



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting

**Monday April 7, 2014 – 6:30 P.M.**

Meeting Location: 3231 Main Street, Oakley

## BOARD OF DIRECTORS

Kevin Bouillon  
Greg Cooper  
Robert Kenny

Joel Bryant-President  
Ronald Johansen-Vice President  
Jonathan Michaelson

Cheryl Morgan  
Stephen Smith  
Joe Young

## 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 Negotiators Pursuant to Government Code Section 54957.6:  
Agency designated representative: Board President  
Unrepresented employee: Fire Chief*

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

Report from closed session (if any)

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

### **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. While the District encourages your comments, State law prevents the Board from discussing items that are not set forth on this meeting agenda. The Board and staff take your comments very seriously and, if appropriate, will follow up on them.

### **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 March 3, 2014 Regular Board of Directors Meeting.
- C.2** Adopt a Resolution to Award of Contract in the Amount of \$43,441 to Bill Brandt Ford for Purchase of One New F-250 Staff Vehicle
- C.3** Amend Board Policy 1-3.8 on Board Committees
- C.4** Adopt Finding of 2013 Fire Code

## DISCUSSION ITEMS

- D.1** Adopt a Resolution to Approve a Side Letter Agreement with International Association of Firefighters Local 1230 Cash-in-Lieu of Medical Benefits
- D.2** Adopt a Resolution to Approve a Contract with the United Clerical, Technical and Specialists Employees AFSCEM Local 2700 from July 1, 2013 through June 30, 2016
- D.3** Adopt a Resolution to Approve a Contract with the East Contra Costa Battalion Chiefs Association from January 1, 2014 through December 31, 2015
- D.4** Adopted Resolution to Approve Midyear Operational Budget Adjustments
- D.5** Receive Operational Update for March, 2014.

## WORKSHOP

- W.1** Discuss Next Steps

## 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

## INFORMATIONAL STAFF REPORTS

- 1. Insurance Services Office (ISO) Evaluation Update

## 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: May 5, 2014

All items appearing on the agenda are subject to action by the Board.

### POSTING STATEMENT

A copy of this agenda was posted **April 4, 2014 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 including such records and writing distributed 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 Regular Meeting

**Monday March 3, 2014 – 6:30 P.M.**

Meeting Location: 3231 Main Street, Oakley

<b>BOARD OF DIRECTORS</b>		
Kevin Bouillon	Joel Bryant-President	Cheryl Morgan
Greg Cooper	Ronald Johansen-Vice President	Stephen Smith
Robert Kenny	Jonathan Michaelson	Joe Young

**CALL TO ORDER:** (6:30 P.M.)

**PLEDGE OF ALLEGIANCE:** (6:31 P.M.)

**ROLL CALL:** (6:31 P.M.)

Directors Present: Bouillon, Bryant, Cooper, Kenny, Johnansen, Michaelson, Morgan, Smith, Young

**PRESENTATION:** (6:31 P.M.)

**P.1** Contra Costa County Emergency Medical Services Recognition.

Pam Dodson from Contra Costa County Emergency Medical Services recognized Engineer Mather, Engineer Baitx and Firefighter Tim Johnston for a CPR Save for an incident that occurred on January 06, 2014.

**PUBLIC COMMENTS:** (6:40 P.M.)

*There were no (0) Public Speakers*

**CONSENT CALENDAR:** (6:41 P.M.)

**C.1** Approve minutes from February 3, 2014 Regular Board of Directors Meeting.

**Motion by: Director Young to approve Consent Calendar Item C.1**

**Second by: Director Smith**

**Vote: Motion carried: 9:0**

March 3, 2014 Minutes  
Page 1 of 3

**Ayes: Bouillon, Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young**

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

**D.1 Receive Community Responses from District Educational Mailer**

TBWB's Charles Heath gave a presentation on the Public Education Mailers and summarized the responses that have been returned via mail and email.

*There were two (2) Public Speakers – Kelly Dunham, Scott Robinson*

**PUBLIC HEARINGS: (7:20 P.M.)**

**PH.1 Public Hearing on, and Adoption of, a Resolution Calling an Election to be Consolidated with the Statewide Gubernatorial Primary Election on Tuesday, June 3, 2014 and Ordering that a Question Relating to the Levy of a Special Parcel Tax be submitted to the Voters at that Election.**

*There were two (2) Speakers during the Public Hearing – Joe Parks, Bailey Neff*

**MOTION BY: Director Young to Adopt a Resolution Calling an Election to be Consolidated with the Statewide Gubernatorial Primary Election on Tuesday, June 3, 2014 and Ordering that a Question Relating to the Levy of a Special Parcel Tax be submitted to the Voters at that Election**

**SECOND BY: Director Kenny**

**VOTE: MOTION FAILED: 4:5**

**AYES: Bryant, Kenny, Johansen, Young**

**NOES: Bouillon, Cooper, Michaelson, Morgan, Smith**

**INFORMATIONAL STAFF REPORTS: (8:21 P.M.)**

Chief Henderson gave the Operational Update for February, 2014.

**DIRECTORS' COMMENTS: (8:25 P.M.)**

Director Johansen presented Director Kenny with a plaque for his dedicated service and time during the holiday "Santa" events at District fire stations.

**INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (8:23 P.M.)**

Director Young requested a future item – Options for a transition to a 3-station model.

Director Smith requested a future item – Review of District's financing and service options, including consolidation and other approaches to the provision of District services, and

financial bridging options associated with a potential November revenue enhancement measure.

**ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: April 7, 2014  
(8:27 P.M.)**

MOTION BY: Director Bryant to adjourn to the next Regular Board Meeting scheduled:  
April 7, 2014

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

**Meeting Date:** April 7, 2014

**Subject/Title:** Adopt a Resolution to Award a Contract in the Amount of \$43,441 to Bill Brandt Ford for the Purchase of One New F-250 Staff Vehicle.

**Submitted by:** Hugh Henderson, Fire Chief

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**RECOMMENDATION FOR ACTION**

Adopt a resolution to award a contract in the amount of \$43,441 to Bill Brandt Ford for the purchase of one new Ford F-250 staff vehicle.

**PREVIOUS ACTION**

At the September 9, 2013 Board meeting, the Board adopted Resolution 2013–18 approving the District's Developer Fees and Other Budgets for Fiscal Year 2013-14, which includes the Equipment Replacement Fund.

The Equipment Replacement Fund for this fiscal year allows for acquisition of a replacement vehicle for a 2003 Ford Expedition with over 125,000 miles and a budgeted replacement cost of \$75,000 including emergency equipment.

On March 23, 2014, the Finance Committee recommended that the Board of Directors approve the proposed purchase of one new F-250 staff vehicle.

**SUBJECT BACKGROUND**

The City of Brentwood recently solicited bids for City vehicles. In order to purchase the needed replacement vehicle at a competitive price, the District expressed an interest in "piggybacking" off the City of Brentwood's bidding process. The District provided the City with specifications for a replacement vehicle, which the City added to its bid specifications.

City bid specifications were distributed to six vendors, which resulted in the following bids for the vehicle requested by the District:

Future Ford (Concord)	\$43,065.44
Bill Brandt Ford (Brentwood)	\$43,441.30
All-Star Ford (Pittsburg)	\$52,126.54
Hansel Ford (Santa Rosa)	No Bid
Walnut Creek Ford	No Bid
Town Ford	No Bid

(The bid specifications and bid prices do not include purchase or installation of emergency equipment (e.g., emergency lights).)

The City of Brentwood's purchasing policy includes a bid preference for local vendors for goods between \$10,000 and \$500,000, providing the vendor's bid is within 3% of the lowest quote. The lowest quote received was from Future Ford at \$43,065.44; however, applying the local

preference to the quote from Bill Brandt Ford results in Bill Brandt Ford's bid being considered the lowest quote and qualifies it for recommendation of contract award. Therefore, staff recommends the Board approve the purchase of one 2015 F-250 pickup truck from Bill Brandt Ford in the amount of \$43,441.30.

Attachments: Resolution

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
STATE OF CALIFORNIA**

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**RESOLUTION NO. 2014-**

**AWARDING A CONTRACT TO BILL BRANDT FORD FOR THE PURCHASE OF ONE  
NEW F-250 STAFF VEHICLE IN THE AMOUNT OF \$43,441**

**WHEREAS**, on September 9, 2013 by Resolution 2013-18, the East Contra Costa Fire Protection District (District) Board of Directors approved the Fiscal Year 2013-14 Developer Fees and Other Budgets, which includes the Equipment Replacement Fund; and

**WHEREAS**, the Equipment Replacement Fund includes funds for a new staff vehicle to replace a 2003 Ford Expedition which has been driven 125,000 miles; and

**WHEREAS**, the City of Brentwood has solicited bids for City vehicles, and has allowed the District to "piggyback" off the results of the City's bidding process to facilitate the District's purchase of the replacement vehicle at a competitive price; and

**WHEREAS**, the City's bid specifications, which included the specification for the District's requested replacement vehicle, were distributed to six vendors; and

**WHEREAS**, the bid received from Bill Brandt Ford for a Ford F-250 pickup truck qualifies for recommendation of award, once the City of Brentwood's local vendor preference is applied to its quote; and

**WHEREAS**, the Finance Committee recommends that the Board of Directors award a contract to Bill Brandt Ford for the purchase of one new F-250 staff vehicle in the amount of \$43,441.

**NOW, THEREFORE BE IT RESOLVED** that the East Contra Costa Fire Protection District Board of Directors hereby:

1. Authorizes the purchase of one 2015 F-250 pickup truck from Bill Brandt Ford of Brentwood, California in an amount not to exceed \$43,441.30; and
2. Authorizes the Fire Chief or his designee to take any actions necessary to give effect to this resolution.
- 3.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 7<sup>th</sup> day of April, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



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Joel Bryant  
President, Board of Directors

ATTEST:

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Hugh Henderson, Clerk of the Board

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS AGENDA ITEM NO. C-3**

**Meeting Date:** April 7, 2014

**Subject/Title:** Amend Board Policy 1-3.8 on Board Committees

**Submitted by:** Hugh Henderson, Fire Chief

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**RECOMMENDATION FOR ACTION**

Revise policy for the formation of board committees to clarify how standing committees are created, update how they are filled and adjust how ad hoc committees are created to increase flexibility and allow the Board of Directors (Board) to move more swiftly when the East Contra Costa Fire Protection District (District) would benefit from work by ad hoc committees.

**PREVIOUS ACTION**

At its May 6, 2013 meeting, the Board adopted an amended Policy 1-3.8 regarding formation of board committees, formed two standing committees and one ad hoc committee, and appointed members to each. The Board adopted further amendments to Policy 1-3.8 at its September 9, 2013 meeting to allow standing committees to meet as a committee of the whole.

**SUBJECT BACKGROUND**

Committees provide a forum in which Boardmembers, staff and the community can share information and engage in detailed discussions of District issues prior to consideration of action by the full Board of Directors.

Over the past year, staff has identified several changes to Policy 1-3.8 that could clarify and improve its application. Specifically, staff recommends that the Board President be authorized to adjust standing committee membership on an annual basis and fill committee vacancies as they may arise (whereas the current Policy is silent on how members are assigned to committees). Staff also recommends that the Board President be authorized to convene ad hoc committees as needs arise (whereas the current Policy requires Board action, creating a delay before members of the Board can convene to address a pending issue that would appropriately be handled by an ad hoc committee).

If the Board has no additional changes or comments concerning the proposed revisions to Policy 1-3.8 (Board Committees), staff recommends the Board adopt the attached Resolution.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
STATE OF CALIFORNIA**

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**RESOLUTION NO. 2014-**

**ADOPTING REVISED BOARD OF DIRECTORS  
POLICY 1-3.8 ON BOARD COMMITTEES**

**WHEREAS**, on February 3, 2010, the East Contra Costa Fire Protection District (District) Board of Directors (Board) adopted Resolution No. 2010-04, which established operational policies for the District (the "Policies"); and

**WHEREAS**, pursuant to Section 1-3.27 of the Policies, the Board may alter any part of the Policies by majority vote of the Board; and

**WHEREAS**, on May 6, 2013, the Board adopted Resolution No. 2013-08, which revised Policy 1-3.8 to provide for the creation and operation of standing and ad hoc committees of the Board; and

**WHEREAS**, on September 9, 2013, the Board adopted Resolution 2013-19, which revised Policy 1-3.8 to allow standing committees to convene as a committee of the whole when a quorum of the Board is present at a standing committee meeting; and

**WHEREAS**, the Board now wishes to revise Policy 1-3.8 to clarify how standing committees are created, update how they are filled and adjust how ad hoc committees are created to increase flexibility and allow the Board to move more swiftly when the District would benefit from work by ad hoc committees.

**NOW, THEREFORE BE IT RESOLVED** that the East Contra Costa Fire Protection District does hereby amend and restate in its entirety Section 1-3.8 of the Policies, Board Committees, as follows:

**BOARD COMMITTEES**

Standing committees may be created as needed via Resolution approved by a majority of the Board. The Board President assigns members to each standing committee when it is created, may adjust a standing committee's membership in advance of its first meeting in each calendar year, and may fill standing committee vacancies whenever they arise.

Standing committees have continuing subject matter jurisdiction as assigned by the Board, meet on a schedule fixed by the Board, and exist until discharged by a majority of the Board.

To allow full participation by Boardmembers at standing committee meetings, each standing committee meeting is noticed as a "Committee of the Whole." In the event that a majority of the Board is present at such a noticed meeting, the standing committee will

automatically convert into a Committee of the Whole. Thereafter, if there is no longer a majority of the Board present at such meeting, the Committee of the Whole will automatically convert back into a standing committee. The chair of the standing committee will serve as the chair of the Committee of the Whole.

The Board President may create and convene temporary advisory committees (also known as "ad hoc committees") of the Board at any time. Ad hoc committees establish their own meeting schedules; dissolve when their purposes have been fulfilled, when their pre-established terms have reached an end or if discharged by a majority of the Board; and do not have continuing subject matter jurisdiction.

Membership of standing and ad hoc committees cannot include a majority of members of the Board. Membership of ad hoc committees also cannot include a majority of members of a standing committee if the ad hoc committee's purview overlaps with the subject matter jurisdiction of the standing committee.

Any item acted upon by a standing committee or Committee of the Whole, and any advice from an ad hoc committee, will require consideration and action by the full Board as a prerequisite to its legal enactment.

and

**BE IT FURTHER RESOLVED THAT** this resolution shall take effect immediately.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 7th day of April, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Joel Bryant  
President, Board of Directors

ATTEST:

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Hugh Henderson  
Clerk of the Board

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTOR'S AGENDA ITEM NO. C-4**

**Meeting Date:** April 7, 2014

**Subject/Title:** Adopt Findings of Need to Modify the 2013 California Fire Code Due to Local Conditions.

**Submitted by:** Hugh Henderson, Fire Chief

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**RECOMMENDATION FOR ACTION**

Adopt findings of need to modify the 2013 California Building Standards Codes, Title 24, Part 9, California Fire Code due to local conditions (the "Findings").

Direct the District to send a copy of a draft District Ordinance adopting the 2013 Fire Code with local amendments, and the attached resolution and findings, to the cities and county where the Ordinance will apply.

**SUBJECT BACKGROUND**

The California Building Standards Commission has adopted and published the 2013 Building Standards Code, which includes the 2013 California Fire Code (CFC) prepared and adopted by the State Fire Marshal. The statewide code became effective January 1, 2013. Although the CFC applies statewide, Health and Safety Code Sections 13869.7 and 18941.5 authorize a fire protection district to modify or change the statewide code and establish more restrictive standards if the jurisdiction finds that the modifications and changes are reasonably necessary because of local climatic, geological or topographical conditions.

To adopt a locally-modified fire code, which staff recommends be consistent with the code adopted by Contra Costa County for our neighboring jurisdictions with similar local conditions, the District will need to take a series of steps. First, the District must adopt findings that demonstrate that the modifications and changes are reasonably necessary because of local climatic, geological or topographical conditions, and make the findings available to the public. Second, the District must provide a copy of the proposed ordinance and adopted findings to the cities and county where the code will apply at least 30 days prior to noticing a public hearing on the proposed ordinance. Third, the District must call a hearing on and introduce the proposed ordinance at a board meeting. Fourth, the District must hold the hearing on and adopt the ordinance at a separate board meeting. Finally, the District must transmit the adopted ordinance to the cities and county where the code will apply. The legislative bodies of the cities and county in the District's jurisdiction must ratify, modify or deny the adopted ordinance and transmit their decisions to the District within 15 days of their determinations. The District's ordinance will not be effective until ratified by each city and the county, and must be submitted to the State.

The attached resolution facilitates completion of the first two steps of the amended fire code adoption process.

Attachments: Resolution

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
STATE OF CALIFORNIA**

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**RESOLUTION NO. 2014-**

**APPROVE FINDINGS OF NEED FOR CHANGES OR MODIFICATIONS TO THE 2013  
CALIFORNIA FIRE CODE DUE TO LOCAL CONDITIONS**

**WHEREAS**, the California Building Standards Commission has adopted and published the 2013 Building Standards Code, which includes the 2013 California Fire Code (CFC) prepared and adopted by the State Fire Marshal;

**WHEREAS**, the CFC took effect January 1, 2013;

**WHEREAS**, Health and Safety Code Sections 17958.5 and 18941.5 authorize fire protection districts to modify or change the CFC and establish more restrictive standards if the jurisdiction finds that the modifications and changes are reasonably necessary because of local climatic, geological or topographical conditions;

**WHEREAS**, the East Contra Costa Fire Protection District (District) desires to modify the statewide code to establish more restrictive standards because of local climatic, geological and topographical conditions;

**WHEREAS**, in order for the District to adopt more restrictive standards, it must first adopt findings and submit the findings to the cities and county where the code will apply at least 30 days prior to noticing a public hearing on the proposed ordinance;

**WHEREAS**, Attachment A, entitled Findings of Need for Changes or Modifications to the 2013 California Building Standards Code, Title 24, Part 9, California Fire Code Due to Local Conditions (the "Findings") describes the local climatic, geological and topographical conditions that support the amendments to the CFC;

**WHEREAS**, staff now recommends that the District Board of Directors adopt the Findings in Attachment A.

**NOW, THEREFORE BE IT RESOLVED** that the East Contra Costa Fire Protection District Board of Directors hereby:

1. Adopts the Findings of Need for Changes or Modifications to the 2013 California Building Standards Code, Title 24, Part 9, California Fire Code Due to Local Conditions, Attachment A; and
2. Directs the Fire Chief or his designee to transmit this Resolution and the Findings, along with proposed modifications to the 2013 California Fire Code, to the cities and county that would be governed thereunder; and
3. Authorizes the Fire Chief or his designee to take any other actions necessary to give effect to this resolution.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 7<sup>th</sup> day of April, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Joel Bryant  
President, Board of Directors

ATTEST:

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Hugh Henderson, Clerk of the Board

**EAST CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT  
FINDINGS OF NEED FOR CHANGES OR MODIFICATIONS TO THE 2013 CALIFORNIA  
BUILDING STANDARDS CODE, TITLE 24, PART 9, CALIFORNIA FIRE CODE  
DUE TO LOCAL CONDITIONS**

**I. FINDINGS**

Pursuant to Sections 13869.7 and 18941.5 of the State of California Health and Safety Code, the Board of Directors of the East Contra Costa County Fire Protection District (Fire District) finds that various changes, modifications, and amendments of the 2013 California Building Standards Code, Title 24, Part 9, California Fire Code, are needed and are reasonably necessary because of certain local climatic, geological, and topographic conditions as described below.

**A. Climatic Conditions of the East Contra Costa Fire Protection District**

**1. Precipitation and Relative Humidity**

**a. Conditions**

Precipitation ranges from 15 to 24 inches per year with an average of approximately 20 inches per year within the Fire District's jurisdiction. Ninety-six (96) percent falls during the months of October through April and four (4) percent from May through September. This is a dry period of at least five (5) months each year. Additionally, the area is subject to occasional drought. Relative humidity ranges from forty-five (45) to sixty-five (65) percent during spring, summer, and fall, and from sixty (60) to ninety (90) percent in the winter. Relative humidity occasionally falls as low as fifteen (15) percent.

**b. Impact**

Locally experienced dry periods cause extreme dryness of untreated wood shakes and shingles on buildings and non-irrigated grass, brush and weeds, which are often near buildings with wood roofs and sidings. Such dryness causes these materials to ignite very readily and burn rapidly and intensely.

Because of dryness, a rapidly burning grass fire or exterior building fire can quickly transfer to other buildings by means of radiation or flying brands, sparks and embers. A small fire can rapidly grow to a magnitude beyond the control capabilities of the Fire District resulting in an excessive fire loss.

**2. Temperature**

**a. Conditions**

Temperatures in the Fire District have been recorded as high as 114° F. Average summer highs are in the 90° F range, with average maximums of 105° F.



**b. Impact**

High temperatures cause rapid fatigue and heat exhaustion of firefighters, thereby reducing their effectiveness and ability to control large building and wildland fires.

Another impact from high temperatures is that combustible building material and non-irrigated weeds, grass and brush are preheated, thus causing these materials to ignite more readily and burn more rapidly and intensely. Additionally, the resultant higher temperature of the atmosphere surrounding the materials reduces the effectiveness of the water being applied to the burning materials. This requires that more water be applied, which in turn requires more Fire District resources in order to control a fire on a hot day. High temperatures directly contribute to the rapid growth of fires to an intensity and magnitude beyond the control capabilities of the Fire District. The National Weather Service issues Red Flag Warnings and Fire Weather Watch based on the high temperatures, high winds and low humidity's several times a year throughout the Fire District.

**3. Winds**

**a. Conditions**

Prevailing winds in the area are from the south or southwest in the mornings and from the north or northwest in the afternoons. However, winds are experienced from virtually every direction at one time or another. Velocities are generally in the fourteen (14) mph to twenty-three (23) mph ranges, gusting to twenty-five (25) to thirty-five (35) mph. Forty (40) mph winds are experienced occasionally and winds up to fifty-five (55) mph have been registered locally. During the winter, strong, dry, gusty winds from the north move through the area for several days, creating extremely dry conditions.

**b. Impact**

Winds such as those experienced locally can and do cause fires, both interior and exterior, to burn and spread rapidly. Fires involving non-irrigated weeds, grass and brush can grow to a magnitude and be fanned to intensity beyond the control capabilities of the Fire District very quickly even by relatively moderate winds. When such fires are not controlled, they can extend to nearby buildings, particularly those with untreated wood shakes or shingles.

Winds of the type experienced locally also reduce the effectiveness of exterior water streams used by the Fire District on fires involving large interior areas of buildings, fires which have vented through windows and roofs due to inadequate built-in fire protection and fires involving wood shake and shingle building exteriors. Local winds will continue to be a definite factor towards causing major fire losses to buildings not provided with fire resistive roof and siding materials and buildings with inadequately separated interior areas or lacking automatic fire protection systems. National statistics frequently cite wind conditions, such as those experienced locally, as a major factor where conflagrations have occurred.

**4. Summary**

These local climatic conditions affect the acceleration, intensity, and size of fire in the community. Times of little or no rainfall, low humidity, and high temperatures create extremely

hazardous conditions, particularly as they relate to wood shake and shingle roof fires and conflagrations. The winds experienced in this area can have a tremendous impact upon structure fires. During wood shake and shingle roof fires, or exposure fires, winds can carry sparks and burning brands to other structures, thus spreading the fire and causing conflagrations. In building fires, winds can literally force fires back into the building and can create a blow torch effect, in addition to preventing “natural” ventilation and cross-ventilation efforts.

**B. Geological and Topographic Conditions of the East Contra Costa Fire Protection District**

**1. Seismicity**

**a. Conditions**

Contra Costa County is located in Seismic Risk Zone 4, which is the worst earthquake area in the United States. Buildings and other structures in Zone 4 can experience major seismic damage. Contra Costa County is in close proximity to the San Andreas Fault and contains all or portions of the Hayward, Calaveras, Concord, Antioch, Mt. Diablo, and other lesser faults. A 4.1 earthquake with its epicenter in Concord, a nearby community, occurred in 1958, and a 5.4 earthquake with its epicenter also in Concord occurred in 1955. The Concord and Antioch faults have a potential for a Richter 6 earthquake and the Hayward and Calaveras faults have the potential for a Richter 7 earthquake. Minor tremblers from seismic activity are not uncommon in the area.

The fire environment of a community is primarily a combination of two factors: the area’s physical geologic characteristics and a historic pattern of urban-suburban development. These two factors, alone and combined, create a mixture of environments which ultimately determines the area’s fire protection needs. The Fire District services the incorporated cities of Brentwood and Oakley, and the unincorporated communities of Bethel Island, Discovery Bay, Knightsen, Byron and Marsh Creek and Morgan Territory.

Because of the size of the Fire District (249 Square miles) the characteristics of the fire environment changes from one location to the next. Therefore the Fire District has not one, but a number of fire environments, each of which has its individual fire protection needs, including but not limited to industrial facilities, freeways, rail lines, waterways, airport facilities, wildland areas, suburban town settings and major agriculture and recreational areas.

State Highways 4 and 160, Vasco Road, Marsh Creek Road, Byron Highway and other major thoroughfares run through the Fire District. There is 1 major rail line which runs through the Fire District. The Fire District has large agricultural and recreational areas which impact travel and the Fire District’s population seasonally. Any overpass or underpass crossing collapse would alter the response route and time for responding emergency equipment. This is due to the limited crossings of the major highways and rail lines.

Earthquakes of the magnitude experienced locally can cause major damage to electrical transmission facilities, which, in turn, cause power failures while at the same time starting fires throughout the Fire District. The occurrence of multiple fires will quickly deplete existing Fire District resources; thereby reducing and/or delaying their response to any given fire. Additionally, without electrical power, elevators, smoke management systems, lighting

systems, alarm systems and other electrical equipment urgently needed for building evacuation and fire control in large buildings without emergency generator systems would be inoperative, thereby resulting in loss of life and/or major fire losses in such buildings.

**b. Impact**

A major earthquake could severely restrict the response of the Fire District and its capability to control fires involving buildings of wood frame construction, with ordinary wood shake and shingle exteriors, or with large interior areas not provided with automatic smoke and fire control systems.

**2. Soils**

**a. Conditions**

The area is replete with various soils, which are unstable, with clay loam and alluvial fans being predominant. These soil conditions are moderately to severely prone to swelling and shrinking, are plastic, and tend to liquefy.

Throughout the Fire District, the topography and development growth has created a network of older, narrow roads. These roads vary from gravel to asphalt surface and vary in percent of slope, many exceeding twenty percent (20%). Several of these roads extend up through the winding passageways in the hills providing access to remote, affluent housing subdivisions. Many of these roads are private with no established maintenance program. During inclement weather, these roads are subject to rock and mudslides, as well as downed trees, obstructing all vehicle traffic. It is anticipated that during an earthquake, several of these roads would be practically impassable.

**3. Topographic Conditions of the East Contra Costa Fire Protection District**

**a. Conditions**

**(1) Vegetation**

The service area of the Fire District has a varied topography and vegetative cover. A conglomeration of flat lands, hills, and ridges make up the terrain. Development has occurred on the flat lands in the Fire District and in the past 20 years, development has spread into the hills, valleys and ridge lands of the Fire District.

Highly combustible dry grass, weeds, and brush are common in the hilly and open space areas adjacent to built-up locations six (6) to eight (8) months of each year. Many of these areas frequently experience wildland fires, which threaten nearby buildings, particularly those with wood roofs, or sidings. This condition can be found throughout the Fire District, especially in those fully developed areas and those areas marked for future development.

**(2) Surface Features**

The arrangement and location of natural and manmade surface features, including hills, creeks, canals, freeways, housing tracts, commercial development, fire stations, streets and roads,

combine to limit efficient response routes for Fire District resources into and through many areas.

(3) **Buildings, Landscaping and Terrain**

Many of the “newer” large buildings and building complexes have access and landscaping features or designs which preclude, or greatly limit, efficient approach or operational access to them by Fire District vehicles. In addition, the presence of security gates, roads of inadequate width and grades which are too steep for Fire District vehicles create an adverse impact on fire suppression efforts.

When Fire District vehicles cannot gain access to buildings involved with fire, the potential for complete loss is realized. Difficulty reaching a fire site often requires additional fire personnel and resources to successfully and safely mitigate the event. Access problems often result in severely delaying, misdirecting, or making fire and smoke control efforts unsuccessful.

**b. Impact**

The above local geological and topographical conditions increase the magnitude, exposure, accessibility problems, and fire hazards presented to the Fire District. Fire following an earthquake has the potential of causing greater loss of life and damage than the earthquake itself. Hazardous materials, particularly toxic gases, could pose the greatest threat to the largest number, should a significant seismic event occur. Public Safety resources would have to be prioritized to mitigate the greatest threat, and may likely be unavailable for smaller single dwelling or structure fires.

Other variables may intensify the situation:

- (1) The extent of damage to the water system.
- (2) The extent of isolation due to bridge and/or freeway overpass collapse.
- (3) The extent of roadway damage and/or amount of debris blocking the roadways.
- (4) Climatic conditions (hot, dry weather with high winds).
- (5) Time of day, which will influence the amount of traffic on roadways and could intensify the risk to life during normal business hours.
- (6) The availability of timely mutual aid or military assistance.
- (7) The large portion of dwellings with wood shake or shingles coverings, which could result in conflagrations.

**II. SUMMARY**

Local climatic, geologic, and topographic conditions impact fire prevention efforts, and the frequency, spread, acceleration, intensity, and size of fire involving buildings in the Fire District. Further, these conditions impact potential damage to all structures from earthquake and subsequent fire. This was the case in the October 17, 1989 Loma Prieta earthquake that measured 6.9 and occurred on the San Andreas fault, centered near Santa Cruz. This event caused several residential fires and numerous commercial buildings were damaged. A large portion of the Fire District is in a wildland interface. On September 8, 2013 the Morgan fire,

located on the eastern side of Mt. Diablo, threatened hundreds of homes and burned over 3000 acres. Fire resources from across the state responded to protect structures and contain the fire. Therefore, based on the findings declared in this document, it is found reasonably necessary that the 2013 California Fire Code be changed or modified for application within the East Contra Costa Fire Protection District to mitigate the effects of the above conditions.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS' AGENDA ITEM NO. D.1**

**Meeting Date:** April 7, 2014

**Subject/Title:** Adopt a Resolution to Approve a Side Letter Agreement with the International Association of Firefighters, Local 1230 Cash-in-*Lieu* of Medical Benefits.

**Submitted by:** Hugh Henderson, Fire Chief

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**RECOMMENDATION FOR ACTION**

Adopt a Resolution to approve a Side Letter Agreement with the International Association of Firefighters Local, 1230 cash-in-*lieu* of medical benefits.

**SUBJECT BACKGROUND**

At the July 8, 2013 Board meeting, the Board adopted Resolution 2013–14 approving a Memorandum of Understanding (“MOU”) with the International Association of Firefighters, Local 1230 with an expiration date of September 30, 2014.

Included in this MOU was a provision that gave a cash-*in-lieu* payment to employees who did not take health care insurance from the District if the employee could demonstrate to the District that they had medical coverage through their spouse’s healthcare provider.

The District currently contracts with Contra Costa County Auditor Controller’s office for payroll services. The District contacted the Auditor Controller’s Office regarding this newly negotiated benefit and the Auditor Controller’s office told the District that it was unable to make a payroll code for a monthly payment for the *in lieu* of medical benefits.

As a result, representatives for East Contra Costa Fire Protection District and representatives for IAFF, Local 1230 met and agreed to make the following modifications to the MOU, expiring on September 30, 2014.

- Section 11.3 B. In Lieu Payment

The District shall provide a lump sum payment to employees who do not take health insurance from the District and demonstrate that they have coverage under another health plan. The first lump sum payment shall be based on the following:

- June 2013 - \$425.00
- July 2013 - \$425.00
- August 2013 - \$425.00
- September 2013 - \$425.00
- October 2013 - \$425.00
- November 2013 - \$425.00
- December 2013 - \$425.00
- January 2014 - \$400.00
- February 2014 - \$400.00
- March 2014 - \$400.00

- April 2014 - \$400.00
  - May 2014 - \$400.00
  - June 2014 - \$400.00
- 
- The District shall direct the County make the payment on a separate check.
  - The District shall provide a second lump sum payment for the period of July 2014 – December 2014 at the rate of \$400.00 per month.
  - If an employee separates employment from the District or receives medical insurance from the District, the employee shall return any cash-in-lieu of medical coverage payment that they were not eligible for but received.
    - The District will withhold any overpayments for cash *in lieu* medical from the employee's last pay.
  - The employee must demonstrate to the District that they have medical coverage through their spouse's health care provider. An employee will be allowed to request medical coverage at the next open enrollment; however, if the employee experiences a qualifying event they may be able to request medical coverage prior to the next open enrollment.
  - Effective January 2015, if the District has moved to a new payroll provider, the District will request that the cash *in lieu* of medical benefit be paid monthly or per pay period.

Attachments: Resolution

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
STATE OF CALIFORNIA**

\* \* \*

**RESOLUTION NO. 2014-**

**APPROVE A SIDE LETTER AGREEMENT WITH THE INTERNATIONAL  
ASSOCIATION OF FIREFIGHTERS, LOCAL 1230 FOR CASH-IN-LIEU OF MEDICAL  
BENEFITS**

**WHEREAS**, on July 8, 2013 by Resolution 2013-14 East Contra Costa Fire Protection District ("District") Board of Directors approved a Memorandum of Understanding ("MOU") with the International Association of Firefighters Local 1230, with an expiration date September 30, 2014; and

**WHEREAS**, within the MOU there is a provision for a cash-in-*lieu* of payment for employees who do not take health care insurance from the District and can demonstrate that they have medical coverage by their spouse; and

**WHEREAS**, the District currently contracts with Contra Costa County Auditor Controller's office for payroll services. The District contacted the Auditor Controller's Office regarding this newly negotiated benefit and the Auditor Controller's office told the District that it was unable to make a payroll code for a monthly payment for the in *lieu* of medical benefits.

**WHEREAS**, as a result, the representatives of the District and representatives of IAFF Local 1230 met and agreed to make the following modifications to the MOU expiring September 30, 2014.

**NOW, THEREFORE BE IT RESOLVED** that the East Contra Costa Fire Protection District Board of Directors hereby:

1. Ratifies and adopts the cash-in-*lieu* of payment Side Letter Agreement making modifications to the MOU, which Side Letter provides that the District shall provide a lump sum payment to employees who do not take health insurance from the District and demonstrate other health care coverage. The first lump sum payment shall be based on the following:

- June 2013 - \$425.00
- July 2013 - \$425.00
- August 2013 - \$425.00
- September 2013 - \$425.00
- October 2013 - \$425.00
- November 2013 - \$425.00
- December 2013 - \$425.00
- January 2014 - \$400.00
- February 2014 - \$400.00
- March 2014 - \$400.00



- April 2014 - \$400.00
- May 2014 - \$400.00
- June 2014 - \$400.00

The District shall request that the County make the payment on a separate check.

The District shall provide a second lump sum payment for the period of July 2014 – December 2014 at the rate of \$400.00 per month.

If an employee separates employment from the District or receives medical insurance from the District, the employee shall return any cash in lieu of medical coverage that they were not eligible for.

As permitted by law, the District will withhold any overpayments for *cash-in-lieu* medical from the employee's last paycheck.

The employee must demonstrate to the District that they have medical coverage through their spouse's health care provider. An employee will be allowed to request medical coverage at the next open enrollment; however, if the employee experiences a qualifying event they may be able to request medical coverage prior to the next open enrollment.

Effective January 2015, if the District has moved to a new payroll provider, the District will request that the cash in lieu of medical benefit be paid monthly or per pay period.

2. Authorizes the Fire Chief or his designee to take any actions necessary to give effect to this Resolution.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 7<sup>th</sup> day of April 2014 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Joel Bryant  
President, Board of Directors

ATTEST:

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Hugh Henderson, Clerk of the Board

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS' AGENDA ITEM NO. D.2**

**Meeting Date:** April 7, 2014

**Subject/Title:** Adopt a Resolution to Approve the United Clerical, Technical and Specialized Employees AFSCME, Local 2700 (“AFSCME Local 2700”) as the collective bargaining representative of the Administrative Assistant I and II positions and to approve a Memorandum of Understanding (MOU) with the United Clerical, Technical and Specialized Employees AFSCME Local 2700 from July 1, 2013 through June 30, 2016

**Submitted by:** Hugh Henderson, Fire Chief

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**RECOMMENDATION FOR ACTION**

Adopt a Resolution to approve (1) the United Clerical, Technical and Specialized Employees AFSCME, Local 2700 (“AFSCME, Local 2700”) as the collective bargaining representative of the Administrative Assistant I and II positions and (2) an MOU with AFSCME Local 2700 from July 1, 2013 through June 30, 2016.

**SUBJECT BACKGROUND**

The United Clerical, Technical and Specialized Employees AFSCME Local 2700 sought to represent the Administrative Assistant position and, prior to this MOU, that position was included within the Contra Costa County bargaining unit.

The District and AFSCME Local 2700 have met and conferred in good faith regarding wages, hours, and terms/conditions of employment. Both parties have agreed, among other items, to the following substantive terms:

1. The duration of this MOU shall be in full force and effect from July 1, 2013 to June 30, 2016.
2. Salary Rates under this MOU will be as follows:
  - a. Effective April 1, 2014, the Administrative Assistant II position salary structure changes from 11 salary steps to 5 salary steps with a 5% difference between salary steps.
  - b. Effective July 1, 2015, there will be a 2% increase in salary for all steps.
  - c. Effective April 1, 2014, the District’s incumbent employee in the Administrative Assistant II position will be placed at the 5<sup>th</sup> step of the Administrative Assistant II classification in accordance with April 1, 2014 Salary Schedule in the MOU.

April 1, 2014

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant I	\$2,737.82	\$2,874.71	\$3,018.45	\$3,169.37	\$3,327.84
Administrative Assistant II	\$3,666.82	\$3,850.16	\$4,042.67	\$4,244.80	\$4,457.04

July 1, 2015

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant I	\$2,792.57	\$2,932.20	\$3,078.81	\$3,232.75	\$3,394.39
Administrative Assistant II	\$3,740.15	\$3,927.16	\$4,123.52	\$4,329.69	\$4,546.18

3. Healthcare benefits under this MOU are expected to change as follows:
  - a. During the term of this MOU, it is the intent of the District to provide medical coverage for this bargaining unit through the CalPERS Health Benefit Program under the Public Employees Medical and Hospital Care Act (PEMHCA).
  - b. If the District contracts with the CalPERS Health Benefit Program under the PEMHCA to provide medical benefits for this bargaining unit, the District's contribution shall be equal to the contributions that the District provides for members of the bargaining unit represented by IAFF Local 1230.
  
4. Retirement benefits under this MOU will be as follows:
  - a. District employees are responsible for payment of 100% of employees' basic retirement benefit contributions as determined annually by the Retirement Board of the Contra Costa County Employees' Retirement Association, without the District paying any part of the employees' contributions.

This MOU with AFSCME Local 2700 allows the District to move forward with shifting administrative services responsibilities to the City of Brentwood, effective January 1, 2015.

Staff recognizes that our employees understand these are difficult economic times for the District and have worked to find ways to reduce costs while continuing to provide outstanding service to the citizens we serve. Staff recommends the approval of this MOU.

Attachments: Resolution

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
STATE OF CALIFORNIA**

\* \* \*

**RESOLUTION NO. 2014-**

**APPROVING UNITED CLERICAL, TECHNICAL AND SPECIALIZED EMPLOYEES  
AFSCME, LOCAL 2700 AS THE COLLECTIVE BARGAINING REPRESENTATIVE  
FOR THE ADMINISTRATIVE ASSISTANT POSITION AND APPROVING A  
MEMORANDUM OF UNDERSTANDING WITH UNITED CLERICAL, TECHNICAL AND  
SPECIALIZED EMPLOYEES AFSCME, LOCAL 2700**

**WHEREAS**, the Administrative Assistant position is represented by United Clerical, Technical and Specialized Employees AFSCME Local 2700 (AFSCME Local 2700) and, prior to when a Memorandum of Understanding was negotiated between the District and AFSCME Local 2700, was included within the Contra Costa County (County) bargaining unit; and

**WHEREAS**, the Administrative Assistant position is no longer a part of the County bargaining unit, and the District and AFSCME Local 2700 have met and conferred in good faith regarding wages, hours, and terms and conditions of employment for that position.

**NOW, THEREFORE BE IT RESOLVED** that the East Contra Costa Fire Protection District Board of Directors hereby:

1. Recognizes AFSCME, Local 2700 as the collective bargaining representative of the Administrative Assistant position.
2. Ratifies and adopts the Memorandum of Understanding between AFSCME Local 2700 and the East Contra Costa Fire Protection District (hereinafter "the MOU"), which shall be in full force and effect from July 1, 2013 to June 30, 2016, some of the more substantive positions noted below.
3. Establishes Salary Rates under the MOU as follows:
  - d. Effective April 1, 2014, the Administrative Assistant II position salary structure changes from 11 salary steps to 5 salary steps setting forth monthly salaries with with a 5% difference between each salary step.
  - e. Effective July 1, 2015 increases the salary for all steps by 2%.
  - f. Effective April 1, 2014, the District's incumbent employee in the Administrative Assistant II position will be placed at the 5<sup>th</sup> step of the Administrative Assistant II classification in accordance with April 1, 2014 Salary Schedule in the MOU.

April 1, 2014

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant I	\$2,737.82	\$2,874.71	\$3,018.45	\$3,169.37	\$3,327.84
Administrative Assistant II	\$3,666.82	\$3,850.16	\$4,042.67	\$4,244.80	\$4,457.04

July 1, 2015

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant I	\$2,792.57	\$2,932.20	\$3,078.81	\$3,232.75	\$3,394.39
Administrative Assistant II	\$3,740.15	\$3,927.16	\$4,123.52	\$4,329.69	\$4,546.18

3. Confirms planned changes to health benefits under the MOU as follows:
  - a. During the term of the MOU, it is the intent of the District to provide medical coverage for this bargaining unit through the CalPERS Health Benefit Program under the Public Employees Medical and Hospital Care Act (PEMHCA).
  - b. If the District contracts with CalPERS Health Benefit Program under the PEMHCA to provide medical benefits for this bargaining unit, the District's contribution shall be equal to the contributions that the District provides for members of the bargaining unit represented by IAFF Local 1230.
4. Provides retirement benefits under the MOU as follows:
  - a. District employees are responsible for payment of 100% of employees' basic retirement benefit contributions as determined annually by the Retirement Board of the Contra Costa County Employees' Retirement Association, without the District paying any part of the employees' contributions.
5. Authorizes the Fire Chief or his designee to take any actions necessary to give effect to this Resolution.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 7<sup>th</sup> day of April, 2014 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Joel Bryant  
President, Board of Directors

ATTEST:

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Hugh Henderson, Clerk of the Board

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS' AGENDA ITEM NO. D.3**

**Meeting Date:** April 7, 2014

**Subject/Title:** Adopt a Resolution to Approve the East Contra Costa Battalion Chief Association as the representative employee organization for the Battalion Chief Unit and to approve a Memorandum Of Understanding with the East Contra Costa Battalion Chiefs Association from January 1, 2014 through December 31, 2015

**Submitted by:** Hugh Henderson, Fire Chief

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**RECOMMENDATION FOR ACTION**

Adopt a Resolution to approve the East Contra Costa Battalion Chief Association as the representative employee organization for the Battalion Chief Unit and to approve a Memorandum of Understanding (MOU) with the East Contra Costa Battalion Chiefs Association ("Association") from January 1, 2014 through December 31, 2015

**SUBJECT BACKGROUND**

The East Contra Costa Battalion Chiefs were considered unrepresented management by Contra Costa County and have been working under an agreement that was established in December 2006.

On February 3, 2010, the agreement with Contra Costa County ended and the Board of Directors informally recognized the Association as the representative employee organization for the Battalion Chief Unit.

The District and Association have met and conferred in good faith regarding wages, hours, and terms/conditions of employment. Both parties have agreed to the following substantive terms:

1. The duration of this Memorandum of Understanding shall be from January 1, 2014 to December 31, 2015.
2. Salary Rates under this MOU will be as follows:
  - a. Effective the first full pay period after adoption, the District shall add a lower step to the salary schedule, 5% below the current lowest step.
  - b. Effective the first full pay period after adoption, the District will add a fifth salary step 5% above the current top step to the salary schedule.
  - c. The addition of the new lowest and highest steps, there will be a total of five steps for the position. Employees with two years' or more seniority as of April 1, 2014 will be advanced to the 5 step.
  - d. The salary schedule will include a \$133 total allowance for uniforms, training, and professional development.

Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5
Effective on adoption of MOU	6,470.48				
Current with \$133		6,794.01			
Current with \$133			7,127.06		
Current with \$133				7,476.77	
Effective April 1, 2014					7,870.61

The District will provide a one-time signing bonus of \$1,000 to all employees who are bargaining unit members as of February 1, 2014. This one-time bonus is not retirement compensable nor does it increase employees' hourly pay rate.

3. Healthcare benefits under this MOU are expected to change as follows:
  - a. During the term of this agreement, it is the intent of the District to provide medical coverage for this bargaining unit through the CalPERS Health Benefit Program under the Public Employees Medical and Hospital Care Act (PEMHCA).
  - b. If the District contracts with the CalPERS Health Benefit Program under the PEMHCA to provide medical benefits for this bargaining unit, the District's contribution shall be equal to the contributions that the District provides for members of the bargaining unit represented by IAFF Local 1230.
  
4. Uniform Allowance provided under this MOU will be as follows:
  - a. Effective April 1, 2014, the District will add a monthly uniform allowance to salaries, at a neutral cost to the District.
  
5. Training Reimbursement provided under this MOU will be as follows:
  - a. Effective April 1, 2014 the District will add the annual training allowance to salaries, at a neutral cost to the District.
  
6. Professional Development provided under this MOU will be as follows:
  - a. Effective April 1, 2014, the District will add the annual Professional Development Allowance to salaries, at a neutral cost to the District.

The total cost for this contract is \$6803 for the remainder of Fiscal Year 2013/14. The mid-year budget amendment also being considered at this meeting incorporates those costs.

This MOU with the Association allows the District to move forward with shifting administrative services responsibilities to the City of Brentwood, effective January 1, 2015.

Staff recognizes that our Battalion Chiefs understand these are difficult economic times for the District and have worked hard to find ways to reduce costs while continuing to provide outstanding service to the citizens we serve. Staff recommends the approval of this MOU.

Attachments: Resolution

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
STATE OF CALIFORNIA**

\* \* \*

**RESOLUTION NO. 2014-**

**APPROVE THE EAST CONTRA COSTA BATTALION CHIEFS ASSOCIATION AS  
THE COLLECTIVE BARGAINING REPRESENTATIVE OF THE BATTALION CHIEFS  
AND APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE EAST  
CONTRA COSTA BATTALION CHIEFS ASSOCIATION**

**WHEREAS**, the East Contra Costa Battalion Chiefs Association (“Association”) had been working under an agreement with Contra Costa County Board of Supervisors acting as the District’s Board of Directors since 2006; and

WHEREAS, as of February 3, 2010, the Contra Costa County Board of Supervisors determined to end the relationship with the Association.

**WHEREAS**, the East Contra Costa Fire Protection District and the Association have met and conferred in good faith regarding wages, hours, and terms and conditions of employment.

**NOW, THEREFORE BE IT RESOLVED** that the District Board of Directors does hereby:

1. Recognizes the Association as the collective bargaining representative of the Battalion Chiefs.
2. Ratifies and adopts the Memorandum of Understanding, which shall be in full force and effect from January 1, 2014 to December 31, 2015, some of the more substantive positions, noted below.
3. Establishes Salary Rates under the MOU as follows:
  - a. Effective the first full pay period after adoption, the District shall add a lower step to the salary schedule 5% below the other step.
  - b. Effective the first full pay period after adoption, the District will add a fifth salary step 5% above the current top step to the salary schedule. This will create a total of five steps for the position. Employees with two years or more seniority as of April 1, 2014 will be advanced to 5 step.
  - c. Salary schedule will include uniform, training, and professional development.



Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5
Effective on adoption of MOU	6,470.48				
Current with \$133		6,794.01			
Current with \$133			7,127.06		
Current with \$133				7,476.77	
Effective April 1, 2014					7,870.61

The district will provide a one-time signing bonus to all employees who are members of the bargaining unit as of February 1, 2014. The same bonus shall be \$1000 and shall not be retirement compensable or used to increase employees hourly pay rate.

3. Healthcare benefits under this MOU are expected to change as follows:
  - a. During the term of this MOU, it is the intent of the District to provide contract with to provide medical coverage for this bargaining unit through the CalPERS Health Benefit Program under the Public Employees Medical and Hospital Care Act (PEMHCA).
  - b. If the District contracts with the CalPERS Health Benefit Program under the PEMHCA to provide medical benefits for this bargaining unit, the District's contribution shall be equal to the contributions that the District provides for members of the bargaining unit represented by IAFF local 1230.
  
4. Uniform Allowance provided under this MOU shall be as follows:
  - a. Effective April 1, 2014 the District will add the monthly uniform allowance to salaries, at a neutral cost to the District
  
5. Training Reimbursement provided under this MOU shall be as follows:
  - a. Effective April 1, 2014 the District will add the annual training allowance to salaries, at a neutral cost for the District
  
6. Professional Development provided under this MOU shall be as follows:
  - a. Effective April 1, 2014 the District will add the annual Professional Development Allowance to salaries, at a neutral cost to the District.
  
7. Authorize the Fire Chief or his designee to take any actions necessary to give effect to this Resolution.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 7<sup>th</sup> day of April 2014 by the following vote:

AYES:  
NOES:

ABSENT:  
ABSTAIN:

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Joel Bryant  
President, Board of Directors

ATTEST:

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Hugh Henderson, Clerk of the Board

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTOR'S AGENDA ITEM NO. D.5**

**Meeting Date:** April 7, 2014

**Subject/Title:** Approve Midyear Amendments to the Operating Budget.

**Submitted by:** Hugh Henderson, Fire Chief

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**RECOMMENDATION FOR ACTION**

Adopt a resolution to approve midyear amendments to the Fiscal Year (FY) 2013-14 Operating Budget.

**PREVIOUS ACTION**

On September 9, 2013, the Board of Directors approved Resolution 2013–17, adopting the FY 2013-14 Operating Budget.

On March 23, 2014, the Finance Committee recommended that the Board of Directors approve the proposed adjustments to the FY 2013-14 Operating Budget.

**SUBJECT BACKGROUND**

Revenue:

District Operating Revenue projections have increased by \$451,584.00 (3.5%) as a result of property tax revenues exceeding initial estimates. This increase would raise total District's revenues to \$13,233,235, including revenues from the federal SAFER grant.

Expenses:

Salaries and Benefit costs are expected to exceed initial budget estimates by \$59,311.00 (.6%) as a result of employee injuries and the need to backfill an open position not covered by the SAFER grant, which costs are partially offset by District employees contributing a greater share of retirement contributions.

Services and Supplies and other expenses – including a \$100,000 contingency recommended by the Finance Committee – are expected to exceed the adopted budget by an additional \$294,170. In addition to the \$100,000 contingency line item, the other relatively significant increases in expected expenses are:

Startup costs for the City of Brentwood to perform administrative services	\$98,000
Education/outreach	\$125,000
Legal services	\$90,000

The combined increases of \$353,481.00 would bring total Operating Expenses for FY 2013-14 to \$12,301,217.00.

Operating Reserves:

By the end of FY 2013-14, operating reserves are expected to increase 4.7% over the previously approved budget, to an estimated \$2,197,859.

Attachments: Budget Spreadsheet and Resolution

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
STATE OF CALIFORNIA**

\* \* \*

**RESOLUTION NO. 2014-**

**AMENDING THE FISCAL YEAR 2013-14 OPERATING BUDGET**

**WHEREAS**, on September 9, 2013, the East Contra Costa Fire Protection District Board of Directors adopted an Operating Budget for Fiscal Year 2013–14; and

**WHEREAS**, the Board of Directors has reviewed the financial condition of the East Contra Costa Fire Protection District, including increases to anticipated revenues and expenses; and

**WHEREAS**, the Finance Committee recommends that the Board of Directors approve midyear revenue and expense adjustments and adopt an amended Operating Budget for Fiscal Year 2013-14.

**NOW, THEREFORE BE IT RESOLVED** that the East Contra Costa Fire Protection District Board of Directors hereby:

1. Approves midyear adjustments to the Fiscal Year 2013-14 Operating Budget to:
  - a. Increase Revenues by \$451,848.00 for a total of \$13,233,235.00 in Operating Revenues; and
  - b. Increase Expenses by \$353,481.00 for a total of \$12,301,217.00 in Operating Expenses; and
2. Adopts the amended Fiscal Year 2013-14 Operating Budget attached as Exhibits 1, hereto.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 7<sup>th</sup> day of April, 2014 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Joel Bryant  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Hugh Henderson, Clerk of the Board

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
FISCAL YEAR 2013-14 OPERATING BUDGET PROJECTIONS**

5 STATION MODEL  
CAL FIRE AMADOR CONTRACT  
48 OPERATIONAL PERSONNEL  
2 ADMINISTRATIVE PERSONNEL

	Projected Actual		Budget		Projections																	
	2012-13 Projection	% Increase	2013-14 Budget	% Increase	2014-15 Projection	% Increase	2015-16 Projection	% Increase	2016-17 Projection	% Increase	2017-18 Projection	% Increase	2018-19 Projection	% Increase	2019-20 Projection	% Increase	2020-21 Projection	% Increase	2021-22 Projection	% Increase	2022-23 Projection	% Increase
Beginning Fund Balance	1,107,834	-73.33%	1,265,842	14.26%	2,197,859	73.63%	(203,144)	-109.24%	(4,330,969)	2031.97%	(8,947,156)	106.59%	(13,706,642)	53.20%	(18,505,588)	35.01%	(23,395,175)	26.42%	(28,346,991)	21.17%	(33,414,199)	17.88%
Revenue	9,739,640	18.63%	13,233,235	35.87%	11,091,044	-16.19%	10,077,825	-9.14%	10,324,480	2.45%	10,527,369	1.97%	10,734,317	1.97%	10,945,403	1.97%	11,160,711	1.97%	11,380,325	1.97%	11,604,332	1.97%
Total Revenues	9,739,640	18.63%	13,233,235	35.87%	11,091,044	-16.19%	10,077,825	-9.14%	10,324,480	2.45%	10,527,369	1.97%	10,734,317	1.97%	10,945,403	1.97%	11,160,711	1.97%	11,380,325	1.97%	11,604,332	1.97%
Expenditures																						
Salaries and Benefits	7,278,533	-15.08%	9,516,526	30.75%	10,960,485	15.17%	11,577,345	5.63%	12,252,400	5.83%	12,504,947	2.06%	12,696,718	1.53%	12,901,264	1.61%	13,118,982	1.69%	13,351,411	1.77%	13,607,685	1.92%
Services and Supplies	1,422,911	3.36%	1,557,566	9.46%	1,576,657	1.23%	1,619,089	2.69%	1,662,915	2.71%	1,708,190	2.72%	1,754,970	2.74%	1,803,318	2.75%	1,853,294	2.77%	1,904,966	2.79%	1,958,401	2.81%
County Charges	578,792	-30.14%	670,247	15.80%	690,354	3.00%	711,065	3.00%	732,397	3.00%	754,369	3.00%	777,000	3.00%	800,310	3.00%	824,319	3.00%	849,049	3.00%	874,520	3.00%
Internal Services	201,868	-7.11%	233,878	15.86%	264,550	13.11%	278,150	5.14%	292,954	5.32%	299,350	2.18%	304,574	1.74%	310,098	1.81%	315,932	1.88%	322,109	1.96%	328,812	2.08%
One Time Costs	99,528	-82.45%	323,000		-	20,000		-	-	20,000		-	-	20,000		-	-	20,000		-	-	-
Total Expenditures	9,581,632	-17.12%	12,301,217	28.38%	13,492,047	9.68%	14,205,649	5.29%	14,940,666	5.17%	15,286,856	2.32%	15,533,263	1.61%	15,834,989	1.94%	16,112,527	1.75%	16,447,534	2.08%	16,769,418	1.96%
Revenues over (under) Expenditures	158,008		932,018		(2,401,004)		(4,127,825)		(4,616,187)		(4,759,487)		(4,798,946)		(4,889,586)		(4,951,816)		(5,067,208)		(5,165,086)	
Ending Fund Balance	1,265,842		2,197,859		(203,144)		(4,330,969)		(8,947,156)		(13,706,642)		(18,505,588)		(23,395,175)		(28,346,991)		(33,414,199)		(38,579,285)	
Operating Fund Target Balance			2,460,243		2,698,409		2,841,130		2,988,133		3,057,371		3,106,653		3,166,998		3,222,505		3,289,507		3,353,884	
20% of Operating Expenditures																						
Operating Fund Excess (Deficit)			(262,384)		(2,901,554)		(7,172,099)		(11,935,289)		(16,764,014)		(21,612,241)		(26,562,172)		(31,569,496)		(36,703,706)		(41,933,169)	

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
FISCAL YEAR 2013-14 OPERATING BUDGET PROJECTIONS**

**5 STATION MODEL  
CAL FIRE AMADOR CONTRACT  
48 OPERATIONAL PERSONNEL  
2 ADMINISTRATIVE PERSONNEL**

Revenue	Projected Actual		Budget		2014-15		2015-16		2016-17		2017-18		2018-19		2019-20		2020-21		2021-22		2022-23	
	2012-13 Projection	% Increase	2013-14 Budget	% Increase	Projection	% Increase	Projection	% Increase	Projection	% Increase	Projection	% Increase	Projection	% Increase	Projection	% Increase	Projection	% Increase	Projection	% Increase	Projection	% Increase
9010 Pop Taxes-Curr Secured	7,449,371	-1.35%	8,642,199	16.01%	8,944,676	3.50%	9,213,016	3.00%	9,443,342	2.50%	9,632,208	2.00%	9,824,853	2.00%	10,021,350	2.00%	10,221,777	2.00%	10,426,212	2.00%	10,634,736	2.00%
9011 Prop Tax-Supplemental	22,155	-2.00%	25,071	13.16%	25,948	3.50%	26,727	3.00%	27,395	2.50%	27,943	2.00%	28,502	2.00%	29,072	2.00%	29,653	2.00%	30,246	2.00%	30,851	2.00%
9013 Prop Tax-Utility	78,444	-2.00%	92,217	17.56%	95,445	3.50%	98,308	3.00%	100,766	2.50%	102,781	2.00%	104,837	2.00%	106,933	2.00%	109,072	2.00%	111,253	2.00%	113,478	2.00%
9020 Prop Taxes-Curr Unsecured	281,034	-2.00%	306,057	8.90%	316,769	3.50%	326,272	3.00%	334,429	2.50%	341,117	2.00%	347,940	2.00%	354,899	2.00%	361,997	2.00%	369,236	2.00%	376,621	2.00%
9030 Prop Taxes-Prior-Secured	(31,-542)	-2.00%	(72,993)	131.41%	(75,548)	3.50%	(77,814)	3.00%	(79,760)	2.50%	(81,355)	2.00%	(82,982)	2.00%	(84,641)	2.00%	(86,334)	2.00%	(88,061)	2.00%	(89,822)	2.00%
9031 Prop Tax-Prior Supplemental	(30,506)	-2.00%	(24,714)	-18.99%	(25,579)	3.50%	(26,346)	3.00%	(27,105)	2.50%	(27,845)	2.00%	(28,596)	2.00%	(29,358)	2.00%	(30,121)	2.00%	(30,884)	2.00%	(31,647)	2.00%
9035 Prop Taxes-Prior-Unsecured	3,636	-2.00%	14,914	310.15%	15,436	3.50%	15,899	3.00%	16,297	2.50%	16,622	2.00%	16,955	2.00%	17,294	2.00%	17,640	2.00%	17,993	2.00%	18,353	2.00%
9591 RDA Nonprop-Tax Pass Through	199,327	-2.00%	153,504	-22.99%	158,877	3.50%	163,643	3.00%	167,734	2.50%	171,089	2.00%	174,510	2.00%	178,001	2.00%	181,561	2.00%	185,192	2.00%	188,896	2.00%
9965 Restricted Donations (Measure H)	19,000	#DIV/0!	180,000	847.37%	180,000	0.00%	180,000	0.00%	180,000	0.00%	180,000	0.00%	180,000	0.00%	180,000	0.00%	180,000	0.00%	180,000	0.00%	180,000	0.00%
CFD Funds and Administration	149,000	18.49%	151,980	2.00%	155,020	2.00%	158,120	2.00%	161,282	2.00%	164,508	2.00%	167,798	2.00%	171,154	2.00%	174,577	2.00%	178,069	2.00%	181,630	2.00%
Salter Grant estimated start 11/1/8/12	1,599,721		3,765,000	135.33%	1,300,000	-65.47%																
<b>TOTAL</b>	<b>9,739,640</b>	<b>18.63%</b>	<b>13,233,235</b>	<b>35.87%</b>	<b>11,091,044</b>	<b>-16.19%</b>	<b>10,077,825</b>	<b>-9.14%</b>	<b>10,324,480</b>	<b>2.48%</b>	<b>10,577,369</b>	<b>1.97%</b>	<b>10,734,317</b>	<b>1.57%</b>	<b>10,945,403</b>	<b>1.97%</b>	<b>11,160,711</b>	<b>1.97%</b>	<b>11,380,325</b>	<b>1.97%</b>	<b>11,604,332</b>	<b>1.97%</b>

Note:  
Property Tax Revenues have been updated based on County estimates July 2013.  
Salter Grant Revenues are based on the estimated reimbursements August 2013.  
Measure H Revenue has been updated based on County Estimates August 2013.









**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTOR'S AGENDA ITEM NO. D.6**

**Meeting Date:** April 7, 2014

**Subject/Title:** Receive Operational Update for March 2014

**Submitted by:** Hugh Henderson, Fire Chief

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**RECOMMENDATION FOR ACTION**

Receive Operational Update for March 2014

**SUBJECT BACKGROUND**

*This Staff report summarizes District activities for the month of March.*

Calls for service:

There were a total of 526 service calls in the month of March, with an average response time of 7:04 minutes. In the month of February the District ran 496 calls with an average response time of 6:58 minutes. In the calendar year of 2013, the District ran 6454 calls for service with an average response time of 7:08.

Looking at the response times by stations:

- **Station 52-John Muir Parkway, Brentwood**, had 165 calls in the month of March with an average response time of 6:19 minutes. In February there were a total of 153 calls with an average response time of 6:11 minutes. In the calendar year of 2013 the station ran 1857 calls for service with an average response time of 6:26.
- **Station 54-Downtown Brentwood**, had 82 calls in the month of March with an average response time of 6:18 minutes. In February there were a total of 98 calls with an average response time of 6:06 minutes. In the calendar year of 2013 the station ran 1336 calls for service with an average response time of 6:28.
- **Station 59-1685 Bixler Rd, Discovery Bay**, had 57 calls in the month of March with an average response time of 8:18 minutes. In February there were a total of 69 calls with an average response time of 8:07 minutes. In the calendar year of 2013 the station ran 774 calls for service with an average response time of 8:54.

- **Station 93 530 O'Hare Ave, Oakley**, had 161 calls in the month of March with an average response time of 6:37 minutes. In February there were a total of 133 calls with an average response time of 6:47 minutes. In the calendar year of 2013 the station ran 1752 calls for service with an average response time of 6:16.
- **Station 94-15 A St, Knightsen**, had 14 calls in the month of March with an average response time of 8:07 minutes. In February there were a total of 5 calls with an average response time of 7:01 minutes. In the calendar year of 2013 the station ran 176 calls for service with an average response time of 8:30.
- **Station 95- 3045 Ranch Ln, Bethel Island** (closed 7-1-2012), had 36 calls in the area of this closed station in the month of March with an average response time of 11:56 minutes. In the month of February there were 24 calls with an average response time of 11:52 minutes. In the calendar year of 2013 the District ran 355 calls for service in the station area with an average response time of 11:31.
- **Cal-Fire Station 16-Marsh Creek/Morgan Territory** had 11 calls in the month of March with an average response time of 8:22 minutes. In February there were a total of 14 calls with an average response time of 12:27 minutes. In the calendar year of 2013 the station ran 195 calls for service with an average response time of 9.25.

Auto aid:

In the month of March, the District received auto aid from Contra Costa County Fire 26 times, with them sending 31 engines. The District sent auto aid to Contra Costa County Fire 12 times providing them with 15 engines. During the month of February, Contra Costa County Fire came into the District 26 times with 30 engines and we responded into Contra Costa County Fire 17 times with 21 engines. In 2013, the District received auto aid from Contra Costa County Fire 345 times with them sending 476 engines. The District sent auto aid to Contra Costa County Fire a total of 198 times in 2012, sending 234 engines.