



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting

Monday February 6, 2017 6:30 P.M.

***New Meeting Location: Brentwood City Council Chambers,  
150 City Park Way, Brentwood***

<b>BOARD OF DIRECTORS</b>		
Steve Barr	Joel Bryant-President	Randy Pope
Robert Kenny	Meghan Bell-Vice President	Erick Stonebarger
Cheryl Morgan	Brian Oftedal	Joe Young

## AGENDA

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**6:30PM – 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. 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 January 9, 2017 Regular Board of Directors Meeting
- C.2** Approve Minutes from January 23, 2017 Special Board of Directors Meeting
- C.3** Adopt Findings of Need to Modify the 2016 California Fire Code Due to Local Conditions

### **DISCUSSION ITEMS**

- D.1** Adopt a Resolution Calling for Consolidation of District Board Elections with Statewide General Elections in Each Even-Numbered Year Beginning on November 6, 2018
- D.2** Adopt Policy 1-9 on Records Retention and Destruction
- D.3** Adopt Policy 1-11 for Obtaining Donated Access to Structures for Training Purposes

Agenda February 6, 2017

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- D.4 Receive Update from Fire Chief Recruitment Ad-Hoc Committee
- D.5 Receive Operational Update for January 2017

## 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 REGULAR BOARD MEETING SCHEDULED: March 6, 2017

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

### POSTING STATEMENT

A copy of this agenda was posted **February 3, 2017 at the East Contra Costa Fire Protection District Administrative Office, 150 City Park Way, 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, 150 City Park Way, 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 January 9, 2017 6:30 P.M.

***New Meeting Location: Brentwood City Council Chambers,  
150 City Park Way, Brentwood***

<b>BOARD OF DIRECTORS</b>		
Steve Barr	Joel Bryant-President	Randy Pope
Robert Kenny	Meghan Bell-Vice President	Erick Stonebarger
Cheryl Morgan	Brian Oftedal	Joe Young

**6:30PM – Call to Order:** (6:30P.M.)

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

**ROLL CALL:** (6:30P.M.)

Directors Present: Barr, Bell, Bryant, Kenny, Oftedal, Morgan, Pope, Stonebarger, Young

Directors Absent:

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

Service Awards were presented to Captain Carter, Engineer Smith & Firefighter Brashier for 20 years of Service.

Chief Henderson announced that he will retiring March 30, 2017.

**ORGANIZATION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS:** (6:35P.M.)

Administration of Oath of Office for Directors Bryant and Young, who have been re-appointed to the Board of Directors by the Brentwood City Council

**PUBLIC COMMENTS:** (6:39P.M.)

There were five (5) Public Speakers – Richard Kent, Ron Johansen, Hal Bray, Mark Whitock, Steven Smith

**CONSENT CALENDAR: (7:00P.M.)**

**C.1 Approve Minutes from November 7, 2016 Regular Board of Directors Meeting**

Corrections were requested and a motion was made to approve the amended minutes.

**Motion by: Director Barr to approve consent item C.1**

**Second by: Director Bell**

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

**Ayes: Barr, Bell, Bryant, Kenny, Morgan, Oftedal, Pope, Stonebarger, Young**

**Noes:**

**Abstained:**

**Absent:**

**DISCUSSION ITEMS**

**D.1 Selection of District Board Officers: President, Vice President for the 2017 Calendar Year: (7:03P.M.)**

There were no (0) Public Speakers

Director Barr nominated Director Bryant to serve as Board President and Director Bell to serve as Board Vice President. There were no further nominations.

**Motion by: Director Barr to adopt a resolution re-electing Director Bryant as President and Director Bell as Vice President for the 2017 Calendar Year**

**Second by: Director Stonebarger**

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

**Ayes: Barr, Bell, Bryant, Kenny, Morgan, Oftedal, Pope, Stonebarger, Young**

**Noes:**

**Abstained:**

**Absent:**

**D.2 Discuss Membership of Standing Committees: (7:07P.M.)**

There were no (0) Public Speakers

Board President Bryant appointed Director Oftedal to the Finance Committee. There were no changes to the Outreach-Public Education Committee.

**D.3 Discussion of Options for Timing of First Board of Directors Election and for Reducing Size Of the Board: (7:12P.M.)**

There were two (2) Public Speakers – Mark Whitlock, Ron Johansen

**Motion by: Director Young to direct the staff to take steps to facilitate future Board action to consolidate the first election of directors with the statewide general election in November 2018, and to present options at a later date on the timing and form of election for a ballot measure to reduce the size of the Board**

**Second by: Director Pope**

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

**Ayes: Barr, Bell, Bryant, Kenny, Morgan, Oftedal, Pope, Stonebarger, Young**

**Noes:**

**Abstained:**

**Absent:**

**D.4 Discuss Election Results of Brentwood and Oakley Utility User Tax Measures: (7:51P.M.)**

There were three (3) Public Speakers – Mark Whitlock, Ron Johansen, Hal Bray

**D.5 Receive Update on Academy Class 16-02: (8:06 P.M.)**

There were no (0) Public Speakers

**D.6 Receive Update on New District Web Site: (8:09 P.M.)**

This item was postponed and will be brought back to the Board at a future date.

**D.7 Receive Update on Relocation of District Office and Battalion Quarters: (8:12 P.M.)**

There were no (0) Public Speakers

**D.8 Receive Update on November and December's Public Education Events: (8:15 P.M.)**

There were no (0) Public Speakers

**D.9 Receive Operational Update for December 2016: (8:23 P.M.)**

There were no (0) Public Speakers

**INFORMATIONAL STAFF REPORTS: (8:29 P.M.)**

None

**DIRECTORS' COMMENTS: (8:29 P.M.)**

Director Barr – Director Barr stated that although he is disappointed that the Chief is retiring, he also understands that everyone comes to a point in their career when they decide to make that decision. He stated that his disappointment is based on losing Chief Henderson as the Chief and he thanked Chief Henderson for his years of service not only to this community as Chief, but also for his prior firefighting and law enforcement service.

**INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (8:30 P.M.)**

Director Pope requested a future agenda item for the Board to consider changing the Board of Directors Meetings from the 1<sup>st</sup> Monday of the each month to another day.

Director Stonebarger requested a future agenda item to get a report and explore the District's options for limiting development within the district.

**RECESS TO CLOSED SESSION ON THE FOLLOWING MATTERS: (8:36 P.M.)**

1. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8  
Property: 150 City Park Way, Brentwood  
Agency Negotiators: Fire Chief Hugh Henderson, Legal Counsel Shayna van Hoften  
Negotiating party: City of Brentwood  
Under negotiation: Price and terms of lease

**REPORT ON THE CLOSED SESSIONS: (8:46 P.M.)**

Legal Counsel reported that the Brentwood City Council was scheduled to authorize a lease with the District for the District to have its administrative offices in City Hall at 150 City Park Way and that the Board of Directors acted in closed session to authorize the Fire Chief to execute the lease to occupy 600 square feet of office space, and have access to four (4) parking spaces, for a lease rate of a \$1.50 a square foot for the first year with a CPI index, permitted for future years.

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: February 6, 2017:  
(9:00 P.M.)**



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

## Meeting Minutes Board of Directors Special Meeting

**Monday January 23, 2017 6:30 P.M.**

***New Meeting Location: Brentwood City Council Chambers,  
150 City Park Way, Brentwood***

<b>BOARD OF DIRECTORS</b>		
Steve Barr	Joel Bryant-President	Randy Pope
Robert Kenny	Meghan Bell-Vice President	Erick Stonebarger
Cheryl Morgan	Brian Oftedal	Joe Young

**6:30PM – Call to Order:** (6:32 P.M.)

**PLEDGE OF ALLEGIANCE:** (6:32 P.M.)

**ROLL CALL:** (6:33P.M.)

Directors Present: Barr, Bell, Bryant, Kenny, Oftedal, Morgan, Stonebarger, Young

Directors Absent: Pope

**PUBLIC COMMENTS:** (6:33 P.M.)

There was one (1) Public Speaker – Mark Whitlock

**RECESS TO CLOSED SESSION ON THE FOLLOWING MATTERS:** (6:36 P.M.)

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Designated Representatives: Fire Chief and Glenn Berkheimer  
Employee Organization: International Association of Fire Fighters, Local 1230
2. Public Employee Appointment Pursuant to Government Code Section 54957(b)  
Title: Interim Fire Chief

**REPORT ON THE CLOSED SESSION:** (8:56 P.M.)

No reportable action was taken in Closed Session for items 1 & 2

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: February 6, 2017: (8:56 P.M)**





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

**Meeting Date:** February 6, 2017

**Subject/Title:** Adopt Findings of Need to Modify the 2016 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 2016 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 2016 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 2016 Building Standards Code, which includes the 2016 California Fire Code (CFC) prepared and adopted by the State Fire Marshal. The statewide code became effective January 1, 2017. 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. 2017-**

**APPROVE FINDINGS OF NEED FOR CHANGES OR MODIFICATIONS TO THE 2016  
CALIFORNIA FIRE CODE DUE TO LOCAL CONDITIONS**

**WHEREAS**, the California Building Standards Commission has adopted and published the 2016 Building Standards Code, which includes the 2016 California Fire Code (CFC) prepared and adopted by the State Fire Marshal;

**WHEREAS**, the CFC took effect January 1, 2017;

**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 2016 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 2016 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 2016 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 6<sup>th</sup> day of February, 2017, 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-1**

**Meeting Date:** February 6, 2017

**Subject/Title:** Adopt a Resolution Calling for Consolidated Elections with Statewide General Elections in Each Even-Numbered Year Beginning on November 6, 2018 and Order that the Election of Directors be Submitted to the Voters at Those Elections

**Submitted by:** Chief Henderson and Legal Counsel Shayna van Hoften

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**RECOMMENDATION FOR ACTION**

Adopt a resolution calling for consolidated elections with general statewide elections held in even-numbered years beginning on November 6, 2018, and ordering that the election of members of the Board of Directors (Board) occur at those elections.

**PRIOR BOARD ACTION**

On July 11, 2016, the Board of Directors of the East Contra Costa Fire Protection District (District) adopted Resolution 2016-19 to call a special election on Tuesday, November 8, 2016 on the question of transitioning from an appointed to publicly-elected board of nine Directors. At that time, the Board decided to wait until after the November election to determine whether to ask the voters to reduce the size of the Board. The Board also decided the District should wait until after the 2020 Census results are available before considering whether to shift from at-large to division elections.

On January 6, 2017, the Board was informed that the measure (Measure N) passed. The Board then discussed options for the timing of the first election of District directors and the relatively high cost of odd-year elections due to the typically small number of questions on the ballot. Staff and Legal Counsel advised that holding elections on consolidated statewide general election ballots, which occur in November of each even year, will result in significant savings for the District each election cycle.

The Board directed staff and Legal Counsel to prepare a resolution requesting the consolidation of District director elections with statewide general elections, held in November of each even year, starting with the first election of the directors on November 6, 2018.

The Board also directed staff to monitor opportunities to consolidate with other county elections prior to November 2018 to place a measure concerning the size of the Board on a consolidated ballot, and to develop guidelines for a possible all-mail ballot election on the same question.

**SUBJECT BACKGROUND**

On November 8, 2016, the voters of the District approved Measure N to transition the Board of Directors from an appointed nine-member Board to a nine-member Board elected at-large. Under the District's enabling legislation, the Fire Protection District Law of 1987 (codified in the California Health and Safety Code), when voters approve a

measure to change a district's appointed board to an elected board, the new board will be elected at the next general district election. (Health & Safety Code § 13848).

The District's enabling legislation also authorizes the Board to request that the County allow consolidation of any District election(s) with the next statewide general election(s). (Health & Safety Code § 13886 and Elections Code § 10404). The next statewide general election will be held on **November 6, 2018** (Elections Code § 1200).

#### *Election Consolidation Process*

To consolidate with the next statewide general election, the District must pass a resolution and deliver it to the Board of Supervisors by March 12, 2017. Pursuant to section 10404 of the Elections Code, the Board of Supervisors will notify all districts within the county of the proposed consolidation to get input on the effect of the consolidation. The elections official will also develop an impact analysis for the Board of Supervisors. Within 60 days from the date the District submits the resolution, the Board of Supervisors will approve the resolution unless it finds that the ballot style, voting equipment, or computer capacity is not able to handle additional elections. Within 30 days of approval by the Board of Supervisors, the elections official will notify all registered voters of the consolidation. The District is required to bear the cost of this notice, which the County Elections Division estimates to be \$40,000. The County Elections Division has confirmed that this is a one-time cost to the District and will not be required for future consolidated elections called pursuant to the proposed resolution.

#### *Voter Turnout and S.B. 415*

In general, voter participation is highest during even-year, consolidated statewide general elections, particularly when compared to odd-year elections. Accordingly, consolidating the District's elections should positively impact voter turnout.

Historically, local district elections have been held in a combination of even and odd years. However, in 2015, the State enacted S.B. 415 to require certain local agencies to transition their elections to even-numbered year statewide election dates. This requirement applies to agencies that find that one of its elections on a *non-general* statewide election date has turnout that is at least 25% lower than at the previous four statewide elections. If an agency meets this criterion, it has until January 1, 2018 to adopt a plan to consolidate with statewide elections no later than November 8, 2022. The County Elections Division has informed Legal Counsel that all other districts in the County have already transitioned to even-numbered year elections.

It is unclear at this point whether the District would be required to transition to even-numbered year elections due to reduced voter turnout. Nevertheless, doing so at this time anticipates that potential, and aligns the District's election cycles with those of all other districts in the County.

#### *Election Costs*

The District is required to pay the County for a share of the election costs whenever the District has an item on the ballot, whether a measure or directors' election. Costs vary by election, depending on how many items are on the ballot. As a reference point, the estimated cost to the District for Measure N, which was included on a very large statewide general election ballot (allowing the balloting costs to be shared by multiple agencies and proposition proponents) was \$112,000.

Attachment:  
Resolution

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

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**RESOLUTION NO. 2017-**

**CALLING AN ELECTION TO BE CONSOLIDATED WITH THE  
STATEWIDE GENERAL ELECTIONS IN EACH EVEN-NUMBERED YEAR,  
BEGINNING ON NOVEMBER 6, 2018,  
AND ORDERING THAT THE ELECTIONS OF DIRECTORS BE  
SUBMITTED TO THE VOTERS AT THOSE ELECTIONS**

**WHEREAS**, since the East Contra Costa Fire Protection District (District) was formed in 2002, members of the Board of Directors (Board) have been appointed by the City Councils of Brentwood and Oakley, and by the Contra Costa County Board of Supervisors (Appointing Authorities); and

**WHEREAS**, on November 8, 2016, as provided for in the District's enabling legislation, specifically at California Health and Safety Code 13848, the District's voters approved Measure N, thereby requiring the District to transition from an appointed Board to an elected Board; and

**WHEREAS**, California Health and Safety Code Section 13848 specifies that, when voters approve transitioning from an appointed Board to an elected Board, the first elected directors will be elected at the next general district election; and

**WHEREAS**, California Elections Code Section 1303 provides that general district elections are held on the first Tuesday following the first Monday in November of each odd-numbered year and therefore, but for this action, the District's voters would elect directors on November 7, 2017; and

**WHEREAS**, pursuant to California Health and Safety Code Section 13886 and California Elections Code Section 10404, the Board may require that its directors are elected on the same day as the statewide general election; and

**WHEREAS**, California Elections Code Section 1001 provides that elections held in November of each even-numbered year are statewide general elections, and the dates of those elections are statewide election dates; and

**WHEREAS**, the next statewide general election in November of an even-numbered year is November 6, 2018; and

**WHEREAS**, the Board wishes to maximize voter participation, and minimize the costs associated with District elections; and

**WHEREAS**, the Board desires, as permitted by law, to consolidate the District's first election of members of its Board of Directors with the next statewide general election on November 6, 2018, and;

**WHEREAS**, the Board desires, as permitted by law, to hold future elections for members of the District's Board of Directors on statewide general election dates held on the first Tuesday after the first Monday in November, of each even-numbered year thereafter.

**NOW, THEREFORE, BE IT RESOLVED** that pursuant to its rights, powers and authority, the Board of Directors of the East Contra Costa Fire Protection District hereby:

1. Orders the first election of members of the District's Board of Directors to occur on November 6, 2018 and requests that such election be consolidated with applicable portion of the Statewide General Election conducted by the County of Contra Costa on that date.

2. Orders future elections of members of the District's Board of Directors to occur regularly on the same date as, and to be consolidated with, statewide general elections occurring on the first Tuesday after the first Monday in November of each even-numbered year thereafter.

3. Acknowledges that, in accordance with Section 10404(i) of the California Elections Code, and subject to any reappointment or replacement actions that may be taken by their respective Appointing Authorities before November 2018, these members of the Board of Directors, whose terms of office will expire prior to the statewide general election in November 2018, will continue in office until their successors are elected and qualified at the November 2018 election: Meghan Bell, Robert Kenny, Cheryl Morgan, Brian Oftedal, Randy Pope, Joe Young; and

4. Acknowledges the terms of all previously-appointed members of the Board of Directors will expire upon the election and qualification of directors elected at the November 2018 election; and

5. Directs the Clerk to submit this Resolution to the Contra Costa County Board of Supervisors no later than 240 days prior to the next scheduled District election.

6. Requests the Contra Costa County Board of Supervisors administer this Resolution as set forth in Section 10404 of the California Elections Code and, within 60 days of the submission of this Resolution, approve this Resolution unless it finds that the ballot style, voting equipment, or computer



capacity cannot handle additional elections or materials, in accordance with Section 10404(e) of the California Elections Code.

PASSED AND ADOPTED this 6th day of February 2017, by the following vote of the Board:

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:** February 6, 2017

**Subject/Title:** Adopt Policy 1-9 on Records Retention and Destruction

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

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**RECOMMENDATION FOR ACTION**

That the East Contra Costa Fire Protection District (District) Board of Directors (Board) adopt a Resolution establishing a Records Retention & Destruction Policy (Policy).

**SUBJECT BACKGROUND**

The purpose of a record retention program is to control the volume of public agency records by discarding records that no longer serve a useful purpose. Retention periods must be established for different categories of records based on minimum retention periods established by state law, and taking into consideration the useful life of the records for public agency purposes. Once retention periods are established, records may be destroyed on a routine basis after the retention periods expire. The proposed Policy would allow the District to reduce the considerable backlog of records which are no longer useful to the District, increase space for file storage, and keep track of existing records more systematically.

The proposed District Policy 1-9 and implementing procedures would establish protocols for staff to follow for the destruction of those records no longer required to be retained for business purposes or legal reasons. While the proposed Policy could only be amended by the Board, the implementing procedures could be amended from time to time by the Fire Chief in accordance with applicable law and in furtherance of District policies.

Staff recommends the Board enact the proposed Resolution adopting the attached Policy, and delegate authority to the Fire Chief to implement the Policy and associated procedures.

Attachments: Resolution  
Proposed Records Retention & Destruction Policy  
Implementing Procedures

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

**STATE OF CALIFORNIA**

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**RESOLUTION 2017-**

**ADOPTING BOARD OF DIRECTORS POLICY 1-9, RECORDS RETENTION &  
DESTRUCTION POLICY**

**WHEREAS**, the Board of Directors of the East Contra Costa Fire Protection District (District) wishes to adopt the attached District-wide Records Retention & Destruction Policy (Policy) to establish a comprehensive and uniform approach for the cost-effective and efficient management of District records; and

**WHEREAS**, the Policy will facilitate staff efforts to streamline and organize District records by establishing timelines and processes for the destruction of those records no longer required to be retained for business purposes or legal reasons; and

**WHEREAS**, the Board further desires that the District adopt and abide by procedures to implement the Policy; and

**WHEREAS**, the Board wishes to delegate authority to the Fire Chief, and his designees, to implement the Policy and associated procedures; and

**WHEREAS**, the Board also wishes to delegate authority to the Fire Chief to amend the procedures implementing the Policy from time to time in accordance with applicable law and in furtherance of District policies.

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

1. Adopts the attached Board of Directors Policy 1-9, Records Retention & Destruction Policy;
2. Delegates authority to the Fire Chief or his designees to implement the Records Retention & Destruction Policy; and
3. Authorizes the Fire Chief to amend the attached procedures implementing the Records Retention & Destruction Policy in accordance with applicable law and in furtherance of the District policies.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 6th day of February, 2017 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

BOARD OF DIRECTORS POLICY

Subject: Administration	Policy No: 1-9	Date: February 6, 2017
Title: RECORDS RETENTION & DESTRUCTION POLICY	Resolution No: 17-	Page 1 of 4

1-9.1 PURPOSE

The purpose of this Records Retention & Destruction Policy (Policy) is to establish comprehensive and uniform guidelines for cost-effective and efficient records management for the East Contra Costa Fire Protection District (District). The Policy will assist District efforts to streamline and organize its records by establishing procedures (Procedures) for the destruction of those records no longer required to be retained for business purposes or legal reasons.

1-9.2 POLICY

It is the Policy of the District to maintain and dispose of records and information in accordance with accepted records management practices and standards, and all applicable state and federal laws.

1-9.3 DEFINITION OF "RECORD"

The term "record" as used in this Policy shall mean: handwriting, typewriting, printing, photocopying, photographing, video recording, e-mail, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbols, or a combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents.

1-9.4 DELEGATION OF AUTHORITY TO IMPLEMENT POLICY

By adopting this Policy, the Board of Directors grants to the Fire Chief, or his/her designee, the authority to interpret and implement this Policy, and to retain and destroy all District records as specified in this Policy and in the Procedures implementing this Policy.

1-9.5 GENERAL GUIDELINES

- A. All District records must be retained in their original form for a minimum of **two years**, unless otherwise provided for in the Procedures implementing this Policy. The Fire Chief may authorize the destruction of any **duplicate** records, including duplicates less than two years old, if no longer needed.
- B. The District reserves the right to retain records longer than the recommended minimum retention period. Authority regarding retention periods for the records referenced herein is derived from the California Government Code, and from the Local Government Records Management Guidelines (February 2006) issued by the California Secretary of State.
- C. Except where a longer retention period is required hereunder or in the Procedures implementing this Policy, after two years, the District, with the Fire Chief's approval, may destroy any original document without the District retaining a record or copy of these documents.

BOARD OF DIRECTORS POLICY

Subject: Administration	Policy No: 1-9	Date: February 6, 2017
Title: RECORDS RETENTION & DESTRUCTION POLICY	Resolution No: 17-	Page 2 of 4

D. The District must retain **indefinitely** original records that are essential to:

- i. Resume and/or continue operations;
- ii. Re-create the legal and financial status of the District in case of a disaster; or
- iii. Fulfill obligations to District residents, businesses, other service recipients and/or employees.

E. The District must retain any record that is the subject of a pending request made pursuant to the California Public Records Act, whether or not the District has concluded that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied. (Gov't Code § 60201(d)(5).)

1-9.6 IMPLEMENTING PROCEDURES

The Board of Directors directs staff to follow the attached Procedures (Attachment A) in carrying out this Policy. These Procedures may be amended from time to time by the Fire Chief as laws and regulations change; as District needs evolve; and as records not addressed therein are created. Any amendments to the Procedures must be consistent with State and federal law and this Policy, and must further the intent of this Policy.

Subject: Administration	Policy No: 1-9	Date: February 6, 2017
Title: RECORDS RETENTION & DESTRUCTION POLICY	Resolution No: 17-	Page 3 of 4

**ATTACHMENT A:  
PROCEDURES IMPLEMENTING  
EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
RECORDS RETENTION & DESTRUCTION POLICY**

**I. PURPOSE**

These procedures (Procedures) implement District Policy 1-9, Records Retention & Destruction Policy adopted by the East Contra Costa Fire Protection District (District). These Procedures provide guidance for the retention of records and may be amended from time to time by the Fire Chief in accordance with applicable law and in furtherance of District policies.

**A. LEGAL HOLDS**

Under certain circumstances, the District's Legal Counsel determines that destruction of records in accordance with the Retention Schedule must be suspended for certain individuals (including their emails) and/or certain categories of records. Legal holds are most often implemented in the following circumstances:

- A lawsuit filed by or against the District;
- Threatened or anticipated litigation known to the District;
- A government investigation conducted in connection with the District;
- Protection or enforcement of the District's legal rights; or
- Tax audits, assessments or other investigations.

Regardless of whether the Legal Counsel has issued a formal legal hold, no records may be destroyed, even if to do so would otherwise be compliant with the Retention Schedule, if they reasonably relate to ongoing or reasonably anticipated litigation, audits or governmental investigations. District personnel must immediately report to the Fire Chief any issues, claims, or disputes where litigation is threatened or reasonably foreseeable. Prompt reporting is critical in order for the District to take appropriate steps to impose a legal hold, to suspend destruction of relevant records (including pertinent emails), and to ensure the District's compliance with a legal obligation to preserve potential evidence. All questions regarding whether records or writings should be retained for legal or litigation purposes should be directed to the Fire Chief and Legal Counsel.

In case of a legal hold, Legal Counsel will coordinate with the Fire Chief to suspend automatic deletion of email for affected District personnel. Legal Counsel will disseminate instructions to affected District personnel to inform them what emails and other records must be retained. Although automatic email deletion will be suspended, affected District personnel must nevertheless take care not to manually delete email that are subject to the legal hold, and must not destroy relevant email or other records until Legal Counsel has notified them in writing that the legal hold has been lifted.

BOARD OF DIRECTORS POLICY

Subject: Administration	Policy No: 1-9	Date: February 6, 2017
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**B. RETENTION SCHEDULE**

All District records must be retained for a minimum of two years, unless otherwise provided for in these Procedures. The principal categories of records that may not be destroyed until such time as the applicable retention period has expired are as follows:

*("Current" means the most recent version.)*

**RECORDS CATEGORY**

**RETENTION PERIOD**

**Administration**

Audit Reports and Budget Documents	Permanent
Board and Committee Meeting Minutes and Packets including Final Resolutions and Ordinances	Permanent
Board of Directors' Form 700s	Maintain until term ends
Ballots for Property Assessments	2 years
California Environmental Quality Act (CEQA) Records	Permanent
Hazard Abatement Records	Permanent
Historical records including records relating to formation, change of organization or reorganization of District	Permanent
Inspection Reports	Current
Journals, Fire Station	Current + 2 years
Organizational Charts	Current
Policies/Procedures	Current + 2 years
Recordings of Telephone and Radio Communications	100 days
Tapes or Recordings of Board/Committee Meetings	Destroy 30 days after the taping or recording or after the Board has approved the minutes, whichever is longer

**Budget and Financial Records**

Audit year + 5 years

**Contracts & Procurements**

Advertising for Notices of Public Hearings, RFPs, etc.	4 years
Contracts for Capital Improvements	Permanent



BOARD OF DIRECTORS POLICY

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Contracts for Goods and Services	Audit + 5 years, or 4 years after contract terminates or expiration of warranty period, whichever is longer
Invitations for Bids and Requests for Proposals	4 years
Purchase Orders	4 years
Successful Bids and Proposals	2 years
Unsuccessful Bids and Proposals	Award of contract or rejection of all bids or proposals

**Duplicate Records**

Destroy any time

**Emails**

Emails in "2-Year" folder	Destroyed 2 years after the receipt or sending of the email
Emails in the "Permanent" folder	Destroyed after the applicable retention period passes
Transitory Emails in Inbox, Sent, and Deleted Items folders	Destroyed 30 days after the email enter the Inbox, Sent, and Deleted Items folders

**Equipment, Supplies, and Vehicles**

Air Fill Station	3 years
Equipment Maintenance	Active until maintenance complete + 2 years
Extrication Tools	Current service
Fire Sprinkler Inspections at Fire Stations	Current
Fuel Vault Service Records	3 years
Garment Inspections	Life of garment
NFPA Standards Certifications	Permanent
Self-Contained Breathing Apparatus Maintenance	Current + 3 years
Surplus Property Disposal & Auction	Audit year + 4 years
Vehicle Records	Life of Vehicle + 2 years

**Hazardous Materials**

Hazardous Waste Disposal	Permanent
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BOARD OF DIRECTORS POLICY

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Hazardous Materials Storage Permits Sheets	Permanent
Material Safety Data Sheets	Current
Training Materials	Current + 2 years

**Human Resources**

Application Records	2 years
Personnel Records	Until employee termination or retirement + 30 years
Retiree Records	Permanent

**Insurance**

Endorsements	Permanent
Insurance Certificates	Permanent
Insurance Policies	Permanent
Memoranda of Coverage	Permanent

**Real Property**

Appraisals (Exempt until final acquisition or contract agreement obtained)	Closed + 2 years
Building Maintenance	All until lease terminates
Pending Construction Projects	Completion of Project + 2 years, or Expiration of Warranty period, whichever is longer
Records relating to sale, purchase, exchange, lease or rental of real property	Permanent

**Records related to known pending claims, litigation or settlements**

5 years following resolution of claim or litigation

**Records stored on Microfilm or Other Electronic Media**

The original record from which the electronic file is derived may be destroyed immediately if the electronic files cannot be altered, are accurately and fully reproduced on the electronic media, and are stored in accessible files.

BOARD OF DIRECTORS POLICY

Subject: Administration	Policy No: 1-9	Date: February 6, 2017
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**Records subject of a pending Public Records Act (PRA) request**

Until PRA request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied.

**Reports**

<p>Incident Reports</p> <p>In the event that the incident addressed in any accident/occurrence records are subject to claims or litigation involving the District, they shall be preserved for five years following resolution of the claim or litigation.</p>	Closed + 3 years
Investigation, Evidence of Arson	Closed + 3 years
Investigation, Evidence of Arson resulting in great bodily harm or damage to inhabited structure	Closed + 6 years
Investigation, Evidence of Arson resulting in homicide	Permanent
Inspections, Fire Prevention and Weed Abatement	Closed + 3 years

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

**Meeting Date:** February 6, 2017

**Subject/Title:** Adopt Policy 1-11 for Obtaining Donated Access to Structures for Training Purposes

**Submitted by:** Jeff Burriss, Battalion Chief

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**RECOMMENDATION FOR ACTION**

That the East Contra Costa Fire Protection District (District) Board of Directors adopt a Resolution establishing a Policy for Donated Access to Structures for Training (Policy).

**SUBJECT BACKGROUND**

The District lacks the financial resources to build a training tower. Due to this financial limitation, the District has developed a program to accept donated access to structures that have been scheduled for demolition, and to use them for training purposes. The program is designed to train fire suppression personnel in procedures normally performed during emergency situations. The trainings may be the only opportunity for suppression personnel to perform certain tasks outside of an emergency. Many of these procedures, such as Forcible Entry, Wall and Ceiling Breaching (for rescue and overhaul), Vertical Ventilation, Emergency Shoring of Collapsed Structures, and Live Fire Training, will result in destruction of or damage to a structure; therefore, donated access to structures slated for demolition provides an excellent and rare opportunity for hands-on training that is very realistic.

The proposed Resolution and Policy would authorize the Fire Chief, or a designee, to evaluate potential donations, and for the District to contract with the property owner(s) for access to structures when in the best interest of the District. Under the terms of the Policy, the Fire Chief and Board President, together, could accept donations of structures for training purposes, and execute all necessary documents to use the structures before they are demolished. The Fire Chief or a designee would be required to report to the Board on access acquired and used under the Policy.

The Policy includes requirements such as:

- a. Evaluation of a structure's value and safety as a training location;
- b. Consideration of the potential impact of training on the surrounding area;
- c. Availability of time on the District's Operations Calendar to conduct the training;
- d. A donor's willingness to execute a license including a release and indemnity in favor of the District;
- e. Proof of ownership of the property and removal of insurance; and
- f. Confirmation that the anticipated use of the donated structure would facilitate District compliance with National Fire Protection Association (NFPA) Code No. 1403 (Standard on Live Fire Training Evolutions).

Attachments: Resolution

Proposed Policy 1-11, Donated Access to Structures for Training

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

\* \* \*

**RESOLUTION 2017-**

**ADOPTING POLICY 1-11 FOR OBTAINING DONATED ACCESS TO STRUCTURES FOR  
TRAINING PURPOSES**

**WHEREAS**, the Board of Directors of the East Contra Costa Fire Protection District (District) wishes to adopt the attached Policy for Donated Access to Structures for Training (Policy) to facilitate pre-demolition use of facilities to train fire and emergency responders and fire suppression personnel in procedures normally performed only during emergency situations and that often result in destruction of or damage to a structure; and

**WHEREAS**, from time to time, the District receives inquiries from property owners who are interested in donating use of their property for training purposes; and

**WHEREAS**, donated access to structures slated for demolition provides an excellent and rare opportunity for hands-on training that is very realistic.

**WHEREAS**, the Board wishes to delegate authority to the Fire Chief, and his designees, to implement the Policy; and

**WHEREAS**, in recognition of the short timeframe during which the District may gain access to and use any particular structure prior to demolition, the Board desires to delegate authority to the Fire Chief and Board President, together, to accept donated use of such properties for training purposes, with such delegation conditioned upon compliance with the Policy.

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

1. Adopts the attached Board of Directors Policy 1-11, "Donated Access to Structures for Training";
2. Delegates authority to the Fire Chief or his designees to implement the Donated Structures Policy;
3. Authorizes the Board President and Fire Chief, together, to accept donated use of structures for training purposes in accordance with the Policy, and to jointly execute any licenses or other agreements that may be necessary to give effect to this Resolution; and
4. Directs the Fire Chief or designee to report to the Board of Directors each time a training is planned and occurs pursuant to the Policy.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 6<sup>th</sup> day of February, 2017 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

BOARD OF DIRECTORS POLICY

<u>Subject: Administration</u>	<u>Policy No: 1-11</u>	<u>Date: February 6, 2017</u>
<u>Title: DONATED ACCESS TO STRUCTURES FOR TRAINING</u>	<u>Resolution No: 2017-</u>	<u>Page 1 of 3</u>

1-11.1 INTRODUCTION

This Policy for Receiving Donated Access to Structures for Training (Policy) of the East Contra Costa Fire Protection District (District) permits the District to obtain access, for training purposes, to structures that have been scheduled for demolition, at no direct cost to the District.

This Policy supports the District's Live Fire Training Program (Program) and addresses situations in which: (a) access to a building is donated; (b) the property owner agrees to execute a license, waiver and release in the District's favor; and (c) training would provide fire and emergency response personnel with opportunities to train in circumstances similar to those in which they could be expected to respond to fire and medical emergencies within the District.

The Program is designed to train suppression personnel in procedures normally performed during emergency situations. This training may be the only opportunity for suppression personnel to perform certain tasks outside of an emergency. Many of these procedures, such as Forcible Entry, Wall and Ceiling Breaching (for rescue and overhaul), Vertical Ventilation, Emergency Shoring of Collapsed Structures, and Live Fire Training, will result in destruction of or damage to a structure; therefore, donated access to these structures will provide an excellent and rare opportunity for hands-on training that is very realistic.

1-11.2 PURPOSE

The purposes of the (Policy) are to establish guidelines for District employees to follow when accepting and managing potential donations of building access; to establish guidelines for evaluating potential donations; and to establish procedures to be followed in preparing, operating at, and leaving a donated structure.

1-11.3 POLICY

It is the policy of the District that any potential donation of access to buildings for training purposes be evaluated for (a) the property's value and safety as a training location, (b) potential impacts of potentially destructive training on the surrounding area, and (c) the availability of time on the District's Operations Calendar.

It is the policy of the District that prior to any District operations at a donated property, the donating party must be given this Policy for review, and both the donating party and the Fire Chief, or a designee, must sign a "Release and Indemnity Agreement." Proof of clear title and removal of

BOARD OF DIRECTORS POLICY

<u>Subject: Administration</u>	<u>Policy No: 1-11</u>	<u>Date: February 6, 2017</u>
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insurance must first be provided by the donating party.

It is the policy of the District that NFPA 1403 (Standard on Live Fire Training Evolutions) be followed where appropriate while preparing and operating at a donated structure.

Finally, it is the policy of the District that demolition and removal of a donated structure remains the responsibility of the donating party, and without assistance from the District.

1-11.4 PROCEDURES

A. Responding to an Inquiry/Offer

When an inquiry or offer is made to the District, staff must take the name of the person making the offer, obtain his or her contact information (address, phone, e-mail, etc.), and refer the inquiring party to the Training Division.

B. Due Diligence; Building and Training Preparations

Before accessing the property:

1. The District must explain the Program to the donating party(ies) and send all related documents to the inquiring party for review.
2. The District must gather information on the property including, at least: the building address; building type (commercial, residence, other); whether the building is vacant or occupied; whether there are hazards around the property that make access dangerous (such as a garage with hazardous substances stored or spilled inside), the date the property will be available, and the planned demolition date.
3. The Training Division Chief or a Training Captain must view the structure and evaluate it in accordance with the factors listed in section 1-11.3 of this Policy.
4. The District must obtain sufficient evidence of ownership of the property and removal of insurance, as determined in conjunction with Legal Counsel.
5. The Training Division Chief, in conjunction with an Operations Chief and after conferring with the Training Captains, must decide whether the District will accept the offered donation and use of the structure.
6. The property owner must be informed of the District's decision.
7. Should the property owner wish to donate the property under the parameters of the program, the District and the property owner must sign and enter into a "Release and Indemnity Agreement" in a form approved by Legal counsel. The District will provide an original or a copy to the donor and retain an original of the fully executed agreement.
8. The training will be planned and scheduled on the Operations Calendar.



BOARD OF DIRECTORS POLICY

<u>Subject: Administration</u>	<u>Policy No: 1-11</u>	<u>Date: February 6, 2017</u>
<u>Title: DONATED ACCESS TO STRUCTURES FOR TRAINING</u>	<u>Resolution No: 2017-</u>	<u>Page 3 of 3</u>

9. The District must obtain all necessary permits and approvals. As of adoption of this Policy, required permits and approvals for "Live Fire Training" include the Bay Area Air Quality Management District Regulation 5 Notice and Regulation 11, Rule 2 Notification and confirmation of "burn clay status" on the day of the planned burn.
10. The Training Division must prepare the training site using appropriate safety guidelines.
11. The District must provide residents and businesses in the surrounding neighborhood with notice of the planned training. The Training Division Chief will respond to any inquiries or concerns. Serious consideration should be given to all neighborhood concerns.
12. The District must develop an Incident Action Plan (IAP), including approval of the District Operations Battalion Chief.
13. The District must inform Contra Costa County Regional Dispatch Center will be informed of the planned training.

C. During and After the Training

In addition to all requirements established in the permits and authorizations granted for the training, and applicable NFPA standards:

1. The District must evaluate neighborhood impacts continually during each training. Training should be stopped if any unsafe condition exists.
2. The District must keep Contra Costa County Regional Dispatch Center updated continually during each training, as appropriate.
3. The property should be left in as safe a condition as possible and appropriate.
4. The property owner should be encouraged to either complete demolition as soon as possible following training or fence-off the property.
5. The District will provide a "Thank You" letter to the donating party stating the training accomplished at the donated structure. This letter will include the District's Federal ID# for tax purposes.
6. If requested, the Training Division Chief will sign the donating party's IRS form 8283, verifying the donation.

**BOARD OF DIRECTORS AGENDA ITEM NO. D-5**

**Meeting Date:** February 6, 2017

**Subject/Title:** Receive Operational Update January 2017

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

**RECOMMENDATION FOR ACTION**

Receive operational update January 2017.

**SUBJECT BACKGROUND**

This report summarizes District activities for the month of January 2017.

**Calls for service:**

There were a total of 651 service calls in the month of January, with an average response time of 8:12 minutes. In the month of December the District ran 601 calls with an average response time of 7:42 minutes. In the calendar year of 2016, the District ran 6785 calls for service with an average response time of 8:03 compared to calendar year of 2015, where the District ran 6918 calls for service with an average response time of 7:54.

<b>Calls for Service</b>					
<b>Service Area</b>	<b>2017 - January</b>			<b>2016 Calendar Year</b>	
	<b>Calls</b>	<b>Ave Resp Time</b>	<b>90% Resp Time</b>	<b>Ave Resp Time</b>	<b>90% Resp Time</b>
Brentwood West	151	7:18	10:21	7:26	10:28
Brentwood East	143	7:52	10:50	7:24	10:19
Discovery Bay / Bryon	82	10:56	14:51	10:00	13:16
Oakley	197	7:35	9:11	7:05	9:27
Knightsen	19	10:05	13:07	9:42	14:10
Bethel Island	34	16:11	22:11	14:24	17:59
Marsh Creek / Morgan Ter.	19	10:24	13:25	11:47	16:21

<b>Engine Company Roll Outs</b>		
<b>Engine Company Roll Outs</b>	<b>January</b>	<b>% of Total</b>
<b>52 - ECCFPD</b>	<b>278</b>	<b>33%</b>
<b>59 -ECCFPD</b>	<b>112</b>	<b>13%</b>
<b>93 - ECCFPD</b>	<b>249</b>	<b>29%</b>
<b>94-ECCFPD</b>	<b>153</b>	<b>18%</b>
16 - CAL Fire	35	4%
Auto Aid Received	28	3%
Mutual Aid Received	0	0%
<b>TOTAL</b>	<b>855</b>	<b>100%</b>

### Looking at the response times by Areas:

- **Brentwood West** had 151 calls in the month of January with an average response time of 7:18 minutes. In December there were a total of 184 calls with an average response time of 6:52 minutes. In the calendar year of 2016 the area had 1895 calls for service with an average response time of 7:26.
- **Brentwood East** had 143 calls in the month of January with an average response time of 7:52 minutes. In December there were a total of 112 calls with an average response time of 7:04 minutes. In the calendar year of 2016 the area had 1363 calls for service with an average response time of 7:24.
- **Discovery Bay/ Byron** had 82 calls in the month of January with an average response time of 10:56 minutes. In December there were a total of 63 calls with an average response time of 10:14 minutes. In the calendar year of 2016 the area had 799 calls for service with an average response time of 10:00.
- **Oakley** had 197 calls in the month of January with an average response time of 6:59 minutes. In December there were a total of 178 calls with an average response time of 7:14 minutes. In the calendar year of 2016 the area had 1999 calls for service with an average response time of 7:05.
- **Knightsen** had 19 calls in month of January with an average response time of 10:05 minutes. In December there were a total of 23 calls with an average response time of 8:49 minutes. In the calendar year of 2016 the area had 202 calls for service with an average response time of 9:42.
- **Bethel Island** had 34 calls in the month of January with an average response time of 16:11 minutes. In the month December of there were 30 calls with an average response time of 13:00 minutes. In the calendar year of 2016 the area had 358 calls for service with an average response time of 14:24.
- **Marsh Creek/Morgan Territory** had 19 calls in the month of January with an average response time of 10:24 minutes. In December there were a total of 9 calls with an average response time of 10:50 minutes. In the calendar year of 2016 the area had 169 calls for service with an average response time of 11:47.

**Auto aid:**

In the month of January, District received auto aid from Contra Costa County Fire 17 times, with them sending 28 engines. The District sent auto aid to Contra Costa County Fire 29 times providing them with 32 engines. During the month of December Contra Costa County Fire came into the District 14 times with 25 engines and we responded into Contra Costa County Fire 16 times with 16 engines.

<b><i>Automatic Aid with Contra Costa County Fire 2017</i></b>		
<i>Month</i>	<i>Received/Engines</i>	<i>Provided/Engines</i>
January	17/28	29/32
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
<b><i>Total</i></b>	<b><i>17/28</i></b>	<b><i>29/32</i></b>

*In 2016, the District received auto aid from Contra Costa County Fire **155 times with 233 engines** and the District sent auto aid to Contra Costa County Fire a total of **268 times with 308 engines** .In 2015, the District received auto aid from Contra Costa County Fire **376 times with 480 engines** and the District sent auto aid to Contra Costa County Fire a total of **207 times with 230 engines**.*

**Major Incidents/ Reduced Responses and Mutual Aid Requests:**

In the month of January, the District responded to 15 structure fires, 22 vehicle accidents and 5 vehicle accidents with rescue. Due to call volume during the month the District had zero engines available for responses 14 times, which totaled 4:14 hours

**Operational Personnel:**

The District is currently budgeted for 40 operational personnel, which are comprised of 4 Battalion Chiefs and 36 Station Suppression Personnel. As of February1, our staffing level is 3 Battalion Chiefs and 37 station suppression personnel.