

CALENDAR FOR THE BOARD OF DIRECTORS
CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
BOARD CHAMBERS, ADMINISTRATION BUILDING, 1025 ESCOBAR STREET
MARTINEZ, CALIFORNIA 94553-1229

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

MONICA NINO, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 655-2075
LEWIS BROSCARD, FIRE CHIEF

As permitted by Government Code section 54953 (e), and in accordance with the County Public Health Officer's recommendations for virtual meetings and social distancing, Board members may participate in the meeting remotely. The Board meeting will be accessible in-person, via television, and via live-streaming to all members of the public. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov.

Persons who wish to address the board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing **888-278-0254** followed by the access code **843298#**. A caller should indicate they wish to speak on an agenda item, by pushing "#2" on their phone. Access via Zoom is also available using the following link: <https://cccouny-us.zoom.us/j/87344719204>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000.

Meetings of the Board are closed-captioned in real time. Public comment generally will be limited to two minutes. Your patience is appreciated. A Spanish language interpreter is available to assist Spanish-speaking commenters.

A lunch break or 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 online at www.contracosta.ca.gov.

ANNOTATED AGENDA & MINUTES
July 12, 2022

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

Staff Present: Monica Nino, County Administrator
Lewis Broschard, Fire Chief

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

Called the meeting to order at 3:50 p.m. Adjourned the meeting at 5:10 p.m.

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.**

DISCUSSION ITEMS

- D.1** CONSIDER accepting report from the Contra Costa County Fire Protection District and the Sheriff’s Office of Emergency Services on preparations for wildfire season. (Lewis Broschard, Fire Chief)

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

Other: Director John Gioia (ABSENT)

- D.2** CONSIDER accepting a report from the Deputy Fire Chief providing a status summary for Contra Costa County Fire Protection District fire station construction projects. (Aaron J. McAlister, Deputy Fire Chief)

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

Other: Director John Gioia (ABSENT)

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

Speakers: No Name Given; Caller 6770.

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

Other: Director John Gioia (ABSENT)

- D. 4 CONSIDER Consent Items previously removed.

There were no items removed from consent for discussion.

- D. 5 PUBLIC COMMENT (2 Minutes/Speaker)

No Name Given, congratulated the Fire District on its consolidation and thanked the Supervisors for their hard work. She questioned whether Pinole was a part of Contra Costa County, and expressed her concern that her taxpayer dollars are going to another county. She further wondered if a peat fire could possibly be the result of arson;

Caller 6770 noted that PTSD amongst first responders is a serious issue, and observed that at the opposite end of the scale, the responders to the Uvalde school shooting failed to take action.

CONSENT ITEMS

- C.1** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a license agreement with the American National Red Cross for its use of a portion of the District training grounds, located at 2945 Treat Boulevard in Concord, to store vehicles and associated disaster response equipment, through May 31, 2023. (No fiscal impact)

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

- C.2** ADOPT Resolution No. 2022/9 to delegate powers to the Advisory Fire Commission and to update the Commission Bylaws reflecting changes to the Commission seat designations and delegated powers, as recommended by the Internal Operations Committee. (No fiscal impact)

Adopted as amended to reflect in the bylaws that while not voting, alternates may fully participate in meetings. Revised version attached.

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

- C.3** APPROVE the donation of surplus equipment to Task Force Joint Guardian. (No fiscal impact.)

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

Closed Session

A. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code § 54957.6)

1. Agency Negotiators: Monica Nino.

Employee Organizations: United Prof. Firefighters I.A.F.F., Local 1230; and United Chief Officers Assn..

2. Agency Negotiators: Monica Nino.

Unrepresented Employees: All unrepresented employees.

There were no reports from Closed Session.

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 1025 Escobar Street, First Floor, 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, 1025 Escobar Street first floor, Martinez, CA 94553; by fax: 925-655-2006 or to clerkoftheboard@cob.cccounty.us.

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) 655-2000. An assistive listening device is available from the Clerk, First Floor. 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) 655-2000, 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) 655-2000. 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, 1025 Escobar Street, First floor, Martinez, California.

Subscribe to receive to the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 655-2000 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

ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, August 8, 2022, at 7:00 p.m. at their Administrative Office, 4005 Port Chicago Highway, Suite 250, Concord, CA 94520. ALL meetings are currently virtual-only meetings. Zoom information to join the meetings is available on our website at www.cccfpd.org.

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.

Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):

The Contra Costa County Fire Protection District has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

AB Assembly Bill
ABAG Association of Bay Area Governments
ACA Assembly Constitutional Amendment
ADA Americans with Disabilities Act of 1990
AFSCME American Federation of State County and Municipal Employees
ARRA American Recovery & Reinvestment Act of 2009
BAAQMD Bay Area Air Quality Management District
BART Bay Area Rapid Transit District
BayRICS Bay Area Regional Interoperable Communications System
BGO Better Government Ordinance
BOC Board of Commissioners
CALTRANS California Department of Transportation
CAER Community Awareness Emergency Response
CAL-EMA California Emergency Management Agency
CAO County Administrative Officer or Office
CCE Community Choice Energy
CBC California Building Code
CCCFPD (ConFire) Contra Costa County Fire Protection District
CCHP Contra Costa Health Plan
CCTA Contra Costa Transportation Authority
CCRMC Contra Costa Regional Medical Center
CCWD Contra Costa Water District
CFC California Fire Code
CFDA Catalog of Federal Domestic Assistance
CEQA California Environmental Quality Act
CIO Chief Information Officer
COLA Cost of living adjustment
ConFire (CCCFPD) Contra Costa County Fire Protection District
CPA Certified Public Accountant
CPF – California Professional Firefighters
CPI Consumer Price Index
CSA County Service Area
CSAC California State Association of Counties
CTC California Transportation Commission
dba doing business as
EBMUD East Bay Municipal Utility District
ECCFPD East Contra Costa Fire Protection District

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

SEIU Service Employees International Union
SUASI Super Urban Area Security Initiative
SWAT Southwest Area Transportation Committee
TRANSPAC Transportation Partnership & Cooperation (Central)
TRANSPLAN Transportation Planning Committee (East County)
TRE or **TTE** Trustee
TWIC Transportation, Water and Infrastructure Committee
UASI Urban Area Security Initiative
UCOA United Chief Officers Association
vs. versus (against)
WAN Wide Area Network
WBE Women Business Enterprise
WCCTAC West Contra Costa Transportation Advisory Committee



Contra
Costa
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To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: July 12, 2022

Subject: Emergency Services Preparations for Wildfire Season

RECOMMENDATION(S):

RECEIVE presentation from the Contra Costa County Fire Protection District and the Sheriff's Office of Emergency Services on preparations for wildfire season.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Contra Costa County Fire Protection District, the Sheriff's Office of Emergency Services, and fire agencies throughout the County are making preparations for fire season. Today's agenda item is informational only and includes presentations from the following:

- * Contra Costa County Fire Protection District - Aaron McAlister, Deputy Fire Chief
- * Sheriff's Office of Emergency Services - Lt. Ryan Borkert, Emergency Services Manager

The staff report for this agenda item is a verbal report supplemented by the attached PowerPoint presentations from Contra Costa County Fire Protection District and the Sheriff's Office.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/12/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ABSENT: John Gioia,
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: July 12, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Deputy Chief Aaron McAlister, (925)
941-3300 x1101

cc:

CONSEQUENCE OF NEGATIVE ACTION:

No impact. This item is informational only.

ATTACHMENTS

Fire Presentation

Sheriff Presentation



2022 FIRE SEASON PREPAREDNESS

- **Planning**
- **Preparation**
- **Response**



COUNTY-WIDE FIRE SERVICE PREPAREDNESS

- Annual Refresher Training - Classroom and Field
- Fire Trail Maintenance
- Annual Weed Abatement & Enforcement
- Annual meeting with CAL FIRE - Pre Season Coordination
- East Bay Incident Management Team (EBIMT) Capability
- Multi Agency Exercises
 - Live Fire Training
 - Certified Training

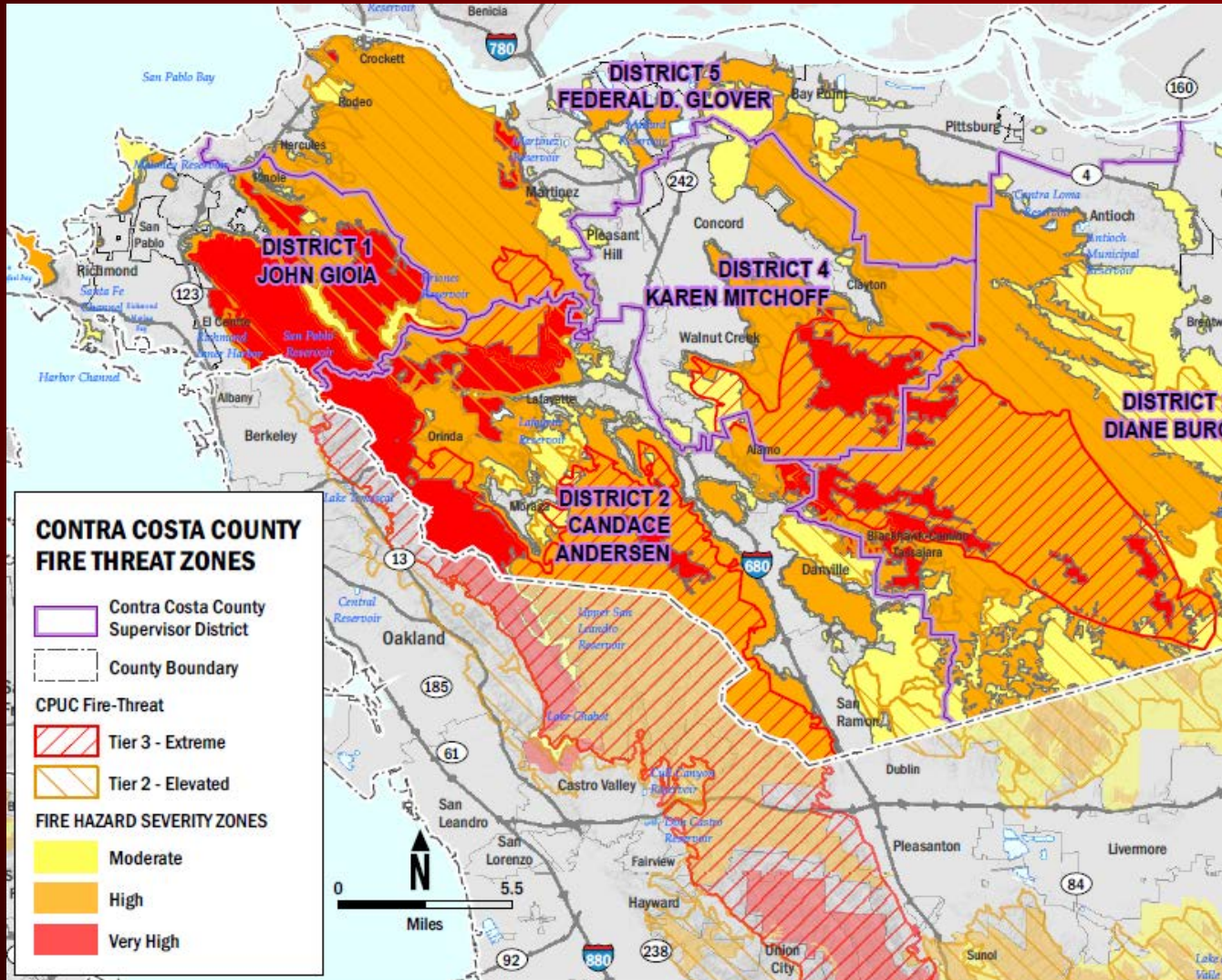


FIRE SEASON – ONGOING EFFORTS

- Regular Communication and Coordination
- CA OES Funded Prepositioning
 - Overhead - Chief Officers and Dispatch
 - Surge Capacity - Fire Engines
 - Specialty Equipment
- Weather Monitoring
 - Fire Weather Watches
 - Fire Weather Warnings



WILDFIRE SEVERITY ZONE MAPPING



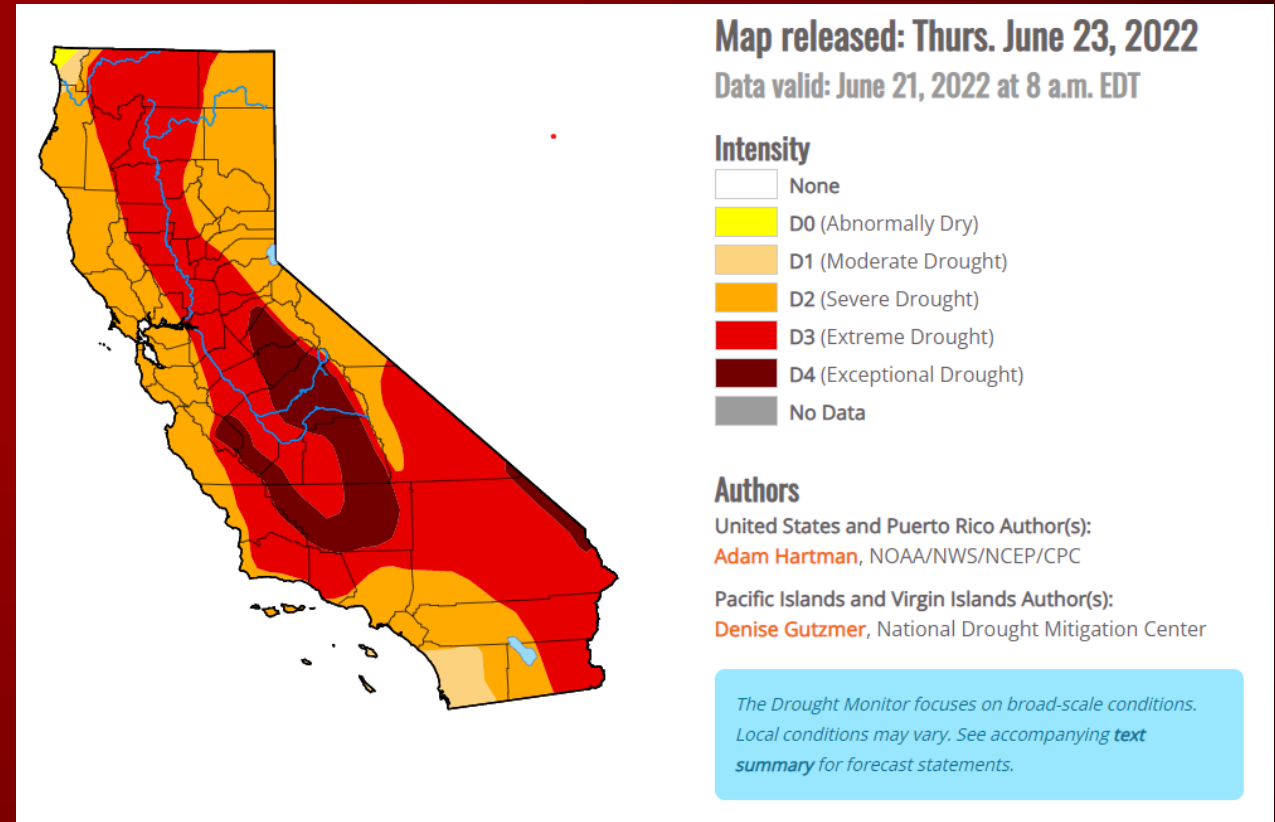
- Known Areas of the County presenting Greater Risk
- Highly anticipated updated Fire Hazard Severity Zones Maps coming 2022
- CALFIRE Rollout Started

FIRE SEASON 2022 - OUTLOOK & CONCERNS

● Drought

● Resource Availability

● Illegal Fireworks



NEW FOR 2022 - EVACUATION MANAGEMENT

- Evacuation Planning Software
- Countywide Predesignated Zones
- Fire-Law-OES-CWS Coordination



On-the fly
plan



Time
consuming



New people



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

FIRE • RESCUE • EMS

[CURRENT ALERTS](#) [KNOW YOUR ZONE](#) [ABOUT CWS](#) [RESOURCES](#) [FEEDBACK](#) [REGISTRATION](#) [SIGN IN](#)



Contra Costa County Office of the Sheriff Community Warning System



SEARCH THIS WEBSITE

NEW CALLER ID



EXTREME WEATHER INFORMATION

Typically, the fire season in California starts at the beginning of May and runs through November.

The National Weather Service may issue **Red Flag Warnings** due to extreme weather conditions. To check if any red flag warnings are in effect for your area please go to: <https://www.weather.gov/mtr/>

KNOW YOUR ZONE

Explore the map below to find your zone.
Refresh the page to see the latest zone status information.



TRANSLATE THIS WEBSITE

Select Language
Powered by [Google Translate](#)

REGISTRATION



REGISTRO



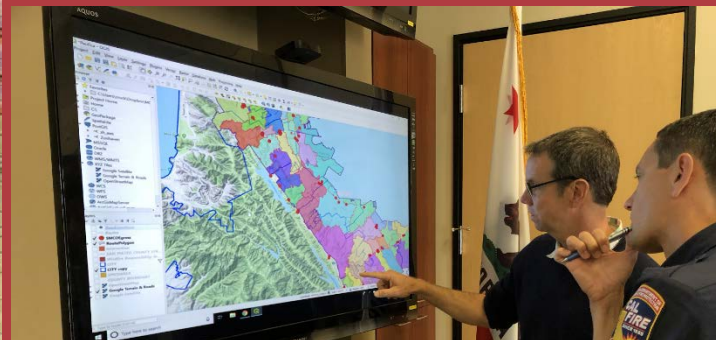
7 of 11

Service • Leadership • Teamwork • Safety and Preparedness • Professionalism • Integrity



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIRE • RESCUE • EMS

COMMON OPERATING PICTURE FIELD OPERATIONS - EOC – PUBLIC



CREW 12- WILDLAND HANDCREW

- Measure X Funded
- 7 day per week coverage
- Emergency response throughout the County
- Mutual Aid - outside the County with approval



VEGETATION MANAGEMENT



- Fuel Reduction
- Countywide
- Partner with Cities
- Partner with other Fire Agencies



ADDITIONAL FIRE SUPPRESSION CAPACITY



- Fire Station 4 - Walnut Creek
Opening July 2022



- Fire Station 95 - Oakley



Contra Costa County Office of the Sheriff



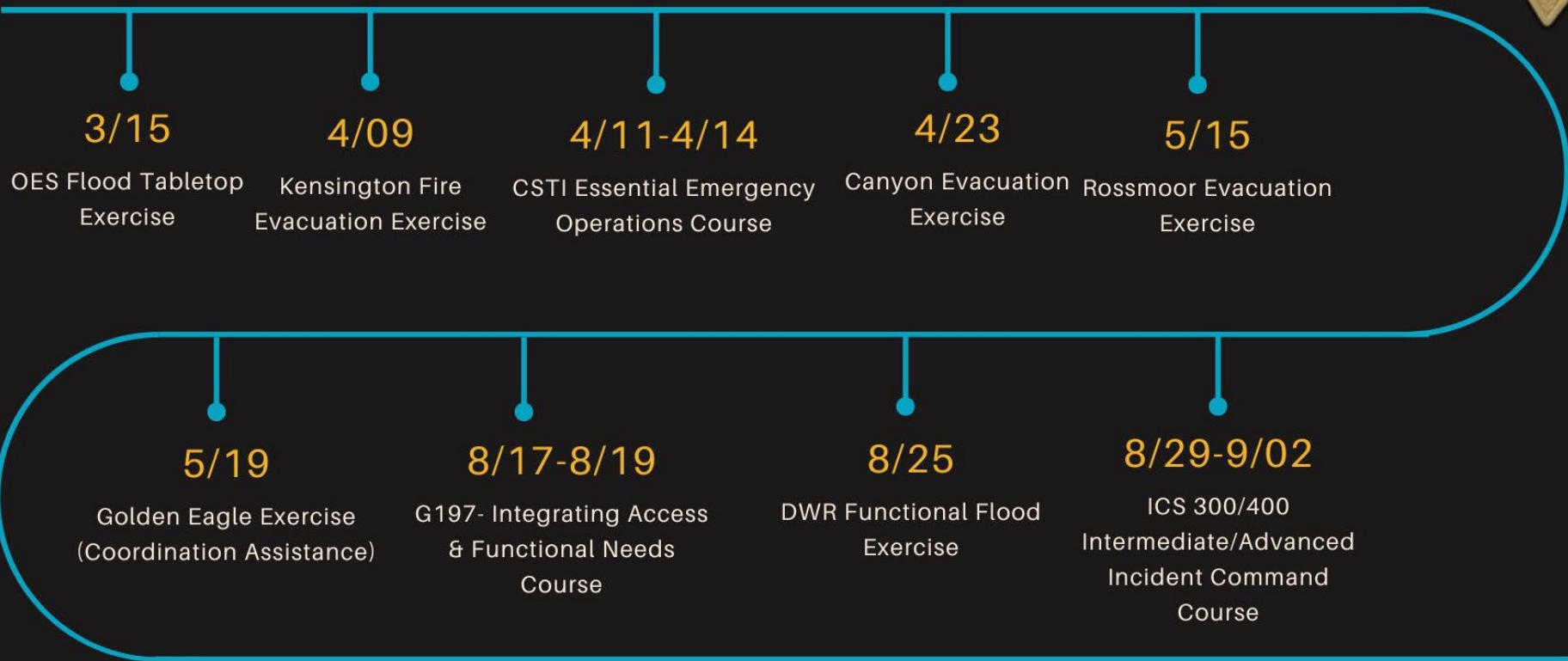
WILDFIRE AND EMERGENCY PREPARATIONS

2022



Fire Evacuation Exercises and EOC Courses

*Not Inclusive of Online Web Trainings, WebEOC, Zonehaven, or for CWS Alert Originators trainings.



Community Warning System Outreach Campaign

County Connect, Tri Delta, and Westcat Transit Ad Campaign

- Runs from July-October 2022
- 25 Bus Ads
- Central Contra Costa - 10
- Eastern Contra Costa 8
- Western Contra Costa 7
- Spanish Language also utilized



CWS Registration

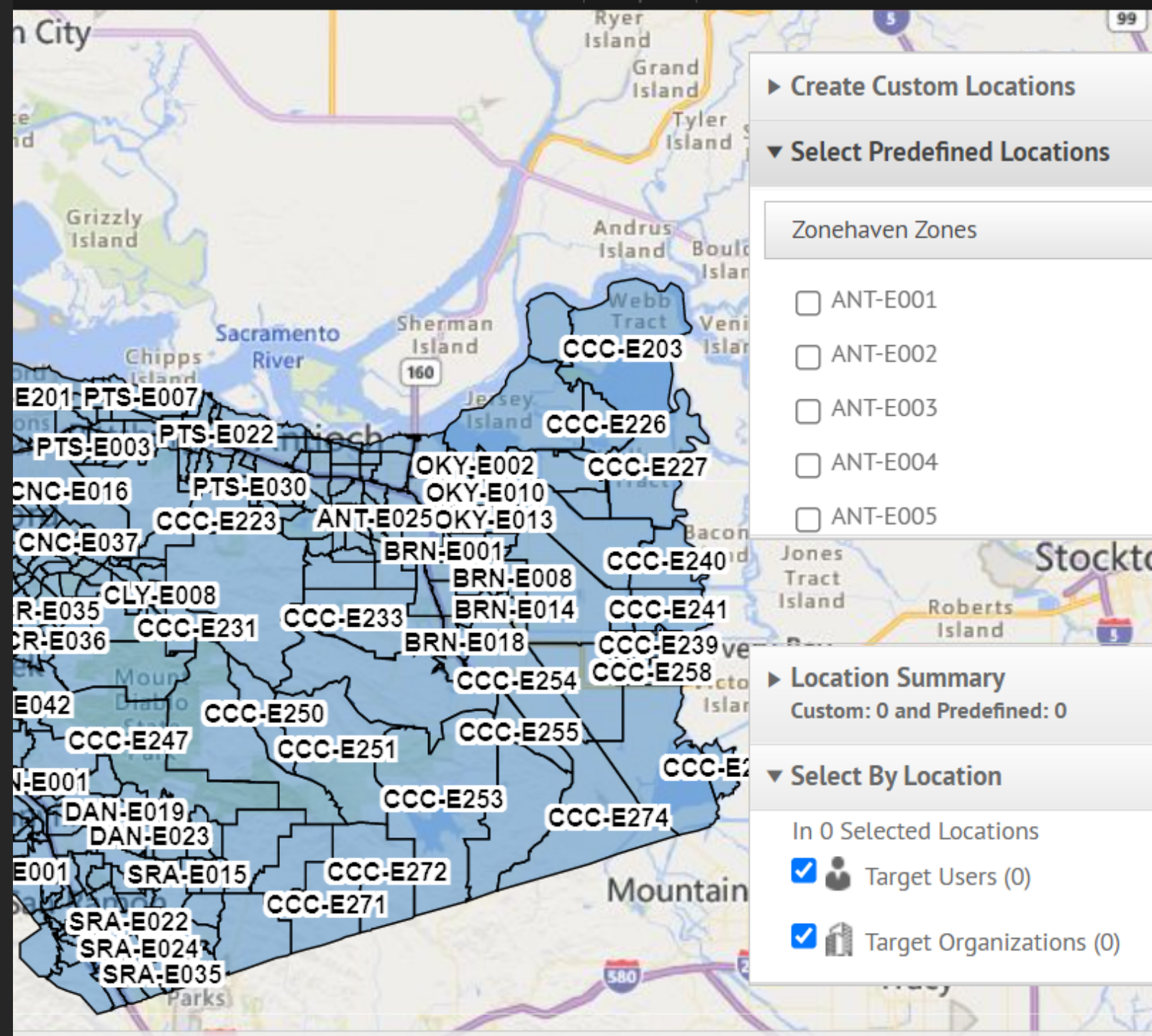
- Overall Est. Total of CCC County Residents Registered is 418,000



Year	# Of Self Registrants
Pre-2015	12715
2016	2322
2017	9808
2018	14741
2019	18444
2020	51213
2021	7398
2022 to (7/1)	4382
Overall Self Registrants	121023 or roughly 10% of the current population

CWS and OES Additional Updates

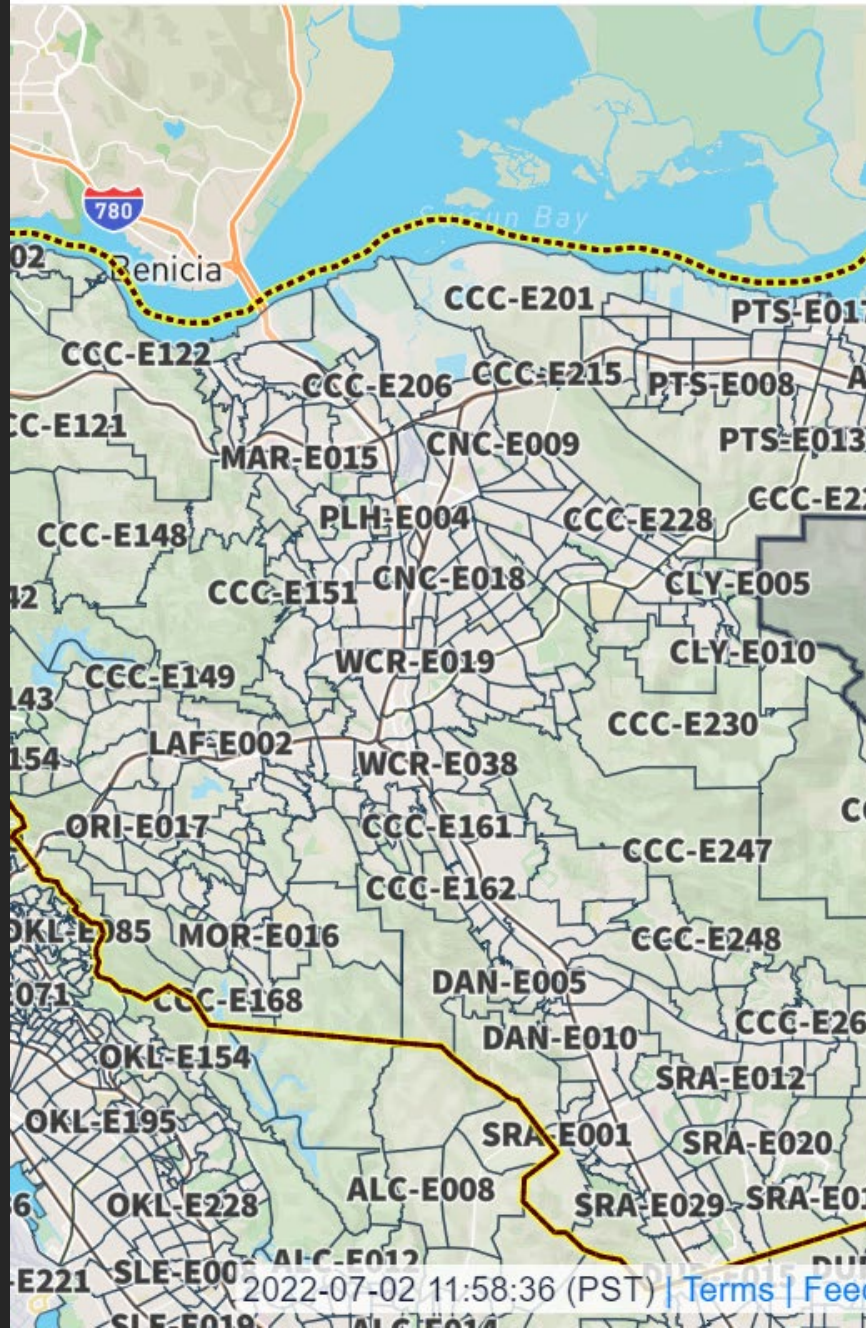
- CWS integration of Zonehaven Zone layers into Blackberry AtHoc
- Option for registered users to add their associated Zone into their CWS information account
- EOC and ICS classes
- Interagency outreach efforts including counties, industry, utility partners, HOAs, advocacy groups, Red Cross, and D-AFN liaisons
- Community evacuation planning and exercises
- Updating of Emergency Preparedness Outreach Documents



CWS and OES Updates

In addition to the integration of the ZoneHaven maps and profile updates into our alert platform, we have:

- Hired 4 Emergency Planners
- Trained additional personnel to send alerts
- Trained Emergency Services Division on use of ZoneHaven
- In the process of designing annual training on CWS/ZH for first responders



1 Zone selected

^ Hide zones list

US-CA-XCC-CCC-E232
Normal

Summary

- POPULATION
- VEHICLES
- AREA
- STRUCTURES

Download PDF

General info

Law Enforcement Incident Response

- Mutual Aid Response/Coordination
- Evacuation training including notifications
- Perimeter security and traffic control
- Unified command leadership
- EOC/DOC/ICP activations/training and mutual aid response
- PPE Cache for first responders
- Air Filtration Program
- Community Warning System
- Public emergency alerts





Contra
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To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: July 12, 2022

Subject: Update on Fire Station Construction Projects - July 12, 2022

RECOMMENDATION(S):

ACCEPT a report from the Deputy 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 Deputy Fire Chief is providing a report on the status and progress of District fire station construction projects.

CONSEQUENCE OF NEGATIVE ACTION:

The Board would not receive a status summary for Contra Costa County Fire Protection District fire station construction projects

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 07/12/2022 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ABSENT: John Gioia,
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: July 12, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Aaron McAlister, Deputy Fire Chief (925)
941-3300 x1101

cc:

ATTACHMENTS
Construction Update



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

July 12, 2022

TO: Board of Directors

FROM: Aaron J. McAlister, Deputy Fire Chief

RE: Update on Fire Station Construction Projects

- **Fire Station 86 – Bay Point**

The building has power and final fiber, and IT infrastructure connections are in progress for emergency alerting and communications. Final test and balance of building systems is underway. The punch list will be established the second week of July and corrected. We still anticipate occupying the building in July. A ceremony will most likely be held in early August with a final date to be announced.

- **Fire Station 9 – Pacheco**

Public Works Environmental is coordinating an environmental consultant to update reports required by the FAA and CEQA. These reports are due to us in late July 2022.

- **Fire Station 54 – Downtown Brentwood**

An architect is developing the demolition plans. A contractor has been identified to perform the demolition. The hazardous materials abatement is in progress. We anticipate beginning demolition in July 2022.

Together with Public Works Capital Projects, we will review the responses submitted to our RFQ for architects. The architect will be selected quickly for this station as a result of this process.

Fire District staff will be meeting with the Veteran organizations in the neighboring Veterans Hall. There is a possibility of a lot line adjustment, involving County property on both sides, that will help increase the success of the project.

- **Contra Costa Regional Fire Communications Center (CCRFCC) – Pleasant Hill**

Conceptual design drawings are nearly complete. The architect is developing a final package that can be used for planning level submissions to the City of Pleasant Hill. During this phase, estimates for construction costs will also be obtained. If the project gets internal approval and planning approval, we will move to construction drawings in anticipation of putting the project out to bid.

- **Fire Station 51 – Brentwood**

A kick off meeting with the architectural firm will be held this month. This facility will be located at Empire and Grant in Brentwood. In addition to a fire station, a branch office for the Fire Prevention Division will be located on this site.



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: July 12, 2022

Subject: Fire Chief's Report - July 12, 2022

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.

CONSEQUENCE OF NEGATIVE ACTION:

The Board would not receive the most up to date information regarding ongoing Fire District activities and initiatives.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/12/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ABSENT: John Gioia, Director

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

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.

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Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

cc:

CLERK'S ADDENDUM

Speakers: No Name Given; Caller 6770.

ATTACHMENTS

Fire Chief's July Report



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

July 12, 2022

TO: Board of Directors

FROM: Lewis T. Broschard III, Fire Chief

RE: Fire Chief's Report

- Annexation Update. On June 30, at midnight, our years of planning came to fruition with the official annexation of East Contra Costa Fire Protection District into the Con Fire family. As of July 1, all former ECCFPD people, facilities, and resources are part of our larger District.



Today, with the addition of ECCFPD people and resources, Con Fire consists of 30 stations with 33 on-duty crews, serving a population of 753,000 across 553 square miles. Our workforce now includes some 494 employees, including 389 firefighters.

On Friday, July 1, at 10 a.m., we hosted an historic transfer of command ceremony in Brentwood City Park, marking the annexation occasion. It was attended by more than 200 elected and fire officials, firefighters and their families, and residents. In addition to the ceremony itself, attendees were able to view numerous static displays and learn more about Con Fire and our specialized capabilities.

- Pinole Fire Contract for Service Initiative. We continue to work with the City of Pinole executive staff, County Counsel, and County Administrator's Office. District and City Staff and County Counsel are preparing initial drafts of the service plan and contract for service and continue to meet on a regular basis.
- Operations Update. Protecting our communities from the widespread use of illegal fireworks on Independence Day and throughout the long holiday weekend was a major operational focus in recent weeks. Much planning goes into our preparations to provide the rapid and overwhelming responses necessary to limit damage from these potentially dangerous and destructive fires.



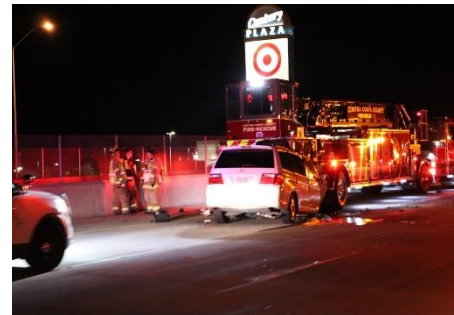
Over the long holiday weekend, from 6 p.m. on Friday, July 1 through 1 a.m. on July 5, Con Fire responded to some 79 fire-related incidents. Of these, fully 68 were either known or suspected to have been caused by fireworks use. While incidents were down approximately 18% year-over-year, it was another dangerous year for residents around the County with a total of seven structure fires and multiple grass and vegetation fires. One structure fire in Pittsburg significantly damaged the home,

displacing a family. Of the many grass fires, the largest in Bay Point burned 6.5 acres along Port Chicago Highway, potentially threatening neighbors nearby.



We believe several factors influenced the slight improvement in total incident numbers this year. Chief among them were the favorable weather conditions with unseasonably low temperatures and high humidity seeing more people celebrating indoors and inhibiting the start and slowing the spread of fires. Additionally, we believe our joint fire/law enforcement fireworks campaign efforts resulted in more visibility for law enforcement, helping to further reduce fireworks use.

- **Training Update.** The Training and Safety Division collaborated with Operations on enhancements to our Freeway/Highway Operations Policy. Operating on the freeway is one of the most dangerous duties that our firefighters perform. Operations personnel were provided with an updated policy and additional training to improve our safety while operating on these dangerous roadways.



Advanced preparations are already underway to prepare for our next Entry-Level Fire Academy, Academy 58, which will begin October 3. Candidates will be participating in outreach events in the coming months to be sized for personal protective equipment, participate in physical fitness workouts, and receive other valuable tips to prepare for successful completion of their fire academy.



Training and Safety is committed to supporting our operations during the hot summer months to protect personnel from heat illness and injury. More than 20 of our District Aides staff the Hydration and Cooling Unit on a rotating basis to support our incident operations. This unit recently supported not only our personnel but police officers, EMS personnel, and BART passengers who were involved in a derailment in Concord during triple digit temperatures. The unit, along with an AMR ambulance crew, also provided precautionary support to attendees at the transfer of command ceremony on July 1 in Brentwood.

- **Fire Prevention Update.** We received the welcome news last month that Con Fire's application for the Lafayette / Walnut Creek Shaded Fuel Break had been approved. This is additional good news for our residents who will be better protected as a result of this 12-mile long, 194-acre fuel break in Walnut Creek and Lafayette. The total amount awarded was \$3 million.

Recruitment began this month for two much-needed Fire Inspector I positions and one Fire Inspector II. Interviews are expected to begin in August.

Annual exterior hazard inspections are proceeding well with more than 1,500 inspections completed as of the end of June and 89 work orders issued to our contractor to abate non-compliant properties.

- Communications Update. We continue to work with the architect on our dispatch remodel project with the design drawings more than 50% complete at this point.

A new dispatcher was on-boarded last week and we are launching a recruitment later this month for additional dispatchers to support our new eight-dispatcher staffing level that began on July 1.

Communication staff have successfully implemented myriad changes, including CAD, and radio and response area conventions, to support the July 1 annexation.



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: July 12, 2022

Subject: Lease Agreement with American Red Cross

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a license agreement with the American National Red Cross to store vehicles and associated disaster equipment at the Contra Costa County Fire Protection District training grounds, located at 2945 Treat Boulevard in Concord through May 31, 2023.

FISCAL IMPACT:

There is no fiscal impact associated with this lease.

BACKGROUND:

The American Red Cross has been a long established partner of Contra Costa County Fire Protection District (District), Contra Costa County (County), and the greater emergency response community in the County. In early 2021, the Red Cross approached the District about the need to store a number of emergency response vehicles and associated disaster support equipment. This need is due to the national decision of the Red Cross to divest themselves of real estate holdings. The local chapter of the Red Cross is searching for a new headquarters in the area. In order to fill the gap in time, and due to the longstanding nature of the relationship, the District recommends accommodating the request. There is space available adjacent to the District's training grounds where the Red Cross can store the vehicles and equipment.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/12/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

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

ATTESTED: July 12, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Aaron McAlister, Deputy Fire Chief
925-383-5003

By: June McHuen, Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Red Cross would have to search for an alternative location to store disaster response equipment.

ATTACHMENTS



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors

From: INTERNAL OPERATIONS COMMITTEE

Date: July 12, 2022

Subject: ROLE AND RESPONSIBILITIES OF CCCFPD ADVISORY FIRE COMMISSION AND BYLAWS UPDATE

RECOMMENDATION(S):

1. ADOPT Resolution No. 2022/9 delegating powers to the Advisory Fire Commission of the Contra Costa County Fire Protection District.
2. APPROVE the revised bylaws of the Advisory Fire Commission of the Contra Costa County Fire Protection District reflecting changes to At Large seat designations approved by the Board on May 17, 2022 and the revised delegation of powers to the Commission.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

In 1995, the Board of Supervisors adopted Resolution No. 95/475 delegating a broad range of its board of directors functions and responsibilities to advisory fire commissions of the, then, six dependent fire protection districts within the county. Through consolidation and dissolution, only two of the six county fire districts remain: Contra Costa and Crockett-Carquinez. In 1999, the Board adopted Resolution No. 99/138 updating the delegation of powers to the Contra Costa County Fire Protection District Advisory Fire Commission.

In 2014, the Board of Supervisors began convening monthly as the Contra Costa County Fire Protection District board of directors fulfilling, in effect, many of the functions and responsibilities that, in 1999, had been delegated to the Advisory Fire Commission for that district. On March 9, 2022, the Contra Costa County Local Area Formation Commission (LAFCo) unanimously approved the annexation of East Contra Costa Fire Protection District (ECCFPD) to the CCCFPD and the dissolution of ECCFPD, requiring a modification to the membership of the CCCFPD Advisory Fire Commission to include representation of East County service areas. The Board of Supervisors, on May 17, 2022, redesignated the At Large #2 seat on the AFC to represent the area former served by the ECCFPD and the At Large #1 seat to represent all remaining areas of the CCCFPD. The three Alternate seats continue to be representative of the entire District.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/12/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes: see Addendum

VOTE OF SUPERVISORS

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

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

ATTESTED: July 12, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea (925)
655-2056

By: June McHuen, Deputy

BACKGROUND: (CONT'D)

Along with the modification to membership, it is recommended that the delegation of board of directors duties also be updated to reflect the board's current, higher level of District oversight than in 1999. It is recommended that the following delegation of duties be removed from the CCCFPD Advisory Fire Commission since the Board of Supervisors now acts directly on these matters:

- To review and advise on annual operations and capital budgets
- To review district expenditures
- To review and advise on long-range capital improvement plans
- To advise the Fire Chief on district service matters
- To review performance of the Fire District against objectives
- To meet jointly with the Board of Supervisors
- To communicate with the other fire district advisory commissions on services and functional integration
- To assist in the Fire Chief's selection process as required

Update of the CCCFPD Advisory Fire Commission role and responsibilities will provide clarity and proper focus of the Commission's time and energy towards duties that will complement rather than duplicate the functions of the Board of Directors. The Internal Operations Committee recommends the following revised delegation of duties to the AFC as reconstituted pursuant to the annexation agreement:

"The functions of the fire commissioners are to review the goals and objectives of the District; provide liaison with the community, and provide advice and information on fire protection matters to the Board of Directors. This Board hereby delegates to the CCCFPD Advisory Fire Commission the following powers and responsibilities:

- a. Pursuant to district ordinance, to serve as the Appeals Board on weed abatement matters;*
- b. To review and make recommendations on Fire District goals and objectives;*
- c. To provide advice and information to the Board of Directors on fire protection matters as needed;*
- d. To serve as liaison between the Board of Directors and the community served by the district;*
- e. To perform such other duties and responsibilities as may be assigned and as directed by the Board of Directors."*

The AFC considered these modifications at its regular meeting on June 13 and concurs with the IOC recommendations.

CLERK'S ADDENDUM

Adopted as amended to reflect in the bylaws that while not voting, alternates may fully participate in meetings. Revised version attached.

AGENDA ATTACHMENTS

Resolution 2022/9

CCCFPD Adv Fire Commission Bylaws_July 2022_Redline

CCCFPD Adv Fire Commission Bylaws_July 2022_No Markup

Archived CCCFPD Adv Fire Commission 1998 Resolution

Archived CCCFPD Adv Fire Commission 1995 Resolution

MINUTES ATTACHMENTS

Signed Resolution No. 2022/9

Revised Bylaws

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

Adopted this Resolution on 07/12/2022 by the following vote:

		John Gioia
		Candace Andersen
AYE:	<input type="text" value="5"/>	Diane Burgis
		Karen Mitchoff
		Federal D. Glover
NO:	<input type="text"/>	
ABSENT:	<input type="text"/>	
ABSTAIN:	<input type="text"/>	
RECUSE:	<input type="text"/>	



Resolution No. 2022/9

IN THE MATTER OF DELEGATING POWERS TO THE ADVISORY FIRE COMMISSION OF THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

WHEREAS, the Board of Supervisors is the Board of Directors of the Contra Costa County Fire Protection District under the Fire Protection Laws of 1961 and 1987 (Health & Saf. Code, § 13800 et seq.); and

WHEREAS, the Board of Supervisors, since 2014, monthly convenes as the Contra Costa County Fire Protection District (CCCFPD) Board of Directors; and

WHEREAS, the Board of Supervisors intends to continue its long practice of appointing an Advisory Fire Commission in the CCCFPD pursuant to section 13844 (Fire Protection Law of 1987, Health & Saf. Code, § 13800 et seq.); and

WHEREAS, on March 9, 2022, the Contra Costa County Local Area Formation Commission (LAFCo) unanimously approved the annexation of East Contra Costa Fire Protection District (ECCFPD) to the CCCFPD and the dissolution of ECCFPD, requiring a modification to the membership of the Advisory Fire Commission to include representation of East County service areas; and

WHEREAS, on May 17, 2022, the Board of Supervisors the At Large #2 seat on the Advisory Fire Commission to represent the area former served by the ECCFPD and the At Large #1 seat to represent all remaining areas of the CCCFPD;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT RESOLVES THAT:

1. The Contra Costa County Fire Protection District Advisory Fire Commission is hereby reconstituted with the following membership: ten (10) seats that are appointed by the Contra Costa County Board of Supervisors: Five (5) Supervisors District seats with one representing each Supervisorial District; and Two (2) At Large seats, one representing the area formerly served by the East Contra Costa Fire Protection District and one representing the remainder of the CCCFPD; and Two At Large Alternate seats, one designated for each of the At Large seats. All current membership remains appointed for their regular terms of office. The terms of the At Large Alternate seats are to run concurrent to the terms of their respective At Large seats.
2. The functions of the fire commissioners are to review the goals and objectives of the District; provide liaison with the community, and provide advice and information on fire protection matters to the Board of Supervisors. This Board hereby delegates to the CCCFPD Advisory Fire Commission the following functions and responsibilities:
 - a. Pursuant to district ordinance, to serve as the Appeals Board on weed abatement matters;
 - b. To review and make recommendations on Fire District goals and objectives, and review performance of the Fire District against objectives;
 - c. To provide advice and information to the Board of Directors on fire protection matters as needed;
 - d. To serve as liaison between the Board of Directors and the community served by the district;
 - e. To perform such other duties and responsibilities as may be assigned and as directed by the Board of Directors.
3. The Board reserves the right to act on any matter within the general powers hereby delegated to the Fire District Advisory Commission and thereby bind the Fire District Advisory Commission and district.

4. This resolution supersedes Resolution No. 99/138 as applicable to the CCCFPD Advisory Fire Commission.

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: Julie DiMaggio Enea (925)
655-2056**

ATTESTED: July 12, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

cc: CCCFPD AFC Staff, CCCFPD Chief, CAO (Reyes), CAO (Enea)

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

Adopted this Resolution on 07/12/2022 by the following vote:

		John Gioia
		Candace Andersen
AYE:	<input type="checkbox"/> 5	Diane Burgis
		Karen Mitchoff
		Federal D. Glover
NO:	<input checked="" type="checkbox"/>	
ABSENT:	<input checked="" type="checkbox"/>	
ABSTAIN:	<input checked="" type="checkbox"/>	
RECUSE:	<input checked="" type="checkbox"/>	



Resolution No. 2022/9

IN THE MATTER OF DELEGATING POWERS TO THE ADVISORY FIRE COMMISSION OF THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

WHEREAS, the Board of Supervisors is the Board of Directors of the Contra Costa County Fire Protection District under the Fire Protection Laws of 1961 and 1987 (Health & Saf. Code, § 13800 et seq.); and

WHEREAS, the Board of Supervisors, since 2014, monthly convenes as the Contra Costa County Fire Protection District (CCCFPD) Board of Directors; and

WHEREAS, the Board of Supervisors intends to continue its long practice of appointing an Advisory Fire Commission in the CCCFPD pursuant to section 13844 (Fire Protection Law of 1987, Health & Saf. Code, § 13800 et seq.); and

WHEREAS, on March 9, 2022, the Contra Costa County Local Area Formation Commission (LAFCo) unanimously approved the annexation of East Contra Costa Fire Protection District (ECCFPD) to the CCCFPD and the dissolution of ECCFPD, requiring a modification to the membership of the Advisory Fire Commission to include representation of East County service areas; and

WHEREAS, on May 17, 2022, the Board of Supervisors the At Large #2 seat on the Advisory Fire Commission to represent the area former served by the ECCFPD and the At Large #1 seat to represent all remaining areas of the CCCFPD;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT RESOLVES THAT:

1. The Contra Costa County Fire Protection District Advisory Fire Commission is hereby reconstituted with the following membership: ten (10) seats that are appointed by the Contra Costa County Board of Supervisors: Five (5) Supervisors District seats with one representing each Supervisorial District; and Two (2) At Large seats, one representing the area formerly served by the East Contra Costa Fire Protection District and one representing the remainder of the CCCFPD; and Two At Large Alternate seats, one designated for each of the At Large seats. All current membership remains appointed for their regular terms of office. The terms of the At Large Alternate seats are to run concurrent to the terms of their respective At Large seats.
2. The functions of the fire commissioners are to review the goals and objectives of the District; provide liaison with the community, and provide advice and information on fire protection matters to the Board of Supervisors. This Board hereby delegates to the CCCFPD Advisory Fire Commission the following functions and responsibilities:
 - a. Pursuant to district ordinance, to serve as the Appeals Board on weed abatement matters;
 - b. To review and make recommendations on Fire District goals and objectives, and review performance of the Fire District against objectives;
 - c. To provide advice and information to the Board of Directors on fire protection matters as needed;
 - d. To serve as liaison between the Board of Directors and the community served by the district;
 - e. To perform such other duties and responsibilities as may be assigned and as directed by the Board of Directors.
3. The Board reserves the right to act on any matter within the general powers hereby delegated to the Fire District Advisory Commission and thereby bind the Fire District Advisory Commission and district.

4. This resolution supersedes Resolution No. 99/138 as applicable to the CCCFPD Advisory Fire Commission.

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: Julie DiMaggio Enea (925)
655-2056

ATTESTED: July 12, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHugh, Deputy

cc: CCCFPD AFC Staff, CCCFPD Chief, CAO (Reyes), CAO (Enea)



Contra Costa County Fire Protection District

Advisory Fire Commission

Bylaws

July 2022
December 2014
Rev. XX/198

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**Contra Costa County Fire Protection District
Advisory Fire Commission
Bylaws**

**Article I
Name**

This commission shall be known as the “Contra Costa County Fire Protection District Advisory Fire Commission.”

**Article II
Authorization**

The Board of Supervisors of Contra Costa County, as the Board of Directors of the Contra Costa County Fire Protection District, has established a Fire District Advisory Commission in the Contra Costa County Fire Protection District by Resolution No. 99/138. Authority for establishing a county fire commission is established by California Health and Safety Code Section 13844.

**Article III
Definitions**

“Board” shall mean the Contra Costa County Board of Supervisors, as the Board of Directors of the Contra Costa County Fire Protection District.

“Commission” shall mean the Contra Costa County Fire Protection District Advisory Fire Commission, which has been established by the Board for the purposes set forth in these Bylaws.

“District” shall mean the Contra Costa County Fire Protection District.

“District Administration Office” shall mean the Contra Costa County Fire Protection District Administrative Office, located at 4005 Port Chicago Highway, Suite 250, Concord, CA 94520.

**Article IV
Purpose and Duties**

The functions of the fire commissioners are to review the goals and objectives of the District; provide liaison with the community, and provide advice and information on fire protection matters to the Board of Supervisors. This Board hereby delegates to the CCCFPD Advisory Fire Commission the following powers and responsibilities:

1. Pursuant to district ordinance, to serve as the Appeals Board on weed abatement matters;

2. To review and make recommendations on Fire District goals and objectives;
3. To provide advice and information to the Board of Directors on fire protection matters as needed;
4. To serve as liaison between the Board of Directors and the community served by the district; and
5. To perform such other duties and responsibilities as may be assigned and as directed by the Board of Directors.

~~The purpose and duties of the Commission are to:~~

- ~~1. Review the operations, goals and objectives of the District;~~
- ~~2. Provide liaison with the community and provide advice and information on fire protection matters to the Board;~~
- ~~3. Review and advise on annual operations and capital budgets;~~

- ~~4. Review District expenditures;~~
- ~~5. Review and advise on long-range capital improvement plans;~~
- ~~6. Serve as the Appeals Board on weed abatement matters pursuant to District ordinance;~~
- ~~7. Advise the Fire Chief on District service matters;~~
- ~~8. Meet jointly with the Board and provide advice to the Board as needed;~~
- ~~9. Communicate with the other fire district boards or commissions on services and functional integration;~~
- ~~10. Assist in the Fire Chief's selection process as required;~~
- ~~11. Serve as liaison between the Board and the community served by the District;~~
- ~~12. Perform such other duties and responsibilities as may be assigned and/or as directed by the Board.~~

The Advisory Fire Commission shall make its recommendations directly to the Fire Chief, the Board of Supervisors, and such other bodies or administrators as may be designated from time to time.

Article V **Membership**

A. Members

The Commission shall consist of seven (7) voting members and three (3) alternate members appointed by the Board.

1. Voting Members

The seven (7) voting members shall consist of the following:

- a) Five (5) members, each of whom represents one supervisorial district. The nomination is made by an individual Supervisor for full Board action.
- b) Two (2) at-largeCommunity members, one representing the area formerly served by the dissolved East Contra Costa Fire Protection District and the other representing the remainder of the District. The nominations ~~are~~ is made by the Board's Internal Operations Committee for full Board action, ~~after giving the Commission an opportunity to screen, interview, rank the applicants, and make its nomination to the Internal Operations Committee.~~

2. Alternate Members

In addition to the seven (7) voting members, the Commission shall have three (3) alternate members who shall be nominated and appointed in the same manner as at-largeCommunity members. Alternate members shall not participate or vote in the regular or special meetings unless they are replacing an absent, seated member who is unable to participate at a meeting. Alternate members may replace any absent, seated ~~member, and member and~~ shall do so on a rotating basis. However, the Commission ~~n~~ n

Chair may acknowledge comments from an Alternate ~~member at the discretion of the Chair~~ at any time.

B. Terms

All members of the Commission shall be appointed for a term of four years. Terms are staggered. Members serve at the pleasure of the Board.

C. Vacancies

A vacancy on the Commission exists upon the death or resignation of a member, ~~or~~ upon the removal of a member by the Board, or upon term expiration. Should a vacancy occur for any reason, the alternate members shall serve in the vacant seat on a rotating basis until the Board appoints a replacement voting member.

D. Staff

The Commission staff person shall issue and distribute meeting agendas in accordance with the open meeting laws specified in Article VII. The staff person shall keep an accurate record of all proceedings of the Commission, including meeting minutes and special reports and a list of persons attending meetings, and shall finalize meeting minutes. The staff person shall be responsible for maintaining a copy of these records at the District Administration Office. These records shall be made available to the public as required by State and local law. The Chair may direct the staff person to perform other duties to further the purpose and goals of the Commission.

Article VI **Officers and Duties**

A. Officers

The officers of the Commission shall be Chair and Vice Chair.

The Chair shall preside over all meetings of the Commission. The Chair shall appoint committees as may be needed from time to time for special projects or programs. The Chair shall report unscheduled vacancies immediately to the Board. The Chair shall perform other such duties as they pertain to the office of Chair.

The Vice Chair shall preside at all meetings in the absence of the Chair or at any other time when so requested by the ~~Chair, and~~ Chair and perform other such duties as directed by the Chair.

B. Term

Each officer shall be selected for a one-year term at the first regular business meeting in June of each year by a majority vote of the Commission.

Each officer's term shall begin on July 1st of each year.

C. Vacancies

Should a vacancy of the office of Chair occur for any reason, the Vice Chair will serve as Acting Chair. Should both the Chair and Vice-Chair be absent, the most senior Commissioner present shall serve as Acting Chair.

Article VII **Commission Meetings**

A. Meetings

1. In December of each year, the Commission will adopt a schedule of regular meetings for the subsequent year. Meetings shall be held at the District's Administrative Offices located at 4005 Port Chicago Highway, Concord, CA, unless otherwise noticed.
2. The Chairman may call additional special meetings as may be required for conduct of Commission business.
3. All meetings of the Commission, except those closed sessions permitted by law, shall be open to the public and subject to the provisions of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code, relating to meetings of local agencies. All meetings shall conform to the Ralph M. Brown Open Meeting Act and the Contra Costa County Better Government Ordinance, including requirements for notice of meetings, preparation and distribution of agendas and written materials, inspection of public records, closed sessions and emergency meetings, maintenance of records, disruption of a public meeting, and recorded votes made by each Commissioner.
4. Notice of each meeting shall be posted adjacent to the entry door of the District Administration Office at least 96 hours prior to the scheduled meeting and shall include the time, date, and place of the meeting and the meeting agenda. Notice of any meeting of the Commission shall be given to any person so requesting.

B. Cancellation or Postponement

Meetings of the Commission may be cancelled or postponed at the discretion of the Chair personman for due cause or if no official business needs to be conducted.

C. Quorum

A quorum must be present for any vote on matters before the Commission to be valid. A quorum shall be defined as four (4) appointed Commission voting members (including alternate members replacing an absent voting member). Any motion,

resolution, or other Commission action, unless otherwise specifically provided for, shall require four affirmative votes for its passage.

D. Conflicts

Any member of the Commission who has a conflict of interest with any matter pending before the Commission will recuse himself or herself in accordance with Government Code section 87105. Commission members shall avoid conflicts of interest in accordance with Resolution No. 2002/376 and shall adhere to the principles and rules of the Political Reform Act of 1974 (Government Code Sections 81000, et seq.).

Article VIII **Committees**

There are four standing committees of the Commission: Personnel Committee, Budget Committee, Apparatus & Equipment Committee, and Property & Annexation Committee. From time to time, the Chair may appoint special committees or may make individual appointments to accomplish the ongoing tasks and special projects of the Commission, including conducting studies or research of items as deemed necessary (i.e., Bylaws Committee and Liaison to the Board).

Each committee shall develop a separate plan of operations and goals to be achieved and shall be prepared to report the results of its activities during regular Commission meetings.



Contra Costa County Fire Protection District

Advisory Fire Commission

Bylaws

July 2022
Rev. XX/19

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**Contra Costa County Fire Protection District
Advisory Fire Commission
Bylaws**

**Article I
Name**

This commission shall be known as the “Contra Costa County Fire Protection District Advisory Fire Commission.”

**Article II
Authorization**

The Board of Supervisors of Contra Costa County, as the Board of Directors of the Contra Costa County Fire Protection District, has established a Fire District Advisory Commission in the Contra Costa County Fire Protection District by Resolution No. 99/138. Authority for establishing a county fire commission is established by California Health and Safety Code Section 13844.

**Article III
Definitions**

“Board” shall mean the Contra Costa County Board of Supervisors, as the Board of Directors of the Contra Costa County Fire Protection District.

“Commission” shall mean the Contra Costa County Fire Protection District Advisory Fire Commission, which has been established by the Board for the purposes set forth in these Bylaws.

“District” shall mean the Contra Costa County Fire Protection District.

“District Administration Office” shall mean the Contra Costa County Fire Protection District Administrative Office, located at 4005 Port Chicago Highway, Suite 250, Concord, CA 94520.

**Article IV
Purpose and Duties**

The functions of the fire commissioners are to review the goals and objectives of the District; provide liaison with the community, and provide advice and information on fire protection matters to the Board of Supervisors. This Board hereby delegates to the CCCFPD Advisory Fire Commission the following powers and responsibilities:

1. Pursuant to district ordinance, to serve as the Appeals Board on weed abatement matters;

2. To review and make recommendations on Fire District goals and objectives;
3. To provide advice and information to the Board of Directors on fire protection matters as needed;
4. To serve as liaison between the Board of Directors and the community served by the district; and
5. To perform such other duties and responsibilities as may be assigned and as directed by the Board of Directors.

The Advisory Fire Commission shall make its recommendations directly to the Fire Chief, the Board of Supervisors, and such other bodies or administrators as may be designated from time to time.

Article V **Membership**

A. Members

The Commission shall consist of seven (7) voting members and three (3) alternate members appointed by the Board.

1. Voting Members

The seven (7) voting members shall consist of the following:

- a) Five (5) members, each of whom represents one supervisorial district. The nomination is made by an individual Supervisor for full Board action.
- b) Two (2) Community members, one representing the area formerly served by the dissolved East Contra Costa Fire Protection District and the other representing the remainder of the District. The nominations are made by the Board's Internal Operations Committee for full Board action.

2. Alternate Members

In addition to the seven (7) voting members, the Commission shall have three (3) alternate members who shall be nominated and appointed in the same manner as Community members. Alternate members shall not participate or vote in the regular or special meetings unless they are replacing an absent seated member who is unable to participate at a meeting. Alternate members may replace any absent seated member and shall do so on a rotating basis. However, the Commission Chair may acknowledge comments from an Alternate member at any time.

B. Terms

All members of the Commission shall be appointed for a term of four years. Terms are staggered. Members serve at the pleasure of the Board.

C. Vacancies

A vacancy on the Commission exists upon the death or resignation of a member, upon the removal of a member by the Board, or upon term expiration. Should a vacancy occur for any reason, the alternate members shall serve in the vacant seat on a rotating basis until the Board appoints a replacement voting member.

D. Staff

The Commission staff person shall issue and distribute meeting agendas in accordance with the open meeting laws specified in Article VII. The staff person shall keep an accurate record of all proceedings of the Commission, including meeting minutes and special reports and a list of persons attending meetings, and shall finalize meeting minutes. The staff person shall be responsible for maintaining a copy of these records at the District Administration Office. These records shall be made available to the public as required by State and local law. The Chair may direct the staff person to perform other duties to further the purpose and goals of the Commission.

Article VI **Officers and Duties**

A. Officers

The officers of the Commission shall be Chair and Vice Chair.

The Chair shall preside over all meetings of the Commission. The Chair shall appoint committees as may be needed from time to time for special projects or programs. The Chair shall report unscheduled vacancies immediately to the Board. The Chair shall perform other such duties as they pertain to the office of Chair.

The Vice Chair shall preside at all meetings in the absence of the Chair or at any other time when so requested by the Chair and perform other such duties as directed by the Chair.

B. Term

Each officer shall be selected for a one-year term at the first regular business meeting in June of each year by a majority vote of the Commission.

Each officer's term shall begin on July 1st of each year.

C. Vacancies

Should a vacancy of the office of Chair occur for any reason, the Vice Chair will serve as Acting Chair. Should both the Chair and Vice-Chair be absent, the most senior Commissioner present shall serve as Acting Chair.

Article VII
Commission Meetings

A. Meetings

1. In December of each year, the Commission will adopt a schedule of regular meetings for the subsequent year. Meetings shall be held at the District's Administrative Offices located at 4005 Port Chicago Highway, Concord, CA, unless otherwise noticed.
2. The Chairman may call additional special meetings as may be required for conduct of Commission business.
3. All meetings of the Commission, except those closed sessions permitted by law, shall be open to the public and subject to the provisions of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code, relating to meetings of local agencies. All meetings shall conform to the Ralph M. Brown Open Meeting Act and the Contra Costa County Better Government Ordinance, including requirements for notice of meetings, preparation and distribution of agendas and written materials, inspection of public records, closed sessions and emergency meetings, maintenance of records, disruption of a public meeting, and recorded votes made by each Commissioner.
4. Notice of each meeting shall be posted adjacent to the entry door of the District Administration Office at least 96 hours prior to the scheduled meeting and shall include the time, date, and place of the meeting and the meeting agenda. Notice of any meeting of the Commission shall be given to any person so requesting.

B. Cancellation or Postponement

Meetings of the Commission may be cancelled or postponed at the discretion of the Chairperson for due cause or if no official business needs to be conducted.

C. Quorum

A quorum must be present for any vote on matters before the Commission to be valid. A quorum shall be defined as four (4) appointed Commission voting members (including alternate members replacing an absent voting member). Any motion,

resolution, or other Commission action, unless otherwise specifically provided for, shall require four affirmative votes for its passage.

D. Conflicts

Any member of the Commission who has a conflict of interest with any matter pending before the Commission will recuse himself or herself in accordance with Government Code section 87105. Commission members shall avoid conflicts of interest in accordance with Resolution No. 2002/376 and shall adhere to the principles and rules of the Political Reform Act of 1974 (Government Code Sections 81000, et seq.).

Article VIII **Committees**

There are four standing committees of the Commission: Personnel Committee, Budget Committee, Apparatus & Equipment Committee, and Property & Annexation Committee. From time to time, the Chair may appoint special committees or may make individual appointments to accomplish the ongoing tasks and special projects of the Commission, including conducting studies or research of items as deemed necessary (i.e., Bylaws Committee and Liaison to the Board).

Each committee shall develop a separate plan of operations and goals to be achieved and shall be prepared to report the results of its activities during regular Commission meetings.

IN THE BOARD OF SUPERVISORS
OF
CONTRA COSTA COUNTY, STATE OF CALIFORNIA

ADOPTED this order on January 19, 1999 by the following vote:

AYES: Supervisors Gioia, Uilkema, Gerber, Desaulnier and Canciamilla

NOES: None

ABSENT: None

ABSTAIN: None

SUBJECT: In the Matter of Delegating Powers)
to Fire District Advisory Commissions)
RESOLUTION NO. 99/138
(Health & Saf. Code, § 13844)

The Board of Supervisors of Contra Costa County RESOLVES THAT:

1. The Board of Supervisors is the Board of Directors of the following Fire Protection Districts in this County under the Fire Protection Laws of 1961 and 1987 (Health & Saf. Code, § 13800 et seq.): Bethel Island, Contra Costa County, Crockett-Carquinez, East Diablo, and Oakley Fire Protection Districts ("Districts"); and the Board of Supervisors intends to continue its long practice of appointing Fire District Advisory Commissions in each of these Districts, pursuant to section 13844 (Fire Protection Law of 1987, Health & Saf. Code, § 13800 et seq.)
2. The function of the fire commissioners is to review the operations, goals and objectives of each of their respective districts; provide liaison with the community and provide advice and information on fire protection matters to the Board of Supervisors. This Board hereby delegates to each of the Fire District Advisory Commissions of the listed districts the following functions and responsibilities:
 - a. To review and advise on annual operations and capital budgets;
 - b. To review district expenditures;
 - c. To review and advise on long-range capital improvement plans;
 - d. Pursuant to district ordinance, to serve as the Appeals Board on weed abatement matters;
 - e. To advise the Fire Chief on district service matters;
 - f. To meet jointly with the Board of Supervisors and provide advice to the Board as needed;
 - g. To communicate with the other fire district advisory commissions on services and functional integration;
 - h. To assist in the Fire Chief's selection process as required;
 - i. To serve as liaison between the Board of Supervisors and the community served by each district;
 - j. To perform such other duties and responsibilities as may be assigned and as directed by the Board of Supervisors.
3. The attachment page of this Resolution is an example of the duties and the relationship among the Board of Supervisors, the County Administrator, the Fire Chief and the Fire District Advisory Commissions.

4. The Board reserves the right to act on any matter within the general powers hereby delegated to the Fire District Advisory Commissions and thereby bind the affected Fire District Advisory Commission and district.
5. Resolution No. 95/475 of October 10, 1995 on this same subject is hereby rescinded.

I hereby certify that the foregoing 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: January 19, 1999

Phil Batchelor, Clerk of the Board of Supervisors and County Administrator

By

Patricia Smolloy
Deputy

cc: Listed Districts
County Administrator
Auditor-Controller
County Counsel
Purchasing
Public Works
Human Resources

RESOLUTION NO. 99/138

FIRE SERVICE FUNCTIONS

CHIEF
(Operations)

FIRE COMMISSIONERS
(Advisory)

COUNTY ADMINISTRATOR
(Coordination)

BOARD OF SUPERVISORS
(Policy)

<u>GENERAL</u>			
<p>Has sole responsibility and authority for the overall direction, administration and coordination of the Fire District. Supervises and directs fire suppression, rescue and medical emergency services, fire prevention, hazardous materials emergency response, training, support services, facilities and programs of the department.</p>	<p>Reviews and makes recommendations on Fire District goals and objectives. Reviews performance of Fire District against objectives. Provides advice, information and assistance on fire protection matters to the Board of Supervisors.</p> <p>Provide liaison and represent Board of Supervisors to the communities and areas served.</p>	<p>Provide advice, assistance and review in the implementation of policies and objectives of the Board of Supervisors with regard to the Fire District. Coordinate and review those functions not delegated by the Board of Supervisors.</p>	<p>As the supervising authority, provide broad policy and objectives for the organization and administration of the Fire District.</p>
<u>ORGANIZATION</u>	<p>Reviews organization and manning to assure optimum performance within staffing and equipment levels authorized. Makes recommendations on any major changes in organization and staffing of the Fire Protection and Rescue System.</p>	<p>Review, recommend and coordinate.</p>	<p>Review and approve.</p>
<u>PERSONNEL</u>	<p>Reviews as required.</p> <p>Reviews any agreements with employee groups.</p>	<p>Assures compliance with Merit System and other personnel policies and regulations.</p> <p>Conducts wage surveys and recommends salary scales.</p>	<p>Review as needed.</p> <p>Takes appropriate action.</p>

Personally, or through subordinates, hires, promotes, assigns and supervises all employees.	Participates in both screening and interview process for appointment of Fire Chief.	Review and recommends appointment of Fire Chief. Conducts negotiations with employee organizations and performs other duties as the Employee Relations Officer.	Appoints Fire Chief. Takes appropriate action.
BUDGET			
a. Operating Expense			
Develops programs and projection of needs and prepares draft budget. Administers approved budget.	Reviews and makes recommendations on programs and budget.	Reviews annually and recommends programs and budget. Exercises Board adopted finance policy.	Adopt programs and budget annually with expenditure controls as necessary.
b. Capital			
Analyzes needs for equipment, stations and proposes site selection, training and communication facilities, and headquarters.	Reviews and makes recommendations on capital funding.	Reviews annually and recommends, coordinates with other District plans for overall master planning.	Adopt programs and budget annually with expenditure controls as necessary.
OTHER			
Develops long-range plans for department.	Reviews and makes recommendations.	Reviews in relation to County-wide coordination.	Approves any major changes.
Coordinates activities with other County Departments and County Administrator.	Reviews and makes recommendations. Requests assistance of County Departments as required.	Reviews currently	Reviews if requested by Advisory Commission or County Administrator.
Coordinates activities with other Fire Departments, State and other local agencies, etc.	Reviews and makes recommendations. Serves as Appeal Board when delegated by Board of Directors.	Reviews results as needed	Reviews if requested by Advisory Commission or County Administrator.

On November 14, 1994, in discussing filling the last at-large seat on the Contra Costa County Fire Protection District's Advisory Fire Commission, the Internal Operations Committee asked that this item be reported back to the 1994 Internal Operations Committee prior to the December 6, 1994 Board meeting at which an orientation of the new Advisory Fire Commission was planned.

As a result of the Internal Operations Committee's discussion of this subject on November 28, 1994, the Board of Supervisors on December 13, 1994 adopted a report which included the following direction to staff:

1. **APPROVE in concept the attached report from the Chief Assistant County Administrator outlining proposed duties and responsibilities for the members of the Contra Costa County Fire Protection District's Advisory Fire Commission.**
2. **DIRECT the County Counsel to prepare, in conjunction with the County Administrator's Office, a Resolution which would supersede Resolution 80/216 for the Contra Costa County Fire Protection District, outlining the role, duties and responsibilities of the Advisory Fire Commission and RETURN that Resolution to the Board of Supervisors for subsequent consideration.**
3. **DIRECT the County Administrator to prepare a matrix outlining the proposed role, duties and responsibilities of the advisory fire commission for each of the dependent fire districts which provides for appropriate variations in duties among the advisory fire commissions and PRESENT his report to the 1995 Internal Operations Committee by March 1, 1995, and for this purpose REFER this matter to the 1995 Internal Operations Committee.**

On March 28, 1995, the Board of Supervisors approved a report from our Committee on this subject which included the following recommendations:

1. **REQUEST the County Administrator to circulate to the Advisory Fire Commissions for the Fire Protection Districts governed by the Board of Supervisors the attached proposed Resolution and matrix setting forth the duties, role and responsibilities of the advisory fire commissions, the fire chiefs, County Administrator and Board of Supervisors.**
2. **REQUEST the advisory fire commissions to review the proposed Resolution and matrix and provide their comments to our Committee on May 15, 1995 at 9:30 A.M.**

On May 15, 1995, several member of the Advisory Fire Commission for the Contra Costa County Fire Protection District appeared before our Committee with comments on behalf of the Commission regarding the proposed role and responsibilities of the Advisory Fire Commissions. However, since no noticed meeting had been held to consider these comments in public, our Committee declined to hear the item and told the Commissioners to come back to our Committee after they had held noticed public meetings on the subject.

Attached is a copy of staff's report to our Committee on this subject, which includes a summary of the process which has been followed and a copy of proposed matrix and Resolution which outline the roles and responsibilities which staff is suggesting should be delegated to the Advisory Fire Commissions by the Board of Supervisors.

On October 2, 1995, our Committee met with Chief Allen Little and Chief Paul Hein, along with members of the Contra Costa County Fire Protection District's Advisory Fire Commission, a representative from Local 1230, Chief Assistant County Administrator Scott Tandy and County Counsel Vic Westman.

Mr. Tandy reviewed the attached Resolution and matrix with our Committee. Ed Haynes, Chair of the Contra Costa County Fire Protection District's Advisory Fire Commission asked that a second footnote be added to the matrix in case the voters in any of the other fire districts approve a special fire flow tax, as have Moraga's voters. We agreed to add this second footnote. No other additions or changes to the Resolution or matrix were requested or suggested and we believe that the Resolution and matrix properly outline the roles and responsibilities of the advisory fire commissions in the six dependent fire protection districts:

Mr. Tandy emphasized the advisory nature of the advisory fire commission's role. He noted that the commissions can advise and make recommendations to the fire chief and Board of Supervisors. He also noted that the advisory fire commissions in Contra Costa County are essentially unique in California since other urban fire protection districts do not have similar advisory fire commissions.

The commissioners clarified that they understand that they can recommend both approval or disapproval of actions. In response to a question from Chairman Haynes about whether the Board of Supervisors wanted the advisory fire commissions to undertake any additional assignments, Supervisor DeSaulnier indicated that he felt the Resolution was complete in itself and did not require further expansion.

We did discuss the possibility of a public safety day at area malls sponsored jointly by the fire protection districts and Sheriff's Office. Ron Walker from Local 1230 suggested an open house at the Contra Costa County Fire Protection District's Training Facility, perhaps done in conjunction with EMS staff. This might be done next spring or summer or might be coordinated with fire prevention week. Chief Little indicated that a number of similar activities had been undertaken in the past but that it was more difficult to do them now because of a lack of funds. We would, however, like the fire chiefs and advisory fire commissions to at least consider the feasibility of undertaking some public education and recognition efforts along these lines.

Ron Walker asked for some clarification of the use of the term "Review any agreements with employee groups". Mr. Tandy clarified that the operative word was "review". It is not the intent of this language to imply that the advisory fire commissions have any role in negotiating with Local 1230. Mr. Haynes indicated that their commission simply wants to be fully aware of the provisions of any agreements entered into by the Board of Supervisors with Local 1230. Mr. Walker indicated that Local 1230 would be happy to make a presentation to the advisory fire commission at any time.

- cc: ✓ County Administrator
 ✓ Chief Allen Little, Contra Costa County Fire Protection District
 ✓ Chief Paul Hein, East Diablo Fire Protection District
 ✓ Chief Jerry Littleton, Jr., Crockett-Carquinez Fire Protection District
 ✓ Chief Dave Wahl (Acting), Bethel Island Fire Protection District
 County Counsel
 ✓ Contra Costa County Fire Protection District Advisory Fire Commission
 (Via Chief Little)
 ✓ Moraga Advisory Fire Commission (Via Chief Little)
 ✓ Orinda Advisory Fire Commission (Via Chief Little)
 ✓ East Diablo Advisory Fire Commission (Via Chief Hein)
 ✓ Crockett-Carquinez Advisory Fire Commission (Via Chief Littleton)
 ✓ Bethel Island Advisory Fire Commission (Via Chief Wahl)
 ✓ Ron Walker, Local 1230

IN THE BOARD OF SUPERVISORS OF
CONTRA COSTA COUNTY, STATE OF CALIFORNIA

In the Matter of Delegating Powers) Resolution No. 95/ 475
to Fire District Advisory) (Health & Saf. Code, § 13844)
Commissions)
_____)

The Board of Supervisors of Contra Costa County RESOLVES THAT:

1. The Board of Supervisors is the Board of Directors of the following Fire Protection Districts in this County under the Fire Protection Laws of 1961 and 1987 (Health & Saf. Code, § 13800 et seq.): Bethel Island, Contra Costa County, Crockett-Carquinez, East Diablo, Moraga, and Orinda, Fire Protection Districts ("Districts"); and the Board of Supervisors intends to continue its long practice of appointing Fire District Advisory Commissions in each of these Districts, pursuant to section 13844 (Fire Protection Law of 1987, Health & Saf. Code, § 13800 et seq.)

2. The function of the fire commissioners is to review the operations, goals and objectives of each of their respective districts; provide liaison with the community and provide advice and information on fire protection matters to the Board of Supervisors. This Board hereby delegates to each of the Fire District Advisory Commissions of the listed districts the following functions and responsibilities:

- a. To review and advise on annual operations and capital budgets;
- b. To review district expenditures;
- c. To review and advise on long-range capital improvement plans;
- d. Pursuant to district ordinance, to serve as the Appeals Board on weed abatement matters;
- e. To advise the Fire Chief on district service matters;
- f. To meet jointly with the Board of Supervisors and provide advice to the Board as needed;
- g. To communicate with the other fire district advisory commissions on services and functional integration;
- h. To assist in the Fire Chief's selection process as required;
- i. To serve as liaison between the Board of Supervisors and the community served by each district;
- j. To perform such other duties and responsibilities as may be assigned and as directed by the Board of Supervisors;
- k. Pursuant to Ordinance No. 80-19, the Moraga Fire District Advisory Commission shall annually recommend a special tax rate and hear and determine any tax rate appeals.

3. The attachment page of this Resolution is an example of the duties and the relationship among the Board of Supervisors, the County Administrator, the Fire Chief and the Fire District Advisory Commissions.

4. The Board reserves the right to act on any matter within the general powers hereby delegated to the Fire District Advisory Commissions and thereby bind the affected Fire District Advisory Commission and district.

5. Resolution No. 80/216 of February 26, 1980 on this same subject is hereby rescinded.

PASSED by the Board on October 10, 1995 by the following vote:

AYES: Supervisors Rogers, Smith, DeSaulnier and Torlakson

NOES: None

ABSTAIN: None

ABSENT: Supervisor Bishop

cc: Listed Districts
County Administrator
Auditor-Controller
Purchasing
Public Works
County Counsel
Personnel

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: October 10, 1995
PHIL BATCHELOR, Clerk of the Board
of Supervisors and County Administrator

By Barbara Grant, Deputy

djs-2: fire-del.pov

FIRE SERVICE FUNCTIONS

CHIEF
(Operations)

FIRE COMMISSIONERS
(Advisory)

COUNTY ADMINISTRATOR
(Coordination)

BOARD OF SUPERVISORS
(Policy)

<u>GENERAL</u>			
<p>Has sole responsibility and authority for the overall direction, administration and coordination of the Fire District. Supervises and directs fire suppression, rescue and medical emergency services, fire prevention, hazardous materials emergency response, training, support services, facilities and programs of the department.</p>	<p>Reviews and makes recommendations on Fire District goals and objectives. Reviews performance of Fire District against objectives. Provides advice, information and assistance on fire protection matters to the Board of Supervisors.*</p> <p>Provide liaison and represent Board of Supervisors to the communities and areas served.</p>	<p>Provide advice, assistance and review in the implementation of policies and objectives of the Board of Supervisors with regard to the Fire District. Coordinate and review those functions not delegated by the Board of Supervisors.</p>	<p>As the supervising authority, provide broad policy and objectives for the organization and administration of the Fire District.</p>
<p><u>ORGANIZATION</u></p> <p>Develops the organization structure and coordinates the allocation of resources, activities and services for the fire protection and rescue system. Responsibility for the performance and maintenance of the total system.</p>	<p>Reviews organization and manning to assure optimum performance within staffing and equipment levels authorized. Makes recommendations on any major changes in organization and staffing of the Fire Protection and Rescue System.</p>	<p>Review, recommend and coordinate.</p>	<p>Review and approve.</p>
<p><u>PERSONNEL</u></p> <p>In conformance with the Merit System Rules & Regulations, approves selection of personnel for employment and directs their assignment and training. Imposes discipline, including termination when required.</p>	<p>Reviews as required.</p> <p>Reviews any agreements with employee groups.</p>	<p>Assures compliance with Merit System and other personnel policies and regulations.</p> <p>Conducts wage surveys and recommends salary scales.</p>	<p>Review as needed.</p> <p>Takes appropriate action.</p>

* The Moraga Fire Commission annually recommends setting the District's Special (Fire Flow) Tax and determines any tax rate appeals as specified in County Ordinances No. 80-19 and No. 92-49.
9/20/95 If a fire flow tax is approved in any other fire district the role of the Commission would be similar to that of the Moraga Commission

Personally, or through subordinates, hires, promotes, assigns and supervises all employees.	Participates in both screening and interview process for appointment of Fire Chief.	Review and recommends appointment of Fire Chief.	Appoints Fire Chief.
BUDGET		Conducts negotiations with employee organizations and performs other duties as the Employee Relations Officer.	Takes appropriate action.
a. Operating Expense			
Develops programs and projection of needs and prepares draft budget. Administers approved budget.	Reviews and makes recommendations on programs and budget.	Reviews annually and recommends programs and budget. Exercises Board adopted finance policy.	Adopt programs and budget annually with expenditure controls as necessary.
b. Capital			
Analyzes needs for equipment, stations and proposes site selection, training and communication facilities, and headquarters.	Reviews and makes recommendations on capital funding.	Reviews annually and recommends, coordinates with other District plans for overall master planning.	Adopt programs and budget annually with expenditure controls as necessary.
OTHER			
Develops long-range plans for department.	Reviews and makes recommendations.	Reviews in relation to County-wide coordination.	Approves any major changes.
Coordinates activities with other County Departments and County Administrator.	Reviews and makes recommendations. Requests assistance of County Departments as required.	Reviews currently	Reviews if requested by Advisory Commission or County Administrator.
Coordinates activities with other Fire Departments, State and other local agencies, etc.	Reviews and makes recommendations. Serves as Appeal Board when delegated by Board of Directors.	Reviews results as needed	Reviews if requested by Advisory Commission or County Administrator.

OFFICE OF COUNTY ADMINISTRATOR
CONTRA COSTA COUNTY

Administration Building
Martinez, California

DATE: September 25, 1995

TO: INTERNAL OPERATIONS COMMITTEE
SUPERVISOR MARK DE SAULNIER
SUPERVISOR JIM ROGERS

FROM: TERRENCE J. MC GRAW *Terrence J. McGraw*
Special District Analyst

SUBJECT: ROLE AND RESPONSIBILITIES OF ADVISORY COMMISSIONS FOR THE
SIX COUNTY FIRE PROTECTION DISTRICTS

The subject issue was last scheduled for consideration by the Internal Operations Committee on May 15, 1995. Action on a proposed Resolution and matrix had been postponed until that date to allow the Contra Costa County Advisory Fire Commission time to develop a position on the issue.

On May 15, 1995 it was necessary to further postpone action on the issue because the Contra Costa County Advisory Fire Commission had not adopted a position on this matter at a publicly-noticed meeting as required by the Brown Act.

Since the May 15, 1995 Internal Operations Committee meeting, the Contra Costa County Advisory Fire Commission has held two public meetings to discuss the issues and develop a position on the matrix. The discussions, which involved Chief Little and Scott Tandy, resulted in the development by the Commission of a proposed matrix which was distributed to the Internal Operations Committee and the other fire district advisory commissions.

Attached are a proposed Resolution and revised matrix regarding the role and responsibilities of fire advisory commissions which would supersede and repeal the current Fire Advisory Commission Resolution No. 80/216. The new Resolution will apply to all County fire districts.

The attached revised matrix is based on the matrix proposed by the Contra Costa County Advisory Fire Commission. In addition to some minor changes to the Contra Costa County matrix, a footnote statement has been added about the role of the Moraga Advisory Fire Commission in recommending action on the District's Fire Flow Tax.

By a copy of this memorandum, the Fire Chiefs of the six County fire districts are requested to distribute the attached proposed Resolution and matrix to their advisory fire commissioners prior to the October 2, 1995 meeting of the Internal Operations Committee.

Attachment

cc: Chief, Bethel Island Fire Protection District
Chief, Contra Costa County Fire Protection District
Chief, Crockett-Carquinez Fire Protection District
Chief, East Diablo Fire Protection District
Chief, Moraga Fire Protection District
Chief, Orinda Fire Protection District
County Counsel



Contra Costa County Fire Protection District

Advisory Fire Commission

Bylaws

July 2022
Rev. XX/19

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**Contra Costa County Fire Protection District
Advisory Fire Commission
Bylaws**

**Article I
Name**

This commission shall be known as the “Contra Costa County Fire Protection District Advisory Fire Commission.”

**Article II
Authorization**

The Board of Supervisors of Contra Costa County, as the Board of Directors of the Contra Costa County Fire Protection District, has established a Fire District Advisory Commission in the Contra Costa County Fire Protection District by Resolution No. 99/138. Authority for establishing a county fire commission is established by California Health and Safety Code Section 13844.

**Article III
Definitions**

“Board” shall mean the Contra Costa County Board of Supervisors, as the Board of Directors of the Contra Costa County Fire Protection District.

“Commission” shall mean the Contra Costa County Fire Protection District Advisory Fire Commission, which has been established by the Board for the purposes set forth in these Bylaws.

“District” shall mean the Contra Costa County Fire Protection District.

“District Administration Office” shall mean the Contra Costa County Fire Protection District Administrative Office, located at 4005 Port Chicago Highway, Suite 250, Concord, CA 94520.

**Article IV
Purpose and Duties**

The functions of the fire commissioners are to review the goals and objectives of the District; provide liaison with the community, and provide advice and information on fire protection matters to the Board of Supervisors. This Board hereby delegates to the CCCFPD Advisory Fire Commission the following powers and responsibilities:

1. Pursuant to district ordinance, to serve as the Appeals Board on weed abatement matters;

2. To review and make recommendations on Fire District goals and objectives;
3. To provide advice and information to the Board of Directors on fire protection matters as needed;
4. To serve as liaison between the Board of Directors and the community served by the district; and
5. To perform such other duties and responsibilities as may be assigned and as directed by the Board of Directors.

The Advisory Fire Commission shall make its recommendations directly to the Fire Chief, the Board of Supervisors, and such other bodies or administrators as may be designated from time to time.

Article V **Membership**

A. Members

The Commission shall consist of seven (7) voting members and three (3) alternate members appointed by the Board.

1. Voting Members

The seven (7) voting members shall consist of the following:

- a) Five (5) members, each of whom represents one supervisorial district. The nomination is made by an individual Supervisor for full Board action.
- b) Two (2) Community members, one representing the area formerly served by the dissolved East Contra Costa Fire Protection District and the other representing the remainder of the District. The nominations are made by the Board's Internal Operations Committee for full Board action.

2. Alternate Members

In addition to the seven (7) voting members, the Commission shall have three (3) alternate members who shall be nominated and appointed in the same manner as Community members. Alternate members shall fully participate in the regular or special meetings but not vote unless they are replacing an absent seated member who is unable to participate at a meeting. Alternate members may replace any absent seated member and shall do so on a rotating basis.

B. Terms

All members of the Commission shall be appointed for a term of four years. Terms are staggered. Members serve at the pleasure of the Board.

C. Vacancies

A vacancy on the Commission exists upon the death or resignation of a member, upon the removal of a member by the Board, or upon term expiration. Should a vacancy occur for any reason, the alternate members shall serve in the vacant seat on a rotating basis until the Board appoints a replacement voting member.

D. Staff

The Commission staff person shall issue and distribute meeting agendas in accordance with the open meeting laws specified in Article VII. The staff person shall keep an accurate record of all proceedings of the Commission, including meeting minutes and special reports and a list of persons attending meetings, and shall finalize meeting minutes. The staff person shall be responsible for maintaining a copy of these records at the District Administration Office. These records shall be made available to the public as required by State and local law. The Chair may direct the staff person to perform other duties to further the purpose and goals of the Commission.

Article VI **Officers and Duties**

A. Officers

The officers of the Commission shall be Chair and Vice Chair.

The Chair shall preside over all meetings of the Commission. The Chair shall appoint committees as may be needed from time to time for special projects or programs. The Chair shall report unscheduled vacancies immediately to the Board. The Chair shall perform other such duties as they pertain to the office of Chair.

The Vice Chair shall preside at all meetings in the absence of the Chair or at any other time when so requested by the Chair and perform other such duties as directed by the Chair.

B. Term

Each officer shall be selected for a one-year term at the first regular business meeting in June of each year by a majority vote of the Commission.

Each officer's term shall begin on July 1st of each year.

C. Vacancies

Should a vacancy of the office of Chair occur for any reason, the Vice Chair will serve as Acting Chair. Should both the Chair and Vice-Chair be absent, the most senior Commissioner present shall serve as Acting Chair.

Article VII

Commission Meetings

A. Meetings

1. In December of each year, the Commission will adopt a schedule of regular meetings for the subsequent year. Meetings shall be held at the District's Administrative Offices located at 4005 Port Chicago Highway, Concord, CA, unless otherwise noticed.
2. The Chairman may call additional special meetings as may be required for conduct of Commission business.
3. All meetings of the Commission, except those closed sessions permitted by law, shall be open to the public and subject to the provisions of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code, relating to meetings of local agencies. All meetings shall conform to the Ralph M. Brown Open Meeting Act and the Contra Costa County Better Government Ordinance, including requirements for notice of meetings, preparation and distribution of agendas and written materials, inspection of public records, closed sessions and emergency meetings, maintenance of records, disruption of a public meeting, and recorded votes made by each Commissioner.
4. Notice of each meeting shall be posted adjacent to the entry door of the District Administration Office at least 96 hours prior to the scheduled meeting and shall include the time, date, and place of the meeting and the meeting agenda. Notice of any meeting of the Commission shall be given to any person so requesting.

B. Cancellation or Postponement

Meetings of the Commission may be cancelled or postponed at the discretion of the Chairperson for due cause or if no official business needs to be conducted.

C. Quorum

A quorum must be present for any vote on matters before the Commission to be valid. A quorum shall be defined as four (4) appointed Commission voting members (including alternate members replacing an absent voting member). Any motion,

resolution, or other Commission action, unless otherwise specifically provided for, shall require four affirmative votes for its passage.

D. Conflicts

Any member of the Commission who has a conflict of interest with any matter pending before the Commission will recuse himself or herself in accordance with Government Code section 87105. Commission members shall avoid conflicts of interest in accordance with Resolution No. 2002/376 and shall adhere to the principles and rules of the Political Reform Act of 1974 (Government Code Sections 81000, et seq.).

Article VIII **Committees**

There are four standing committees of the Commission: Personnel Committee, Budget Committee, Apparatus & Equipment Committee, and Property & Annexation Committee. From time to time, the Chair may appoint special committees or may make individual appointments to accomplish the ongoing tasks and special projects of the Commission, including conducting studies or research of items as deemed necessary (i.e., Bylaws Committee and Liaison to the Board).

Each committee shall develop a separate plan of operations and goals to be achieved and shall be prepared to report the results of its activities during regular Commission meetings.



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: July 12, 2022

Subject: Donation of Surplus Equipment

RECOMMENDATION(S):

APPROVE the donation of Contra Costa County Fire Protection District surplus equipment to Task Force Joint Guardian.

FISCAL IMPACT:

There is no fiscal impact to the donation of this equipment, as the equipment has reached the end of its useful within the District.

BACKGROUND:

The Contra Costa County Fire Protection District (District) routinely surpluses outdated items that no longer have value in our system. Two firefighters from the District participated in a mission to Ukraine with firefighters from other agencies throughout the State of California. These missions were conducted through volunteer organizations who organized travel, support and donations of supplies. These missions operated much like missions that have occurred regularly to the Country of Mexico.

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

Action of Board On: **07/12/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

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

ATTESTED: July 12, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Deputy Chief Aaron McAlister, (925) 941-3300 x1101

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

Following the return of District firefighters from the Ukraine mission, they identified District-owned surplus equipment that is a critical need to those who are providing service in Ukraine. The District desires to donate the equipment to Task Force Joint Guardian, a group that is supporting the Ukraine mission.

The Advisory Fire Commission has approved the surplus of equipment.

CONSEQUENCE OF NEGATIVE ACTION:

If unapproved, the District would not donate this equipment.

ATTACHMENTS

Surplus Equipment

**CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
SURPLUS EQUIPMENT**

06/07/2022

CONDITION:

A= Obsolete
B= Worn out
C= Beyond economical repair
D= Damaged/wrecked beyond repair

PAGE 1 OF 4

COUNTY #	QUANTITY	DESCRIPTION	ESTIMATED VALUE	CONDITION
1.	1	AIR CHISELS TOOL BOX	0	A/B
2.	1	HAUL SAFE	0	A/B
3.	1	DEWALT DRILL/NO CHARGER	0	A/B
4.	1	AIR BAG HOSE/CONTROLLERS	0	A/B
5.	2	MILWAULKEE SAWZALL CORDED	0	A/B
6.	3	MILWAULKEE SAWZALL BATTERY-ONE NO BATTERY	0	A/B
7.	1	MAKITA RECIPICAL SAW CORDED	0	A/B
8.	1	MILWAUKEE CHARGER	0	A/B
9.	1	ACETYLENE TORCHE	0	A/B
10.	1	SOFTWARE ROPE/WEBBING (BOX)	0	A/B
11.	1	AIR SHORES CONTROLLER	0	A/B
12.	22	AIR SHORES EXTENSIONS	0	A/B
13.	20	AIR SHORES MACES	0	A/B
14.	6	STOP CHOCKS	0	A/B
15.	2	SALVAGE TARPPS	0	A/B
16.	1	CARRY ALL	0	A/B

**CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
SURPLUS EQUIPMENT**

06/07/2022

CONDITION:

A= Obsolete
B= Worn out

C= Beyond economical repair
D= Damaged/wrecked beyond repair

PAGE 2 OF 4

COUNTY #	QUANTITY	DESCRIPTION	ESTIMATED VALUE	CONDITION
17.	1	HIGH LIFT JACKS	0	A/B
18.	1	SKED	0	A/B
19.	5	HAND SAWS	0	A/B
20.	2	SILL PLATES	0	A/B
21.	2	COME ALONG	0	A/B
22.	1	ROPE	0	A/B
23.	1	CUPLINGS (BAG)	0	A/B
24.	1	CUPLINGS (BOX)	0	A/B
25.	26	HYDRAULIC HOSES	0	A/B
26.	3	SHORING JACKS	0	A/B
27.	9	RAM TIPS (BOXES)	0	A/B
28.	2	RAM EXTENSIONS	0	A/B
29.	5	HOOKS	0	A/B
30.	5	TIPS & CONNECTORS	0	A/B
31.	9	HURST SPREADERS	0	A/B
32.	3	SHORING CLAMPS (BOXES)	0	A/B

**CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT
SURPLUS EQUIPMENT**

06/07/2022

CONDITION:

A= Obsolete
B= Worn out
C= Beyond economical repair
D= Damaged/wrecked beyond repair

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COUNTY #	QUANTITY	DESCRIPTION	ESTIMATED VALUE	CONDITION
33.	NA	8 SHORING JACKS	0	A/B
34.	NA	1 CHAINS (BOX)	0	A/B
35.	NA	7 HURST CUTTERS	0	A/B
36.	NA	19 HURST RAMS	0	A/B
37.	NA	7 AIR SHORES EXTENSIONS LONG	0	A/B
38.	NA	6 AIR SHORES EXTENSIONS SHORT	0	A/B
39.	NA	20 AIR SHORES MACES	0	A/B
40.	NA	1 UNIVERSAL LITTER WHEEL	0	A/B
41.	NA	1 STOKES FACE COVERING	0	A/B
42.	NA	6 SHORING JACKS	0	A/B
43.	NA	3 BOXES MIXED MEDICAL SUPPLIES	0	A/B
44.	NA	40 O.O.S. WL HELMETS	0	A/B
45.	NA	6 PAIRS BOOTS	0	A/B
46.	NA	35 WL COATS	0	A/B
47.	NA	35 WL PANTS	0	A/B
48.	NA	3 DRY ERASE COMBO PACKS	0	A/B

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COUNTY #	QUANTITY	DESCRIPTION	ESTIMATED VALUE	CONDITION
49.	2	NAR HEADLAMPS	0	A/B
50.	24	FLASH HOODS	0	A/B
51.	5	HURST COMPRESSORS (GOOD)	0	A/B
52.	2	HALLIGANS	0	A/B
53.	4	HURST COMPRESSORS (NOT WORKING) USING FOR PARTS	0	C
54.	10	STOKES BASKETS	0	A/B
55.				
56.				
57.				
58.				
59.				
60.				
61.				
62.				
63.				
64.				