



# **EAST CONTRA COSTA FIRE PROTECTION DISTRICT**

**Board of Directors Regular Meeting**

**Monday December 3, 2012 – 6:30 P.M.**

**Meeting Location: 3231 Main Street, Oakley**

## **BOARD OF DIRECTORS**

Steve Barr  
Kevin Bouillon  
Robert A. Brockman

Kevin Romick - President  
Joel R. Bryant- Vice President  
Ronald Johansen

Robert Kenny  
Cheryl Morgan  
Erick Stonebarger

## **AGENDA**

---

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

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

- 1. CONFERENCE WITH LABOR NEGOTIATOR**  
*pursuant to Government Code Section 54957.6*  
Agency designated representative: Board President and Vice President  
Employee Organizations: International Association of Fire Fighters, Local 1230,  
AFSCME Local 2700, East County Fire Fighters Association (Reserves),  
Unrepresented Management.
- 2. CONFERENCE WITH LEGAL COUNSEL– Existing Litigation pursuant to Government Code Section 54956.9, City of Brent, et al v. Robert Campbell, Contra Costa Sup. Ct. No. MSN 11-1029.”**

**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.

## **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 October 1, 2012 Regular Board of Directors Meeting.
- C.2** Approve the Board of Director's meeting schedule for 2013

## **PUBLIC HEARINGS**

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

## **DISCUSSION ITEMS**

- D.1** Selection of District Board Officers: President, Vice President for the 2013 Calendar Year.
- D.2** Receive Operational Update

## **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 THE NEXT REGULAR BOARD MEETING SCHEDULED: January 7, 2013**

### **POSTING STATEMENT**

A copy of this agenda was posted **November 30, 2012 at the East Contra Costa Fire Protection District Administrative Office, 134 Oak Street, Brentwood, CA 94513**. Pursuant to CA Government Code §54957.5, disclosable public records and writings related to an agenda item distributed to all or a majority of the Board of Directors less than 72 hours prior to this meeting is available for public inspection at the East Contra Costa Fire Protection District Administrative Office, 134 Oak Street, Brentwood, CA 94513.

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



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

## Meeting Minutes Board of Directors Regular Meeting

**Monday October 1, 2012 – 6:30 P.M.**

Meeting Location: 3231 Main Street, Oakley

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

---

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

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

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

**RECONVENE TO OPEN SESSION – 3231 Main Street, Oakley – (6:25 P.M.)**

CLOSED SESSION REPORT: The Board gave direction to the Labor Negotiator

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

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

**ROLL CALL- (6:31 P.M.)** Directors Present: Barr, Brockman, Frazier, Kenny, Morgan, Romick  
Directors Absent: Anderson, Bryant, Stonebarger

**ORGANIZATION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS - (6:31 P.M.)**

- A.1 Acknowledgment of Outgoing Board Directors – Director Pat Anderson & Director James Frazier
- A.2 Administration of Oath of Office to the new Board Directors – Director Kevin Bouillon & Director Ronald Johanson

**PRESENTATIONS - (6:31 P.M.)**

Patricia Frost, Director of Emergency Medical Services-Contra Costa County Emergency Medical Response Plan presented a presentation regarding the EMS Service Plan

**PUBLIC COMMENTS- (7:11 P.M.)**

*There was one Public Speaker – Gil Guerrero*

**CONSENT CALENDAR - (7:11 P.M.)**

**C.1** Approve minutes from September 10, 2012, Regular Board of Directors Meeting.

**Motion by: Director Barr to approve Consent Calendar Items C.1**

**Second by: Director Kenny**

**Abstained: Director Bouillon, Director Johansen**

**Vote: Motion carried 5:0:2**

**C.2** Adopt Conflict of Interest Policy

**Motion by: Director Barr to approve Consent Calendar Items C.2**

**Second by: Director Kenny**

**Vote: Motion carried 7:0**

**PUBLIC HEARINGS**

**NONE**

**DISCUSSION ITEMS**

**D.1** Receive Implementation Plan for Reopening Close Fire Stations  
(7:15 P.M.)

*There was one Public Speaker – Vince Wells*

**D.2** Appoint a Director to Redevelopment Successor Agency Oversight Board for the City of Oakley  
(7:42 P.M.)

**Motion by: Director Romick to Appoint Jon Michaelson to Redevelopment Successor  
Agency Oversight Board for the City of Oakley**

**Second by: Director Johansen**

**Vote Motion carried 7:0**

*There was no Public Speaker*

**D.3** Discuss Option of Establishing Directors Stipends  
(7:45 P.M.)

**Motion by: Director Barr requesting that the staff does not to spend any additional time on  
Establishing a Stipends for Directors**

**Second by: Director Brockman**

**Vote Motion carried 7:0**

*There was one Public Speaker – Carissa Pillow*

**D.4** Discuss Replacement of Downtown Bethel Island Fire Hydrant System and Bridge Pump  
(7:54 P.M.)

**Motion by: Director Romick requesting staff to bring back a full staff report regarding  
Downtown Bethel Island Fire Hydrant System and Bridge Pump**

**Second by: Director Kenny**

**Vote Motion carried 7:0**

*There was one Public Speaker – Mark Whitlock*

**INFORMATIONAL STAFF REPORTS - (8:15 P.M.)**

1. Operational Update for September 2012 – Chief Henderson provided the report

**DIRECTORS' COMMENTS - (8:19 P.M.)**

**NONE**

**INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS - (8:19 P.M.)**

Director Kenny requested additional information on Incident # 201210012.

**ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: November 5, 2012**  
(8:30 P.M)

**Motion by: Director Johansen to adjourn to the next Board meeting, November 5, 2012**

**Second by: Director Kenny**

**Vote Motion carried 7:0**

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

**Meeting Date:** December 3, 2012

**Subject/Title:** Approve the Board of Director's meeting schedule for 2013

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

---

**RECOMMENDATION FOR ACTION**

Approve the Board of Director's meeting schedule for 2013

**PREVIOUS ACTION**

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

**SUBJECT BACKGROUND**

The regular meeting schedule of the Board of Directors for the 2013 calendar year is proposed to be the following:

January 7, 2013  
February 4, 2013  
March 4, 2013  
April 1, 2013  
May 6, 2013  
June 3, 2013  
July 1, 2013  
August 5, 2013  
September 9, 2013  
October 7, 2013  
November 4, 2013  
December 2, 2013

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

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

**Meeting Date:** December 3, 2012

**Subject/Title:** Selection of District Board officers: President, Vice President for the 2013 Calendar Year.

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

---

**RECOMMENDATION FOR ACTION**

Request for Board Member nominations and/or volunteers to serve as President and Vice President of the Board for the 2013 Calendar Year

Adopt a Resolution appointing Director \_\_\_\_\_ as President and Director \_\_\_\_\_ as Vice President of the East Contra Costa Fire Protection District Board of Directors for the 2013 Calendar Year.

**PREVIOUS ACTION**

On February 3, 2010, the Board of Directors adopted Board of Director's Policy 1-3.5 identifying selection of President and Vice President each December for a one year calendar term commencing each January.

On December 5, 2011, the Board of Directors elected and appointed Director Romick as President and Director Bryant as Vice President for the 2012 Calendar Year.

**SUBJECT BACKGROUND**

Fire Protection District Law, California Health and Safety Code §13853, identifies officers of a fire district board and requires election of officers within 60 days of appointment or election of directors to the board. The officers of a district board are president and vice president.

Duties of the president include presiding officer of the board and representative for the board in public policy matters. Vice president shall exercise duties of the president in the president's absence and assist the president representing the board and determining issues of board interest.

At this time it is appropriate to request nominations and/or volunteers for the appointment of offices of president and vice president for a Calendar Year commencing January 2012.

Attachments:  
Resolution

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTOR'S RESOLUTION NO. 2012-\_\_\_\_**

**A RESOLUTION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS APPOINTING DIRECTOR \_\_\_\_\_ AS  
PRESIDENT AND DIRECTOR \_\_\_\_\_ AS VICE PRESIDENT FOR THE  
2013 CALENDAR YEAR.**

**WHEREAS**, Fire Protection District Law, California Health and Safety Code §13853 (“Code”), identifies officers of a fire district board and requires election of officers within 60 days of appointment or election of directors to the board; and

**WHEREAS**, the Code further identifies the officers of a district board as president and vice president; and

**WHEREAS**, on February 3, 2010, the Board of Directors adopted Board of Director's Policy 1-3.5 identifying selection of President and Vice President each December for a one year calendar term commencing each January; and

**WHEREAS**, the president shall be the presiding officer of the board and representative for the Board in public policy matters; and

**WHEREAS**, the vice president shall assist the president representing the board and determining issues of board interest and exercising the duties of president in the president's absence.

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

1. Appoint Director \_\_\_\_\_ to the office of President of the Board of Directors for calendar year 2013.
2. Appoint Director \_\_\_\_\_ to the office of Vice President of the Board of Directors for calendar year 2013.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 3<sup>rd</sup> day of December 2012 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Kevin Romick  
President, Board of Directors



ATTEST:

---

Hugh Henderson Fire Chief  
Clerk of the Board

## BOARD OF DIRECTORS AGENDA ITEM NO. D-2

**Meeting Date:** December 3, 2012

**Subject/Title:** Receive Operational Update for October/November 2012

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

---

### **RECOMMENDATION FOR ACTION**

Receive operational update for November 2012.

### **PREVIOUS ACTION**

At the June 25, 2012 Board of Directors meeting, the board approved by Resolution 2012–10 the Preliminary Operating Budget for fiscal year 2012/2013. The preliminary operating budget reduced staffing levels from 48 personnel to 27 personnel and closed three fire stations.

On August 29, 2012, the Board approved by resolution to accept the 2011/12 SAFER Grant. The grant period started November 18, 2012 and will end November 17, 2014.

### **SUBJECT BACKGROUND**

The staff report is to give you a summary of the activities throughout the District for the months of October and November;

On November 18, 2012 at 8 AM the District reopened Fire Station 94 in Knightsen as part of the SAFER Grant. The crew of three consists of a Fire Captain, Engineer, and Firefighter. This changes our service model from three stations to four stations.

#### Rehiring and recruitment:

The District has rehired eight of our fifteen firefighters that were laid off. Of the seven other firefighters that did not return to the District, six were placed in other fire districts.

After contacting our laid-off employees, the district started recruitment off the California displaced firefighters list, where the district mailed out 134 flyers to the candidates who were on that list. We received a total of 10 applications and those applicants were interviewed on October 19. Three of the ten candidates were sent for background checks. The background checks were completed on November 19, final interview was set for November 26. The district has made a conditional job offer to one of the three candidates pending his medical exam. The other two candidates have pulled their names from the hiring process due to the agency that they have been laid off from rehiring them.

The third process the district is been working on is open recruitment which closed on November 21. The district received 353 qualified applicants that will be taking written exams starting December 6 through December 15. The district will receive the ranking from the written test by December 21. We have tentatively scheduled interviews for the top 25 on January 3-4, 2013. After the interviews, we will send the top nine candidates through a background check and anticipate having those background checks completed by February 1. After background checks, conditional job offers and medical exams will be completed.

We anticipate starting the nine new hires in the beginning of March and getting them through their basic training which will consist of approximately 6 weeks.

The reopening of the downtown Brentwood station 54 then would happen in the month of April.

The district also needs to conduct promotional testing for two fire Engineers as part of reopening the downtown Brentwood station.

#### Calls for service:

In reviewing the calls for service for the month of October, there were a total of 505 calls with an average response time of 7:49 minutes. Comparing this to the month of June, the District ran 546 calls with an average response time of 7.10 minutes. The response times for the first six months of the year averaged for the District was 6:24 minutes for 3162 calls.

Looking at the response times for closed stations;

- Station 54-downtown Brentwood, had 116 calls in the month of October with an average response time of 8:20 minutes. In July there were a total of 112 calls with an average response time of 6.56 minutes. For the first six months of the year there were 675 calls with an average response time of 5.23 minutes.
- Station 94- Knightsen, had 11 calls in the month of October with an average response time of 9:17 minutes. In July there were a total of 18 calls with an average response time of 11.15 minutes. For the first six months of the year there were 71 calls with an average response time of 8.05 minutes.
- Station 95-Bethel Island had 25 calls in the month of October with an average response time of 12:59 minutes. In the month of July there were 26 calls with an average response time of 10.32 minutes. For the first six months of the year there were 574 calls with an average response time of 7.01 minutes.

#### Auto aid:

In the month of October the district received auto aid from Contra Costa County Fire 33 times with them sending 47 units. The District sent auto aid to Contra Costa County Fire 10 times providing them with 13 units. During the month of July, Contra Costa County Fire came into the District 49 times with 64 units and we responded into Contra Costa County Fire 16 times with 18 units. The first six months of the year, the District has received auto aid from Contra Costa County Fire 155 times with 201 units. The District has responded to Contra Costa County Fire 100 times with a total of 117 units.

The staff report was written prior to the month of November ending. A verbal report on November's response times and auto aid will be given at the meeting.