

CONTRA COSTA COUNTY

Administration Building Board Chambers | 1025 Escobar St., Martinez, CA



AGENDA

Tuesday, December 3, 2024

1:00 PM

FIRE PROTECTION DISTRICT

Board of Directors

FEDERAL D. GLOVER, CHAIR

CANDACE ANDERSEN, VICE CHAIR

JOHN GIOIA

DIANE BURGIS

KEN CARLSON

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.

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 888-278-0254 followed by the access code 843298#. 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/87344719204>. 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. A Spanish language interpreter is available to assist Spanish-speaking callers. 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.3 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. **PRESENTATIONS**

- PR.1 PRESENTATION honoring Board Chair Federal Glover on the occasion of his retirement as a Director on the Contra Costa County Fire Protection District Board. [24-4157](#)

- 3. **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) [24-4158](#)

Attachments: [FC REPORT - December 3, 2024](#)

- D.2 PUBLIC COMMENT (2 Minutes)

- 4. **CONSENT ITEMS**

- C.1** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order with East Bay Tire Co., in an amount not to exceed \$500,000 for regular maintenance, repairs, and emergency related tire needs for the period October 1, 2024 through December 31, 2025. (100% CCCFPD General Operating Fund) [24-4159](#)
- C.2** APPROVE and AUTHORIZE the Fire Chief, or designee, to enter into a service agreement with Granicus, in an amount not to exceed \$150,000, for public records management software and program management and tracking of the wildfire mitigation portal known as GovQA, for the period December 1, 2024 through November 30, 2027. (60% CCCFPD General Operating Fund, 40% Measure X) [24-4160](#)
- C.3** APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with Michelle Rinehart, to increase the payment limit by \$465,000 to a new payment limit of \$600,000 and to extend the term end date from December 31, 2024 to December 31, 2027, for County Coordinator wildfire education, collaboration, and coordination services. (Measure X, CCCFPD General Operating Fund, State) [24-4161](#)

ADVISORY COMMISSION

The Contra Costa County Fire Protection District Advisory Fire Commission is scheduled to meet next on Monday, December 9, 2024, 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.

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www.contracosta.ca.gov

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Pursuant to Government Code section 84308, members of the Board of Directors are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Board member received, since January 1, 2023, more than \$250 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 Directors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a Board member since January 1, 2023, 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 #: 24-4157
PR.1

Agenda Date: 12/3/2024

Agenda #:

To: Board of Directors

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

Report Title: PRESENTATION honoring Director Federal Glover on the occasion of his retirement.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ACCEPT a presentation from the Fire Chief honoring Board Chair Federal Glover on the occasion of his retirement as a Director from the Contra Costa County Fire Protection District Board.

FISCAL IMPACT:

No Fiscal impact.

BACKGROUND:

CONSEQUENCE OF NEGATIVE ACTION:



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4158

Agenda Date: 12/3/2024

Agenda #: D.1

To: Board of Directors

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

Report Title: Fire Chief's Report - December 3, 2024

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 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

December 3, 2024

TO: Board of Directors

FROM: Lewis Broschard, Fire Chief

RE: Fire Chief's Report

Operations Section Update

Field Operations

The month of November was punctuated by an end to the peak fire season as rains arrived and provided much needed precipitation throughout the month. Responses to exterior and vegetation fires were reduced to one engine only mid-month. Although there were a few late season vegetation fires this month, they were not significant and were managed to be extinguished quickly.

The hand crew transitioned to focusing on wildfire mitigation in November and will continue that work through the late spring.

There were five working residential structure fires and three working multi-family structure fires through the 24th of the month, when this report was written. None of these incidents resulted in injuries to residents and none required greater alarm responses of additional resources to control.

Significant Incidents

Water Rescue, Antioch, November 3

Crews responded to a report of a capsized and sinking vessel near the Antioch waterfront. Despite challenging weather conditions, with winds gusting over 40 mph and a sea state of 5 foot swells, Rescue Boat 81 (RB81) and Fireboat 8 (FB8) were promptly dispatched to the scene. RB81 responded from Antioch and FB8 responded from its berth in Pittsburg.

RB81 quickly located the distressed vessel in the San Joaquin River and found five people in the water, only two of whom were wearing life jackets. RB81's rescue swimmer was immediately deployed into the water, while the other boat crew members maneuvered to rescue the three individuals from the rough open water. The remaining two victims, who were clinging to the sinking vessel, were also rescued and brought aboard RB81 by the rescue swimmer. All victims were suffering from hypothermia and were provided with life jackets for safety. Due to limited crew capacity and the size of the rescue boat, RB81 could not embark our rescue swimmer until

all the victims were transferred to FB8.

The larger FB8 maneuvered alongside the smaller RB81 and embarked all five victims, where medical treatment was initiated. They were placed in a warm cabin treated for hypothermia and shock. FB8 then transported the victims to the Antioch marina, where ambulances were staged. CCCSO Marine Patrol arrived on the scene to tow the overturned vessel into the marina. USCG Sector San Francisco was notified.

Two of the victims were transported to the hospital. The quick response and skilled efforts of the District's Marine Program, its members and its equipment, were instrumental in saving the lives of these individuals. The Marine Program operates with dedicated resources and specially trained personnel from Pittsburg, Antioch, Oakley, and Discovery Bay and will soon be expanded with a rescue boat in Martinez.

Emergency Medical Services (EMS) Division

- Work on the Nurse Navigation project continues for a program launch in January.

Special Operations

- As reported verbally at the last board meeting, the firefighting helicopter contract ended for the season on November 4. Work is being undertaken to secure a contract to begin in May or June, 2025. During the 60 days it was operational, the helicopter responded to five fires, delivered 7,500 gallons of water on these incidents, and assisted with one water rescue.

Training

- A six-day capstone class for advanced Incident Management Team leadership was conducted at our Training Division in early November. Normally reserved for CalFire and Federal incident management teams, this represents the first time in the state where this class was taught exclusively to a cohort of local government personnel. The class was resource intensive with a long list of role players to simulate a week-long incident that was managed by the attendees. The class will help our organization's members lead and manage an incident management team more effectively in the event of a large scale fire or local disaster incident.

Advanced Planning Section Update

Fire Prevention Bureau

- Local agencies were notified on November 1 by CalFire that the Local Responsibility Area (LRA) Fire Hazard Severity Zone maps will be published in January, 2025. The letter received from CalFire further described the actions required of the local agencies in adopting the state provided maps within 120 days of their publication and outlined some of the intermediary steps that should be taken in the adoption process. The District has communicated this information, including providing copies of the correspondence from CalFire, to all the impacted cities in our jurisdiction, and our County Department of

Conservation and Development. Several questions remain regarding the process and we are continuing to gather information from CalFire, League of Cities, California Fire Chiefs Association, and others to help inform and prepare our city partners and ourselves regarding actions that will need to be taken in early 2025.

The maps will establish Moderate, High, and Very High Fire Hazard Severity Zones in the incorporated jurisdictions, and the LRA portions of the unincorporated county areas.

Health & Wellness

- The annual physicals and wellness exams will be concluded in November. This annual four-month process provides a thorough fit-for-duty physical examination in compliance with the NFPA 1582 standard and a full body scan to identify any issues or abnormalities with the body's major organs and circulatory system. Con Fire was one of the first to adopt this annual program for our members in 2019 and the program now provides these exams to almost 500 members each year.

Administration Section Update

- The District is reorganizing the structure of our finance and human resources groups. The District has historically housed both functions under one Chief of Administrative Service position. As the District has grown in size and the finance and HR functions have grown in complexity, we have split the responsibilities of managing, leading, and directing finance and HR into two separate positions.

Following a recruitment process that began in August, a conditional offer was made to a candidate in mid-November to fill the vacant Chief of Administrative Services II position. The candidate possesses prior experience in the fire service and emergency ambulance transport finance and budgeting. The candidate is currently in the background process. This position will lead the District's finance group.

Elizabeth Loud was promoted to the position of Departmental Human Resources Officer II, effective November 25. She joined the Fire District in 2021 and has made significant contributions as a Departmental Human Resources Analyst II. She holds two graduate degrees, is certified as a Senior Professional in Human Resources (SPHR) and an IPMA-HR Senior Certified Professional (IPMA-SCP), and has almost 20 years of experience in the human resources field.

Support Services Division

- New Fire Engines were pushed into their stations in November in short ceremonies commemorating their arrival and placement into service. During October and November, seven Type I fire engines were placed into service. This latest round of investment in our communities marks the end of frontline service for our older KME engines and the frontline fleet is now identical in 30 of our 35 stations.

New Fire Stations / Major Facilities Construction

- Fire Station 90 (Brentwood) The acquisition of the new fire station location is progressing. Once escrow is closed, the architect will be released to assess how the previous design could fit on the new site. The District is working with County Public Works to complete the required CEQA studies for the new location. We hope to be in a position to put the project out to bid in the Fall of 2025.
- Fire Station 94 (Downtown Brentwood) The Design-Build Entity (DBE) is working hard on the final construction drawings. The planning application was filed with the City of Brentwood in October. The team needed to address a few dozen comments, and we are now waiting for a hearing to be scheduled with the Brentwood Planning Commission. Once this project clears the Planning Commission and the city building department, construction could begin in Spring 2025.
- Fire Station 9 (Pacheco) We have accepted architectural concepts from the architect developing the bridging documents. We are working with Public Works to prepare the environmental reports required for this new location. Identifying and planning for a temporary fire station has become an essential issue for timing. We have identified three locations on County property or Buchanan Airport for possible temporary sites. This temporary planning will become a priority in January so we can work toward a temporary solution. Fire Station 9 is expected to go out to bid in the Summer of 2025.
- Contra Costa County Regional Fire Communication Center (CCRFCC) (Pleasant Hill) Construction is now underway. An early step was removing the hazardous building products that contain asbestos, which is now complete. Interior demolition is expected to be completed in December. Earthwork for footings is underway. The giant redwood trees between Fire Station 2 and the new center have been removed so the root systems do not pose a hazard to the new building. Tree replacement will be part of the final landscaping plan. The acquisition of switch gear and the emergency generator will be critical path items. Staff are working with County Purchasing to ensure these agreements are executed promptly.

Rodeo-Hercules FPD Annexation Update

- The public hearing regarding the sphere of influence change was held on November 13. LAFCO voted unanimously to adopt the sphere of influence change for the Contra Costa County Fire District to include the area currently within the Rodeo-Hercule Fire Protection District. The reorganization/annexation application public hearing is scheduled for the December 11, 2024 LAFCO meeting.
- Internal planning meetings continue with staff from both fire districts and will be held monthly through January when the meeting frequency will then increase to bi-weekly through the annexation effective date.
- Side letters have been executed with IAFF Local 1230, the United Chief Officers Association, and Local 21 outlining the transfer processes and impacts for the affected members of the Rodeo-Hercules Fire Protection District. The letters will be brought to the board for ratification at an upcoming meeting.

Public Information Office

- Captain Toler assisted with a table top exercise for the County PIOs in November.
- PIOs and staff appeared in numerous on-camera and print media interviews in November. These included seasonal safety messaging, incident responses and pitched stories and events such as the press conference held to highlight our canine programs.
- The District website upgrade project is still underway. The PIO office is hoping to move forward with vendor selection next month.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4159

Agenda Date: 12/3/2024

Agenda #: C.1

To: Board of Directors

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

Report Title: Blanket Purchase Order for East Bay Tire Co.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Fire Chief, a blanket purchase order with East Bay Tire Co., in an amount not to exceed \$500,000 for regular maintenance, repairs, and emergency-related tire needs for the period October 01, 2024, through December 31, 2025.

FISCAL IMPACT:

Budgeted. 100% CCCFPD General Operating Fund

BACKGROUND:

East Bay Tire Co. has established a partnership with the Fire District, providing timely responses while firefighters are on incident calls at all hours. This partnership is essential for ensuring the safety of both on-site personnel and the communities that the Fire District serves.

The services shall be for passenger SUVs, light-duty and heavy-duty Fire Rigs, and off-road vehicles. Services include but are not limited to, wheel alignments, tire mounting, tire balancing, field repairs of heavy equipment, and tire and wheel replacement on off-road equipment and heavy-duty trucks.

CONSEQUENCE OF NEGATIVE ACTION:

If this blanket purchase order is not approved, the Fire District may face delays in tire maintenance and emergency services, potentially compromising operational readiness and the safety of personnel and the communities served.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4160

Agenda Date: 12/3/2024

Agenda #: C.2

To: Board of Directors

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

Report Title: Granicus GovQA, LLC Agreement

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Fire Chief, or designee, to enter into a service agreement with Granicus, in an amount not to exceed \$150,000, for the period of December 1, 2024, through November 30, 2027, for public records management software and program management and tracking of the wildfire mitigation portal known as GovQA.

FISCAL IMPACT:

This is budgeted, approximately 60% from the CCCFPD General Operating Fund, and 40% from Measure X funds.

BACKGROUND:

Granicus's Public Records Request Management software, GovQA, is designed to manage Public Records Act (PRA) requests from start to finish for state and local government organizations.

Integrated with the Contra Costa County Fire Protection District's website, GovQA provides efficient and comprehensive PRA management, reducing administrative burdens, simplifying public access to information, and minimizing liability.

GovQA streamlines the PRA process by using a digitized workflow. It automatically deflects inquiries that have already been answered or can be resolved through existing resources, gathers detailed request information, and assembles proposed responses. The software facilitates redaction, eliminates the need for paper-based processes, and enables secure digital transfers of large data sets. Additionally, GovQA flags and links duplicate requests, reducing repetitive work inherent in a manual system.

In addition to managing PRA requests, the Customer Relationship Management (CRM) module was added to support the Contra Costa County Wildfire Mitigation Program. This module serves as a program management and tracking tool for managing hundreds of community applications across various areas, including:

- Community Chipping Days

- Evacuation Route Cleanups
- Firewise Strategic Plan Projects
- Low-Income Exterior Hazard Mitigation
- Shaded Fuel Breaks
- Vegetation Management / Fuel Reduction
- Removal of Dead Trees

The Granicus Master Subscription Agreement includes a limitation of liability capping liability at the amount of fees paid in the 12 months prior to the claim.

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, the District will revert to a manual system for handling PRA requests, which will result in increased administrative burden and potential inefficiencies in processing requests. The CRM module for public requests for Measure X funded wildfire mitigation programs would cease to be operate and online request submissions by the public would not be possible.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-4161

Agenda Date: 12/3/2024

Agenda #: C.3

To: Board of Directors

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

Report Title: Contract Amendment - County Fire Safe Coordinator for Wildfire Mitigation

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract amendment with Michelle Rinehart for education, collaboration, and coordination services to extend the termination date from December 31, 2024, to December 31, 2027, increasing the payment limit by \$465,000 to a new payment limit of \$600,000 and adjusting the payment provisions to increase expected weekly work hours and hourly pay rate.

FISCAL IMPACT:

The consultant costs are budgeted within the Fire District’s Measure X Wildfire Mitigation programs. Once Measure X funding is fully expended, the District will be able cover the remaining amount up to the contract payment limit within its existing General Operating Fund. The District also continues to pursue grant funding through Cal Fire and the California Fire Safe Council to cover the continuing annual costs of this program.

BACKGROUND:

The Contra Costa County Fire Protection District (District) was awarded a grant from the CAL FIRE County Coordinator Statewide (Grant Program.) The objective of the Grant Program is to educate, encourage, and develop countywide collaboration and coordination among various wildfire mitigation groups.

The contractor shall act as a County Coordinator to fulfill the objectives of the grant. The contractor shall partner with representatives from Contra Costa County, established wildfire mitigation groups within the county, and staff at the California Fire Safe Council (CFSC) to build a coordinated, county-wide wildfire mitigation strategy. The contractor shall help these groups communicate, strategize, and coordinate projects and plans while developing mechanisms as needed, such as public outreach, funding plans, governance structures, planning efforts, and formation of new groups. The goal of the County Coordinator is to coordinate with community groups and support ongoing projects and programs to reduce wildfire risk county-wide.

CONSEQUENCE OF NEGATIVE ACTION:

If this Agreement is not approved the Fire District, Fire Safe Councils within the county, and other fire agencies will no longer benefit from services provided by the County Coordinator.