



## Meeting Minutes

# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

Board of Directors  
CANDACE ANDERSEN, CHAIR  
JOHN GIOIA  
DIANE BURGIS, VICE CHAIR  
KEN CARLSON  
SHANELLE SCALES-PRESTON

LEWIS BROSCARD, FIRE CHIEF, (925)  
941-3300  
MONICA NINO, COUNTY ADMINISTRATOR  
AND CLERK OF THE BOARD OF  
SUPERVISORS, (925) 655-2075

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Tuesday, April 15, 2025

1:00 PM Administration Building 1025 Escobar Street,  
Martinez |  
<https://cccounty-us.zoom.us/j/89586041575> |  
Call in: 1-888-278-0254 access code 843298#

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

**Convened today's meeting at 4:35 p.m. Adjourned today's meeting at 4:48 p.m.**

**Present** Director Candace Andersen, Director Diane Burgis, Director Ken  
Carlson, and Director Shanelle Scales-Preston

**Absent** Director John Gioia

- 1. CONSIDER CONSENT ITEMS (Items listed as C.1 through C.9 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:** Carlson

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

**Absent:** Director Gioia

**Result:** Passed

- 2. DISCUSSION ITEMS**

**D.2** CONSIDER accepting a report from the Fire Chief providing a status  
summary for ongoing Fire District activities and initiatives. (Lewis  
Broschard, Fire Chief)

[25-1439](#)

- Attachments:**                    [FC REPORT - April 15, 2025.pdf](#)  
     [Girls Empowerment Camp Flyer.pdf](#)  
     [Wildfire Community Preparedness Day Flyer.pdf](#)  
     [March APOT Report.pdf](#)

**This Discussion Item was accepted the report.**

- Motion:**                                **Carlson**  
**Second:**                               **Scales-Preston**

- D.1** CONSIDER adopting Resolution No. 2025-01 accepting the 2024 Occupancy Inspection Compliance Report. (Lewis Broschard, Fire Chief) **FPD-RES**  
**2025-01**

- Motion:**                                **Carlson**  
**Second:**                               **Scales-Preston**  
**Aye:**                                     **Director Andersen, Director Burgis, Director Carlson, and Director Scales-Preston**  
**Absent:**                                **Director Gioia**  
**Result:**                                 **Passed**

D.3 PUBLIC COMMENT (2 Minutes)

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

**3. CONSENT ITEMS**

CONSIDER CONSENT ITEMS

**A motion was made by Director Scales-Preston, seconded by Director Carlson, to approve the Consent Agenda. The motion carried by the following vote:**

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

- C.1** APPROVE and AUTHORIZE the Fire Chief, or designee, to enter into a contract with Granicus, in an amount not to exceed \$190,000, for AMANDA software, a case management system to support fire prevention activities, for the period of March 30, 2025, through March 29, 2028.(100% CCCFPD General Operating Fund) **25-1440**

**approved**

- C.2** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with DroneSense, Inc., in an amount not to exceed \$25,000, to manage all maintenance records for Unmanned Aerial Systems (UAS), effective March 29, 2025, for a time period of twelve (12) months. (100% CCCFPD General Operating Fund) **25-1441**

**approved**

- C.3** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with BSI America Professional Services Inc., to **25-1442**

increase the payment limit by \$225,000, to a new payment limit of \$425,000, and to extend the term through September 30, 2027, for environmental, health, safety, and sustainability consulting support. (100% CCCFPD General Operating Fund)

**approved**

- C.4** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with O3, Inc., to increase the payment limit by \$375,000, to a new payment limit of \$1,500,000, and to extend the term through June 30, 2027, to allow for consulting and technical assistance related to Information Technology (IT) infrastructure and network modernization; IT governance risk management and compliance; and IT management. (100% CCCFPD EMS Transport Fund) [25-1443](#)

**approved**

- C.5** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with DocuWare Corporation, to increase the payment limit from \$25,000, to a new payment limit of \$150,000, for document management software for accounting and administrative projects in the Fire District, with no change to the term through February 14, 2026, plus two one-year extension options to February 14, 2028. (100% CCCFPD General Operating Fund) [25-1444](#)

**approved**

- C.6** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Fire Chief, a purchase order with AllStar Fire Equipment, in an amount not to exceed \$2,000,000, for the acquisition of firefighting equipment for the period May 1, 2025, through April 30, 2028. (100% CCCFPD General Operating Fund) [25-1445](#)

**approved**

- C.7** APPROVE and AUTHORIZE conveying, to Pacific Gas & Electric Company, two underground power easements within District-owned property located at 2010 and 2012 Geary Road, in connection with the construction of the District's Fire Communications Center and Communications Division Offices, Pleasant Hill area, as recommended by the Fire Chief. (100% CCCFPD Capital Funds) [25-1446](#)

**approved**

- C.8** APPROVE Budget Amendment BDA-25-00040 authorizing new revenue in the amount of \$323,024 from the Federal Emergency Management Agency, U.S. Department of Homeland Security, Urban Area Security Initiative, and \$75,131 from CCCFPD Operating Fund balance to the Contra Costa County Fire Protection District and appropriating it for the purchase of a hooklift prime mover vehicle. (81% Federal: 19% District) [25-1447](#)

**Attachments:** [BDA-25-00040.pdf](#)

**approved**

- C.9** RATIFY the Fire Chief, or designee's, execution of a one-year subscription with Bluebeam, Inc. in an amount not to exceed \$5,000, for the purchase of construction blueprint software, for the period January 20, 2025, through January 19, 2026. (100% CCCFPD General Operating Fund)

[25-1448](#)

**approved**

#### ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, May 12, 2025, 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.

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[www.contracosta.ca.gov](http://www.contracosta.ca.gov)

## 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>.