

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  
LEWIS T. BROSCHARD, 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**  
**August 6, 2019**

**\*\*\*Please note time change\*\***

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

Absent: Director Diane Burgis

Staff Present: David Twa, County Administrator  
Louis Broschard, Fire Chief

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

**CONSIDER CONSENT ITEMS** (Items listed as C.1 through C.3 on the following agenda) –  
Items are subject to removal from Consent Calendar by request of any Director or on request  
for discussion by a member of the public. **Items removed from the Consent Calendar will  
be considered with the Discussion Items.**

**Consent items adopted as presented.**

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

Other: Director Diane Burgis (ABSENT)

**DISCUSSION ITEMS**

D. 1 CONSIDER Consent Items previously removed.

D. 2 PUBLIC COMMENT (2 Minutes/Speaker)

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

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

Other: Director Diane Burgis (ABSENT)

- D.4** CONSIDER accepting a report from the Fire Chief providing a status summary for Contra Costa County Fire Protection District fire station construction projects. (Lewis T. Broschard III, Fire Chief)

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

Other: Director Diane Burgis (ABSENT)

**3:00 P.M.**

**ADJOURN to the ribbon cutting ceremony at the new parking lot  
behind 651 Pine Street, Martinez**

**CONSENT ITEMS**

- C.1** ADOPT Position Adjustment Resolution No. 22491 to reallocate the salary of the Fire District Aide-Exempt (unrepresented) classification to a single step on the salary schedule in the Contra Costa County Fire Protection District. (100% CCCFPD General Operating Fund)

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

Other: Director Diane Burgis (ABSENT)

- C.2** ADOPT Resolution No. 2019/2 to grant an exemption to Contra Costa County Salary Regulations Section 4.1, and adjust the salary step of the incumbent in the classification of Chief Fire Emergency Medical Services from step one to step two of salary range effective at date of promotion May 13, 2019. (100% Contra Costa Fire Protection District)

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

Other: Director Diane Burgis (ABSENT)

- C.3** ACCEPT the response to Civil Grand Jury Report No. 1905, entitled "Fire Inspection Records and Reporting," and DIRECT the Fire Chief to forward the response to the Superior Court following Board action, as recommended by the County Administrator. (No fiscal impact)

AYE: Director John Gioia, Director Candace Andersen, 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, August 14, 2019 at 7:00 p.m. at the Administrative Offices, 4005 Port Chicago Highway, Suite 250, Concord, CA 94520.

**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

**CCCPFD (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: Lewis T. Broschard, III, Chief, Contra Costa Fire Protection District  
 Date: August 6, 2019

Subject: Fire Chief's Report - August 6, 2019

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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: **08/06/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ABSENT: Diane Burgis,  
 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: August 6, 2019

, County Administrator and Clerk of the Board of Supervisors

By: Jami Napier, Deputy

Contact: Lewis T. Broschard III, Fire  
 Chief (925) 941-3300

cc:

## ATTACHMENTS

Fire Chief's August  
Report



## CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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August 6, 2019

TO: Board of Directors

FROM: Lewis T. Broschard III, Fire Chief

RE: Fire Chief's Report

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- SAFER Grant Staffing. Effective July 15, we began staffing our three busiest ladder trucks with four-person crews. Truck 6 (Concord), Truck 83 (Antioch), and Truck 84 (Pittsburg) were selected for the additional staffing. The grant funding runs through February 2022, and during this time we will be evaluating the effectiveness of four-person truck companies through data collection and other reporting mechanisms.
- New Ladder Truck in Service. In August, Martinez will receive a new ladder truck at Fire Station 14.



- North Orinda Shaded Fuel Brake (NOSFB) project. Work commenced in late July on areas of Lafayette.

- REACH Public Safety Helicopter Program. Recruitment for personnel to be assigned to this program began in mid-July, and selections will be made this week. Training is scheduled to begin in mid-September. A rendering of the new EC145 “public safety helicopter” is below. This helicopter is scheduled to be in service near the end of the year.



- Wildfire Evacuation and Preparedness Meetings. In July, the District provided six presentations for community groups and city/county public meetings in Martinez, Lafayette, and Walnut Creek. Additional meetings continue to be scheduled with various community groups.



**Contra  
Costa  
County**

To: Contra Costa County Fire Protection District Board of Directors  
 From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District  
 Date: August 6, 2019

Subject: Update on Fire Station Construction Projects - August 6, 2019

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**RECOMMENDATION(S):**

ACCEPT a report from the Fire Chief providing a status summary for Contra Costa County Fire Protection District fire station construction projects.

**FISCAL IMPACT:**

Status report only. 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 District fire station construction projects.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/06/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ABSENT: Diane Burgis,  
 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: August 6, 2019

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

By: Jami Napier, Deputy

Contact: Lewis T. Broschard III, Fire  
 Chief (925) 941-3300

cc:

## ATTACHMENTS

Construction Project Update August  
2019



## CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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August 6, 2019

TO: Board of Directors

FROM: Lewis T. Broschard III, Fire Chief

RE: Update on Fire Station Construction Projects

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### **Fire Station 16 – Lafayette**

The project is in its final phases. The building now has power, and the gas meter and gas service were completed the last week of July. Challenges related to integrating solar power with PG&E are being addressed. Interior fixtures and flooring are currently being installed. A large concrete pour for the driveway will be completed the week of July 30; and the general contractor will soon begin landscaping the exterior grounds.

The tentative move-in date for crews is the week of August 19. The ribbon cutting ceremony has been scheduled for September 9, 2019 at 11:00 A.M.

### **Fire Station 70 – San Pablo**

The sewer and other underground conflicts have been resolved. The team has now begun excavating the site and off hauling a significant amount of soil. This will allow for placement of underground utilities for the station and layout of the foundation.

The team held a successful partnering meeting with over 25 people who are involved with the project. This meeting set the stage for successful communications and problem resolution throughout the project.

The team is again experiencing challenges with placement of the PG&E meter. The original design called for the meter to be placed inside the building. In the process of resolving the Fire Station 16 issue, we received a verbal agreement from PG&E that Fire Station 70 would be granted a variance to allow the meter to be placed inside the building. At this juncture, PG&E has not chosen to honor that agreement and has asked for the meter to be relocated which requires that the design be re-engineered. To date, we are awaiting a final answer from PG&E.

### **Fire Station 9 – Pacheco**

No update.

### **Fire Station 86 – Bay Point**

No update.



**Contra  
Costa  
County**

To: Board of Supervisors

From: Dianne Dinsmore, Human Resources Director

Date: August 6, 2019

Subject: Reallocate Fire District Aide-Exempt (RPW1) (unrepresented) from five steps to a single step in the Contra Costa County Fire Protection District.

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22491 to reallocate the salary of the Fire District Aide-Exempt (RPW1) (unrepresented) classification at salary plan and grade F85 0288 (\$2,163 - \$2,629) from five (5) steps to a single step at salary plan and grade F85 1000 (\$2,629) in the Contra Costa County Fire Protection District.

**FISCAL IMPACT:**

If approved, this action is not anticipated to have a significant impact on temporary wages.

**BACKGROUND:**

Position Adjustment Resolution No. 22264 approved on August 7, 2018 established the Fire District Aide-Exempt (District Aide) classification to replace the District's use of Student Intern level II. The District Aide class was established with a five-step salary range and does not have minimum experience or education requirements.

This request is to collapse the salary range from five steps to one step for two reasons. First, the District has

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/06/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ABSENT: Diane Burgis,  
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: August 6, 2019

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

By: Jami Napier, Deputy

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

cc: Holly Trieu

BACKGROUND: (CONT'D)

been hiring District Aides at step 5, currently at \$15.16 per hour, which is equivalent in pay to the lower steps of Student Intern Level II. Second, the advanced step request to hire District Aides at step 5 requires the administrative approval at the County Human Resources Director level. The District's intent is to hire at step 5, therefore, collapsing the salary steps from five step to one step would be more efficient as it does not necessitate advanced step approval by County Human Resources.

CONSEQUENCE OF NEGATIVE ACTION:

If the request is not approved, the hiring process for Fire District Aide-Exempt will continue to be evaluated for the appropriate salary step placement.

AGENDA ATTACHMENTS

P300 22491

MINUTES ATTACHMENTS

signed P300 22491

# POSITION ADJUSTMENT REQUEST

NO. 22491  
DATE 7/12/2019

Department No./

Department Contra Costa County Fire Protection District Budget Unit No. 7300 Org No. 7300 Agency No. 70

Action Requested: ADOPT Position Adjustment Resolution No. XXXXX to reallocate Fire District Aide-Exempt (RPW1) (unrepresented) salary plan and grade F85 0288 (\$2163 - \$2629) from five steps to a single step at salary plan and grade XXX XXXX (\$2629) in the Contra Costa County Fire Protection District

Proposed Effective Date: 08/06/2019

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 \_\_\_\_\_

Net County Cost \$0.00

Total this FY \_\_\_\_\_

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \_\_\_\_\_

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

7/16/2019

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

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/19/2019

ADOPT Position Adjustment Resolution No. 22491 to reallocate Fire District Aide-Exempt (RPW1) (unrepresented) salary plan and grade F85 0288 (\$2163 - \$2629) from five steps to a single step at salary plan and grade F85 1000 (\$2629) 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 H. Goc

7/19/2019

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

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 7/31/2019

☒ 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 \_\_\_\_\_

No. \_\_\_\_\_

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. 22491  
DATE 7/12/2019

Department Contra Costa County Fire Protection District Department No. /  
Budget Unit No. 7300 Org No. 7300 Agency No. 70

Action Requested: ADOPT Position Adjustment Resolution No. XXXXX to reallocate Fire District Aide-Exempt (RPW1) (unrepresented) salary plan and grade F85 0288 (\$2163 - \$2629) from five steps to a single step at salary plan and grade XXX XXXX (\$2629) in the Contra Costa County Fire Protection District

Proposed Effective Date: 08/06/2019

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 \_\_\_\_\_

Net County Cost \$0.00

Total this FY \_\_\_\_\_

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \_\_\_\_\_

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

7/16/2019

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

\_\_\_\_\_  
Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/19/2019

ADOPT Position Adjustment Resolution No. 22491 to reallocate Fire District Aide-Exempt (RPW1) (unrepresented) salary plan and grade F85 0288 (\$2163 - \$2629) from five steps to a single step at salary plan and grade F85 1000 (\$2629) 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 H. Goc

7/19/2019

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

\_\_\_\_\_  
Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

7/31/2019

☒ 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 August 6, 2019

BY Jami Napie

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: Board of Supervisors  
From: David Twa, County Administrator  
Date: August 6, 2019

Subject: Resolution No. 2019/2 Authorizing an Upward Salary Step Adjustment

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**RECOMMENDATION(S):**

ADOPT Resolution No. 2019/2 to grant an exemption to Contra Costa County Salary Regulations Section 4.1, and adjust the salary step of the incumbent in the classification of Chief Fire Emergency Medical Services (RPHD), position number 5267, from step one to step two of salary range HA5 2249 (\$12,869.50 - \$14,188.62) effective at date of promotion May 13, 2019.

**FISCAL IMPACT:**

Approximately \$15,000 in increased salary and benefit costs, of which \$5,600 is attributable to employer pension costs.

**BACKGROUND:**

On May 13, 2019, the incumbent was promoted to a position in the classification of Chief Fire Emergency Medical Services (RPHD) and the department made the recommendation to the County Administrator's Office to approve and recommend to the Board of Supervisors' approval to grant an exemption to the County's Salary Regulations to allow the incumbent to be placed at step two of the classification's salary range.

**CONSEQUENCE OF NEGATIVE ACTION:**

If the recommended action is not approved, the Department will not be able to appropriately compensate the incumbent.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/06/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ABSENT: Diane Burgis,  
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: August 6, 2019

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

By: Jami Napier, Deputy

Contact: Paul Reyes, (925)  
335-1096

cc:



AGENDA

ATTACHMENTS

Resolution 2019/2

MINUTES

ATTACHMENTS

signed Resolution 2019/2

# THE BOARD OF DIRECTORS OF THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

Adopted this Resolution on 08/06/2019 by the following vote:

**AYE:** ☒ 4 **John Gioia**  
**Candace Andersen**  
**Karen Mitchoff**  
**Federal D. Glover**

**NO:** ☐

**ABSENT:** ☒ 1 **Diane Burgis**

**ABSTAIN:** ☐

**RECUSE:** ☐



## Resolution No. 2019/2

In the Matter of Adjusting the Salary Step of an Incumbent in the Classification of Chief Fire Emergency Medical Services (RPHD).

WHEREAS, Section 4.1 (Salary-On Promotion) of the Contra Costa County Salary Regulations states, "Any employee who is appointed to a position of a class allocated to a higher salary range than the class he previously occupied, shall receive the salary in the new salary range, which is next higher than the rate he was receiving before promotion. In the event this increase is less than five (5) percent, the employee's salary shall be adjusted to the step in the new range which is five (5) percent greater than the next higher step, if the new range permits such adjustment"; and

WHEREAS, the incumbent in the Chief Fire Emergency Medical Services (RPHD) position #5267 was promoted to that position on May 13, 2019 and placed at step one according to the salary regulations rule on promotion; and

WHEREAS, the Contra Costa County Fire Protection District has requested the incumbent be placed at step two of the Chief Fire Emergency Medical Services (RPHD) salary range; and

WHEREAS, the County Administrator's Office approves of this specific request to grant an exemption to the Salary-On Promotion regulation for the recently appointed incumbent of the Chief Fire Emergency Medical Services (RPHD) position.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors does hereby grant an exemption to Section 4.1 (Salary-On Promotion) of the Salary Regulations, so that the incumbent of position #5267 shall be moved from step one to step two of the salary range for the Chief Fire Emergency Medical Services (RPHD) classification, effective May 13, 2019.

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.

**Contact: Paul Reyes, (925) 335-1096**

**ATTESTED: August 6, 2019**

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

By: Jami Napier, Deputy

**cc:**

# THE BOARD OF DIRECTORS OF THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

Adopted this Resolution on 08/06/2019 by the following vote:

AYE: ☒ 4 John Gioia  
Candace Andersen  
Karen Mitchoff  
Federal D. Glover

NO: ☐

ABSENT: ☐ 1 Diane Burgis

ABSTAIN: ☐

RECUSE: ☐



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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: August 6, 2019

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

*Jami Napier*  
By: Jami Napier, Deputy



Contact: Paul Reyes, (925) 335-1096

cc:



**Contra  
Costa  
County**

To: Contra Costa County Fire Protection District Board of Directors  
 From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District  
 Date: August 6, 2019

Subject: Response to Civil Grand Jury Report No. 1905: Fire Inspection Records and Reporting

---

**RECOMMENDATION(S):**

APPROVE the response to Civil Grand Jury Report No. 1905 entitled "Fire Inspection Records and Reporting," and DIRECT the Fire Chief to forward the response to the Superior Court no later than August 11, 2019.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

On May 13, 2019, the 2018/19 Civil Grand Jury filed the above-referenced report. On June 11, 2019, the Board received the report and directed the Fire Chief to provide the Board with an appropriate response in time for that response to be forwarded to the Superior Court no later than August 11, 2019 (90 days).

The attached response clearly specifies:

- Whether a finding or recommendation is accepted or will be implemented;
- If a recommendation is accepted, a statement with a time frame for implementation;
- A delineation of the constraints if a recommendation is accepted but cannot be implemented within a six-month period; and
- The reason for not accepting or adopting a finding or recommendation.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/06/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, Director  
 Candace Andersen,  
 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: August 6, 2019

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

Contact: Lewis T. Broschard, III, Fire  
 Chief (925) 941-3300

By: Jami Napier, Deputy

cc:



CONSEQUENCE OF NEGATIVE ACTION:

In order to comply with statutory requirements, the Board of Directors must provide a response to the Superior Court no later than August 11, 2019. The Board of Directors must take timely action in order to comply with the statutory deadline.

ATTACHMENTS

Grand Jury Report 1905

Response to Grand Jury Report 1905

May 14, 2019



Contra Costa County  
Fire Protection District  
Board of Directors  
4005 Port Chicago Highway, Suite 250  
Concord, CA 94520

Dear Board of Directors:

Attached is a copy of Grand Jury Report No. 1905, "Fire Inspection Records and Reporting" by the 2018-2019 Contra Costa Civil Grand Jury.

In accordance with California Penal Code Section 933 et seq., we are submitting this report to you as the officer, agency or department responsible for responding to the report. As the responding person or person responding on behalf of an entity, you shall report one of the following actions in respect to each finding:

- (1) You agree with the finding.
- (2) You disagree with the finding.
- (3) You partially disagree with the finding.

(Pen. Code, § 933.05(a).) In the cases of both (2) and (3) above, you shall specify the portion of the finding that is disputed, and shall include an explanation of the reasons thereof.

In addition, Section 933.05(b) requires you to reply to each recommendation by stating one of the following actions:


1. The recommendation has been implemented, with a summary describing the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury Report.
4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

After reviewing your response to ensure that it includes the above-noted mandated items, please send (1) a hard copy of the response to the Grand Jury at P.O. Box 431, Martinez, CA 94553; and (2) a copy in Word by e-mail to [ctadmin@contracosta.courts.ca.gov](mailto:ctadmin@contracosta.courts.ca.gov). Your response must be submitted to the Grand Jury, in the form described by the above-quoted Government Code, no later than **August 16, 2019**.

Finally, please note that this report is being provided to you at least two working days before it is released publicly. Section 933.05 specifies that no officer, agency, department or governing body of a public agency shall disclose any contents of the report prior to its public release.

Please immediately confirm receipt of this letter and the attached report by responding via e-mail to [ctadmin@contracosta.courts.ca.gov](mailto:ctadmin@contracosta.courts.ca.gov).

Sincerely,



Richard S Nakano, Foreperson  
2018-2019 Contra Costa County Civil Grand Jury

cc: David Twa, County Administrator

**A REPORT BY  
THE 2018-2019 CONTRA COSTA COUNTY GRAND JURY**  
725 Court Street  
Martinez, California 94553

**Report 1905**

**Fire Inspection Records and  
Reporting**

**What We Don't Know *Can* Hurt Us**

APPROVED BY THE GRAND JURY

Date MAY 10, 2019

  
\_\_\_\_\_  
RICHARD S. NAKANO  
GRAND JURY FOREPERSON

ACCEPTED FOR FILING

Date MAY 13 2019

  
\_\_\_\_\_  
ANITA SANTOS  
JUDGE OF THE SUPERIOR COURT

Contra Costa County Grand Jury Report 1905

**Fire Inspection Records and Reporting**

What We Don't Know *Can* Hurt Us

**TO: Contra Costa County Fire Protection District Board of Directors**

**SUMMARY**

In June 2018, an investigative news report alleged that many of the San Francisco Bay Area's largest fire departments are not consistently performing all of their state-mandated fire inspections for schools and multifamily residences. The Contra Costa County Fire Protection District (Fire District) was among those named in these news reports.

The Grand Jury confirmed that the Fire District had fallen behind on completing all the state-mandated fire inspections for schools and multifamily residences. By the end of 2018, the Fire District had completed all these fire inspections for properties included in its database.

Cost-reduction and cost-control measures implemented by the Fire District in the wake of the recent economic recession included closing seven fire companies, which reduced staffing by 25%. The Fire Prevention Bureau lost clerical support during the downturn, forcing inspectors to take on administrative tasks in addition to their inspections. Fire District officials also indicated that reporting and technology improvements could have helped them manage fire inspections more effectively. These factors contributed to the inspection shortfall.

The Grand Jury recommends that the Fire District consider upgrading the existing Record Management System (RMS). There is a need for the ability to enter inspection results in the field using a tablet device, and automate the initial loading and updates of inspection data. There is a need for a formal audit process to verify the accuracy and completeness of the RMS data on a regular basis.

The Grand Jury recommends the Fire District consider changes to its reporting on inspections to include an indication about whether the Fire District is in compliance with

state mandates. It should also consider providing online public access regarding the status of fire inspections.

## **METHODOLOGY**

In the course of the investigation, the Grand Jury:

- Reviewed Fire District Board of Directors public meetings
- Interviewed employees at various levels of the Fire District
- Reviewed applicable state laws, regulations, and local ordinances
- Examined Fire District policies, procedures, job aids, and activity reports
- Reviewed the 2016 Local Agency Formation Commission (LAFCO) Municipal Service Review
- Toured the Contra Costa Regional Fire Communications Center
- Attended fire inspections for a commercial property and a multifamily residence
- Reviewed examples of inspection notices including re-inspection reports following violations
- Observed the Record Management System in operation

## **BACKGROUND**

Fire inspections are designed to help reduce the risk and severity of fire and limit injury or death when fires do occur.

The California Health and Safety Code (Sections 13143-13146; 17921 and 17958) mandates that fire departments perform annual fire inspections of schools and multifamily residences of three units or more. The California Code of Regulations (Titles 19 and 24) establishes minimum requirements for fire and building safety. The Contra Costa County Fire Protection District Ordinance 2016-23 adopts relevant sections of the California Code of Regulations with amendments tailored to the Fire District's needs. These regulations provide detailed requirements on the adequacy of exits, the installation and maintenance of fire extinguishing and alarm systems, and hazardous materials storage and handling.

After media attention brought fire inspection concerns to light, California passed legislation to increase accountability for performing mandated fire inspections. This new section of the California Health and Safety Code (Section 13146.4) takes effect in 2019 and requires that local fire departments report annually to their governing authority on their compliance with state fire inspection mandates.

## Schools and Multifamily Residences

California law requires an annual fire inspection of all buildings used for educating K-12 students, including public, private, and faith-based schools. Private residences used for homeschooling are not included.

Fire inspections are required for California Department of Social Services-licensed care facilities initially, annually, and when significant changes are introduced in the facility or how it is used. Examples include residential care facilities for the elderly or disabled and assisted living facilities.

In addition to these state-licensed facilities, multifamily residences of three units or more must be inspected annually by the fire department. These include apartments, condominiums, triplexes, and temporary residences such as hotels and boarding houses. Annual fire inspection requirements in California do not apply to single-family residences, duplexes, or townhomes.

## What Fire Inspectors Look For

In conducting these inspections, fire inspectors are required to check for working fire alarms and clear lines of sight to unobstructed exit paths. They ensure that doors and other building designs that limit or prevent the spread of fire and smoke work properly. In schools, inspectors enter classrooms and other areas to perform inspections. For multifamily residences, inspectors are only authorized to inspect common areas such as hallways, stairwells, and the exteriors of buildings.

## The Contra Costa County Fire Protection District

The Fire District currently serves nine cities and one large unincorporated area in Contra Costa County. About 600,000 of the county's 1.1 million residents live in the Fire District. It is governed by a five-member Board of Directors and managed by the Fire Chief. There is a seven-member Advisory Fire Commission that receives regular reports on fire prevention activities.

The District's Fire Prevention Bureau includes two units charged with performing inspections and issuing fire clearances for properties indicating they passed the required fire inspection:

- The **Engineering Unit** reviews building drawings and inspects new buildings. This unit also performs fire inspections and issues fire clearances for building permits that require an initial fire inspection because of hazardous materials or processes.
- The **Code Enforcement Unit** inspects existing occupancies and operations requiring a fire clearance, including the state-mandated inspections referred to in this report. These regulated occupancies include K-12 schools and multifamily residences of three units or more.

## **Additional Inspections Beyond Schools and Multifamily Residences**

The Fire District performs a variety of fire inspections outside of regulated occupancies. These include inspections of new or modified buildings such as high-rise facilities, jails, businesses, factories, storage facilities, and public assemblies of 50 or more persons. It also provides fire clearances for hazardous processes, or when hazardous materials and combustibles are stored in quantities requiring a permit.

Although these types of inspections are not the focus of this report, they are important community safeguards and they compete for Fire District resources.

## **DISCUSSION**

In June 2018, the media reported that as many as 11 of the San Francisco Bay Area's largest fire departments had not consistently performed all the required annual fire inspections for schools and multifamily residences over the previous eight years. The Fire District was among those identified in these reports.

In public meetings following the media reports in June, the Fire District acknowledged it had not completed all state-mandated annual inspections in prior years. For example, the District reported that in 2017 it completed 60-70% of the required inspections for schools and about 45% of the required inspections for multifamily residences. Some schools had not been inspected in over two years. The Fire District publicly reported on its ongoing progress in closing the backlog over the second half of 2018. In August, the Fire District reported that all of the state-mandated fire inspections for schools were up to date. All the required 2018 inspections for multifamily residences in the Fire District's database were completed by the end of the year.

The Grand Jury looked at factors contributing to the fire inspection backlog and how the Fire District completed state-mandated inspections during the second half of 2018.

## **Factors Contributing to the Inspection Backlog**

Sharply declining property tax revenue and increasing operating costs created a fiscal crisis for the Fire District during the economic downturn that began in 2008. In public meetings and documents, the Fire District described the difficulty of maintaining service levels during the 2013-2014 budget cycle. During this same budget cycle, the District predicted that it would be unable to fully respond to all 911 calls. As a result, it forecast more severe fire conditions and fire spread, as well as delays in providing lifesaving medical treatment.

During the fiscal crisis, the Fire District implemented cost-reduction and cost-control measures. The Contra Costa County Board of Supervisors voted to close four of its 28 fire stations in 2013. The Fire District reduced non-operational support positions and left vacant positions unfilled. During this time, staffing was reduced by about 25%. In its 2016 Municipal Service Review, LAFCO reported that the number of active fire apparatus in the Fire District service area was reduced by as much as 30%.

In order to reduce expenses, the District introduced the new Fire Inspector I classification, which meets the basic requirements of the job. However, there are limitations on the types of inspection they can perform, compared to the more experienced and higher compensated Fire Inspector II's.

The Fire Prevention Bureau lost clerical support during the downturn, compelling fire inspectors to take on more administrative duties such as manually loading fire inspection data into the Record Management System (RMS) from paper forms completed at the inspection site. Because of RMS limitations, the Fire District was unable to substitute technology (i.e. data entry in the field) for lost inspector productivity.

The Grand Jury found no evidence that the public was informed of potential impacts of the fiscal crisis on state-mandated fire inspections during this time.

### **Code Enforcement Inspection Revenue**

The Fire Prevention Bureau is funded through a cost of service fee recovery provision in the California Health and Safety Code (Section 3143.5). As the table below shows, fees collected by the Fire District's Code Enforcement Unit have declined every year since 2014. This downward trend in fee revenue reflects the fact that the Fire District has seen a declining number of inspectors to do code enforcement inspections. In the summer of 2018, the Fire District reported in public meetings that in the past three years it struggled with attrition, recruitment, and retention of Fire Inspector I employees. These factors contributed to inspector vacancies. Fee revenue in the 2017-2018 fiscal year was less than half the amount collected just five years earlier.

**Code Enforcement Unit Fee Revenue**

<b>Fiscal Year</b>	<b>Estimated Inspection Fees</b>	<b>Collected Inspection Fees</b>	<b>Difference vs. Previous Year</b>
<b>2013-2014</b>	\$1,100,000	\$1,207,638	\$185,834
<b>2014-2015</b>	\$1,268,000	\$1,131,349	(\$76,289)
<b>2015-2016</b>	\$1,268,000	\$923,489	(\$207,860)
<b>2016-2017</b>	\$1,000,000	\$882,679	(\$40,810)
<b>2017-2018</b>	\$1,050,000	\$566,410	(\$316, 269)

The code enforcement fees collected reflect the amount of time spent performing or supporting fire inspections. Fees collected are primarily influenced by inspector vacancies. Other contributing factors are short-term assignments of code enforcement

personnel to other units and for training, which temporarily removes fire inspectors from the field. As the number of inspectors and inspections increases, fees collected for inspections should proportionately increase. In June of 2018, four new Fire Inspector I employees were hired in the Code Enforcement Unit, bringing its workforce up to the seven inspectors authorized for the unit.

California law allows cost-of-service fees to include the cost of capital equipment, software, and maintenance agreements. Funding for the RMS recommendations in this report could come from additional fees paid for each fire inspection or fire clearance issued.

## **How the Fire District Addressed the Backlog in 2018**

The Fire District hired four additional clerical staff to help the Code Enforcement Unit improve inspection data in the second half of 2018. These resources were used to help validate and correct data deficiencies in the RMS. System administrators accessed county and state websites such as the County Tax Collector, the California Department of Social Services, and the California Department of Education for this purpose.

Fire inspectors from Engineering were temporarily reassigned to Code Enforcement to help the Fire District eliminate the backlog. Management analyzed the inventory of regulated occupancies assigned to each inspector and redistributed the workload in 2018. The Fire District also terminated an agreement in November 2018 that provided fire inspection resources to the East Contra Costa Fire Protection District.

Each inspector in the Code Enforcement Unit can perform up to 900 inspections per year, on average. There are currently seven inspectors assigned to inspect about 8,000 occupancies. To meet state mandates, each inspector would have to average over 1,100 inspections per year.

## **Fire Prevention Reports**

Fire inspection reports are manually recorded on paper forms that must be transcribed into the RMS database after inspectors return to the office. Fire District personnel publicly support the need to implement enhancements to the RMS, including the capability to enter inspection data in the field utilizing a tablet device.

The reports on compliance with state-mandated fire inspections that are shared with the Advisory Fire Commission and the public only show the number of inspections completed monthly. The reports do not indicate the status of compliance with the California fire inspection mandate for schools or multifamily residences in the prior 12 months. Nor do the reports forecast the status of state-mandated fire inspections to the end of the year.

The public does not have online access to a location's latest fire inspection notice. Instead, the public must call the Fire District during business hours and request that the status of the last fire inspection be looked up while they wait on the phone. The Grand

Jury recommends that the Fire District consider providing an address lookup feature via the Internet, including the pass/fail status and date of the last fire inspection.

## **RMS Does Not Meet Fire District Needs**

The Fire District agrees that the RMS used for identifying, scheduling, and processing fire inspections no longer meets the needs of the Fire District. The current paper-based process inhibits the integrity and completeness of data. Paper-based forms are completed in the field and brought back to the office for input into the RMS. There is evidence that they can be illegible, transcribed into the RMS erroneously, or go missing.

A new RMS system should enable fire inspectors to enter inspection results in the field and connect to other external data sources as well as to the Fire District's own Computer Aided Dispatch (CAD) system. This will allow for a more efficient use of personnel and make inspection reports instantly available in the RMS. By connecting to the CAD system, the communication capability between the Fire Prevention Bureau and first responders will be improved.

There are fire inspection software applications that utilize a mobile data entry platform such as an iPad or other tablet device. System users can document the inspection on-site and insert pictures, notes, and signatures into the system at the time of inspection. This saves fire inspector time and improves the accuracy and availability of inspection data. The current RMS system does not support a mobile/tablet device that can be utilized by inspectors in the field.

The RMS system includes more than 35,000 records, of which about 8,000 are schools and multifamily residences. Fire District personnel manually load initial occupancy data and hazards and manually update the occupancy data. The new RMS could eliminate the need to re-key data from paper forms or online sources, which is time-consuming and increases the opportunity for errors.

The Grand Jury reviewed reports from the RMS, including the inventory list of regulated occupancies. Information provided in these reports appeared to be incomplete. The Fire District confirmed that some addresses of regulated occupancies were not included in the reports. However, the Fire District indicated that RMS operators are still able to access these records. Because of this data discrepancy, the Grand Jury was unable to independently verify that all mandated annual inspections were completed in the previous 12 months.

Information on a building and its inherent hazards, inspection, or firefighting concerns is only as current as the last time an inspector or firefighter was on site or plans were presented to the Fire Prevention Bureau. Information on changes in occupancy or other factors that impact fire safety are more readily available to fire inspectors and first responders when transmitted directly from local government permitting or licensing functions. Automating the initial loading and updating of occupancy data from authoritative sources, such as the California Department of Social Services and the California Department of Education, would improve the accuracy of RMS data.

The Fire Prevention Bureau has worked to improve the accuracy and completeness of the RMS database over the last half of 2018 by comparing RMS data to online resources. The Grand Jury recommends that the Fire District consider conducting periodic audits to confirm the accuracy and completeness of the RMS database.

The Fire District is up to date on the 2018 state-mandated fire inspections in its RMS database.

The Grand Jury recommends the Fire District consider whether Code Compliance staffing is sufficient to meet ongoing state inspection mandates, and to consider technology and reporting improvements that could help the Fire District manage fire inspections more effectively.

## **FINDINGS**

- F1. The Code Enforcement Unit's fee revenue has declined every year over the past four years. Fee revenue in the 2017-2018 fiscal year was less than half the amount collected just five years earlier.
- F2. Each inspector in the Code Enforcement Unit can average up to 900 inspections per year. There are currently seven inspectors assigned to inspect about 8,000 occupancies.
- F3. Additional fire inspectors or other efficiencies are needed to keep pace with state-mandated inspections for schools and multifamily residences.
- F4. By December 2018, the Fire District completed the required state-mandated inspections for schools and multifamily occupancies that are known to them.
- F5. The Fire District has not consistently performed all the state-mandated annual fire inspections for schools or multifamily residences in prior years.
- F6. There is no evidence that the public was informed of potential impacts of the fiscal crisis on state-mandated fire inspections prior to the media reporting in June 2018.
- F7. The current RMS system used for processing fire inspections requires that inspectors use paper forms in the field and manually enter data into the RMS once they return to the office.
- F8. The Fire District does not have a formal audit process to confirm the accuracy and completeness of RMS data.

## **RECOMMENDATIONS**

- R1. The Fire District Board of Directors should consider directing the Fire Chief to evaluate the current staffing needs of the Code Enforcement Unit and confirm it has the staffing needed to complete the state-mandated annual inspections for

schools and multifamily residences (currently about 8,000), by December 31, 2019.

- R2. The Fire District Board of Directors should consider directing the Fire Chief to produce public quarterly reports on the status of compliance with state-mandated inspections, including status for the prior 12 months and projected status to the end of the year, by December 31, 2019.
- R3. The Fire District Board of Directors should consider directing the Fire Chief to develop a publicly available Internet-based address lookup feature disclosing the status of state-mandated fire inspections, by June 30, 2020.
- R4. The Fire District Board of Directors should consider directing the Fire Chief to replace the existing RMS with a system that includes the ability to utilize a tablet device for data entry in the field, by June 30, 2020.
- R5. The Fire District Board of Directors should consider directing the Fire Chief to connect the new RMS database to state and local data sources and to the District's own Computer Aided Dispatch system by June 30, 2020.
- R6. The Fire District Board of Directors should consider directing the Fire Chief to develop and implement an audit process to verify the accuracy and completeness of the RMS data, by December 31, 2019.

## REQUIRED RESPONSES

	Findings	Recommendations
Contra Costa County Fire Protection District Board of Directors	F1, F2, F3, F4, F5, F6, F7, and F8	R1, R2, R3, R4, R5, and R6

These responses must be provided in the format and by the date set forth in the cover letter that accompanies this report. An electronic copy of these responses in the form of a Word document should be sent by e-mail to [ctadmin@contracosta.courts.ca.gov](mailto:ctadmin@contracosta.courts.ca.gov) and a hard (paper) copy should be sent to:

Civil Grand Jury – Foreperson  
725 Court Street  
P.O. Box 431  
Martinez, CA 94553-0091



## CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

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### CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT NO. 1905 "Fire Inspection Records and Reporting"

#### CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT'S RESPONSE

FINDINGS – *California Penal Code Section 933.05(a) requires a response to the designated findings of the Grand Jury.*

F1. The Code Enforcement Unit's fee revenue has declined every year over the past four years. Fee revenue in the 2017-2018 fiscal year was less than half the amount collected just five years earlier.

Response: **Agree.** *The revenue collected for activities (primarily fire code enforcement inspections) declined as a result of staffing vacancies, as well as recruitment and retention issues for new fire inspector positions. Revenue is only collected from inspections actually performed.*

F2. Each inspector in the Code Enforcement Unit can average up to 900 inspections per year. There are currently seven inspectors assigned to inspect about 8,000 occupancies.

Response: **Partially Disagree.** *To date our calculations and planning indicate the typical workload factor for a fire inspector assigned to the Code Enforcement Unit to be approximately 1,200 new inspections per year after the first year (due to training and education time commitments during their first year). There are currently seven (7) fire inspector positions staffed in the Code Enforcement Unit.*

F3. Additional fire inspectors or other efficiencies are needed to keep pace with state-mandated inspections for schools and multifamily residences.

Response: **Partially Agree.** *Additional fire inspectors may not absolutely be needed to keep pace with state-mandated inspections for schools and multi-family residential occupancies, however additional fire inspectors would provide benefit to the District and the public by performing other mandated and non-mandated inspections, and providing additional capacity to complete all the mandated inspection programs when long-term absences or vacancies exist that would otherwise create issues at a minimum staffing level. Efficiencies are needed to transition from a heavily paper-based inspection process to an electronic format.*

F4. By December 2018, the Fire District completed the required state-mandated inspections for schools and multifamily occupancies that are known to them.

Response: **Agreed.**

---

F5. The Fire District has not consistently performed all the state-mandated annual fire inspections for schools or multifamily residences in prior years.

*Response:* **Agree.** *Similar to other fire prevention bureaus the staffing, recruitment, and retention of personnel impacted the ability to complete all state-mandated inspections in prior years.*

F6. There is no evidence that the public was informed of potential impacts of the fiscal crisis on state-mandated fire inspections prior to the media reporting in June 2018.

*Response:* **Partially Agree.** *A formal reporting mechanism to the Board of Directors specifically addressing state-mandated inspections was not implemented prior to 2019. Bi-monthly reports on fire prevention bureau activity are provided to the Advisory Fire Commission at their regularly scheduled public meetings and fire prevention productivity reports were provided to the Board of Directors in the Fire Chief's report from 2010 through 2013.*

F7. The current RMS system used for processing fire inspections requires that inspectors use paper forms in the field and manually enter data into the RMS once they return to the office.

*Response:* **Agree.**

F8. The Fire District does not have a formal audit process to confirm the accuracy and completeness of RMS data.

*Response:* **Partially Disagree.** *The District did initiate an audit process to confirm the accuracy of RMS data related to occupancies in 2018.*

RECOMMENDATIONS – *California Penal Code Section 933.05(b) requires a response to the designated recommendations of the Grand Jury.*

R1. The Fire District Board of Directors should consider directing the Fire Chief to evaluate the current staffing needs of the Code Enforcement Unit and confirm it has the staffing needed to complete the state-mandated annual inspections for schools and multifamily residences (currently about 8,000) by December 31, 2019.

*Response:* **The recommendation has been implemented.** *The Fire Chief has directed the Fire Marshal to evaluate the current staffing model of the Fire Prevention Bureau and determine the level of staffing necessary to complete all mandated inspection programs, as well as completing other inspection programs and inspections of other occupancies considered to be best practices within the industry.*

R2. The Fire District Board of Directors should consider directing the Fire Chief to produce public quarterly reports on the status of compliance with state-mandated inspections, including status for the prior 12 months and projected status to the end of the year, by December 31, 2019.

**Response:** *This recommendation has not yet been implemented, but will be implemented prior to the end of 2019. An annual report, consistent with the intent of AB1205 will be produced annually for the Board of Directors. In addition, a quarterly report will be provided for the Board of Directors.*

R3. The Fire District Board of Directors should consider directing the Fire Chief to develop a publicly available internet-based address lookup feature disclosing the status of state-mandated fire inspections by June 30, 2020.

**Response:** *This recommendation will not be implemented because it is not warranted or not feasible at this time. This may be possible in the future with the implementation of a new records management system (RMS) for the fire prevention bureau. It is not possible with the current RMS deployed by the District.*

R4. The Fire District Board of directors should consider directing the Fire Chief to replace the existing RMS with a system that includes the ability to utilize a tablet device for data entry in the field by June 30, 2020.

**Response:** *This recommendation will be implemented. The District is currently in negotiations with a vendor selected to replace the RMS. It is anticipated the new system will be deployed and operational by June 30, 2020.*

R5. The Fire District Board of Directors should consider directing the Fire Chief to connect the new RMS database to state and local data sources and to the District's own Computer Aided Dispatch system by June 30, 2020.

**Response:** *This recommendation will be partially implemented. The new RMS will source state and local County data sources. The software will not connect directly to the District's Computer Aided Dispatch (CAD) system. To integrate this will be a monumental task with little value of the integration. However, the software will be immediately available for fire dispatchers to reference if needed. Additionally, we plan to provide key information to first responders while they are responding to incidents via their mobile data terminals in the apparatus. This provides fire dispatchers access to the information if needed and presents the information to first responders to make decisions on actionable intelligence.*

R6. The Fire District Board of Directors should consider directing the Fire Chief to develop and implement an audit process to verify the accuracy and completeness of the RMS data by December 31, 2019.

**Response:** *This recommendation will be implemented. The procurement of the new RMS will enable the District to implement an improved audit process. The implementation date will need to coincide with the deployment of the new RMS in mid-2020.*