



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting

Monday April 6, 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 March 2, 2015 Regular Board of Directors Meeting
- C.2** Adopting an Internal Revenue Code Section 125 Cafeteria Plan (Flexible Benefits Plan)
- C.3** Authorization to Accept Real Property Grant Deeds to Acquire Fire Station Properties from the County, Record the Same, and Execute a License to Allow County Access to Telecommunications Equipment

DISCUSSION ITEMS

- D.1** Direction to Fire Chief to Cast Ballots Regarding Proposed Fire Suppression Assessment
- D.2** Receive Update on Current Staff Level
- D.3** Receive Operational Update for March 2015

INFORMATIONAL STAFF REPORTS

1. Receive Update on District Open Houses
2. Receive Update on Mountain House CSD Fire Service Contract

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.

WORKSHOP/TRAINING

1. AB 1234 Ethics Training

ADJOURN TO THE SPECIAL BOARD MEETING SCHEDULED: April 27, 2015

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

POSTING STATEMENT

A copy of this agenda was posted **April 3, 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 writings 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 March 2, 2015 – 6:30 P.M.
Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Greg Cooper	Joel Bryant-President	Randy Pope
Robert Kenny	Ronald Johansen-Vice President	Stephen Smith
Jonathan Michaelson	Cheryl Morgan	Joe Young

CALL TO ORDER: (6:31 P.M.)

PLEDGE OF ALLEGIANCE: (6:31 P.M.)

ROLL CALL: (6:32 P.M.)

Directors Present: Bryant, Cooper, Johansen, Kenny, Michaelson, Morgan, Pope, Smith, Young

Directors Absent:

PUBLIC COMMENTS: (6:32 P.M.)

There were four (4) Public Speakers – Tom Baldocchi, Matt Turturici, John Renner, Mark Myers

CONSENT CALENDAR: (6:38 P.M.)

C.1 Approve Minutes from February 2, 2015 Regular Board of Directors Meeting

Motion by: Director Young to approve Consent Calendar Item C.1

Second by: Director Smith

Vote: Motion carried: 9:0:0

Ayes: Bryant, Cooper, Johansen, Kenny, Michaelson, Morgan, Pope, Smith, Young

Noes:

Abstained:

Absent:

DISCUSSION ITEMS

(6:39 P.M.)

D.1 Consideration of the Engineer's Report for a Proposed Fire Suppression Assessment District and Adoption of Resolutions:

- a) Declaring the intention to establish the assessment district and levy and collect the assessment and preliminarily approve the Engineer's Report in support of the assessment
- b) Providing notice of public hearing and directing the mailing of the assessment ballots; and
- c) Adopting updated procedures governing the completion, return and tabulation of assessment ballots for the proposed assessment in accordance with Proposition 218.

The District's assessment engineer provided a revised page 4-3 of the proposed Engineer's Report.

There were five (5) Public Speakers – Gil Guerrero, Jim Frazier, Tom Baldocci, Kevin Romick, and Mayor Bob Taylor

Motion by: Director Young to Adopt\ Resolutions

a, b, c, including the amended page 4-3 for the Engineer's Report.

Second by: Director Smith

Vote: Motion carried: 9:0:0

Ayes: Bryant, Cooper, Johansen, Kenny, Michaelson, Morgan, Pope, Smith, Young

Noes:

Abstained:

Absent:

(7:37 P.M.)

D.2 Receive Operational Update for February 2015

Chief Henderson gave the Operational Update for February 2015

There were no (0) Public Speakers

INFORMATIONAL STAFF REPORTS: (7:38 P.M.)

Chief Henderson provided information on the District's Open Houses scheduled for March 5, 11 and 14.

DIRECTORS' COMMENTS: (7:38 P.M.)

Director Bryant thanked the Staff and NBS for a job well done on preparing the data for the Engineer's Report

Director Kenny thanked Chief Henderson for being the Grand Marshall for the Boat Parade on April 17, 2015

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (7:39 P.M.)

None

ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: April 6, 2015

Motion by: Director Michaelson to adjourn to the next Regular Board Meeting scheduled on April 6, 2015

Vote: Motion carried: 9:0:0

Ayes: Bryant, Cooper, Johansen, Kenny, Michaelson, Morgan, Pope, Smith, Young

Noes:

Abstained:

Absent:

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

Meeting Date: April 6, 2015

Subject/Title: Adopting an Internal Revenue Code Section 125 Cafeteria Plan (Flexible Benefits Plan)

Submitted by: Hugh Henderson, Fire Chief

RECOMMENDATION FOR ACTION

Adopt an Internal Revenue Code Section 125 Cafeteria Plan (Flexible Benefits Plan).

PREVIOUS ACTIONS

As part of the process for transitioning certain administrative services from Contra Costa County, the District established new health and welfare plans in the District's name.

At the December 1, 2014, Board of Directors meeting, the Board adopted Resolutions 2014-32, 2014-33 and 2014-34 to authorize new District health plan contracts for vision, dental, life and AD&D, and long-term disability insurance benefits.

At the February 2, 2015, Board of Directors meeting, the Board adopted Resolution 2015-02 to confirm the District's participation in CalPERS Health as a contracting agency and to fix the District's contribution rates toward CalPERS Health as required under the District's four MOUs and the employment agreement with the Fire Chief.

SUBJECT BACKGROUND

Under the District's health and welfare benefit plans, depending on an employee's elections, the employee may be required to pay some portion of the cost for coverage. Under the tax laws, without a valid Internal Revenue Code Section 125 cafeteria plan, the employee must pay for his or her share of such costs on an after-tax basis. A cafeteria plan must meet the requirements of Internal Revenue Code Section 125 for employees to obtain the tax advantages that a cafeteria plan provides. The District has not yet adopted a cafeteria plan.

Once adopted, an Internal Revenue Code Section 125 cafeteria plan permits employees to pay for their share of the cost for certain health and welfare benefit premiums (e.g., medical, dental and vision benefits) on a pre-tax basis rather than on an after-tax basis. The plan can also offer "flexible spending accounts" that allow employees to set aside a portion of their salary each year on a pre-tax basis. Those set-aside amounts can then be used to reimburse employees for their eligible out-of-pocket medical expenses and eligible dependent care costs. Paying for benefits on a pre-tax basis generally has the effect of reducing an employee's taxable income for both income and employment tax purposes, which provides a cost-savings for the employee (and also the District in the form of reduced employer-paid employment taxes). Further, the plan can also provide for a choice between taxable compensation and health benefits (i.e., a cash-in-lieu of benefits option) such as that negotiated and approved by the Board for the District's IAFF-represented employees.

To have a valid cafeteria plan, the Board must adopt a plan document that: (1) is in writing, (2) describes all available benefits, (3) contains the rules for participant eligibility, (4) sets forth the procedure for making elections, (5) states how contributions will be made under the plan, and (6) provides the maximum amount of employee elective contributions to the plan. Other statutory requirements also apply.

Due to the potential tax savings involved for both employees and the District, District staff has worked with Keenan and Associates, an insurance broker and benefits consulting firm, to establish a cafeteria plan for the District. Part of this process has been to select a third-party administrator that can provide the District with the required cafeteria plan documents, and also serve as the plan's record

keeper and claims processor for medical care and dependent care flexible spending accounts. Keenan and Associates and the District have selected and recommend American Fidelity Assurance Company as the third-party administrator for the District's cafeteria plan. Keenan and Associates will provide cafeteria plan administrative services through American Fidelity Assurance Company at no additional cost to the District.

Staff requests that the Board adopt the East Contra Costa Fire Protection District Flexible Benefit Plan, an Internal Revenue Code Section 125 cafeteria plan, and grant District staff authority to take all actions necessary to complete implementation of the cafeteria plan. Such actions include delegating authority to the Fire Chief to execute any documents necessary or appropriate for implementing the cafeteria plan, including executing the cafeteria plan documents and further amending the plan from time-to-time as necessary to maintain the plan's compliance with applicable laws. An outline of the key cafeteria plan provisions is set forth below.

Key Provisions of the Cafeteria Plan

Plan Name:	East Contra Costa Fire Protection District Flexible Benefit Plan ("Flexible Benefits Plan")
Effective Date:	April 6, 2015
Plan Year:	January 1 – December 31, except the first year will have a short plan year from April 6, 2015 to December 31, 2015
Employee Eligibility	<ul style="list-style-type: none"> • Length of Service: eligibility begins on the first day of the month following employment • Minimum Hours: 40 hours per week • Minimum Age: 18
Available Benefit Options	<ul style="list-style-type: none"> • CalPERS Medical Plan • Delta Dental Plan • Vision Service Plan • Flexible Spending Account – Dependent Care Assistance Plan (employee contributions permitted up to the statutory annual maximum of \$5,000) • Flexible Spending Account – Medical Expense Reimbursement Plan (employee contributions permitted up to the statutory annual maximum of \$2,550 for 2015) • \$400 cash-in-lieu of CalPERS Medical benefits for IAFF-represented employees only
Maximum Employer Contributions	<p>Monthly District contributions toward the cost of CalPERS Medical, Delta Dental, and Vision Service Plan benefits offered under the Flexible Benefits Plan will not exceed the previously Board-approved District contributions toward those benefits on behalf of eligible District employees.</p> <p>Any medical care flexible spending account or dependent care flexible spending account elected under the cafeteria plan by an employee will be funded solely through voluntary pre-tax payroll deductions from the employee's District compensation.</p>
Recordkeeper and FSA Claims Administrator	American Fidelity Assurance Company

Attachment: Resolution

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

* * *

RESOLUTION NO. 2015-

**ADOPTING AN INTERNAL REVENUE CODE SECTION 125 CAFETERIA PLAN (FLEXIBLE
BENEFITS PLAN)**

WHEREAS, the Board of Directors has determined it to be in the best interests of the East Contra Costa Fire Protection District to adopt a cafeteria plan within the meaning of section 125 of the Internal Revenue Code to (1) provide employees with District contributions that they can use for certain health insurance premiums in accordance with the District's MOUs and applicable employment agreements; (2) provide employees with the ability to pay for their share of the cost of certain health insurance premiums on a pre-tax basis; (3) enable employees to receive pre-tax reimbursements of certain medical and dependent care expenses through flexible spending accounts; and (4) provide a choice for eligible District employees to receive cash-in-lieu of District-provided medical benefits; and

WHEREAS, District staff worked with Keenan and Associates, an insurance broker and benefits consulting firm, to establish an Internal Revenue Code Section 125 Cafeteria Plan for the District; and

WHEREAS, Keenan and Associates and the District have selected and recommend American Fidelity Assurance Company as the third-party administrator for the District's cafeteria plan to provide administrative services to the plan at no cost to the District.

NOW, THEREFORE BE IT RESOLVED that the East Contra Costa Fire Protection District Board of Directors does hereby adopt the East Contra Costa Fire Protection District Flexible Benefit Plan ("Flexible Benefit Plan"), effective April 6, 2015, and does hereby authorize the Fire Chief to take all actions necessary and appropriate to implement the Flexible Benefit Plan with American Fidelity Assurance Company as its third-party administrator, including execution of the plan document that contains the key plan provisions set forth in the staff report presented with this resolution.

BE IT FURTHER RESOLVED, that the Fire Chief is authorized to amend the Flexible Benefit Plan in the future as necessary or desirable to obtain or maintain the plan's compliance with all applicable laws; no amendment, however, will be effective without the Board's approval if the amendment increases the District's costs or adversely affects any participant.

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 April 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Joel Bryant
President, Board of Directors

ATTEST:

Hugh Henderson, Clerk of the Board

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

Meeting Date: April 6, 2015

Subject/Title: Authorization to Accept Real Property Grant Deeds to Acquire Fire Station Properties from the County, Record the Same, and Execute a License to Allow County Access to Telecommunications Equipment

Submitted by: Hugh Henderson, Fire Chief

RECOMMENDATION FOR ACTION

Adopt a resolution authorizing the Fire Chief to accept real property grant deeds from Contra Costa County, consenting to the recordation of same, and authorizing a license agreement to allow the County to enter the properties to operate and maintain county-owned telecommunications equipment.

SUBJECT BACKGROUND

When the Bethel Island, East Diablo and Oakley-Knightsen Fire Districts merged to form the East Contra Costa Fire Protection District in 2002, the related transactions included transfer of title of the merging districts' fire station properties to the County. The County has maintained title to the station properties since that time.

Over the past several years, governance of the East Contra Costa Fire Protection District has transitioned to a separate board and the District has entered into a new agreement with the City of Brentwood (rather than the County) for administrative and financial services. Throughout this time, County and District staff have worked cooperatively to ensure the District has had the functional ability to operate and maintain its fire stations. However, legal title to the fire station properties has never changed. This arrangement unnecessarily complicates management of the properties; for example, property tax and assessment bills are received by the County but paid by the District.

Following legally required notices and processes, the County Board of Supervisors took action on March 3 to authorize the conveyance of five properties to the District:

- 15 "A" Street, Knightsen (Assessor's Parcel No. (APN) 020-072-001; Station 94);
- 3024 First Street, Byron (APN 002-130-130-002; Station 57);
- 3045 Ranch Lane, Bethel Island (APN 031-033-002; Station 95);
- 1535 Discovery Bay Blvd, Discovery Bay (APN 008-200-010; Station 58); and
- A portion of 739 First Street, Brentwood (APN 013-091-001; Station 54); and

The County has provided the District with copies of the grant deeds, which have been reviewed by the District's legal counsel. In order to complete the transaction, as required under Government Code section 27281, the Board must now authorize the Fire Chief to execute the grant deeds and record the conveyance.

In addition, as the County owns the telecommunications (radio) equipment located in the fire stations, the County has requested, and staff recommends, approval of a license agreement to allow the County ongoing access to the transferred properties for equipment operation and maintenance.

District staff anticipates no budget impacts related to the proposed actions as the District has borne responsibility for maintenance of the five subject properties, and payment of associated property taxes, since the District was formed.

Attachment: Resolution

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

* * *

RESOLUTION NO. 2015-___

**AUTHORIZING THE FIRE CHIEF TO ACCEPT REAL PROPERTY GRANT
DEEDS FROM CONTRA COSTA COUNTY, CONSENTING TO THE RECORDATION OF
SAME, AND AUTHORIZING A LICENSE AGREEMENT TO ALLOW THE COUNTY TO
ENTER THE PROPERTIES TO OPERATE AND MAINTAIN COUNTY-OWNED
TELECOMMUNICATIONS EQUIPMENT**

WHEREAS, Section 27281 of the Government Code of the State of California provides that deeds or grants conveying any interest in real estate to a public agency for public purposes shall not be accepted for recordation without the consent of the grantee, evidenced by a resolution of acceptance attached to said deed or grant; and

WHEREAS, said section further provides that an officer or agent of a public agency may, by resolution, be authorized to consent to such deeds or grants; and

WHEREAS, when the Bethel Island, East Diablo and Oakley-Knightsen Fire Districts merged to form the East Contra Costa Fire Protection District in 2002, the related transactions included transfer of title of the merging districts' fire station properties to the County; and

WHEREAS, pursuant to California Government Code section 25365 and action taken by the Contra Costa County Board of Supervisors on March 3, 2015, the County has offered a grant deed to transfer title to the District for the fire stations located at the following locations:

- 15 "A" Street, Knightsen (Assessor's Parcel No. (APN) 020-072-001);
- 3024 First Street, Byron (APN 002-130-130-002);
- 3045 Ranch Lane, Bethel Island (APN 031-033-002);
- 1535 Discovery Bay Blvd, Discovery Bay (APN 008-200-010); and
- A portion of 739 First Street, Brentwood (APN 013-091-001); and

WHEREAS, consistent with the powers granted by California Health and Safety Code section 13861, the District desires to acquire the above-listed properties; and

WHEREAS, the County has requested, and the District agrees to provide, a license to allow the County access to the above-listed properties to operate and maintain County-owned telecommunications equipment in the fire stations located thereon.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the East Contra Costa Fire Protection District as follows:

1. The Fire Chief hereby is authorized and directed to accept, for and on behalf of the District, grant deeds from Contra Costa County in favor of the East Contra Costa Fire Protection District for the properties listed above, and to consent to the recordation of same.

2. The Clerk of the Board is directed to certify to the adoption of this resolution and to attach a copy of such certification to the deeds when presented for recordation.

3. The Fire Chief is authorized to execute a license agreement to allow the County to enter the above-listed properties to operate and maintain County-owned telecommunications equipment in the fire stations located thereon.

4. The Fire Chief is authorized to take such other actions as may be 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 6th day of April, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Joel Bryant
President, Board of Directors

ATTEST:

Hugh Henderson, Clerk of the Board

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

Meeting Date: April 6, 2015

Subject/Title: Direction to Fire District Chief to Cast Ballots Regarding Proposed Fire Suppression Assessment

Submitted by: Hugh Henderson, Fire Chief

RECOMMENDATION FOR ACTION

Adopt a resolution authorizing and directing the Fire Chief of the East Contra Costa County Fire Protection District (District) to vote “YES” on the ballots for the Fire Suppression Assessment on behalf of the District with respect to all District-owned property.

PREVIOUS ACTION

On August 4, 2014, by Resolution 2014-20, the Board of Directors approved moving forward with a benefit assessment for fire suppression. The ballots were mailed to property owners on August 22, 2014.

On September 2, 2014, upon discovering that the data used for the engineer’s report was incomplete, the Board of Directors canceled the balloting process and directed staff to develop a plan for obtaining additional data and reissuing an engineer’s report and ballots for an updated fire suppression benefit assessment.

On November 3, 2014, the Board of Directors directed staff and the District’s Assessment Engineer, NBS, to implement the plan for obtaining additional data and reissuing the engineer’s report.

On March 2, 2015, the Board of Directors conducted a regularly noticed public hearing and, after considering public comment, approved an Engineer’s Report (the “Report”) prepared by NBS and unanimously adopted the following resolutions:

- Resolution 2015-03 declaring intention to establish the Assessment District, levy assessments, and preliminarily approving the Engineer’s Report;
- Resolution 2015-04 providing notice of a public hearing and directing the mailing of the assessment ballots on the matter of authorizing the levy of annual assessments on properties within the district; and
- Resolution 2015-05 adopting updated procedures for completion, return and tabulation of assessment ballots in accordance with Proposition 218.

SUBJECT BACKGROUND

As directed by the Board on November 3, 2014, NBS, the Assessment Engineer for this project, prepared an Engineer's Report to initiate the proceedings for the proposed formation of a new assessment that would fund the costs of providing enhanced fire protection and suppression services within the District. The Engineer's Report details the enhanced services to be funded by the assessments, the benefits from the proposed assessments, the method of assessment, an estimate of cost and budget for the assessments, and the apportionment of proposed assessments to benefitted property in the Assessment District.

The Engineer's Report describes a baseline level of services that will exist in the District, absent a new revenue source and the associated enhanced fire protection and suppression services to be funded by the proposed assessments. In summary, the District is currently maintaining an unsustainable level of fire protection and emergency response services by using up its reserve funds. Absent a new assessment or alternative revenue source for the District, the Fire Chief has recommended that significant additional cuts to current fire protection and emergency response services will be needed to bring operational costs in line with current revenues. This would materially reduce the level of service in East County, could cause response times for fires and other emergencies to double and could result in times when no fire or emergency medical responses can be provided.

The proposed assessments would tangibly and directly benefit property in the Assessment District by providing for materially enhanced services over and above the baseline level of service summarized above. If approved by property owners, the proposed Assessments would provide sufficient funding to prevent the permanent closure of up to 2 additional fire stations, increase firefighting staffing to approximately 45 positions from approximately 27 positions under the baseline level of services, provide 3 firefighters per engine 24 hours a day, seven days a week at five District stations plus 1 Cal-Fire station, fund a portion of the EBRCSA emergency response system, and make needed repairs and upgrades to fire equipment and facilities.

The District owns property within the proposed Assessment District and, like all of the property owners who are eligible to vote on the Assessment District, the District is entitled to cast votes on the proposed Assessment District relative to parcels owned by the District pursuant to Article XIII D, section 4 of the California Constitution.

Staff recommends that the Board authorize and direct the Fire Chief to vote "Yes" on the Fire Suppression Assessment on behalf of the District.

Attachment: Resolution

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

* * *

RESOLUTION 2015-__

**AUTHORIZING AND DIRECTING THE FIRE CHIEF TO VOTE “YES” ON THE FIRE
SUPPRESSION ASSESSMENT ON BEHALF OF THE DISTRICT**

WHEREAS, the East Contra Costa Fire Protection District (District) is responsible for providing fire suppression, fire protection, fire prevention, emergency response and emergency services, basic hazardous materials response, and other services relating to the protection of lives and property; and

WHEREAS, the District was formed in September 2002 by combining the three small fire districts of Bethel Island, East Diablo, and Oakley; and

WHEREAS, the District has initiated proceedings for the formation of a fire suppression assessment district pursuant to Government Code sections 50078-50078.20 to provide improved fire suppression services for all the properties within the boundaries of the District; and

WHEREAS, Proposition 218 was adopted on November 6, 1996, adding Articles XIIC and XIID to the California Constitution; and

WHEREAS, Articles XIIC and XIID of the California Constitution and implementing statutes impose certain procedural and substantive requirements relating to assessments; and

WHEREAS, an Engineer’s Report (the “Report”) has been prepared by NBS (the “Assessment Engineer”) and submitted to the District Board of Directors (the “Board”), in which a new assessment is proposed to fund the cost of providing enhanced fire suppression services within the District boundaries, which proposed assessment will be described as the “East County Emergency Fire Response and Prevention Assessment” (hereinafter the “Assessment District”) of the District; and

WHEREAS, the District Board carefully examined and reviewed the Report, including each and all of the budget items and documents as set forth therein, and determined that the proposed assessments have been spread in accordance with the benefit each parcel receives from the enhanced services and equipment, as set forth in said Report; and

WHEREAS, the District conducted a regularly noticed public hearing on March 2, 2015, and, after considering public comment, resolved to adopt the Report, declare the District’s intention to establish the Assessment District; provide notice of a public hearing and direct the mailing of assessment ballots; and adopt updated procedures for the completion, return and tabulation of assessment ballots in accordance with Proposition 218; and

WHEREAS, the ballots for the proposed Assessment District were mailed out on March 13, 2015; and

WHEREAS, the District is the owner of real property within the limits of the proposed Assessment District and, like all of the property owners who are eligible to vote on the Assessment District, the District is entitled to cast its votes on the proposed Assessment District relative to and any parcels owned by the District; and

WHEREAS, with the conviction that approval of the Assessment District by the effected property owners is critical to the District's ability to provide an appropriate level of fire protection services, the Board of Directors of the District desires to authorize the Fire Chief to vote "YES" on the ballots for the Assessment District on behalf of the District with respect to all District property.

NOW, THEREFORE, BE IT RESOLVED that the East Contra Costa Fire Protection Board of Directors hereby authorizes and directs the Fire Chief to vote "YES" on any and all ballots for the Assessment District on behalf of the District with respect to all District property.

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 April, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Joel Bryant
President, Board of Directors

ATTEST:

Hugh Henderson
Clerk of the Board

BOARD OF DIRECTORS AGENDA ITEM NO. D-2

Meeting Date: April 6, 2015

Subject/Title: Receive Update on Personnel and Staffing

Submitted by: Hugh Henderson, Fire Chief

RECOMMENDATION FOR ACTION

Receive update on current number of personnel and staffing levels.

SUBJECT BACKGROUND

The District is currently budgeted for 39 operational personnel, which are comprised of 3 Battalion Chiefs and 36 Station Suppression Personnel. As of April 1, our staffing level is 3 Battalion Chiefs and 31 station suppression personnel. We currently have 5 open firefighter positions. In addition 4 firefighters are off on injury leave putting us down 9 positions on top of normal use of vacation and sick leave.

The District is currently using overtime both voluntary and mandatory to maintain the four station model. In the month of March there were over 100 overtime shifts which consisted of approximately 90% voluntary and 10% mandatory holds. Station 94 was down staffed for two 24 hour shifts due to lack of staffing.

Labor-Management meetings have taken place over the last couple weeks to work on contingency planning for short and midterm pending the results of the fire suppression assessment on April 27.

During the month of April there may be times of additional down staffing of station 94.

Staff will be prepared to bring the contingency plan before the Board at its May 4 meeting.

BOARD OF DIRECTORS AGENDA ITEM NO. D-3

Meeting Date: April 6, 2015

Subject/Title: Receive Operational Update March 2015

Submitted by: Hugh Henderson, Fire Chief

RECOMMENDATION FOR ACTION

Receive operational update March 2015

SUBJECT BACKGROUND

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

Calls for service:

There were a total of 576 service calls in the month of March, with an average response time of 7:45 minutes. In the month of February the District ran 537 calls with an average response time of 7:32 minutes. In the calendar year of 2014, the District ran 6550 calls for service with an average response time of 7:21.

Station	Community	Calls in First Due	Percentage of calls	Times rolled out/wheels turned	Percentage of wheels turned
52	Brentwood	196	34.03%	262	36.49%
54	Brentwood	108	18.75%		
59	Discovery Bay/Byron	67	11.63%	83	11.56%
93	Oakley	132	22.92%	184	25.63%
94	Knightsen	18	3.13%	109	15.18%
95	Bethel Island	30	5.21%		
Cal Fire	Marsh Creek/ Morgan territory	25	4.34%	37	5.15%
Auto aid			0.00%	43	5.99%
Totals		576	100.00%	718	100.00%

Looking at the response times by stations:

- **Station 52- John Muir Parkway, Brentwood**, had 196 calls in the month of March with an average response time of 7:03 minutes. In February there were a total of 145 calls with an average response time of 6:21 minutes. In the calendar year of 2014 the station ran 1923 calls for service with an average response time of 6:19.
- **Station 54-Downtown Brentwood**, (closed January 1, 2015) had 108 calls in the area of this closed station in the month of March with an average response time of 6:57 minutes. In February there were a total of 105 calls with an average response time of 7:08 minutes. In the calendar year of 2014 the station ran 1285 calls for service with an average response time of 6:35.
- **Station 59-1685 Bixler Rd, Discovery Bay**, had 67 calls in the month of March with an average response time of 8:58 minutes. In February there were a total of 69 calls with an average response time of 9:42 minutes. In the calendar year of 2014 the station ran 819 calls for service with an average response time of 9:08.
- **Station 93 530 O'Hara Ave, Oakley**, had 132 calls in the month of March with an average response time of 7:05 minutes. In February there were a total of 170 calls with an average response time of 6:55 minutes. In the calendar year of 2014 the station ran 1841 calls for service with an average response time of 6:56.
- **Station 94-15 A St, Knightsen**, had 18 calls in the month of March with an average response time of 8:42 minutes. In February there were a total of 12 calls with an average response time of 8:19 minutes. In the calendar year of 2014 the station ran 166 calls for service with an average response time of 9:31.
- **Station 95- 3045 Ranch Ln, Bethel Island** (closed 7-1-2012), had 30 calls in the area of this closed station in the month of March with an average response time of 12:50 minutes. In the month February of there were 25 calls with an average response time of 14:10 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.
- **Cal-Fire Station 16-Marsh Creek/Morgan Territory** had 25 calls in the month of March with an average response time of 11:04 minutes. In February there were a total of 11 calls with an average response time of 9:09 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 March, the District received auto aid from Contra Costa County Fire 36 times, with them sending 43 engines. The District sent auto aid to Contra Costa County Fire 19 times providing them with 20 engines. During the month of February, Contra Costa County Fire came into the District 19 times with 20 engines and we responded into Contra Costa County Fire 10 times with 10 engines. 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.

Operational Personnel:

The District is currently budgeted for 39 operational personnel, which are comprised of 3 Battalion Chiefs and 36 Station Suppression Personnel. As of April 1, our staffing level is 3 Battalion Chiefs and 31 station suppression personnel. We currently have 5 open firefighter positions.