



## EAST CONTRA COSTA FIRE PROTECTION DISTRICT

### BOARD OF DIRECTORS

Adam Langro

Carrie Nash  
Vice President

Brian Oftedal  
President

Stephen Smith

Joe Young

### Meeting Minutes Board of Directors Regular Meeting Teleconference Conducted via GoToMeeting Wednesday, June 9, 2021

1. Call to Order: (6:32 p. m.)

2. Pledge of Allegiance: (6:33 p. m.)

3. Roll Call: (6:34 p. m.)

Directors Present: Langro, Nash, Oftedal, Smith, Young  
Directors Absent:

4. Public Comment: (6:34 p. m.)

No Public Comments were submitted before or during the meeting.

5. Report Out from May 12, 2021 Closed Session: (6:30 p. m.)

Public Employee Performance Evaluation Pursuant to Government Code Section 54957  
(b)(1) / Conference with Labor Negotiator Pursuant to Government Code Section  
54957.6

Agency-designated Representative: Board President Title: Fire Chief

There was no reportable action from Closed Session on May 12, 2021

6. Consent Calendar: (6:36 p. m.)

6.a. Approve Minutes from May 12, 2021 Board Meeting

- 6.b. Authorize Execution of Agreement with City of Brentwood for Information Technology Services
- 6.c. Authorize Amendments to Lease of Office Space City in Brentwood City Hall
- 6.d. Approve Amador Contract with CalFire
  - Motion by: Director Young to Accept Consent Item 6.a.
  - Second by: Vice President Nash
  - Roll Call Vote: Ayes: 4 (Nash, Oftedal, Smith, Young)
  - Noes: 0, Absent:0, Abstain: 1 (Langro)
  
  - Motion by: Director Young to Accept Consent Items 6.b, 6.c & 6.d.
  - Second by: Vice President Nash
  - Roll Call Vote: Ayes: 5 (Langro, Nash, Oftedal, Smith, Young)
  - Noes: 0, Absent:0, Abstain: 0

7. New Business

- 7.a. Annual Investment Review of Other Post Employment Benefit and Pension Rate Stabilization Trust Funds: (6:37 p. m.)

Andrew Brown & Angela Tang presented the annual investment review of Other Post-Employment Benefits and Pension Rate Stabilization Trust Funds.

One Public Comment/Question was raised during the meeting: Vince Wells.

- 7.b. Approve Preliminary Fiscal Year 2021-22 Operating, Prevention and Other Fund Budgets: (7:01 p. m.)

No Public Comments were submitted before or during the meeting.

Motion by: Director Young to Approve Preliminary Fiscal Year 2021-22 Operating, Prevention and Other Fund Budgets with a modification of the CalFire line item to be revised to reflect the actual contract amount previously approved earlier in the evening (under item 6d).

Second by: Vice President Nash

Roll Call Vote: Ayes: 5 (Langro, Nash, Oftedal, Smith, Young)

Noes: 0, Absent: 0, Abstain: 0

- 7.c. Introduce and Waive First Reading of Ordinance No. 2021-02, Amending Ordinance Establishing Administrative Penalties for Violations of District Fire Code: (7:10 p. m.)

No Public Comments were submitted before or during the meeting.

Motion by: Director Smith to Introduce and Waive the First Reading of Ordinance No. 2021-02 Amending the Ordinance Establishing Administrative Penalties for Violations of District Fire Code

Second by: Director Young

Roll Call Vote: Ayes: 5 (Langro, Nash, Oftedal, Smith, Young)

Noes: 0, Absent: 0, Abstain: 0

8. Report of the Fire Chief / Informational Staff Reports

- 8.a. Legislative Update: (7:15 p. m.)
- 8.b. Grants Update: (7:21 p. m.)
- 8.c. Operations Update: (7: 22 p. m.)
- 8.d. Prevention Update: (7:28 p. m.)
- 8.e. Consolidation and Measure X Update: (7:35 p. m.)

No Public Comments were submitted before or during the meeting

9. Board Reports and Requests: (7:40 p. m.)

**Vice President Nash** – Attended/monitored (real time or tape delayed) the Oakley City Council Meetings (05/25/21), Brentwood City Council / Planning Commission Meetings (05/25/21, 06/01/21), 6/8/21- Meeting with Congressman Jerry McNerney Re: Infrastructure Earmark, Consolidation/Annexation progress report, Measure X funding and Regional Fire Chief ask, etc.

**Director Young** – Attended/monitored (real time or tape delayed) CSDA Call to Action Webinar, met with Staff to review budget and spent significant amount of time working on the budget.

**Director Smith** – Attended/monitored (real time or tape delayed) the Oakley City Council meetings (05/25/21, 06/08/21), Brentwood City Council meetings (05/25/21, 06/08/21), 05/17/21 (via videoconference) CCSDA Meeting, 05/18/21 County Treasury Oversight Committee meeting, 05/18/21 (via videoconference) Knightsen TAC Meeting, 05/18-19/21 virtual Special Legislative Days, 05/25/21 (via teleconference) Byron MAC Meeting

**Director Langro** - Attended/monitored (real time or tape delayed) the Oakley City Council meetings (05/25/21, 06/08/21), Brentwood City Council / Planning Commission meetings (06/01/21), 5/19/21- Measure X Community Advisory Committee regarding funding and supporting the Executive Fire Chief ask, 06/04/21 University of California Wildfire Research Symposium

**President Oftedal** – Attended/monitored (real time or tape delayed) 5/17/21- Contra Costa County Special District Association (CCSDA) meeting, 5/17/21- ECCFPD monthly Finance Committee meeting, 5/19/21- Provided comment at the Measure X Community Advisory Committee regarding funding and supporting the Executive Fire Chief ask, 5/25/21- CSDA: Fire Districts and the State Budget and Strategy Session regarding work to ensure that Independent Special Districts receive a portion of COVID related funding being distributed, 5/27/21- Contra Costa County- American Red Cross Leadership Council meeting (Discussion with emphasis on wildfire preparedness and disaster action team response), 5/29/21- Marsh Creek Democratic Club: Monthly Coffee and Chat, 6/8/21- Meeting with Congressman Jerry McNerney Re: Infrastructure Earmark, Consolidation/Annexation progress report, Measure X funding and Regional Fire Chief ask, etc.

10. Date and Place of Next Meeting: (7:50 p. m.)  
 July 14, 2021  
 6:30 p.m.  
 To Be Determined  
 Council Chambers or via teleconference

11. Closed Session: (7:50 p. m.)

No Public Comments were submitted before or during the meeting.

Public Employee Performance Evaluation Pursuant to Government Code Section 54957 (b)(1) / Conference with Labor Negotiator Pursuant to Government Code Section 54957.6  
 Agency-designated Representative: Board President  
 Title: Fire Chief

Following the Closed Session, Legal Counsel Shayna van Hoften reported that the Board completed the Fire Chief's performance evaluation and found that his performance exceeded all expectations.

The Board then took action to approve Resolution 2021-23, authorizing an amendment to the Fire Chief's Employment Agreement to:

1. Extend the Fire Chief's Employment Agreement through December 31, 2027;
2. Amend the Fire Chief's monthly base salary as follows:

July 1, 2021 – June 30, 2022	July 1, 2022 – June 30, 2023	July 1, 2023 – June 30, 2024	July 1, 2024 – June 30, 2025	July 1, 2025 – June 30, 2026	Effective July 1, 2026
\$19,146/month (\$229,752 annually)	\$20,103/month (\$241,236 annually)	\$21,108/month (\$253,296 annually)	\$22,164/month (\$265,968 annually)	\$23,272/month (\$279,264 annually)	\$24,436/month (\$293,232 annually)

3. Award a one-time benefit of \$10,000 in recognition of Mr. Helmick earning his Master's Degree in Organizational Leadership, with honors and summa cum laude;
4. Clarify in the Employment Agreement that Mr. Helmick is authorized to take advantage of the Vacation Buy Back program authorized for employees who were employed in the Battalion Chief classification prior to July 1, 2018, which permits employees to elect payment once in a twelve-month period for up to 1/3 of their annual vacation accrual; and
5. Clarify in the Employment Agreement that Mr. Helmick will not be entitled to Severance Pay under Section 4 of the Employment Agreement if his job is eliminated as a result of a reorganization of the District whereby the District ceases to exist and/or maintain its own employees.

Motion by: Director Young to Approve Resolution 2021-23, Authorizing a Second Amendment to the Fire Chief's Employment Agreement.

Second by: Director Smith

Roll Call Vote: Ayes: 5 (Langro, Nash, Oftedal, Smith, Young)

Noes: 0, Absent: 0, Abstain: 0

12. Adjourn: (9:22 p. m.)