



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting

Monday October 5, 2015 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS

Greg Cooper
Robert Kenny
Jonathan Michaelson

Joel Bryant-President
Ronald Johansen-Vice President
Cheryl Morgan

Randy Pope
Stephen Smith
Joe Young

AGENDA

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 September 14, 2015 Regular Board of Directors Meeting

DISCUSSION ITEMS

D.1 Receive Overview of the 2015 California Special Districts Association Annual Conference

D.2 Receive Update for Development of Proposed Board Policies

D.3 Receive Operational Update for September 2015

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.

RECESS TO CLOSED SESSION ON THE FOLLOWING MATTERS:

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

REPORT ON THE CLOSED SESSIONS

ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: November 2, 2015

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

POSTING STATEMENT

A copy of this agenda was posted **October 2, 2015 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 September 14, 2015 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

Remote Teleconference Locations: 1250 Harvest Ridge Way, Paso Robles, Ca. 93446

1400 Del Monte Boulevard Seaside, Ca. 93955

BOARD OF DIRECTORS

Greg Cooper
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Joel Bryant-President
Ronald Johansen-Vice President
Cheryl Morgan

Randy Pope
Stephen Smith
Joe Young

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

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

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

Directors Present: Bryant, Cooper (by teleconference), Kenny, Morgan, Pope, Smith, Young (by teleconference)

Directors Absent: Johansen, Michaelson

COMMENDATION: (6:33 P.M.)

East Contra Costa Fire Protection District E152, *Captain Craig Auzenne, Captain Robert Ruddick, and Engineer Sam Somerhalder* along with Contra Costa Fire Protection District E188, *Captain David Woods, Engineer Sam Nichols, and Firefighter Darren Vallerga* and American Medical Response (AMR), *Paramedic Steven Curry and EMT Iris Nahm* were recognized for their efforts in saving a life.

On **September 06, 2015**, at 1112, ECCFPD's E152 was dispatched to a medical aid. While en route to the call their engine went down mechanically on Jeffery Way near Lone Tree Way. While E152 was waiting for a replacement engine to arrive, at 1139, CCCFPD E188 was dispatched to a medical aid across the street from E152's location at Payless Shoe Store (5749 Lone Tree Way).

Hearing that E188 had been dispatched, ECCFPD's crew on E152 grabbed their medical equipment and responded, on foot, across the street to Payless Shoe Store at 5749 Lone Tree Way. E152's crew arrived on scene to find bystanders performing CPR. E152's crew assumed patient care, defibrillated, and continued primary patient care until AMR's PM182 arrived on

scene. E188 also arrived on scene and assisted E152's crew & AMR. Two of E152's crewmembers continued to assist with patient care as they rode with AMR to Sutter Delta Medical Center (SDMC). One of E152's crewmembers returned across the street to complete the engine swap and then retrieve the rest of his crew from SDMC.

Representatives of the responding agencies and several local elected officials' offices presented awards and commendations.

PUBLIC COMMENTS: (6:49 P.M.)

There were two (2) public speakers – Mark Whitlock, and Crisand Giles

CONSENT CALENDAR: (6:53 P.M.)

* Director Young requested to pull C.4 for discussion.

* Director Cooper dropped from the Teleconference call at 6:57 pm

C.1 Approve Minutes from August 6, 2015 Regular Board of Directors Meeting

C.2 Establish Appropriations Limit for Fiscal Year 2015-16

C.3 Approve Cal Fire Amador Contract for Fiscal Year 2015-16

Motion by: Director Kenny to approve consent items C1, C2 & C3

Second by: Director Smith

Vote: Motion carried: 6:0:0

Ayes: Bryant, Kenny, Morgan, Pope, Smith, Young

Noes:

Abstained:

Absent: Cooper, Johansen, Michaelson,

C.4 Approve an Agreement for Contra Costa County Fire Protection District to Maintain and Use ECCFPD's Fireboat

There were two (2) public speakers – Vince Wells, Doug Knowles

Motion by: Director Smith to approve consent item C4

Second by: Director Pope

Vote: Motion carried: 6:0:0

Ayes: Bryant, Kenny, Morgan, Pope, Smith, Young

Noes:

Abstained:

Absent: Cooper, Johansen, Michaelson

PRESENTATION: (7:07 P.M.)

P.1 Gus Vina, City Manager for the City of Brentwood - Updated the Board of Directors on Activities of a Multi-Jurisdictional Task Force to Address Emergency Response in East Contra Costa County.

There was one (1) public speaker – Doug Knowles

PUBLIC HEARINGS: (7:28 P.M.)

PH.1 Adopt Fiscal Year 2015-16 Budgets for Operating, Development Fee, and Other Funds

Chief Henderson presented the Fiscal Year 2015-16 budgets and a public hearing was held. No public comments were submitted in advance or made during the hearing.

Motion by: Director Smith to Adopt Fiscal Year 2015-16 budgets for Operating, Development Fee, and other funds.

Second by: Director Kenny

Vote: Motion carried: 6:0:0

Ayes: Bryant, Kenny, Morgan, Pope, Smith, Young

Noes:

Abstained:

Absent: Cooper, Johansen, Michaelson

DISCUSSION ITEMS:

(7:53 P.M.)

D.1 Receive Update on Auto Aid Agreement with Contra Costa County Fire Protection District

Chief Henderson gave an update on the Auto Aid Agreement with Contra Costa County Fire Protection District.

(8:05 P.M.)

D.2 Receive Operational Update for August 2015

Chief Henderson gave the Operational Update for August 2015.

There was one (1) public speakers – Mike Burkholder.

INFORMATIONAL STAFF REPORTS: (8:20 P.M.)

None

DIRECTORS' COMMENTS: (8:20 P.M.)

None

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (8:20 P.M.)

None

REPORT ON CLOSED SESSION: (8:20 P.M.)

Attorney van Hoften reported that a final settlement was reached to resolve the grievance of Captain Dan Baio (Dan Baio v. East Contra Costa Fire Protection District). (Settlement terms include recognition of paid-on-call service for vacation accrual purposes for all impacted employees, effective for 2015, forward.)

ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTERS: (8:21 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

REPORT ON THE CLOSED SESSIONS: (9:11 P.M.)

No reportable action was taken in closed session.

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: October 5, 2015:
(9:11 P.M.)**

**Motion by: Director Bryant to adjourn to the next Regular Board Meeting scheduled on
October 5, 2015**

BOARD OF DIRECTORS AGENDA ITEM NO. D-1

Meeting Date: October 5, 2015

Subject/Title: Receive Overview of the 2015 California Special Districts Association Annual Conference

Submitted by: Hugh Henderson, Fire Chief

RECOMMENDATION FOR ACTION

Receive overview of the 2015 California Special Districts Association (CSDA) Annual Conference held September 21-24, 2015.

SUBJECT BACKGROUND

The CSDA has over 1000 agencies as members which include Sanitation Districts, Water Districts, Cemetery Districts, and Fire Districts throughout the state. The CSDA assists special districts with legislative advocacy, cost-saving programs, and educational programs for both board members and staff.

Fire Chief Hugh Henderson and Legal Counsel Shayna van Hoften attended this year's CSDA Annual Conference. There were dozens of training sessions/classes during the conference designed for both staff (including Fire Chiefs/General Managers) and Board Members. The following summarizes the Fire Chief's experience at the conference:

During my time at the conference I focused on areas that were in the Board's goals and objectives for this fiscal year. Below is a summary of the training sessions/classes I attended:

- ***Communication Strategies for Board Members and General Managers*** - This workshop was dealing with the most common, often overlooked, and complicated areas of public agency communication. The workshop broke down communications between board members and their general manager, the general manager and staff, and finally the district and the public. A good amount of time was spent discussing the importance of having communication plans established within the organization.
- ***The Three C's: Using Communication, Consistency, and Cooperation to Benefit your District*** - This training focused on districts of all shapes and sizes facing the difficult task of being efficient and effective leaders for the community, and on understanding how three simple words carry a powerful punch and allow districts, and their boards and staff, to provide excellent service. As discussions emphasized the importance of having information readily available on districts' websites. This session showed the need for the District to continue to improve our website to show transparency to the communities we serve.
- ***Peak General Manager/Fire Chief Performance: Three Perspectives*** - This session focused on the three divided perspectives on what makes a great special district General Manager/Fire Chief. The perspectives were divided into those of board members, staff, and the public.

- ***The Website Should Make your Life Easier, Not Harder*** - This session focused on the importance of district websites meet and comply with all the Brown Act requirements and allow the public to know what's going on within each district. The class focused on districts being transparent in their day-to-day business and access to information 24 hours a day.
- ***Informing Solid Board Decisions*** - This session provided board members and managers with the tools necessary to optimize the amount and type of agenda supporting information for the board and the public in advance of each meeting so they can be prepared to make the knowledge-based decisions, while also providing solid public records to increase transparency and accountability.
- ***On Boarding the Board: Properly Preparing New Board Members for Service*** - This session focused on General Managers/Fire Chiefs preparing new board members with a good start and a proper comprehensive orientation to the district. The session focused on a team approach for new board members that include the Board President, General Counsel, and the General Manager/Fire Chief to have new board members properly educated before their first board meeting. The session discussed using a general checklist approach to make new board members are ready to serve their district.
- ***Coaching for Performance*** - The session focused on three keys to successful leadership; know your people, getting results, and establishing a positive work environment. Coaching is the leadership competency that creates development and growth within all three areas. The session explored the coaching process and how we can lead people into higher performance and overcome barriers. Time was spent on coaching performance for succession planning and the needs of the organization.
- ***Generations in the Workplace*** - For the first time in history, four and perhaps five generations may be working side-by-side in our organizations. Differing values, beliefs, and perspectives that result in multiple-generation workforces can create challenges among employees and for managers. The session explained generation differences and provided strategies to recruit, retain, and engage a productive and motivated team.

During the conference I also spent time looking for ways that we could improve our website and provide better presentations of our financial situation. I will be bringing those new concepts both to the Public Education/Outreach Committee and the Finance Committee in the upcoming months.

I feel that the CSDA has a lot to offer our District and would recommend that we rotate our Battalion Chiefs and Directors through the CSDA leadership program over the next several years.

The CSDA's educational non-profit partner, the Special District Leadership Foundation, has established a guideline and checklist for Special Districts to receive a transparency certificate of excellence. I feel that the District can accomplish this certification over the next 18 months and should strive to show communities we are committed to transparency. I have attached a copy of the requirements to this staff report.

District Transparency Certificate of Excellence *checklist*

Showcase your district's commitment to transparency

BASIC REQUIREMENTS

- Current Ethics Training for all Board Members
(Government Code Section 53235)
 - Provide copies of training certificates along with date completed
- Compliance with the Ralph M. Brown Act
(Government Code Section 54950 et. al)
 - Provide copy of current policy related to Brown Act compliance
 - Provide copy of a current meeting agenda (including opportunity for public comment)
- Adoption of policy related to handling Public Records Act requests
 - Provide copy of current policy
- Adoption of Reimbursement Policy, if district provides any reimbursement of actual and necessary expenses
(Government Code Section 53232.2 (b))
 - Provide copy of current policy
- Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation. (Government Code Section 53065.5)
 - Provide copy of the most recent document and how it is accessible
- Timely filing of State Controller's Special Districts Financial Transactions Report - includes compensation disclosure. (Government Code Section 53891)
 - Provide copy of most recent filing
SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'
- Conduct Annual Audits
(Government Code Section 26909 and 12410.6)
 - Provide copy of most recent audit and management letter and a description of how/where documents were made available to the public
- Other Policies – have current policies addressing the following areas (provide copies of each):
 - Conflict of Interest
 - Code of Ethics/Values/Norms or Board Conduct
 - Financial Reserves Policy

WEBSITE REQUIREMENTS

- Maintain a district website with the following items
(provide website link; all are required)
 - Names of Board Members and their terms of office
 - Name of general manager and key staff along with contact information
 - Election procedure and deadlines
 - Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to Government Code Section 54954.2 (a) (1) and Government Code Section 54956 (a))
 - District's mission statement
 - Description of district's services/functions and service area
 - Authorizing statute/enabling act (Principle Act or Special Act)
 - Current district budget
 - Most recent financial audit
 - Archive of Board meeting minutes for at least the last 6 months
 - List of compensation of Board Members and staff and/or link to State Controller's webpage with the data
- Website also must include at least 4 of the following items:
 - Post Board Member ethics training certificates
 - Picture, biography and email address of board members
 - Last 3 years of audits
 - Reimbursement and Compensation Policy
 - Financial Reserves Policy
 - Online/downloadable Public Records Act request form
 - Audio or video recordings of board meetings
 - Map of district boundaries/service area
 - Link to California Special Districts Association mapping program
 - Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

Continued on reverse

shine
a light
on all of your
district's efforts



checklist continued

OUTREACH/BEST PRACTICES REQUIREMENTS

Must complete at least 2 of the following items:

- Regular district newsletter or communication (*printed and/or electronic*) that keeps the public, constituents and elected officials up-to-date on district activities (*at least twice annually*)
 - Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom
- Community notification through press release to local media outlet announcing upcoming filing deadline for election and process for seeking a position on the district board, prior to that election (*or prior to the most recent deadline for consideration of new appointments for those districts with board members appointed to fixed-terms*)
 - Provide copy of the press release (*and the printed article if available*)
- Complete salary comparison/benchmarking for district staff positions using a reputable salary survey (*at least every 5 years*)
 - Provide brief description of the survey and process used as well as the general results
- Special Community Engagement Project
Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)
 - Submit an overview of the community engagement project, reviewing the process undertaken and results achieved
- Hold annual informational public budget hearings that engage the public (*outreach, workshops, etc.*) prior to adopting the budget
 - Provide copy of most recent public budget hearing notice and agenda
- Community Transparency Review
The district would be required to obtain a completed overview checklist from at least 2 of the following individuals* (*the district may choose to conduct the overview with these individuals simultaneously or separately*):
 - Chair of the County Civil Grand Jury
 - Editor of a reputable local print newspaper (only one may count toward requirement)
 - LAFCo Executive Officer
 - County Auditor-Controller
 - Local Legislator (only one may count toward requirement)
 - Executive Director or President of local Chamber of Commerce
 - General Manager of a peer agency (special district, city or county)

* Provide proof of completion signed by individuals completing Community Transparency Review

How do I proceed?

- Step 1: Complete the requirement checklist
- Step 2: Send checklist and all supporting materials or contact the SDLF staff on how to submit all materials electronically:
 - SDLF
 - 1112 I Street, Suite 200
 - Sacramento, CA 95814
- Step 3: Approval process review performed by SDLF staff
- Step 4: Receive your certificate and recognition

.....
SDLF is supported by



The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. SDLF is supported through the California Special Districts Association and Special District Risk Management Authority.

BOARD OF DIRECTORS AGENDA ITEM NO. D-2

Meeting Date: October 5, 2015

Subject/Title: Receive Update for Development of Proposed Board Policies

Submitted by: Hugh Henderson, Fire Chief

RECOMMENDATION FOR ACTION

Receive update for development of proposed new Board Policies.

SUBJECT BACKGROUND

Over the years since the District was formed and began to be governed by this Board of Directors, the District has largely abided by policies and procedures put in place by the governing bodies of the agencies that were assisting the District with various administrative services, namely Contra Costa County and the City of Brentwood. One of the District's goals established for the Fire Chief this fiscal year is to proceed with establish if more District-specific policies and procedures.

Over the next several months, Staff will propose several new board policies for Board consideration. Development of some of the new policies has been delegated to the Battalion Chiefs, who will be bringing the draft policies before the Board.

The below policies are currently being worked on:

- Travel and reimbursement (Battalion Chief Burris)
- Records retention (Battalion Chief Gonzalez)
- Public records requests (Battalion Chief Helmick)
- Surplus property (Chief Henderson)
- Procurement (Chief Henderson)

BOARD OF DIRECTORS AGENDA ITEM NO. D-3

Meeting Date: October 5, 2015

Subject/Title: Receive Operational Update September 2015

Submitted by: Hugh Henderson, Fire Chief

RECOMMENDATION FOR ACTION

Receive operational update August 2015

SUBJECT BACKGROUND

This report summarizes District activities for the month of September 2015.

Calls for service:

There were a total of 550 service calls in the month of September, with an average response time of 7:50 minutes. In the month of August the District ran 540 calls with an average response time of 7:50 minutes. In the calendar year of 2014, the District ran 6550 calls for service with an average response time of 7:21.

Service Area	Calls for Service		
	September		2014
	Calls	Ave Response Time	Ave Response Time
Brentwood West	139	7:06	6:19
Brentwood East	116	7:41	6:35
Discovery Bay / Bryon	66	9:42	9:08
Oakley	164	6:59	6:56
Knightsen	18	10:37	9:31
Bethel Island	34	14:32	13:10
Marsh Creek / Morgan Ter.	13	10:17	10:08

Engine Company Roll Outs		
Engine Company Roll Outs	September	% of Total
52 - ECCFPD	250	37%
59 -ECCFPD	106	16%
93 - ECCFPD	276	41%
16 - CAL Fire	21	3%
Auto Aid Received	19	3%
Mutual Aid Received	0	0%
TOTAL	672	100%

Looking at the response times by Areas:

- **Brentwood West** had 139 calls in the month of September with an average response time of 7:06 minutes. In August there were a total of 166 calls with an average response time of 6:38 minutes. In the calendar year of 2014 the station ran 1923 calls for service with an average response time of 6:19.
- **Brentwood East** had 116 calls in the month of September with an average response time of 7:41 minutes. In August there were a total of 93 calls with an average response time of 7:30 minutes. In the calendar year of 2014 the station ran 1285 calls for service with an average response time of 6:35.
- **Discovery Bay/ Byron** had 66 calls in the month of September with an average response time of 9:42 minutes. In August there were a total of 60 calls with an average response time of 10:03 minutes. In the calendar year of 2014 the station ran 819 calls for service with an average response time of 9:08.
- **Oakley** had 164 calls in the month of September with an average response time of 6:59 minutes. In August there were a total of 171 calls with an average response time of 7:14 minutes. In the calendar year of 2014 the station ran 1841 calls for service with an average response time of 6:56.
- **Knightsen** had 18 calls in month of September with an average response time of 9:56 minutes. In August there were a total of 9 calls with an average response time of 8:40 minutes. In the calendar year of 2014 the station ran 166 calls for service with an average response time of 9:31.
- **Bethel Island** had 34 calls in the month of September with an average response time of 14:32 minutes. In the month August of there were 31 calls with an average response time of 15:25 minutes. In the calendar year of 2014 the District ran 362 calls for service in the station area with an average response time of 13:10.
- **Marsh Creek/Morgan Territory** had 13 calls in the month of September with an average response time of 10:17 minutes. In August there were a total of 10 calls with an average response time of 10:12 minutes. In the calendar year of 2014 the station ran 154 calls for service with an average response time of 10.08.

Auto aid:

In the month of September, the District received auto aid from Contra Costa County Fire 19 times, with them sending 25 engines. The District sent auto aid to Contra Costa County Fire 16 times providing them with 19 engines. During the month of August, Contra Costa County Fire came into the District 53 times with 68 engines and we responded into Contra Costa County Fire 33 times with 37 engines.

<i>Automatic Aid with Contra Costa County Fire 2015</i>		
<i>Month</i>	<i>Received</i>	<i>Provided</i>
January	35	5
February	19	10
March	36	19
April	28	18
May	37	13
June	50	16
July	56	33
August	53	33
September	19	16
October		
November		
December		
Total	333	163

*In 2014, the District received auto aid from Contra Costa County Fire **328 times** with them sending 388 engines. The District sent auto aid to Contra Costa County Fire a total of **225 times** in 2014, sending 270 engines*

Major Incidents/ Reduced Responses and Mutual Aid Requests:

In the month of August, the District responded to 6 structure fires, 5 vegetation fires, 28 vehicle accidents and 12 vehicle accidents with rescue. The District did not requested mutual aid during the month.

Operational Personnel:

The District is currently budgeted for 34 operational personnel, which are comprised of 3 Battalion Chiefs and 31 Station Suppression Personnel. As of October 1, our staffing level is 3 Battalion Chiefs and 30 station suppression personnel.