

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

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

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

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

**SPECIAL MEETING**  
**ANNOTATED AGENDA & MINUTES**  
**November 13, 2018**

**\*\*\*Please Note Time Change\*\*\***

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

Staff Present: Jeff Carman, Fire Chief

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

***Convened today's meeting at 1:35 p.m.***

**CONSIDER CONSENT ITEMS** (Items listed as C.1 through C.12 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 Elia Ala'ilima as the 2018 Firefighter of the Year. (Jeff Carmen, Fire Chief)

*In addition, the Knights of Columbus, St. Ignatius of Antioch church, presented Firefighter of the Year Award to Captain Elia Ala'ilima and Fire Chief of the Year to Chief Jeff Carman.*

## DISCUSSION ITEMS

- D. 1 CONSIDER Consent Items previously removed.

*There were no items removed from consent.*

- D. 2 PUBLIC COMMENT (2 Minutes/Speaker)

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

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

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

## CONSENT ITEMS

- C. 1** APPROVE the design, including plans and specifications, for the construction of Fire Station No. 70 at 1800 23rd Street, San Pablo, CA and AUTHORIZE the Fire Chief, or designee to advertise the project. (100% CCCFPD Capital Outlay Fund)

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

- C. 2** APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the U.S. Department of Homeland Security, Federal Emergency Management Agency, Assistance to Firefighters Grants Program in an amount not to exceed \$650,000 for the purchase of a regional emergency firefighter rehabilitation vehicle. (85% Federal, 15% District match)

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

- C. 3** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with RJN, Inc., doing business as H&N Enterprises, in an amount not to exceed \$400,000, for the abatement of exterior fire hazards for the term November 13, 2018, to December 31, 2019. (100% Abatement Fees)

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

- C. 4** APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the U.S. Department of Homeland Security, Federal Emergency Management Agency, Assistance to Firefighters Grant, in an amount not to exceed \$126,000, for the purchase of decontamination saunas and related equipment (90% Federal, 10% District match).

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

- C. 5** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with Peter Benson, M.D. to increase the payment limit by \$360,000 to a new payment limit of \$720,000 for emergency ambulance and fire-based emergency medical services physician oversight with no change to term of May 1, 2017, through April 30, 2020. (100% EMS Transport fund)

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

- C. 6** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a purchase contract with Golden State Fire Apparatus, Inc., in an amount not to exceed \$560,000 for the manufacture and purchase of two Type 5 Wildland firefighting apparatus. (50% Antioch Development Impact Fees; 50% CCCFPD General Operating Fund Balance)

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

- C. 7** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a purchase contract with Golden State Fire Apparatus, Inc., in an amount not to exceed \$365,000, for the manufacture and purchase of a Type 1 tactical water tender for fire suppression. (89% Federal; 11% Special District Revenue)

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

- C. 8** APPROVE and AUTHORIZE the Fire Chief, or designee, to enter into an Automatic Aid Agreement for Exchange of Fire, Rescue, and Emergency Medical Services Between the Contra Costa County Fire Protection District and the City of Benicia effective November 13, 2018. (Cost Neutral)

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

- C. 9** Contra Costa County Fire Protection District (7300): APPROVE Appropriation and Revenue Adjustment No. 5024 authorizing new revenue in the amount of \$90,000 from the U. S. Department of Transportation, National Highway Traffic Safety Administration, California State Transportation Agency Office of Traffic Safety regional grant and appropriating it in the Contra Costa County Fire Protection District (7300) for the purchase of three sets of vehicle extrication equipment. (100% Federal)

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

- C. 10** ADOPT Position Adjustment Resolution No. 22370 to add nine Firefighter-Paramedic Recruit (represented) positions and allocate on the Salary Schedule in the Contra Costa County Fire Protection District. (Up to 75% Federal, 25% District match)

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

- C.11** Contra Costa County Fire Protection District (7300): APPROVE Appropriation and Revenue Adjustment No. 5028 authorizing revenue in the amount of \$318,341 from the Federal Emergency Management Agency, Assistance to Firefighters Grant and \$47,000 from the Contra Costa County Fire Protection District (CCCFPD) General Operating Fund Balance and appropriating it in the CCCFPD (7300) for the purchase of a Type 1 Tactical water tender. (89% Federal, 11% District match)

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

- C.12** Contra Costa County Fire Protection District (7300): APPROVE Appropriation and Revenue Adjustment No. 5025 authorizing revenue in the amount of \$280,000 from Antioch development impact fees and \$280,000 from CCCFPD General Operating Fund Balance and appropriating it in the Contra Costa County Fire Protection District (7300) for the purchase of two Type 5 wildland firefighting apparatus. (50% Antioch development impact fees and 50% CCCFPD General Operating Fund Balance)

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 10, 2018 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  
**CCCFPD (ConFire)** Contra Costa County Fire Protection District  
**CCHP** Contra Costa Health Plan  
**CCTA** Contra Costa Transportation Authority  
**CCRMC** Contra Costa Regional Medical Center  
**CCWD** Contra Costa Water District  
**CFC** California Fire Code  
**CFDA** Catalog of Federal Domestic Assistance  
**CEQA** California Environmental Quality Act  
**CIO** Chief Information Officer  
**COLA** Cost of living adjustment  
**ConFire (CCCFPD)** Contra Costa County Fire Protection District  
**CPA** Certified Public Accountant  
**CPF** – California Professional Firefighters  
**CPI** Consumer Price Index  
**CSA** County Service Area  
**CSAC** California State Association of Counties  
**CTC** California Transportation Commission  
**dba** doing business as  
**EBMUD** East Bay Municipal Utility District  
**ECCFPD** East Contra Costa Fire Protection District

**EIR** Environmental Impact Report  
**EIS** Environmental Impact Statement  
**EMCC** Emergency Medical Care Committee  
**EMS** Emergency Medical Services  
**et al.** et alii (and others)  
**FAA** Federal Aviation Administration  
**FEMA** Federal Emergency Management Agency  
**FTE** Full Time Equivalent  
**FY** Fiscal Year  
**GIS** Geographic Information System  
**HCD** (State Dept of) Housing & Community Development  
**HHS** (State Dept of) Health and Human Services  
**HOV** High Occupancy Vehicle  
**HR** Human Resources  
**HUD** United States Department of Housing and Urban Development  
**IAFF** International Association of Firefighters  
**ICC** International Code Council  
**IFC** International Fire Code  
**Inc.** Incorporated  
**IOC** Internal Operations Committee  
**ISO** Industrial Safety Ordinance  
**JPA** Joint (exercise of) Powers Authority or Agreement  
**Lamorinda** Lafayette-Moraga-Orinda Area  
**LAFCo** Local Agency Formation Commission  
**LLC** Limited Liability Company  
**LLP** Limited Liability Partnership  
**Local 1** Public Employees Union Local 1  
**Local 1230** Contra Costa County Professional Firefighters Local 1230  
**MAC** Municipal Advisory Council  
**MBE** Minority Business Enterprise  
**MIS** Management Information System  
**MOE** Maintenance of Effort  
**MOU** Memorandum of Understanding  
**MTC** Metropolitan Transportation Commission  
**NACo** National Association of Counties  
**NEPA** National Environmental Policy Act  
**NFPA** National Fire Protection Association  
**OES-EOC** Office of Emergency Services-Emergency Operations Center  
**OPEB** Other Post Employment Benefits  
**OSHA** Occupational Safety and Health Administration  
**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: November 13, 2018

Subject: 2018 Firefighter of the Year

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**RECOMMENDATION(S):**

PRESENTATION recognizing Captain Elia Ala'ilima as the 2018 Firefighter of the Year.

**FISCAL IMPACT:**

Presentation only. 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 the Firefighter of the Year.

Of all the distinguished and deserving members who were nominated, Captain Elia Ala'ilima was ultimately chosen to represent the Contra Costa County Fire Protection District as the 2018 Firefighter of the Year. Captain Ala'ilima is a 30 year veteran of the Contra Costa County Fire Protection District and he continues to show unbridled enthusiasm for his job. His professionalism and dedication to the community are examples for his peers to follow. He is a role model and has been responsible for many of our members'

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: 11/13/2018  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: November 13, 2018

Contact: Jeff Carman, (925)  
941-3300

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

successes through his mentoring. Most recently, Captain Ala'ilima led a diverse group of our members in a Polynesian HAKA dance dedicated to our Fallen Firefighters at the IAFF Memorial Service in Colorado Springs.

CLERK'S ADDENDUM

*In addition, the Knights of Columbus, St. Ignatius of Antioch church, presented Firefighter of the Year Award to Captain Elia Ala'ilima and Fire Chief of the Year to Chief Jeff Carman.*



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: November 13, 2018

Subject: Fire Chief's Report - November 13, 2018

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**RECOMMENDATION(S):**

ACCEPT a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

At the request of the Contra Costa County Fire Board of Directors, the Fire Chief is providing a report on the status and progress of the various District initiatives.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: 11/13/2018  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: November 13, 2018  
, County Administrator and Clerk of the Board of Supervisors

Contact: Jeff Carman, Fire Chief  
925-941-3300

By: June McHuen, Deputy

cc:

ATTACHMENTS

Fire Chief's Report - November  
2018



## CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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November 13, 2018

TO: Board of Directors

FROM: Jeff Carman, Fire Chief

RE: Fire Chief's Report

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- Fire Station 16 (Lafayette): The large concrete pour was completed on October 23. The exterior walls of the entire building have now been framed; and the roof trusses are scheduled for delivery on November 12. Although the overall schedule is a few weeks behind, progress continues and the project is making up time wherever possible.
- Fire Station 70 (San Pablo): Revised architectural drawings were submitted to the City of San Pablo and they have responded with their comments. On the Board's agenda today (November 13), there is an item requesting approval to go out to bid. The bid process is open to the already established list of prequalified contractors. The schedule calls for us to return to the Board after the first of the year in order to award a bid.
- Fire Station 9 (Pacheco) and Fire Station 86 (Bay Point): Conceptual layouts have been completed for both stations and the CEQA process has begun.
- The Fire District is proud to report that accreditation of our firefighter academy training program, facilities, and curriculum has been approved by the California State Fire Marshal Department of Forestry and Fire Protection. Accredited Local Academy (ALA) status has been earned by only 20 fire academies statewide. The District acknowledges Assistant Fire Chief Lon Goetsch and the Training and Safety Division staff for their hard work which has resulted in the accreditation of our academy.
- Academy 52, the first accredited academy in the history of the District, continues to move forward. Four recruits have left the academy, which leaves 27 remaining. It is not unusual to see a 20% attrition rate over the course of an academy. The recruits are scheduled to graduate in February 2019 and will fill existing vacancies and staff Engine 16 in Lafayette.

- As we reported last month, the Fire District has concerns about developments for which property tax allocations alone will not support adequate levels of fire and emergency medical response. The District is planning to host a meeting in mid-January for the city managers we serve to discuss Fire District operations including finances and future development.
- Fire Marshal Robert Marshall has officially departed from the Fire District. Until further notice, Deputy Chief Broschard will also function as the Interim Fire Marshal, and recruitment for a permanent replacement will soon begin.
- Fire District personnel recently inspected several of our new apparatus scheduled for delivery late this calendar year. Amongst those deliveries are four Type I engines and a 100' ladder truck.
- This last month was extremely busy for the Fire District. Over the course of one shift, the District experienced two 2-alarm commercial fires and a major incident involving a fire in an underground vault housing several large natural gas pipelines. Additionally, the District experienced a fire in an underground drainage tunnel in Pittsburg. Because the tunnel is a confined space, the District was forced to let the fire burn itself out prior to making entry. Entry the next day identified a large structure that had been built several hundred feet into the 1500' tunnel.
- Although the temperatures are cooler and the days are shorter, the county has experienced several red-flag fire days over the last month. This is the time of year those areas with larger fuels are most susceptible to large, fast growing fires. The county has had several days where pre-positioned resources have been made available through the State OES Mutual-Aid System at no cost to the county.



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: November 13, 2018

Subject: Advertisement for the Construction of Fire Station 70 in the City of San Pablo

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**RECOMMENDATION(S):**

1. APPROVE the design and bid documents, including the plans and specifications, for the construction of Fire Station No. 70 at 1800 23rd Street in San Pablo.
2. AUTHORIZE the Fire Chief, or designee, to solicit bids to be received on or about November 13, 2018, and issue bid addenda, as needed, for clarification of the bid documents, provided the changes do not significantly increase the construction cost estimate.
3. DIRECT the Clerk of the Board to publish, at least 14 days before the bid opening date, the Notice to Contractors in accordance with Public Contract Code Section 22037, inviting bids for this project.
4. DIRECT the Fire Chief, or designee, to send notices by email or fax and by U.S. Mail to the construction trade journals specified in Public Contract Code Section 22036 at least 15 days before the bid opening.

**FISCAL IMPACT:**

This item authorizes the bidding of the construction project. The District will return to the Board for authorization to award the construction contract. At that time, more details will be provided regarding the plan to fund this project.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: 11/13/2018  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: November 13, 2018

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

Contact: Aaron McAlister, Assistant Fire Chief 925-941-3300 x1103

By: June McHuen, Deputy

cc:

## FISCAL IMPACT: (CONT'D)

### BACKGROUND:

In late 2015, the Contra Costa County Fire Protection District (District) initiated the process for the design of a replacement facility for Fire Station 70 in San Pablo, currently located at 13928 San Pablo Avenue. The current station is comprised of modular buildings installed in 1992 subsequent to the permanent station facility being abandoned due to damage sustained from the Loma Prieta earthquake. The current station was designed for a crew of three personnel and is now housing a crew of five personnel with the addition of Squad 70.

In early discussions with the City of San Pablo, an alternate site at 1800 23rd Street was made available to relocate the station. On November 8, 2016, the District contracted with LCA Architects to develop plans and specifications for a fire station at this new location. On September 12, 2017, the Board found the project to be exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15332 as infill development.

The City of San Pablo has pledged funds to assist in the construction and relocation of the station. The new station will house two full three-person crews for potential expansion of services in the future and will comply with seismic standards as well as being able to meet ADA requirements. The station will provide fire protection for the community over the next fifty years and allow for the facility to provide personnel with the components, systems, and features found in a modern fire stations.

The new Fire Station 70 will be a two-story structure including, but not limited to, three (3) apparatus bays, kitchen, dorm rooms, offices, restrooms, training, exercise, decontamination, storage, day and dining rooms, along with all associated heating and cooling, electrical, civil site work, and landscaping. The new station will include a two-stop elevator, emergency generator, and fuel tank. The project will also include a photovoltaic roof system and designed to meet LEED Silver equivalency per the County's standard for public buildings.

The construction cost estimate is \$10,000,000, and the average prevailing wage rates are on file with the Clerk of the Board of Directors and will be the minimum rates paid on this project. Construction is estimated to begin in February 2019 and will take approximately fifteen months to complete. The City of San Pablo will fund a portion of the station construction. It is the intention of the District to fund the balance of the project cost with CCCFPD General Operating Fund Balance.

### CONSEQUENCE OF NEGATIVE ACTION:

If the advertisement is not approved, the project will not be constructed, impacting future cost escalation and services in this area.





Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: November 13, 2018

Subject: 2018 Assistance to Firefighters Grant - Rehabilitation Unit

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the U.S. Department of Homeland Security, Federal Emergency Management Agency, Assistance to Firefighters Grants Program in an amount not to exceed \$650,000 for the purchase of a regional emergency firefighter rehabilitation vehicle.

**FISCAL IMPACT:**

The total grant application would be \$650,000 with a 15% local agency cost sharing requirement. The federal share of the grant would be \$552,500 and the District's share would be \$97,500. The grant award may be lower than the amount requested and will be for a period of one year from the effective date of award.

**BACKGROUND:**

The purpose of the Assistance to Firefighters Grant (AFG) Program is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The funds provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. AFG has three activities: Operations and Safety, Vehicle Acquisition, and Regional Projects. Each

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- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
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Action of Board On: **11/13/2018**  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: November 13, 2018

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

Contact: Aaron McAlister, Assistant Chief 925-941-3300

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

activity has its own eligibility requirements. The Contra Costa County Fire Protection District (District) will apply for this project under Regional Projects.

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

CONSEQUENCE OF NEGATIVE ACTION:

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



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: November 13, 2018

Subject: Service Contract for Abatement of Exterior Fire Hazards

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with RJN, Inc., doing business as H&N Enterprises, in an amount not to exceed \$400,000, for the abatement of exterior fire hazards for the term November 13, 2018, to December 31, 2019.

**FISCAL IMPACT:**

The expenditures associated with paying a contractor for abatement services is 100% budgeted within the District's General Operating Fund; however, this item is considered cost neutral because those costs are passed through to the property owners.

**BACKGROUND:**

The Contra Costa County Fire Protection District (District) provides exterior fire hazard control of properties within its service area. This includes abatement of weeds, refuse, rubbish, or other fire hazard conditions in accordance with Section 320 of District Ordinance No. 2016-23, or any superseding ordinance, and the California Health and Safety Code. The District pays a contractor for the cost of abatement and then recovers that cost from the property owner.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **11/13/2018**  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: November 13, 2018

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

Contact: Lewis Broschard, Deputy Fire Chief (925) 941-3300 x 1101

By: June McHuen, Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The District will not be able to abate exterior fire hazards.



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: November 13, 2018

Subject: 2018 Assistance to Firefighters Grant - Decon Saunas

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to apply for and accept grant funding from the U.S. Department of Homeland Security, Federal Emergency Management Agency, Assistance to Firefighters Grant, in an amount not to exceed \$126,000, for the purchase of decontamination saunas and related equipment.

**FISCAL IMPACT:**

The total costs would be approximately \$140,000 with a 10% local agency cost sharing requirement. The federal share of the grant would be \$126,000 and the District's share would be \$14,000.

**BACKGROUND:**

The purpose of the Assistance to Firefighters Grant (AFG) Program is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The funds provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. AFG has three activities: Operations and Safety, Vehicle Acquisition, and Regional Projects.

The East Contra Costa County Fire Protection

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

Action of Board On: **11/13/2018**  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: November 13, 2018

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

Contact: Elizabeth Patterson, Fiscal Officer  
925-941-3300 x 1302

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

District is applying to host a regional grant, and Contra Costa County Fire Protection District (District) will be a regional participant. The District plans to purchase 17 firefighter decontamination saunas along with a stationary bicycle for each sauna and related supplies. These are for use by fire personnel returning back to the fire station after firefighting activities. The saunas will allow firefighters to sweat out the toxins and carcinogens that had been gathering in their pores. A growing body of research and data shows that job-related exposures contribute to chronic illnesses, such as cancer and heart disease. Saunas are a new approach being tried out by fire agencies in the United States and abroad to help reduce the harm of job-related exposures.

CONSEQUENCE OF NEGATIVE ACTION:

The District currently has a few stations equipped with decontamination saunas, but access is limited for firefighters not assigned to those stations. Without this grant, the District's personnel will continue to have limited access to a new tool that may improve their health and longevity.



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: November 13, 2018

Subject: Contract Amendment for Fire District Emergency Medical Service Physician Oversight

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with Peter Benson, M.D. to increase the payment limit by \$360,000 to a new payment limit of \$720,000 for emergency ambulance and fire-based emergency medical services physician oversight with no change to term of May 1, 2017, through April 30, 2020.

**FISCAL IMPACT:**

An additional \$360,000 over 18 months, offset by ambulance service receivables: 100% CCCFPD EMS Transport Fund (fund 204000).

**BACKGROUND:**

The terms and conditions of the Emergency Ambulance Services Contract between the Contra Costa County Emergency Medical Services Agency (CCCEMSA) and the Contra Costa County Fire Protection District (District) require that the Contractor (District) retain a California licensed physician as its chief medical adviser to enforce internal standards of excellence in medical care and serve as liaison between the District, CCCEMSA, and American Medical Response.

The District has been working with Peter Benson, M.D. since May 2014, to provide physician oversight for 1) the District's fire-based emergency

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: 11/13/2018  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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ATTESTED: November 13, 2018

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

Contact: Terence Carey, Assistant Fire Chief  
EMS (925) 941-3300 x 1104

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

medical services (EMS) program and 2) the District's 911 exclusive operator ambulance program. Over the last year, the District has expanded his duties to include:

1. Providing medical oversight of the District's academy training program (evaluating if recruits are being worked too hard, if adequate hydration and rest periods are being provided, if OSHA's heat related guidelines are met, etc.);
2. Assisting the District in potential legal issues related to OSHA regulations;
3. Overseeing the District's CPR HD pilot program, reviewing all CPR incidents and documenting outcomes;
4. Working with the District's current medical surveillance provider to assure all personnel are meeting the requirements for respiratory and blood born pathogen protection;
5. Working with the District's safety division on the development of the new cancer prevention program which involves the elimination of cancer causing agents from the District's stations, reduction in exposure to cancer causing agents on the fire ground, and the early detection of cancer in personnel.

The level of service provided by Dr. Benson have doubled, with his time being split between the EMS division and other duties as assigned by the Fire Chief. Due to the increased level of service being provided by Dr. Benson, it is necessary to amend the payment limit of the contract.

CONSEQUENCE OF NEGATIVE ACTION:

The terms and conditions of the Emergency Ambulance Services Contract between CCCEMSA and the District require that the Contractor (District) retain a California licensed physician as its chief medical adviser.

CHILDREN'S IMPACT STATEMENT:

Approximately 10% of emergency medical service responses involve children under the age of 15.





Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: November 13, 2018

Subject: Purchase Contract for two Type 5 Wildland Firefighting Vehicles

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a purchase contract with Golden State Fire Apparatus, Inc., in an amount not to exceed \$560,000 for the manufacture and purchase of two Type 5 Wildland firefighting apparatus.

**FISCAL IMPACT:**

The apparatus will be acquired using the HGAC cooperative purchasing program. The vehicles are priced at \$276,850 each for a total purchase price of \$553,700. This price includes sales tax. One Type 5 apparatus will be assigned to a fire station located within the City of Antioch and will be funded by Antioch development impact fees. The other Type 5 apparatus will be purchased through use of the District's General Operating Fund Balance. This agenda includes a revenue and appropriation adjustment for the Board's review and approval. The purchasing authority includes an additional \$6,300 for potential change orders.

**BACKGROUND:**

The Contra Costa County Fire Protection District (District) is charged with fighting wildland fires as part of its primary mission of providing fire protection. The apparatus used for fighting wildland fires is specialized and requires a configuration and specifications

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **11/13/2018**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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ATTESTED: November 13, 2018

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

Contact: Aaron McAlister, Assistant Fire Chief 925-941-3300 x1103

By: June McHuen, Deputy

cc:

## BACKGROUND: (CONT'D)

not common to the typical municipal fire department pumper. The apparatus used for fighting wildland fires require four-wheel drive, a short wheel base, the ability to carry a supply of specialized wildland firefighting equipment, and interior seating capacity for up to four firefighters. The District currently operates a fleet of twelve Type III Engines and five Type II engines that have been reconfigured for wildland firefighting. With this purchase, the District can target a portion of its oldest wildland engines manufactured in 2000 for replacement, which have a hydrostatic pump system that is no longer utilized by the District and poses training challenges.

The subject Type 5 engines have a lower center of gravity and lower overall profile enabling the vehicle to access areas otherwise not accessible. They have a lower gross vehicle weight and may be able to access areas heavy vehicles cannot. They have a 400 gallon water tank, a 40 gallon foam tank, and a 175 gallon per minute pump. The National Fire Protection Association (NFPA) recommends a maximum of 15 years for front-line service for these types of apparatus. The selected Type 5 engines are utilized by similar municipal fire department and staff recommends purchasing two of these units as part of the HGAC Cooperative Purchasing program. This system allows local government agencies to procure goods and services already competitively bid and awarded.

The District has a threat of wildland urban interface fires similar to the conditions found in last year's North Bay fires in Napa, Sonoma, and Solano County. The acquisition of two engines will have a positive impact on District operations and public safety. Investing in the District wildland fleet will allow the District to have modern, more reliable equipment available for fires that occur in the wildland urban interface areas.

## CONSEQUENCE OF NEGATIVE ACTION:

The District would continue to operate 18 year old vehicles as front line apparatus during fire season. Delaying this purchase will lead to future cost increases and a potential loss of critical coverage if apparatus is taken out of service due to maintenance and repair.



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: November 13, 2018

Subject: Purchase Contract for a Type 1 Tactical Water Tender for Fire Suppression

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a purchase contract with Golden State Fire Apparatus, Inc., in an amount not to exceed \$365,000 for the manufacture and purchase of a Type 1 tactical water tender for fire suppression.

**FISCAL IMPACT:**

This apparatus will be purchased using the HGAC cooperative purchasing program. The purchase price is \$358,550. FEMA's Assistance to Firefighters Grant Program will be contributing \$318,341. The District's contribution will be \$40,209, which includes the 10% required match of \$31,834. The District match will come from fund balance. An additional \$6,450 is included in the purchasing authority for potential change orders.

This agenda includes a revenue and appropriation adjustment for the Board's review and approval.

**BACKGROUND:**

On March 13, 2018, the Board of Directors Authorized the Fire Chief to to apply for and accept grant funding from the U.S. Department of Homeland Security, Federal Emergency

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

Action of Board On: 11/13/2018  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: November 13, 2018

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

Contact: Aaron McAlister, Assistant Fire Chief 925-941-3300 x1103

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

Management Agency, Assistance to Firefighters Grant program in an amount not to exceed \$375,000.

On or about September 1, 2018, the Contra Costa County Fire Protection District (District) was notified that its application was successful and the District had been awarded \$318,341 as a federal share, with a required 10% local match by the District of \$31,834, for a total project cost of \$350,175. On or about September 4, 2018, the District accepted the award and began searching for an appropriate vehicle to purchase.

The District has identified a vehicle meeting its specifications and selected a vendor using the HGAC Cooperative Purchasing Program. Water tenders are used to supply large amounts of water, typically where there are no fire hydrants. The most common application is in the rural environment during wildland fires. Water tenders may also be used to deliver water to freeways, airports, hazardous materials incidents, and industrial fires. The District presently owns one water tender. The vehicle currently owned by the District is over 20 years old and will be removed from service when the subject vehicle is delivered.

CONSEQUENCE OF NEGATIVE ACTION:

The District would not be able to take advantage of this grant funding opportunity. Any delay in approval will have consequences in the manufacturing timeline which could cause grant performance period compliance concerns.



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: November 13, 2018

Subject: Automatic Aid Agreement Between Contra Costa County Fire Protection District and City of Benicia

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to enter into an Automatic Aid Agreement for Exchange of Fire, Rescue, and Emergency Medical Services Between the Contra Costa County Fire Protection District and the City of Benicia effective November 13, 2018.

**FISCAL IMPACT:**

The agreement does not contain any provisions for payments for services provided by either party. The fiscal impact is neutral.

**BACKGROUND:**

The attached agreement between the Contra Costa County Fire Protection District (District) and the City of Benicia Fire Department (City) is for the exchange of fire, rescue, and emergency medical services. This agreement memorializes the District and City's current practice of dispatching resources and responding to emergencies in the other agency's service area. The Automatic Aid Agreement does not include a financial component or reimbursement of any type

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

Action of Board On: **11/13/2018**  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: November 13, 2018

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

Contact: Lewis Broschard, Deputy Chief  
925-941-3300 x1101

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

for the services provided by either party.

In practice the District and City have had an automatic aid agreement continuously since 2012. The primary response area benefitting from the agreement is the Benicia Bridge due to limited access from both directions and the jurisdictional lines that exist approximately mid-span on the bridge.

Additionally, resources from both jurisdictions are often called to assist each other with providing station coverage during extended incidents or by providing aid directly to an incident in progress that is within close proximity to the other jurisdiction's boundary.

CONSEQUENCE OF NEGATIVE ACTION:

The agreement will not be approved and the District and City will not be able to provide mutually beneficial emergency response and incident support.

ATTACHMENTS

CCCFPD-City of Benicia Automatic Aid Agreement

AUTOMATIC AID AGREEMENT FOR EXCHANGE OF FIRE, RESCUE, AND  
EMERGENCY MEDICAL SERVICES BETWEEN THE CONTRA COSTA COUNTY FIRE  
PROTECTION DISTRICT AND THE CITY OF BENICIA

This Automatic Aid Agreement (“Agreement”) is entered into as of November 13, 2018 (the “Effective Date”), by and between the Contra Costa County Fire Protection District, a fire protection district existing under the laws of the State of California (the “Fire District”), and the City of Benicia, a municipal corporation (the “City,” and together with the Fire District, the “Parties,” and each a “Party” or “Agency”).

RECITALS

- A. The Fire District and the City provide fire, rescue, and emergency medical services within their respective boundaries.
- B. The Fire District and the City are geographically located in proximity to each other within the Counties of Solano and Contra Costa.
- C. The Fire District and the City desire to augment the fire protection they provide within their jurisdictional boundaries.
- D. It is of mutual benefit to the Fire District and the City if the services of each fire agency are in some circumstances extended outside the limits of each jurisdiction into the boundaries of the other.
- E. The Parties desire to enter into an automatic aid agreement where, under some circumstances, one Party will respond to a fire, rescue, or emergency medical incident occurring within the jurisdictional limits of the other Party. The goal is to lower response times to fire and medical emergencies, thereby providing a higher level of service for the West Contra Costa County area with currently available resources.
- F. Automatic aid is feasible because a portion of the jurisdictional boundaries of the Fire District and the City are adjacent.

NOW, THEREFORE, in consideration of the mutual covenants and conditions identified herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

- 1. Scope of Agreement. This Agreement authorizes each Agency to provide automatic assistance to the other Agency in responding to fires, medical emergencies, rescue and extraction situations, and other types of emergency incidents that are within the standard scope of services provided by each Party. The Parties agree to dispatch their respective assigned fire department units on an automatic basis to the other jurisdiction in accordance with the procedures and guidelines specified in the Operational Plan, which is attached hereto as Exhibit A and incorporated herein by reference (the “Operational Plan”). The specific details of the services to be provided under this Agreement and the general

operational policies, including, but not limited to, response areas and types of equipment, operational command, incident reports, dispatch and communications, training, response maps and preplans, and evaluation of effectiveness, are determined by the Fire District Fire Chief and the City Fire Chief in the Operational Plan. Procedural components of the Operational Plan may be amended by the mutual written agreement of the Fire District Fire Chief and the City Fire Chief. Any change in the Operational Plan that constitutes a change in policy shall be approved by the governing body of the Fire District and the governing body of the City.

2. Cross Connections to Communications Systems. Each Party shall, at its own expense, develop and provide for the necessary cross connections of its communications system to the communication system of the other.
3. Grid Mapping. Each Party shall, at its own expense, provide the other Party a predetermined grid mapping system designating the response area for its areas included in this Agreement.
4. Resource Availability. The Parties understand and agree that a Party's automatic aid response to a request for aid depends upon any existing emergency conditions within its own jurisdiction and the availability of its resources.
5. Other Agreements. Nothing in this Agreement limits the ability of either Party from agreeing to participate in more specific contracts for services, mutual assistance, or automatic response. Nothing in this Agreement limits the ability of either Party from providing emergency assistance to another jurisdiction that is not a participant in this Agreement.
6. Ownership of Equipment. Each Party shall retain ownership of any equipment or property it brings to the performance of this Agreement. Each Party shall be responsible for damages to or loss of its own equipment. Each Party waives the right to sue the other Party for any damages to or loss of its equipment, unless the damages or losses were caused by the willful misconduct or the negligent acts, errors, or omissions of the other Party or its officers, employees, or agents.
7. Administration of Agreement. For purposes of liaison and the administration of this Agreement, the Fire District Fire Chief and the City Fire Chief are designated as the representative of the respective Parties to this Agreement, and they shall be jointly responsible for administration of this Agreement.
8. Agency. While performing work, services, or functions under this Agreement, each Party's officers, agents, and employees are not the officers, agents, or employees of the other Party to this Agreement, regardless of the nature and extent of the acts performed. Each Party shall be solely responsible for the actions of its respective officers, agents, and employees while performing work, services, or functions under this Agreement.



9. Workers' Compensation. Each Party shall be solely liable to provide workers' compensation insurance coverage and pay valid claims for injuries or death to any of its officers, agents, or employees performing work, services, or functions under this Agreement, regardless of whether the other Party was directly or indirectly supervising the conduct of those persons. No Party shall assume any liability under workers' compensation laws or any other employers' liability laws on account of any work, service, or function performed by the other Party's officers, agents, or employees under this Agreement.
10. Indemnity. If it is determined by a court of law that the Fire District is liable for damage, injury, or death, of or to any person or the property of any person, as a result of the Fire District's negligence or willful misconduct in the performance of the services described by this Agreement, the Fire District will indemnify the City for the proportion of liability a court determines is directly attributable to the negligence of the Fire District, its governing body, officers, or employees. If it is determined by a court of law that the City is liable for damage, injury, or death, of or to any person or the property of any person, as a result of the City's negligence or willful misconduct in the performance of the services described by this Agreement, the City will indemnify the Fire District for the proportion of liability a court determines is directly attributable to the negligence of the City, its governing body, officers, or employees.
11. Notices. All correspondence regarding this Agreement, including invoices, payments, and notices, shall be directed to the following persons at the following addresses and telephone numbers:
- To the Fire District:  
Contra Costa County Fire Protection District  
4005 Port Chicago Hwy Suite 250  
Concord, CA 94520  
Attn: Operations Chief  
Telephone: (925) 941-3300
- To the City:  
City of Benicia Fire Department  
150 Military West  
Benicia, CA 94510  
Attn: Fire Chief  
Telephone: (707) 746-4275
12. Immunities. By entering into this Agreement, neither Party waives any of the immunities provided by the Government Code or other applicable provisions of law.
13. Third Parties. This Agreement shall not be construed as or deemed an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action hereunder for any cause whatsoever.

14. Term and Termination. This Agreement shall become operational and effective upon the Effective Date. The Agreement shall remain in effect until terminated by either Party. Either Party may terminate the Agreement at any time by giving written notice to the other Party at least 60 days prior to the date of termination.
15. Mutual Aid. In all matters involving mutual aid that are not expressly stated in the terms and conditions of this Agreement, the terms and conditions of the Disaster and Civil Defense Master Mutual Aid Agreement shall apply.

CONTRA COSTA COUNTY FIRE  
PROTECTION DISTRICT

CITY OF BENICIA

By: \_\_\_\_\_  
Fire Chief

By: \_\_\_\_\_  
Fire Chief

Approved as to form:  
Sharon L. Anderson, County Counsel

Approved as to form:

By: \_\_\_\_\_,  
Deputy County Counsel

By: \_\_\_\_\_  
City Attorney

**Exhibit A**  
TO THE AUTOMATIC AID AGREEMENT FOR EXCHANGE OF FIRE, RESCUE, AND  
EMERGENCY MEDICAL SERVICES BETWEEN THE CONTRA COSTA COUNTY FIRE  
PROTECTION DISTRICT AND THE CITY OF BENICIA

**OPERATIONAL PLAN**

This Operational Plan is authorized by the Automatic Aid Agreement for Exchange of Fire, Rescue, and Emergency Medical Services between the Contra Costa County Fire Protection District and the City of Benicia, dated November 13, 2018 (the "Agreement"), and is subject to the terms and conditions set forth in the Agreement.

The purpose of this Operational Plan is to specify the procedures for implementing the Agreement between the Contra Costa County Fire Protection District (the "Fire District") and the City of Benicia (the "City"). The identified fire agency resources will respond to emergencies as set forth below. Additional resources not described in this Operational Plan may be requested by the Incident Commander or appropriate dispatch center through normal mutual aid channels as outlined in the existing Disaster and Civil Defense Master Mutual Aid Agreement.

1. Definitions. For the purposes of this Operational Plan, the following definitions apply:

"Battalion Chief" means a fire officer capable of and responsible for commanding incident resources and overall scene management.

"BNC Dispatch" means the City of Benicia Communications Center.

"CAD" means computer-aided dispatch.

"CCRFCC" means the Contra Costa Regional Fire Communications Center.

"MDT" means mobile data terminal.

"NFIRS" means National Fire Incident Reporting System.

"Paramedic" means a fire agency resource providing advance life support services.

2. Amount, Type, and Areas of Response.

- A. In accordance with the dispatch procedures described in Section 5, the Fire District will automatically provide the requested apparatus to the City for response or move-up and cover, when Fire District resources are available.

- B. In accordance with the dispatch procedures described in Section 5, the City will automatically provide the requested apparatus to the Fire District for response or move-up and cover, when City resources are available.

3. Operational Command. The first officer who arrives at an incident will assume command until he or she transfers command or is relieved by a ranking chief officer. The highest-ranking officer from the authority having jurisdiction will have the ultimate authority to assume command. All operations will be conducted in a coordinated and organized manner.
4. Incident Reports. If units from both agencies respond to an incident, the unit of the agency having jurisdictional responsibility will prepare the NFIRS and other incident reports as necessary. If no units from the jurisdictional agency respond to an incident, units from the responding agency shall prepare the NFIRS and other incident reports as necessary. The responding agency shall provide copies of all incident reports to the jurisdictional agency upon request. For both Solano County and Contra Costa County emergency medical system protocols, a patient care report will be completed as necessary by the initial treating paramedic, regardless of agency affiliation.
5. Dispatch and Communications. When a call for service occurs in the Fire District, the CCRFCC CAD automatically determines the closest available unit or units and the appropriate type and number of units to respond. One or more units are then dispatched by the CCRFCC. When a call for service occurs in the City, the BNC CAD only recognizes response areas such that the closest unit or units for the geographical area are determined manually based on the CAD station sequence list. One or more units are then dispatched by the BNC Dispatch.
  - A. General Guidelines. Responses to calls for service will follow the general guidelines specified below:
    - i. When a call for service occurs in the Fire District and the CCRFCC CAD determines that the closest appropriate available unit or units are City resources, the CCRFCC will directly dispatch City resources as an automatic aid response in the Fire District. When a call for service occurs in the City and the BNC Dispatch determines that the closest available unit or units are Fire District resources, the BNC Dispatch will directly dispatch Fire District resources as an automatic aid response in the City.
    - ii. The CCRFCC and BNC Dispatch will immediately answer each other's phone calls to ensure timely notifications of an automatic aid response.
    - iii. All necessary information including address, type of emergency, tactical radio frequency, and related information that is available will be relayed to the responding units and updated as appropriate.
    - iv. If the requested unit is not available, or is located so as to result in an extended response time, or encounters delays resulting from seasonal, traffic, or other restrictions so as to result in an extended response time, the requesting agency's dispatch center will be immediately advised of the delay.

B. Specific Procedures. The following specific procedures will apply to calls for service:

- i. Automatic Aid to the City. Upon dispatch by the BNC Dispatch, Fire District resources will switch to the BNC Dispatch channel or incident talk group as directed for all incident communications after changing their status to “responding” via voice or MDT with CCRFCC. Status changes via the MDT shall occur in conjunction with verbal status changes with the BNC Dispatch. All requests for additional resources will be made through the BNC Dispatch.
- ii. Automatic Aid to the Fire District. Upon dispatch by the CCRFCC, City resources will switch to the CCRFCC dispatch channel or incident talk group as directed for all incident communications. All requests for additional resources will be made through the CCRFCC. Routine status changes (e.g., responding, at scene, available) shall be made primarily via the MDT when possible.

6. Training. Periodic interagency training will be conducted for the purpose of improving professional working relationships and operational coordination between the Fire District and City units. This training will be coordinated through the District Battalion Chiefs or senior Chief Officers and the City Battalion Chiefs or senior Chief Officers.

7. Complaints. The Fire District and the City will utilize a complaint process for operational issues to ensure that operations are conducted safely, expeditiously, and professionally. To assist in resolving issues, City Battalion Chiefs will direct all routine operational concerns to the Fire District Battalion Chief (BC-2) by email. The Fire District BC-2 or senior Chief Officer will investigate and reply in a timely manner. Any urgent operational concerns shall be directed to the on-duty Fire District BC-1 or 2. Conversely, Fire District Battalion Chiefs will notify the on-duty City Battalion Chief (BC-11) of any operational concerns by email. The City BC or senior Chief Officer will investigate and reply in a timely manner.

8. Response Maps and Preplans. Upon execution of this Operational Plan, each agency will provide the other with current standard response maps and will provide updated versions as changes occur.

9. Evaluation. The effectiveness of the procedures contained in this Operational Plan will be evaluated annually, or as significant changes occur, by the Fire District Fire Chief or his or her designee and the City Fire Chief or his or her designee.

CONTRA COSTA COUNTY FIRE  
PROTECTION DISTRICT

CITY OF BENICIA

By: \_\_\_\_\_  
Fire Chief

By: \_\_\_\_\_  
Fire Chief

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: November 13, 2018

Subject: Appropriation and Revenue Adjustment - Office of Traffic Safety Extrication Equipment

---

**RECOMMENDATION(S):**

APPROVE Appropriation and Revenue Adjustment No. 5024 authorizing new revenue in the amount of \$90,000 from the U. S. Department of Transportation, National Highway Traffic Safety Administration, California State Transportation Agency Office of Traffic Safety regional grant and appropriating it in the Contra Costa County Fire Protection District (7300) for the purchase of three sets of vehicle extrication equipment.

**FISCAL IMPACT:**

100% Federal. No local agency matching funds required.

**BACKGROUND:**

The Contra Costa County Fire Protection District received approval to apply for and accept funding from the California Office of Traffic Safety at the March 13, 2018, meeting of the Contra Costa County Fire Protection District Board of Directors. This revenue and appropriation adjustment authorizes new revenue from the regional grant and appropriates it for the purchase of three sets of vehicle extrication equipment. This is a regional grant award. As such, two sets of extrication equipment will be distributed to East Contra Costa Fire Protection District and the third set will remain with Contra Costa County Fire Protection District.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: 11/13/2018  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: November 13, 2018

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

Contact: Elizabeth Patterson, Fiscal Officer  
925-941-3300 x 1302

By: June McHuen, Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The District would not be able to take advantage of this grant funding opportunity.

AGENDA ATTACHMENTS

TC24/27 No. 5024

MINUTES ATTACHMENTS

Signed Approp Adj 5024

# 35653

CONTRA COSTA COUNTY  
ESTIMATED REVENUE ADJUSTMENT/  
ALLOCATION ADJUSTMENT  
TC/24

AUDITOR-CONTROLLER USE ONLY:	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input checked="" type="checkbox"/>	COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
7300	9569	Other Federal Aid	90,000.00	
TOTALS			90,000.00	0.00

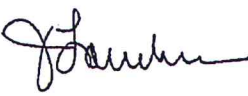
<p style="text-align: center;">APPROVED</p> <p>AUDITOR - CONTROLLER By: <u></u> Date <u>11/2/18</u></p> <p>COUNTY ADMINISTRATOR By: <u></u> Date <u>11/8/18</u></p> <p>BOARD OF SUPERVISORS</p> <p>YES:</p> <p>NO:</p> <p>By: _____ Date _____</p>	<p>EXPLANATION OF REQUEST</p> <p>To accept regional grant funding from the National Highway Traffic Safety Administration through the California Office of Traffic Safety to allow the Contra Costa County Fire Protection District to purchase three sets of vehicle extrication equipment.</p> <p>PREPARED BY: Jackie Lorrekovich TITLE: Chief of Administrative Services DATE: 10/22/2018</p> <p style="text-align: right;"><u></u></p> <p>REVENUE ADJ. JOURNAL NO.      RAOO <u>5024</u></p>
--	--



**CONTRA COSTA COUNTY  
APPROPRIATION ADJUSTMENT/  
ALLOCATION ADJUSTMENT  
T/C-27**

AUDITOR-CONTROLLER USE ONLY:	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input checked="" type="checkbox"/>	COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE >	INCREASE
7300	4956	Tools & Sundry Equipment		90,000.00
				90,000.00

<p align="center"><b>APPROVED</b></p> <p>AUDITOR - CONTROLLER By: <u>[Signature]</u> Date <u>11/2/18</u></p> <p>COUNTY ADMINISTRATOR By: <u>[Signature]</u> Date <u>11/8/18</u></p> <p>BOARD OF SUPERVISORS YES: NO:</p> <p>By: _____ Date _____</p>	<p><b>EXPLANATION OF REQUEST</b></p> <p>To appropriate regional grant funds for the acquisition of three sets of vehicle extrication equipment: two sets of Amkus brand for ECCFPD and one set of Hurst brand for CCCFPD.</p> <p align="right">             PREPARED BY: Jackie Lorrekovich            TITLE: Chief of Administrative Services            DATE: 10/22/18         </p> <p align="right">           APPROPRIATION <u>APOO 5024</u>            ADJ. JOURNAL NO.         </p>
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**CONTRA COSTA COUNTY  
ESTIMATED REVENUE ADJUSTMENT/  
ALLOCATION ADJUSTMENT  
TC/24**

<b>AUDITOR-CONTROLLER USE ONLY:</b>	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input checked="" type="checkbox"/>	COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
7300	9569	Other Federal Aid	90,000.00	
<b>TOTALS</b>			<b>90,000.00</b>	<b>0.00</b>

<p align="center"><b>APPROVED</b></p> <p><b>AUDITOR - CONTROLLER</b> By: <u>[Signature]</u> Date <u>11/2/18</u></p> <p><b>COUNTY ADMINISTRATOR</b> By: <u>[Signature]</u> Date <u>11/8/18</u></p> <p><b>BOARD OF SUPERVISORS</b></p> <p>YES: Gioia, Andersen, Burgis, Mitchoff, Glover NO: None</p> <p>By: <u>[Signature]</u> Date <u>11-13-18</u></p>	<p><b>EXPLANATION OF REQUEST</b></p> <p>To accept regional grant funding from the National Highway Traffic Safety Administration through the California Office of Traffic Safety to allow the Contra Costa County Fire Protection District to purchase three sets of vehicle extrication equipment.</p> <p align="right">PREPARED BY: <u>Jackie Lorekovich</u> TITLE: <u>Chief of Administrative Services</u> DATE: <u>10/22/2018</u></p> <p align="right">REVENUE ADJ. JOURNAL NO.      RAOO <u>5024</u></p>
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**CONTRA COSTA COUNTY  
APPROPRIATION ADJUSTMENT/  
ALLOCATION ADJUSTMENT  
T/C-27**

**AUDITOR-CONTROLLER USE ONLY:**  
FINAL APPROVAL NEEDED BY:  
 BOARD OF SUPERVISORS  
 COUNTY ADMINISTRATOR  
 AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
7300	4956	Tools & Sundry Equipment		90,000.00
				90,000.00

**APPROVED**

**AUDITOR - CONTROLLER**  
By: [Signature] Date 11/2/18

**COUNTY ADMINISTRATOR**  
By: [Signature] Date 11/8/18

**BOARD OF SUPERVISORS**  
YES: Gioia, Andersen, Burgis, Mitchoff, Glover  
NO: None

By: [Signature] Date \_\_\_\_\_  
11-13-18

**EXPLANATION OF REQUEST**

To appropriate regional grant funds for the acquisition of three sets of vehicle extrication equipment: two sets of Amkus brand for ECCFPD and one set of Hurst brand for CCCFPD.

[Signature]

PREPARED BY: Jackie Lorrekovich  
TITLE: Chief of Administrative Services  
DATE: 10/22/18

APPROPRIATION AF00 5024  
ADJ. JOURNAL NO.



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: November 13, 2018

Subject: Add Nine (9) Firefighter-Paramedic Recruit Positions

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22370 to add nine (9) Firefighter-Paramedic Recruit (RP7A) (represented) positions at Salary Plan and Grade 4N5 1583 (\$6,959.62) in the Contra Costa County Fire Protection District.

**FISCAL IMPACT:**

The SAFER grant budget is approximately \$5 million over three years. The Federal share is approximately \$3.1 million and the District's share is approximately \$1.9 million. The cost share requirement for the FY 2017 SAFER grant awards is significant. The Period of Performance is three years. No extensions beyond three years will be allowed. During that three-year period, the District will be responsible for providing a 25% cost share in the first and second years and a 65% cost share in the third year. Additionally, FY 2017 awards limit position costs to the usual annual cost of a first-year firefighter at the time of the grant application. The District will be responsible for funding 100% of merit increments and negotiated wage increases over three years. It should be noted that the FY 2017 SAFER grant application was submitted on April 27, 2018, and, therefore, project costing could not include the July 1, 2018, wage increase.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **11/13/2018**  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: November 13, 2018

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

Contact: Jackie Lorrekovich, Chief Admin  
Svcs (925) 941-3300 x1300

By: June McHuen, Deputy

cc: Paul Reyes, Jackie Lorrekovich

## BACKGROUND:

On August 24, 2018, the Contra Costa County Fire Protection District (District) was awarded a three-year federal grant in the amount of \$4,976,451 to fill nine (9) Firefighter or Firefighter-Paramedic positions. The grant was awarded by the Federal Emergency Management Agency. The grant program is Staffing for Adequate Fire and Emergency Response, also known as SAFER. This authorizes the Contra Costa County Fire Protection District (District) to accept the award for a fiscal year (FY) 2017 Staffing for Adequate Fire and Emergency Response (SAFER) grant.

The purpose of SAFER grants is to provide funding directly to fire departments to assist them in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate protection from fire and fire-related hazards. A fire company is typically staffed with a captain, an engineer, and a firefighter, at least one of which is a paramedic. With this grant, the District intends to add a fourth position, a Firefighter or Firefighter-Paramedic classification, on our busiest ladder truck companies at Fire Station 6 in Concord, Fire Station 83 in Antioch, and Fire Station 84 in Pittsburg.

On September 18, 2018, the Fire Board of Directors authorized the Fire Chief to accept the FY 2017 SAFER grant. The grant period of performance (i.e., the date of eligibility for reimbursement) begins February 18, 2019. Plans are underway to start a fire academy in February 2019. After completion of the fire academy, successful recruits will graduate and be placed in fully operational front line positions. The classifications of Firefighter Recruit and Firefighter-Paramedic Recruit are flexibly staffed. Upon successful completion of the District's fire academy, recruits are promoted to Firefighter or Firefighter-Paramedic (depending on the EMS certification they hold).

## CONSEQUENCE OF NEGATIVE ACTION:

If action is not approved, the District will be unable to fill grant-funded positions.

## AGENDA ATTACHMENTS

P300 No. 22370

## MINUTES ATTACHMENTS

Signed P300 22370

**POSITION ADJUSTMENT REQUEST**

NO. 22370  
DATE 10/2/18

Department CCC Fire Protection District Department No./  
Budget Unit No. 7300 Org No. 7300 Agency No. 70  
Action Requested: Add nine (9) Firefighter-Paramedic Recruit (RP7A) positions.

Proposed Effective Date: 12/1/2018

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$1,732,850.00 Net County Cost \$0.00  
Total this FY \$500,800.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 75% Federal Grant Award; 25% District Match (General Fund)

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

Jackie Lorrekovich

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes

10/25/2018

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/25/2018

Adopt Position Adjustment Resolution No.22370 to add nine (9) Firefighter-Paramedic Recruit (RP7A) (represented) at salary plan and grade 4N5 1583 (\$6,959.62) in the Contra Costa County Fire Protection District.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

Marta Goc

10/25/2018

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/6/18

Approve Recommendation of Director of Human Resources  
 Disapprove Recommendation of Director of Human Resources  
 Other: \_\_\_\_\_

Paul Reyes

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  DISAPPROVED

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

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

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

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date 11/6/2018

No. xxxxxx

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

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

USE ADDITIONAL PAPER IF NECESSARY

POSITION ADJUSTMENT REQUEST

C.10 FPD

NO. 22370
DATE 10/2/18

Department CCC Fire Protection District
Department No./ Budget Unit No. 7300 Org No. 7300 Agency No. 70
Action Requested: Add nine (9) Firefighter-Paramedic Recruit (RP7A) positions.

Proposed Effective Date: 12/1/2018

Classification Questionnaire attached: Yes [ ] No [x] / Cost is within Department's budget: Yes [x] No [ ]

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$1,732,850.00 Net County Cost \$0.00
Total this FY \$500,800.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 75% Federal Grant Award; 25% District Match (General Fund)

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

Jackie Lorrekovich

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes

10/25/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/25/2018

Adopt Position Adjustment Resolution No.22370 to add nine (9) Firefighter-Paramedic Recruit (RP7A) (represented) at salary plan and grade 4N5 1583 (\$6,959.62) in the Contra Costa County Fire Protection District.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [x] Day following Board Action.
[ ] (Date)

Marta Goc

10/25/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/6/18

[x] Approve Recommendation of Director of Human Resources
[ ] Disapprove Recommendation of Director of Human Resources
[ ] Other:

Paul Reyes

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

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

Adjustment is APPROVED [x] DISAPPROVED [ ]

DATE November 13 2018

BY [Signature]

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

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

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





Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: November 13, 2018

Subject: Appropriation and Revenue Adjustment - Type 1 Tactical Water Tender

---

**RECOMMENDATION(S):**

APPROVE Appropriation and Revenue Adjustment No. 5028 authorizing revenue in the amount of \$318,341 from the U.S. Department of Homeland Security, Federal Emergency Management Agency, Assistance to Firefighters Grant and \$47,000 from the Contra Costa County Fire Protection District (CCCFPD) General Operating Fund Balance and appropriating it in CCCFPD (7300) for the purchase of a Type 1 Tactical water tender.

**FISCAL IMPACT:**

\$318,341 Federal. The District's maximum potential contribution will be \$46,659, which includes the 10% required match of \$31,834. The District match will come from fund balance.

**BACKGROUND:**

On March 13, 2018, the Board of Directors authorized the Fire Chief to apply for and accept grant funding from the U.S. Department of Homeland Security, Federal Emergency Management Agency, Assistance to Firefighters Grant program in an amount not to exceed \$375,000. On or about September 1, 2018, the District was notified our application was successful and we had been awarded \$318,341 as a Federal share. The District's required match of ten percent (10%) is \$31,834

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/13/2018**  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: November 13, 2018

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

Contact: Elizabeth Patterson, Fiscal Officer  
925-941-3300 x 1302

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

for a total project of \$350,175. On or about September 4, 2018, the District accepted the award and began searching for an appropriate vehicle to purchase. The District has identified a vehicle meeting our specifications and selected a vendor using the HGAC Cooperative Purchasing Program. Water tenders are used to supply large amounts of water typically where there are no fire hydrants. The most common application is in the rural environment during wildland fires. Water tenders may also be used to deliver water to freeways, airports, hazardous materials incidents and industrial fires. The District presently owns one water tender. This vehicle is over 20 years old and will be removed from service when the new vehicle arrives.

CONSEQUENCE OF NEGATIVE ACTION:

The District would not be able to take advantage of this grant funding opportunity.

AGENDA ATTACHMENTS

TC24/27 No. 5028

MINUTES ATTACHMENTS

Signed Approp Adj 5028

**CONTRA COSTA COUNTY  
ESTIMATED REVENUE ADJUSTMENT/  
ALLOCATION ADJUSTMENT  
TC/24**

<b>AUDITOR-CONTROLLER USE ONLY:</b>
FINAL APPROVAL NEEDED BY:
<input checked="" type="checkbox"/> BOARD OF SUPERVISORS
<input checked="" type="checkbox"/> COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/> AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
7300	9569	Federal Aid	318,341.00	
7300	8981	Fund Balance	47,000.00	
<b>TOTALS</b>			<b>365,341.00</b>	<b>0.00</b>

**APPROVED**

**AUDITOR - CONTROLLER**  
By:  Date 11/2/18

**COUNTY ADMINISTRATOR**  
By:  Date 11/8/18

**BOARD OF SUPERVISORS**

YES:  
NO:

By: \_\_\_\_\_ Date \_\_\_\_\_

**EXPLANATION OF REQUEST**

To accept revenue from the Federal Emergency Management Agency (FEMA), Assistance to Firefighters Grant and from the CCCFPD general fund balance for the purchase of a tactical water tender for fire suppression.

PREPARED BY: Jackie Lorrekovich  
TITLE: Chief of Administrative Services  
DATE: 11/1/2018

REVENUE ADJ. JOURNAL NO. RAOO 5028

# 35796

CONTRA COSTA COUNTY  
APPROPRIATION ADJUSTMENT/  
ALLOCATION ADJUSTMENT  
T/C-27

AUDITOR-CONTROLLER USE ONLY:  
FINAL APPROVAL NEEDED BY:  
 BOARD OF SUPERVISORS  
 COUNTY ADMINISTRATOR  
 AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	< DECREASE >	INCREASE
7300	4953	Autos & Trucks		365,341.00
				365,341.00

APPROVED

AUDITOR - CONTROLLER  
By: *[Signature]* Date 11/2/18

COUNTY ADMINISTRATOR  
By: *[Signature]* Date 4/8/18

BOARD OF SUPERVISORS  
YES:  
NO:

By: \_\_\_\_\_ Date \_\_\_\_\_

EXPLANATION OF REQUEST

To appropriate funds for the purchase of a tactical water tender for fire suppression.

*[Signature]*

PREPARED BY: Jackie Lorrekovich  
TITLE: Chief of Administrative Services  
DATE: 11/1/18

APPROPRIATION APOO 5028  
ADJ. JOURNAL NO.

# 35746

**CONTRA COSTA COUNTY  
ESTIMATED REVENUE ADJUSTMENT/  
ALLOCATION ADJUSTMENT  
TC/24**

<b>AUDITOR-CONTROLLER USE ONLY:</b>	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input checked="" type="checkbox"/>	COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
7300	9569	Federal Aid	318,341.00	
7300	8981	Fund Balance	47,000.00	
<b>TOTALS</b>			<b>365,341.00</b>	<b>0.00</b>

<p align="center"><b>APPROVED</b></p> <p><b>AUDITOR – CONTROLLER</b> By: <u></u> Date <u>11/2/18</u></p> <p><b>COUNTY ADMINISTRATOR</b> By: <u></u> Date <u>11/8/18</u></p> <p><b>BOARD OF SUPERVISORS</b> YES: Gioia, Andersen, Burgis, Mitchoff, Glover NO: None</p> <p>By: <u></u> Date <u>11-13-18</u></p>	<p align="center"><b>EXPLANATION OF REQUEST</b></p> <p>To accept revenue from the Federal Emergency Management Agency (FEMA), Assistance to Firefighters Grant and from the CCCFPD general fund balance for the purchase of a tactical water tender for fire suppression.</p> <p>PREPARED BY: <u>Jackie Lorrekovich</u> TITLE: <u>Chief of Administrative Services</u> DATE: <u>11/1/2018</u></p> <p align="right"><u></u></p> <p>REVENUE ADJ. JOURNAL NO. RAOO <u>5028</u></p>
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# 35796

2.11

**CONTRA COSTA COUNTY  
 APPROPRIATION ADJUSTMENT/  
 ALLOCATION ADJUSTMENT  
 T/C-27**

<b>AUDITOR-CONTROLLER USE ONLY:</b>
FINAL APPROVAL NEEDED BY:
<input checked="" type="checkbox"/> BOARD OF SUPERVISORS
<input checked="" type="checkbox"/> COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/> AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
7300	4953	Autos & Trucks		365,341.00
				365,341.00

**APPROVED**

**AUDITOR - CONTROLLER**  
 By:  Date 11/2/18

**COUNTY ADMINISTRATOR**  
 By:  Date 4/8/19

**BOARD OF SUPERVISORS**  
 YES: Gioia, Andersen, Burgis, Mitchoff, Glover  
 NO: None

By:  Date 11-13-18

**EXPLANATION OF REQUEST**

To appropriate funds for the purchase of a tactical water tender for fire suppression.

PREPARED BY: Jackie Lorrekovich  
 TITLE: Chief of Administrative Services  
 DATE: 11/1/18

APPROPRIATION APOO 5028  
 ADJ. JOURNAL NO.



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: November 13, 2018

Subject: Appropriation and Revenue Adjustment - Type 5 Wildland Apparatus

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**RECOMMENDATION(S):**

APPROVE Appropriation and Revenue Adjustment No. 5025 authorizing revenue in the amount of \$280,000 from Antioch development impact fees and \$280,000 from CCCFPD General Operating Fund Balance and appropriating it in the Contra Costa County Fire Protection District (7300) for the purchase of two Type 5 wildland firefighting apparatus.

**FISCAL IMPACT:**

50% Antioch development impact fees and 50% CCCFPD General Operating Fund Balance.

**BACKGROUND:**

The Contra Costa County Fire Protection District (District) is charged with fighting wildland fires as part of its primary mission of providing fire protection. The apparatus used for fighting wildland fires is specialized and requires a configuration and specifications not common to the typical municipal fire department pumper. The apparatus used for fighting wildland fires require four-wheel drive, a short wheel base, the ability to carry a supply of specialized wildland firefighting equipment, and interior seating capacity for up to four firefighters.

The District currently operates a fleet of

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: 11/13/2018  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: November 13, 2018

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

Contact: Elizabeth Patterson, Fiscal Officer  
925-941-3300 x 1302

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

twelve (12) Type III Engines and five (5) Type II engines that have been reconfigured for wildland firefighting. With this purchase we are targeting a portion of our oldest wildland engines manufactured in 2000 for replacement. These vehicles have a hydrostatic pump system that is no longer utilized by the District and poses training challenges.

These Type 5 engines have a lower center of gravity and lower overall profile enabling the vehicle to access areas otherwise not accessible. They have a lower GVW and may be able to access areas heavy vehicles cannot. They have a 400 gallon water tank, a 40 gallon foam tank and a 175 gallon per minute pump.

The National Fire Protection Association (NFPA) recommends a maximum of 15 years for front-line service for these types of apparatus. We selected a Type 5 engines designed by similar municipal fire department and recommend purchasing two of these units as part of the HGAC Cooperative Purchasing program. This system allows local government agencies to procure goods and services already competitively bid and awarded.

The District has a threat of wildland urban interface fires similar to the conditions found in last year's North Bay fires in Napa, Sonoma, and Solano County. The acquisition of two engines will have a positive impact on District operations and public safety. Investing in our wildland fleet will allow the District to have modern, more reliable equipment available for fires that occur in the wildland urban interface areas.

CONSEQUENCE OF NEGATIVE ACTION:

The District would continue to operate 18 year old apparatus as front line apparatus during fire season.

AGENDA ATTACHMENTS

TC24/27 No.5025

MINUTES ATTACHMENTS

Signed Approp Adj 5025



#35765

CONTRA COSTA COUNTY  
ESTIMATED REVENUE ADJUSTMENT/  
ALLOCATION ADJUSTMENT  
TC/24

AUDITOR-CONTROLLER USE ONLY:	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input checked="" type="checkbox"/>	COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
7300	9743	Fire District Developer Fees	280,000.00	
7300	8981	Fund Balance	280,000.00	
TOTALS			560,000.00	0.00

<p style="text-align: center;"><b>APPROVED</b></p> <p>AUDITOR - CONTROLLER By: <u></u> Date <u>11/2/18</u></p> <p>COUNTY ADMINISTRATOR By: <u></u> Date <u>11/8/18</u></p> <p>BOARD OF SUPERVISORS</p> <p>YES:</p> <p>NO:</p> <p>By: _____ Date _____</p>	<p><b>EXPLANATION OF REQUEST</b></p> <p>To accept revenue from Antioch development impact fees and from the CCCFPD general fund balance for the purchase of two Type 5 wildland firefighting vehicles.</p> <p>PREPARED BY: Jackie Lorrekovich TITLE: Chief of Administrative Services DATE: 10/31/2018 <u></u></p> <p>REVENUE ADJ. JOURNAL NO. RAOO <u>5025</u></p>
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**CONTRA COSTA COUNTY  
APPROPRIATION ADJUSTMENT/  
ALLOCATION ADJUSTMENT  
T/C-27**

AUDITOR-CONTROLLER USE ONLY:	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input checked="" type="checkbox"/>	COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
7300	4953	Autos & Trucks		560,000.00
				560,000.00

**APPROVED**

AUDITOR - CONTROLLER  
 By: [Signature] Date 11/2/18

COUNTY ADMINISTRATOR  
 By: [Signature] Date 11/8/18

BOARD OF SUPERVISORS  
 YES:  
 NO:

By: \_\_\_\_\_ Date \_\_\_\_\_

**EXPLANATION OF REQUEST**

To appropriate funds for the acquisition of two Type 5 wildland firefighting apparatus.

[Signature]

PREPARED BY: Jackie Lorrekovich  
 TITLE: Chief of Administrative Services  
 DATE: 10/31/18

APPROPRIATION AP00 5025  
 ADJ. JOURNAL NO.

**CONTRA COSTA COUNTY  
ESTIMATED REVENUE ADJUSTMENT/  
ALLOCATION ADJUSTMENT  
TC/24**

<b>AUDITOR-CONTROLLER USE ONLY:</b>	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input checked="" type="checkbox"/>	COUNTY ADMINISTRATOR
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<b>TOTALS</b>			<b>560,000.00</b>	<b>0.00</b>

**APPROVED**

**AUDITOR - CONTROLLER**  
By: [Signature] Date 11/2/18

**COUNTY ADMINISTRATOR**  
By: [Signature] Date 11/8/18

**BOARD OF SUPERVISORS**  
YES: Gioia, Andersen, Burgis, Mitchoff, Glover  
NO: None

By: [Signature] Date 11-13-18

**EXPLANATION OF REQUEST**

To accept revenue from Antioch development impact fees and from the CCCFPD general fund balance for the purchase of two Type 5 wildland firefighting vehicles.

PREPARED BY: Jackie Lorrekovich  
TITLE: Chief of Administrative Services  
DATE: 10/31/2018

REVENUE ADJ. JOURNAL NO.      RAOO 5025

**CONTRA COSTA COUNTY  
APPROPRIATION ADJUSTMENT/  
ALLOCATION ADJUSTMENT  
T/C-27**

**AUDITOR-CONTROLLER USE ONLY:**  
FINAL APPROVAL NEEDED BY:  
 BOARD OF SUPERVISORS  
 COUNTY ADMINISTRATOR  
 AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
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				560,000.00

**APPROVED**

**AUDITOR - CONTROLLER**  
By: [Signature] Date 11/2/18

**COUNTY ADMINISTRATOR**  
By: [Signature] Date 11/8/18

**BOARD OF SUPERVISORS**  
YES: Gioia, Andersen, Burgis, Mitchoff, Glover  
NO: None

By: [Signature] Date 11-13-18

**EXPLANATION OF REQUEST**

To appropriate funds for the acquisition of two Type 5 wildland firefighting apparatus.

[Signature]

PREPARED BY: Jackie Lorrekovich  
TITLE: Chief of Administrative Services  
DATE: 10/31/18

APPROPRIATION AF00 5025  
ADJ. JOURNAL NO.