

CONTRA COSTA COUNTY

Administration Building | 1025 Escobar St., Martinez, CA



AGENDA

Tuesday, January 20, 2026

1:00 PM

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*

The public may attend the Board meeting in person and remotely via call-in or Zoom. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov. Meetings of the Board are closed-captioned in real time. For real time translation of the Board of Supervisors meeting, please go to the Wordly website: <https://attend.wordly.ai/join/UPPW-1508>.

Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing 1 855-758-1310. A caller should indicate they wish to speak on an agenda item by pushing "#2" on their phone. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: <https://cccounty-us.zoom.us/j/81863939331>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the Board will continue the meeting in person without remote access.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at www.contracosta.ca.gov.

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

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.**
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](#)
 - D.2 PUBLIC COMMENT (2 Minutes)
3. **CONSENT ITEMS**
 - 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](#)

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- 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](#)
- 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](#)
- 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](#)
- 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](#)
- C.6.** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a 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) [26-220](#)
- 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](#)
- 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](#)
- 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](#)
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C.10. DECLARE as surplus, and AUTHORIZE the Fire Chief, or designee, to donate [26-224](#) 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)

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.

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>.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-214

Agenda Date: 1/20/2026

Agenda #: D.1.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Fire Chief's Report - December 9, 2025

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT a report from the Fire Chief providing a status summary for ongoing Fire District activities and initiatives.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

At the request of the Contra Costa County Fire Protection District Board of Directors, the Fire Chief is providing a report on the status and progress of the various District activities and initiatives.

CONSEQUENCE OF NEGATIVE ACTION:

The Board would not receive the most up-to-date information regarding ongoing Fire District activities and initiatives.



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

January 20, 2026

TO: Board of Directors

FROM: Lewis Broschard, Fire Chief

RE: Fire Chief's Report

Operations Section Update

- Electric Vehicle (EV) Fires. With the increase in EV fires occurring throughout the District, we evaluated specialized tools to assist us in enhancing our operational equipment to improve firefighter safety and emergency response capabilities. The consistent challenge our firefighters face with EV fires is the inability to penetrate the sealed battery enclosure to extinguish the fire.

Two Cold Cut Cobra systems are planned for purchase with a total cost of \$200,000 and will be used as a specialized EV and lithium-ion battery fire suppression tool. It penetrates sealed battery enclosures and delivers high-pressure water mist combined with an abrasive aggregate directly to overheated or burning battery cells, enabling firefighters to interrupt thermal runaway, reduce reignition risk, and limit hazardous vapor release. This capability is essential for safely managing EV fires, battery energy storage system incidents, and other high-energy lithium-ion hazards that conventional hose streams cannot effectively control.



Emergency Medical Services (EMS) Division

- Ambulance Transport System Performance in 2025. The emergency ambulance transport program performed at a 94.7% compliance rate for response time performance across all geographic zones and all call priority types for 2025. The total number of transports increased by a little more than 1% for a total of 85,680 transports in 2025.
- Nurse Navigation We expanded the type and quantity of calls where this program will engage in an effort to continue our effort to decompress the emergency ambulance transport demand. We will continue to evaluate the effectiveness of the program with the expanded scope of calls.
- Ambulance Patient Offload Times (APOT) APOT appears to be trending down when looking at the previous 12 months. In early November, EMS Division staff participated in a weeklong improvement event, called a Kaizen, at John Muir Walnut Creek focused on reducing APOT in the Walnut Creek Emergency Department (ED). These efforts have resulted in significant reductions of ED offload times. The offload time improvement is illustrated in the APOT report that is attached. Overall, APOT in the county appears to be improving and we are thankful to each receiving facility for the effort they are taking to recognize and mitigate the impacts contributing to patient offload times. EMS Division staff have scheduled ongoing collaboration meetings with John Muir Health every two weeks moving forward.
- Emergency Ambulance Contract Extension The two year contract extension with Contra Costa County and all other ambulance transport-related contracts and agreements with vendors were extended in the November and December board actions. These agreements were extended through December 31, 2027.

Training & Safety

- Academy 62. Academy 62 with 15 lateral firefighters commenced on January 5th. The 15 firefighters are intended to provide replacements for current and anticipated vacancies due to retirements upcoming in March, 2026.
- Annual Training Hours. The District logged just under 110,000 hours of fire based training for the year. This is in addition to EMS training for our field personnel.
- NERIS (National Emergency Response Information System) Implementation. The Training & Safety Division has been focused on the NERIS roll out. Significant effort was made to ensure the system was workable and the division delivered 15 training sessions to personnel. The District is online and compliant with the new national reporting standard.

Community Risk Reduction Section

Fire Prevention Bureau

- State Mandated Inspections. The Code Enforcement Unit ended 2025 by completing 100% of the State Mandated Inspections just before the holidays. The statistics and required SB 1205 report will be submitted to the board next month for approval.
- Code Adoptions. January 1, 2026 was the start date for the 2025 California Fire Code and 2025 California Wildland Urban Interface Code. After the board approved the two ordinances with local amendments, the Fire Marshal and Deputy Fire Marshal attended local city council meetings to assist in the adoption process and answer any questions from the public, elected officials and city staff.
- Wildfire Mitigation Work continues in the off-season with Crew 12, Civicorps and our contractor, Powers Forestry. Phase II of the Windy Flats mitigation in San Pablo started on Monday January 11. In order to reduce the overgrown vegetation on this project, approximately 40 unhoused people were relocated. This project could not have occurred without the collaboration from County Health, CORE, H3, City of San Pablo, the Fire District, San Pablo Police Department, Cal Trans, and San Pablo Public Works. This work should dramatically reduce the fire hazard that has existed in this location for the last several years, with multiple wildland fires occurring each year.

Legislation & Grants

- SB 828. Deputy Fire Marshal Aubert provided testimony in support of SB 828 on January 13 before the Senate Governmental Organizations Committee and on January 14 before the Senate Local Government Committee, on behalf of the District and the California Fire Chiefs Association. SB 828 strengthens California's fireworks licensing and storage laws by closing regulatory gaps that have allowed unsafe operations to go undetected.
- Zone 0 and Home Hardening Regulations. (no significant update) The State Board of Forestry continues to hold committee meetings on this subject, with the next committee meeting scheduled for April, 2026.

Administration Section Update

Support Services Division

- **Assistant Fire Chief Appointment.** Battalion Chief Sam Nichols was appointed to the Assistant Fire Chief position leading the Support Services Division. Chief Nichols has demonstrated his leadership in a variety of Operations and Training positions. He has jumped in with both feet and his sharp attention to detail, analytical mindset, and servant leadership perspective will serve him well in his new role.
- **New Fire Equipment Mechanic.** We are excited to welcome Timothy Tomas, who has joined the District as an Equipment Mechanic to support the Shop's work on our light fleet vehicles. His primary responsibilities include the "upfitting" installation of Code 3 lights and sirens on District vehicles.
- **Fire Station 86 Storm Drain Repair.** The storm drain system at Fire Station 86 in BayPoint sustained significant damage due to a fire in the underground pipe over the summer. The District replaced the damaged piping, ensuring the storm drain system will function properly this winter.
- **New Wildland Engines.** Two new Type 6 engines were placed into service in December. One was assigned to Station 73 (E-673) in Pinole, which allowed the District to strategically move a Type 3 engine to Station 74 (E-374) in Pinole. The second Type 6 engine was placed in service at Station 92 (E-692) in Brentwood. These additions have significantly increased the capacity and versatility of our wildland apparatus fleet, enhancing our response capabilities during fire season.
- **Personal Protective Equipment (PPE).** The District is currently concluding its 2025 annual PPE inspection program, a mandatory safety program for all personnel issued protective gear. Since beginning in July 2025, the District has successfully processed 793 sets of PPE, which include the systematic inspection and rotation of both primary and secondary sets for each firefighter. The PPE undergoes advanced cleaning and repairs as needed by a verified Independent Service Provider (ISP) compliant with NFPA 1851 standards to ensure safety. We are on track to complete the final rotations and will initiate the 2026 inspection cycle this coming July.
- **New Dual Use PPE.** In addition to our structural firefighting PPE maintenance, the District is finalizing the rollout of our new VersaPro Plus dual-certified PPE. These specialized garments are dual-certified to NFPA 1951 (Technical Rescue) and NFPA 1977 (Wildland Firefighting) standards. This lightweight, breathable gear is designed for technical rescues, motor vehicle accidents, and medical incidents, helping us reduce heat stress and limit personnel exposure to contaminants often found on structural turnout gear.

Communications Division

- **Computer Aided Dispatch (CAD) Rebuild.** The CAD rebuild continues to progress and is tentatively set for implementation early April 2026 after completion of the new 911 communications center and data/server room projects.

- County HazMat Move. The District and our IT consultant continue to assist County Hazmat with their early move to 4005 Port Chicago Highway, Concord, and the pending July 1, 2026 transition into the Fire District.

New Fire Stations / Major Facilities Construction

- Fire Station 90 (Brentwood) The fire station's architectural team is working with the County's architectural team on the youth center. Together, the site plan is coming into alignment with how the two projects fit together. CEQA studies are underway for areas including noise, traffic, air quality, and cultural resources. District Staff will present the Fire Station project to the community and the City Council in an informational item on January 13th, 2025.
- Fire Station 9 (Pacheco) The District received seven responses to the Request for Qualifications for a Design-Build Entity for Fire Station 9 in Pacheco. The responses are currently under review and the top three teams will advance to the Request for Proposals phase. CEQA studies continue. Once the CEQA studies are complete, the project application will be completed and filed with County Planning. Design work on the temporary Fire Station 9 at Buchanan Field will begin this month.
- Contra Costa County Regional Fire Communication Center (CCRFCC) (Pleasant Hill) The communications center remodel continues to progress with some significant milestones over the last few weeks. All electrical switch gear has been installed and PG&E primary power is now present in the building. Finish work throughout the building continues and is approximately 95% complete. The data center/server room is almost complete. After final completion of the data center/server room, the District and our IT consultant will begin installation of all the equipment and servers in the IT racks. There are still numerous major milestones to accomplish prior to opening the new center. The latest projected date to occupy the center is mid to late March 2026.
- Fire Station 94 (Downtown Brentwood) Construction remains in progress. The building is "vertical" with the steel beams affixed to the footings. Much of the underground utility work is complete. With vertical construction bow in progress, the building will begin to take shape in the coming months.

Public Information Office

- This year the Fire District embarked on a new program to collect toys for families in need. Through the generosity of the community, more than 1,500 toys were donated at fire stations throughout the District. This year, Contra Costa Fire hosted toy drive events at Fire Station 10 in Concord, Fire Station 82 in Antioch, Fire Station 92 in Brentwood, and Fire Station 76 in Hercules. These events also welcomed community members to meet Santa and our firefighters.

The toy drives were organized by Firefighter Rene Arevalo, in partnership with Local 1230, and with support from Fire Prevention Specialist Julie Ormerod. The Fire District partnered with the Brentwood Regional Community Chest, Antioch Police Department, and with Contra Costa County Child Support Services to distribute the donated toys within the County.

- Fire Station 95, which included Captain Michael Dunham, Engineer Jared Gavard, and Firefighters Scott Barger and Caden Jones, also participated in two long-standing holiday events, the Bethel Island Children's Support Christmas Party, which saw more than 300 people and Bethel Island's Annual Santa's Stack Toy and Food Delivery, where firefighters personally delivered gifts and meals alongside other community volunteers.

Rodeo-Hercules FPD (RHFPD) Annexation

- The District continues to work with the City of Hercules on transfer of ownership of Fire Station 76, including potential lot line adjustments.

Contra Costa County Hazardous Materials Programs Transition

- Drafts of job descriptions were completed and submitted to County HR and Labor Relations for review for the positions that will be transferred and transitioned to new Fire District positions represented by IAFF Local 1230.
- Draft Cal EPA application information is being reviewed by County Counsel.
- Planning meetings with staff from the District and County HazMat were increased to weekly effective with the new year to keep pace with the upcoming transition date of July 1, 2026.
- District staff are working with County Health Haz-Mat to support their early move to 4005 Port Chicago Highway in Concord. The group will be located on the first floor of the Fire District Administration building in early February.

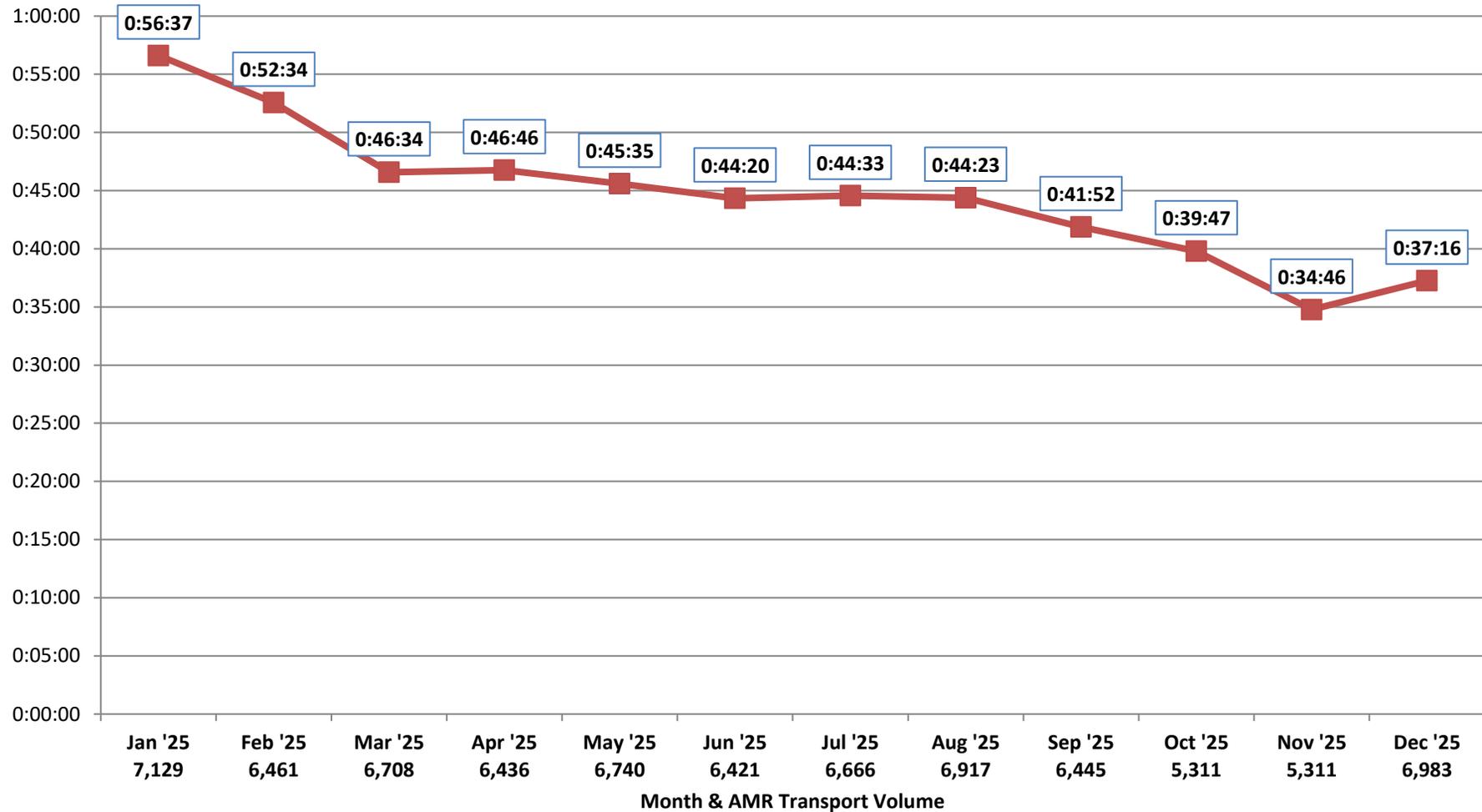


Patient Transfer of Care Times by Facility 90th PERCENTILE OF ALL FACILITIES

January 2025 - December 2025

78,779 Transports (6,565 per Month)

Source: AMR MEDS (ePCR Database)



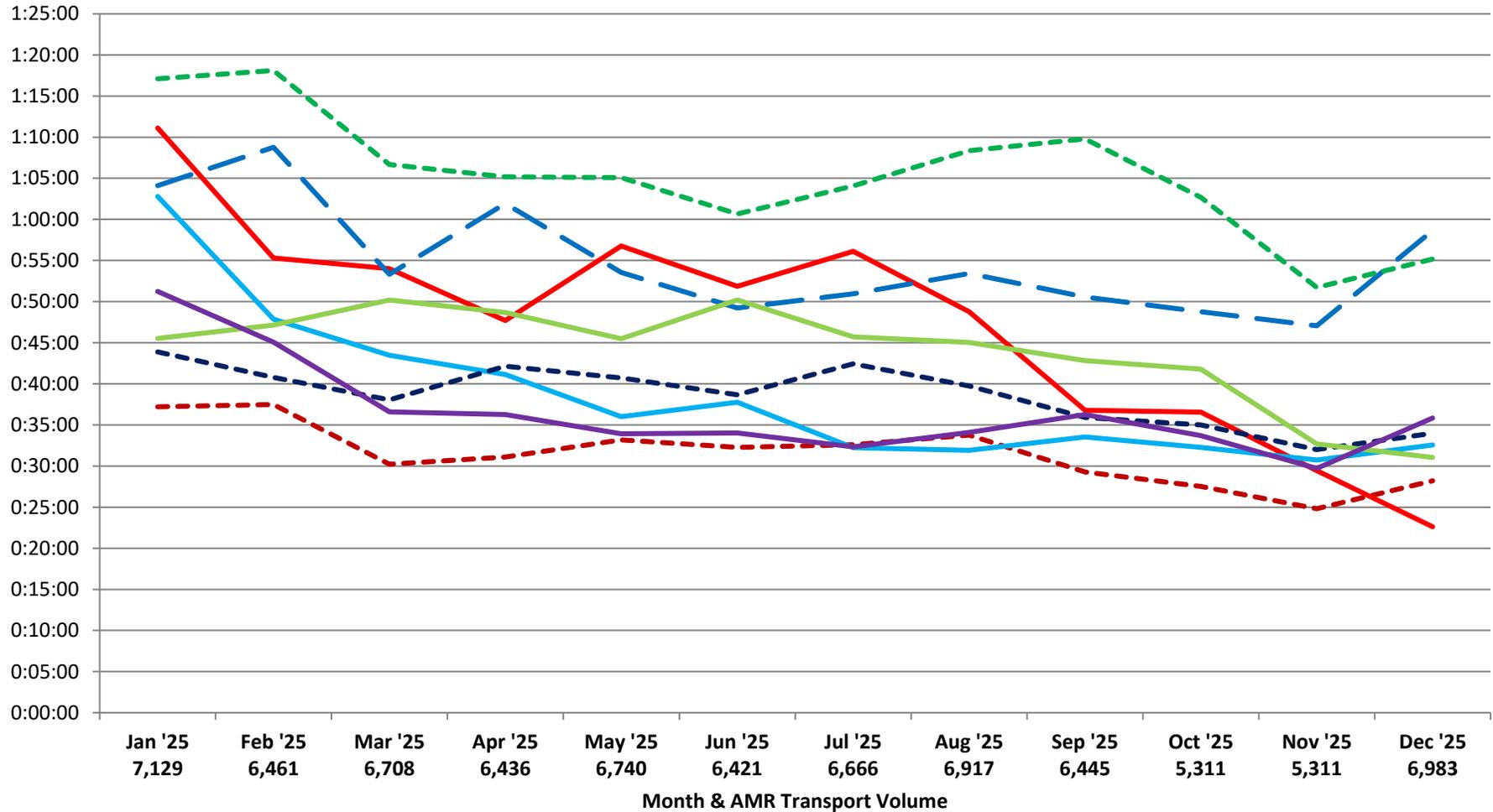


Patient Transfer of Care Times by Facility (90th Percentile)

January 2025 - December 2025

Source: AMR MEDS (ePCR Database)

- - - John Muir - Concord
- John Muir - Walnut Creek
- Kaiser Hospital - Antioch
- Kaiser Hospital - Richmond
- - - Kaiser Hospital - Walnut Creek
- Contra Costa Regional Medical Center
- Sutter Delta Medical Center
- - - PES - Contra Costa Regional Medical Center





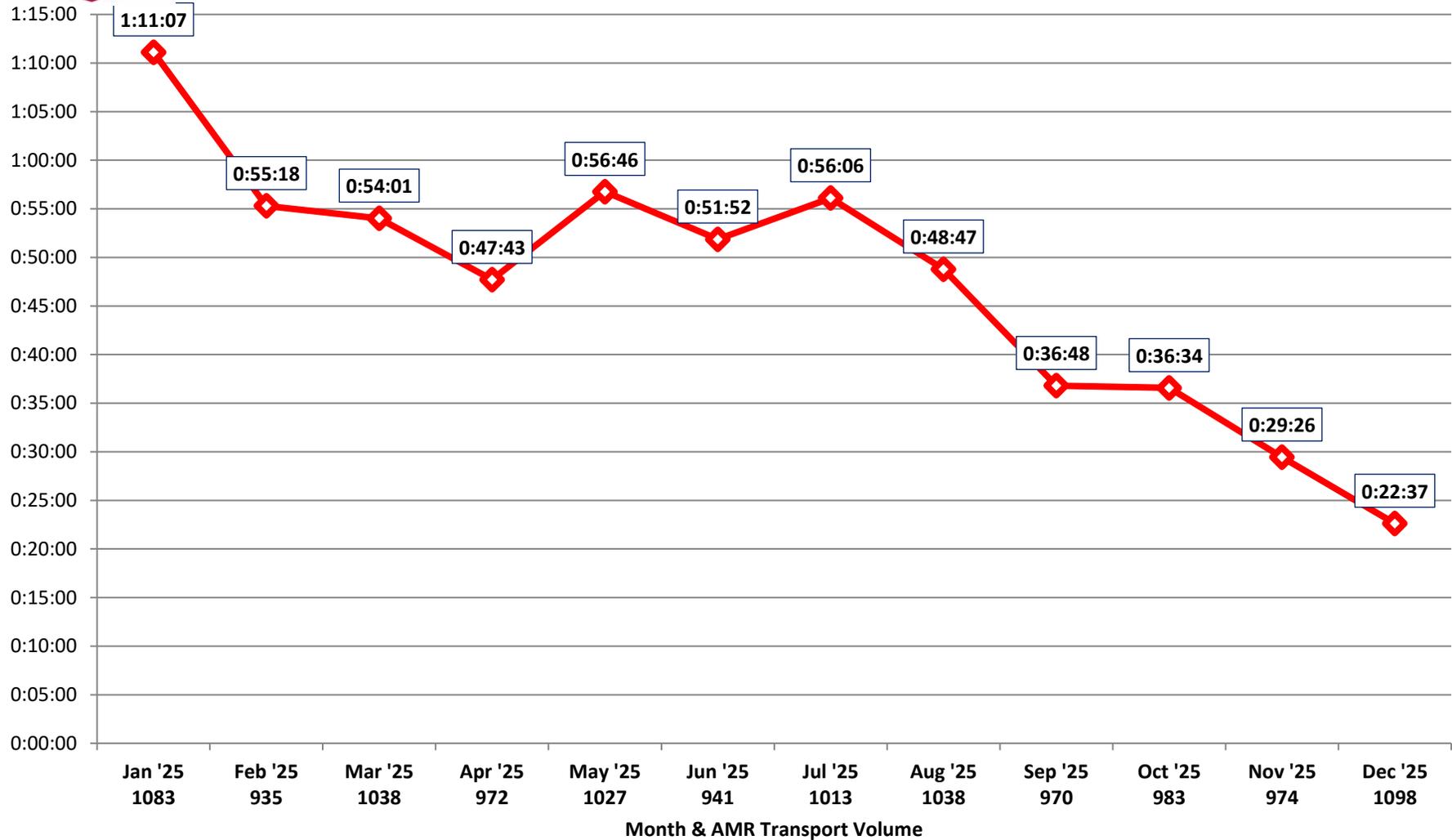
Patient Transfer of Care Times by Facility (90th Percentile)

John Muir - Walnut Creek

January 2025 - December 2025

12,072 Total Transports (1006 per Month)

Source: AMR MEDS (ePCR Database)





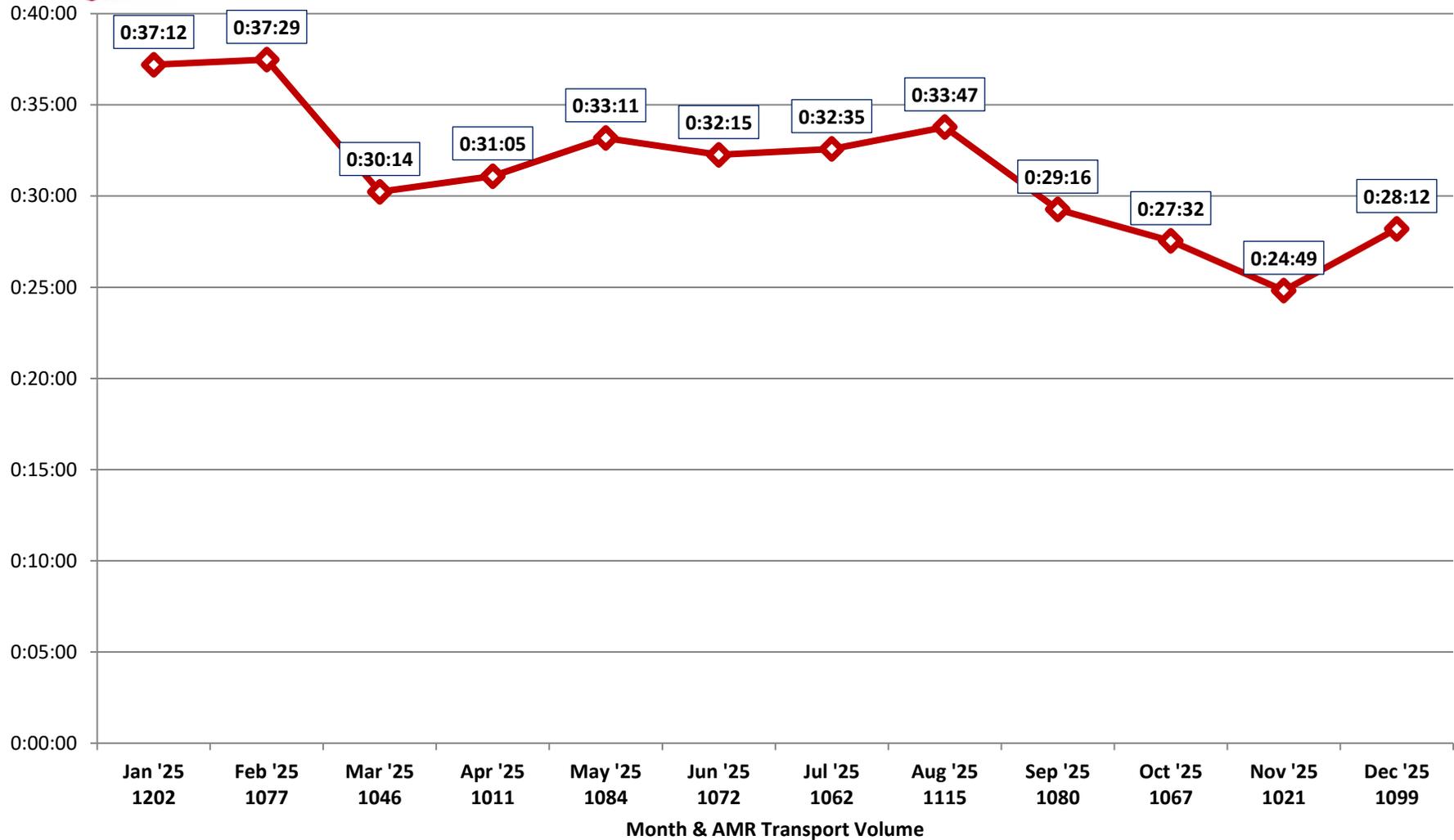
Patient Transfer of Care Times by Facility (90th Percentile)

John Muir - Concord

January 2025 - December 2025

12,936 Total Transports (1078 per Month)

Source: AMR MEDS (ePCR Database)





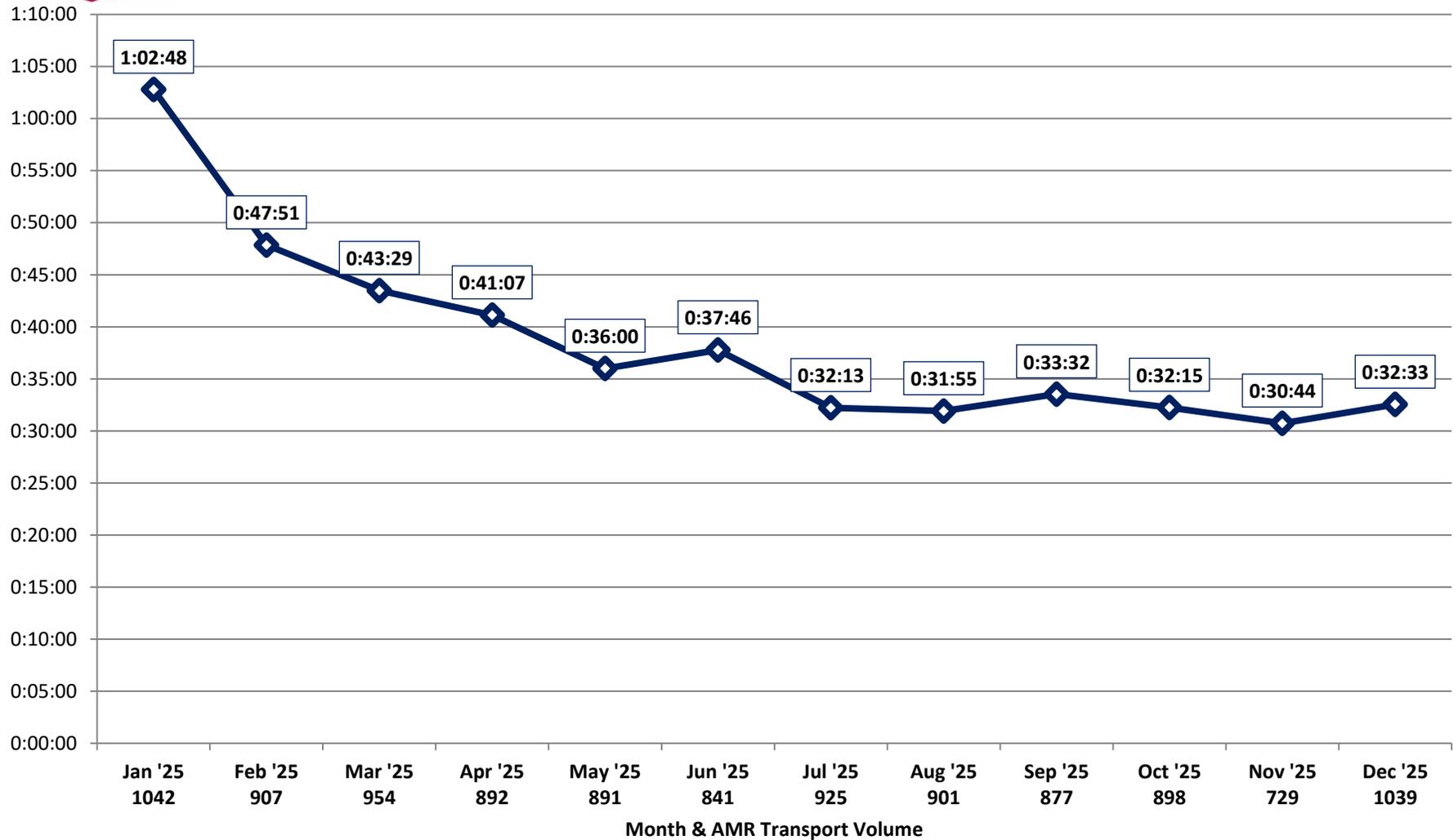
Patient Transfer of Care Times by Facility (90th Percentile)

Kaiser - Antioch

January 2025 - December 2025

10,896 Total Transports (908 per Month)

Source: AMR MEDS (ePCR Database)





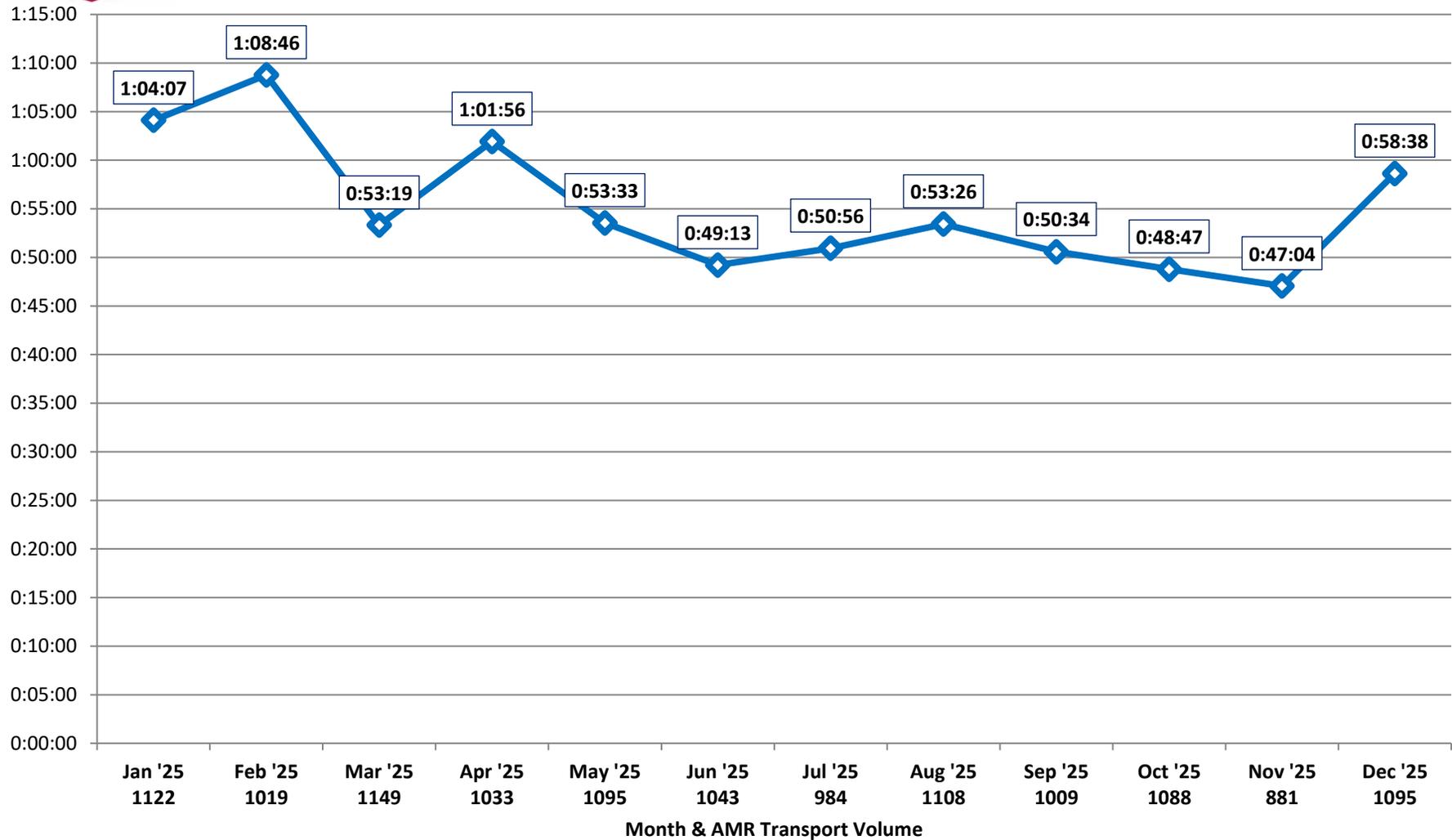
Patient Transfer of Care Times by Facility (90th Percentile)

Kaiser - Richmond

January 2025 - December 2025

12,626 Total Transports (1,052 per Month)

Source: AMR MEDS (ePCR Database)





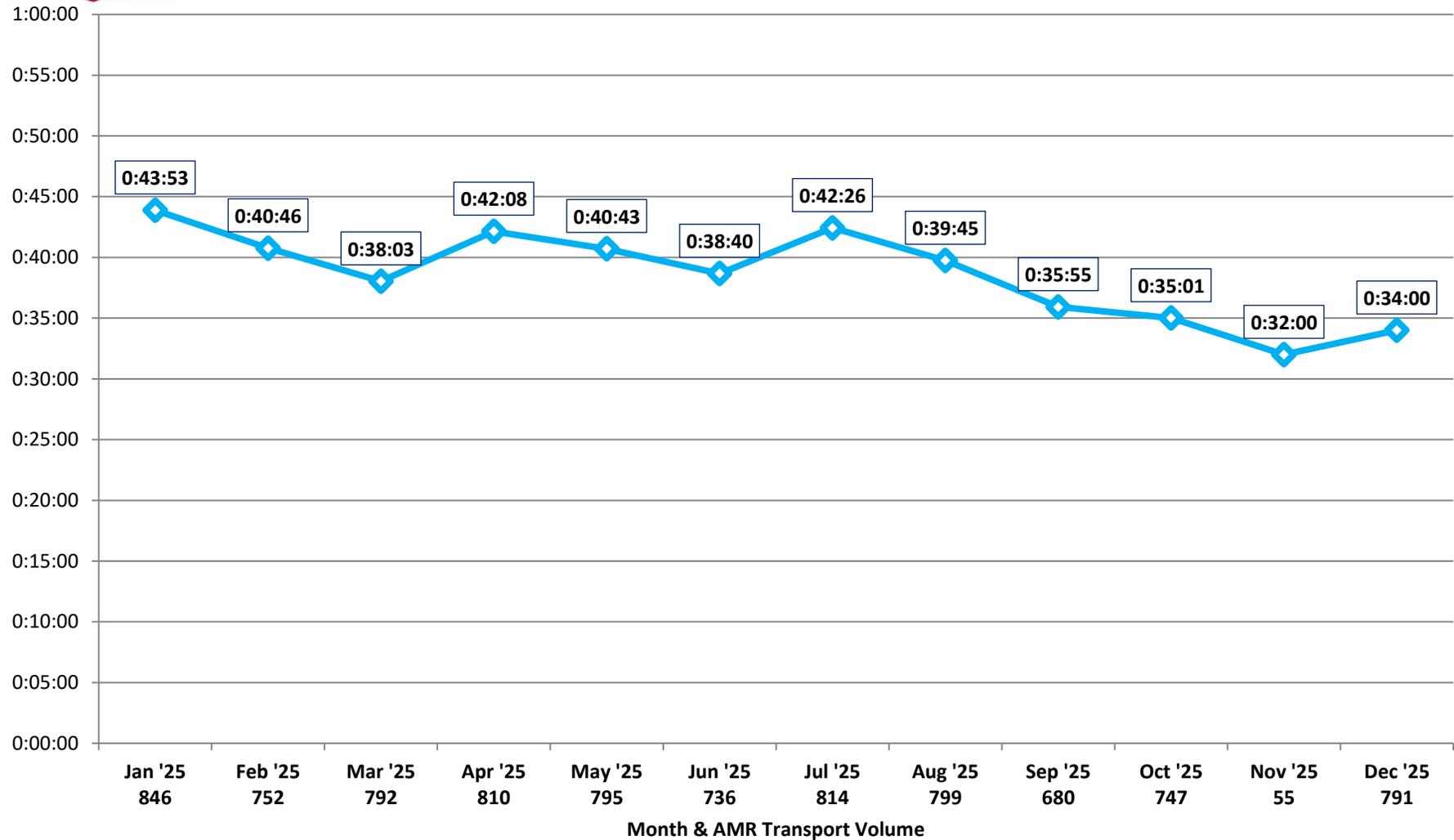
Patient Transfer of Care Times by Facility (90th Percentile)

Kaiser - Walnut Creek

January 2025 - December 2025

8,617 Total Transports (718 per Month)

Source: AMR MEDS (ePCR Database)





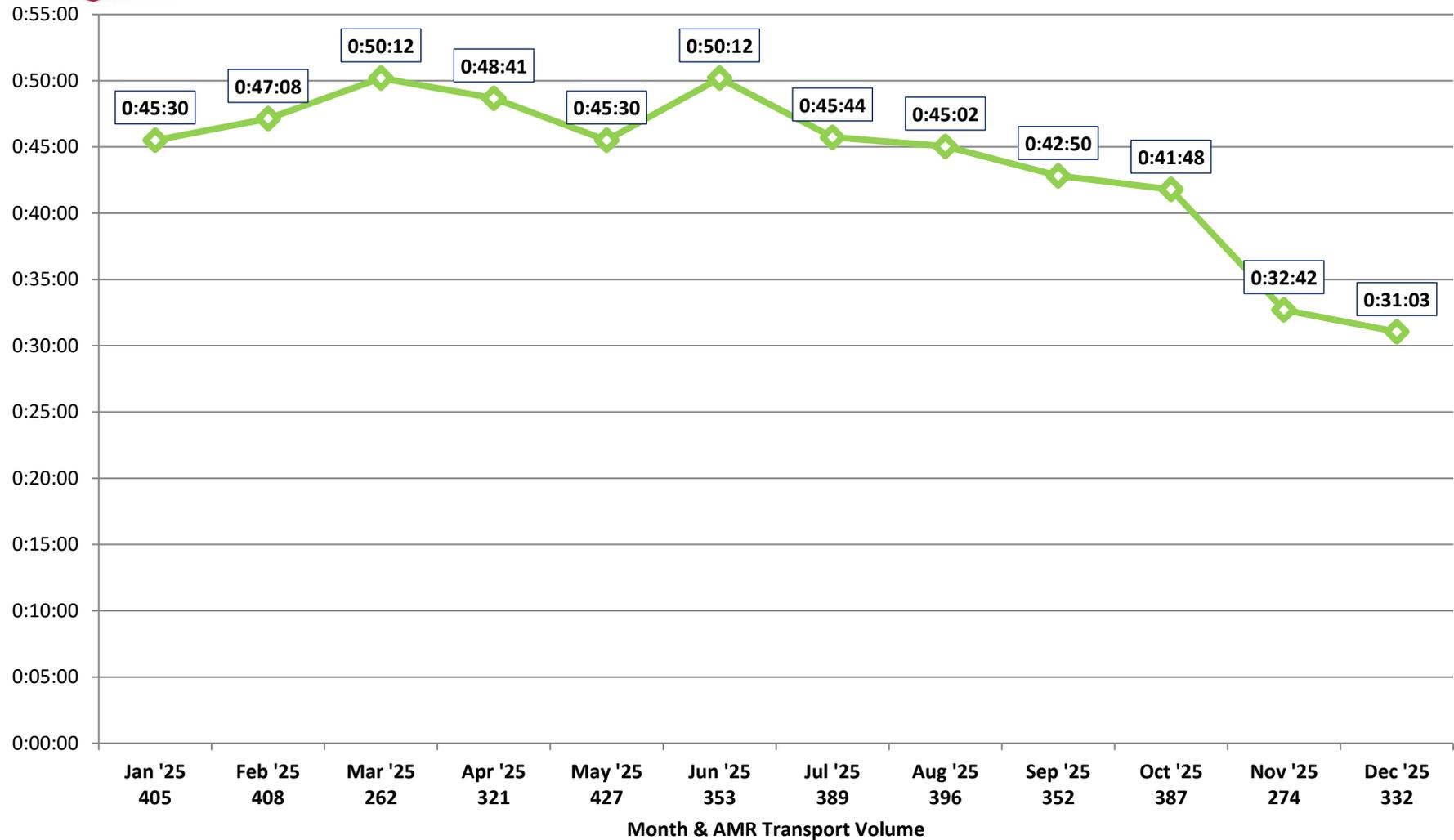
Patient Transfer of Care Times by Facility (90th Percentile)

Contra Costa Regional Medical Center

January 2025 - December 2025

4,306 Total Transports (359 per Month)

Source: AMR MEDS (ePCR Database)





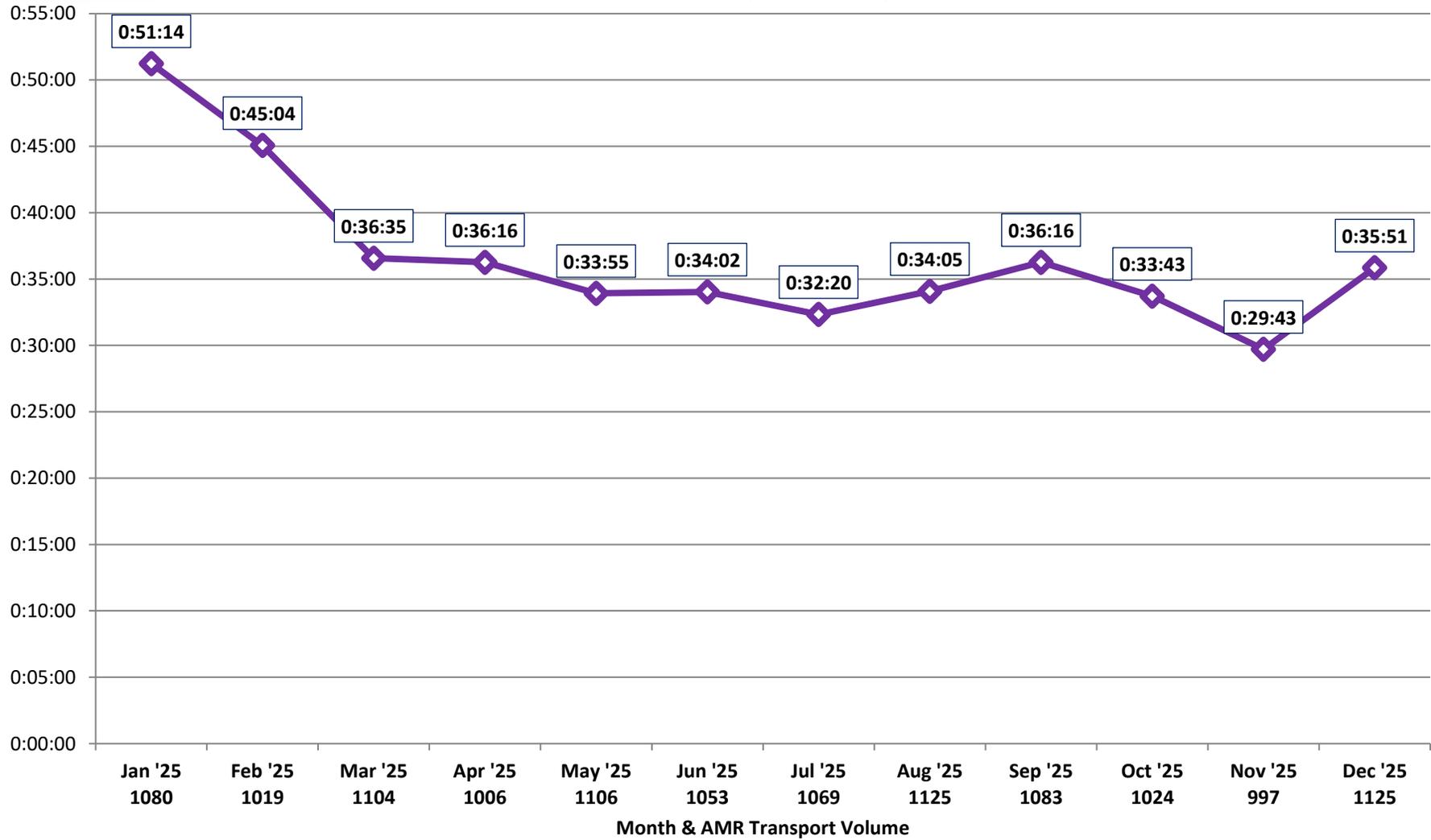
Patient Transfer of Care Times by Facility (90th Percentile)

Sutter Delta Medical Center

January 2025 - December 2025

12,791 Total Transports (1066 per Month)

Source: AMR MEDS (ePCR Database)





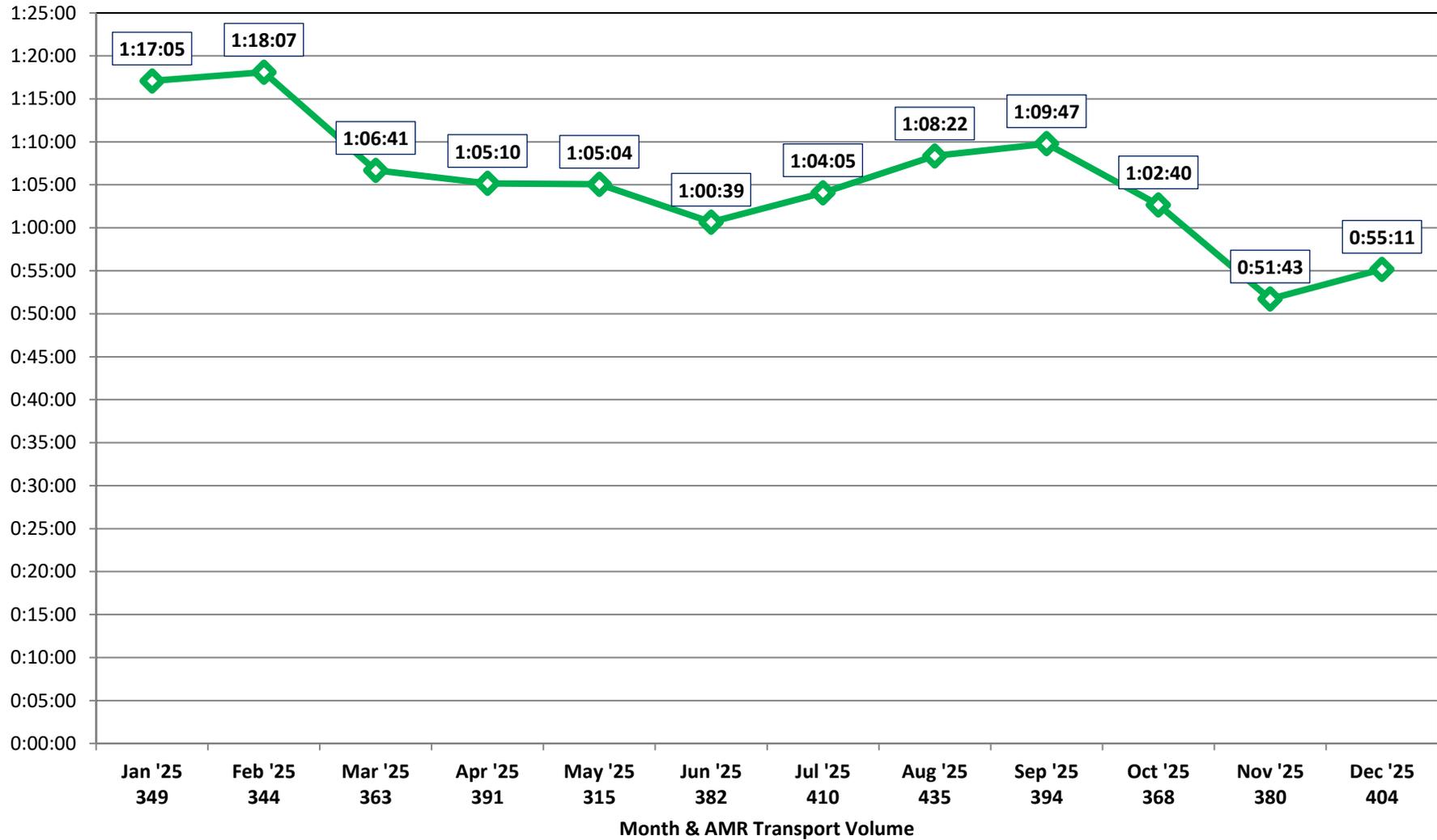
Patient Transfer of Care Times by Facility (90th Percentile)

CCRMC - PES

January 2025 - December 2025

4,535 Total Transports (378 per Month)

Source: AMR MEDS (ePCR Database)





CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: FPD-RES 2026-01

Agenda Date: 1/20/2026

Agenda #: C.1.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Resolution recognizing Deputy Fire Chief Brian Helmick on his retirement from the Contra Costa County Fire Protection District

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ADOPT resolution recognizing Deputy Fire Chief Brian Helmick on his retirement from the Contra Costa County Fire Protection District

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

See Resolution.

CONSEQUENCE OF NEGATIVE ACTION:

The Board of Supervisors of Contra Costa County, California

WHEREAS, Chief Helmick has served the residents of Contra Costa County since 1995 working his way through the ranks of the fire service from his beginnings as a volunteer firefighter with the Moraga-Orinda Fire Protection District and then the Oakley Fire Protection District, before being hired as a full-time firefighter with the East Contra Costa Fire Protection District in 2002 and ultimately becoming the Fire Chief of that agency in 2017; and

WHEREAS, Chief Helmick led the East Contra Costa Fire Protection District through fiscal and resource deployment challenges to improve the delivery of fire, rescue, and emergency medical services in east county in collaboration with labor partners, city and county leadership; and

WHEREAS, Chief Helmick was instrumental in working to accomplish the annexation of the East Contra Costa Fire Protection District into the Contra Costa County Fire Protection District in 2022, and joined that organization as a Deputy Fire Chief responsible for advanced planning, fire prevention, and health and wellness programs; and

WHEREAS, Chief Helmick played a pivotal role on the team that successfully integrated the Pinole Fire Department into Contra Costa County Fire in 2023; and

WHEREAS, Chief Helmick has consistently supported the health and welfare of our firefighters since his founding of the Contra Costa County Peer Support, Critical Incident Stress Management Team, and Chaplaincy programs through the County Fire Chiefs Association to his leadership in establishing the many defined health and wellness initiatives for the members of Contra Costa County Fire; and

WHEREAS, Chief Helmick has helped to shape the future of the fire service in California through his participation as Zone 3 Director and then Legislative Director for the Fire District Association of California, and for his committee work at the California Fire Chief's Association;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County, acting as the Directors of the Contra Costa County Fire Protection District, does hereby honor Deputy Fire Chief Brian Helmick for his dedication and leadership to the Fire District, its members, and the communities it protects.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-216

Agenda Date: 1/20/2026

Agenda #: C.2.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Blanket Purchase Order for CDW-G

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Fire Chief, to execute 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 computer equipment.

FISCAL IMPACT:

Budgeted. 100% CCCFPD General Operating Fund.

BACKGROUND:

Within the last four years, the District has experienced significant growth, due to the annexation of the former East Contra Costa Fire Protection District, the contract with the City of Pinole, the addition of the Rodeo-Hercules departments and the forthcoming addition of the county Hazmat teams. These major organizational changes and the introduction of the County's new finance system, Workday; have increased the need to procure computer equipment that will enhance operational efficiency and effectiveness within the District through an agreement with an Information Technology distributor.

The Fire District utilizes computer equipment such as tablets, laptops, desktop computers and the accompanying accessories in all of its operations from fire stations to administration. The District uses iPads on every apparatus to track and improve response time efficiency. The Fire Prevention Bureau uses tablets to provide real time billing and permit information to customers while at inspection sites.

In December 2023, the Board approved a purchase order for the Fire District with CDW Government Inc. for an amount of \$275,000. In February 2025, the District requested to add funds to a total of \$775,000 and extend the term date of the original purchase order and is now asking for an additional \$550,000, and to extend the term through November 30, 2028 to better equip the growing organization with replacement computer equipment.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Fire District would not be able to procure the necessary equipment within the desired timeframe which would affect operational efficiency.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-217

Agenda Date: 1/20/2026

Agenda #: C.3.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Blanket Purchase Order with Smartsheet Inc.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

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.

FISCAL IMPACT:

Budgeted. 100% CCCFPD General Operating Fund.

BACKGROUND:

Smartsheet serves as the enterprise project management solution for the Fire District's Project Managers. This cloud-based platform empowers Fire District staff to efficiently manage and automate workflows, collaborate on projects, and monitor tasks in real-time. By integrating spreadsheet functionality with robust project management and collaboration tools, Smartsheet offers a versatile solution suitable for various teams and initiatives.

Key Benefits of Using Smartsheet:

1. **User-Friendly Interface:** Smartsheet features an intuitive design that resembles a spreadsheet, allowing staff to quickly familiarize themselves with the platform without extensive training.
2. **Enhanced Collaboration:** The platform facilitates real-time collaboration, document sharing, and internal communication, fostering improved teamwork among staff.
3. **Comprehensive Project Management:** Smartsheet provides essential tools for task management, project timelines, resource allocation, and progress tracking, ensuring teams remain organized and on schedule.
4. **Automation Capabilities:** With features such as alerts, reminders, and automated workflows, Smartsheet streamlines repetitive tasks, enhancing overall efficiency.
5. **Customizable Solutions:** Users can adapt sheets, reports, and dashboards to fit their specific workflows and project requirements, making it a flexible tool for diverse projects.
6. **Visibility and Reporting:** Smartsheet delivers valuable insights into project status, performance metrics, and key milestones through interactive dashboards and reports, enabling informed decision making and effective project oversight.

Overall, Smartsheet is a flexible and scalable tool that significantly improves collaboration, efficiency, and project management capabilities for Fire District staff.

Additionally, it is important to note that Smartsheet's User Agreement includes an indemnification provision from the County to Smartsheet, along with a limitation of liability that restricts Smartsheet's liability to the fees paid by the District for services rendered in the twelve months prior to any liability. This purchase is being justified as a sole source acquisition.

In October 2024, the Board approved a purchase order for the Fire District with Smartsheet Inc. for an amount of \$76,000. The District is now requesting to add funds and extend the term date of the original purchase order to better equip the growing organization project management software products throughout the year.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase is not approved, Fire District staff will not have a project management tool, which could result in inefficiencies, communication gaps, reduced productivity, and increased project risks.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-218

Agenda Date: 1/20/2026

Agenda #: C.4.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Bluebeam, Inc. Purchase Order

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent or designee, on behalf of the Fire Chief, to execute a purchase order with Bluebeam, Inc. in an amount not to exceed \$50,000 for the purchase of construction blueprint software for an initial one year term beginning January 19, 2026, and for automatic annual renewal terms thereafter in accordance with Bluebeam's General Terms and Conditions until terminated by either party.

FISCAL IMPACT:

Budgeted. 100% CCCFPD General Operating Fund. The current annual cost of this software is \$5,000, and the automatic annual renewals are expected to remain flat initially. However, to account for potential inflation over time, the payment limit amount will cover several renewal years, as well as, year-over-year increases each not to exceed 5%.

BACKGROUND:

Contra Costa County Fire Protection District (CCCFPD) is currently utilizing a records management system, AMANDA, that provides the ability to upload construction blueprints online to the Bluebeam drawings software. Bluebeam is moving to a new version of this software making it necessary to upgrade to the new software version. This will allow CCCFPD the continued use of the Bluebeam web portal to review and edit blueprints submitted by the public electronically.

The uninterrupted use of Bluebeam's Studio Prime software and its software maintenance services is integral to allow CCCFPD the ability to continue to effectively review and edit customers' construction blueprints.

This agreement includes limitation of liability and indemnification for the County to hold Bluebeam, Inc. harmless from any claims arising out of the performance under this agreement.

CONSEQUENCE OF NEGATIVE ACTION:

If this subscription, and its terms and conditions, are not approved, the existing licenses are set to expire. If new licenses are not purchased, CCCFPD will no longer be able to access Bluebeam's blueprint software and lose the ability to efficiently review and edit client's construction blueprints. This will cause delays in delivering

service to clients as these blueprints will need to be reviewed and edited by hand.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-219

Agenda Date: 1/20/2026

Agenda #: C.5.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Contract with Vector Solutions for Training Software

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

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 of March 1, 2026 through February 28, 2027.

FISCAL IMPACT:

Budgeted. 100% CCCFPD General Operating Fund.

BACKGROUND:

The Fire District's Training Division currently utilizes Vector LMS, Target Solutions Edition, a training management software developed by Vector Solutions, to organize and manage training for district employees. It is used for task book management and logging training hours via a convenient, mobile-optimized, modern online platform that facilitates mandatory OSHA/NFPA/County training and tracks all regulatory training requirements.

With fire departments nationwide facing ongoing recruitment and retention challenges, agencies are adapting to meet the expectations of a new generation of firefighters, who, having grown up with technology integrated into every aspect of life, expects intuitive, mobile-friendly platforms. Vector Solutions provides an efficient, user-friendly interface that enhances accessibility, compliance, and overall training effectiveness.

This agreement includes limitation of liability and indemnification language.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this agreement would prevent the Fire District from fully leveraging this essential software to enhance and support vital employee training.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-220

Agenda Date: 1/20/2026

Agenda #: C.6.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Approval of a Participating Addendum with Sea-Western Enterprises, Inc. for the Purchase of Two (2) Cold Cut Cobra Systems Utilizing Sourcewell Contract No. 020124

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a Participating Addendum with SeaWestern Enterprises, Inc., in an amount not to exceed \$200,000 for the procurement of two (2) Cold Cut Cobra cutting and extinguishment systems, fire suppression tools, through Sourcewell Contract No. 020124.

FISCAL IMPACT:

Budgeted. 100% CCCFPD General Operating Fund.

BACKGROUND:

The Contra Costa County Fire Protection District continuously evaluates and enhances its operational equipment to improve firefighter safety and emergency response capabilities. The Fire District has experienced multiple electric vehicle fires, and consistently, the challenge is to penetrate the sealed battery enclosure to extinguish the fire.

The Cold Cut Cobra system will be used as a specialized electric-vehicle (EV) and lithium-ion battery fire suppression tool. It penetrates sealed battery enclosures and delivers high-pressure water mist combined with an abrasive aggregate directly to overheated or burning battery cells, enabling firefighters to interrupt thermal runaway, reduce reignition risk, and limit hazardous vapor release. This capability is essential for safely managing EV fires, battery energy storage system incidents, and other high-energy lithium-ion hazards that conventional hose streams cannot effectively control.

The proposed purchase aligns with the District's ongoing efforts to modernize equipment, adopt proven firefighting technologies, and implement best practices in emergency response. Procuring the system through a competitively awarded cooperative purchasing contract enables the District to obtain this capability efficiently while ensuring fiscal responsibility.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the District will lack the safe and effective capability to mitigate electric-vehicle and lithium-ion battery fires. Fire crews will be forced to rely on conventional hose streams that cannot penetrate sealed battery enclosures, increasing the risk of prolonged thermal runaway, firefighter exposure to toxic and flammable gases, repeated re-ignitions, extended road closures, and greater damage to surrounding property and infrastructure.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-221

Agenda Date: 1/20/2026

Agenda #: C.7.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Vision33, Inc. Software Contract Amendment

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

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 Contra Costa County Fire Prevention District's Fire Prevention Bureau.

FISCAL IMPACT:

This is 100% budgeted by the CCCFPD General Operating Fund. The Contra Costa County Fire Prevention District's Fire Prevention Bureau charges fees for fire inspections, plan review services and permits for regulated operations. The records management system cost is considered when calculating the fire prevention fees so they reflect the actual costs of providing services.

BACKGROUND:

The Contra Costa County Fire Protection District (District) conducts fire inspections, plan review services, and issues permits for regulated activities in accordance with the California Fire Code. These activities include any operation or business, or installation or modification to systems and equipment that are regulated by the California Fire Code.

The District uses a records management system to track inspection, plan review and permit data, and to support an online payment portal for these services.

The Contra Costa County Fire Protection District Board of Directors authorized the District to execute a contract with Vision33 Inc. on March 10, 2020 to implement, host, and support the software. On March 7, 2023, an amendment was approved to increase the contract limit to \$825,000 and extend the term through March 31, 2025. This amendment will increase the payment limit to \$1,025,000 and allow the District to continue to receive hosting and support services through March 31, 2027.

CONSEQUENCE OF NEGATIVE ACTION:

If this Agreement is not approved the District will no longer benefit from hosting and services provided by the Vision33, Inc.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-222

Agenda Date: 1/20/2026

Agenda #: C.8.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Advisory Fire Commission 2025 Annual Report to the Board of Directors

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT the 2025 Annual Report of the Advisory Fire Commission.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

At the request of the Contra Costa County Fire Protection District Board of Directors, the Fire Chief is submitting the 2025 Annual Report of the Advisory Fire Commission.

CONSEQUENCE OF NEGATIVE ACTION:

The Board will not be aware of the 2025 activities of the Advisory Fire Commission.

2025 ANNUAL REPORT



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT ADVISORY FIRE COMMISSION

Randall J. Henderson, District I / Vice Chair (September – December)
Matthew Guichard, District II
Susanna Thompson, District III / Vice Chair (January – August) / Chair (September – December)
Don Mayo, District IV
Richard S. Nakano, District V
Mike Egan, At Large #1
Brian J. Oftedal, At Large #2 / Chair (January – August)
Mark DeMarce, At Large Alternate #1
Mario DiPrisco, At Large Alternate #2
Emily Cooper, Staff

2025 ANNUAL REPORT

Contra Costa County Fire Protection District Advisory Fire Commission

Meetings: Bi-monthly meetings were held: February, April, June, August, October and December. Special meetings were held: July and September.

Location/Time: All 7 p.m. meetings were hybrid for the public and in-person for Commissioners and staff.

Chair: Brian J. Oftedal (January – August)
Susanna Thompson (September – December)

Staff: Emily Cooper

Reporting Period: January through December 2025

I. ACTIVITIES

- Conducted regular business of the Commission
- Attended Board of Supervisors Meetings
- Attended Contra Costa County Fire Protection District Board of Directors meetings
- Attended Fire Academy Graduation Ceremony
- Attended the Annexation Ceremony of the Rodeo-Hercules Fire Protection District
- Attended Station 94, Downtown Brentwood Groundbreaking Ceremony
- Attended the Annual Fallen Firefighter and 9/11 Memorial Service
- Attended the Fire District Open House
- Attended various city council, town hall, and other fire board meetings

II. ACCOMPLISHMENTS

- Conducted public hearings to resolve public complaints regarding weed abatement charges
- Approved adjustments to weed abatement charges
- Exercised oversight of the approval process for the disposal of surplus property

III. ATTENDANCE/REPRESENTATION

- Vacancies: At Large Alternate #3 was vacant from January through December.
- Diversity: Commission consists of a variety of retired and active business professionals/owners, including a Former Firefighter; an Attorney; a Business Owner; an International Fire Protection Consultant; a Former Banker/VP,

former Civil Grand Jury Foreperson; a retired Security Advisor; Fire Captain/Paramedic; Retired Patient Care Practitioner and Retired Investment Manager, City Council Member.

- Level of Participation:

Meeting Attendance	
Henderson	7 of 8
Guichard	8 of 8
Thompson	8 of 8
Mayo	5 of 8
Nakano	8 of 8
Egan	7 of 8
Oftedal	4 of 8
DeMarce	8 of 8
DiPrisco	6 of 8

- Quorum Frequency: No meetings cancelled due to lack of a quorum.

IV. TRAINING/CERTIFICATION

- All Commissioners are current on Implicit Bias Training, Brown Act Training, and Ethics Training.

V. PROPOSED WORK PLAN/OBJECTIVES FOR NEXT YEAR

- Contribute to the development of a weed abatement appeal process.
- Attend meetings relative to fire service issues.
- Provide input to the Board of Directors.
- Continue to monitor citizen complaints stemming from the District's weed abatement program.
- Continue to approve adjustments to weed abatement charges.
- Continue to exercise oversight of the approval process for the disposal of surplus property.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-223

Agenda Date: 1/20/2026

Agenda #: C.9.

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: California Mitigation Fee Act Annual Report

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

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.

FISCAL IMPACT:

Report only. No fiscal impact.

BACKGROUND:

In California, State legislation sets certain legal and procedural parameters for the charging of public facilities fees, also commonly referred to in communities as development impact fees (DIFs). This legislation was passed as AB1600 by the California Legislature and is now codified as California Government Code §§ 66000 through 66008 (commonly referred to as the “Mitigation Fee Act”). This law went into effect on January 1, 1989, and was intended to create transparency in the collection, retention, and use of development impact fees.

The Contra Costa County Fire Protection District (District) receives DIFs, collected during the building permit process, in the cities of Antioch, Brentwood, Oakley, and Pittsburg, and in the unincorporated areas of Contra Costa County. DIFs are intended to mitigate the impact of new construction service demands on District capital needs. The funds are primarily used for major capital outlay projects, such as specialized heavy fire apparatus and facility construction.

For each separate account or fund established, the local agency is required, within 180 days after the last day of each fiscal year, to make certain information for that fiscal year available to the public. The District posted the attached report to its website within the prescribed timeframe to fulfill the reporting requirements. It includes the following information:

- A brief description of the type of fee in each account or fund;
- The amount of the fee;
- The beginning and ending balance of the account or fund;
- The amount of the fees collected and the interest earned;
- An identification of each public improvement on which fees were expended and
- the amount of each expenditure;

- An identification of the approximate date by which the construction of the public
- improvement will commence;
- A description of any inter-fund transfer or loan and the public improvement on which the transferred funds will be expended; and
- The amount of refunds made and any allocations of unexpended fees that are not refunded. (Gov. Code § 6606(b)(1).)

CONSEQUENCE OF NEGATIVE ACTION:

The District would be out of compliance with the Mitigation Fee Act's reporting requirements.

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

Annual Development Impact Fee Report

Fiscal Year Ended June 30, 2025

December 22, 2025

Prepared by:
NBS
for the
CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT



Contra Costa County Fire Protection District



Board of Directors

Candace Andersen, Chair
John M. Gioia, Member
Diane Burgis, Member
Ken Carlson, Member
Shanelle Scales-Preston

Office of the Fire Chief

Lewis Broschard, Fire Chief
Aaron McAlister, Deputy Fire Chief Administration
Chuck Stark, Deputy Fire Chief Operations

Administrative Team

Monica Nino, Clerk of the Board and County Administrator

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1. DEVELOPMENT IMPACT FEE REPORT

The California Mitigation Fee Act (Government Code Sections 66000 et seq.) mandates procedures for administration of impact fee programs, including collection and accounting, reporting, and refunds. Regarding reporting requirements, the Mitigation Fee Act requires annual reporting for each impact fee fund, as well as an additional five-year reporting process. This report meets the requirements described in 1.1 Annual Report, below. A combined Annual and Five-Year Report was completed in 2024 and will next be provided in 2029.

1.1 Annual Report Requirements

Section 66006 (b) (1) requires that once each year, within 180 days of the close of the fiscal year, the local agency must make available to the public the following information for each separate account established to receive impact fee revenues:

1. A brief description of the type of fee in the account or fund; *(report section 2)*
2. The amount of the fee; *(report section 2)*
3. The beginning and ending balance of the account or fund; *(report section 3)*
4. The amount of the fees collected, and interest earned; *(report section 3)*
5. Identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees; *(report section 4)*
6. Identification of the approximate date by which the construction of a public improvement will commence, if the District determines sufficient funds have been collected to complete financing of an incomplete public improvement; An identification of each public improvement identified in a previous report and whether construction began on the approximate date noted in the previous report. For a project identified for which construction did not commence by the approximate date provided in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction. *(report section 4)*
7. A description of each inter-fund transfer or loan made from the account or fund, including interest rates, repayment dates, and a description of the improvement on which the transfer or loan will be expended; *(report section 5)*
8. The amount of any refunds or allocations made pursuant to Section 66001, paragraphs (e) and (f). *(report section 6)*

The annual report must be reviewed by the District’s Board of Directors at its next regularly scheduled public meeting, but not less than 15 days after the statements are made public, per Section 66006 (b)(2).

1.2 Five-Year Report

Prior to 1996, The Mitigation Fee Act required that a local agency collecting impact fees was required to expend or commit impact fee revenue within five years or make findings to justify a continued need for the money, otherwise those funds had to be refunded. SB 1693, adopted in 1996 as an amendment to the Mitigation Fee Act, changed that requirement in material ways.

Now, Section 66001 (d) requires that, for the fifth fiscal year following the first deposit of any impact fee revenue into an account or fund as required by Section 66006 (b), and every five years thereafter, the local agency shall make all of the following findings for any fee revenue that remains unexpended, whether committed or uncommitted:

1. Identify the purpose to which the fee will be put;
2. Demonstrate the reasonable relationship between the fee and the purpose for which it is charged;
3. Identify all sources and amounts of funding anticipated to complete financing of incomplete improvements for which impact fees are to be used;
4. Designate the approximate dates on which the funding necessary to complete financing of those improvements will be deposited into the appropriate account or fund.

Those findings are to be made in conjunction with the annual reports discussed above. If such findings are not made as required by Section 66001, the local agency could be required to refund the moneys in the account or fund, per Section 66001 (d).

Once the agency determines that sufficient funds have been collected to complete financing on incomplete improvements for which impact fee revenue is to be used, it must, within 180 days of that determination, identify an approximate date by which construction of the public improvement will be commenced (Section 66001 (e)). If the agency fails to comply with that requirement, it must refund impact fee revenue in the account according to procedures specified in Section 66001 (d).

2. CURRENT IMPACT FEES

Development impact fees (DIFs) collected by the Contra Costa County Fire Protection District (District) are one-time charges levied on new development to fund various infrastructure, facilities, vehicles, and equipment. The purpose of development impact fees are to pay for new development's proportionate share of the cost of providing fire protection facilities to serve future development within the District's service area. Impact fee revenues collected will be used to pay for future fire protection facilities needed to serve future development accordingly.

Prior to 2021, the District provided fire protection services to the cities of Antioch, Clayton, Concord, Lafayette, Martinez, Pittsburg, Pleasant Hill, San Pablo, Walnut Creek, and other unincorporated areas of Contra Costa County. The District's impact fee schedule for this service area was most recently updated and approved by the Contra Costa County Board of Supervisors on July 19, 2019. The fee calculations are substantiated by the *"Fire Facilities Impact Fee Study, Contra Costa County Fire Protection District, July 25, 2017"*, prepared by consulting firm, Willdan Financial Services. The action taken in 2019 by the Board of Supervisors approved fees as applicable in the unincorporated areas of the County served by the District and within the cities of Antioch and Pittsburg. At the time of this report, most cities other than Antioch and Pittsburg do not appear to be collecting impact fees for fire facilities, while a few may have implemented their separate impact fee programs at the City-level.

In September 2021 the Board of Directors of both Contra Costa County Fire Protection District and the East Contra Costa Fire Protection District (East County Fire) unanimously approved the annexation of East County Fire into the District. The annexation added the cities of Oakley and Brentwood and a large area within unincorporated eastern Contra Costa County to the overall service area covered by the District. At the time of the merger, East County Fire had a separate set of impact fees that applied within its service area, and those fees continue to be charged by the County and individual cities within the District's service area today.

East County Fire's Impact fee schedule was most recently updated and approved by the Contra Costa County Board of Supervisors on November 3, 2020. The action taken by the Board of Supervisors approved fees as applicable in the unincorporated areas of the County served by East County Fire. The city councils of Brentwood and Oakley also adopted the East County Fire impact fee schedule on July 23, 2020, and February 23, 2021, respectively. The fee calculations are substantiated by the *"East Contra Costa Fire Protection District, Final Report, Development Impact Fee Study, March 11, 2020"*, prepared by consulting firm, NBS.

2.1 Types of Impact Fees and Associated Funds

The fees documented in the body of this Annual Development Impact Fee Report (Report) are deposited and administered through the accounting structure shown in Table 1, on the next page. The revenue and expenditures for specific areas of the District are tracked in separate funds.

Table 1. Impact Fees Funds/Accounts FY 2024-25

Fund No.	Cost Center/ Department	Fund/Fee Name
Contra Costa County		
7550000	25000	City of Antioch
203100	7031	City of Pittsburg
203400	7054	Unincorporated Contra Costa County
East Contra Costa County		
203400	7051	Bethel Island (unincorporated)
203400	7052	City of Brentwood
203400	7053	City of Oakley
203400	7055	East Diablo (unincorporated)

2.2 Current Fee Schedule

The following table provides the list of impact fee amounts charged within the District’s service area in Fiscal Year 2024-25.

Table 2. General Facilities Impact Fees Schedule FY 2024-25

Fee Name	Land Use	FY 2024-25 Fee Amount
City of Antioch	Residential	
	Single Family	\$951 (per DU)
	Multi-family	\$451 (per DU)
	Non-Residential	
	Commercial	\$649 (per 1000 sf)
	Office	\$568 (per 1000 sf)
	Industrial	\$379 (per 1000 sf)
	Source: Ordinance 2173-CS, 10/24/19 (charged by the City)	

Fee Name	Land Use	FY 2024-25 Fee Amount
City of Pittsburg	Residential	
	Single Family	\$588 (per DU)
	Multi-family	\$398 (per DU)
	Non-Residential	
	Commercial	\$0.57 (per sf)
	Office	\$0.65 (per sf)
	Industrial	\$0.38 (per sf)
	Source: CCC Ordinance 2019-21, 11/01/19 (charged by the City)	
Unincorporated Contra Costa County	Residential	
	Single Family	\$951 (per DU)
	Multi-family	\$451 (per DU)
	Non-Residential	
	Commercial	\$649 (per 1000 sf)
	Office	\$568 (per 1000 sf)
	Industrial	\$379 (per 1000 sf)
	Source: CCC Board of Supervisors Ordinance 2019-21	
City of Brentwood	Residential	
	Single Family	\$1,317.97 (per DU)
	Age Restricted	\$722.76 (per DU)
	Multi-family	\$935.33 (per DU)
	Non-Residential	
	Commercial	\$.89 (per sf)
	Office	\$1.19 (per sf)
	Industrial	\$.59 (per sf)
Source: Brentwood Resolution 2020-101 Payment of ECCFPD fees provides a credit against each City's Fire Impact Fee		

Fee Name	Land Use	FY 2024-25 Fee Amount
City of Oakley	Residential	
	Single Family	\$1,368.32 (per DU)
	Age Restricted	\$722.76 (per DU)
	Multi-family	\$971.06 (per DU)
	Non-Residential	
	Commercial	\$.89 (per sf)
	Office	\$1.19 (per sf)
	Industrial	\$.59 (per sf)
	Source: Oakley Resolution Final 011121 Payment of ECCFPD fees provides a credit against each City's Fire Impact Fee	
Unincorporated East Contra Costa County (East Diablo, Bethel Island)	Residential	
	Single Family	\$1,317.97 (per DU)
	Multi-family	\$935.33 (per DU)
	Mobile Home	\$892.82 (per DU)
	Age Restricted	\$722.76 (per DU)
	Accessory Dwelling Unit	No fee for units less than 750 sf, for units 750 sf or larger the fee is calculated as: $\$ \left(\text{fee applicable to primary dwelling unit} \right) \times \left[\frac{\left(\text{square footage of ADU} \right)}{\left(\text{square footage of primary dwelling unit} \right)} \right]$
	Non-Residential	
	Commercial	\$892.82 (per 1,000 sf)
	Office	\$1,190.42 (per 1,000 sf)
	Industrial	\$595.21 (per 1,000 sf)
	Hotel	\$212.57 (per room)
Alternative Non-Residential	An applicant for non-residential new construction may petition the district to pay the alternative fee based on actual service population generated by the new construction, calculated as follows: $\$416.82 \times \left(\frac{\text{employees added to the service population due to new construction}}{\text{population due to new construction}} \right)$	
Source: ECCFPD Ordinance No. 2020-27		

3. FINANCIAL SUMMARY REPORT

The following financial summary provides an annual statement of revenues, and changes in fund balance for each impact fee fund, for the Fiscal Year End June 30, 2025. Figures shown in the table below are unaudited as of the date of this report.

Table 3. Financial Summary Fiscal Year 2025

Fund Cost Center/Department Description	Contra Costa County			East Contra Costa County				District Total
	7550000 25000 Antioch	203100 7031 Pittsburg	203400 7054 7055 CCC Unincorporated	203400 7051 Bethel Island (unincorporated)	203400 7052 Brentwood	203400 7053 Oakley	203400 7055 East Diablo (unincorporated)	
REVENUES								
Fees	167,295	79,685	140,388	-	83,367	175,237	-	645,972
Interest	64,960	-	-	-	-	-	-	64,960
Total Revenues	232,255	79,685	140,388	-	83,367	179,737	-	715,432
Fund Balance, Beginning of the Year¹	2,002,903	832,146	27,677	278,284	7,451,272	155,260	1,379,967	12,127,509
Fund Balance, End of the Year	2,235,158	911,831	168,066	278,284	7,534,639	334,997	1,379,967	12,842,941

¹ Beginning & Ending Fund Balance per financial reports provided by the District.

4. PUBLIC IMPROVEMENTS

This section of the Annual Report identifies each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the percentage of the cost of the public improvement that was funded with fees. There were no reported expenditures in the District's Financial Statement for Public Improvements for FY 24/25.

Government Code Section 66006 (b)(1)(F)(i) also requires Identification of the approximate date by which the construction of a public improvement will commence, if the District determines sufficient funds have been collected to complete financing of an incomplete public improvement. The District has not identified any public improvements that have sufficient funds as of June 30, 2025, to complete the financing on incomplete public improvements.

5. INTERFUND LOANS

The Mitigation Fee Act requires a description of each inter-fund transfer or loan made from the account or fund, including interest rates, repayment dates, and a description of the improvement on which the transfer or loan will be expended. There were no new interfund transfers or loans made between impact fee funds in Fiscal Year 2024-25.

6. REFUNDS

The refunding requirements for the Mitigation Fee Act are summarized as follows:

Refunds under the Mitigation Fee Act: If the District determines that sufficient funds have been collected to complete financing on incomplete improvements for which impact fee revenue is to be used, it must, within 180 days of that determination, identify an approximate date by which construction of the public improvement will be commenced (Government Code Section 66001 (e)). If the agency fails to comply with that requirement, it must refund impact fee revenue in the account according to procedures specified in Section 66001 (d).

As discussed in Section 4 of this report, determinations regarding sufficient funds collected to complete incomplete improvements are provided by the District's annual Capital Improvement Plan. The District has not made a determination that sufficient funds have been collected to complete financing of any other incomplete public improvements. No refunds of impact fee monies were made or required.

Disclaimer: In preparing this report and any analysis and findings included herein, NBS has relied on several principal assumptions and considerations regarding financial matters, conditions and events that occurred or may occur in the future. This information and assumptions, including the District's budgets, financial reports, capital project data, and other information were provided by sources we believe to be reliable; however, NBS has not independently verified such information and assumptions. While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary due to unanticipated events and circumstances.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-224
C.10.

Agenda Date: 1/20/2026

Agenda #:

To: Board of Directors

From: Lewis Broschard, Chief, Contra Costa County Fire Protection District

Report Title: Donation of Twelve (12) X3 Self-Contained Breathing Apparatus (SCBAs) to Crockett-Carquinez Fire Protection District

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

DECLARE as surplus, and AUTHORIZE the Fire Chief, or designee, to donate twelve (12) X3 Self-Contained Breathing Apparatus (SCBA) units, including associated components, from the inventory of the Contra Costa County Fire Protection District to the Crockett-Carquinez Fire Protection District (CCFPD), at no cost, in accordance with applicable County policies governing the disposition of surplus equipment.

FISCAL IMPACT:

There is no fiscal impact associated with the donation of this equipment as the equipment has reached the end of its use with the District.

BACKGROUND:

The CCCFPD has recently upgraded its SCBA inventory and identified twelve (12) X3 SCBA units as surplus. These units are no longer required for CCCFPD operations but remain functional and suitable for use by partner agencies.

The Crockett-Carquinez Fire Protection District has requested these units to support frontline and reserve operations. The donation will enhance firefighter safety, support regional interoperability, and strengthen mutual-aid readiness between agencies at no cost to the County.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board does not approve this action, CCCFPD will retain surplus SCBA units that are not needed for District operations, and Crockett-Carquinez Fire will forgo the opportunity to improve operational safety and readiness.

