



## Meeting Minutes

# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

Board of Directors

DIANE BURGIS, CHAIR

JOHN GIOIA

CANDACE ANDERSEN

KEN CARLSON, VICE CHAIR

SHANELLE SCALES-PRESTON

LEWIS BROSCHARD, FIRE CHIEF, (925)

941-3300

MONICA NINO, COUNTY ADMINISTRATOR

AND CLERK OF THE BOARD OF

SUPERVISORS, (925) 655-2075

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**Tuesday, January 20, 2026**

**1:00 PM Administration Building 1025 Escobar Street,**

**Martinez |**

**<https://cccounty-us.zoom.us/j/81863939331> |**

**Call in: 1 855-758-1310**

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1:00 P.M. Convene and call to order

**Present**

Director John Gioia, Director Candace Andersen, Director Diane Burgis, Director Ken Carlson, and Director Shanelle Scales-Preston

**1. CONSIDER CONSENT ITEMS (Items listed as C.1 through C.10 on the following agenda)**  
– Items are subject to removal from Consent Calendar by request of any Director. Items removed from the Consent Calendar will be considered with the Discussion Items.

**Motion:**

Scales-Preston

**Second:**

Andersen

**Aye:**

Director Scales-Preston, Director Burgis, Director Carlson, Director Andersen, and Director Gioia

**Result:**

Passed

**2. DISCUSSION ITEMS**

**D.1. CONSIDER** accepting a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives. (Lewis Broschard, Fire Chief)

**[26-214](#)**

**Attachments:**

[Fire Chief Report - January 20, 2026](#)

[Hospital Transfer of Care Times \(APOT\) Charts January - December 2025](#)

**This Discussion Item was approved.**

**Motion:** Carlson  
**Second:** Burgis

D.2 PUBLIC COMMENT (2 Minutes)

**There were no requests to speak at public comment.**

**3. CONSENT ITEMS**

CONSIDER CONSENT ITEMS

**A motion was made to approve the Consent Agenda. The motion carried by the following vote:**

**Aye:** Director Gioia, Director Andersen, Director Burgis, Director Carlson, and Director Scales-Preston

**Result:** Passed

**C.1.** ADOPT Resolution No. 2026-01 recognizing Deputy Fire Chief Brian Helmick on his retirement from the Contra Costa County Fire Protection District.

**FPD-RES  
2026-01**

**C.2.** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order amendment with CDW Government Inc., to increase the payment limit by \$550,000 to a new payment limit of \$1,325,000, and extend the term through November 30, 2028, for the purchase of additional computer equipment. (100% CCCFPD General Operating Fund)

**26-216**

**approved**

**C.3.** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with Smartsheet, Inc., in an amount not to exceed \$175,000 for project management software, for the period January 20, 2026 through January 19, 2029. (100% CCCFPD General Operating Fund)

**26-217**

**approved**

**C.4.** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with Bluebeam, Inc. in an amount not to exceed \$50,000 for the purchase of construction blueprint software for the initial period of January 19, 2026 through January 18, 2027, and automatic annual renewals thereafter. (100% CCCFPD General Operating Fund)

**26-218**

**approved**

**C.5.** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with Vector Solutions, in an amount not to exceed \$55,000, to provide training software for the Fire District for the period March 1, 2026 through February 28, 2027. (100% CCCFPD General Operating Fund)

**26-219**

**approved**

**C.6.** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a

**26-220**

Participating Addendum with SeaWestern Enterprises, Inc. in an amount not to exceed \$200,000 for the procurement of two Cold Cut Cobra cutting and extinguishment systems, for fire suppression . (100% CCCFPD General Operating Fund)

**approved**

**C.7.** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with Vision33, Inc. to increase the payment limit by \$200,000 to a new payment limit of \$1,025,000, and extend the term through March 31, 2027, for continued software support for the Fire Prevention Bureau. (100% CCCFPD General Fund)

[26-221](#)

**approved**

**C.8.** ACCEPT the 2025 Annual Report of the Advisory Fire Commission, as recommended by the Fire Chief. (No fiscal impact)

[26-222](#)

**Attachments:** [AFC 2025 ANNUAL REPORT](#)

**approved**

**C.9.** ACCEPT a report on the receipt and disbursement of development impact fees, collected on behalf of the Contra Costa County Fire Protection District to address capital needs necessitated by growth, for the fiscal year ending June 30, 2025. (No fiscal impact)

[26-223](#)

**Attachments:** [CCCFPD Annual DIF Report FY 2025](#)

**approved**

**C.10** DECLARE as surplus, and AUTHORIZE the Fire Chief, or designee, to

- donate twelve X3 Self-Contained Breathing Apparatus units, including associated components, to the Crockett-Carquinez Fire Protection District, at no cost, in accordance with applicable County policies governing the disposition of surplus equipment. (No fiscal impact)

[26-224](#)

**approved**

#### ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, February 9, 2026, at 7:00 p.m. at their Administrative Office, 4005 Port Chicago Highway, Suite 250, Concord, CA 94520.

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.

## GENERAL INFORMATION

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Directors less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board before the Board votes on the motion to adopt. Each member of the public will be allowed two minutes to comment on the entire consent agenda.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for public testimony. Each speaker during public testimony will be limited to two minutes. After public testimony, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Directors, 1025 Escobar Street, First Floor, Martinez, CA 94553 or to [clerkoftheboard@cob.cccounty.us](mailto:clerkoftheboard@cob.cccounty.us).

Time limits for public speakers may be adjusted at the discretion of the Chair.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 655-2000.

Anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda may contact the Office of the County Administrator or Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California.

Subscribe to receive to the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 655-2000 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed: <https://contra-costa.legistar.com/Calendar.aspx>

## DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Pursuant to Government Code section 84308 (the Levine Act), members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (except for contracts exempt from the Levine Act under Government Code section 84308(a)), franchises, discretionary land use permits and other entitlements, if the Board member received, within the previous 12 months, more than \$500 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item. Members of the Board of Supervisors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$500 to a Board member within the previous 12 months are required to disclose that fact for the official record of the

subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member, and may be made either in writing to the Clerk of the Board of Supervisors before the subject hearing or by verbal disclosure at the time of the hearing.

#### Glossary of Acronyms, Abbreviations, and other Terms

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. For a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings, please visit <https://www.contracosta.ca.gov/8464/Glossary-of-Agenda-Acronyms>.