



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting

Monday February 4, 2013 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS

Kevin Bouillon
Greg Cooper
Ronald Johansen

Kevin Romick-President
Joel R. Bryant- Vice President
Robert Kenny

Cheryl Morgan
Steven Smith
Joe Young

AGENDA

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

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

1. Public Employee Performance Evaluation; Title: Fire Chief
pursuant to Government Code 54957.1(a)(5).

RECONVENE TO OPEN SESSION – 3231 Main Street, Oakley

Report from closed session (if any)

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS

At this time the public may address the District Board on subject matters pertaining to District business listed on the Consent Calendar, Closed Session, Future Agenda Items, or items *not* listed on the agenda. Remarks may be limited to 3-minutes subject to the discretion of the Board President and with the concurrence of the Board of Directors. Please complete and submit a "Public Comment Speaker Card" with the District Clerk.

CONSENT CALENDAR

Consent Calendar items are considered routine in nature and will be enacted by the Board in one motion. If discussion or public comment is required, any Board Member may request the item be removed from the Consent Calendar and considered separately.

- C.1** Approve minutes from January 7, 2013 Regular Board of Directors Meeting.
- C.2** Approve minutes from January 24, 2013 Special Board of Directors Meeting.

PUBLIC HEARINGS

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

DISCUSSION ITEMS

- D.1** Consider Formation of Board Subcommittees
- D.2** Receive SAFER Grant and Hiring Update
- D.3** Discussion of Policy on Disposition of Surplus District Real Property
- D.4** Receive Operational Update

INFORMATIONAL STAFF REPORTS

DIRECTORS' COMMENTS

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS

Director Cooper- Request a review of the District's 2012 parcel tax (Measure S) at future meeting.

This portion of the agenda shall provide an opportunity for Board Members to report on activities, committee or event attendance pertaining to District business or to request a future item to be placed on the agenda.

ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: March 4, 2013

POSTING STATEMENT

A copy of this agenda was posted **February 1, 2013 at the East Contra Costa Fire Protection District Administrative Office, 134 Oak Street, Brentwood, CA 94513**. Pursuant to CA Government Code §54957.5, disclosable public records and writings related to an agenda item distributed to all or a majority of the Board of Directors less than 72 hours prior to this meeting is available for public inspection at the East Contra Costa Fire Protection District Administrative Office, 134 Oak Street, Brentwood, CA 94513.

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



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes Board of Directors Regular Meeting

Monday January 7, 2013 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Steve Barr	Kevin Romick - President	Robert Kenny
Kevin Bouillon	Joel R. Bryant- Vice President	Cheryl Morgan
Robert A. Brockman	Ronald Johansen	Erick Stonebarger

Call to Order: New Director Workshop/Orientation- (5:35 P.M.)

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

PLEDGE OF ALLEGIANCE – (6:30 P.M.)

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

ORGANIZATION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS- (6:32 P.M.)

- A.1 Acknowledgment of Outgoing Directors
- A.2 Administration of Oath of Office for new Board Directors

PUBLIC COMMENTS- (6:30 P.M.)

There was no Public Speaker

CONSENT CALENDAR- (6:36 P.M.)

C.1 Approve minutes from December 3, 2012 Regular Board of Directors Meeting.

Motion by: Director Johansen to approve Consent Calendar Items C.1
Second by: Director Bryant
Abstained: Cooper, Smith, Young
Vote: Motion carried 5:0:3

C.2 Consider Accepting Bid from Liberty Union High School District for a Type 4 Engine

Motion by: Director Morgan to approve Consent Calendar Item C.2
Second by: Director Johansen
Abstained:
Vote: Motion carried 8:0:0

PUBLIC HEARINGS

None

DISCUSSION ITEMS

(6:39 P.M.)

D.1 Selection of District Board Officers: President, Vice President for the 2013 Calendar Year.

Motion by: Director Johansen to Selection Director Romick as President and Director Bryant as Vice President until April 30, 2013

Second by: Director Bouillon

Vote Motion carried 8:0

(6:43 P.M.)

D.2 Appoint a Director to Redevelopment Successor Agency Oversight Board for the City of Brentwood

Motion by: Director Johansen to Appoint Former Director Barr as Director to Redevelopment Successor Agency Oversight Board for the City of Brentwood.

Second by: Director Smith

Vote Motion carried 8:0

(6:47 P.M.)

D.3 Operational Update for December and 2012 Calendar Year

INFORMATIONAL STAFF REPORTS

None

DIRECTORS' COMMENTS (7:01P.M.)

Director Bryant asked that this meeting, Monday January 7, 2013 be adjourned on behalf of Retired Captain Ben Whitener.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS (7:05P.M.)

Director Bryant requested that the Flag Policy be updated.

Director Smith requested that committees be setup to discuss issues prior to the meetings, for topics such as Budgeting & Service Models.

Adjourn to Closed Session on the following matter: (7:05P.M.)

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

(8:12 P.M.)

REPORT FROM CLOSED SESSION

The Board gave direction to staff and no actions were taken.

(8:12 P.M.)

ADJOURN IN HONOR OF RETIRED CAPTAIN BEN WHITENER TO THE NEXT REGULAR BOARD MEETING SCHEDULED: February 4, 2013

Motion by: Director Romick to adjourn to the next Board meeting, February 4, 2013

Second by: Director Bryant

Vote Motion carried 8:0



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes

Board of Directors Special Meeting

Thursday January 24, 2013 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

Remote Teleconference Location: 340 North 3rd Street Phoenix AZ

BOARD OF DIRECTORS

Kevin Bouillon
Greg Cooper
Ronald Johansen

Kevin Romick - President
Joel R. Bryant- Vice President
Robert Kenny

Cheryl Morgan
Steven Smith
Joe Young

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

Adjourn to Closed Session on the following matters: - (6:30 P.M.)

1. CONFERENCE WITH LEGAL COUNSEL:
EXISTING LITIGATION pursuant to Government Code Section 54956.9 (a):
City of Brentwood et al v. California Director of Finance Ana J. Matosantos, et al, Sacramento Sup. Ct. No. 34-2012-80001341.

Director Bryant did not participate in the closed session on item 1.

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

(8:35 P.M.)

RECONVENE TO OPEN SESSION – REPORT FROM CLOSED SESSION.

Reported that during the closed sessions, the Board gave direction to Counsel for item 1.

Reported that during the closed sessions, the Board gave direction to Negotiator for item 2

(8:35P.M.)

ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: February 4, 2013

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

Meeting Date: February 4, 2013

Subject/Title: Consider the Formation of Board Subcommittees.

Submitted by: Hugh Henderson, Fire Chief

RECOMMENDATION FOR ACTION

Consider the formation of board subcommittees and provide direction to staff

PREVIOUS ACTION

None

SUBJECT BACKGROUND

At the January 7, 2013 board meeting, Director Smith requested more discussion on establishing subcommittees to work in between regular board meetings.

Subcommittees provide a format for information sharing and detailed discussion of District issues prior to consideration of action by the full Board of Directors. Smaller groups provide the exchange and focus necessary for in-depth topics. The new Board of Directors will be tasked with addressing District challenges such as financing sources and revenue, level and model of service provided by the District and staffing decisions. To serve this purpose it is recommended the Board discuss the formation of subcommittees including scope, objectives/purpose, number of members and representation and meeting frequency.

Based upon the size of the District and using other Fire District Board of Directors as examples, staff recommends that initially the Board consider forming three subcommittees for:

- Budget/Finance
- Revenue Enhancement
- Service Models

These subcommittees should range between three and four members and it is currently anticipated the subcommittees would meet monthly or as necessary.

Attachments:

None

BOARD OF DIRECTORS AGENDA ITEM NO. D-2

Meeting Date: February 4, 2013

Subject/Title: Receive an Update on SAFER Grant and Hiring Process

Submitted by: Hugh Henderson, Fire Chief

RECOMMENDATION FOR ACTION

Receive an Update on SAFER Grant and Hiring Process.

PREVIOUS ACTION

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

SUBJECT BACKGROUND

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

The District is been working on open recruitment which closed on November 21, 2012. The District received 353 qualified applicants that took written exams December 6 through December 15 2012. The District received the ranking from the written test on December 21. We interviewed the top 25 on January 3-4. After the interviews, we will send the top 11 candidates through a background check and anticipate having those background checks completed by February 1. After background checks, conditional job offers and medical exams will be completed.

We anticipate starting the 11 new hires on March 1 and getting them through their basic training which will consist of approximately 6 weeks and then a week of shift orientation.

The downtown Brentwood station 54 will open on May 1.

The District will conduct promotional testing for three fire Engineers on April 18 and 19 as part of reopening the downtown Brentwood station.

The District has received his first round of reimbursement from FEMA for the last quarter of 2012 and completed all its required grant documentation for the quarter.

BOARD OF DIRECTORS AGENDA ITEM NO. D-3

Meeting Date: February 4, 2013

Subject/Title: Discussion of Policy on Disposition of Surplus District Real Property

Submitted by: Hugh Henderson, Fire Chief

RECOMMENDATION FOR ACTION

Discussion of policy on disposition of surplus District real property and provide direction to staff.

PREVIOUS ACTION

None

SUBJECT BACKGROUND

During the month of January, district staff is been contacted by three different parties wanting to know the status of the closed fire stations and if the district is interested in either selling the properties or leasing them.

In July 2010 the District closed the downtown Discovery Bay station (58) and the Byron fire station (57) as part of budget constraints and cost savings measures. The District continues to maintain both fire stations.

The District does not currently have a policy on surplus in real property. If the Board wishes to consider the disposition of surplus real property, staff requests that you provide direction on a draft policy for further discussion at the March 4, 2013 Board meeting.

BOARD OF DIRECTORS AGENDA ITEM NO. D-4

Meeting Date: February 4, 2013

Subject/Title: Receive Operational Update for January 2013

Submitted by: Hugh Henderson, Fire Chief

RECOMMENDATION FOR ACTION

Receive operational update for January 2013

PREVIOUS ACTION

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

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

SUBJECT BACKGROUND

The staff report is to give you a summary of the activities throughout the District for the month of January.

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

Calls for service:

In reviewing the calls for service for the month of January, there were a total of 572 calls with an average response time of 7:10 minutes. Comparing this to the month of December, the District ran 542 calls with an average response time of 7:32 minutes. The response times for the first six months of 2012 averaged for the District was 6:24 minutes for 3162 calls.

Looking at the response times for closed stations;

- Station 54-downtown Brentwood, had 115 calls in the month of January with an average response time of 7:38 minutes. In December there were a total of 122 calls with an average response time of 7:57 minutes. For the six the first six months of 2012 there were 675 calls with an average response time of 5.23 minutes.
- Station 95-Bethel Island had 34 calls in the month of December with an average response time of 11:52 minutes. In the month of December there were 32 calls with an average response time of 13:06 minutes. For the first six months of 2012 there were 574 calls with an average response time of 7.01 minutes.

Auto aid:

In the month of January the district received auto aid from Contra Costa County Fire 28 times with them sending 41 units. The District sent auto aid to Contra Costa County Fire 9 times providing them with 9 units. During the month of December, Contra Costa County Fire came into the District 26 times with 38 units and we responded into Contra Costa County Fire 14 times with 16 units. In 2012 the District received auto aid from Contra Costa County Fire 389 times with them sending 518 units. The District sent auto aid to Contra Costa County Fire a total of 167 times and 194 units.



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Start Date: 01/01/2013 End Date: 01/31/2013

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Incident Summary
From 01/01/2013 to 01/31/2013

Dist.	Sta.	Code 3											Code 2				Sub Total	Total																
		EMS	Fire/Haz	Alarm	Other	Sub Total	Avg Proc. Time	Med Proc. Time	90 th Proc. Time	Avg Resp. Time	Med Resp. Time	90 th Resp. Time	EMS	Fire/Haz	Alarm	Other																		
CCE		19	2	1	3	25	01:31	01:05	02:30	07:21	06:59	11:03	3		2	1	6	31																
CCE	51	4			2	6	01:06	01:09	01:28	07:46	06:22	12:01			1		1	7																
CCE	52	96	9	10	3	118	01:05	00:56	01:31	06:49	06:25	10:41	12	6	8	7	33	151																
CCE	53	1	1		1	3	01:28	01:13	02:01	10:53	10:34	11:27		1			1	4																
CCE	54	78	5	4	7	94	01:02	00:53	01:44	07:38	07:24	09:37	7	9	2	3	21	115																
CCE	57	7	2		2	11	01:09	01:04	01:59	08:54	07:19	13:31			1		1	12																
CCE	58	15	2			17	01:04	01:04	01:35	08:51	08:35	10:42	1	2	1		4	21																
CCE	59	10	2	1		13	00:55	00:46	01:43	06:01	05:18	07:58	2	2	1		5	18																
CCE	93	110	12	4	4	130	01:04	00:54	01:43	05:55	05:51	08:19	8	9	13	6	36	166																
CCE	94	7		1	2	10	01:29	00:57	02:29	06:14	06:49	10:54	1	3	1		5	15																
CCE	95	25	2	1	1	29	01:08	01:07	01:49	11:52	12:01	14:31	2	1		2	5	34																
CCE	All	372	37	22	25	456	01:06	00:56	01:49	07:10	06:45	10:50	36	33	30	19	118	574																
CRK		1	1		1	3	02:34	02:29	03:03	16:42	10:32	28:26						3																
CRK	77		1			1	03:43	03:43	03:43	09:28	09:28	09:28						1																
CRK	78	10	3	1		14	01:21	01:12	01:38	06:24	05:58	09:36	2	2		1	5	19																
CRK	All	11	5	1	1	18	01:41	01:19	03:21	08:32	06:54	10:14	2	2		1	5	23																
MOR		3				3	01:04	01:13	01:19	04:03	03:56	04:29	3	1		2	6	9																
MOR	41	48	5	1	1	55	01:05	00:55	01:56	03:47	03:11	06:24	24	5	6	5	40	95																
MOR	42	21	1	1		23	01:11	01:00	01:57	04:22	03:46	06:39	5	2		3	10	33																
MOR	43	23				23	00:58	00:54	01:25	05:11	04:54	07:28	6	4			10	33																
MOR	44	17	1		1	19	00:57	00:56	01:12	05:26	05:13	07:19	4	4	2	1	11	30																
MOR	45	24	6	3	6	39	01:04	01:01	01:46	05:00	04:31	10:10	10	7	5	2	24	63																
MOR	All	136	13	5	8	162	01:04	00:59	01:49	04:33	04:19	07:16	52	23	13	13	101	263																
POE		28	3	2		33	01:13	00:59	01:39	06:38	06:20	08:37	2	4	3	1	10	43																
POE	73	68	2	5	5	80	01:07	00:55	01:55	05:24	04:56	06:45	5	9	4	2	20	100																
POE	74	31	1	1	1	34	01:07	00:58	01:43	06:07	05:43	08:35	2	2	5	1	10	44																
POE	All	127	6	8	6	147	01:09	00:57	01:49	05:51	05:29	07:55	9	15	12	4	40	187																
RDO		5	1			6	01:13	01:08	01:31	05:34	05:07	06:56	1				1	7																
RDO	75	55	7		6	68	01:11	00:56	02:00	07:51	07:43	09:26	5	5	5	2	17	85																
RDO	76	39	2	3	2	46	01:11	01:02	01:54	05:04	05:16	06:39	10	6	4	3	23	69																
RDO	All	99	10	3	8	120	01:11	00:59	01:54	06:37	06:25	08:51	16	11	9	5	41	161																
																	903																305	1208

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Aid Provided (1/1/2013 - 1/31/2013)

- Apparatus
- After Action Review
- Fuel Log
- Bid Assignment
- Fire Trails
- Forms
- Monthly Standby
- NFIRS
- Operations Meeting Minutes
- Programs
- Reports**
- Station Library
- Training
- Wildland Firefighting Program
- Logout

Provider	Jurisdiction								
	CCE	CON	CRK	ECR	MOR	POE	RDO	RMD	SRM
CCE	-	9/9	0/0	0/0	0/0	0/0	0/0	0/0	0/0
CDF	17/17	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
CON	28/41	-	1/1	0/0	9/11	25/30	4/8	74/91	1/1
CRK	0/0	0/0	-	0/0	0/0	2/3	4/5	0/0	0/0
ECR	0/0	6/7	0/0	-	0/0	3/3	0/0	0/0	0/0
MOR	0/0	15/18	0/0	0/0	-	0/0	0/0	0/0	0/0
POE	0/0	7/7	0/0	0/0	0/0	-	21/22	0/0	0/0
RDO	0/0	1/1	0/0	0/0	0/0	9/9	-	0/0	0/0
RMD	0/0	151/163	0/0	0/0	1/1	1/1	0/0	-	0/0
SRM	1/1	0/0	0/0	0/0	0/0	0/0	0/0	0/0	-

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