



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting

**Monday November 7, 2011 – 6:30 P.M.**

Meeting Location: 3231 Main Street, Oakley

<b>BOARD OF DIRECTORS</b>		
Pat Anderson	Kevin Romick - President	Robert Kenny
Steve Barr	Joel R. Bryant	Cheryl Morgan
Robert A. Brockman	Jim Frazier	Erick Stonebarger

## AGENDA

**Preceded by a Special Closed Session Meeting at 6:00 P.M., 3231 Main Street, Oakley**

**6:00 P.M. – Call to Order and Adjourn to Closed Session on the following matters:**

1. CONFERENCE WITH LABOR NEGOTIATOR  
*pursuant to Government Code Section 54957.6*  
Agency designated representative: Board President and Vice President  
Employee Organizations: International Association of Fire Fighters, Local 1230,  
AFSCME Local 2700, East County Fire Fighters Association (Reserves),  
Unrepresented Management.

**RECONVENE TO OPEN SESSION – 3231 Main Street, Oakley**

Report from closed session (if any)

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ORGANIZATION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS**

- A.1 Administration of Oath of Office for new Board Directors

**PRESENTATIONS**

- P.1 Citizen Commendations with the fire on August 4, 2011.
- P.2 Firefighter of the Year and Chief Officer of the Year Awards.
- P.3 Retirement of Paid on Call Assistant Chief Magdaleno "Maggie" Fajardo with 44 years of service.

## **PUBLIC COMMENTS**

At this time the public may address the District Board on subject matters pertaining to District business listed on the Consent Calendar, Closed Session, Future Agenda Items, or items *not* listed on the agenda. Remarks may be limited to 3-minutes subject to the discretion of the Board President and with the concurrence of the Board of Directors. Please complete and submit a "Public Comment Speaker Card" with the District Clerk.

## **CONSENT CALENDAR**

Consent Calendar items are considered routine in nature and will be enacted by the Board in one motion. If discussion or public comment is required, any Board Member may request the item be removed from the Consent Calendar and considered separately.

**C. 1** Approve minutes from September 12, 2011, Regular Board of Directors Meeting.

**C. 2** Approve meeting dates for 2012 Regular Board of Directors Meeting

## **PUBLIC HEARINGS**

Members of the public wishing to address the Board on a listed item shall complete and submit a "Public Comment Speaker Card" with the District Clerk.

## **DISCUSSION ITEMS**

**D.1** Receive Update on the Parcel Tax and Public Outreach.

## **INFORMATIONAL STAFF REPORTS**

1. Service calls for October 2011

## **DIRECTORS' COMMENTS**

## **INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS**

This portion of the agenda shall provide an opportunity for Board Members to report on activities, committee or event attendance pertaining to District business or to request a future item to be placed on the agenda.

**ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: December 5, 2011**

### **POSTING STATEMENT**

A copy of this agenda was posted **November 4, 2011, at the East Contra Costa Fire Protection District Administrative Office, 134 Oak Street, Brentwood, CA 94513.** Pursuant to CA Government Code §54957.5, disclosable public records and writings related to an agenda item distributed to all or a majority of the Board of Directors less than 72 hours prior to this meeting is available for public inspection at the East Contra Costa Fire Protection District Administrative Office, 134 Oak Street, Brentwood, CA 94513.

NOTICE In compliance with the Americans with Disabilities Act, any individuals requesting special accommodation to attend and/or participate in District Board meetings may contact the District Administrative Office at (925) 634-3400. Notification 48 hours prior to the meeting will enable the District to make reasonable accommodations.



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

## Meeting Minutes Board of Directors Special Meeting

**Monday October 3, 2011 – 6:30 P.M.**

<b>BOARD OF DIRECTORS</b>		
Pat Anderson	Kevin Romick - President	Robert Kenny
Steve Barr	Joel R. Bryant	Erick Stonebarger
Robert A. Brockman	Jim Frazier	

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**Preceded by a Special Closed Session Meeting at 6:00 P.M., 3231 Main Street, Oakley**

**6:00 P.M. – Call to Order and Adjourn to Closed Session on the following matters: –**  
(6:15 P.M.)

- 1. CONFERENCE WITH LABOR NEGOTIATOR**  
*pursuant to Government Code Section 54957.6*  
Agency designated representative: Board President and Vice President  
Employee Organizations: International Association of Fire Fighters, Local 1230,  
AFSCME Local 2700, East County Fire Fighters Association (Reserves),  
Unrepresented Management.
- 2. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION**  
*pursuant to Gov. Code section 54956.9 (c).*
- 3. CONFERENCE WITH LEGAL COUNSEL- PENDING LITIGATION**, pursuant to Gov.  
Code section 54956.9(a); Mike Taylor vs. East Contra Costa Fire Protection District  
Case Number C11-00698

**RECONVENE TO OPEN SESSION – (6:35 P.M.) 3231 Main Street, Oakley**

Legal Counsel Jim Karpiak reported that during the closed sessions, the Board gave direction to the Labor Negotiator on item 1 and gave direction to Counsel on items 2 & 3. No actions were taken.

**CALL TO ORDER – (6:35 P.M.)** By Acting President Frazier

**PLEDGE OF ALLEGIANCE– (6:35 P.M.)** Led by Chief Henderson

**ROLL CALL - (6:35 P.M.)** Directors Present: Anderson, Barr, Brockman, Frazier, Kenny  
Directors Absent: Bryant, Romick, Stonebarger

**PUBLIC COMMENTS - (6:36 P.M.)**

*There were 3 Public Comment Speakers*

**CONSENT CALENDAR - (6:40 P.M.)**

- C.1** Approve minutes from September 12, 2011 Regular Board of Directors Meeting.
- C.2** Accept the Contra Costa County Hazard Mitigation Plan.

**Motion by: Director Barr to approve Consent Calendar Items; C1 & C2**

**Second by: Director Anderson**

**Vote: Motion carried 5:0**

**Ayes: Anderson, Barr, Brockman, Frazier, Kenny**

**Absent: Bryant, Romick, Stonebarger**

**PUBLIC HEARINGS**

**NONE**

**DISCUSSION ITEMS - (6:42 P.M.)**

- D.1** Receive Update on the Parcel Tax and Public Outreach.

Staff and subcommittee members provided information on the status of outreach planning. *There was 1 Public Comment Speaker.*

**INFORMATIONAL STAFF REPORTS - (7:00 P.M.)**

- 1.** Service calls for August 2011 - Chief Henderson provided a report.
- 2.** John Jewell resignation – Chief Henderson provided updates on the resignation of John Jewell and the process of a replacement.

**DIRECTORS' COMMENTS- (7:05 P.M.)**

**NONE**

**INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS - (7:10 P.M.)**

**NONE**

**ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: November 7, 2011 by Acting President Frazier - (7:11 P.M.)**



**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTOR'S AGENDA ITEM NO. C-2**

**Meeting Date:** November 7, 2010

**Subject/Title:** Approve the Board of Director's meeting schedule for 2012

**Submitted by:** Fire Chief Henderson

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**RECOMMENDATION FOR ACTION**

Approve the Board of Director's meeting schedule for 2012

**PREVIOUS ACTION**

On February 3, 2010 the Board approved by Resolution to hold regular meeting the first Monday of each month.

**SUBJECT BACKGROUND**

The regular meeting schedule of the Board of Directors for the 2012 calendar year is proposed to be the following:

January 9, 2012  
February 6, 2012  
March 5, 2012  
April 2, 2012  
May 7, 2012  
June 4, 2012  
July 2, 2012  
August 6, 2012  
September 10, 2012  
October 1, 2012  
November 5, 2012  
December 3, 2012

Currently, Board meetings will be held at 3231 Main Street, Oakley Ca. 94561 at 6:30 PM unless otherwise noticed.

## BOARD OF DIRECTORS AGENDA ITEM NO. D-1

**Meeting Date:** November 7, 2011

**Subject/Title:** Receive Update on the Parcel Tax and Public Outreach

**Submitted by:** Chief Henderson

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### RECOMMENDATION FOR ACTION

Receive Update on the Parcel Tax and Public Outreach

### PREVIOUS ACTION

On June 6, 2011, the Board established an Ad Hoc Committee to research revenue enhancements for the District. The Ad Hoc Committee comprised of Directors Bryant, Frazier, and Kenny; along with a representative of Local 1230.

At the August 1, 2011 Board meeting, the Ad-Hoc Committee brought the following recommendations to the Board:

- 1- 8 Station staffing model with advanced life support that has 72 fire suppression personnel, which includes 24 paramedics and admin staff of 5. It is anticipated that this service model would take several years to phase in; however, the six current stations could be fully staffed with 3 personnel after the parcel tax measure. The estimated cost is \$16,713,929 for the first year with costs increasing every year thereafter.
- 2- The District should move forward with a parcel tax and place it on the June 5, 2012 ballot. The June election allows the new parcel tax to go on the 2012/13 tax roll. The new revenue would be received in December 2012.
- 3- A letter should be sent to Contra Costa County Board of Supervisors serving as the Board of Director of the Contra Costa County Fire Protection District (CCCFPD) requesting an estimate of the cost CCCFPD would charge to provide services to the District and a recommendation from CCCFPD on how many stations and personnel they would require to provide service to the District.
- 4- Previously, at the May 2, 2011 meeting, the Board had directed staff to stop all public outreach activities. The District should move forward with an RFP for public outreach and education services and bring back to the Board for consideration.

At the September 12, 2011 Board meeting, the Board agreed to proceed forward with a parcel tax built on 7 station staffing model at \$197.00 per parcel. The Board hired Ehrlich Campaigns to start public education/outreach for the District.

## **Parcel Tax:**

The \$197.00 parcel tax was placed into a five year staffing/service model with a build out to seven stations with three fire personnel per engine with one trained as a Paramedic. The first year starts in January 2013 after the first round of revenue is received. The model is based on starting with no fund balance from FY 2011-12. After accounting for the below assumptions, service models and timelines; the parcel tax would bring an estimated \$8.6 million in the first year and climb to 10.6 million in 5 years.

The Ad-Hoc Committee and Executive Committee reviewed the 7 stations staffing/service model with the \$197.00 parcel tax which shows a sustainable funding for the District (see attached spreadsheet). This model would allow the District to address the equipment and capital replacement funding

### The following assumptions were incorporated into the model:

- Total Property Tax revenue is based on FY 2011/12 projections including 4.41% decline from 2010/11 levels (approx \$360,000).
- Property Tax and RDA Pass-through revenue is decreased 2% Year One, no increase Years Two, Three and Four and a 2% increase Year Five.
- The Oakley CFD revenue is based at total to be assessed in FY 2011/12 and will increased 2% per year.
- Number of Parcels Year One is based on the reported amount as of October 2010 and Increase 1/2% per Year.
- New Revenue per Parcel Amount is \$197.00 Increasing 5% per Year.
- All Positions filled with FTEs beginning January 2013.
- Estimated Salary Increase of 2% per Year.
- Estimated Employee Group Insurance Increase of 7% per Year.
- Retirement Increase based on 12/31/10 Actuarial Valuation.
- Overtime based on 360 Hours of backfill for Vacation/Sick per Position per Year.
- OPEB Contribution based on funding 85% of estimated ARC and would require Actuary to validate.
- ALS is based on a Captain's salary plus 10%.
- Fixed, Station, Cal Fire and Trailer Rental costs increased at 3% per Year.
- Equipment and Capital Replacement costs are based on 1% of Budgeted Expenditures, consistent with Current Board Policy.
- East Bay Regional Communication Systems Authority- One Time Costs not included (The District is currently seeking grant funding).

### **Service Model and Timeline:**

The service level and timeline can be adjusted based on the operational needs of the District with priority of increase service level throughout the District and starting an ALS program.

#### 7-Station:

July-December 2012	Recruitment/Testing for Paramedic Firefighters
January 2013	Staff all 6 station to 3 person engines companies: Total staffing 54
January-June 2013	Hire 11 paramedic firefighters
July-December 2013	Place 2 paramedic engines into service; one in Brentwood and one in Oakley
January-June 2014	Place a third paramedic engine into service
July-December 2015	Place a fourth paramedic engine into service
January-June 2016	Place fifth paramedic engines into service
July-December 2016	Open 7 <sup>th</sup> station and bring staffing to 63 personnel and place sixth paramedic engine in service
January-June 2017	Place seventh paramedic engines into service

### **Request for Cost of Services from Contra Costa County Fire Protection District:**

The District made a formal request for an estimate of costs for certain services from Contra Costa County Fire on August 12, 2011 and received on September 24,2011 the below quote for services.

<b><i>Fiscal Year</i></b>	<b><i>6 Stations ALS</i></b>	<b><i>8 Stations ALS</i></b>
2011-2012	\$16,901,630	\$22,052,878
2012-2013	\$17,292,656	\$22,547,120
2013-2014	\$18,140,570	\$23,661,328
2014-2015	\$18,763,140	\$24,464,550
2015-2016	\$19,025,373	\$24,807,319

The above services models include 3-Battalions Chiefs, a Training Captain, Fire Equipment Mechanic, Storekeeper, and Clerk-Senior Level. For further details see attached proposal from Contra Costa County Fire.

## **Update:**

At the October 3, 2011 Board Meeting there was a request for staff to prepare the timeline and service model if the parcel tax did not pass on June 5, 2012.

June 6, 2012	Call for a Special Board Meeting on June 7, 2012
June 7, 2012	Special Board Meeting-adopt resolutions for station closures and staffing reductions
June 8, 2012	Issue layoff notices effective June 30, 2012
June 25, 2012	Special Board Meeting- adopt fiscal year 2012-2013 Operating Budget.
July 1, 2012	Station Closures with reduced staffing.

## **Public Education/Outreach Schedule**

The Consultant has provided the following schedule of public education and outreach activities updated as of November 1, 2011:

### November

- 11/7/11 Board approves first mailer to voters
- 11/8/11 Bethel Island MAC
- 11/16/11 Discovery Bay CSD
- 11/16/11 Mailer arrives in mailboxes

### December

- 12/8/11 Byron MAC
- 12/12/11 Town Hall Meeting Discovery Bay Elementary 6:30 PM
- 12/13/11 Town Hall Meeting Knightsen School 6:30 PM
- 12/15/11 Town Hall Meeting Farm Bureau Building Clayton 6:30 PM

### January

- 1/15/12 Town Hall Meeting Oakley Sunday Seniors 1:00 PM
- 1/16/12 Town Hall Meeting Oakley City Hall 6:30 PM
- 1/20/12 Brentwood Kiwanis 7:30 AM
- 1/21/12 Town Hall Meeting Summerset in Brentwood 10:30 AM
- 1/22/12 Town Hall Meeting Bethel Island Scout Hall 6:30 PM
- Draft mailer piece #2 to Ad-Hoc Committee

### February

- 2/7/12 Delta Soroptomist Brentwood 6 PM
- TBA Town Hall Discovery Bay
- TBA Town Hall Meeting Brentwood
- TBA Town Hall Meeting Oakley
- Draft mail piece #3 completed and review by Ad-Hoc Committee

The first mailer to the voters within the District is before you tonight to review. The mailer has been reviewed by both Ad-Hoc and staff. With the approval to forward with the mailer, it should arrive in District households around November 17, 2011.

Attachments:  
Draft Mailer

# Attention: East County Resident

## URGENT MESSAGE FROM THE DESK OF FIRE CHIEF HENDERSON

Dear Resident,

Your East Contra Costa Fire Protection District (ECCFPD) provides fire fighting personnel and emergency medical service (basic life support) to the residents and businesses in Brentwood, Oakley, Discovery Bay, Bethel Island, Knightsen, Byron, Marsh Creek and Morgan Territory. We protect approximately 250 square miles that includes over 105,000 residents and respond to over 5,300 calls for service a year.

As a District, we rely mainly on property tax revenue to fund our operations. **The significant drop in the assessed values of homes and properties in East County has reduced our operating revenue by 35%.** We have undergone significant budget cuts in recent years, including the closure of two fire stations, eliminating administrative positions and deferring equipment repairs, but we continue to face a structural deficit of 2 million dollars, annually. **At our current rate, all of the District's resources will be exhausted by July 2012, resulting in additional station closures and significant layoffs that would reduce staffing levels from 54 to 24.**

On September 12, 2011 ECCFPD Board Members unanimously voted to direct staff to prepare for the placement of a parcel tax measure on the 2012 ballot, to avoid future station closures & layoffs. We anticipate that the Board will hold a public hearing in February or March of 2012 to call the parcel tax election. Prior to directing staff to focus on a parcel tax, Board Members had spent over 21 months studying the best course of action for the District by hearing numerous proposals from a wide variety of stakeholders and experts.

ECCFPD has been in existence since 2002 and has never asked East County voters for revenue enhancements, so this is a first for the District and many of the Board Members involved. As a result of that, and in light of the economic challenges we all face, ECCFPD is committed to providing valuable public information about the current state of the District and the potential 2012 ballot measure, well before any voter is asked cast a vote.

It is my goal to help ensure adequate response times to 911 calls, fires and other emergencies, regardless of the resources available to me and my firefighters. It is also my responsibility to explain to residents the realities of our District, both good and bad.

In the coming months, ECCFPD Board Members, staff and I are scheduled to meet with numerous community groups throughout the District, all in an effort to provide an accurate snapshot on the current state of the District. **I encourage you and any interested parties to attend one of our public information meetings that are listed on the other side of this mailer.** Also, if you know of any group or organization that you think would be interested in getting a first-hand update, feel free to contact me directly at: (925) 240-2131 or HHenderson@eccfpd.org

Sincerely,



Hugh Henderson  
Fire Chief, East Contra Costa Fire Protection District



For more information, go to: [www.eccfpd.org](http://www.eccfpd.org)

## Emergency Contact Information:

**Life Threatening Emergency: 911**

**Poison Control Center: (800) 222-1222**

**Fire Non-Emergency & Fire Alarm Testing:  
(925) 941-3330**

**Animal Control: (925) 335-8300**

**Suspicious Outdoor Odors:  
Bay Area Air Quality Management  
(800) 334-6367**

**Contra Costa County Office of Emergency  
Services (CCC OES): (925) 646-4461**

**Child Car Seat Inspection: (925) 941-3326  
or e-mail [childcarseat@eccfpd.org](mailto:childcarseat@eccfpd.org)**

**Hazardous Materials Issues: (925) 335-3200**

**American Red Cross: (888) 443-5722**



**“We strongly encourage you to attend one of our public meetings, your input is desired.”**



**Hugh Henderson**  
Fire Chief, East Contra Costa Fire Protection District



East Contra Costa Fire Protection District  
134 Oak Street  
Brentwood CA 94513  
(925) 634-3400

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# **East Contra Costa Fire Protection District**

## *Town Hall Meeting Schedule: State-of-the-District*

### **December 2011**

**12**

*Monday*  
6:30 pm

**Discovery Bay Elementary School**

1700 Willow Lake Road, Discovery Bay, 94505

Sponsored by:  
Bob Mankin ECCFPD Ad-Hoc Committee Member

**13**

*Tuesday*  
6:30 pm

**Knightsen Elementary School**

1923 Delta Road, Knightsen, CA 94548

**15**

*Thursday*  
6:30 pm

**Farm Bureau Building**

5554 Clayton Road, Concord, 94521

Sponsored by:  
Morgan Territory/Marsh Creek Homeowners Association

**For more information, go to: [www.eccfpd.org](http://www.eccfpd.org)**

### **January 2012**

**15**

*Sunday*  
1:00 pm

**Oakley Sunday Seniors**

990a Rosemary Lane  
@ Las Dunas Avenue, Oakley, 94561

Sponsored by: Karen Gallegos

**17**

*Tuesday*  
6:30 pm

**Oakley City Hall**

3231 Main Street, Oakley, 94561

**TBD**

**Summerset (in the clubhouse)**

1581 Regent Drive, Brentwood, 94513

Sponsored by: Stephen Smith, Summerset Resident

**2x**

*xxday*  
*xx:00 am*

**Bethel Island Community Center and  
Boy Scout Hall**

3090 Ranch Lane Rd, Bethel Island, 94511

Sponsored by: ECCFPD Board Member Robert “Bob” Kenny &  
David Graas, Chair - Bethel Island Municipal Advisory Council