



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
May 10, 2021

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Absent: Diane Burgis, Vice Chair
Staff Present: Julie DiMaggio Enea, Staff
Attendees: Lea Castleberry, District III Supervisor's Office; David Sanford, Labor Relations Manager

1. Introductions

Chair Andersen announced that Vice Chair Burgis would not be in attendance due to a family emergency.

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

No one requested to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the April 12, 2021 IOC meeting.

Chair Andersen approved the record of action for the April 12, 2021 meeting as presented.

AYE: Chair Candace Andersen

Other: Vice Chair Diane Burgis (ABSENT)

4. INTERVIEW candidates for the At Large Alternate seat on the Contra Costa County Fire Protection District Advisory Fire Commission and DETERMINE recommendation for Board of Supervisors consideration.

Neither candidate appeared for the interview. Based on the candidate applications, Chair Andersen decided to recommend Soheila Bana for the At Large Alternate seat vacancy and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Chair Candace Andersen

Other: Vice Chair Diane Burgis (ABSENT)

5. RECOMMEND to the Board of Supervisors the reappointment of Marjorie McWee to the County Representative seat on the County Connection Advisory Committee to a new term that will expire on June 30, 2023.

Chair Andersen approved the staff recommendation to reappoint Marjorie McWee to the County Connection Citizens Advisory Committee, and directed staff to forward that recommendation to the Board of Supervisors.

AYE: Chair Candace Andersen

Other: Vice Chair Diane Burgis (ABSENT)

6. RECEIVE status report on development of strategies in response to the Bay Area Air Quality Management District's Cut the Commute Challenge.

David Sanford provided a high-level overview of the status of negotiations. Chair Andersen accepted the staff report and asked that it be forwarded to the Board of Supervisors for their information.

AYE: Chair Candace Andersen

Other: Vice Chair Diane Burgis (ABSENT)

7. The next meeting is scheduled for June 14, 2021.
8. Adjourn

Chair Andersen adjourned the meeting at 10:42 a.m..



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 05/10/2021
Subject: RECORD OF ACTION FOR THE APRIL 12, 2021 IOC MEETING
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: N/A
Referral Name: RECORD OF ACTION
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 655-2056

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached is the Record of Action for the April 12, 2021 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the April 12, 2021 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT Record of Action for the April 12, 2021 Meeting

Minutes Attachments

No file(s) attached.

DRAFT



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
April 12, 2021

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Monica Nino, County Administrator; Maureen Parkes, DCD; Lauren Hull, CoB Management Analyst; Jami Morritt, Chief Asst Clerk of the Board; Jill Ray, District II Supervisor's Office; Gayle Israel, District II Supervisor's Chief/Staff; Maureen Toms, DCD Deputy Director; Enid Mendoza, CAO Senior Deputy

1. Introductions

Chair Andersen called the meeting to order at 10:43 a.m.. Introductions were foregone as only County staff were in attendance.

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

No public comment was received.

3. RECEIVE and APPROVE the Record of Action for the March 8, 2021 IOC meeting.

The Committee approved the Record of Action for the March 8, 2021 meeting as presented.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

4. APPROVE recommendations from the Fish & Wildlife Committee for the allocation of 2021 Fish and Wildlife Propagation Fund grant funds for seven projects totaling \$60,831.

The Committee approved the staff recommendations as presented. Maureen Parkes noted that fewer applications were received this year likely due to impacts of the COVID-19 pandemic.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

5.
 1. REVIEW the supplemental application process and the attached draft updated standard application form; and
 2. DETERMINE whether to direct staff to return to the Internal Operations Committee for further discussion or submit the item for consideration by the full Board of Supervisors.

The Committee approved the proposed changes to the advisory body application form and also directed staff to agendize for further discussion possible revision to Resolution No. 2011/55, which concerns eligibility of family members of County Supervisors for appointment to Board advisory bodies and commissions. Chair Andersen said she understood the context in which the original policy was created but thought the ban on familial relations might be too far reaching and should be reconsidered. She asked Jami Morritt to consult other counties to see what policies they may have in this regard. Vice Chair Burgis suggested that only people with whom one shares a house should be ineligible.

Chair Andersen concurred with staff's suggestion that a review of this policy should be agendized for the next IOC meeting, and asked staff to have County Counsel review the current policy with the aim of narrowing the exclusions.

Vice Chair Burgis also observed that it is sometimes difficult for a resident to identify in which supervisorial district he/she resides or works. Chair Andersen wondered if the online advisory body application could be linked to a lookup function. Jami Morritt said that Clerk of the Board staff verify this information for each applicant using the County's GIS.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

6. The next meeting is currently scheduled for May 10, 2021.
7. Adjourn

Chair Andersen adjourned the meeting at 10:56 a.m.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 655-2056, Fax (925) 655-2066
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 05/10/2021
Subject: CCCFPD Advisory Fire Commission interviews
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: IOC 21/5
Referral Name: Advisory Body Candidate Screening/Interview
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 655-2056

Referral History:

On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The Board also directed that the IOC personally conduct interviews of applicants for At Large seats on several boards, committees, and commissions including the Contra Costa County Fire Protection District Advisory Commission. The Contra Costa County Fire Protection District Advisory Fire Commission includes ten (10) seats that are appointed by the Contra Costa County Board of Supervisors: Five (5) Supervisors District seats, Two (2) At-Large seats, and Three (3) At-Large Alternate seats.

The Advisory Fire Commission's purpose is to review and advise on annual operations and capital budgets, review Fire District expenditures; advise the Fire Chief on district service matters; and serve as liaison between the Board of Supervisors and the community served by the fire district.

Referral Update:

The Commission is seeking to fill a vacancy in the At-Large Alternate #1 seat for a term that will expire on June 30, 2024. Five applications were received, but three of the five applicants neither reside nor work in the District and so are not eligible. The two eligible applicants are incumbents of the District II (Matthew Guichard) and III (Michael Daugelli) seats, whose terms will expire on June 30, 2021. Consequently, on March 8, the IOC directed staff to conduct a second recruitment, which garnered two additional applicants who were invited to interview with the IOC today:

- Soheila Bana, Richmond (owns property in El Sobrante)
- Gary Bussiere, Concord

Recommendation(s)/Next Step(s):

INTERVIEW candidates for the At Large Alternate seat on the Contra Costa County Fire Protection District Advisory Fire Commission and DETERMINE recommendation for Board of Supervisors consideration.

Attachments

Candidate Application Soheila Bana CCCFPD Advisory Commission

Email Soheila Bana 4-30-21

Candidate Application Gary Bussiere CCCFPD Advisory Commission

CCCFPD Commission Roster

Reissued Press Publication

Minutes Attachments

No file(s) attached.

Application Form

Profile

SOHEILA

First Name

V

Middle Initial

BANA

Last Name

Home Address

Richmond

City

Suite or Apt

CA

State

94803

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

☒ District 1

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

University of California at Berkeley

Degree Type / Course of Study / Major

BS / Electrical Engineering and Computer Sciences

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

University of California at Berkeley

Degree Type / Course of Study / Major

MS / Electrical Engineering and Computer Sciences

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

University of California at Berkeley

Degree Type / Course of Study / Major

PhD / Electrical Engineering and Computer Sciences

Degree Awarded?

☒ Yes ☐ No

Other schools / training completed:

Course Studied

Real Estate Salesperson

Hours Completed

90

Certificate Awarded?

☒ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Contra Costa County Fire Protection District - Advisory Fire Commission: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If you have attended, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

My interest in joining Measure X Community Advisory Board stems from my passion to serve my community and a clear and realistic understanding of different needs for community empowerment, improvement and preparedness for disasters. I have lived in Contra Costa County for decades and as both an engineer working for Caltrans and a real estate agent I have had the opportunity to work all over the county and learn of its issues as well as local advantages and disadvantages.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

☐ Yes ☒ No

List any volunteer or community experience, including any advisory boards on which you have served.

I have organized a community grassroots, 94803 Emergency Preparedness Alliance, for the residents of unincorporated El Sobrante and city of Richmond in the zip code 94803. I have been successful in making connections with the offices of emergency services in both CC County and City of Richmond to empower the residents and relay their needs to the officials. In addition, I have been: * Director of Professional Engineers in California Government (PECG), the Bay Area Section with over 10,000 members * Member of Board of Director of Citizens for Greener Communities * Member of Steering Committee of Grassroots for East Bay Joint Power Agency for Wildfire Protection and Vegetation Management which is organized to create support of local officials for a Joint Power Agency. * Commissioner at the City of Richmond Recreation and Parks Commission, I have been working to improve the condition and safety of our parks. * Trustee at the Contra Costa County Mosquito and Vector Control District, representing the city of Richmond * Mentoring minority college students at Richmond Promise * Co-founder and Co-President of STAR for Breast Cancer, I have organized fundraising for cancer patients

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have worked with people of different backgrounds, ethnicities, levels of education and needs both as a volunteer and as a professional. I have extensive work experience with planning, project evaluation and budgeting both as an engineer with millions of dollars and as a volunteer with more limited budgets. As a real estate professional, I have different socioeconomic pockets of Contra Costa County and am familiar with the needs of different communities. I strongly believe in partnership of community and local government as well as residents' empowerment through raising awareness and providing them with simple tools to build community teams. This is especially true when it comes to wildfire prevention, emergency preparedness and disaster recovery.

[Soheila Bana Resume 4 CCC.pdf](#)

Upload a Resume

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

Soheila Bana

SoheilaBana@gmail.com

(U.S. Citizen)

El Sobrante, CA 94803

EDUCATION

UNIVERSITY OF CALIFORNIA AT BERKELEY

Electrical Engineering and Computer Sciences (Minor in Mathematics)

Ph.D. Dec 2000

M.S. May 1994

B.S. May 1990

EXPERIENCE: INDUSTRY

TRANSPORTATION ENGINEER, California Dept. of Transportation, Oakland: 02-21

Designing electrical systems for highway lighting, signals and TMS. Preparing plans, specifications and estimates (PS&E) for highway systems with regards to the approved standards and regulations. Reviewing PS&E compatibility with existing and upcoming telecommunication technologies. Previously maintained TMS elements in the field, configuring and implementing a variety of communication networking equipment and traffic operation system (TOS) elements in freeways, including closed circuit TV cameras, changeable message signs and highway advisory radios, in order to provide real-time traffic images and information to the public and private agencies and research centers in conjunction with the Traffic Management Center (TMC). Additionally, worked in TMC, monitoring the accuracy, continuity and back-up of the data received from the field in different formats and ensuring its real-time accessibility to the dispatchers and CHP through large monitors as well as real-time management of traffic control tools such as CMS and HAR.

SENIOR TECHNOLOGY ARCHITECT, 3Com Inc., Santa Clara: 00- 01

Managed a team of R&D engineers in the wireless communication department. Designed new techniques for wireless communication, including a method for collaborative coexistence of wireless LAN, i.e., 802.11b and wireless PAN, i.e, Bluetooth, in 2.4GHz. Worked closely with product quality and manufacturing engineers to achieve flexibility in design while following the industry standards and meeting the market deadlines. Actively participated in drafting the wireless industry standards by participating at the national meetings of the IEEE.

RESEARCH ASSISTANT, University of California at Berkeley: 89-91 & 94-00

Invented a Space/Time Division Multiple Access scheme for ad-hoc mobile wireless network of automated vehicles. Proposed a safety formalism and a distributed control algorithm for interacting automated vehicles and designed communication protocols for the distributed algorithmic implementation. Designed innovative address resolution protocols for automated vehicles in one-lane automated highway as a flat ad-hoc network and verified the protocols using SPIN verification tool.

Invented a local positioning scheme for automated vehicles to be used in communication address resolution. Developed an efficient method for measuring the Gate-to-Source/Drain capacitance via I-V measurements during IC production. This method eliminates the need for direct capacitance measurements during production and improves the process and allows a better device modeling and chip pricing based upon speed and performance. Designed an Automatic Gain Controlled amplifier to be used with micro-sensors.

DESIGN ENGINEER, Chrontel, Inc., Milpitas: 92-94

Designed transistor-level CMOS analog/digital circuitry including ring oscillators, voltage references, current sources, amplifiers, buffers, Schmidt triggers, I/O circuits and test modes. Responsibilities included spec review, scheduling, design verification, chip floor planning and chip layout along with other related duties such as SPICE-fitting the fabrication models, testing parts for binning specifications, etc. Designed and characterized a standard cell library.

R&D ENGINEER, Hewlett-Packard, Stanford Park Division: 1989

Designed and developed a quadrature demodulator which would be a part of a Modular Measurement System to improve HP-8981 to operate at a specific desired frequency with a high degree of accuracy, without using software calibration.

EXPERIENCE: ACADEMIA

ASSOCIATE DEAN, DeVry University, Fremont: 01- 02

Managed the faculty and staff at the Department of Electronics Technology and supervised the day-to-day operations of the program. Actively participated in the successful accreditation process of the program. Interviewed and hired new faculty. Provided mentorship to all faculty on an ongoing basis. Performed annual faculty evaluation and proposed improvement plans when needed. Approved the class schedule for the department. Built and maintained partnerships and liaisons with the industry to coordinate the curriculum according to the needs of the local industry. Managed student academic affairs on a daily basis through face to face meetings in order to resolve their issues.

TEACHING ASSISTANT, University of California at Berkeley: 90-91 & 94-00

Assisted professors in teaching classes by conducting discussion sessions for classes of 40 to 200 students for a variety of courses in Microelectronic Circuits, Electronics Laboratory, Microelectronic Devices and Circuits, Communication Networks, Analog and Digital Integrated Circuits.

Conducted similar discussion sessions for industry professionals taking online courses at UC Berkeley.

EXPERIENCE: VOLUNTEER

HUMAN RIGHTS DEFENDER, 97 –present

Defending the human rights of women, children and ethnic and religious minorities through writing numerous scholarly articles, giving talks at local and international gatherings and conferences, and giving interviews on various radio and TV channels. Initiating international campaigns against death penalty in Iran. Organizing campaigns to save lives of specific juvenile offenders. Supporting, advising and guiding local women human rights defender lawyers and activists in Iran to organize gender education workshops and establish NGOs for women's rights advocacy.

COMMISSIONER, Richmond Parks and Recreation Commission. 17 -present

Working as a liaison between the City Council and residents of El Sobrante and Marina Bay neighborhoods to improve the quality of living and enhance enjoyment of recreational opportunities for all those residents. Working along with other Commissioners in advisory capacity to the City Council on all matters pertaining to public recreation, preserving the parks' biological diversity and protecting natural and cultural resources of Richmond while providing opportunities for high quality outdoor recreation and promoting recreational programs for the youth. Working with other entities such as Citizens for East Shore Parks and Richmond Bicycle/Pedestrian Advisory group to make streets of Richmond biker friendly.

CO-FOUNDER & CO-PRESIDENT, Support, Treatment, Awareness and Research (STAR) for Breast Cancer. 09 -present

Directing organization's overall activities including setting up and overseeing various planning committees' work. Leading the development committee which activities include generating fundraising ideas.

Organizing online campaigns. Designing educational and promotional materials. Recruiting volunteers for fundraising events, supervising and coordinating their work. Making presentations to potential partners or corporate donors. Building relationship with sister organizations at local and international level as well as community organizers to create effective campaigns. Devising strategies for reaching out to women of Middle Eastern origin and raising awareness in different communities while considering cultural sensitivities.

PRESIDENT & TRUSTEE, Contra Costa Mosquito and Vector Control District Board: 09-present

Sharing the responsibility of overseeing the operation of the District with regards to effective prevention of mosquito and vector diseases, financial management, environmental pollution, public relation, and employee management without interfering with the day to day business of the District. Participating in

national conferences about the management and environmental impact of vector control. For one year, presided over the regular meetings of the Board of Trustees. Set the meetings' agenda. Advised the board on making decisions. Evaluated the annual performance of the CEO.

HONORARY PARTNER, *Equality Now: 07-present*

Acting as a liaison between the local activists and grassroots campaign organizers to defend women's rights in Iran and the international organization of Equality Now that raises global awareness and builds support among citizens as well as policy makers and politicians in different countries for the causes.

LOCAL ADVISOR, *Mama Cash: 07-present*

Providing advice to the organization with regards to the local women's organization in Pakistan, Iran and Afghanistan that need financial support and provide feedback about the impact of the supported projects on women's movement and rights. Guiding local women in those countries towards capacity building, empowerment, organizing and articulating their needs and writing proposals for grants to Mama Cash.

INTERNATIONAL CAMPAIGN COORDINATOR, *Stop Stoning Forever: 06- 09*

Coordinated the strategy as well as the step by step tactics of international advocacy by human rights organizations such as Amnesty International and Equality Now with the local campaign activists in Iran, including lawyers and journalists, to raise worldwide awareness about the legal practice of stoning in Iran for the so called sexual crimes and build a strong and active global opposition to it. Recruited and managed an international group of volunteer translators to expedite the transmission of reliable detailed and up to date news about the campaign and the Iranian government's reaction to it. The campaign saved more than ten lives from stoning and led to the removal of the text regarding stoning as a punishment in the Islamic Penal Code by the Iranian government.

FOUNDER & PRESIDENT, *Daayeh International Alliance to Nurture Children. 97 -01*

Directed the organization's activities to find educational sponsors for needy children in Iran. Recruited and supervised a group of local volunteers in Iran to identify the needy children and watch their progress. Initiated and managed online campaigns. Organized fundraising events. Recruited and supervised volunteers for the fundraising events.

FOUNDER & MODERATOR, *Madar-Pedar: 97-07*

Founded the first online discussion group of parents in California to address and discuss parenting concerns as well as cultural issues of raising bi-cultural children. Moderated daily discussions among 200+ members on a wide range of issues from celebrating cultural festivities at children's schools to whether to allow children to sleep over at their friends'.

CO-PRESIDENT & MEMBER, *Women in Computer Science & Electrical Engineering (WICSE): 93-99*

Actively participated in initiating, proposing and getting approved by the UC Berkeley faculty the first parent policy for college students in the nation that would allow maternity/paternity leave to student parents with health insurance and extended time for academic milestones. This policy later on was extended to all the University of California campuses. Spearheaded submitting women engineers' proposals to the industry decision makers for improving gender parity in engineering.

TECHNICAL PUBLICATIONS & PRESENTATIONS

- S. Bana and P. Varaiya, "Space Division Multiple Access (SDMA):A Robust Self-organizing Ad-hoc Network Architecture and MAC Protocol", Submitted to the IEEE Fourth International Conference on Intelligent Transportation Systems, Oakland, August 25-29, 2001
- S. Bana and P. Varaiya, "Automated Vehicle Navigation via Magnetic Signals", Presented at the International Association of Institutes of Navigation Congress/Institute of Navigation Annual Meeting, San Diego, June 26-28, 2000.
- S. Bana and P. Varaiya, "Address Resolution in One Lane Automated Highway Systems", PATH Research Report, UCB-ITS-PRR-99-22, 1999.

- S. Bana and P. Varaiya, “Position Location in AHS by Magnetic Pseudo-Noise Signals”, PATH Research Report UCB-ITS-PRR-99-21, 1999.
- S. Bana and S. Hassoun, “Practices for Recruiting and Retaining Graduate Women Students in Computer Science and Engineering', Presented at the Computing Research Association Conference at Snowbird, Utah, July 26-28, 1998.

PATENTS

- A Method of Collaborative Coexistence for 802.11b and Bluetooth, 3Com (No. 3672.TDC)
- Variable Key Encryption for Wireless Communication, 3Com (No. 3612.TDC)
- Space Division Multiple Access (SDMA), UC Berkeley (No. B00-092)
- Magnetic Positioning System (MPS),UC Berkeley (No. B01-002)

Julie Enea

Subject: FW: CCCFPD Application for Membership

From: Soheila Bana
Sent: Friday, April 30, 2021 12:48 PM
To: Julie Enea
Subject: Re: CCCFPD Application for Membership

Dear Ms. Enea,

Thank you for your email. I will be there. Meanwhile, may I ask you to please share with Supervisors Candace Andersen and Diane Burgis the email I forward below. It is a sample of the community work I do in 94803 Community Preparedness Alliance and I believe would be informative regarding this position.

----- Forwarded message -----

From: Soheila Bana
Date: Fri, Apr 30, 2021 at 11:38 AM
Subject: Good News: Free Help, JPA Progress, Emergency Evacuation, FireWise Program & More
To: 94803 Community 3 <94803-community-3@googlegroups.com>

Hello 94803 Neighbors,

Here are some updates for you, including some good news:)

- 1) Free Fire Prevention Project for a senior/physically challenged homeowner AND their neighbors
- 2) Progress on JPA
- 3) Progress on Fire Danger Signs
- 4) Progress on Emergency Evacuation: CCC Uses Zonehaven
- 5) CCC FireWise Program
- 6) CWS Test
- 7) B of A owns the property at 3939 San Pablo Dam Road

In more details:

1) Free Fire Prevention Project senior/physically challenged homeowner AND their neighbors

The following is from Genevieve Pastor-Cohen from the City of Richmond. Please let me know if you know a senior/physically challenged homeowner who has overgrown vegetation and is unable to do the work on their own. *Fire Marshal Govan approached me to reach out to residents in Richmond's very high fire severity zone to **identify a senior/physically challenged homeowner who has overgrown vegetation and is unable to do the work on their own.** Additionally, if the senior/physically challenged homeowner lives next to a property where the overgrown vegetation is encroaching upon their property, that would be a good criteria as well.*

Fire Marshal Govan would like to start this annual project and work with one senior/physically challenged homeowner each year. The project would begin early May and complete the vegetation management task by June 1.

Soheila, do you have potential homeowners whom you know would benefit from this project? If so, may we have their contact names and information.

Thank you for your reply. I have included Fire Marshal Govan, please reply "all".

Respectfully,
Genevieve Pastor-Cohen, MS, CEM, CBCP (ret.)
Emergency Services Manager
City of Richmond, Fire Department/Office of Emergency Services
440 Civic Center Plaza, 2nd Floor

2) Progress on JPA

As you may know, we have hired a consultant to help us with encouraging cities to join the coalition in support of a Joint Power Agency (JPA) for Wildfire Prevention and Vegetation Management in the East Bay. It seems like although my personal letters to Mayor Butt were not fruitful, the consultant's work with the city manager may result in the City Council endorsing the JPA.

3) Progress on Fire Danger Signs (image below)

CCC Fire Chief Broschard announced in the periodic Wildcat Canyon Wildfire Prevention meeting that he has ordered 6 signs to alert citizens of the fire danger level. I assume they would look like the image you see at the bottom of this email. We need to ask for some of those signs to be installed in El Sobrante.

If you live in El Sobrante, please ask MAC to request 2-3 signs to be installed here. We need to be proactive and propose specific locations for them. Please share your ideas with MAC.

4) Progress in Emergency Evacuation: CCC uses Zonehaven

CCC Fire Chief Broschard also announced that they will be using Zonehaven for dividing residential areas into zones and managing emergency evacuation. See zonehaven.com

El Cerrito and Orinda are ahead in the game, Richmond is behind and needs to catch up in terms of preparing the map and residential info for using this service. I am unaware of the status of mapping unincorporated El Sobrante for emergency evacuation. Please ask MAC to inquire about the status of mapping unincorporated El Sobrante and push for faster progress before the fire season.

5) CWS Test

We were told by the County OES that it would take a year or so to coordinate a testing of the emergency alert system or CWS. We need to get started now. I am really wondering now that if a preparation for a test takes a year, how would they perform in case of a real emergency?! This means coordinating a test is really important and urgent. We need to push the authorities to coordinate for a 94803 area Community Warning System test!

I think we should start with El Sobrante MAC and ask them to request it and coordinate it with the other entities.

6) CCC FireWise Program

CCC Fire Chief Broschard mentioned this program "Firewise Program, Being Phased In Across the District, Offers Neighbors Opportunity to Work Together to Protect Their Communities From Wildfire Dangers

<https://www.cccfpd.org/pdfs/2-23-21%20--%20Con%20Fire%20Introduces%20Firewise%20USA%20Program%20Across%20District%20--%20FINAL.pdf>

Recently, Marilyn (Thanks to her) looked into it and reported back the following:

"I got a response from ConFire and they said Richmond is on its own—not supported for the Firewise program by the county. Ugh.

But we can do it on our own (that is, through neighborhood councils—perhaps as a subset?). It's just additional work, and it loses the opportunity to bring the entire 94803 group together. I have a feeling when that JPA is put into effect this kind of issue will be go away."

7) B of A owns the property at 3939 San Pablo Dam Road

Some of you have written to me, expressing concern that Bank of America had rented the property. As a real estate agent, I checked the title and learned they have owned it since 1964, as you see in the text of the petition. Please

support the petition, pass it around, post it on Nextdoor, and let us make it up to 1000+ signatures and submit before they make other plans for the parcel. FYI, we already contacted the bank and told them of our request and informed them that we will submit a petition to show that it is a community wide desire and need to have a Community Center. B of A would get tax deduction for their donation and we would get the building for a nice community center that next to the library and the future Community Park would make a HUB for our community and change the face of El Sobrante.

P.S. A Fire Danger Sign in El Cerrito:



Ask El Sobrante MAC to get some in the 94803 area soon!

Thank you,
Soheila Bana
94803 Emergency Preparedness Alliance

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You received this message because you are subscribed to the Google Groups "94803 Community 3" group.

To unsubscribe from this group and stop receiving emails from it, send an email to 94803-community-3+unsubscribe@googlegroups.com.

To view this discussion on the web visit <https://groups.google.com/d/msgid/94803-community-3/6467f902-f4cd-4d1d-a088-642b87f80d94n%40googlegroups.com>.

For more options, visit <https://groups.google.com/d/optout>.

----- End of Forwarded message -----

Application Form

Profile

Gary F Bussière
First Name Middle Initial Last Name

Home Address Suite or Apt
Concord CA 94519
City State Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

☒ District 4

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Maine Maritime Academy

Degree Type / Course of Study / Major

BS Marine Engineering Technology

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

University of Maine

Degree Type / Course of Study / Major

Liberal Arts

Degree Awarded?

☐ Yes ☒ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Contra Costa County Fire Protection District - Advisory Fire Commission: Submitted

Seat Name

Gary Bussiere

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If you have attended, how many meetings have you attended?

Please explain why you would like to serve on this particular board, commitee, or commission.

Retired Navy have lived here, and raised my son with my wife for 27 years

Gary F Bussière

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

☐ Yes ☒ No

List any volunteer or community experience, including any advisory boards on which you have served.

Volunteer fire department Wales, ME

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Lived here over 27 years, have been trained in fire fighting during 30+ years, San Diego(CA), Treasure Island(CA), Vacaville(CA), Philadelphia(PA), Norfolk(VA), and Freehold(NJ).

Upload a Resume

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

Pay taxes and live here

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree



Contra Costa County, CA

Contra Costa County Fire Protection District - Advisory Fire Commission

Board Roster



Michael Egan

3rd Term Jul 01, 2020 - Jun 30, 2024

Position At-Large 1



Richard (Tom) Chapman

2nd Term Jul 01, 2018 - Jun 30, 2022

Position At-Large 2



Walter Fields

2nd Term Jul 01, 2020 - Jun 30, 2024

Position At-Large Alternate #2



Clayton Laderer

1st Term Dec 17, 2019 - Jun 30, 2022

Position At-Large Alternate #3



Erel M Betser

1st Term Feb 27, 2018 - Feb 27, 2022

Position District I



Matthew Guichard

1st Term Jul 01, 2017 - Jun 30, 2021

Position District II



Michael Daugelli

1st Term Oct 08, 2019 - Jun 30, 2021

Position District III



Debra Galey

2nd Term Jul 01, 2019 - Jun 30, 2023

Position District IV



Richard S. Nakano

1st Term Dec 10, 2019 - Dec 31, 2023

Position District V



Vacancy

Position At-Large Alternate #1



Contra Costa County

County Administrator's Office • 1025 Escobar St., 4th Floor • Martinez, CA 94553 • www.contracosta.ca.gov

FOR IMMEDIATE RELEASE
March 26, 2021

Contact: Julie DiMaggio Enea, 925-655-2056
julie.enea@cao.cccounty.us

WOULD YOU LIKE TO SERVE ON THE ADVISORY FIRE COMMISSION?

The Contra Costa County Board of Supervisors is seeking an individual to serve as an At Large Alternate member of the Contra Costa County Fire Protection District's (CCCFPD) Advisory Fire Commission. The Commission is responsible for confirming cost of abatement reports; conducting weed abatement appeal hearings; approving surplus equipment declarations; reviewing CCCFPD operations and budget reports; and advising the Fire Chief on District service matters. The Commission also serves as a liaison between the Board of Directors and the community and may be asked to perform other duties by the Board of Directors. Applicants must reside or work within the boundaries of the Fire District to be considered for the appointment.

Regular meetings of the Advisory Fire Commission are held on the second Monday of even-numbered months at 7:00 p.m. in Concord. The appointment will be to complete the current term ending on June 30, 2024. Commissioners are not compensated.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or visiting the County webpage at <https://www.contracosta.ca.gov/3418>. Applications should be returned to the Clerk of the Board of Supervisors, 1025 Escobar St., 1st Floor, Martinez, CA 94553, **no later than 5:00 p.m. on Friday, April 23, 2021**. Applications can also be emailed to ClerkoftheBoard@cob.cccounty.us.

Applicants should plan to be available for public interviews on Monday, May 10, 2021. Due to COVID-19, interviews will be conducted telephonically. Further information about the Advisory Fire Commission can be obtained by contacting Latonia Ellingberg at lelli@cccfpd.org or (925) 941-3300 x1200 or by visiting the website <https://www.cccfpd.org/advisory-fire-commission>.

##



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 05/10/2021
Subject: RECOMMENDATION FOR APPOINTMENT TO THE COUNTY
CONNECTION ADVISORY COMMITTEE
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: IOC 21/5
Referral Name: Advisory Body Recruitment
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925)
655-2056

Referral History:

County Connection was formed in 1980 as a Joint Powers Agency under the legal name The Central Contra Costa Transit Authority. Today County Connection provides fixed-route and paratransit bus service throughout the communities of Central Contra Costa County. The County Connection Advisory Committee meets bi-monthly to review, analyze, and advise the County Connection Board of Directors on issues and policies relating to fixed-route and paratransit bus service. Committee members also act as a citizen liaison from the represented jurisdictions.

Prior to 2019, the County Representative seat on the County Connection Advisory Committee had been vacant for many years. In 2019, the Board of Supervisors appointed, at the recommendation of the IOC, Marjorie McWee to the County seat.

Referral Update:

The current term of the County Representative appointee on the County Connection Advisory Committee will expire on June 30. Staff conducted a four week recruitment and received one application, from incumbent Marjorie McWee.

For advisory body vacancies, our standard advertising includes:

- Posting a notice in the News Flash section of the homepage for the duration of the nomination period.
- Promoting with a recruitment announcement on CCTV's CountyNet bulletin board
- Emailing to area print/online publications, plus KCBS Radio and KKDV Radio.

Ms. McWee has been an active member of the Advisory Committee and has applied to continue her role. Staff recommends her reappointment.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the reappointment of Marjorie McWee to the County Representative seat on the County Connection Advisory Committee to a new term that will expire on June 30, 2023.

Attachments

Press Publication County Connection 3-26-21

Candidate Application Marjorie McWee County Connection CAC

Minutes Attachments

No file(s) attached.



Contra Costa County

County Administrator's Office • 1025 Escobar Street • Martinez, CA 94553 • www.contracosta.ca.gov

IMMEDIATE RELEASE
March 26, 2021

Contact: Julie DiMaggio Enea, 925-655-2056
julie.enea@cao.cccounty.us

Is Public Transportation Important to You? Serve on the County Connection Advisory Committee

The Contra Costa County Board of Supervisors is seeking an individual to serve on the County Connection Advisory Committee. The Advisory Committee's role is to review and analyze issues and policies relating to fixed-route and paratransit service, and to advise the County Connection Board of Directors accordingly. The County's appointee will also act as a citizen liaison from the County.

Regular meetings of the Advisory Committee are held bi-monthly on the second Tuesday at 1:00 pm in Concord. This is a volunteer position. The appointment will be for a two-year term beginning July 1, 2021 and ending June 30, 2023.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or visiting the County webpage at www.co.contra-costa.ca.us/3418. Applications should be returned to the Clerk of the Board of Supervisors, 1025 Escobar St., 1st Floor, Martinez, CA 94553, **no later than 5:00 p.m. on Friday, April 23, 2021**. Applications can also be emailed to ClerkoftheBoard@cob.cccounty.us.

Applicants should plan to be available for public interviews on Monday, May 10, 2021. Due to COVID, interviews will be conducted over telephonically. Further information about the County Connection Advisory Committee can be obtained by calling Rashida Kamara at (925) 680-2098 or kamara@countyconnection.com.

###



Contra
Costa
County

Print Form

Please return completed applications to:

Clerk of the Board of Supervisors

1025 Escobar Street, 1st Floor

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Marjorie

Last Name

McWee

Home Address - Street

City

Walnut Creek

Zip Code

94598

Phone (best number to reach you)

Email

Resident of Supervisorial District:

IV

EDUCATION

Check appropriate box if you possess one of the following:



High School Diploma



CA High School Proficiency Certificate



G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded
Scripps college, Claremont CA	Managerial Psychology; Humanities	☒ Yes ☐ No
University of Southern California	Masters of Business Administration	☒ Yes ☐ No
University of California, Berkeley Extension	Project Management	☐ Yes ☒ No

Other Training Completed:

Operations and Project Management (Six Sigma; Project Management Institute); Fine Art

Board, Committee or Commission Name

County Connection Advisory Committee

Seat Name

Committee Member

Have you ever attended a meeting of the advisory board for which you are applying?

☐ No

☒ Yes

If yes, how many?

Meetings since original appointment

Please explain why you would like to serve on this particular board, committee, or commission.

Please see attached response "A"

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Please see attached response "B"

I am including my resume with this application:

Please check one:

☐ Yes

☒ No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

☒ Yes

☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one:

☒ Yes

☐ No

List any volunteer and community experience, including any boards on which you have served.

Please see attached response "C"

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one:

☐ Yes

☒ No

If Yes, please identify the nature of the relationship:

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

Please check one:

☐ Yes

☒ No

If Yes, please identify the nature of the relationship:

I am a property tax payer

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

Signed: _____

Date: 5/4/2021

Submit this application to: ClerkofTheBoard@cob.cccounty.us OR Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

CONTRA COSTA COUNTY BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION--Continued

Committee Name: County Connection Advisory Committee

Applicant: Marjorie Mc Wee

- Response "A" to *Please explain why you would like to serve on this particular board, committee, or commission:*

How do we help a diverse populace decide when it will be safe to ride public transit again? As the community moves towards recovering economically, how will the transit systems operate and financially sustain themselves? In the next year, these strategic questions will undoubtedly be top of mind for the County Connection Board and its management. We all know there will be many other strategic questions as we work together to imagine and build our future. Agencies like County Connections have a governance structure that includes advisory/citizen input. That perspective is critical to informing decisions.

In serving a second term, my hope is that the advisory committee can influence these conversations. This would be worthwhile for me, especially if the committee has impact on strategic approaches as the agency moves forward post-pandemic. As stakeholders, we should inform the Board as it determines how best to deliver this vital service to our area.

As members of society, riders from all walks of life depend on transit services for commuting, accessing medical care, shopping, attending school, exchanging in commerce, or otherwise participating in the community. What is the societal and economic impact if bus routes and service headways can't be financially sustained? How does that influence ridership? What if service levels remain at its pandemic lows?

A few years ago, I found myself suddenly and fully reliant on transit. Unwilling to stay at home, I dove headfirst into using transit as an active wheelchair user. Soon I became well-versed in the County Connection's fixed route system and paratransit systems. I rode public transit daily within Contra Costa and the greater Bay Area to meetings, appointments, and for commerce. Through my intermodal journeys, I quickly became aware of the merits and pitfalls of bus ridership within our county.

It was easy to imagine the plight of other passengers. As a rider, I was able to observe the sociological aspects of other passengers and see how their ages, station in life, demographics, and basic logistics impacted their experience. Often, I would see the impact of accessibility issues, service disruptions or long journeys on individuals, their few alternatives, and their ultimate powerlessness at improving the bus system. These experiences have helped inform my effectiveness as a stakeholder voice.

I served my first term on the advisory committee to be that voice, giving intentional and constructive feedback to the County Connections management. Since then, I have worked with the management to provide insights and perspective as they improve and plan paratransit services. This included participating as a member of the advisory task force that collaborated on the Contra Costa County Accessible Transportation Strategic Plan. I have also served a concurrent term on the BART Accessibility

Task Force and was recently appointed to the Countywide Bicycle & Pedestrian Advisory Committee under the county transportation authority. As I serve, I work to be a voice for diverse groups of riders and the factors which influence many riders' accessibility (e.g., mobility constraints, issues of aging, veterans, inability to see or hear well, PTSD/psych/neuro/cognitive challenges, homelessness, or simply traveling to off-route destinations).

My goal with continuing to serve is to continue to be an influencer as the County Connection's Board and management embark on the hard work of rebuilding while making future critical strategic decisions which will impact all riders.

I would like to be a part of the advisory committee as it helps define how best to support County Connections' future.

- Response "B" to *Describe your qualifications for this appointment:*

I have outlined my qualifications from a disabled rider's perspective, but I also bring a wide-range of professional experience.

I am currently retired but will bring to the committee a well-rounded business background where I was a consultant and manager of operations, facilities management, strategic planning, business analysis, finance planning, budgeting, corporate governance, human resources/benefits, risk management, IT, program/project management, and business process improvement.

My professional background also helps me realize and appreciate that there are many stakeholders, constituents, and microeconomic factors involved at the planning and governance level where important decisions are made around strategy, policies, routes, the system's microeconomics, funding, budgets, and fare structures. Now that COVID has disrupted our world and transit systems, I appreciate that these challenges are mounting rather than becoming less complex.

- Response "C" to *List any volunteer and community experience, including any boards on which you have served.*

In addition to serving on the County Connection Advisory Committee, in 2021 I have been also serving on:

- BART Accessibility Task Force (2019 to date)
- County Bicycle & Pedestrian Advisory Committee as part of Contra Costa County Transportation Authority (2021 to date)
- Steering Committee for the Smith Kettlewell Eye Research Institute's Adults with CVI program (2020 to date)
- Accessible Transportation Strategic Plan Technical Advisory committee (2019 to 2021)

Prior experience includes:

- Citizen Advisory Committee for city of Walnut Creek planning process for a district
- Walnut Creek Presbyterian Church (WCPC) Session (i.e. governing board) Ex Officio member while on staff;
- De Officio member on a foundation board of trustees for WCPC
- Co-chair of multiple operational committees for finance, buildings and grounds, human resources while on staff as Exec. Dir. of Administration for WCPC
- Countrywood HOA Board Member
- Vice President of Board for the Contra Costa County Guide Dogs Raisers
- Grass roots advocate with commuter group during the Pleasant Hill Bart transit village ideation process.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 05/10/2021
Subject: Cut the Commute Challenge Status Report
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: IOC 21/10
Referral Name: Cut the Commute Challenge
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 655-2056

Referral History:

On October 20, 2021, the Board of Supervisors referred to the IOC the Bay Area Air Quality Management District's (BAAQMD) challenge "Cut the Commute" to identify issues and determine the feasibility of accepting the Challenge (see board order and Challenge, attached). Employers that accept the BAAQMD Challenge must commit to actively study and determine what strategies will work best for their particular workforce to facilitate remote work opportunities. Recommended strategies can include, but are not limited to, remote work, public transit options, carpool, and bike to work programs.

Referral Update:

The County has developed and proposed to our labor partners a draft Remote Work Policy. Because this Policy may affect every County employee and labor group, a Countywide policy is necessary and we will need to reach agreement with all parties. The County has conducted four meetings with the Labor Coalition (all County unions except sheriff and fire) thus far but has not reached agreement on a number of key issues, including the process for identifying positions eligible for remote work, the process of resolving denied remote work requests, and a number of cost items related to remote work. The County will continue to meet and discuss the draft Remote Work Policy with the Coalition in an effort to reach agreement. Until agreement is reached, remote work will remain a goal but cannot be a strategy to which the County can commit in response to the BAAQMD's challenge.

While remote work is the centerpiece of employer commute/emissions reduction programs, the County has previously implemented many other employer and public service programs to encourage alternatives to the daily commute, as well as ongoing community planning for such alternatives:

- Adopted a **Climate Action Plan** to set goals and identify solutions to reduce emissions of Greenhouse Gases (GHGs) and other harmful pollutants. The CAP supports a balanced transportation system including bicycle, pedestrian, transit, and carpooling facilities,

transit, and parking demand management.

- Early adopter of a **Smart Growth** initiative, to promote development within existing urban areas to protect open space and promote the creation of pedestrian-friendly neighborhoods and shopping districts.
- Adopted various **transportation plans**, including Coordinated Human Services Transportation Plan for the Bay Area, Priorities for Senior Mobility, Bay Point Community Based Transportation Plan, and the Contra Costa County Accessible Transportation Strategic Plan.
- Adopted a **Countywide Bicycle and Pedestrian Plan** to support and encourage walking and bicycling, and identify actions the County and its partners should take to facilitate them.
- Adopted a **Clean Air Vehicle Policy and Goals** to procure the most fuel-efficient and lowest emission vehicles, and reduce petroleum fuel consumption.
- **Enterprise Rideshare and Ridematching Service**
- Plan and implement **neighborhood bicycle and pedestrian improvements**, e.g., Treat Blvd., West Leland Rd.
- Plan and implement **multi-use trails and thoroughfares** for expanded non-motorized commuting and recreation, e.g., Iron Horse Corridor/Regional Trail, Olympic Corridor, Lafayette/Moraga Trail, Marsh Creek Corridor Trail, etc.
- Adopted the **Idle-Free Pledge**, promising to turn off vehicle engines when waiting for more than 30 seconds to reduce air pollution in the region.
- Conducted the **Employee Commute Survey**, a survey conducted in July and August 2019 of County employees regarding how they travel to and from work. The survey found that most employees drive alone and are spending 40-45 minutes on average commuting each day. Two-thirds of County employees would consider alternatives for their work commute, particularly telecommuting and carpools. Primary factors that inform current commute choices are travel time, cost, and flexibility. While a small percentage of County employees taking the survey drive electric vehicles currently, more than half are considering purchasing an electric vehicle, and 75 percent would like to the County to install electric vehicle chargers at County facilities.
- Endorsed the annual **Bike to Work/Wherever Campaigns**, provide employee bike lockers, Bike Mapper and Toolkit
- Adopted the **Transportation Demand Management (TDM) Ordinance** to encourage the use of creative and effective ways to reduce motor vehicle trips and their associated impacts created by new development projects.
- Participating in the **East County Integrated Transit Study** to identify solutions for improving transit service between Antioch and Brentwood.
- The [County's TDM Guidelines \(2009\)](#), which were developed to assist project proponents with implementing the TDM Ordinance and developing project TDM plans.
- The [County's Employee Commute Benefit Program](#), which was instituted to allow County employees to use pre-tax funds to pay for certain commute related expenses. This program also satisfies compliance with the [Bay Area Commute Benefits Program \(SB 1339\)](#) required for employers of 50 or more full-time employees.

Through these many programs and initiatives, the County continues to demonstrate its commitment to reducing commute traffic, congestion, and vehicle emissions, creating more walkable communities, increasing access to public transportation, and improving the overall quality of life of Contra Costans.

Recommendation(s)/Next Step(s):

RECEIVE status report on development of strategies in response to the Bay Area Air Quality Management District's Cut the Commute Challenge.

Attachments

Board Order Cut the Commute Challenge 11-3-2020

Cut the Commute Pledge BAAQMD

Minutes Attachments

No file(s) attached.



**Contra
Costa
County**

To: Board of Supervisors
From: Supervisor Karen Mitchoff & Supervisor John Gioia
Date: November 3, 2020

Subject: Bay Area Air Quality Management District's (BAAQMD) Challenge to "Cut the Commute"

RECOMMENDATION(S):

1. REFER to the County Administrator and Internal Operations Committee, for report back to the Board, the Bay Area Air Quality Management District's (BAAQMD) challenge to Contra Costa County employers to "Cut the Commute", to identify issues and determine the feasibility of accepting the Challenge;
2. REQUEST, via the Contra Costa County Mayors' Conference, the 19 Contra Costa cities to consider accepting this Challenge; and
3. REFER to the Sustainability Committee how best to engage and encourage other Contra Costa employers to consider accepting this Challenge.

FISCAL IMPACT:

Potential costs or savings for employers are yet to be identified and determined.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/03/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

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

ATTESTED: November 3, 2020

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

By: June McHuen, Deputy

Contact: Lisa Chow (925)
521-7100

BACKGROUND:

Attached is the “Cut the Commute” Challenge posed by the Bay Area Air Quality Management District (BAAQMD). Employers that accept the BAAQMD Challenge must commit to actively study and determine what strategies will work best for their particular workforce to facilitate remote work opportunities. A toolbox is available on the BAAQMD website to assist employers that endeavor to meet this Challenge, both now and in the future.

At this time of COVID-19, it is presumed that a high number of employers, public and private, are managing to operate under the COVID work restrictions by having some employees work from home. The Air District, in making this Challenge, recognized that there are issues of equity in any potential program that may be instituted by an employer and its particular employees, and that not all jobs lend themselves to telecommuting. The County largely provides public-facing services from locations accessible to the general public. The Challenge is intended to be a flexible program applicable only to employees whose work requirements allow them to work from home. Employers can strive to meet the Challenge by having a portion of its workforce “cut the commute” or having eligible employees work a portion of their workday at home; or a combination or variation of those strategies.

It is also recognized that many employees already carpool or use non-automotive transportation methods to reach their job sites, and options such as rideshare, public transit, bike-to-work, and technology discounts could also be leveraged to reduce employee commuting.

The ability for employees to work remotely is important to the community, employees, and businesses in Contra Costa County. The County has developed and proposed to our labor partners a draft Remote Work Policy. Because this Policy may affect every County employee and labor group, a Countywide policy is necessary and we will need to reach agreement with all parties. Contra Costa County recognizes the benefits of remote work, including:

- Promoting options for employees to effectively balance work-life commitments;
- Boosting employee morale, productivity and job satisfaction while reducing absenteeism;
- Providing an additional employee recruitment and retention tool and increasing the County’s competitive advantages by positioning the County as “an employer of choice;”
- Improving service delivery by allowing for work hours beyond the traditional 8am to 5pm, Monday through Friday schedule in appropriate situations;
- Allowing for more efficient use of County buildings, office space and parking facilities;
- Improving the County’s ability to provide essential services during/following an emergency;
- Improving air quality, reducing greenhouse gas emissions; and
- Reducing traffic, transit and parking congestion.

In order to make our bargaining process practical and efficient, the County is pursuing a “coalition” model of bargaining with our labor partners. The first meeting to discuss a draft Remote Work Policy is scheduled for November 13, 2020.

In acknowledgement that acceptance of the BAAQMD Challenge must be predicated on adoption of a Remote Work Policy and will affect the provision of public-facing services, this matter is recommended for referral to the County Administrator and the Board's Internal Operations Committee for study and recommendation back to the Board.

ATTACHMENTS

BAAQMD Cut the Commute Pledge

Cut the Commute Pledge

The Cut the Commute Pledge offers an opportunity for representatives of Bay Area companies and organizations to pledge to provide remote work options for their employees.

The shelter-in-place orders issued to protect the public from the spread of COVID-19 necessitated a major shift in how Bay Area employers operate, and many employees quickly made the adjustment to remote work.

As shelter-in-place orders are eased or lifted, let's rethink how we conduct business and consider the substantial benefits remote work can bring to us all:

- Cleaner air and reduced climate impacts
- Reduced traffic congestion
- Saves money and time spent in traffic
- Improved employee recruitment, retention, and productivity
- Money saved on commercial real estate and parking facilities
- Enhanced employee work-life balance
- Resiliency - provides a blueprint to continue business during a crisis

The benefits of remote work are numerous. All that is needed now is leadership, vision, and commitment.

Are you ready to step forward and adopt an innovative remote work policy after the shelter-in-place? By signing this pledge, your company or organization commits to extending remote work options by at least 25 percent (or 1-2 days a week) for employees whose work requirements allow for that flexibility, though you can pledge more! For those employees that don't have that flexibility, your company or organization will encourage alternatives to driving alone.

Help improve air quality and quality of life for all Bay Area residents!

View the Air District's [Remote Work Policy Clearinghouse](#) web page for a complete remote work toolkit, featuring resources and guidance, model teleworking agreements, and information on equity considerations and ergonomics.