

# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT ADVISORY FIRE COMMISSION

Meeting Location: 2945 Treat Blvd., Concord  
(925) 941-3300

## AGENDA

**MONDAY  
December 4, 2017  
7:00 PM**

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- I. Pledge of Allegiance and Roll Call
- II. Service Awards
- III. Public Hearings
  - A. November 29, 2017 Report on the Cost of Abatement
- IV. Public Comments Period
- V. Consider Consent Items
  - A. Approval of October 9, 2017 Meeting Minutes
  - B. Accept and File Reports
    1. Personnel Report
    2. Operating Budget
    3. Fire Prevention Report
    4. Monthly Activity Reports
    5. Suppression Leave Summary
    6. Correspondence
- VI. Fire Chief's Report
- VII. Unfinished Business
  - A. Discuss Draft Proposal from Bylaws Committee
- VIII. New Business
  - A. Declaration of Surplus Equipment – Report of November 16, 2017
  - B. Approve 2018 Meeting Schedule
- IX. Commissioners' Comments / Items for Future Agendas
- X. Next Regular Meeting Date and Time – February 26, 2018, 7:00 p.m.

*Assistance for Persons with Disabilities: The Contra Costa County Fire Protection District Advisory Fire Commission (CCCFPD AFC) will provide reasonable accommodations for persons with disabilities planning to attend CCCFPDAFC meetings who contact the Executive Secretary at least 24 hours before the meeting at (925) 941-3318.*

*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Fire District staff to a majority of members of the CCCFPDAFC less than 72 hours prior to that meeting are available for public inspection at 2010 Geary Road, Pleasant Hill, CA 94523 during normal business hours.*

**Advisory Fire Commission  
Recognition and Service Award**

**December 4, 2017**

**Service Award**

**Deputy Fire Chief Lewis Broschard – 10 years (October 22, 2007)**

**Contra Costa County**



**Fire Protection District**

November 29, 2017

**REPORT ON THE COST OF ABATEMENT**

This report is filed in compliance with Section 14906, as modified by Section 13867 of the Health & Safety Code, and is an account of the cost of abatement on or adjacent to each separate parcel of land to be submitted to the County Auditor's Office for assessment against the respective parcels.

This account is hereby posted on the twenty-ninth day of November 2017, on the District Administration window, 2010 Geary Road, Pleasant Hill, CA and Station 69, 4640 Appian Way, El Sobrante, CA.

This report will be submitted to the Commission for confirmation at the Advisory Fire Commission meeting to be held on the fourth day of December 2017 at 7:00 p.m.

By:

A handwritten signature in black ink, appearing to read "R Marshall".

Robert Marshall  
Fire Marshal

and:

A handwritten signature in blue ink, appearing to read "Latonia Ellingberg".

Latonia Ellingberg  
Secretary to the  
Advisory Fire Commission

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November 29, 2017

TO: Chairman, Advisory Fire Commission  
FROM: Fire Chief Jeff Carman  
SUBJECT: Hearing of Abatement Report

In accordance with requirements of the California State Health and Safety Code, the Advisory Fire Commission shall hold a hearing to confirm the charges of the 2017 Abatement Report so that these charges may be placed on the 2018-19 tax roll. The total amount of this list is \$24,124.12.

The attached report is an itemized accounting of abatement costs incurred by this District for weed abatement and/or rubbish removal of the listed parcels, as provided for by State statutes and local ordinance.

1. The Commission Chair to open hearing in the matter of receiving and considering the 2017 Abatement Report on abatement costs incurred by the Fire District.
2. Upon hearing objections or protests, if any, by property owners, the Commission may overrule any or all objections or modify the Report as the Commission deems necessary.
3. Upon conclusion of the hearing, a Commission member should make a motion to confirm the Report: "Move that the Commission adopt the 'Resolution of Confirmation' confirming the Abatement Report."
4. An additional motion is necessary to allow adjustment or removal of charges without additional hearings: "Move that the Commission does hereby order the District staff to adjust or modify any charges found to be incorrect because the charge was entered:
  - a) more than once,
  - b) through clerical error,
  - c) through the error or mistake of a material fact, or
  - d) illegally."

JC/cm

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CONTRA COSTA COUNTY  
 FIRE PROTECTION DISTRICT  
 ABATEMENT REPORT ON CHARGES FOR 2017 PRIOR TO November 15,  
 2017  
 11/15/2017

**Exhibit "A"**

PARCEL #	OWNER	CHARGES
068-042-022	KAUSHAL AMIT	\$1,326.00
068-610-055	COMMON AREA-TR 129PM43	\$2,105.20
096-016-002	DAVIS ADA EST OF	\$3,047.10
096-016-003	DAVIS ADA EST OF	\$3,047.10
135-320-042	WALNUT GREEN HOMES ASSN	\$2,550.00
248-150-001	EN DEVR INC	\$1,806.72
366-150-035	H ESTATE INVESTMENT LLC	\$4,065.00
372-161-013	EUROPEAN HILLS PROPERTY TRUST	\$1,123.33
373-081-013	PENSCO TRUST COMPANY CST.	\$1,049.25
375-141-020	WILSON MICHELLE M TRE	\$1,857.75
375-241-003	TILTON HEATHER	\$1,055.33
425-040-011	KELLY JOSHUA S	\$1,091.34
COUNT:12	<b>TOTAL</b>	<b>\$24,124.12</b>



**MINUTES**

October 9, 2017

The Advisory Fire Commission met at a regular meeting on Monday, October 9, 2017 at 7:00 p.m. Chairman Nat Rojanasathira called the meeting to order and invited Fire Prevention Technician Kathy Woofter to lead the salute to the flag.

**ROLL CALL**

**Present:** Commissioners: Richard "Tom" Chapman – At Large #2  
Mike Egan – At Large #1  
Debra Galey – District IV  
Matthew Guichard – District II  
Ed Haynes – District III  
Nat Rojanasathira – District V

Fire Chief: Jeff Carman

**Absent:** Walter Fields (Alternate – District V)

**SERVICE AWARDS**

Fire Chief Carman presented recently retired Advisory Fire Commissioner Erling Horn with a plaque to honor him for his years of service.

Fire Marshal Robert Marshall presented Fire Prevention Technician Kathy Woofter with her 15-year service award pin.

**PUBLIC HEARINGS**

Chairman Rojanasathira opened the public hearing on the October 4, 2017 Report on the Cost of Abatement. Hearing no objections or protests to the October 4, 2017 Abatement Report, the hearing was closed. Chairman Rojanasathira then asked for a motion to adopt the "Resolution of Confirmation" confirming the October 4, 2017 Abatement Report in the amount of \$106,957.69. Commissioner Chapman moved that the Commission adopt the Resolution of Confirmation confirming the Abatement Report, seconded by Commissioner Guichard. Said motion carried by a unanimous vote (AYES: Chapman, Egan, Galey, Guichard, Haynes, Rojanasathira).

Commissioner Haynes made an additional motion to have District staff adjust or modify any charges found to be incorrect because the charge was entered:

- a) more than once,
- b) through clerical error,
- c) through the error or mistake of a material fact, or
- d) illegally

Motion seconded by Commissioner Chapman. Said motion carried by a unanimous vote (AYES: Chapman, Egan, Galey, Guichard, Haynes, Rojanasathira).

**PUBLIC COMMENTS**

None

**CONSENT ITEMS**

A. August 14, 2017 Meeting Minutes:

Commissioner Egan made a motion to approve the August 14, 2017 meeting minutes. Motion was seconded by Commissioner Chapman. Said motion carried by a unanimous vote. (AYES: Chapman, Egan, Galey, Guichard, Haynes, Rojanasathira).

B. Accept and File Reports:

1. Personnel Report – Reviewed/discussed report of October 9, 2017.
2. Operating Budget – Reviewed/discussed report of September 2017.
3. Fire Prevention Report – Reviewed/discussed October 9, 2017 report.
4. Monthly Activity Reports – Reviewed/discussed August 2017 and September 2017 reports.
5. Suppression Leave Summary – Reviewed/discussed August 2017 and September 2017 reports.

Commissioner Chapman made a motion to accept and file reports as written, seconded by Commissioner Egan. Said motion carried by a unanimous vote (AYES: Chapman, Egan, Galey, Guichard, Haynes, Rojanasathira).

**FIRE CHIEF'S REPORT**

Reviewed/discussed the October 9, 2017 Fire Chief's report.

**NEW BUSINESS**

A. Designate a Liaison to the Board of Directors for FY 2017/18

Commissioner Egan made a motion to designate Commissioner Chapman as Liaison to the Board of Directors for FY 2017/18. Seconded by Commissioner Guichard. Said

motion carried by a unanimous vote (AYES: Chapman, Egan, Galey, Guichard, Haynes, Rojanasathira).

**B. Adopt Committee Assignments for FY 2017/18**

Commissioner Haynes expressed interest in the Apparatus and Equipment Committee. Chairman Rojanasathira was amenable to trading positions with Commissioner Haynes and being assigned to the Property and Annexation Committee.

Commissioner Egan made a motion to adopt FY 2017/18 committee assignments as discussed. Seconded by Commissioner Chapman. Said motion carried by a unanimous vote (AYES: Chapman, Egan, Galey, Guichard, Haynes, Rojanasathira).

**C. Discuss Appointment of Alternates and Potential Revision of Bylaws**

Discussed the possibility of modifying the Alternate Advisory Fire Commissioner structure from one alternate for each District to a First Alternate and a Second Alternate. Under the new structure, either Alternate Commissioner would be able to substitute for any Commissioner.

The Bylaws Committee will prepare a draft proposal for review at the next meeting. Upon approval of the proposal, the Advisory Fire Commission will consult with Contra Costa County Counsel. With the support of County Counsel, the Advisory Fire Commission will present the proposal to the Board of Directors for their approval.

Additionally, the Bylaws Committee will thoroughly review the Bylaws and present at the next meeting any subjects which warrant the attention of the Commission.

**D. Commission Feedback and Role**

In response to the question of the relevance and usefulness of the Advisory Fire Commission, Chief Carman noted that when a tough decision must be made, the Fire District gets the full benefit of the Commission. As an example, the Commission supported the District in pursuing the ambulance contract.

Commissioner Guichard noted that the broad spectrum of experience and talents of our commissioners lends credibility to the Commission; and Supervisor Andersen finds the information from the Commission to be useful.

Nick Marnell noted that the Fire Station #70 dedication came about because of the Advisory Fire Commission.

Chair Rojanasathira and Vice Chair Galey commented on the format of the agenda and, specifically, want to see the Consent Items section modified so it more closely matches the style of the Board of Supervisors' agenda.

**COMMISSIONERS' COMMENTS / ITEMS FOR FUTURE AGENDAS**

None



Meeting adjourned at 8:39 p.m.

**NEXT MEETING DATE AND TIME**

The next meeting will deviate from the regular schedule and is scheduled for December 4, 2017, 7:00 p.m.

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Latonia Ellingberg, Recording Secretary

DRAFT



TO: Advisory Fire Commission  
 FROM: Jackie Lorrekovich, Chief of Administrative Services  
 SUBJECT: Personnel Report  
 DATE: December 4, 2017

**SERVICE AWARDS**

**15-YEAR**

Bill Sayre	Apparatus Service Coordinator	11-04-02
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**PROBATIONARY SEPARATIONS**

John Marshall	Firefighter-Recruit	10-20-17
Victoria Thompson	Firefighter-Recruit	10-26-17

**SUPPRESSION STAFFING VACANCIES\***

	Minimum Staffing	Current Staffing	Vacancies
Fire Captain	78	78	0
Fire Engineer	81	65	16
Firefighter	81	87	(6)
Firefighter-Recruit	0	28	(28)
<b>TOTAL</b>	<b>240</b>	<b>258</b>	<b>(18)</b>

\* The suppression staffing report reflects full staffing at 26 fire companies and one squad.

**CCCFPD General Fund Expenditures Summary**  
**FY 2017-18 as of 11-13-2017**

Dept	Obj	Sub Obj	Description	Appropriation	Adj	Expenditures	Encumbr	Balance	% Used
0952	6000	6201	GENERAL INVENTORY CLEAR	0	0	630,186	0	-630,186	
0952	6000	6203	FUEL INVENTORY CLEARING	0	0	49,243	0	-49,243	
0952	6000	6205	PARTS INVENTORY CLEARING	0	0	407,826	0	-407,826	
	<b>6000</b>	<b>Total</b>		<b>0</b>	<b>0</b>	<b>1,087,256</b>	<b>0</b>	<b>-1,087,256</b>	
7300	1000	1011	PERMANENT SALARIES	38,943,585	0	11,726,682	0	27,216,903	30.11%
7300	1000	1013	TEMPORARY SALARIES	275,000	0	172,509	0	102,491	62.73%
7300	1000	1014	PERMANENT OVERTIME	10,815,395	0	4,383,617	0	6,431,778	40.53%
7300	1000	1015	DEFERRED COMP CTY CONTRB	25,000	0	9,901	0	15,099	39.60%
7300	1000	1019	COMP & S D I RECOVERIES	0	0	-134,655	0	134,655	
7300	1000	1042	F.I.C.A.	718,322	0	245,155	0	473,167	34.13%
7300	1000	1044	RETIREMENT EXPENSE	26,267,568	0	8,052,538	0	18,215,030	30.66%
7300	1000	1046	EXCESS RETIREMENT BENEFIT	80,000	0	7,631	0	72,369	9.54%
7300	1000	1060	EMPLOYEE GROUP INSURANCE	5,877,626	0	1,742,259	0	4,135,367	29.64%
7300	1000	1061	RETIREE HEALTH INSURANCE	5,365,000	0	1,723,204	0	3,641,796	32.12%
7300	1000	1062	OPEB PRE-PAY	1,959,289	0	489,822	0	1,469,467	25.00%
7300	1000	1063	UNEMPLOYMENT INSURANCE	0	0	8,948	0	-8,948	
7300	1000	1070	WORKERS COMPENSATION INS	3,702,169	0	1,552,623	0	2,149,546	41.94%
	<b>1000</b>	<b>Total</b>		<b>94,028,954</b>	<b>0</b>	<b>29,980,235</b>	<b>0</b>	<b>64,048,719</b>	<b>31.88%</b>
7300	2000	2100	OFFICE EXPENSE	137,060	0	21,531	0	115,529	15.71%
7300	2000	2102	BOOKS-PERIODICLS-SUBSCRPT	25,925	0	6,673	0	19,252	25.74%
7300	2000	2103	POSTAGE	0	0	0	0	0	
7300	2000	2110	COMMUNICATIONS	595,250	0	232,141	0	363,109	39.00%
7300	2000	2120	UTILITIES	508,450	0	183,562	0	324,888	36.10%
7300	2000	2130	SMALL TOOLS & INSTRUMENTS	58,270	0	4,543	0	53,727	7.80%
7300	2000	2131	MINOR FURNITURE/EQUIPMENT	431,700	-60,000	65,896	0	305,804	17.73%
7300	2000	2132	MINOR COMPUTER EQUIPMENT	201,050	0	89,223	18,304	93,523	44.38%
7300	2000	2140	MEDICAL & LAB SUPPLIES	173,200	0	55,975	0	117,225	32.32%
7300	2000	2150	FOOD	28,530	0	14,200	0	14,331	49.77%
7300	2000	2160	CLOTHING & PERSONAL SUPPL	566,500	0	252,812	0	313,688	44.63%
7300	2000	2170	HOUSEHOLD EXPENSE	288,310	0	84,280	0	204,030	29.23%
7300	2000	2190	PUBLICATNS & LEGL NOTICES	3,700	0	280	0	3,420	7.57%
7300	2000	2200	MEMBERSHIPS	15,455	0	4,945	0	10,510	32.00%
7300	2000	2250	RENTS & LEASES -EQUIPMENT	417,965	0	143,965	0	274,000	34.44%
7300	2000	2251	COMPUTER SOFTWARE COST	373,890	0	103,852	0	370,038	27.78%
7300	2000	2260	RENTS & LEASES -PROPERTY	409,300	0	2,198	0	407,102	0.54%
7300	2000	2270	MAINTENANCE -EQUIPMENT	329,700	3,156	64,523	1,995	266,338	19.38%
7300	2000	2271	VEHICLE REPAIRS	693,350	0	224,716	0	468,634	32.41%
7300	2000	2272	VEHICLE FUEL/OIL	413,500	0	134,430	0	279,070	32.51%
7300	2000	2273	CNTRL GARAGE TIRES	125,000	0	59,089	0	65,911	47.27%
7300	2000	2281	MAINTENANCE OF BUILDINGS	1,612,050	0	154,273	0	1,457,777	9.57%
7300	2000	2282	GROUNDS MAINTENANCE	556,970	0	25,625	0	531,345	4.60%
7300	2000	2300	TRANSPORTATION AND TRAVEL	10,007	0	5,493	0	4,514	54.90%
7300	2000	2301	AUTO MILEAGE EMPLOYEES	3,000	0	712	0	2,288	23.75%
7300	2000	2303	OTHER TRAVEL EMPLOYEES	289,450	0	46,577	0	242,873	16.09%
7300	2000	2310	NON CNTY PROF SPCLZD SVCS	897,555	0	450,872	0	446,683	50.23%
7300	2000	2314	CONTRACTED TEMPORARY HELP	42,870	5,862	7,530	10,053	31,149	15.45%
7300	2000	2360	INSURANCE	5	0	0	0	5	0.00%
7300	2000	2467	TRAINING & REGISTRATIONS	38,800	0	0	0	38,800	0.00%
7300	2000	2474	FIRE FIGHTING SUPPLIES	684,425	0	66,571	0	617,854	9.73%
7300	2000	2477	ED SUPPLIES AND COURSES	82,250	0	23,323	0	58,927	28.36%
7300	2000	2479	OTHER SPECIAL DPMTAL EXP	21,750	0	3,092	0	18,658	14.22%
7300	2000	2490	MISC SERVICES & SUPPLIES	34,800	0	6,141	0	28,659	17.65%
	<b>2000</b>	<b>Total</b>		<b>10,070,037</b>	<b>-50,982</b>	<b>2,539,043</b>	<b>30,352</b>	<b>7,549,659</b>	<b>25.34%</b>

**CCCFPD General Fund Expenditures Summary  
FY 2017-18 as of 11-13-2017**

Dept	Obj	Sub Obj	Description	Appropriation	Adj	Expenditures	Encumbr	Balance	% Used
7300	3000	3505	RETIRE OTH LONG TERM DEBT	1,337,675	0	1,249,646	0	88,029	93.42%
7300	3000	3515	INT ON OTH LONG TERM DEBT	391,445	0	235,868	0	155,577	60.26%
7300	3000	3530	TAXES & ASSESSMENTS	36,000	0	20,208	0	15,792	56.13%
7300	3000	3611	INTERFUND EXP - GOV/GOV	2,318,250	0	780,836	0	1,537,414	33.68%
7300	3000	3614	DOIT PHONE EXCHANGE	71,940	0	23,721	0	48,219	32.97%
7300	3000	3615	DOIT DATA PROC SVCS	173,836	0	56,966	0	116,870	32.77%
7300	3000	3616	DOIT DATA PROC SUPPLY	2,000	0	752	0	1,248	37.60%
7300	3000	3617	DOIT MNTN RADIO EQMT	40,000	0	14,591	0	25,409	36.48%
7300	3000	3618	DOIT OTHER TELCOM CHARGES	0	0	916	0	-916	
7300	3000	3619	GEN SVC-BLDG OCPNCY COSTS	28,760	0	5,375	0	23,385	18.69%
7300	3000	3620	GEN SVC-REQUESTED MNTCE	12,000	0	742	0	11,258	6.18%
7300	3000	3622	GEN SVC-OTHER GS CHARGES	182,730	0	179,136	0	3,594	98.03% (1)
7300	3000	3626	INFO SECURITY CHG	36,947	0	12,316	0	24,631	33.33%
		<b>3000 Total</b>		<b><u>4,631,583</u></b>	<b><u>0</u></b>	<b><u>2,581,072</u></b>	<b><u>0</u></b>	<b><u>2,050,511</u></b>	<b><u>55.73%</u></b>
7300	4000	4708	CCCFIRE ADMIN IMPROVMENTS	0	75,000	0	0	75,000	0.00%
7300	4000	4951	OFFICE EQUIP & FURNITURE	90,000	0	0	28,270	61,730	0.00%
7300	4000	4953	AUTOS & TRUCKS	10,000	0	5,981	0	4,019	59.81%
7300	4000	4954	MEDICAL & LAB EQUIPMENT	50,000	0	0	0	50,000	0.00%
7300	4000	4955	RADIO & COMMUNICATN EQUIP	122,500	125,788	90,788	0	157,500	36.57%
7300	4000	4956	TOOLS & SUNDRY EQUIPMENT	150,300	185,570	18,306	171,954	145,609	5.45%
7300	4000	4971	CAPITALIZED SOFTWARE	50,000	-50,000	0	0	0	
		<b>4000 Total</b>		<b><u>472,800</u></b>	<b><u>336,358</u></b>	<b><u>115,075</u></b>	<b><u>200,224</u></b>	<b><u>493,859</u></b>	<b><u>14.22%</u></b>
7300	5000	5011	REIMBURSEMENTS-GOV/GOV	14,782,311	0	216	0	14,782,095	0.00%
7300	5000	5016	TRANSFERS - GOV/GOV	2,600,630	0	0	0	2,600,630	0.00%
		<b>5000 Total</b>		<b><u>17,382,941</u></b>	<b><u>0</u></b>	<b><u>216</u></b>	<b><u>0</u></b>	<b><u>17,382,725</u></b>	<b><u>0.00%</u></b>
		<b>Grand Total</b>		<b><u>126,586,315</u></b>	<b><u>285,376</u></b>	<b><u>36,302,897</u></b>	<b><u>230,576</u></b>	<b><u>90,438,217</u></b>	<b><u>28.61%</u></b>

(1) GS charges for property (e.g. Station 69 roof repair) and printmail.

**CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT**  
**MEMORANDUM**

**TO:** Jeff Carman, Fire Chief  
Lewis Broschard, Deputy Fire Chief

**FROM:** Robert Marshall, Fire Marshal

**SUBJECT:** Advisory Fire Commission, Fire Prevention Bureau Report  
for October 2017

**DATE:** December 4, 2017

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**October 2017:**

	<b>Engineering</b>	<b>Code Enforcement</b>
Inspections	618	101
Plan reviews	247	
Pub Ed Events	72	
Vegetation Inspections	49	
Investigations	55	

**Response count by Station**

( 10/01/2017 ~ 10/31/2017 )

Station	Runs	Runs/Day	Code 3
6	682	22	509
70	434	14	376
81	351	11.32	285
1	317	10.23	251
5	316	10.19	244
85	309	9.97	263
83	288	9.29	235
9	272	8.77	199
82	269	8.68	208
88	259	8.35	214
84	254	8.19	217
2	223	7.19	174
3	208	6.71	184
86	205	6.61	171
87	199	6.42	165
8	196	6.32	153
15	189	6.1	136
10	188	6.06	153
13	159	5.13	115
69	152	4.9	131
7	138	4.45	109
11	89	2.87	58
22	80	2.58	60
17	78	2.52	52
14	56	1.81	41
19	1	0.03	1
	5912	190.71	4704

**Response count by Unit**  
( 10/01/2017 ~ 10/31/2017 )

Unit	Runs	Runs/Day	Code 3
E106	448	14.45	356
E181	348	11.23	282
T101	315	10.16	250
E105	314	10.13	242
E185	305	9.84	259
T183	279	9	226
E182	269	8.68	208
E109	268	8.65	195
E170	264	8.52	215
T184	254	8.19	217
E188	249	8.03	204
T106	234	7.55	153
E102	218	7.03	169
E103	207	6.68	183
E186	199	6.42	166
E108	195	6.29	152
E187	194	6.26	160
E115	185	5.97	132
SQ70	170	5.48	161
E110	159	5.13	124
E113	151	4.87	112
E169	141	4.55	122
E107	122	3.94	93
E111	89	2.87	58
E122	79	2.55	59
E117	76	2.45	50
E114	56	1.81	41
R10	29	0.94	29
BS107	16	0.52	16
E388	10	0.32	10
E383	9	0.29	9
E313	8	0.26	3
R369	7	0.23	7
E386	6	0.19	5
E302	5	0.16	5
E387	5	0.16	5
E309	4	0.13	4
E315	4	0.13	4
E369	4	0.13	2
E385	4	0.13	4
E381	3	0.1	3
E101	2	0.06	1
E317	2	0.06	2
WT105	2	0.06	2
E303	1	0.03	1
E308	1	0.03	1
E322	1	0.03	1
WT219	1	0.03	1
	5912	190.71	4704

# Contra Costa County Fire Protection District

Station Summary Year: 2017 Month: 10

Area	City	Code 3 Calls	Mutual Aid	Auto Aid	Fire			EMSA Rescue	EMSA Hazard	Public Service	Mistaken Alarm	False Alarm	Other NF	Total	PP - FD Processing	FD - FE Turnout	FE - FA Travel	Total Response
					Struc.	Veg.	Other											
01	Walnut Creek	198	0	0	2	0	10	167	12	1	0	0	52	244	01:23	00:33	04:14	06:11
02	Pleasant Hill	108	0	0	0	1	0	93	7	6	0	25	132	01:26	00:26	05:14	06:57	
03	Walnut Creek	184	0	4	3	1	1	158	7	3	0	33	206	01:31	00:29	05:11	07:10	
04	Walnut Creek	26	0	10	0	2	0	16	6	0	0	11	35	01:12	00:33	07:28	09:28	
05	Pleasant Hill	189	0	1	3	0	3	161	13	1	0	42	223	01:24	00:29	04:53	06:45	
06	Concord	347	0	1	2	1	6	303	35	5	0	88	440	01:20	00:31	05:13	07:04	
07	Walnut Creek	84	0	0	1	0	2	74	5	3	0	16	101	01:20	00:25	05:32	07:13	
08	Concord	134	0	0	0	1	4	122	6	7	0	19	159	01:21	00:30	04:51	06:39	
09	Pacheco	149	0	1	1	1	10	121	18	5	0	47	203	01:19	00:32	05:22	07:08	
10	Concord	81	0	1	3	0	1	70	3	7	0	17	101	01:22	00:28	05:03	06:49	
11	Clayton	59	0	0	0	0	3	53	8	6	0	11	81	01:13	00:30	05:10	06:54	
12	Martinez	62	0	0	4	0	0	52	7	1	0	12	76	01:21	00:32	06:00	07:49	
13	Martinez	28	0	1	0	1	0	21	6	2	0	9	39	01:35	00:31	05:33	07:17	
14	Martinez	23	0	0	2	0	1	20	0	1	0	9	33	01:11	00:31	05:08	06:47	
15	Lafayette	68	0	2	1	0	3	48	15	2	0	19	88	01:23	00:32	05:09	07:04	
16	Lafayette	24	0	22	1	1	1	19	2	1	0	11	36	01:28	00:36	06:37	08:42	
17	Lafayette	11	0	1	0	0	0	9	5	0	0	8	22	01:16	00:26	04:54	06:35	
18	Clyde	9	0	0	0	0	0	6	0	0	0	4	10	01:15	00:19	06:38	08:19	
19	Martinez	3	0	2	0	0	0	2	0	0	0	1	3	01:21	00:40	10:36	12:50	
21	Concord	50	0	0	2	1	2	41	7	0	0	11	64	01:35	00:26	06:27	08:23	
22	Concord	30	0	0	0	0	3	21	5	0	0	12	41	01:16	00:31	05:01	06:29	
69	El Sobrante	69	0	29	3	0	6	55	10	1	0	13	88	01:12	00:39	05:40	07:26	
70	San Pablo	331	0	131	4	3	28	271	21	8	0	60	395	01:25	00:37	05:01	07:06	
81	Antioch	239	0	5	7	2	18	201	14	4	0	38	284	01:21	00:32	04:33	06:26	
82	Antioch	173	0	3	2	1	10	147	7	8	0	35	210	01:26	00:30	05:13	07:09	
83	Antioch	175	0	1	3	0	12	155	11	7	0	31	219	01:22	00:29	05:10	07:03	
84	Pittsburg	90	0	0	2	1	3	75	8	0	0	13	102	01:22	00:26	05:48	07:32	
85	Pittsburg	217	0	0	2	1	11	183	6	2	0	38	243	01:23	00:27	04:59	06:51	
86	Bay Point	160	0	0	7	1	17	119	9	3	0	34	190	01:26	00:31	05:53	07:44	
87	Pittsburg	89	0	0	0	2	6	70	6	0	0	23	107	01:16	00:37	05:55	07:39	
88	Antioch	110	0	9	5	2	5	91	7	3	0	18	131	01:27	00:32	05:01	06:55	
CON	Unclassified	5	0	4	0	0	2	3	2	0	0	1	8	02:24	00:22	06:18	09:08	
**Other		151	0	172	19	16	6	73	5	0	0	53	172	00:57	00:43	06:31	08:11	
		3676	0	400	79	39	174	3020	273	87	0	814	4486					

\* PP: phone pick up, FD: 1st unit dispatched, FE: 1st unit enroute, FA: 1st unit arrived, average of code 3;  
Total Response: PP - FA

\*\*Other: incidents outside CON with CON units at least enroute, staged or arrived;

Travel/Response time: between first unit enroute/phone pickup and first unit arrived, or first unit staged if staging time is earlier than first arrival time.

Time caps Processing: 5:00 mins; Turnout: 4:00 mins; Travel: 14:00 mins; Total Response: 16:00 mins

(Revised on 08/11/2014)





# CONTRA COSTA COUNTY Fire Protection District



Home | **Operations** | EMS | Support Services | Administration  
Aid Provided (10/1/2017 - 10/31/2017)

- Apparatus
- Automatic Aid Agreements
- After Action Review - SP
- After Action Review
- Fuel Log
- Bid Assignment
- Fire Trails
- Forms
- Monthly Standby
- Incident Review
- NFIRS
- Operations Meeting Minutes
- Programs
- Reports
- Training
- Wildland Firefighting Program
- Logout

### Unit counts based on Business Rule (ST64, ST70)

Provider	Jurisdiction								
	CCE	CON	CRK	ECR	MOR	POE	RDO	RMD	SRM
CCE	-	32/51	0/0	0/0	0/0	0/0	0/0	0/0	0/0
CDF	22/25	4/6	2/3	0/0	0/0	0/0	1/2	0/0	0/0
CON	74/117	-	3/6	0/0	19/37	26/34	15/23	69/79	1/1
CRK	0/0	0/0	-	0/0	0/0	0/0	9/16	0/0	0/0
ECR	0/0	17/21	1/1	-	5/12	3/4	6/6	50/58	0/0
MOR	0/0	43/65	0/0	0/0	-	0/0	0/0	0/0	0/0
POE	0/0	9/9	0/0	0/0	0/0	-	12/12	0/0	0/0
RDO	0/0	2/2	4/6	0/0	0/0	23/27	-	0/0	0/0
RMD	0/0	180/234	0/0	37/40	1/1	1/1	0/0	-	0/0
SRM	0/0	21/26	0/0	0/0	0/0	0/0	0/0	0/0	-
TNT	0/0	3/3	1/1	0/0	0/0	0/0	0/0	0/0	0/0

### Response Area - Contract

Jurisdiction	Response Area	Provider	Incidents	Units
POE	Contract	CON	3	4
POE	Contract	POE	31	31
POE	Contract	RDO	3	3
POE	Contract	RMD	1	1

CCCFPD © 2003

DATE	DAY	SHIFT	SL	VAC	WC	OTHER	TOTAL	TOTAL OT	MAN OT	EXP. OTHER
1	SUN	A	8.0	5.5	3.0	0.0	16.5	23.5	13.5	
2	MON	A	6.5	2.0	3.0	0.0	11.5	16.0	0.5	
7	SAT	A	5.0	6.5	3.0	0.0	14.5	19.0	9.5	
8	SUN	A	5.0	9.5	3.0	0.0	17.5	22.5	9.5	
13	FRI	A	3.5	7.0	3.0	8.0	21.5	19.0	7.0	8.0 OPST
14	SAT	A	4.5	10.0	3.0	10.5	28.0	27.0	18.0	10.5 OPST
19	THU	A	7.5	3.5	3.0	3.0	17.0	22.5	4.5	3.0 OPST
20	FRI	A	4.0	7.5	3.0	4.0	18.5	24.5	9.0	3.0 OPST, 1.0 SPEC
25	WED	A	6.0	2.0	3.0	0.5	11.5	15.0	0.0	0.5 SPEC
26	THU	A	3.0	3.0	3.0	0.0	9.0	13.0	0.0	
31	TUE	A	2.0	10.0	3.0	0.0	15.0	25.5	16.0	
3	TUE	B	7.5	2.0	3.0	2.0	14.5	21.0	1.5	1.0 LOA, 1.0 SPEC
4	WED	B	5.0	1.5	3.0	2.0	11.5	19.5	3.5	1.0 LOA, 1.0 SPEC
9	MON	B	6.0	3.5	2.0	6.0	17.5	21.0	4.0	1.0 LOA, 5.0 OPST
10	TUE	B	2.5	1.0	2.0	6.0	11.5	17.0	2.5	1.0 LOA, 5.0 OPST
15	SUN	B	6.0	4.5	2.0	11.0	23.5	25.5	14.0	1.0 LOA, 10.0 OPST
16	MON	B	3.0	1.5	2.0	11.0	17.5	19.0	5.5	1.0 LOA, 10.0 OPST
21	SAT	B	3.0	7.5	2.0	3.0	15.5	23.5	18.5	1.0 LOA, 2.0 OPST
22	SUN	B	3.0	5.5	2.0	1.0	11.5	20.5	13.0	1.0 LOA
27	FRI	B	8.0	3.0	2.0	2.0	15.0	22.5	4.0	1.0 LOA, 1.0 SPEC
28	SAT	B	5.0	8.0	2.0	1.0	16.0	26.5	13.0	1.0 LOA
5	THU	C	6.0	3.0	2.0	1.0	12.0	17.5	5.5	1.0 LOA
6	FRI	C	3.0	5.0	2.0	1.0	11.0	17.0	10.0	1.0 LOA
11	WED	C	7.5	2.0	1.0	4.0	14.5	21.0	3.0	4.0 OPST
12	THU	C	2.0	3.0	1.0	8.0	14.0	21.5	10.0	1.0 LOA, 7.0 OPST
17	TUE	C	2.0	3.5	1.5	12.0	19.0	19.0	6.0	1.0 LOA, 11.0 OPST
18	WED	C	3.0	1.0	2.0	9.0	15.0	15.5	1.5	1.0 LOA, 8.0 OPST
23	MON	C	4.0	0.5	1.0	1.0	6.5	13.5	0.0	1.0 LOA
24	TUE	C	1.0	0.5	1.0	1.0	3.5	10.5	0.0	1.0 LOA
29	SUN	C	3.0	3.5	1.0	1.5	9.0	15.0	2.5	0.5 AL, 1.0 LOA
30	MON	C	1.0	1.5	1.0	1.5	5.0	13.0	0.0	0.5 AL, 1.0 LOA
AVG DAILY			4.4	4.1	2.2	3.6	14.3	19.6	6.6	
AVG A			5.0	6.0	3.0	2.4	16.4	20.7	8.0	
AVG B			4.9	3.8	2.2	4.5	15.4	21.6	8.0	
AVG C			3.3	2.4	1.4	4.0	11.0	16.4	3.9	
RANGE			1.0-8.0	0.5-10.0	1.0-3.0	0.0-12.0	3.5-28.0	10.5-27.0	0.0-18.5	
AL - Administrative Leave			LOA - Leave of Absence			MAN OT-Mandatory OT				
AWOP - Absent Without Pay			ML - Military Leave							
FH - Floating Holiday			OPST - Strike Team							
JD - Jury Duty			SPEC - Special Assignment							
U:\PATTERSON\SuppressionLeave\1710										

Thank you on behalf of The  
Sonoma Plaza Merchants for  
Saving our town - you are our  
heroes!

Barbara Mezzetta

THANK YOU VERY MUCH FOR  
ALL OF YOUR HARD WORK.  
WE APPRECIATE EVERYTHING  
YOU HAVE DONE FOR SONOMA.

Dear Fire fighters,

Thank you  
for everything  
#SonomaStrong

Pleased -  
surprised -  
delighted, too,

With that perfectly  
special gift from you!

that you come  
to Sonoma for  
us.

Maya L. Garcia

Chief,  
Thank you for serving  
our community.  
We are praying for  
you & your staff.  
— Steve Minor

Chief Carmen -  
Thank you for  
serving our  
community. I  
am so grateful  
for you! Thank  
you for the  
community.

Chief Carmen,  
Thank you for the  
community.  
We appreciate you.  
Brenda  
Dennis  
We appreciate you.  
Thank you for the  
community.

Chief Carmen

Thank you so much for serving  
our community and all you do

- P. Daniel

Chief Carmen,

Thank you for your work  
and effort for our community!  
We appreciate your service!!

— Larry

FROM: STAFF @ CONVENTIONE CHRISTIAN CENTER  
Nashville

Chief Carmen -  
Thank you for  
your service to our  
community - We  
are praying for you -  
Sue Navler

CHIEF CARMEN,  
CONTRAST THE AN  
YOUR NEED. THANKS  
THE KEEPING IS  
— LOUANN & HENRY

Fire Chief  
We gratefully appreciate  
all you do for our  
City.  
Nehemiah R.

11/17/17  
Dear Contra Costa County Fire  
Protection District,

Thank you for sending equipment and  
personnel to fight the fires in Sonoma  
County! We are very grateful for  
your support. Best regards -

Deborah + Terry Juy  
Santa Rosa CA

Kia Kaha  
Jill

John & Jeff  
Thank you!

Thank you!  
Beth Gussard  
Nick & Patricia

Thank you!  
John & Jeff

Blessings  
Sally & Ned

Karen Gale

Thanks from  
the bottom of our  
hearts!  
Catherine

Thank you for saving  
Sonoma Valley!  
Alex Bates

Thank you  
Benwood  
Krisa &  
John

TRINITY OAKS  
SURVIVOR  
Jul & Hank

Forever grateful  
for your efforts  
Don Jayne

"Never was so much owed by so many to so few"

-Winston Churchill, 1940

You guys saved  
my house! Thank you!  
Dave Chappell

You will always be  
remembered for  
your bravery!  
Chad

God Bless  
Thank you!!

POUR RE  
Avec amour

Boys with  
---Thank you!

the best  
Kathleen

**Thank you from the bottom  
of our hearts!** 

Ann Peters  
Kenwood - grateful!

Karen

Dear members of the <sup>11-7-17</sup>  
Contra Costa Fire  
Protection District,

Thank you all, so much,  
for lending your support  
and services during  
the Northbay Firestorms.  
It was of great comfort  
to have you all share  
your courage and  
kindness during our  
scariest disaster of  
memory. We will

never forget your selfless-  
ness. Please, stay safe!

With gratitude,

The Durenberger family

- Elise, Anthony, Justin  
& Callan &

AND/  
Paul Marini + Leslie Hart



**MAMACOW CREATIONS**

FINE ART \* GRAPHICS \* PAPER ART

by Elise A. Durenberger

707-753-0720

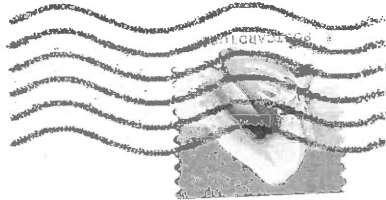
mamacow@comcast.net

You do the nicest things.

Thank you for saving  
Santa Rosa

Thank you firefighters  
for putting out the  
fires!

-Isaac age: 6



Contra Costa Fire  
Protection District  
2010 Geary Rd  
Pleasant Hill, CA  
94523

Woodland Star Charter School  
17811 Arnold Dr.  
Sonoma, Ca 95476





STATE OF CALIFORNIA

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

SANTA ROSA OFFICE  
50 D STREET, SANTA ROSA, CA 95402  
1-707-576-2100 • FAX 1-707-576-2113  
www.cdtfa.ca.gov

EDMUND G. BROWN JR.  
Governor

MARYBEL BATJER  
Secretary, Government Operations Agency

NICOLAS MADUROS  
Director

October 24, 2017

Contra Costa County Fire Protection District  
2010 Geary Road  
Pleasant Hill, CA 94523

Dear Chief Jeff Carman

With profound gratitude and deepest appreciation we thank the Contra Costa County Fire Protection District who courageously provided assistance in our time of need.

In the midst of rapidly developing hardship and destruction you worked selflessly to fight fires, protecting lives and property in our community during the Santa Rosa and North Bay Fire Storm of 2017. With dedication and commitment you worked and fought valiantly to contain the fires for over a week. There are no words to completely express our deepest gratitude to ALL who work in the department. Emergency fire personnel and the fire trucks that traveled to our community are a testament to your dedication of preserving life and property. Your department's assistance felt like divine intervention from above that blessed us at a time we thought we could lose our entire community.

Thank you for all of the courageous efforts in putting your lives on the line to save our lives, peoples' homes, and animals through the fire storm. Your presence was a wonderful reassurance that we would somehow get through this tragic event.

You are true defenders preventing further devastation to our community. Thank you from the bottom of our hearts.

Sincerely the Santa Rosa Staff.  
#sonomastrong

Thank you!  
Juni  
Boan

Thank you!  
Katie  
Layken

Thank you for everything!  
Larra #1

Thank you!  
Debbie

Thank you!  
-Jami

Thank you!  
Julie

Thank you!  
-S. Hong  
Cera C.

Thank you!

Thank you!  
Daniel

Thank you!  
David

Thank you!  
Sue

Thank you!  
Alice

Thank you!  
Payshant

Thank you!  
Rosa N.

Thank you Contra Costa! ariana c.

Thank you!  
Kate

Very Grateful!  
Cindy

Thank you!  
Pleasant Hill  
Mick

Thank you!  
Theresa

Thank you!  
Amy

Thank you!  
Salma

Thank you!  
Lisa

Thank you!  
Elizabeth

Thank you for all your help!  
Rocío



Thank you!  
Roberta

From the bottom of my heart  
Cathy S.



Kathleen Respini  
Hannah's Children  
[REDACTED]  
Napa, California 94558

25 October 2017

Dear Responders,

This is to all of you who are not only first responders, but responders of every area and of every expertise who responded in one way or another during the wild fire crisis in Northern California during the month of October, 2017.

I am an ordinary citizen of the city of Napa. I was very fortunate in that my home happens to be in a neighborhood that was untouched by the fire. We also had cell phone service and electricity during the entire crisis. That's not to say we weren't very nervous as the situation remained fluid for so many days.

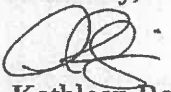
As I had errands to take care of during these days, I couldn't help but notice the multitude of police, sheriff and fire vehicles that originated from so many places...with city or county names I didn't even recognize. It was this that touched me to my core. I know you all will say you were just doing your jobs, but to me, you all are the heroes who came to our aide in our most desperate hours. I thought of the families you left behind, some under evacuation. And I thought of those of you whose homes were burned to the ground as you fought to save our communities. I thought of your selflessness as you worked long hours in unforgiving conditions. I saw the many white tents and the trucks all lined up at the Town and Country Fair Grounds in Napa. As I drove past, I willed my truck to be quiet so as not to disturb your sleep. It felt as though even the ground you slept on was sacred, bringing much needed rest.

I have never witnessed such sacrifice by so many for communities where they are not even known. This is humanity at its best, while in the worst of circumstances. This was nothing short of amazing.

I wish to convey my deepest appreciation to all of you, each and every one, although I doubt there are words adequate to this task.

Thank you from the bottom of my heart.

Sincerely,



Kathleen Respini

SAN FRANCISCO FIRE DEPARTMENT  
CITY AND COUNTY OF SAN FRANCISCO

JOANNE HAYES-WHITE  
CHIEF OF DEPARTMENT

EDWIN M. LEE  
MAYOR

October 10, 2017

Jeff Carman  
Fire Chief  
Contra Costa County Fire Protection District  
2010 Geary Road  
Pleasant Hill, CA 94523

Dear Chief Carman,

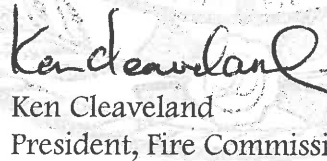
On behalf of the men and women of the San Francisco Fire Department and the San Francisco Fire Commission, we would like to extend our sincere appreciation to the Contra Costa County Fire Protection District for your operational support on September 19, 2017. Your assistance allowed for our members to attend the services and pay their respects to our fallen member, Battalion Chief Terry Smerdel.

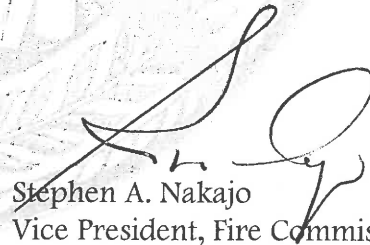
Your Department's presence and assistance in covering our City were deeply appreciated. The loss of Terry has left us with a huge void. The outpouring of love and support from our brothers and sisters in the Fire Service and beyond has been tremendous. There are no words to express the gratitude that we feel. With the help of the Contra Costa County Fire Protection District, we were all able to pay tribute to Terry.

Your support and presence was very much appreciated by the family of Battalion Chief Smerdel and by the entire San Francisco Fire Department.

Very truly yours,

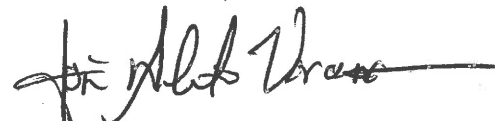
  
Joanne Hayes-White  
Chief of Department

  
Ken Cleaveland  
President, Fire Commission

  
Stephen A. Nakajo  
Vice President, Fire Commission

  
Michael Hardeman  
Fire Commissioner

  
Francee Covington  
Fire Commissioner

  
Joe Alioto Veronese  
Fire Commissioner



BC TERRY SMERDEL  
8/23/1958 - 9/10/2017



December 4, 2017

TO: Advisory Fire Commission

FROM: Jeff Carman, Fire Chief

RE: Fire Chief's Report

---

- Fire Station 16 (Lafayette): On October 25, 2017, a kickoff meeting was held with County Capital Projects and Kitchell. Both entities are working together to draft the front end documents. This month, we anticipate seeking Board approval for the authority to advertise for bid beginning the first week of January.
- Fire Station 70 (San Pablo): On October 17, 2017, the City of San Pablo Planning Commission approved the project and requested a few minor cosmetic modifications. The architect is now drafting the construction drawings which will include the aforementioned modifications. It is anticipated that we will begin the plan review process in spring 2018.
- The 2017 Contra Costa County Annual Workplace Giving Campaign was extended through November 17. County employee monthly pledges and cash gifts have exceeded \$100,000; and we are still collecting pledge forms! We are thankful to the department coordinators for their efforts and to everyone who has pledged a gift during the campaign.
- Fire Academy #51 is now in its tenth week. There are currently 28 recruits moving forward in the academy after the unfortunate release of two recruits. The recruits are scheduled to graduate in spring 2018.
- The District's administrative office relocation project continues to move forward. The final walkthrough was completed in mid-November, and the actual move will occur in the first quarter of 2018.
- The Fire District was invited to provide a status update at the monthly city managers meeting. The update emphasized that while the Fire District is currently sustainable, that sustainability is threatened by the improving economy and the increasing call volume associated with new development projects in the county which further burden an already stressed system. It has been previously noted that in several Contra Costa County fire districts, unfortunately, the property tax allocations do not provide sufficient funding to maintain the required services. The city managers are aware that the Fire District will be pursuing supplemental funding for new

development through the use of Community Facilities Districts (CFDs) and developer agreements.

- The ambulance transport program continues to exceed performance expectations. While the requirement is to arrive on scene within a specified time frame, 90% of the time, the District has been able to maintain 95-97% compliance in all zones. This means that ambulances arrive more quickly than required by contract which allows firefighters to be available for other incidents within their response areas in a timelier manner.

## Draft Proposal from Bylaws Committee

5. Review and advise on long-range capital improvement plans;
6. Serve as the Appeals Board on weed abatement matters pursuant to District ordinance;
7. Advise the Fire Chief on District service matters;
8. Meet jointly with the Board and provide service to the Board as needed;
9. Communicate with the other fire district boards or commissions on services and functional integration;
10. Assist in the Fire Chief's selection process as required;
11. Serve as liaison between the Board and the community served by the District;
12. Perform such other duties and responsibilities as may be assigned and/or as directed by the Board.

The Advisory Fire Commission shall make its recommendations directly to the Fire Chief, the Board of Supervisors, and such other bodies or administrators as may be designated from time to time.

### Article V Membership

#### A. Members

The Commission shall consist of seven (7) voting members and two (2) alternate members appointed by the Board.

##### 1. Voting Members

The seven (7) voting members shall consist of the following:

- a) Five (5) members, each of whom represents one supervisorial district. The nomination is made by an individual Supervisor for full Board action.
- b) Two (2) at-large members. The nomination is made by the Internal Operations Committee for full Board action, after giving the Commission an opportunity to screen, interview, rank the applicants, and make its nomination to the Internal Operations Committee.

##### 2. Alternate Members

The Commission shall also comprise two (2) At-Large Alternate Members.

The nomination of the At-Large Alternate Members is made by the Internal Operations Committee for full Board Action, after giving the Commission an opportunity to screen, interview, rank the applicants, and make its nomination to the Internal Operation Committee.

Alternate Members shall not participate or vote in the regular or special meetings unless they are replacing an absent, seated member who is unable to participate at a meeting. Alternate Members shall participate or vote when replacing an absent, seated member on a rotating basis. However, the Commission Chair may acknowledge comments from an Alternate at the discretion of the Chair at any time.

B. Terms

All members of the Commission, including the At-Large Alternate Members shall be appointed for a term of four (4) years. Terms are staggered. Members serve at the pleasure of the Board.

C. Vacancies

A vacancy on the Commission exists upon the death or resignation of a member, or upon the removal of a member of the Board. Should a vacancy occur for any reason, an appointed Alternate Member shall fill the remainder of the term and serve until the Board appoints a replacement voting member.

D. Staff

The Commission staff person shall issue and distribute meeting agendas in accordance with the open meeting laws specified in Article VII. The staff person shall keep an accurate record of all proceedings of the Commission, including meeting minutes and special reports and a list of persons attending meetings, and shall finalize meeting minutes. The staff person shall be responsible for maintaining a copy of these records at the District Administration Office. These records shall be made available to the public as required by State and local law. The Chair may direct the staff person to perform other duties to further the purpose and goals of the Commission.

Article VI  
Officers and Duties

A. Officers

The officers of the Commission shall be Chair and Vice Chair.

The Chair shall preside over all meeting of the Commission. The Chair shall appoint committees as may be needed from time to time for special projects or programs. The Chair report unscheduled vacancies immediately to the Board. The Chair shall perform other such duties as they pertain to the Office of Chair.

The Vice Chair shall preside at all meeting in the absence of the Chair or at any other time when so requested by the Chair, and perform other such duties as directed by the Chair.

B. Term

Each officer shall be selected for a one-year term at the first regular business meeting in June of each year by a majority vote of the Commission.

Each officer's term shall begin on July 1<sup>st</sup> of each year.

**CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT  
SURPLUS EQUIPMENT  
DATE November 16, 2017**

A= Obsolete  
B= Worm Out  
C= Beyond economical Repair  
D= Wrecked beyond repair/Major Mechanical

COUNTY #		QUANTITY	DESCRIPTION	ESTIMATED VALUE	CONDITION
1.	N/A	1	TV - CRT	25	A
2.	N/A	1	UPS	25	A
3.	N/A	2	MFP printers	25	D
4.	N/A	8	LCD displays	80	A
5.	N/A	1	Desktop CPU	10	D
6.	N/A	2	Miscellaneous boxes of cables, keyboards, hubs, mouse and computers	50	D
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

**Contra Costa County**



**Fire Protection District**

**Proposed Advisory Fire Commission 2018 Meeting Schedule**

February 26

April 9

June 11

August 13

October 8

December 10