



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting

**Monday August 1, 2016 6:30 P.M.**

Meeting Location: 3231 Main Street, Oakley

## BOARD OF DIRECTORS

Steve Barr  
Meghan Bell  
Robert Kenny

Joel Bryant-President  
Ronald Johansen-Vice President  
Cheryl Morgan

Randy Pope  
Erick Stonebarger  
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 July 11, 2016 Regular Board of Directors Meeting**

### **DISCUSSION ITEMS**

**D.1 Receive Finance Committee's Goals for FY 2016-17**

**D.2 Receive Outreach-Public Education Committee's Goals for FY 2016-17**

**D.3 Adopt Resolution Approving Contract with AFSCME Local 2700 through June 30, 2020**

**D.4 Receive Operational Update for July 2016**

### **INFORMATIONAL STAFF REPORTS**

Agenda August 1, 2016  
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## 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: September 12, 2016

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

#### POSTING STATEMENT

A copy of this agenda was posted **July 29, 2016 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 July 11, 2016

**\*\*\* SPECIAL MEETING TIME 5:00 P.M. for Closed Session\*\*\***

**6:30 P.M. for Remainder of Agenda**

Meeting Location: 3231 Main Street, Oakley  
Teleconference Location: 4158 State Highway 23, Oneonta, New York

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

**5:00 PM – Call to Order**

## **ROLL CALL**

Directors Present: Barr, Bell, Johansen , Kenny, Pope, Young

Directors Absent: Bryant, Morgan, Stonebarger

## **RECESS TO CLOSED SESSION ON THE FOLLOWING MATTERS (5:00 P.M.)**

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Designated Representatives: Fire Chief and Glenn Berkheimer  
Employee Organization: AFSCME Local 2700
2. Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b)(1)  
Title: Fire Chief

## **RECONVENE IN OPEN SESSION (7:21 P.M.)**

## **PLEDGE OF ALLEGIANCE (7:21 P.M.)**

## **REPORT FROM CLOSED SESSION (7:21 P.M.)**

Item # 1 . Legal Counsel announced that direction was given to staff

Item # 2 . Legal Counsel announced that Board of Directors has concluded the Fire Chief's annual evaluation, finding his performance to have been outstanding and to have exceeded expectations.

**ROLL CALL (7:23 P.M.)**

Directors Present: Barr, Bell, Johansen, Kenny, Pope, Stonebarger (by teleconference), Young

Directors Absent: Bryant, Morgan

**PUBLIC COMMENTS (7:24 P.M.)**

There were five (5) Public Speakers . Bill Granados, Hal Bray, Mark Whitlock, Jessie LaChance Mellon, Vince Wells

**CONSENT CALENDAR (7:39 P.M.)**

**C.1** Approve Minutes from June 6, 2016 Regular Board of Directors Meeting

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

**Second by: Director: Barr**

**Vote: Motion carried: 7:0:0**

**Ayes: Barr, Bell, Kenny, Johansen, Pope, Stonebarger, Young**

**Noes:**

**Abstained:**

**Absent: Bryant, Morgan**

**C.2** Approve Minutes from June 20, 2016 Special Board of Directors Meeting

**Motion by: Director Pope to approve consent item C.2, with a correction to the result of the vote on item D.2**

**Second by: Director: Barr**

**Vote: Motion carried: 6:0:1**

**Ayes: Barr, Bell, Kenny, Johansen, Pope, Young**

**Noes:**

**Abstained: Stonebarger**

**Absent: Bryant, Morgan**

**DISCUSSION ITEMS**

**D.1** Receive Update from the Multi-Jurisdictional Fire Task Force (7:41 P.M.)

Brentwood City Manager Gus Vina gave an update on the activities of the Multi-Jurisdictional Fire Task Force

There were three (3) Public Speakers . Vanessa Perry, Mayor Bob Taylor, Karen Rarey

**D.2 Adopt Resolution Setting Consolidated Election to Change Board of Directors from Appointed Nine-Member Board to Nine-Member Board Elected at Large (8:22 P.M.)**

There was one (1) Public Speaker . Stephen Smith

**Motion by: Director Bell to a Adopt Resolution Setting Consolidated Election to Change Board of Directors from Appointed Nine-Member Board to Nine-Member Board Elected at Large**

**Second by: Director: Johnansen**

**Vote: Motion carried: 6:1:0**

**Ayes: Barr, Bell, Kenny, Johansen, Pope, Stonebarger**

**Noes: Young**

**Abstained:**

**Absent: Bryant, Morgan**

**D.3 Adopt Resolution Approving Contract with East Contra Costa Battalion Chiefs Association through December 31, 2018 (8:50 P.M.)**

There were no (0) Public Speakers

**Motion by: Director Kenny to Adopt Resolution Approving Contract with East Contra Costa Battalion Chiefs Association through December 31, 2018**

**Second by: Director: Barr**

**Vote: Motion carried: 6:0:1**

**Ayes: Barr, Kenny, Johansen, Pope, Stonebarger, Young**

**Noes:**

**Abstained: Bell**

**Absent: Bryant, Morgan**

**D.4 Adopt Resolution Supporting State Legislative Action to Facilitate Re-Allocation of Property Tax Revenues (8:54 P.M.)**

There was one (1) Public Speaker . Vince Wells

**Motion by: Director Barr to Adopt Resolution Supporting State Legislative Action to Facilitate Re-Allocation of Property Tax Revenue with direction to send the resolution to the East County Voters and other fire protection districts in Contra Costa County**

**Second by: Director: Pope**

**Vote: Motion carried: 7:0:0**

**Ayes: Barr, Bell, Kenny, Johansen, Pope, Stonebarger, Young**

**Noes:**

**Abstained:**

**Absent: Bryant, Morgan**

**D.5 Adopt Procurement Rules and Waive Second Reading and Adopt Ordinance to Provide Informal Bidding Procedures for Construction Contracts (9:14 P.M.)**

There were no (0) Public Speakers

**Motion by: Director Young to Adopt Procurement Rules and Waive Second Reading and Adopt Ordinance to Provide Informal Bidding Procedures for Construction Contracts**

**Second by: Director: Barr**

**Vote: Motion carried: 7:0:0**

**Ayes: Barr, Bell, Kenny, Johansen, Pope, Stonebarger, Young**

**Noes:**

**Abstained:**

**Absent: Bryant, Morgan**

**D.6 Receive Operational Update for June 2016 (9:17 P.M.)**

Chief Henderson gave an update on the Operations for June 2016

There were no (0) Public Speakers

**INFORMATIONAL STAFF REPORTS (9:25 P.M.)**

**DIRECTORS' COMMENTS (9:25 P.M.)**

Director Bell extends thanks to the crews for thier extra efforts.

**INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS (9:27 P.M.)**

Director Young requested that President Bryant put an Ad-Hoc Committee together to work with the East County Voters (ECV) group.

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: August 1, 2016 (9:29 P.M.)**

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

**Meeting Date:** August 1, 2016

**Subject/Title:** Receive Finance Committee's Goals FY 2016-17

**Submitted by:** Directors Young, Barr and Stonebarger

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

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**RECOMMENDATION FOR ACTION**

Receive Finance Committee's goals for fiscal year 2016-17.

**SUBJECT BACKGROUND**

On July 21, 2016, the Finance Committee held its monthly meeting and discussed projects and goals for the upcoming fiscal year. Tonight, the Finance Committee will discuss its goals with the full Board.

Goals for Fiscal Year 2016-17:

- Maintain Finance Committee master calendar
- Complete financial audits for fiscal years 2014/15 and 2015/16
- Conduct actuarial study of District's retiree medical coverage funding obligations ("Other Post-Employment Benefits" or "OBEP")
- Establish equipment replacement schedule
- Establish capital projects schedule
- Establish new cost recovery/fees for service
- Review all employee benefit rates
- Establish monthly finance reports
- Enhance budget documents on District's website
- Research grant funding opportunities
- Conduct midyear budget review
- Review Contra Costa County Employees' Retirement Association methodology for allocation of normal and past retirement costs and related impact on District and employee contributions

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS AGENDA ITEM NO. D-2**

**Meeting Date:** August 1, 2016

**Subject/Title:** Receive Outreach-Public Education Committee's Goals for FY 2016-17

**Submitted by:** Directors Morgan, Johansen, Kenny and Bell

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

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**RECOMMENDATION FOR ACTION**

Receive Outreach-Public Education Committee's goals for fiscal year 2016-17.

**SUBJECT BACKGROUND**

On July 18, 2016, the Outreach-Public Education Committee held its monthly meeting, where it discussed projects and established goals for the upcoming fiscal year. Tonight, the Outreach-Public Education Committee will share its goals with the full board.

Goals for fiscal year 2016-17:

- Develop monthly themes for public education and social media
- Publish monthly public education report detailing prior month's outreach and education activities
- Launch 4 education modules utilizing Peak Democracy Platform
- Display District's website address in front of stations
- Prepare public education presentation outlining City Gate report findings
- Create talking points and fact sheet on City Gate report
- Elevate public awareness of District's current staffing levels and response capabilities
- Explore creation of a communications internship program through local community colleges
- Increase District's presence at community events



**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS AGENDA ITEM NO. D.3**

**Meeting Date:** August 1, 2016

**Subject/Title:** Approve Memorandum of Understanding with AFSCME Local 2700 covering July 1, 2016 through June 30, 2020

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

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**RECOMMENDATION FOR ACTION**

Adopt a Resolution to approve a Memorandum of Understanding (MOU) with American Federation of State, County and Municipal Employees (AFSCME) Local 2700 (Union) covering July 1, 2016 through June 30, 2020.

**SUBJECT BACKGROUND**

District administrative support personnel are represented by the AFSCME, Local 2700.

On April 7, 2014, the Board adopted Resolution 2014-09 to approve an MOU with the AFSCME Local 2700 covering January 1, 2013 through June 30, 2016.

**Contract Terms**

The District and Union have met and conferred in good faith regarding wages, hours, and terms and conditions of employment. Both parties have agreed to the following substantive terms:

1. The duration of the proposed MOU will be from July 1, 2016 through June 30, 2020.
2. A new job classification, Administrative Assistant III, will be created.
3. Monthly salary rates will be as follows:

*July 2016 (6.0% increase)*

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant I	\$2,792.57	\$2,932.20	\$3,078.81	\$3,232.75	\$3,394.39
Administrative Assistant II	\$3,740.15	\$3,927.16	\$4,123.52	\$4,329.69	\$4,546.18
Administrative Assistant III	\$4,399.09	\$4,619.04	\$4,850.00	--	--

*July 2017 (5.0% increase)*

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant I	\$2,792.57	\$2,932.20	\$3,078.81	\$3,232.75	\$3,394.39
Administrative Assistant II	\$3,740.15	\$3,927.16	\$4,123.52	\$4,329.69	\$4,546.18
Administrative Assistant III	\$4,399.09	\$4,619.04	\$4,850.00	\$5,093.00	--

*July 2018 (5.0 % increase)*

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant I	\$2,792.57	\$2,932.20	\$3,078.81	\$3,232.75	\$3,394.39
Administrative Assistant II	\$3,740.15	\$3,927.16	\$4,123.52	\$4,329.69	\$4,546.18
Administrative Assistant III	\$4,399.09	\$4,619.04	\$4,850.00	\$5093.00	\$5220.00

Effective July 1, 2019, salary rates will be increased by the same percentage granted to the bargaining unit represented by International Association of Firefighters (IAFF) Local 1230 under that organization's next MOU with the District.

4. Bereavement: Employees will be entitled to up to 40 hours of District-paid bereavement leave in case of a death in the employee's immediate family or the death of the employee's domestic partner. Use of additional accruals other than sick leave may be authorized in conjunction with this bereavement leave at the discretion of the Fire Chief.
5. Retirement Health Coverage: New employees hired on or after July 1, 2016 will be eligible for retiree medical coverage after 15 years of service with the District. The bargaining unit represented by AFSCME will accept any modifications to the retiree medical benefits that are negotiated with the bargaining unit represented by IAFF Local 1230.

6. Vacation hours will accrue as follows:

Length of service	Monthly accrual hours	Maximum Cumulative hours
Under 11 years	10	240
11 years	10 2/3	256
12 years	11 1/3	272
13 years	12	288
14 years	12 2/3	304
15 through 19 years	13 1/3	320
20 through 24 years	16 2/3	400
25 through 29 years	20	480
30 years and up	23 1/3	560

The total District cost associated with this contract is \$6,144.00 for Fiscal Year 2016/17. These costs have been incorporated in the preliminary operating budget and forecasted for upcoming years.

Staff recognizes that the Union understands these are difficult economic times for the District, and that the District has worked hard to find ways to reduce costs while continuing to provide outstanding service to the public we serve.

Staff recommends approval of this MOU.

Attachments: Resolution

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

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**RESOLUTION NO. 2016-**

**APPROVING A MEMORANDUM OF UNDERSTANDING WITH AFSCME LOCAL 2700  
COVERING JULY 1, 2016 THROUGH JUNE 30, 2020**

**WHEREAS**, on April 7, 2014, the East Contra Costa Fire Protection District (District) Board of Directors (Board) adopted Resolution 2014-09 to approve a Memorandum of Understanding (MOU) with the American Federation of State, County and Municipal Employees (AFSCME) Local 2700 (Union) covering January 1, 2014 through June 30 2016; and

**WHEREAS**, the District and the Union have met and conferred in good faith regarding wages, hours, and terms and conditions of employment, and reached agreement on a new MOU covering July 1, 2016 through June 30, 2020, as set forth below; and

**WHEREAS**, Staff recommends the Board approve the proposed MOU and authorize the Fire Chief to execute the MOU in a form acceptable to Legal Counsel.

**NOW, THEREFORE BE IT RESOLVED** that the East Contra Costa Fire Protection District Board of Directors hereby approves an MOU with AFSCME Local 2700 containing the following key terms:

1. A new classification, Administrative Assistant III, is created.
2. Monthly salary rates will be as follows:

July 2016 (6.0 % increase)

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant I	\$2,792.57	\$2,932.20	\$3,078.81	\$3,232.75	\$3,394.39
Administrative Assistant II	\$3,740.15	\$3,927.16	\$4,123.52	\$4,329.69	\$4,546.18
Administrative Assistant III	\$4,399.09	\$4,619.04	\$4,850.00	--	--

July 2017 (5.0 % increase)

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant I	\$2,792.57	\$2,932.20	\$3,078.81	\$3,232.75	\$3,394.39
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July 2018 (5.0 % increase)

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Administrative Assistant I	\$2,792.57	\$2,932.20	\$3,078.81	\$3,232.75	\$3,394.39
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4. Retirement Health Coverage: New employees hired on or after July 1, 2016 will be eligible for retiree medical coverage after 15 years of service with the District. The bargaining unit represented by AFSCME will accept any modifications to the retiree medical benefits that are negotiated with the bargaining unit represented by IAFF Local 1230.

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20 through 24 years	16 2/3	400
25 through 29 years	20	480
30 years and up	23 1/3	560

**BE IT FURTHER RESOLVED** that the Board authorizes the Fire Chief or his designee to execute the MOU in a form acceptable to Legal Counsel and 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 1<sup>st</sup> day of August, 2016 by the following vote:

AYES:  
 NOES:  
 ABSENT:  
 ABSTAIN:

\_\_\_\_\_  
 Joel Bryant  
 President, Board of Directors

ATTEST:

\_\_\_\_\_  
 Hugh Henderson, Clerk of the Board