

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

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

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

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

ANNOTATED AGENDA & MINUTES
February 12, 2019

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

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

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

Adjourned today's meeting at 2:05 p.m.

CONSIDER CONSENT ITEMS (Items listed as C.1 through C.5 on the following agenda) –
Items are subject to removal from Consent Calendar by request of any Director or on request
for discussion by a member of the public. **Items removed from the Consent Calendar will
be considered with the Discussion Items.**

DISCUSSION ITEMS

D. 1 CONSIDER Consent Items previously removed.

There were no items removed for consideration.

D. 2 PUBLIC COMMENT (2 Minutes/Speaker)

Bryan Scott, resident of east county, did not wish to speak, but provided the Board with written commentary on the recent structure fire in Bethel Island and the funding issues that contribute to delayed response times (attached);

Stephen F. Smith, resident of Brentwood, spoke on the letter submitted by Bryan Scott regarding East County Fire Protection District, noting that a news outlet has corrected the quoted erroneous statement about the availability of responders. Mr. Smith noted that the fire engine had been sent to an incorrect address initially, and was not informed for 20 minutes that a person was missing, by which time the structure was fully engulfed in flames. He wanted the public record clarified, and offers his condolences to family and friends affected by the tragic loss of life.

While the Board cannot take action on public comment, they did express concerns over response coverage, particularly in the Antioch area, which is served by East County Fire. Staff will place an item on an upcoming agenda to address the matter.

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

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

CONSENT ITEMS

C.1 APPROVE and AUTHORIZE the Fire Chief, or designee, to accept grant funding from the California Department of Fish and Wildlife, Office of Spill Prevention and Response, Oil Spill Response Equipment grant, in an amount not to exceed \$35,000, for the purchase of oil spill response equipment and training. (100% State)

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

C.2 APPROVE Position Adjustment Resolution No. 22423 to add one Clerical Supervisor (represented) position and cancel one Clerk-Senior Level (represented) position to the Contra Costa County Fire Protection District. (100% CCCFPD General Operating Fund)

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 including modified indemnification language with Ricoh USA, Inc., in an amount not to exceed \$75,000, for document scanning services for the period February 12, 2019, through February 11, 2020. (100% CCCFPD Operating Fund)

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 execute a purchase contract with Golden State Fire Apparatus, Inc., in an amount not to exceed \$1,300,000 for the manufacture and purchase of a Type One Hazardous Materials Response Vehicle for emergency response and mitigation of hazardous material incidents. (100% CCCFPD Operating Fund)

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

- C.5** Contra Costa County Fire Protection District (7300): APPROVE Appropriation and Revenue Adjustment No. 5051 authorizing revenue in the amount of \$30,000 from CCCFPD General Operating Fund Balance and appropriating it in the Contra Costa County Fire Protection District (7300) for the purchase of vehicle rescue equipment. (100% 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.

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www.co.contra-costa.ca.us

ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, February 25, 2019 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: February 12, 2019

Subject: Fire Chief's Report - February 12, 2019

RECOMMENDATION(S):

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

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/12/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

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

ATTESTED: February 12, 2019

, County Administrator and Clerk of the Board of Supervisors

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

By: June McHuen, Deputy

cc:

ATTACHMENTS

Fire Chiefs February 2019
Report



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

February 12, 2019

TO: Board of Directors

FROM: Jeff Carman, Fire Chief

RE: Fire Chief's Report

- Fire Station 16 (Lafayette): The roof is on and the framing is complete. The HVAC, electrical and plumbing have been roughed in, and we are preparing for windows and exterior finishes. Sheetrock is expected to arrive this month, and we will begin to work on interior finishes. The building should be substantially complete by late March and potentially occupied in April. The timeline has been affected by weather and the ability to secure utility services. We will plan a groundbreaking ceremony as the final completion date become clear.
- Fire Station 70 (San Pablo): The District received three bids for the project. We are currently performing due diligence on the low bidder and vetting any contractual issues. We will return to the Board in March with an intent to award the contract and potentially issue a notice to proceed with construction in April. We are already attempting to establish site utilities based on our experience with the Lafayette project.
- Fire Station 9 (Pacheco): We continue to meet with airport staff on the potential site layout. We are early in the CEQA process, and our goal is to have CEQA completed and architectural drawings approved by the end of 2019. We are working with Capital Projects to pre-qualify bidders in spring of 2019.
- Fire Station 86 (Bay Point): The site layout is complete and the CEQA process is in progress. The District has been meeting with neighboring property owners and sharing the site plans. We will be presenting to the Bay Point Municipal Advisory Council in May 2019. Our goal is to have CEQA complete and architectural drawings approved by the end of 2019. We are working with Capital Projects to prequalify bidders in spring of 2019.
- Fire District personnel recently inspected four new fire engines and a new ladder truck at the manufacturer's facility in Appleton, Wisconsin. The inspection went very well and the new apparatus should arrive within the next few weeks. These new apparatus will replace existing apparatus that are due for replacement as a result of heavy use and high mileage. In addition, two new wildland fire engines arrived last week and will be placed into service prior to the 2019 wildland fire season. These new apparatus will replace existing wildland apparatus which will be placed into

reserve status. This is an improvement for the District as we have not had reserve wildland apparatus in the past.

- Academy 52, the first accredited academy in the history of the Fire District, will graduate 24 recruits on February 14. These recruits will fill existing vacancies and allow us to place Engine 16 into service in Lafayette. Academy 53 will begin on February 19 with 21 recruits and graduate in late spring/early summer 2019. The District saw the need to hold back-to-back academies this year in order to keep vacancies to a minimum as we head into another wildland fire season. While our aim was to place 30 recruits into Academy 53, we are experiencing a shortage of qualified firefighters and paramedics. Our recruitment numbers were down over 50% in 2018. We are currently in a recruitment process and anxiously awaiting the data in hopes that the volume of candidates returns to normal levels.
- One of our senior fire investigators, Vic Massenkoff, retired from the Fire District in January. Vic was an excellent investigator who helped arrest and convict several arsonists over the course of his career. As our fire investigation unit is extremely busy, and the arson problem in our county is significant, finding a replacement for Vic was a difficult task. Fortunately, we were able to recruit Glenn Myer, a fire investigator from the Solano County District Attorney's office who has extensive experience and will be a great addition to our team.
- The auto/mutual aid issue with East Contra Costa Fire continues to tax our organization, and we have been working with their fire chief in an effort to assure we are both operating as efficiently as possible under the circumstances. Unfortunately, after reviewing the data from CY 2018, it is clear we need to make additional changes to the aid program. The numbers indicate that ConFire resources spent over 564 hours assisting East Contra Costa Fire, while East Contra Costa Fire resources only spent 172 hours assisting us – a 3:1 ratio. In addition, under the current system, over 30% of the resources requested from ConFire never arrived on scene but were committed to response for almost 90 hours. With the rapid growth in call volume that both agencies are experiencing, this level of commitment cannot be sustained. At the March meeting, I hope to present to the Board an alternative plan that will reduce the level of commitment, better balance the commitment for each agency, and result in a more efficient aid agreement.
- The ambulance transport program continues to perform at very high levels allowing us to meet our response time goals 95-96% of the time and maintain very low response times county wide. I look forward to presenting our annual report to the Board at our March meeting.
- As you know, Captain Roger Harless passed away unexpectedly in January due to a cardiac ailment. Captain Harless was a well-known and respected firefighter for 29 years and, because he was assigned to Fire Station 11 in Clayton for a number of years, he was known as one of "Clayton's firefighters." The Fire District assisted with Captain Harless' funeral, and fire companies were brought in from many of our surrounding agencies to allow on-duty personnel to attend his services. I want to

thank the many agencies – including police, fire, and EMS – who united in support of our efforts to assure a proper send-off for Captain Harless.

- As mentioned before, our Fire District has an ongoing and significant problem with arson. Our fire investigation unit is tasked with many arson fires each month and has made several high-profile serial arsonist arrests over the last several years. I am pleased to report that one of those serial arsonists was sentenced last week to 19 years in prison. This investigation, arrest, and sentencing is the result of a team effort between our fire investigators, local law enforcement, and the district attorney's office.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: February 12, 2019

Subject: Oil Spill Response Equipment Grant

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to accept grant funding from the California Department of Fish and Wildlife, Office of Spill Prevention and Response, Oil Spill Response Equipment grant, in an amount not to exceed \$35,000, for the purchase of oil spill response equipment and training.

FISCAL IMPACT:

100% State; matching funds are not required.

BACKGROUND:

The California Department of Fish and Wildlife, Office of Spill Prevention and Response provides grant funds for local agencies at risk of an oil spill to purchase response equipment to contain a spill or protect local resources. The Contra Costa County Fire Protection District (District) plans to purchase a mobile trailer, 1,000 feet of containment boom, absorbent material, personal protective equipment, and a boom deployment-training course.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not be able to take advantage of this funding opportunity to obtain equipment and training to help mitigate the effects an oil spill.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 02/12/2019 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

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

ATTESTED: February 12, 2019

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:



**Contra
Costa
County**

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: February 12, 2019

Subject: Add one Clerical Supervisor (represented) position and cancel one Clerk-Senior Level (represented) position at the CCC Fire Protection District

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22423 to add one (1) Clerical Supervisor (JWHF) (represented) position at salary plan and grade K6X 1290 (\$4,393-\$5,610) and cancel one (1) Clerk-Senior Level (JWXC) (represented) position number 5700 at salary plan and grade 3RX 1033 (\$3,406 - \$4,350) in the Contra Costa County Fire Protection District.

FISCAL IMPACT:

Approval of this action will result in cost increase of approximately \$18,297, including \$312 in pension costs annually. The total annual pension cost of the position is \$16,659.

BACKGROUND:

The Fire Prevention Bureau (FPB) provides fire prevention services through comprehensive inspections and code enforcement, plan review and engineering services, public education, fire investigations, and exterior hazard control to ensure properties are properly constructed in accordance with local and state codes. The FPB is supported by a unit of seven (7) full time clerical staff. The clerical team also provides reception and overall administrative support to the District and is currently being supervised by a Fire Prevention Captain.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/12/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

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

ATTESTED: February 12, 2019

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

Contact: Holly Trieu
925-941-3300 ext. 1301

By: June McHuen, Deputy

cc: Holly Trieu

BACKGROUND: (CONT'D)

This request is to cancel a vacant Clerk-Senior Level position and add a Clerical Supervisor, which will be responsible for supervising the unit, drafting and implementing related policies, procedures and guidelines for clerical staff, and providing support and ongoing training to staff. The Clerical Supervisor will also ensure that staff provide timely and appropriate customer service at the reception and during telephone calls. The Clerical Supervisor classification is a more appropriate classification to supervise the unit and will free up the Fire Prevention Captain to focus on supervising newly hired Fire Inspectors, conducting and developing training programs for Fire Inspectors, and performing Fire Investigation Unit duties.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Fire Prevention Bureau will not be able to fully utilize Fire Prevention Captains for their intended role and will continue a less than effective supervisory model for clerical personnel.

AGENDA ATTACHMENTS

P300 22423

MINUTES ATTACHMENTS

Signed P300 22423

POSITION ADJUSTMENT REQUEST

NO. 22423
DATE 1/23/2019

Department CCC Fire Protection District

Department No./

Budget Unit No. 7300 Org No. 7300 Agency No. 70

Action Requested: Add one (1) Clerical Supervisor (JWHF) (represented) position and cancel one (1) vacant Clerk-Senior Level (JWXC) (represented) position number 5700 in the Contra Costa County Fire Protection District.

Proposed Effective Date: 02/12/2019

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 \$18,297.00

Net County Cost \$0.00

Total this FY \$6,099.16

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT NA - Projected Cost Savings

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

Jackie Lorrekovich, Chief, Admin Svcs

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes

1/29/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/30/2019

Add one (1) Clerical Supervisor (JWHF) (represented) position at salary plan and grade K6X 1290 (\$4,393-\$5,610) and cancel one (1) Clerk-Senior Level (JWXC) (represented) position number 5700 at salary plan and grade 3RX 1033 (\$3,406 - \$4,350) 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)

Amanda Monson

1/30/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 2/7/2019

☒ 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 2/7/2019

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

NO. 22423
DATE 1/23/2019

Department CCC Fire Protection District

Department No./

Budget Unit No. 7300 Org No. 7300 Agency No. 70

Action Requested: Add one (1) Clerical Supervisor (JWHF) (represented) position and cancel one (1) vacant Clerk-Senior Level (JWXC) (represented) position number 5700 in the Contra Costa County Fire Protection District.

Proposed Effective Date: 02/12/2019

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 \$18,297.00

Net County Cost \$0.00

Total this FY \$6,099.16

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT NA - Projected Cost Savings

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

Jackie Lorrekovich, Chief, Admin Svcs

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes

1/29/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/30/2019

Add one (1) Clerical Supervisor (JWHF) (represented) position at salary plan and grade K6X 1290 (\$4,393-\$5,610) and cancel one (1) Clerk-Senior Level (JWXC) (represented) position number 5700 at salary plan and grade 3RX 1033 (\$3,406 - \$4,350) 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)

Amanda Monson

1/30/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 2/7/2019

☒ 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 February 12, 2019

BY David J. Twa

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: February 12, 2019

Subject: Contract for Document Scanning

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract containing modified indemnification language with Ricoh USA, Inc., in an amount not to exceed \$75,000, for document scanning services for the period February 12, 2019, through February 11, 2020.

FISCAL IMPACT:

An appropriation exist for this service in the Contra Costa County Fire Protection District's adopted budget.

BACKGROUND:

The Contra Costa County Fire Protection District (District) brings in plans and specifications for evaluation of compliance with State and Local codes, and is required to keep those plans for the life of a building. The District also conducts inspections of both new and existing buildings, and generates paperwork demonstrating compliance with various codes and standards. These documents need to be kept for a period of years as well. Because of the number of pages the District takes in, storage of these documents takes up an extraordinary amount of space, and so scanning of the documents is the most cost effective long term solution for the District. Ricoh USA, Inc.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 02/12/2019 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

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

ATTESTED: February 12, 2019

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

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

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

is a digital business service provider with the ability to pick up and scan the documents and deliver the digital media in the format required by the District.

This contract includes modifications to the General Conditions, Paragraph 18 (Indemnification), requiring that the District defend and indemnify the contractor from any claim, suit, demand, liability, cause of action, damage or cost for infringement of an intellectual property right arising from the copying of materials provided by the District.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not have the ability to scan documents and will have to continue to store large quantities of paper documents.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: February 12, 2019

Subject: Purchase Contract for a Type 1 Hazardous Materials Response Vehicle

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 \$1,300,000 for the manufacture and purchase of a Type One Hazardous Materials Response Vehicle for emergency response and mitigation of hazardous material incidents.

FISCAL IMPACT:

100% CCCFPD General Operating Fund Balance.

BACKGROUND:

In 2016, the Fire District made a strategic decision to initiate the formation of a hazardous materials team within the organization that would be staffed on a 24-hour basis to respond to and mitigate hazardous materials incidents within the Fire District. An agreement was reached with the California Office of Emergency Services Fire and Rescue Division (CA OES) to become an assignee of a Type 2 Response Vehicle. This agreement provided training for the members of the organization to become qualified in this specialty.

Our team has been up and running since the OES vehicle was delivered in April of 2018 and continues to develop in capabilities. The Hazardous Materials Team operates from an assigned vehicle from CA OES and is completely reliant on that vehicle. Recently, the vehicle was out of service for over 30 days while it received warranty related repairs in Sacramento. This compromises our ability to respond to incidents. The agreement with CA OES also has some restrictive rules about how the vehicle can be utilized locally.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 02/12/2019 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

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

ATTESTED: February 12, 2019

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)

Ideally, the District would have some back up or reserve capability as it does for engines, ladder trucks and other apparatus. The matter before the Board allows the District to purchase a Type 1 Hazardous Materials Response Vehicle that will be owned and operated by the District. This will allow the CA OES vehicle to serve in a back up or reserve capacity. Additionally, the District desires to upgrade the team to a Type 1 Hazardous Materials Response Team in the future. Acquiring this vehicle will allow the District to plan for that enhanced future capability.

CONSEQUENCE OF NEGATIVE ACTION:

The District would continue to rely on the California Office of Emergency Services assigned vehicle and would not have back up capability when that vehicle is out of service.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: February 12, 2019

Subject: Appropriation and Revenue Adjustment - Vehicle Extrication Equipment

RECOMMENDATION(S):

APPROVE Appropriation and Revenue Adjustment No. 5051 authorizing revenue in the amount of \$30,000 from CCCFPD General Operating Fund Balance and appropriating it in the Contra Costa County Fire Protection District (7300) for the purchase of vehicle extrication equipment.

FISCAL IMPACT:

100% CCCFPD General Operating Fund Balance

BACKGROUND:

The Contra Costa County Fire Protection District (District) uses crews of firefighters trained in technical rescue skills to rescue victims trapped in vehicles. The firefighters use battery operated hydraulic vehicle extrication equipment to pry apart the wreckage. The equipment set includes a cutter, spreader, and ram. When the equipment is damaged, the District must send the equipment back to the factory for repair, which can result in lengthy repair times. Purchasing an additional set of equipment will allow the rescue crews to stay in service while waiting for repairs.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 02/12/2019 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

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

ATTESTED: February 12, 2019

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:

Vehicle accident victims may experience a longer wait for rescue if the District's vehicle extrication equipment becomes damaged and there is not a spare set available.

AGENDA ATTACHMENTS

TC24/27 5051

MINUTES ATTACHMENTS

Signed Approp Adj 5051

**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		30,000.00
				30,000.00

<p align="center">APPROVED</p> <p>AUDITOR - CONTROLLER By: <u></u> Date <u>2/6/19</u></p> <p>COUNTY ADMINISTRATOR By: <u></u> Date <u>2/7/19</u></p> <p>BOARD OF SUPERVISORS YES: NO:</p> <p>By: _____ Date _____</p>	<p align="center">EXPLANATION OF REQUEST</p> <p>To appropriate revenue from CCCFPD general operating fund balance (fund 202000) for the purchase of vehicle extrication equipment (cutter, spreader, ram).</p> <p align="right"></p> <p>PREPARED BY: <u>Jackie Lorrekovich</u> TITLE: <u>Chief of Administrative Services</u> DATE: 1/30/19</p> <p align="right">APPROPRIATION <u>APOO 5051</u> ADJ. JOURNAL NO.</p>
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**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	8981	Fund Balance	30,000.00	
TOTALS			30,000.00	0.00

<p align="center">APPROVED</p> <p>AUDITOR – CONTROLLER By: <u></u> Date <u>2/6/19</u></p> <p>COUNTY ADMINISTRATOR By: <u></u> Date <u>2/7/19</u></p> <p>BOARD OF SUPERVISORS</p> <p>YES:</p> <p>NO:</p> <p>By: _____ Date _____</p>	<p>EXPLANATION OF REQUEST</p> <p>To appropriate revenue from CCCFPD general operating fund balance (fund 202000) for the purchase of vehicle extrication equipment (cutter, spreader, ram).</p> <p>PREPARED BY: <u>Jackie Lorrekovich</u> </p> <p>TITLE: <u>Chief of Administrative Services</u></p> <p>DATE: <u>1/30/19</u></p> <p>REVENUE ADJ. JOURNAL NO. _____</p> <p>RA00 <u>5051</u></p>
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35866

**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		30,000.00
				30,000.00

<p align="center">APPROVED</p> <p>AUDITOR - CONTROLLER By: <u></u> Date <u>2/6/19</u></p> <p>COUNTY ADMINISTRATOR By: <u></u> Date <u>2/7/19</u></p> <p>BOARD OF SUPERVISORS YES: Gioia, Andersen, Burgis, Mitchoff, Glover NO: None</p> <p>By: <u></u> Date <u>02-12-2019</u></p>	<p align="center">EXPLANATION OF REQUEST</p> <p>To appropriate revenue from CCCFPD general operating fund balance (fund 202000) for the purchase of vehicle extrication equipment (cutter, spreader, ram).</p> <p align="right"></p> <p>PREPARED BY: <u>Jackie Lorrekovich</u> TITLE: <u>Chief of Administrative Services</u> DATE: <u>1/30/19</u></p> <p align="right">APPROPRIATION <u>APOO 5051</u> ADJ. JOURNAL NO.</p>
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**CONTRA COSTA COUNTY
ESTIMATED REVENUE ADJUSTMENT/
ALLOCATION ADJUSTMENT
TC/24**

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	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
7300	8981	Fund Balance	30,000.00	
TOTALS			30,000.00	0.00

<p align="center">APPROVED</p> <p>AUDITOR – CONTROLLER</p> <p>By: <u></u> Date <u>2/6/19</u></p> <p>COUNTY ADMINISTRATOR</p> <p>By: <u></u> Date <u>2/7/19</u></p> <p>BOARD OF SUPERVISORS</p> <p>YES: Gioia, Andersen, Burgis, Mitchoff, Glover</p> <p>NO: None</p> <p>By: <u></u> Date <u>02-12-19</u></p>	<p align="center">EXPLANATION OF REQUEST</p> <p>To appropriate revenue from CCCFPD general operating fund balance (fund 202000) for the purchase of vehicle extrication equipment (cutter, spreader, ram).</p> <p>PREPARED BY: <u>Jackie Lorrekovich</u> </p> <p>TITLE: <u>Chief of Administrative Services</u></p> <p>DATE: <u>1/30/19</u></p> <p align="right">REVENUE ADJ. JOURNAL NO. RAOO <u>5051</u></p>
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