Tracy

Occupation

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#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

---

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

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☐ Yes ☒ No

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### Education History

Select the highest level of education you have received:

---

☒ Other

Masters in Public Policy  
Administration

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If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

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## College/ University A

San Diego State University

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Name of College Attended

Accountancy

---

Course of Study / Major

150

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Units Completed

## Type of Units Completed

---

☒ Semester

## Degree Awarded?

---

☒ Yes ☐ No

Bachelors of Science

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Degree Type

2001

---

Date Degree Awarded

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## College/ University B

Cal State University, Long Beach

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Name of College Attended

Public Policy Adminstration

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Course of Study / Major

40

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Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☒ Yes ☐ No

Masters

Degree Type

2016

Date Degree Awarded

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## College/ University C

Name of College Attended

Course of Study / Major

Units Completed

## Type of Units Completed

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None Selected

## Degree Awarded?

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☐ Yes ☐ No

Degree Type

Date Degree Awarded

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## Other schools / training completed:

Course Studied

---

Hours Completed

## Certificate Awarded?

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☐ Yes ☐ No

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## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

03/13/2017 to present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

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☐ Yes ☒ No

Finance Director

Position Title

## Employer's Name and Address

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City of Tracy 333 Civic Center Plaza Tracy, CA 94513

## Duties Performed

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Responsible for completion of annual budget, quarterly financial updates, annual audits. 22 employees in Finance Department, 550 employees citywide, \$65 million General Fund budget.

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### 2nd

09/12/2014 to 03/10/2017

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

☒ Yes ☐ No

Finance Director

Position Title

## Employer's Name and Address

City of Benicia 250 East L Street Benicia CA 94510

## Duties Performed

Responsible for completion of annual budget, quarterly financial updates, annual audits. 10 employees in Finance Department, 270 employees citywide, \$35 million General Fund budget.

3rd

11/12/2006 to 09/01/2014

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

☒ Yes ☐ No

Finance Director

Position Title

## Employer's Name and Address

City of Sierra Madre 232 W Sierra Madre Blvd Sierra Madre CA 91024

## Duties Performed

Responsible for completion of annual budget, quarterly financial updates, annual audits. 6 employees in Finance Department, 125 employees citywide, \$15million General Fund budget.



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## Final Questions

How did you learn about this vacancy?

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☒ Contra Costa County Homepage

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If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

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☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

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**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

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☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

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# Application Form

## Profile

### Which Boards would you like to apply for?

East Contra Costa Fire Protection District Board of Directors - BOS Appointees: Submitted

Seat Name (if applicable)

### This application is used for all boards and commissions

Anthony

First Name

Bargiacchi

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Brentwood

City

CA

State

94513

Postal Code

Primary Phone

Novato Fire Protection District

Employer

Engineer

Job Title

Firefighter

Occupation

### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

### Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

## Education History

Select the highest level of education you have received:

---

☒ Other

Bachelors of Science

---

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

**College/ University A**

Columbia Southern University

---

Name of College Attended

Environmental Management

---

Course of Study / Major

120

---

Units Completed

**Type of Units Completed**

---

☒ Semester

**Degree Awarded?**

---

☒ Yes ☐ No

Bachelors of Science

---

Degree Type

12/31/2013

---

Date Degree Awarded

---

**College/ University B**

Shasta Community College

---

Name of College Attended

Fire Science

---

Course of Study / Major

50

---

Units Completed

## Type of Units Completed

---

## Degree Awarded?

---

☐ Yes ☒ No

---

Degree Type

---

Date Degree Awarded

---

## College/ University C

San Jose State University

---

Name of College Attended

Criminal Justice

---

Course of Study / Major

29

---

Units Completed

## Type of Units Completed

---

☒ Semester

## Degree Awarded?

---

☐ Yes ☒ No

---

Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

---

Course Studied

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

5/5/2003-Present

Dates (Month, Day, Year) From - To

56

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

Engineer

Position Title

### Employer's Name and Address

---

Novato Fire Protection District 95 Rowland Way Novato, Ca 94945

### Duties Performed

---

Respond safely to emergency incidents with crew in a specialized fire apparatus, manage county hazmat response team for all trainings, use fiscal prudence when working with budget items for hazmat team, be able to provide for medical care for sick and injured residents

---

### 2nd

9/1/2009-Present

Dates (Month, Day, Year) From - To

10

Hours per Week Worked?

### Volunteer Work?

☐ Yes ☒ No

### Adjunct Faculty

Position Title

### Employer's Name and Address

Los Medanos College 2700 East Leland Rd. Pittsburg, Ca 94565

### Duties Performed

Ensure all fire cadets are trained in life saving procedures, coordinate with multiple instructors training schedule and target objectives, use ethical standards when testing cadets to state requirements

3rd

2/3/2004-6/5/2009

Dates (Month, Day, Year) From - To

8

Hours per Week Worked?

### Volunteer Work?

☐ Yes ☒ No

### Adjunct Faculty

Position Title

### Employer's Name and Address

Napa Valley College 2277 Napa-Vallejo Hwy Napa, Ca 94558

### Duties Performed

Lead and instruct up to 30 college students in Emergency Medical Technician Basic training, ensure all students were brought to highest state level proficiency, manage up to 6 skills instructor and regulate all required state mandated testing procedures

---

## Final Questions

How did you learn about this vacancy?

---

☒ Newspaper Advertisement

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

East Contra Costa Fire Protection District Board of Directors - BOS Appointees: Submitted

\_\_\_\_\_  
Seat Name (if applicable)

#### This application is used for all boards and commissions

Lito

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

Calimlim

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

Clayton

\_\_\_\_\_  
City

CA

\_\_\_\_\_  
State

94517

\_\_\_\_\_  
Postal Code

Mobile:

\_\_\_\_\_  
Primary Phone

Town & Country Realty  
Associates

\_\_\_\_\_  
Employer

Broker/Partner

\_\_\_\_\_  
Job Title

Real Estate Broker

\_\_\_\_\_  
Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

---

☐ Yes ☒ No

---

### Education History



Select the highest level of education you have received:

---

☒ Other

College graduate

---

If "Other" was Selected Give Highest Grade or Educational Level Achieved

---

College/ University A

UCLA

---

Name of College Attended

Economics & Psychology

---

Course of Study / Major

Units Completed

Type of Units Completed

---

☒ Quarter

Degree Awarded?

---

☒ Yes ☐ No

BA

---

Degree Type

6/83

---

Date Degree Awarded

---

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

---

Degree Type

---

Date Degree Awarded

---

## College/ University C

---

Name of College Attended

---

Course of Study / Major

---

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

---

Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

---

Course Studied

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

2002 - present

Dates (Month, Day, Year) From - To

60-70

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

Real Estate Agent/Broker

Position Title

## Employer's Name and Address

---

1) Town & Country Realty Associates - current 1026 Oak St., Ste. 204, Clayton, CA 94517 2) Re/Max Town & Country 1026 Oak St., Ste. 204, Clayton, CA 94517 3) Keller Williams Realty Citrus Plaza, Walnut Creek, CA 94598 4) Prudential California Realty Contra Costa Blvd., Pleasant Hill, CA 94523

## Duties Performed

---

Facilitate sales and purchases of residential properties 1-4 units, property management of residential properties 1-4 units throughout the Bay Area with most business conducted in Contra Costa County.

---

### 2nd

1994? - Present

Dates (Month, Day, Year) From - To

---

Hours per Week Worked?

## Volunteer Work?

---

☒ Yes ☐ No

Comstock Gardens HOA - Board  
President

---

Position Title

## Employer's Name and Address

---

Comstock Gardens Condominium Complex Sierra Rd Concord, CA 94518

## Duties Performed

---

Attend HOA board meetings, manage the HOA finances, budget, and issues related to maintaining a well-run and managed complex.

---

3rd

1991? - Present

---

Dates (Month, Day, Year) From - To

---

Hours per Week Worked?

## Volunteer Work?

---

☒ Yes ☐ No

Diablo Hills HOA - Board Treasurer

---

Position Title

## Employer's Name and Address

---

Diablo Hills Condominium Complex Marchbanks Dr Walnut Creek, CA 94598

## Duties Performed

---

Attend HOA board meetings, manage the HOA finances, budget, and issues related to maintaining a well-run and managed complex.

---

## Final Questions

How did you learn about this vacancy?

---

☒ Other

resident, Cheryl Morgan - Board  
Member ECCFPD

---

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

---

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

---

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

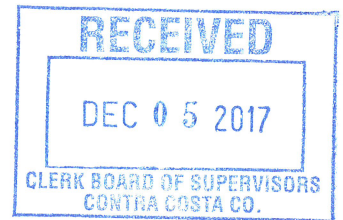
---

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

---

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD of DIRECTOR APPLICATION FORM**



Name of Body applying for East Contra Costa Fire Protection District

**Application Form must be typed or hand printed**

Name of Applicant: Stephen F. Smith \_\_\_\_\_

Home Address: \_\_\_\_\_

City: Brentwood \_\_\_\_\_ State: CA \_\_\_\_\_ ZIP: 94513-6917 \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Signature: \_\_\_\_\_ Date: December 3, 2017 \_\_\_\_\_

**Personal Experiences, Skills, and Interests**

Education/Background: <See Attached Resume>

Occupation/Employer: <See Attached Resume>

Community Activities: <See Attached Resume>

Special Interests: I have been deeply involved in ECCFPD matters since 2006, the time of the first CityGate Report. I have attended every ECCFPD Board Meeting save two since it was constituted in 2010, and every Finance Committee save one. I have attended many BOS and LAFCO meetings when ECCFPD or Countywide Fire Issues were on the Agenda, and the County-wide Fire Workshops sponsored by LAFCO and/or BOS.

As a Director, I attended every Board Meeting without exception, and every Finance Committee Meeting, which I chaired. I also served as the Contra Costa Member on the CONFIRE/AMR Ambulance Contract Evaluation Panel

**Information:**

1. File completed application with Clerk of the Board. 651 Pine Street, Room 106, Martinez, CA 94553.
2. Members will be required to file annual Conflict of Interest Statements.
3. Address and other contact information provided on this application will be accessible to the general public.
4. Meetings may be held in areas not accessible by public transportation.
5. Meetings may be held either in the evenings or during the day, usually once or twice a month.
6. Some boards assign members to subcommittees or work groups requiring additional time.
7. If you wish you may attach your resume.

Stephen F. Smith  
Brentwood, CA 94513-6917

### **Summary**

Retired Brentwood resident with recent experience in government service, especially in Fire and EMS matters, seeks reappointment as ECCFPD Director.

### **Relevant Skills**

Fire Service Governance and Administration – EMS administration and protocols – Financial Analysis – Non profit organization, governance, and financial administration – Transportation planning

### **Government and Non Profit Experience**

June, 2015 (Temporary Appointment)—Evaluator, EMS Countywide Ambulance Contract Proposals

January, 2011-December 2015—East Contra Costa Fire Protection District—Director  
(Also Chair, Finance Committee)

January, 2014-Present—Founder and Treasurer, Citizens for 9-1-1 Fire and Emergency Medical Services

May, 2014-present—Brentwood Library Foundation—Treasurer, CFO, and Director

April, 2009-present—Cooking With Kids Foundation—Treasurer, CFO, and Director

April, 2009-present—Contra Costa Transportation Authority—Member, Citizens Advisory Committee (Committee Chair from May, 2013-April 2016)

October, 2006-present—Brentwood Advisory Neighborhood Committee—Member

### **Professional History**

1972-2006—Bank Data Processing—Senior Analyst/Programmer/Software Engineer  
Employee of, or staff of Contractor to, Wells Fargo Bank, Bank of America, Citicorp, Central Bank, Bank of the West. Heavy focus on support of financial reporting in latter stages of career.

1970-1972—National Real Estate Exchange—Director of Systems  
In charge of all computer functions for entrepreneurial startup company.

1963-1970—University of California, Berkeley—Various Academic Staff Positions  
Staff positions in computing in several departments, rising from entry-level to Associate Specialist (non-teaching equivalent to Assistant Professor.)

Stephen F. Smith  
Brentwood, CA 94513-6917

**Education**

University of California, Berkeley—Bachelor of Science, 1964  
Master of Science, 1966





Contra  
Costa  
County

RECEIVED

NOV 20 2017

CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted

Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

### MAIL OR DELIVER TO:

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

### BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

East Contra Costa Fire Protection District - Board Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Strobel Sandra L.  
(Last Name) (First Name) (Middle Name)

2. Address: Knightsen, CA Knightsen CA 94548  
(No.) (Street) (Apt.) (State) (Zip Code)

3. Phones: \_\_\_\_\_  
(Home No.) (Work No.) (Cell No.)

4. Email Address: \_\_\_\_\_

### 5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved Community College

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>American River</u>	<u>Gen Ed</u>	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<u>unk</u>			
B) <u>Sacramento City</u>	<u>Gen Ed</u>	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<u>unk</u>			
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: <u>Real Estate Agent - licensed since 2007</u>	Course Studied	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <u>Jan 1997</u> To <u>present</u></p> <p>Total: Yrs. <u>20</u> Mos. <u>10 months</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Project Mgr Title <u>L.D. Strobel Co. Inc.</u></p> <p>Employer's Name and Address <u>Betty Nelson</u> <u>PO Box 228</u> <u>Concord, CA</u> <u>94522</u></p>	<p>Duties Performed <u>Miscellaneous</u> <u>admin duties and</u> <u>special projects as</u> <u>requested by mgmt.</u></p>
<p>B) Dates (Month, Day, Year) From <u>August 2009</u> To <u>present</u></p> <p>Total: Yrs. <u>0</u> Mos. <u>3 months</u></p> <p>Hrs. per week <u>20+</u> . Volunteer <input type="checkbox"/></p>	<p>Realtor Title <u>Sasville Properties</u></p> <p>Employer's Name and Address <u>Craig Sasville</u> <u>1555 Riverlake Rd</u> <u>Ste M</u> <u>Discovery Bay, CA</u> <u>94505</u></p>	<p>Duties Performed <u>Assist Buyers &amp;</u> <u>Sellers in all aspects</u> <u>of Real Estate sales</u> <u>within East Contra</u> <u>Costa County.</u></p>
<p>C) Dates (Month, Day, Year) From <u>August 2007</u> To <u>Aug 2009</u></p> <p>Total: Yrs. <u>2</u> Mos. <u></u></p> <p>Hrs. per week <u>20</u> . Volunteer <input type="checkbox"/></p>	<p>Realtor Title <u>Keller Williams Realty</u></p> <p>Employer's Name and Address <u>4041 Lone Tree Way</u> <u>Antioch CA 94531</u></p> <p><u>- office closed -</u></p>	<p>Duties Performed <u>Assist Buyers &amp;</u> <u>Sellers in all aspects</u> <u>of Real Estate sales</u> <u>within Contra Costa</u> <u>County.</u></p>
<p>D) Dates (Month, Day, Year) From <u>Jan 2015</u> To <u>current</u></p> <p>Total: Yrs. <u>2</u> Mos. <u>10 mos.</u></p> <p>Hrs. per week <u>varies.</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Volunteer Title <u>CERT</u></p> <p>Employer's Name and Address <u>Brentwood P.D.</u> <u>Todd Orlando</u> <u>9100 Brentwood Blvd</u> <u>Brentwood, CA 94513</u></p>	<p>Duties Performed <u>Learn &amp; stay trained</u> <u>(through continuing</u> <u>education) for natural</u> <u>disasters &amp; emergency</u> <u>situations incl First Aid,</u> <u>Fire Suppression &amp; Search</u> <u>and rescue.</u></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☒ District Supervisor ☒ Other Email u social media

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship: \_\_\_\_\_

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: \_\_\_\_\_

Date: 11/17/17

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**Sandra Strobel**  
**Knightsen, CA, 94548, phone:**  

---

**Cal BRE #01828196**

**Mission Statement**

To fairly, selflessly and equally serve the people & community within the East Contra Costa Fire Protection District to the best of my ability.

**Experience**

January 1997 – Present

**L.D. Strobel Co., Inc.**, PO Box 228, Concord, CA 94522

Project Manager – responsible for miscellaneous administrative duties, contract administration and special projects as required by management.

August 2009 – Present

**Sasville Properties**, 1555 Riverlake Road, Suite M, Discovery Bay CA 94505

Realtor serving East Contra Costa County residents in buying, selling & renting homes. Handle all aspects of the purchase process, including, but not limited to: negotiate pricing; coordinate with Lenders, Title and all necessary vendors; draw up Real Estate contracts; work with utmost care, integrity and honesty at all times. Complete continuing education regularly, including ethics training, to keep license current and up-to-date on all current housing laws and regulations.

August 2007 – August 2009

**Keller Williams Realty**, Antioch, CA (office is now closed)

Realtor serving Contra Costa County residents in buying, selling & renting homes.

**Memberships & Affiliations**

National Association of Realtors

California Association of Realtors

Delta Association of Realtors

East Bay Regional Data MLS

Community Emergency Response Team (CERT)

**Accolades, Achievements & Volunteer Opportunities**

Discovery Bay Lakeshore Neighborhood Watch Block Captain 2007-2009

Women's Council of Realtors Board of Directors 2009, 2010 & 2011

Delta Association of Realtors By-Laws Committee 2010 & 2011

Delta Community Christian Food Bank 2010-2011

Delta Association of Realtors Technology Committee 2012

Delta Association of Realtors Ethics Committee 2013

Knightsen Neighborhood Watch Chairperson 2017

Women's Council of Realtors – Realtor Member of the Year 2009

Voted Discovery Bay's #1 Real Estate Agent in 2015 in the Delta Sun Times

Voted Discovery Bay's #1 Real Estate Agent in 2017 in the Delta Sun Times



**For Reviewers Use Only:**  
Accepted      Rejected

**THIS FORM IS A PUBLIC DOCUMENT**

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            09/10/1999    Current              Total: <u>Yrs.</u>    <u>Mos.</u>            18                2              Hrs. per week <u>20</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Co-owner              Employer's Name and Address            Electrical Solutions            PO BOX 873            Clayton CA 94517</p>	<p>Duties Performed            Co-owner of electrical contracting business based in Contra Costa County providing contracted and emergency services. Managing accounts payable and receivable, establishing and maintaining relationships with customers and vendors, acquiring and maintaining equipment and materials.</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            6/21/2004    7/1/2015              Total: <u>Yrs.</u>    <u>Mos.</u>            11                1              Hrs. per week <u>30</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Owner              Employer's Name and Address            Carreleon Farm            19391 Marsh Creek Road            Brentwood CA 94513</p>	<p>Duties Performed            Provided scheduled and emergency medical transportation for horses in Contra Costa County to UC Davis and other area equine hospitals. Managed care and rehabilitation of horses after release from hospitals. Coordinated with local law enforcement for transportation of horses involved in legal disputes. Provided evacuation of horses from natural disasters in Contra Costa County, San Joaquin County, and</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            2/2000            4/2004              Total: <u>Yrs.</u>    <u>Mos.</u>            4                    2              Hrs. per week <u>50</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Manager              Employer's Name and Address            Tailgate Farm            720 Northgate Road            Walnut Creek CA 94596</p>	<p>Duties Performed            Managed facility and all training operations for large equestrian equestrian training center with clients competing on the West Coast and in Canada. Coordinated show and travel schedules and transport arrangements for clients and horses, managed suppliers, veterinary care and scheduling, and directed maintenance of facility. Worked with clients to define yearly goals and developed plans to</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            1/1998            1/2000              Total: <u>Yrs.</u>    <u>Mos.</u>            2                    0              Hrs. per week <u>50</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Manager              Employer's Name and Address            Blackhawk Equestrian Center            Camino Tassajara Road            Danville CA</p>	<p>Duties Performed            Managed all aspects of large equine show stable with clients competing throughout California. Scheduling and coordinating daily routines as well as communication with clients and ensuring their satisfaction with the program.</p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☒ District Supervisor ☐ Other \_\_\_\_\_

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship: \_\_\_\_\_

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No ☒ Yes ☐

If Yes, please identify the nature of the relationship: \_\_\_\_\_

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: \_\_\_\_\_

Date: 12/4/17

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

East Contra Costa Fire Protection District Board of Directors - BOS Appointees: Submitted

#### Board Member

Seat Name (if applicable)

#### This application is used for all boards and commissions

Mark

First Name

Whitlock

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Bethel Island

City

CA

State

94511

Postal Code

Primary Phone

All City Carpet Cleaning

Employer

Owner

Job Title

Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

---

☐ Yes ☒ No

---

### Education History



Select the highest level of education you have received:

---

☒ Other

If "Other" was Selected Give Highest Grade or Educational Level Achieved

---

College/ University A

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

---

None Selected

Degree Awarded?

---

☐ Yes ☐ No

Degree Type

Date Degree Awarded

---

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

---

Degree Type

---

Date Degree Awarded

---

## College/ University C

---

Name of College Attended

---

Course of Study / Major

---

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

---

Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

---

Course Studied

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

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## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

1978 - Current

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

### Volunteer Work?

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☐ Yes ☒ No

Owner

Position Title

### Employer's Name and Address

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All City Carpet Cleaning P.O. Box 132 Bethel Island, CA 94511

### Duties Performed

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Carpet Cleaning

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### 2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

How did you learn about this vacancy?

☒ District Supervisor

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If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

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☒ Yes ☐ No

**If Yes, please identify the nature of the relationship:**

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Clean carpet for the District Supervisor's office annually.

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

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☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

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