



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting

Monday September 8, 2014 – 6:30 P.M.
Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Greg Cooper	Joel Bryant-President	Randy Pope
Robert Kenny	Ronald Johansen-Vice President	Stephen Smith
Jonathan Michaelson	Cheryl Morgan	Joe Young

AGENDA

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 Director Pope, who has been appointed to the Board of Directors by the Oakley City Council

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. Members of the public wishing to address the Board may submit a "Public Comment Speaker Card" to 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 August 4, 2014 Regular Board of Directors Meeting
C.2 Approve minutes from September 2, 2014 Special Board of Directors Meeting

DISCUSSION ITEMS

- D. 1 Replace Open Seat on Finance Committee
- D. 2 Receive Update on Benefit Assessment
- D. 3 Discuss Timeline for Closure of Fire Station 94 in Knightsen
- D. 4 Receive Operational Update for August 2014

INFORMATIONAL STAFF REPORTS

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 CLOSED SESSION ON THE FOLLOWING MATTERS:

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6:
Agency designated representative: Fire Chief and Glenn Berkheime
Employee Organizations: International Association of Fire Fighters, Local 1230,
AFSCME Local 2700, East County Fire Fighters Association (Reserves), East Contra
Costa Battalion Chiefs Association

REPORT ON THE CLOSED SESSIONS

ADJOURN TO THE SPECIAL BOARD MEETING SCHEDULED: September 22, 2014
All items appearing on the agenda are subject to action by the Board.

POSTING STATEMENT

A copy of this agenda was posted **September 5, 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 are 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 August 4, 2014 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

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

CALL TO ORDER: (6:35 P.M.)

PLEDGE OF ALLEGIANCE: (6:35 P.M.)

ROLL CALL: (6:35 P.M.)

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

Directors Absent:

ORGANIZATION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS: (6:36 P.M.)

Chief Henderson administrated the Oath of Office to Director Kenny and Director Morgan, who have been reappointed to the Board of Directors by the Contra Costa County Board of Supervisors.

PUBLIC COMMENTS: (6:38 P.M.)

There were no (0) Public Speakers

CONSENT CALENDAR: (6:38 P.M.)

C.1 Approve minutes from July 7, 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

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

Noes:

Absent:

Abstained:

DISCUSSION ITEMS

D.1 Consideration of the formation of a Fire Suppression and Protection Assessment District and Adoption of Resolutions: (6:38 P.M.)

- a) Declaring the intention to form the assessment district and levy and collect the assessment and preliminarily approve the Engineer's Report in support of the assessment

Motion by: Director Smith to adopt the resolution declaring the intention to form the assessment district and levy and collect the assessment and preliminarily approve the Engineer's Report in support of the assessment.

Second by: Director Young

Vote: Motion carried: 9:0

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

Noes:

Absent:

Abstained:

- b) Providing notice of public hearing and the mailing of the assessment ballots on the matter of authorizing the levy of annual assessments against properties within the district

Motion by: Director Cooper to adopt the resolution providing notice of public hearing and the mailing of the assessment ballots on the matter of authorizing the levy of annual assessments against properties within the district.

Second by: Director Young

Vote: Motion carried: 9:0

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

Noes:

Absent:

Abstained:

- c) Adopting procedures governing the completion, return and tabulation of assessment ballots for the proposed assessment in accordance with Proposition 218.

Motion by: Director Michaelson to adopt the resolution adopting procedures governing the completion, return and tabulation of assessment ballots for the proposed assessment in accordance with Proposition 218.

Second by: Director Bouillion

Vote: Motion carried: 9:0

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

Noes:

Absent:

Abstained

There were thirteen (13) Public Speakers – Alex Aliferis, Walter MacVittie, Brent Warren, Vince Wells, Gil Guerrero Kevin Romick, Tony Tiscareno, Bob Taylor, Jim Frazier, Hal Bray, Diane Burgis, Meghan Bell, Scott Sims.

D. 2 Adopt Station Closure Criteria and Timelines: (8:16 P.M.)

Motion by: Director Young to adopt station closure criteria and timelines presented in the staff report

Second by: Director Michaelson

Vote: Motion carried: 9:0

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

Noes:

Absent:

Abstained

There were two (2) Public Speakers – Gil Guerrero, Mark Whitlock

INFORMATIONAL STAFF REPORTS: (8:44 P.M.)

Chief Henderson gave the Operational Report for July 2014

DIRECTORS' COMMENTS: (8:46 P.M.)

Director Young – Thanked the consultants, staff for the process they been through to complete the task, result & time put in by these people, recognizing the huge effort.

Director Smith – Agreed with Director Young's comment, and stated this was a difficult choice after consideration of the parcel tax in June. Director Smith also thanked the firefighters for all they do an all the service they provide, and wishes them well.

Director Bryant – Acknowledged Director Bouillon for his service with the Board of Directors, Director Bouillon received a pin for service.

Director Bouillon - Thanked the Board of Directors for the challenge, education that this job gave, beyond what he expected when he took the position. Chief Henderson is doing an amazing job, and this has been an amazing experience.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS

NONE

**ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: September 8, 2014:
(8:56 P.M.)**

Motion by: Director Johansen to adjourn this meeting in appreciation for Director Bouillon's service to the next regular Board Meeting scheduled for September 8, 2014

Second by: Director Bouillon

Vote: Motion carried: 9:0

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

Noes:

Absent:

Abstained



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes Special Board of Directors Regular Meeting

Tuesday September 2, 2014 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Greg Cooper	Joel Bryant-President	Randy Pope
Robert Kenny	Ronald Johansen-Vice President	Stephen Smith
Jonathan Michaelson	Cheryl Morgan	Joe Young

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

PLEDGE OF ALLEGIANCE: (6:30 P.M.)

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

Directors Present: Bryant, Johansen, Kenny, Michaelson, Morgan, Smith, Young

Directors Absent: Cooper, Pope

PUBLIC COMMENTS: (6:32 P.M.)

There were no (0) Public Speakers

DISCUSSION ITEMS

D.1 Update on Fire Suppression Assessment Ballot Process and Discussion of Potential Corrective Actions: (6:32 P.M.)

Motion by: Director Smith to (1) stop the current Fire Suppression Assessment Ballot Process and (2) work with the District's consultant to obtain updated data needed to bring a revised Engineer's Report to the Board for approval at a later date.

Second by: Director Young

Vote: Motion carried: 7:0

Ayes: Bryant, Kenny, Johansen, Michaelson, Morgan, Smith, Young

Noes:

Absent: Cooper, Pope

Abstained:

There were five (5) Public Speaker: Gil Guerrero, Vince Wells, Diane Burgis, Mark Whitlock & Bob Mankin

**ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: September 8, 2014:
(7:22 P.M.)**

**Motion by: Director Michaelson to adjourn to the next regular Board Meeting
scheduled for September 8, 2014**

Second by: Director Kenny

Vote: Motion carried: 7:0

Ayes: Bryant, Kenny, Johansen, Michaelson, Morgan, Smith, Young

Noes:

Absent: Cooper, Pope

Abstained:

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

Meeting Date: September 8, 2014

Subject/Title: Replace Open Seat on Finance Committee

Submitted by: Joel Bryant, Board President

Prepared by: Hugh Henderson, Fire Chief

RECOMMENDATION FOR ACTION

Replace the open seat on the Finance Committee.

PREVIOUS ACTION

On May 6, 2013, by Resolution 2013-08, the Board of Directors approved a Finance subcommittee and appointed Director's Bouillon, Smith, and Young.

The Finance Committee has a standing meeting on the third Thursday of each month at 10 AM at Fire Station 93 in Oakley.

SUBJECT BACKGROUND

On August 11, 2014, Director Bouillon resigned from the Board due to relocating out of the area.

The Finance committee currently has only two members and tonight Board President Bryant is looking to replace Director Bouillon's open seat on the committee.



East Contra Costa Fire Protection District
134 Oak Street
Brentwood, CA 94513

On September 2, 2014, the Board of Directors voted to recalculate the East County Fire Response and Prevention Assessment benefit assessments and reissue ballots after discovering an error resulting from incomplete data. The District's primary concern is to ensure that all property is assessed correctly and additional audit procedures will be utilized to review the data.

Please discard the white ballot which you have received. A revised ballot will be mailed to each property owner in the coming months. The revised ballot package will be green.

If you need additional information, please call (888) 854-3190.



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**EAST COUNTY FIRE RESPONSE
 AND PREVENTION ASSESSMENT**

Please Discard White Ballots
 Revised Ballot Packages will be Green

Print First Class
 US Postage
 Paid
 Permit 1
 Temecula



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

Meeting Date: September 8, 2014

Subject/Title: Receive Operational Update for August 2014

Submitted by: Hugh Henderson, Fire Chief

RECOMMENDATION FOR ACTION

Receive operational update August 2014

SUBJECT BACKGROUND

This report summarizes District activities for the month of August.

Calls for service:

There were a total of 576 service calls in the month of August, with an average response time of 7:05 minutes. In the month of July the District ran 551 calls with an average response time of 7:26 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 157 calls in the month of August with an average response time of 5:57 minutes. In July there were a total of 154 calls with an average response time of 6:19 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 112 calls in the month of August with an average response time of 6:32 minutes. In July there were a total of 117 calls with an average response time of 6:13 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 77 calls in the month of August with an average response time of 8:28 minutes. In July there were a total of 60 calls with an average response time of 9:18 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 173 calls in the month of August with an average response time of 6:38 minutes. In July there were a total of 151 calls with an average response time of 7:10 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 15 calls in the month of August with an average response time of 8:17 minutes. In July there were a total of 16 calls with an average response time of 7:33 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 32 calls in the area of this closed station in the month of August with an average response time of 12:03 minutes. In the month July of there were 30 calls with an average response time of 12:34 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 6 calls in the month of August with an average response time of 14:41 minutes. In July there were a total of 11 calls with an average response time of 11:01 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 August, the District received auto aid from Contra Costa County Fire 28 times, with them sending 34 engines. The District sent auto aid to Contra Costa County Fire 18 times providing them with 24 engines. During the month of July, Contra Costa County Fire came into the District 39 times with 55 engines and we responded into Contra Costa County Fire 25 times with 26 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.

Operational Personnel:

The District is currently budgeted for 48 operational personnel, which are comprised of 3 Battalion Chiefs and 45 Station Suppression Personnel. As of September 5, our staffing level is 3 Battalion Chiefs and 35 station suppression personnel. In addition to the 10 open positions, we currently have one Fire Captain on long-term workers compensation and a firefighter on active military duty. At this point staff is aware of one employee in a final-stage of recruitment with an outside agency and with a tentative start date of September 28, 2014.