

# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT ADVISORY FIRE COMMISSION

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

## AGENDA

**Monday, October 24, 2016  
7:00 PM**

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- I. Pledge of Allegiance and Roll Call
- II. Public Hearings
  - A. October 19, 2016 Report on the Cost of Abatement
- III. Public Comments Period
- IV. Consider Consent Items:
  - A. Approval of August 8, 2016 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
- V. Fire Chief's Report
- VI. Unfinished Business
  - A. 2015 Weed Abatement figures
  - B. Preferred style for Advisory Fire Commission meeting minutes
  - C. Update on reopening of closed stations
  - D. Dissemination of Significant Incident Reports for West County
  - E. Organizational chart including Battalion Chiefs
- VII. New Business
  - A. Declaration of Surplus Equipment – Report of October 12, 2016
  - B. Discuss Questionnaire for 2016-17 Triennial Sunset Review
- VIII. Commissioners' Comments / Items for Future Agendas
- IX. Next Regular Meeting Date and Time – December 12, 2016, 7:00 p.m.

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

*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.*

**Contra Costa County**



**Fire Protection District**

October 19, 2016

**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 nineteenth day of October 2016, 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 twenty-fourth day of October 2016 at 7:00 p.m.

By:

A handwritten signature in black ink, appearing to read "R Marshall", written over a white background.

Robert Marshall, Fire Marshal

and:

A handwritten signature in blue ink, appearing to read "Latonia Ellingberg", written over a white background.

Latonia Ellingberg  
Secretary to the  
Advisory Fire Commission

T:weeds-OCTmtg2016



October 19, 2016

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 2016 Abatement Report so that these charges may be placed on the 2017-18 tax roll. The total amount of this list is \$98,110.59.

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 2016 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

T:weeds-OCTmtg2016

CONTRA COSTA COUNTY  
FIRE PROTECTION DISTRICT  
ABATEMENT REPORT ON CHARGES FOR 2016 PRIOR TO October 24, 2016  
10/14/2016

**Exhibit "A"**

PARCEL #	OWNER	CHARGES
056-130-018	MISSION PEAK HOMES INC	\$4,298.60
066-032-015	HAYES EDWARD PHILLIP JR	\$1,588.14
068-201-045	SIDRIAN MICHELLE	\$1,935.69
071-022-002	HARRELL KEVIN & ZOHRA	\$1,946.32
074-241-001	GARROW & VETRANO INC	\$1,788.07
074-261-039	GARROW & VETRANO INC	\$1,786.33
074-261-040	GARROW & VETRANO INC	\$2,157.00
075-241-008	SABIN DON B	\$1,167.00
076-041-016	GARROW & VETRANO INC	\$909.57
076-064-038	GARROW & VETRANO INC	\$1,194.16
096-020-022	DONGALLO FERNANDO L & NANCY O	\$1,948.45
130-040-021	HUNTER KEVIN G	\$2,207.50
130-150-059	JABBAR AMJAD	\$1,394.50
162-141-009	HJORTSVANG AMY KOO TRE	\$1,889.00
164-110-011	XIAOPIE QI	\$1,067.50
177-150-053	WARWICK PLACE ASSOC	\$3,053.60
179-161-003	GUY ARAN P	\$2,017.81
184-321-045	PEREZ SHIOMO	\$1,524.70
230-121-004	OAKES ROY P & DINA C	\$888.00
232-063-007	MOUSALIMAS SPILIOS TRE EST OF	\$641.00
370-102-002	HUGHEY DARRYL	\$2,256.50
370-102-006	TROYS CONTRACTING	\$1,493.00
370-110-006	MARIETTI CHARLES	\$1,341.00
370-110-007	MARIETTI CHARLES	\$1,483.50
370-110-008	MARIETTI CHARLES	\$1,122.50
370-110-019	MMB FIRST MORTGAGE FUND	\$1,780.00
370-110-020	GAGNIER JANELLE	\$1,562.00
372-154-009	JAQUES WILLIAM & MAY	\$2,536.00
372-154-012	SUNNYSIDE TERRACE ESTATES	\$2,458.00
372-155-019	LANGER MATILDA C TRE	\$2,005.46
372-155-020	LANGER MATILDA C TRE	\$1,946.54
372-161-011	EUROPEAN HILLS PROPERTY TRUST	\$857.57
372-161-014	NICHOLS MICHAEL W & CAMI L	\$1,011.50
376-031-016	MUEHLMAN SUSAN	\$2,268.80
376-102-001	MACALVEY FRANCIS C	\$1,079.00
377-310-077	HAMPTON LAURENE LYNETTE	\$697.00
409-011-012	HOSSEINYAR MOHAMMAD R	\$1,185.48

409-021-007	MCKELVY JOE & SALLIE	\$1,043.00
409-021-028	MALBROUGH WILLIAM EST OF	\$1,085.98
409-021-032	PRIVATE CAPITAL FUND LLC	\$1,503.53
409-021-034	SFIS COMPANY LLC	\$891.48
409-021-037	MESA DUNES INVESTMENTS INC	\$996.48
409-021-041	MESA DUNES INVESTMENTS INC	\$807.48
409-032-013	TETREAULT JOYCE LAURENE	\$2,018.60
409-032-015	DALRYMPLE ELIZABETH S	\$3,340.80
409-032-019	HORTON SAM & BERTHA	\$1,670.40
409-141-012	SMITH ELIZABETH B	\$2,127.22
409-182-019	BILLON ENTERPRISES INC	\$2,762.91
409-200-024	GREEN ALMETRA	\$1,712.12
409-240-029	STUART IRVING	\$2,009.66
409-271-005	HILLSIDE ENTERPRISES INC	\$1,587.12
409-291-008	RAY JAMES & CORINEA	\$1,332.00
413-160-011	3002 GIANT ROAD LLC	\$2,696.31
419-123-028	T K HIRAM INVESTMENT LLC	\$1,377.00
419-142-006	NICOLLS DONALD O & ELLAMAUD	\$818.00
419-142-029	T K HIRAM INVESTMENT LLC	\$1,866.60
426-243-039	EDWARDS JOSEPH J & LAURA J	\$3,045.83
435-064-012	HONRICK PROPERTIES LTD	\$931.28
<b>COUNT : 58</b>	<b>TOTAL</b>	<b>\$98,110.59</b>



**MINUTES**

August 8, 2016

The Advisory Fire Commission met at a regular meeting on Monday, August 8, 2016 at 7:00 p.m. Chairman Tom Chapman called the meeting to order and led the salute to the flag.

**ROLL CALL**

<b>Present:</b>	<b>Commissioners:</b>	Richard "Tom" Chapman – At Large #2 Debra Galey – District IV Bill Granados – District II Ed Haynes – District III Nat Rojanasathira – District V Erling Horn (Alternate – District II)
	<b>Absent:</b>	Mike Egan – At Large #1 Walter Fields (Alternate – District V)
	<b>Fire Chief:</b>	Jeff Carman

**PUBLIC HEARINGS**

- A. Chairman Chapman opened the public hearing on the August 3, 2016 Report on the Cost of Abatement. Hearing no objections or protests to the August 3, 2016 Abatement Report, the hearing was closed. Chairman Chapman then asked for a motion to adopt the "Resolution of Confirmation" confirming the August 3, 2016 Abatement Report in the amount of \$28,506.72. Commissioner Rojanasathira moved that the Commission adopt the Resolution of Confirmation confirming the Abatement Report, seconded by Commissioner Granados. Said motion carried by a unanimous vote (AYES: Chapman, Galey, Granados, 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 Rojanasathira. Said motion carried by a unanimous vote (AYES: Chapman, Galey, Granados, Haynes, Rojanasathira).

**PUBLIC COMMENTS** – None

**CONSENT ITEMS**

A. June 13, 2016 Meeting Minutes:

Commissioner Galey noted an error on page five. Commissioner Granados made a motion to approve the June 13, 2016 meeting minutes with one correction. Motion was seconded by Commissioner Rojanasathira. Said motion carried by a unanimous vote (AYES: Chapman, Galey, Granados, Haynes, Rojanasathira).

B. Accept and File Reports:

1. Personnel Report – Reviewed/discussed report of August 8, 2016.
2. Operating Budget – Reviewed/discussed report of July 28, 2016.
3. Fire Prevention Report – Reviewed/discussed August 8, 2016 report.
4. Monthly Activity Reports – Reviewed/discussed June 2016 and July 2016 reports.
5. Suppression Leave Summary – Reviewed/discussed June 2016 and July 2016 reports.
6. Correspondence – Reviewed

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

**FIRE CHIEF'S REPORT** – Reviewed/discussed August 8, 2016 report.

**UNFINISHED BUSINESS** – None

**NEW BUSINESS** – None

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

- Commissioner Galey expressed an interest in knowing if this year's abatement is heavier than last year's due to the rain. Chief Carman will report back on last year's numbers.

- Commissioner Galey raised the question of which style (action, summary, or verbatim) is best suited for Commission meeting minutes. Secretary Ellingberg will report back on the preference of the Board of Supervisors.
- Commissioner Haynes requested information on the reopening of closed stations, particularly Station 4.
- Commissioner Haynes asked about significant incident reports for West County which he has not been receiving.
- Chief Carman will bring an organizational chart that includes the Battalion Chiefs to the next meeting.

Commissioner Granados made a motion to adjourn the meeting; seconded by Commissioner Rojanasathira. Said motion carried by a unanimous vote (AYES: Chapman, Galey, Granados, Haynes, Rojanasathira).

Meeting adjourned at 8:00 p.m.

#### **NEXT MEETING DATE AND TIME**

October 24, 2016, 7:00 p.m.

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Latonia Ellingberg, Recording Secretary





TO: Advisory Fire Commission  
 FROM: Jackie Lorrekovich, Chief of Administrative Services  
 SUBJECT: Personnel Report  
 DATE: October 24, 2016

**SERVICE AWARDS**

**10-YEAR**

Michelle Stoffregen	Dispatcher	08-14-06
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**PROMOTIONS**

Vito Impastato	Training Chief	08/15/16
Steven Sawyer	Fire Captain	09/01/16

**NEW HIRES**

Aaron All	Firefighter/PM-Recruit	10/03/16
Ben Campi	Firefighter-Recruit	10/03/16
Shawn Cline	Firefighter/PM-Recruit	10/03/16
Matthew Dingman	Firefighter/PM-Recruit	10/03/16
Justin Enderlin	Firefighter/PM-Recruit	10/03/16
Skyler Fitzgerald	Firefighter-Recruit	10/03/16
Melissa Grosskopf	Firefighter-Recruit	10/03/16
Joseph Healy	Firefighter/PM-Recruit	10/03/16
Bradford Kenny	Firefighter/PM-Recruit	10/03/16
Corey Maciel	Firefighter/PM-Recruit	10/03/16
Brendan McDonagh	Firefighter-Recruit	10/03/16
George Pangilla	Firefighter/PM-Recruit	10/03/16
Reggie Powell	Firefighter-Recruit	10/03/16
Brandon Tarn	Firefighter/PM-Recruit	10/03/16

**RESIGNATIONS**

Neema Mohammadizad	Engineer	10/06/16
Aaron All	Firefighter/PM-Recruit	10/10/16
Bradford Kenny	Firefighter/PM-Recruit	10/10/16

**SUPPRESSION STAFFING VACANCIES\***

	Minimum Staffing	Current Staffing	Vacancies
Fire Captain	75	75	0
Fire Engineer	81	77	4
Firefighter	81	82	(1)
Firefighter Recruit	0	12	(12)
TOTAL	237	246	(9)

\* The suppression staffing report reflects full staffing at 25 fire companies and two squads.

**CCCFPD General Fund Expenditures Summary  
FY 2016-17 Period 2 (as of 9/13/16)**

Dept	Obj	Sub Obj	Description	Appropriation	Adj	Expenditures	Encumbr	Balance	% Used
0952	6000	6201	GENERAL INVENTORY CLEAR	0	0	58,550	0	(58,550)	
0952	6000	6203	FUEL INVENTORY CLEARING	0	0	43,054	0	(43,054)	
0952	6000	6205	PARTS INVENTORY CLEARING	0	0	20,924	0	(20,924)	
	<b>6000</b>	<b>Total</b>		<b>0</b>	<b>0</b>	<b>122,528</b>	<b>0</b>	<b>(122,528)</b>	
7300	1000	1011	PERMANENT SALARIES	37,497,693	0	5,735,842	0	31,761,851	15.30%
7300	1000	1013	TEMPORARY SALARIES	275,000	0	58,070	0	216,930	21.12%
7300	1000	1014	PERMANENT OVERTIME	9,646,160	0	1,823,149	0	7,823,011	18.90%
7300	1000	1015	DEFERRED COMP CTY CONTRB	29,580	0	4,060	0	25,520	13.73%
7300	1000	1019	COMP & S D I RECOVERIES	0	0	(51,746)	0	51,746	
7300	1000	1042	F.I.C.A.	710,710	0	108,755	0	601,955	15.30%
7300	1000	1044	RETIREMENT EXPENSE	24,863,020	0	3,751,814	0	21,111,206	15.09%
7300	1000	1046	EXCESS RETIREMENT BENEFIT	53,000	0	0	0	53,000	0.00%
7300	1000	1060	EMPLOYEE GROUP INSURANCE	5,983,500	0	869,627	0	5,113,873	14.53%
7300	1000	1061	RETIREE HEALTH INSURANCE	5,637,000	0	879,541	0	4,757,459	15.60%
7300	1000	1062	OPEB PRE-PAY	1,959,289	0	0	0	1,959,289	0.00%
7300	1000	1063	UNEMPLOYMENT INSURANCE	0	0	9,963	0	(9,963)	
7300	1000	1070	WORKERS COMPENSATION INS	5,004,440	0	764,690	0	4,239,750	15.28%
	<b>1000</b>	<b>Total</b>		<b>91,659,392</b>	<b>0</b>	<b>13,953,765</b>	<b>0</b>	<b>77,705,627</b>	<b>15.22%</b>
7300	2000	2100	OFFICE EXPENSE	143,910	0	16,239	0	127,671	11.28%
7300	2000	2102	BOOKS-PERIODICLS-SUBSCRPT	29,025	0	8,969	0	20,056	30.90%
7300	2000	2103	POSTAGE	0	0	24	0	(24)	
7300	2000	2110	COMMUNICATIONS	579,750	0	100,427	0	479,323	17.32%
7300	2000	2120	UTILITIES	498,930	0	88,922	0	410,008	17.82%
7300	2000	2130	SMALL TOOLS & INSTRUMENTS	52,898	0	4,205	0	48,693	7.95%
7300	2000	2131	MINOR FURNITURE/EQUIPMENT	451,312	0	72,373	0	378,939	16.04%
7300	2000	2132	MINOR COMPUTER EQUIPMENT	382,550	0	44,663	3,432	334,455	11.68%
7300	2000	2140	MEDICAL & LAB SUPPLIES	162,200	0	9,946	0	152,254	6.13%
7300	2000	2150	FOOD	31,450	0	5,401	0	26,050	17.17%
7300	2000	2160	CLOTHING & PERSONAL SUPPL	543,398	0	41,067	0	502,331	7.56%
7300	2000	2170	HOUSEHOLD EXPENSE	290,730	0	26,173	0	264,557	9.00%
7300	2000	2190	PUBLICATNS & LEGL NOTICES	6,200	0	0	0	6,200	0.00%
7300	2000	2200	MEMBERSHIPS	13,730	0	2,650	0	11,080	19.30%
7300	2000	2250	RENTS & LEASES -EQUIPMENT	407,350	0	61,120	0	346,230	15.00%
7300	2000	2251	COMPUTER SOFTWARE COST	352,388	0	226,371	6,619	119,399	64.24% (1)
7300	2000	2260	RENTS & LEASES -PROPERTY	5,300	0	362	0	4,938	6.83%
7300	2000	2270	MAINTENANCE -EQUIPMENT	240,745	0	25,595	0	215,150	10.63%
7300	2000	2271	VEHICLE REPAIRS	674,650	0	169,823	0	504,827	25.17%
7300	2000	2272	VEHICLE FUEL/OIL	418,000	0	18,610	0	399,390	4.45%
7300	2000	2273	CNTRL GARAGE TIRES	150,000	0	4,067	0	145,933	2.71%
7300	2000	2276	MNTN RADIO-ELECTRON EQUIP	0	0	1	0	(1)	
7300	2000	2281	MAINTENANCE OF BUILDINGS	1,560,182	0	91,020	0	1,469,162	5.83%
7300	2000	2282	GROUNDS MAINTENANCE	629,230	0	29,239	0	599,991	4.65%
7300	2000	2300	TRANSPORTATION AND TRAVEL	10,000	0	1,744	0	8,256	17.44%
7300	2000	2301	AUTO MILEAGE EMPLOYEES	3,000	0	377	0	2,623	12.57%
7300	2000	2303	OTHER TRAVEL EMPLOYEES	382,550	0	16,804	0	365,746	4.39%
7300	2000	2310	NON CNTY PROF SPCLZD SVCS	1,296,504	0	95,124	0	1,201,380	7.34%
7300	2000	2314	CONTRACTED TEMPORARY HELP	10,000	0	0	0	10,000	0.00%
7300	2000	2331	GSD COURIER SERVICE	1,963	0	0	0	1,963	0.00%
7300	2000	2467	TRAINING & REGISTRATIONS	0	0	0	9,113	(9,113)	
7300	2000	2474	FIRE FIGHTING SUPPLIES	905,590	0	146,979	0	758,611	16.23%
7300	2000	2477	ED SUPPLIES AND COURSES	46,650	0	7,470	0	39,180	16.01%
7300	2000	2479	OTHER SPECIAL DPMTAL EXP	22,672	0	638	0	22,034	2.82%
7300	2000	2490	MISC SERVICES & SUPPLIES	36,346	0	5,485	0	30,861	15.09%
	<b>2000</b>	<b>Total</b>		<b>10,339,203</b>	<b>0</b>	<b>1,321,888</b>	<b>19,163</b>	<b>8,998,152</b>	<b>12.79%</b>

**CCCFPD General Fund Expenditures Summary  
FY 2016-17 Period 2 (as of 9/13/16)**

7300	3000	3505	RETIRE OTH LONG TERM DEBT	1,250,814	0	1,250,814	0	0	100.00%	(2)
7300	3000	3515	INT ON OTH LONG TERM DEBT	234,700	0	234,700	0	0	100.00%	(2)
7300	3000	3530	TAXES & ASSESSMENTS	36,000	0	0	0	36,000	0.00%	
7300	3000	3611	INTERFUND EXP - GOV/GOV	2,189,304	0	476,580	0	1,712,724	21.77%	
7300	3000	3614	DOIT PHONE EXCHANGE	65,268	0	10,908	0	54,360	16.71%	
7300	3000	3615	DOIT DATA PROC SVCS	167,322	0	27,372	0	139,950	16.36%	
7300	3000	3616	DOIT DATA PROC SUPPLY	2,000	0	815	0	1,185	40.75%	
7300	3000	3617	DOIT MNTN RADIO EQMT	75,000	0	7,936	0	67,064	10.58%	
7300	3000	3618	DOIT OTHER TELCOM CHARGES	8,909	0	2,661	0	6,248	29.87%	
7300	3000	3619	GEN SVC-BLDG OCPNCY COSTS	12,553	0	3,135	0	9,418	24.97%	
7300	3000	3620	GEN SVC-REQUESTED MNTCE	20,616	0	524	0	20,092	2.54%	
7300	3000	3622	GEN SVC-OTHER GS CHARGES	179,992	0	205,141	0	(25,149)	113.97%	(3)
7300	3000	3626	INFO SECURITY CHG	26,169	0	4,362	0	21,807	16.67%	
		<b>3000 Total</b>		<b>4,268,647</b>	<b>0</b>	<b>2,224,947</b>	<b>0</b>	<b>2,043,701</b>	<b>52.12%</b>	
7300	4000	4707	000-TRAINING TOWER RESTOR	0	0	1,784	0	(1,784)		
7300	4000	4951	OFFICE EQUIP & FURNITURE	60,000	0	0	0	60,000	0.00%	
7300	4000	4952	INSTITUTIONL EQUIP & FURN	0	16,258	0	16,258	0	0.00%	
7300	4000	4953	AUTOS & TRUCKS	141,000	956,875	0	956,875	141,000	0.00%	
7300	4000	4954	MEDICAL & LAB EQUIPMENT	50,000	0	0	0	50,000	0.00%	
7300	4000	4955	RADIO & COMMUNICATN EQUIP	130,000	0	0	0	130,000	0.00%	
7300	4000	4956	TOOLS & SUNDRY EQUIPMENT	466,000	0	48,390	0	417,610	10.38%	
		<b>4000 Total</b>		<b>847,000</b>	<b>973,132</b>	<b>50,174</b>	<b>973,132</b>	<b>796,826</b>	<b>2.76%</b>	
7300	5000	5011	REIMBURSEMENTS-GOV/GOV	14,069,608	0	0	0	14,069,608	0.00%	
7300	5000	5016	TRANSFERS - GOV/GOV	2,603,495	0	0	0	2,603,495	0.00%	
		<b>5000 Total</b>		<b>16,673,103</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,673,103</b>	<b>0.00%</b>	
		<b>Grand Total</b>		<b>123,787,345</b>	<b>973,132</b>	<b>17,673,301</b>	<b>992,296</b>	<b>106,094,881</b>	<b>14.17%</b>	

- (1) TriTech annual CAD maintenance and support.
- (2) Fire apparatus lease purchase.
- (3) Training and fire stations asphalt repair.

**CCCFPD General Fund Expenditures Summary**  
**FY 2016-17 Period 3 (as of 10/12/16)**

Dept	Obj	Sub Obj	Description	Appropriation	Adj	Expenditures	Encumbr	Balance	% Used
0952	6000	6201	GENERAL INVENTORY CLEAR	0	0	95,470	0	(95,470)	
0952	6000	6203	FUEL INVENTORY CLEARING	0	0	37,281	0	(37,281)	
0952	6000	6205	PARTS INVENTORY CLEARING	0	0	29,907	0	(29,907)	
	<b>6000</b>	<b>Total</b>		<b>0</b>	<b>0</b>	<b>162,657</b>	<b>0</b>	<b>(162,657)</b>	
7300	1000	1011	PERMANENT SALARIES	37,497,693	0	8,881,288	0	28,616,405	23.68%
7300	1000	1013	TEMPORARY SALARIES	275,000	0	88,874	0	186,126	32.32%
7300	1000	1014	PERMANENT OVERTIME	9,646,160	0	2,739,626	0	6,906,534	28.40%
7300	1000	1015	DEFERRED COMP CTY CONTRB	29,580	0	6,090	0	23,490	20.59%
7300	1000	1019	COMP & S D I RECOVERIES	0	0	(82,801)	0	82,801	
7300	1000	1042	F.I.C.A.	710,710	0	167,308	0	543,402	23.54%
7300	1000	1044	RETIREMENT EXPENSE	24,863,020	0	5,777,426	0	19,085,594	23.24%
7300	1000	1046	EXCESS RETIREMENT BENEFIT	53,000	0	0	0	53,000	0.00%
7300	1000	1060	EMPLOYEE GROUP INSURANCE	5,983,500	0	1,312,048	0	4,671,452	21.93%
7300	1000	1061	RETIREE HEALTH INSURANCE	5,637,000	0	1,300,346	0	4,336,654	23.07%
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	10,952	0	(10,952)	
7300	1000	1070	WORKERS COMPENSATION INS	5,004,440	0	1,175,621	0	3,828,819	23.49%
	<b>1000</b>	<b>Total</b>		<b>91,659,392</b>	<b>0</b>	<b>21,866,599</b>	<b>0</b>	<b>69,792,793</b>	<b>23.86%</b>
7300	2000	2100	OFFICE EXPENSE	143,910	0	23,867	0	120,043	16.58%
7300	2000	2102	BOOKS-PERIODICLS-SUBSCRPT	29,025	0	11,709	0	17,316	40.34%
7300	2000	2103	POSTAGE	0	0	25	0	(25)	
7300	2000	2110	COMMUNICATIONS	579,750	0	162,903	0	416,847	28.10%
7300	2000	2120	UTILITIES	498,930	0	139,510	0	359,420	27.96%
7300	2000	2130	SMALL TOOLS & INSTRUMENTS	52,898	0	4,665	0	48,233	8.82%
7300	2000	2131	MINOR FURNITURE/EQUIPMENT	451,312	0	90,802	0	360,510	20.12%
7300	2000	2132	MINOR COMPUTER EQUIPMENT	382,550	0	70,617	40,385	271,548	18.46%
7300	2000	2140	MEDICAL & LAB SUPPLIES	162,200	0	34,024	0	128,176	20.98%
7300	2000	2150	FOOD	31,450	0	8,781	0	22,669	27.92%
7300	2000	2160	CLOTHING & PERSONAL SUPPL	543,398	0	88,715	0	454,683	16.33%
7300	2000	2170	HOUSEHOLD EXPENSE	290,730	0	64,083	0	226,647	22.04%
7300	2000	2190	PUBLICATNS & LEGL NOTICES	6,200	0	0	0	6,200	0.00%
7300	2000	2200	MEMBERSHIPS	13,730	0	2,974	0	10,756	21.66%
7300	2000	2250	RENTS & LEASES -EQUIPMENT	407,350	0	92,820	0	314,530	22.79%
7300	2000	2251	COMPUTER SOFTWARE COST	352,388	0	249,540	1,030	101,818	70.81% (1)
7300	2000	2260	RENTS & LEASES -PROPERTY	5,300	0	829	0	4,471	15.63%
7300	2000	2270	MAINTENANCE -EQUIPMENT	240,745	0	43,313	0	197,432	17.99%
7300	2000	2271	VEHICLE REPAIRS	674,650	0	280,981	0	393,669	41.65%
7300	2000	2272	VEHICLE FUEL/OIL	418,000	0	54,346	0	363,654	13.00%
7300	2000	2273	CNTRL GARAGE TIRES	150,000	0	8,164	0	141,836	5.44%
7300	2000	2276	MNTN RADIO-ELECTRON EQUIP	0	0	15	0	(15)	
7300	2000	2281	MAINTENANCE OF BUILDINGS	1,560,182	0	119,924	0	1,440,258	7.69%
7300	2000	2282	GROUNDS MAINTENANCE	629,230	0	103,778	0	525,452	16.49%
7300	2000	2300	TRANSPORTATION AND TRAVEL	10,000	0	1,744	0	8,256	17.44%
7300	2000	2301	AUTO MILEAGE EMPLOYEES	3,000	0	385	0	2,615	12.84%
7300	2000	2303	OTHER TRAVEL EMPLOYEES	382,550	0	25,395	0	357,155	6.64%
7300	2000	2310	NON CNTY PROF SPCLZD SVCS	1,296,504	0	122,372	0	1,174,132	9.44%
7300	2000	2314	CONTRACTED TEMPORARY HELP	10,000	0	2,341	10,316	(2,658)	23.41%
7300	2000	2331	GSD COURIER SERVICE	1,963	0	0	0	1,963	0.00%
7300	2000	2360	INSURANCE	0	0	65	0	(65)	
7300	2000	2467	TRAINING & REGISTRATIONS	0	0	0	9,113	(9,113)	
7300	2000	2474	FIRE FIGHTING SUPPLIES	905,590	0	248,016	0	657,574	27.39%
7300	2000	2477	ED SUPPLIES AND COURSES	46,650	0	18,937	0	27,713	40.59%
7300	2000	2479	OTHER SPECIAL DPMTAL EXP	22,672	0	2,405	0	20,267	10.61%

**CCCFPD General Fund Expenditures Summary**  
**FY 2016-17 Period 3 (as of 10/12/16)**

7300	2000	2490	MISC SERVICES & SUPPLIES	36,346	0	6,474	0	29,872	17.81%
	<b>2000 Total</b>			<b>10,339,203</b>	<b>0</b>	<b>2,084,518</b>	<b>60,844</b>	<b>8,193,841</b>	<b>20.16%</b>
7300	3000	3505	RETIRE OTH LONG TERM DEBT	1,250,814	0	1,250,814	0	(0)	100.00%
7300	3000	3515	INT ON OTH LONG TERM DEBT	234,700	0	234,700	0	0	100.00%
7300	3000	3530	TAXES & ASSESSMENTS	36,000	0	27,045	0	8,955	75.12%
7300	3000	3611	INTERFUND EXP - GOV/GOV	2,189,304	0	553,819	0	1,635,485	25.30%
7300	3000	3614	DOIT PHONE EXCHANGE	65,268	0	16,360	0	48,908	25.07%
7300	3000	3615	DOIT DATA PROC SVCS	167,322	0	41,046	0	126,276	24.53%
7300	3000	3616	DOIT DATA PROC SUPPLY	2,000	0	815	0	1,185	40.75%
7300	3000	3617	DOIT MNTN RADIO EQMT	75,000	0	14,464	0	60,536	19.29%
7300	3000	3618	DOIT OTHER TELCOM CHARGES	8,909	0	3,461	0	5,448	38.85%
7300	3000	3619	GEN SVC-BLDG OCPNCY COSTS	12,553	0	4,180	0	8,373	33.30%
7300	3000	3620	GEN SVC-REQUESTED MNTCE	20,616	0	566	0	20,050	2.75%
7300	3000	3622	GEN SVC-OTHER GS CHARGES	179,992	0	255,536	0	(75,544)	141.97% (2)
7300	3000	3626	INFO SECURITY CHG	26,169	0	6,542	0	19,627	25.00%
	<b>3000 Total</b>			<b>4,268,647</b>	<b>0</b>	<b>2,409,349</b>	<b>0</b>	<b>1,859,298</b>	<b>56.44%</b>
7300	4000	4707	000-TRAINING TOWER RESTOR	0	0	7,423	0	(7,423)	
7300	4000	4951	OFFICE EQUIP & FURNITURE	60,000	0	0	12,983	47,017	0.00%
7300	4000	4952	INSTITUTIONL EQUIP & FURN	0	16,310	16,310	0	0	100.00%
7300	4000	4953	AUTOS & TRUCKS	141,000	956,875	0	956,875	141,000	0.00%
7300	4000	4954	MEDICAL & LAB EQUIPMENT	50,000	0	0	0	50,000	0.00%
7300	4000	4955	RADIO & COMMUNICATN EQUIP	130,000	0	0	0	130,000	0.00%
7300	4000	4956	TOOLS & SUNDRY EQUIPMENT	466,000	0	46,870	0	419,130	10.06%
	<b>4000 Total</b>			<b>847,000</b>	<b>973,185</b>	<b>70,603</b>	<b>969,857</b>	<b>779,724</b>	<b>3.88%</b>
7300	5000	5011	REIMBURSEMENTS-GOV/GOV	14,069,608	0	0	0	14,069,608	0.00%
7300	5000	5016	TRANSFERS - GOV/GOV	2,603,495	0	0	0	2,603,495	0.00%
	<b>5000 Total</b>			<b>16,673,103</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,673,103</b>	<b>0.00%</b>
	<b>Grand Total</b>			<b>123,787,345</b>	<b>973,185</b>	<b>26,593,725</b>	<b>1,030,702</b>	<b>97,136,103</b>	<b>21.32%</b>

(1) TriTech annual CAD maintenance and support.

(2) Training and fire stations asphalt repair.

**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 August 2016 and September 2016

**DATE:** October 24, 2016

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**August 2016:**

	<b>Engineering</b>	<b>Code Enforcement</b>
Inspections	303	605
Plan reviews	105	
Pub Ed Events	16	
Vegetation Inspections	107	
Investigations	115	

**September 2016:**

	<b>Engineering</b>	<b>Code Enforcement</b>
Inspections	502	538
Plan reviews	153	
Pub Ed Events	23	
Vegetation Inspections	130	
Investigations	106	

( 08/01/16 ~ 08/31/16 )

Station	Runs	Runs/Day	Code 3
6	570	18.39	437
1	359	11.58	283
70	350	11.29	325
81	329	10.61	284
85	299	9.65	265
5	292	9.42	232
84	288	9.29	246
82	266	8.58	230
83	257	8.29	231
9	249	8.03	203
86	225	7.26	202
3	214	6.9	183
8	208	6.71	169
88	205	6.61	175
2	159	5.13	128
10	141	4.55	110
14	141	4.55	118
15	138	4.45	96
69	138	4.45	122
13	126	4.06	97
7	97	3.13	72
11	77	2.48	60
22	74	2.39	57
17	27	0.87	22
19	1	0.03	0
	5230	168.71	4347

( 09/01/16 ~ 09/30/16 )

Station	Runs	Runs/Day	Code 3
6	626	20.87	488
70	433	14.43	379
1	345	11.5	252
81	340	11.33	279
5	316	10.53	264
84	287	9.57	256
85	270	9	231
9	256	8.53	212
86	248	8.27	219
3	242	8.07	202
83	239	7.97	198
82	220	7.33	177
88	210	7	172
2	195	6.5	157
8	168	5.6	130
13	161	5.37	126
15	151	5.03	110
10	149	4.97	117
14	143	4.77	118
69	118	3.93	94
7	100	3.33	74
11	81	2.7	57
22	65	2.17	50
17	49	1.63	36
19	1	0.03	1
	5413	180.43	4399



( 08/01/16 ~ 08/31/16 )

Unit	Runs	Runs/Day	Code 3
E106	386	12.45	317
E181	313	10.1	269
E105	292	9.42	232
Q184	288	9.29	246
E185	284	9.16	251
E182	262	8.45	226
Q183	245	7.9	219
E109	240	7.74	194
E170	225	7.26	205
E186	221	7.13	198
Q101	215	6.94	150
E103	214	6.9	183
E188	201	6.48	171
E108	199	6.42	160
T106	184	5.94	120
E102	156	5.03	125
E110	140	4.52	109
E115	138	4.45	96
E169	127	4.1	111
SQ70	125	4.03	120
E113	120	3.87	92
SQ1	118	3.81	114
E114	112	3.61	93
E107	91	2.94	66
E111	74	2.39	58
E122	72	2.32	55
Q114	29	0.94	25
E117	27	0.87	22
E101	26	0.84	19
E381	16	0.52	15
E385	15	0.48	14
E383	12	0.39	12
E308	9	0.29	9
E309	9	0.29	9
BS107	6	0.19	6
E313	6	0.19	5
R369	6	0.19	6
E369	5	0.16	5
E386	4	0.13	4
E388	4	0.13	4
R382	4	0.13	4
E302	3	0.1	3
E311	3	0.1	2
E322	2	0.06	2
E419	1	0.03	0
R310	1	0.03	1
	5230	168.71	4347

( 09/01/16 ~ 09/30/16 )

Unit	Runs	Runs/Day	Code 3
E106	391	13.03	326
E181	330	11	269
E105	316	10.53	264
Q184	287	9.57	256
E170	263	8.77	221
E185	263	8.77	224
E109	251	8.37	207
E186	246	8.2	217
E103	240	8	200
T106	235	7.83	162
Q183	223	7.43	183
E182	212	7.07	169
E188	203	6.77	165
E102	185	6.17	147
SQ70	170	5.67	158
E108	164	5.47	126
E113	156	5.2	121
E115	149	4.97	108
Q101	145	4.83	97
E110	144	4.8	112
E114	139	4.63	115
SQ1	122	4.07	108
E169	113	3.77	91
E107	96	3.2	70
E111	80	2.67	56
T101	72	2.4	45
E122	63	2.1	48
E117	48	1.6	35
E383	16	0.53	15
E302	10	0.33	10
E381	10	0.33	10
R382	8	0.27	8
E385	7	0.23	7
E388	7	0.23	7
E101	6	0.2	2
E309	5	0.17	5
E313	5	0.17	5
E369	5	0.17	3
R310	5	0.17	5
BS107	4	0.13	4
E308	4	0.13	4
E314	4	0.13	3
E303	2	0.07	2
E315	2	0.07	2
E322	2	0.07	2
E386	2	0.07	2
E311	1	0.03	1
E317	1	0.03	1
WT219	1	0.03	1
	5413	180.43	4399

Contra Costa County Fire Protection District

Station Summary

Year: 2016

Month: 8

----- Fire ----- Code 3

Area	City	Code 3 Calls	Mutual Aid	Auto Aid	Struc.	Veg.	Other	EMS Rescue	Hazard	Public Service	Mistaken Alarm	False Alarm	Other NF	Total	PP - FD Processing	FD - FE Turnout	FE - FA Travel	Total Response
01	Walnut Creek	178	0	0	1	1	10	144	6	6	38	21	0	227	01:21	00:31	04:28	06:20
02	Pleasant Hill	123	0	0	2	0	1	112	1	1	18	8	1	144	01:16	00:28	04:47	06:35
03	Walnut Creek	195	0	0	0	0	2	187	4	5	16	3	0	217	01:19	00:29	05:36	07:26
04	Walnut Creek	20	0	3	1	0	1	13	1	3	8	0	0	27	01:29	00:27	06:46	08:42
05	Pleasant Hill	164	0	0	2	6	6	132	6	12	25	5	0	194	01:24	00:37	04:25	06:17
06	Concord	316	0	2	3	4	9	257	3	20	52	16	3	367	01:16	00:36	04:47	06:39
07	Walnut Creek	55	0	0	1	1	3	49	6	6	6	2	1	75	01:27	00:36	05:19	07:23
08	Concord	138	0	0	1	0	3	122	3	9	24	4	1	167	01:21	00:30	04:36	06:26
09	Pacheco	141	0	0	2	1	4	94	3	6	52	10	0	172	01:21	00:30	04:35	06:28
10	Concord	77	0	0	0	1	2	64	4	12	17	4	0	104	01:20	00:37	05:02	06:51
11	Clayton	58	0	1	1	0	4	46	1	9	8	3	0	72	01:27	00:33	04:59	06:59
12	Martinez	51	0	0	0	0	1	41	1	3	14	3	0	63	01:19	00:35	05:56	07:48
13	Martinez	33	0	1	0	0	1	21	3	6	7	0	0	38	01:20	00:47	06:15	08:19
14	Martinez	58	0	0	0	0	0	48	3	2	16	7	0	76	01:13	00:34	04:51	06:41
15	Lafayette	65	0	3	2	1	0	52	3	5	15	5	0	83	01:18	00:36	04:51	06:42
16	Lafayette	5	0	4	0	0	0	4	1	6	1	0	0	12	01:36	00:31	07:25	09:33
17	Lafayette	8	0	0	0	0	1	7	0	1	1	0	0	10	01:09	00:56	06:25	08:34
18	Clyde	14	0	1	1	0	0	10	0	1	4	1	0	17	01:37	00:42	07:25	09:41
19	Martinez	1	0	1	0	0	0	1	1	0	1	0	0	3	01:17	00:52		
21	Concord	47	0	0	1	0	1	35	0	4	17	3	0	61	01:31	00:36	06:28	08:33
22	Concord	30	0	0	0	0	2	24	3	3	6	0	0	38	01:12	00:30	05:17	07:01
69	El Sobrante	73	0	23	1	2	1	61	3	1	11	1	2	83	01:29	00:35	05:07	07:12
70	San Pablo	280	0	101	5	1	14	216	4	4	46	10	9	309	01:24	00:41	04:39	06:50
81	Antioch	247	0	10	8	2	8	187	2	9	39	17	3	275	01:21	00:33	04:35	06:29
82	Antioch	183	0	3	0	3	9	157	0	5	26	3	1	204	01:16	00:35	05:04	06:53
83	Antioch	174	0	0	4	3	6	131	0	8	42	4	1	199	01:23	00:32	05:17	07:13
84	Pittsburg	100	0	0	2	1	5	74	1	2	26	1	0	112	01:16	00:32	05:40	07:27
85	Pittsburg	222	0	1	4	4	8	173	0	10	46	5	1	251	01:23	00:32	05:14	07:06
86	Bay Point	139	0	1	4	4	8	105	7	4	21	4	0	157	01:24	00:38	05:57	07:51
87	Pittsburg	72	0	0	1	4	3	54	1	5	11	4	1	84	01:21	00:39	06:35	08:32
88	Antioch	101	0	7	0	1	2	80	2	4	24	4	2	119	01:18	00:34	05:36	07:28
CON	Unclassified	13	2	8	1	2	1	4	0	1	4	0	1	14	01:52	00:49	06:20	06:48
**Other		94	2	100	5	3	1	45	2	8	38	0	0	102	00:54	01:01	06:04	08:02
		3475	4	270	53	45	117	2750	75	181	680	148	27	4076				

\* 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

Contra Costa County Fire Protection District

Station Summary

Year: 2016

Month: 9

Area	City	Code 3 Calls	Mutual Aid	Auto Aid	Fire			EMS Rescue	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	161	0	1	3	2	1	133	4	12	43	13	0	211	01:22	00:30	04:20	06:13
02	Pleasant Hill	120	0	0	0	5	3	96	2	3	27	8	0	144	01:22	00:42	04:18	06:21
03	Walnut Creek	211	0	1	1	1	0	214	0	2	20	3	0	241	01:20	00:29	05:32	07:22
04	Walnut Creek	22	0	8	0	0	2	16	2	3	8	5	0	36	01:20	00:40	06:49	09:03
05	Pleasant Hill	169	0	0	2	8	4	137	0	5	28	5	2	191	01:21	00:38	04:29	06:19
06	Concord	339	0	0	0	2	16	268	2	21	73	23	0	405	01:17	00:37	05:18	07:09
07	Walnut Creek	56	0	0	1	0	2	40	4	4	19	9	0	79	01:17	00:34	04:57	06:44
08	Concord	128	0	0	2	0	4	106	3	9	26	6	0	156	01:20	00:33	04:20	06:10
09	Pacheco	181	0	0	2	1	1	135	7	5	51	12	1	215	01:24	00:33	04:54	06:52
10	Concord	77	0	0	1	0	2	61	2	6	12	3	0	87	01:20	00:31	04:45	06:34
11	Clayton	47	0	2	1	1	1	44	4	7	9	1	0	68	01:27	00:33	04:46	06:30
12	Martinez	69	0	0	0	2	4	42	2	5	28	2	1	86	01:17	00:38	06:09	08:03
13	Martinez	49	0	0	0	0	0	39	0	2	19	4	0	64	01:17	00:35	06:14	08:04
14	Martinez	61	0	0	0	0	1	49	5	5	11	1	1	73	01:18	00:29	04:50	06:39
15	Lafayette	78	0	4	0	0	0	63	0	7	17	10	2	99	01:27	00:29	05:14	07:12
16	Lafayette	8	0	5	1	0	0	7	2	3	1	0	1	15	01:08	00:52	06:38	08:39
17	Lafayette	13	0	1	2	0	0	13	0	1	2	0	0	18	01:25	00:37	05:29	07:30
18	Clyde	11	0	0	0	0	1	5	1	3	4	2	0	16	01:09	00:25	07:16	08:51
19	Martinez	3	0	1	0	1	0	1	0	0	1	0	0	3	01:06	02:11	08:19	12:09
21	Concord	45	0	0	0	1	0	41	1	1	6	4	0	54	01:24	00:30	06:13	08:09
22	Concord	25	0	0	0	0	2	20	1	2	5	1	0	31	01:22	00:33	05:00	06:42
69	El Sobrante	66	0	29	2	2	4	57	3	4	5	6	0	83	01:26	00:40	04:37	06:43
70	San Pablo	306	0	126	4	0	6	248	6	15	60	9	11	359	01:22	00:38	05:01	07:04
81	Antioch	216	0	9	1	5	12	164	1	10	52	8	0	253	01:20	00:34	04:24	06:15
82	Antioch	166	0	4	3	3	6	130	4	6	38	15	0	205	01:18	00:37	04:42	06:38
83	Antioch	169	0	1	1	1	8	136	4	10	29	9	0	198	01:22	00:33	05:05	06:56
84	Pittsburg	90	0	0	1	0	4	74	1	4	11	3	0	98	01:17	00:27	05:27	07:10
85	Pittsburg	212	0	1	3	1	5	168	2	11	43	8	0	241	01:24	00:30	05:02	06:57
86	Bay Point	151	0	0	1	4	6	122	4	7	22	6	0	172	01:23	00:41	05:38	07:41
87	Pittsburg	85	0	1	2	2	1	60	2	4	22	1	1	95	01:21	00:39	06:26	08:32
88	Antioch	101	0	4	3	1	5	71	2	7	22	9	0	120	01:22	00:38	05:19	07:18
CON	Unclassified	9	1	5	0	1	1	2	0	0	4	0	3	11	01:27	01:14	06:57	09:38
**Other		96	0	103	5	2	5	51	0	0	28	9	3	103	00:52	00:59	05:41	07:26
		3540	1	306	42	46	107	2813	71	184	746	195	26	4230				

\* 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)



Home | **Operations** | EMS | Support Services | Administration  
 Aid Provided (8/1/2016 - 8/31/2016)

Apparatus  
 Automatic Aid Agreements

Unit counts based on Business Rule (ST64, ST70)

After Action Review - SP

After Action Review

Fuel Log

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Forms

Monthly Standby

Incident Review

NFIRS

Provider	Jurisdiction								
	CCE	CON	CRK	ECR	MOR	POE	RDO	RMD	SRM
CCE	-	26/31	0/0	0/0	0/0	0/0	0/0	0/0	0/0
CDF	16/16	4/4	0/0	0/0	0/0	0/0	0/0	0/0	0/0
CON	9/12	-	0/0	0/0	3/4	22/24	11/14	63/76	2/2
CRK	0/0	1/2	-	0/0	0/0	2/2	6/8	1/1	0/0
ECR	0/0	11/12	0/0	-	0/0	2/2	0/0	0/0	0/0
MOR	0/0	9/12	0/0	0/0	-	2/2	2/2	0/0	0/0
POE	0/0	4/4	0/0	0/0	0/0	-	11/11	0/0	0/0
RDO	0/0	2/2	1/1	0/0	0/0	14/18	-	0/0	0/0
RMD	1/1	130/160	0/0	0/0	0/0	1/1	0/0	-	0/0
SRM	0/0	5/5	0/0	0/0	0/0	0/0	0/0	0/0	-
TNT	0/0	4/7	0/0	0/0	0/0	0/0	0/0	0/0	0/0

Operations Meeting Minutes

Programs

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Login

Response Area - Contract

Jurisdiction	Response Area	Provider	Incidents	Units
POE	Contract	CON	6	6
POE	Contract	POE	46	47

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Home | **Operations** | EMS | Support Services | Administration  
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- Incident Review
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- Reports**
- Training
- Wildland Firefighting Program
- Login

Unit counts based on Business Rule (ST64, ST70)

Provider	Jurisdiction								
	CCE	CON	CRK	ECR	MOR	POE	RDO	RMD	SRM
CCE	-	24/29	0/0	0/0	0/0	0/0	0/0	1/1	0/0
CDF	24/24	8/8	1/1	0/0	0/0	0/0	1/1	0/0	0/0
CON	16/18	-	1/1	1/1	8/9	17/21	8/10	65/74	0/0
CRK	0/0	1/1	-	0/0	0/0	1/1	17/24	0/0	0/0
ECR	0/0	15/18	0/0	-	4/5	1/1	1/1	0/0	0/0
MOR	0/0	15/20	0/0	0/0	-	0/0	1/1	0/0	0/0
POE	0/0	7/7	1/1	0/0	0/0	-	15/15	0/0	0/0
RDO	0/0	7/7	7/10	0/0	0/0	20/21	-	0/0	0/0
RMD	0/0	162/187	0/0	0/0	0/0	0/0	0/0	-	0/0
SRM	0/0	11/11	0/0	0/0	0/0	0/0	0/0	0/0	-

Response Area - Contract

Jurisdiction	Response Area	Provider	Incidents	Units
POE	Contract	CON	4	5
POE	Contract	POE	31	31
POE	Contract	RDO	1	1

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DATE	DAY	SHIFT	SL	VAC	WC	OTHER	TOTAL	TOTAL OT	MAN OT	EXP. OTHER
1	MON	A	2.5	3.0	2.0	6.0	13.5	10.5	0.0	1.0 LOA, 5.0 OPST
2	TUE	A	0.0	2.5	2.0	9.0	13.5	7.5	0.0	1.0 LOA, 8.0 OPST
7	SUN	A	2.5	5.5	2.0	3.5	13.5	12.0	0.0	1.0 LOA, 2.0 OPST, 0.5 SPEC
8	MON	A	2.0	3.0	2.0	3.0	10.0	8.0	0.0	1.0 LOA, 2.0 OPST
13	SAT	A	4.5	10.5	2.0	3.0	20.0	18.0	0.5	1.0 LOA, 2.0 OPST
14	SUN	A	4.0	6.0	2.0	5.5	17.5	12.5	0.5	1.0 LOA, 4.5 OPST
19	FRI	A	4.5	7.0	2.0	5.5	19.0	18.5	0.0	1.0 LOA, 2.0 OPST, 2.5 SPEC
20	SAT	A	2.0	7.5	2.0	2.5	14.0	11.5	0.0	1.0 LOA, 1.5 OPST
25	THU	A	1.0	3.0	2.0	3.0	9.0	6.0	0.0	1.0 LOA, 2.0 OPST
26	FRI	A	0.0	8.0	2.0	5.0	15.0	11.0	0.0	1.0 FH, 1.0 LOA, 3.0 OPST
31	WED	A	5.5	5.5	2.0	2.0	15.0	12.5	0.0	1.0 OPST, 1.0 SPEC
3	WED	B	4.5	4.5	4.0	5.0	18.0	21.0	3.5	1.0 AL, 2.0 LOA, 1.5 OPST, 0.5 SPEC
4	THU	B	3.0	9.0	4.0	3.0	19.0	22.5	1.5	2.0 LOA, 0.5 OPST, 0.5 SPEC
9	TUE	B	6.0	2.0	4.0	3.0	15.0	18.0	0.0	2.0 LOA, 1.0 OPST
10	WED	B	1.0	6.0	4.0	3.0	14.0	18.0	0.0	2.0 LOA, 1.0 OPST
15	MON	B	3.5	2.0	5.0	13.0	23.5	20.5	4.0	2.0 LOA, 10.0 OPST, 1.0 SPEC
16	TUE	B	2.0	2.0	5.0	11.0	20.0	15.5	0.0	1.0 LOA, 10.0 OPST
21	SUN	B	5.0	5.5	5.0	3.0	18.5	23.5	0.0	2.0 LOA, 1.0 SPEC
22	MON	B	2.0	1.0	5.0	3.0	11.0	17.0	0.0	2.0 LOA, 1.0 SPEC
27	SAT	B	4.5	9.5	5.0	2.0	21.0	26.0	7.5	1.0 LOA, 1.0 OPST
28	SUN	B	0.0	6.5	5.0	2.0	13.5	18.5	0.5	1.0 LOA, 1.0 OPST
5	FRI	C	2.0	3.5	0.0	4.0	9.5	9.5	0.0	1.0 AWOP, 2.0 OPST, 1.0 SPEC
6	SAT	C	5.5	10.0	0.0	3.0	18.5	18.5	8.5	1.0 AWOP, 2.0 OPST
11	THU	C	3.5	1.0	0.0	4.0	8.5	8.5	1.5	1.0 AWOP, 1.0 AL, 1.0 LOA, 1.0 OPST
12	FRI	C	1.0	9.5	0.0	5.0	15.5	15.5	0.0	1.0 AWOP, 1.0 AL, 1.0 LOA, 1.0 OPST, 1.0 SPEC
17	WED	C	4.5	2.5	0.0	8.0	15.0	15.0	0.0	1.0 AWOP, 1.0 AL, 1.0 LOA, 5.0 OPST
18	THU	C	3.5	0.5	0.0	7.0	11.0	12.0	0.0	1.0 AWOP, 1.0 LOA, 5.0 OPST
23	TUE	C	5.0	5.0	0.0	1.0	11.0	13.0	0.0	1.0 OPST
24	WED	C	0.0	6.5	0.0	1.0	7.5	9.5	0.0	1.0 OPST
29	MON	C	6.5	1.0	0.0	3.5	11.0	13.0	0.0	0.5 OPST, 3.0 SPEC
30	TUE	C	2.5	2.0	0.0	1.0	5.5	8.5	0.0	1.0 SPEC
AVG DAILY			3.0	4.9	2.2	4.3	14.4	14.6	0.9	
AVG A			2.6	5.6	2.0	4.4	14.5	11.6	0.1	
AVG B			3.2	4.8	4.6	4.8	17.4	20.1	1.7	
AVG C			3.4	4.2	0.0	3.8	11.3	12.3	1.0	
RANGE			0.0-6.5	0.5-10.5	0.0-5.0	1.0-13.0	5.5-23.5	6.0-26.0	0.0-8.5	
			<b>AL - Administrative Leave</b>			<b>LOA - Leave of Absence</b>			<b>MAN OT-Mandatory OT</b>	
			<b>AWOP - Absent Without Pay</b>			<b>ML - Military Leave</b>				
			<b>FH - Floating Holiday</b>			<b>OPST - Strike Team</b>				
			<b>JD - Jury Duty</b>			<b>SPEC - Special Assignment</b>				

DATE	DAY	SHIFT	SL	VAC	WC	OTHER	TOTAL	TOTAL OT	MAN OT	EXP. OTHER
1	THU	A	5.0	5.0	1.5	3.0	14.5	16.0	2.0	1.0 OPST, 2.0 SPEC
6	TUE	A	4.5	3.5	1.5	1.0	10.5	12.0	0.0	1.0 OPST
7	WED	A	5.0	2.5	1.5	1.5	10.5	12.0	0.0	0.5 FH, 1.0 OPST
12	MON	A	5.0	3.5	1.5	2.0	12.0	13.5	0.0	1.0 OPST, 1.0 SPEC
13	TUE	A	1.0	5.0	2.0	2.0	10.0	11.5	0.0	1.0 OPST, 1.0 SPEC
18	SUN	A	6.0	8.5	3.5	0.0	18.0	21.5	4.5	
19	MON	A	2.0	2.0	3.5	2.0	9.5	11.0	0.0	2.0 OPST
24	SAT	A	3.0	6.0	3.5	3.0	15.5	17.0	1.0	2.0 OPST, 1.0 SPEC
25	SUN	A	4.0	2.0	3.5	4.0	13.5	15.0	0.0	2.0 OPST, 2.0 SPEC
30	FRI	A	3.5	3.0	2.5	2.0	11.0	12.5	0.0	2.0 OPST
2	FRI	B	6.5	8.0	3.0	3.0	20.5	22.0	0.5	1.0 AL, 1.0 LOA, 1.0 OPST
3	SAT	B	3.0	11.0	3.0	3.0	20.0	22.0	9.0	1.0 AL, 1.0 LOA, 1.0 OPST
8	THU	B	4.5	2.0	3.0	2.5	12.0	14.0	0.0	1.0 LOA, 1.0 OPST, 0.5 SPEC
9	FRI	B	1.0	2.5	3.0	2.0	8.5	10.5	0.0	1.0 LOA, 1.0 OPST
14	WED	B	5.5	6.0	3.0	3.0	17.5	19.5	0.0	1.0 LOA, 1.0 OPST, 1.0 SPEC
15	THU	B	1.0	6.0	3.0	3.0	13.0	15.0	0.0	1.0 LOA, 1.0 OPST, 1.0 SPEC
20	TUE	B	2.0	2.0	3.0	2.0	9.0	11.0	0.0	1.0 LOA, 1.0 OPST
21	WED	B	2.0	2.0	3.0	3.0	10.0	12.0	0.0	1.0 FH, 1.0 LOA, 1.0 OPST
26	MON	B	4.5	3.5	3.0	3.0	14.0	16.0	0.0	1.0 LOA, 1.0 OPST, 1.0 SPEC
27	TUE	B	0.0	3.0	3.0	3.0	9.0	11.0	0.0	1.0 LOA, 1.0 OPST, 1.0 SPEC
4	SUN	C	6.5	9.0	0.0	2.0	17.5	17.0	1.5	2.0 OPST
5	MON	C	4.0	7.0	0.0	2.0	13.0	14.0	0.0	2.0 OPST
10	SAT	C	10.0	8.5	0.0	3.0	21.5	22.5	4.0	2.0 OPST, 1.0 SPEC
11	SUN	C	6.0	5.0	0.0	5.0	16.0	18.0	0.0	2.0 OPST, 3.0 SPEC
16	FRI	C	6.5	5.5	0.0	1.5	13.5	16.5	0.0	1.0 OPST, 0.5 SPEC
17	SAT	C	4.5	9.0	0.0	0.5	14.0	18.0	3.5	0.5 OPST
22	THU	C	5.0	3.0	1.0	1.0	10.0	14.0	0.0	1.0 OPST
23	FRI	C	7.0	5.0	1.0	2.0	15.0	19.0	0.0	1.0 OPST, 1.0 SPEC
28	WED	C	6.5	1.0	2.0	1.0	10.5	14.5	0.0	1.0 OPST
29	THU	C	3.0	2.0	2.0	1.0	8.0	12.0	0.0	1.0 OPST
AVG DAILY			4.3	4.7	2.0	2.2	13.3	15.4	0.9	
AVG A			3.9	4.1	2.5	2.1	12.5	14.2	0.8	
AVG B			3.0	4.6	3.0	2.8	13.4	15.3	1.0	
AVG C			5.9	5.5	0.6	1.9	13.9	16.6	0.9	
RANGE			0.0-10.0	1.0-11.0	0.0-3.5	0.0-5.0	8.0-21.5	10.5-22.5	0.0-9.0	
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\1609										

June 30, 2016

Chief Lon Goupsch  
Contra Costa Fire Department  
2010 Geary Rd.  
Pleasant Hill, CA 94523

Dear Chief Goupsch:

This note is to thank and commend your men who responded to my call concerning a heart attack that killed my wife, Norma Lent, on June 17.

They arrived quickly and took care of matters with dispatch and concern. They also provided words of comfort.

Sincerely,

*Ted Fuller*

Ted Fuller  
473 Peacock Blvd.  
Lafayette, CA 94549

17B

Eng. Desmond  
Eng. Campbell  
FFP Dunham



Clifford Bercovich  
74 Heritage Dr  
San Rafael CA 94901  
415-461-6712

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

7/23/2016

Dear Chief Carman:

I just wanted to tell you that the personnel at Station #5 in Pleasant Hill, went out of the way to help me. I had a flat tire at around noon on July 1, 2016. I was asked by one of the firemen if they could help me with my car; I thanked them and stated that National Automobile Club was sending help and that they would arrive in thirty minutes. The firemen then left the station. When the firemen returned and I was still stranded; they came out and said they would change the flat tire immediately.

They offered me water (it was a very hot day) and fixed the tire immediately. I wanted you to know that you have a wonderful team.

Very truly yours,

  
Clifford Bercovich

50

Cpn Daniel Batz  
FE Kristoffer Rafferty  
PF Adam Schott

9A

**Ellingberg, Latonia**

---

**From:** Haley, Doris  
**Sent:** Friday, August 05, 2016 8:17 AM  
**To:** Ellingberg, Latonia; Marshall, Robert  
**Subject:** FW: National Night Out

Cpn Doshi  
Eng Naveau  
FF Reimer  
Kathy Woofler

Good Morning,  
I just wanted to pass on this email to the chiefs. It is a thank you and appreciation for a job well done.

Thank you.  
Doris

---

**From:** tee4@juno.com  
**Sent:** Wednesday, August 3, 2016 10:37 AM  
**To:** Haley, Doris  
**Subject:** National Night Out

Doris:  
I wasn't expecting any fire trucks to stop by Rosemary Ln area last night. Engine 5 was already booked. When I heard this rumble, I knew what would be coming down the street any minute. A fire truck- Engine 9- Pacheco.  
The 3 firemen came to party and entertain all age levels. They were awesome!  
A supervisor even stopped by to make sure a truck did come. As luck had it, Kathy Woofler was demonstrating how to properly use a fire extinguisher. The supervisor watched Kathy in action. It was perfect.  
Thank you so much for arranging all of this.  
Job well done.

Eileen Farley  
Rosemary Ln area  
Concord

I taught a student just blocks away from the Pacheco station and passed by there so many times this year.

---

**New Sleep Aid Takes Walmart by Storm**  
Sleep problems are among the most widespread and devastating issues ...  
<http://thirdpartyoffers.juno.com/TGL3142/57a22c1aa7f172c1a7d8dst04vuc>

## Ellingberg, Latonia

---

**From:** PHYLLISFOX@comcast.net  
**Sent:** Friday, August 12, 2016 4:25 PM  
**To:** Ellingberg, Latonia  
**Subject:** Fwd: letter of grattiude for Chief Carman re: Kathy Woofter

**From:** PHYLLISFOX@comcast.net  
**To:** lelli@fpd.org  
**Sent:** Friday, August 12, 2016 4:22:23 PM  
**Subject:** letter of grattiude for Chief Carman re: Kathy Woofter

Dear Chief Carman:

I telephoned the fire prevention office regarding weed abatement in a lot boundaried by WB4, A Street, Texas Street, Lindburg Street, Drake Street in Antioch. I have been a life-long resident on Drake Street. My phone discussions with other agencies including the city of Antioch and Cal Trans did not produce any results. The lot was full of potentially dangerous weeds and debris from the in-and-out homeless encampments.

Kathy Woofter, technician, returned my telephone call and followed through contacting Cal Trans and CCCPublic Works to abate the property. She was kind, understanding, respectful. Technician Woofter was successful as the weeds have been abated and Mike Giles at CCCPW has assured me that the homeless encampment and debris are being handled.

Please commend Technician Woofter as she is the person that finally took care of this situation and I as a homeowner am very grateful. I have notified the city and county of her help.

Thank-you.

Respectfully submitted,

Phyllis Fox  
228 Drake Street, Antioch  
925-757-7833

## Ellingberg, Latonia

---

**From:** Howard, James  
**Sent:** Sunday, September 11, 2016 8:29 AM  
**To:** Carman, Jeff  
**Cc:** Goetsch, Lon; Ellingberg, Latonia  
**Subject:** Station 13 Good service

Chief,

It is my pleasure to inform you about some good service provided by our crews. I received a message to contact a citizen regarding Inc.# 6082338 at 6511 Baron Ct., Martinez on 8/26/16. I spoke with Ms. Madu Bose. She wanted to let me know about the excellent care provided by the crew from station 13 on an assist call earlier in the morning. Her husband has some advancing health issues and her caregiver was not available. The crew provided assistance in moving the patient and showed great care for his health problems. Ms. Bose and her daughter were very appreciative. I told her that I appreciated her compliments and said I would pass them on. I asked if she needed any other assistance to let us know.

The crew was Capt. Jeff Clark, Eng. Myra Delzeit, F/F Scott Kerksieck.

Ms. Madu Bose  
6511 Baron Ct.  
Martinez  
228-6342

Respectfully,  
BC Jim Howard

13A  
Cpn. Clark  
Eng. Delzeit  
FF Kerksieck



RECEIVED  
AUG 08 2016  
CONTRA COSTA FIRE DISTRICT

WALNUT CREEK POLICE DEPARTMENT

*Safety ~ Service ~ Honor*

1B+

**To:** Contra Costa County Fire Protection District Chief Jeff Carman

**From:** Walnut Creek Police Chief Thomas Chaplin

**Date:** 8/3/16

**Re:** Letter of Appreciation

**Involved Personnel:** Firefighters Jason Dosh, Jon Moore and Chris Liberman.

Medics Sam Menchaca, Brandon Stratton, Steven Leal and Matthew Stanton.

EMS Supervisors Brad Gates and Ben Keizer.

Chief Carman,

I am writing to express my gratitude to your organization for the response of Truck 1 and several EMS crews on 7/16/16. One of my officers was seriously injured in a collision with another vehicle being driven by a violent suspect. Your Firefighters and EMS personnel were some of the first to arrive and provide assistance to our officer. All were extremely supportive, compassionate and performed their duties without regard for their own safety. Many even took the time to visit our officer in the hospital after he was admitted. They are a credit to your department and we truly appreciate their service to the Walnut Creek Police Department and the citizens of this community.

Sincerely,

Captain Steve Gorski

(for Chief Thomas Chaplin)

**Contra Costa County**



**Fire Protection District**

October 24, 2016

TO: Advisory Fire Commission

FROM: Jeff Carman, Fire Chief

RE: Fire Chief's Report

- 
- The Fire District had another very busy month stretching our personnel and resources to the maximum. There were 26 structure fires. Five of those fires were two alarm fires, one of which included a fire inside the County's Regional Medical Center requiring evacuation and movement of many patients in the facility. One of the 26 structure fires was a three-alarm fire involving apartments on all three floors and the attic of a three-story apartment building. This fire took 17 fire companies and over 60 firefighters to control it. **Nearly 70% of on-duty District resources and 63 personnel were committed for over three hours.** As always, our neighboring fire agencies supported our operations with station coverage, move-ups and emergency response coverage. Those assisting agencies included the San Ramon Valley Fire Protection District, Moraga-Orinda Fire District, Benicia Fire Department, and Military Ocean Terminal-Concord Fire Department. Unfortunately, these fires resulted in several civilian injuries and a moderate injury to one of our firefighters.
  - The District also had 26 vegetation fires; 15 vehicle accidents requiring disentanglement of trapped victims; a confined space rescue from a storm drain; and two hazardous materials responses, one of which included a release of radioactive material.
  - Our fire investigators conducted 106 fire investigations and made three arson arrests.
  - Several of our personnel responded to the Loma Fire in Santa Clara County as part of a mutual aid request for incident managers. Our bulldozer was also utilized for several days on the Loma Fire.
  - Lastly, several of our companies, including our fire boat, responded to a request for assistance for a fast moving wildland and structure fire on Sherman Island with people trapped on the island. As can be seen in the attached video, our personnel and boat were instrumental in saving structures and controlling the spread of the fire.
  - The District continues to work with the City of Pinole and the Rodeo-Hercules Fire Protection District. We believe we have resolved the issues with the Rodeo-Hercules Fire Protection District and are scheduled to address their Board on October 26.

- The District officially submitted the plans for Fire Station 16 to the City's design review committee on September 30. We anticipate the review will be completed by early December. We also expect the CEQA review process to be finalized around the same time. After these two processes have been completed, construction drawings, plans, and specifications can be developed. Construction cost estimates have been calculated by a third party and are estimated at \$2.8 Million for the building and site work. Soft costs for design, architectural and engineering, permits, construction management, and contingencies are estimated to increase the cost to a total estimate of \$4.1 million.
- The Fire Station 70 funding agreement between the District and the City of San Pablo is almost complete following the City's review of and response to the draft in late September. County Counsel is reviewing the City's comments and has recommended changes to the agreement. After meeting with City engineering and planning staff in September, we have a design and site plan that adheres to the City's regulations and requirements. Based on the revised site plan, we are working on construction cost estimates.
- Academy #50 began on October 3 with 14 recruits. Unfortunately two of the recruits have resigned, and there are 12 remaining. Graduation is anticipated in early spring.
- The District participated in the Yellow Command disaster exercise in September. The drill was well planned and provided a numerous opportunities for improvement in collaboration and coordination throughout the county.
- The District recently filled the Battalion Chief position assigned to the Safety Program in September. This position was left vacant during the recession, and we are fortunate to be able to re-staff it. The Safety Chief is tasked with responding to emergency incidents to identify safety issues and to promote best practices. He will also participate in a number of safety related programs within the District and County, including looking for trends in firefighter accidents and injuries and developing means to prevent them.
- As we briefly discussed last month, the District has formed a recruitment team to ensure that our recruitment efforts reach all potential candidates, including women and members of other underrepresented groups within the community; that the public knows that we are an organization that values diversity; and that we will provide assistance and information to anyone interested in a career with Con Fire. I am very pleased with and applaud the efforts of the team. The members have used their resourcefulness to create a recruitment brand and are attending job fairs and other recruitment events around our state. Their efforts will insure that we have provided all potential candidates with every possible opportunity to pursue a career in the fire service with Con Fire.
- District staff met with staff at the Tesoro Refinery last month. The District is concerned that the refinery is not physically within the District boundary. A major emergency within that facility could cause significant off-site consequences. Since the District surrounds the facility, we would be responsible to mitigate those

consequences. We are also concerned that the refinery's fire brigade is not operating under the direction of a Fire Chief, and County Counsel is working on that issue. Discussions were cordial, and future meetings will be convened after additional information has been gathered.

- The new tractor-drawn aerial ladder trucks (TDA's) are in-service in the District at Station 1 in Walnut Creek, Station 84 in Antioch, and coming soon to Station 6 in Concord. The new trucks represent a change in culture for the District. Trucks, and their staffing of three firefighters, have a different job to do at fires and rescues. Their primary role is to ensure clear access to structures and other emergencies which includes removing doors, windows, security bars, gates, and other obstructions. They are also responsible for disentanglement of victims from automobile accidents and other rescue incidents. Most importantly, their role is to remove the superheated gases and smoke from buildings either through holes cut in the roof or through natural openings such as doors and windows. This operation improves the survivability of occupants who may be unable to rescue themselves, and makes for better working conditions and visibility for interior firefighting personnel. The new trucks have about twice the cubic feet of storage for tools and equipment than previous apparatus and because they have a steering axle in the back they can maneuver as well as a smaller engine. The new trucks only carry a small amount of water in the event they need an immediate application upon their arrival.
- The District has received the information needed from CCCERA to project our retirement rate increases in 2017-18, and the Board requested to receive this information as soon as we could provide it. The increase, estimated at \$2 million, was within the projected range, and we can now move forward with our plan to open an additional fire station. Information available at this time suggests projected revenue increases will accommodate the retirement rate increase. However, we will remain watchful for external factors which could alter our plans.
- On or about January 1, 2017, we will close Squad 1 in Walnut Creek. Those two personnel will be joined by a Captain, and we will reopen Fire Station 87 in Pittsburg. The crew will staff Engine 87 and eventually cross-staff HazMat 87 when that program goes live in 2017. The estimated cost to bring this plan to fruition is about \$800K annually.
- On or about January 2018, we hope to add an additional nine personnel and open the newly rebuilt Fire Station 16 in Lafayette. The total cost to deploy this company will be approximately \$3.5 million annually.
- As you may have seen recently, Moody's Investors Service downgraded the District's pension obligation bonds rating from A1 to A2. At the same time, they also removed the negative outlook on the pension obligation bonds citing that the District's sustained balanced financial operations and the expectation that continued growth of property tax receipts in the near-term will ensure stable financial operations. Our Chief of Administrative Services has been in contact with the Moody's analyst who produced the report and he has admitted to misinterpreting one of the audited financial reports. Consequently, the report understated the



District's available reserves. As a result Moody's may issue a correction statement, but they do not plan to modify the A2 rating because they feel the underlying reasons for the rating are still material.

**CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT  
SURPLUS EQUIPMENT  
DATE October 12, 2016**

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

COUNTY #	QUANTITY	DESCRIPTION	ESTIMATED VALUE	CONDITION
1. 131442	1	Computer-Laptop Touchscreen Panasonic CF29	25	D
2. 131463	1	Computer-Laptop Touchscreen Panasonic CF29	25	D
3. N/A	1	MFP	20	C
4. N/A	4	CPU	40	A
5. N/A	3	Displays (LCD)	50	C
6. N/A	2	Laptops	100	A
7. N/A	4	Boxes of misc. parts and cables	25	C
8. N/A	5	Boxes of misc. computers and components	100	C
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				

# Contra Costa County Board of Supervisors

2016-17 Triennial Sunset Review of Appointed Boards,  
Committees & Commissions



## INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected by the citizens of our County. The work of the Board of Supervisors is augmented by various advisory boards, committees, or commissions, comprised of citizens who are appointed by the Board of Supervisors. These appointed bodies are formed to provide support and citizen input by making recommendations to the Board of Supervisors on various issues (such as service delivery problems or community needs). County committees are created as a result of State and Federal legislation, contractual agreements with other public agencies, or in response to specific community needs. These citizens' advisory bodies serve as direct links between the Board of Supervisors and our community, expand forums for communication between the public and County government, and enhance the quality of life for our residents.

## SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted **Resolution No. 2012/261** on June 26, 2012 establishing a "triennial sunset review process" for County boards, committees and commissions that are formed by the Board of Supervisors. Each year the Clerk of the Board will schedule one-third of these committees for review by the County Administrator's Office and the Internal Operations Committee of the Board of Supervisors.

The purpose of the triennial sunset review is to provide the Board of Supervisors with a method to periodically evaluate the ongoing purpose, performance and effectiveness of the advisory committees. For additional information about the review procedure, please refer to Resolution 2012/261 of June 26, 2012, and to the Advisory Body Handbook. (The Handbook is available on the 'Board of Supervisors' page on the County website).

## SUBMISSION OF THE TRIENNIAL SUNSET REVIEW REPORT

The triennial sunset review report (to be completed using this questionnaire) **must be signed** by (1) the advisory body Chairperson **and** (2) the County staff person from the Department or Supervisor's District Office who serves as the County liaison to the committee. The completed and signed questionnaire should be submitted, along with the additional materials listed below, to:

**Clerk of the Board of Supervisors  
Attn: Vicky Mead, Sr. Management Analyst  
Advisory Body Triennial Sunset Review  
651 Pine Street, Rm. 106  
Martinez, CA 94553**

**List of materials to include with Triennial Sunset Review report:**

1. Copies of the advisory body meeting agendas and minutes from the last 12 meetings.
2. A copy of the advisory body bylaws that are currently in effect.
3. A copy of the most recent Annual Report that was submitted to the Board of Supervisors.
4. A brief, informal statement of the advisory committee's overall priorities, recent efforts, and current focus; and,
5. A recommendation from the head of the Department or District Supervisor whose office provides staff oversight of the advisory body, **whether to continue or discontinue the committee**. The recommendation may also include specific proposed changes to the committee that might increase its effectiveness or impact.

**Contra Costa County Board of Supervisors  
Advisory Body  
Triennial Sunset Review**

**I. Advisory Body Contact Information**

Click here to enter text.

**a. Name of Advisory Body (i.e. Committee, Commission or Board)**

Click here to enter text.

**b. Name of Advisory Body Chairperson**

Click here to enter text.

**c. Name of Advisory Body Staff**

Click here to enter text.

**d. Staff Business Address**

Click here to enter text.

**e. Staff Telephone Number**

Click here to enter text.

**f. Staff E-mail Address**

Click here to enter text.

**g. Advisory Body Website Address, if applicable, if not, write "N/A".**

**II. Advisory Body History and Meeting Events**

**Please provide the following information:**

**a. Number of advisory body members appointed in the last 36 months.**

Click here to enter text.

**b. Number of advisory body members who resigned in the last 36 months.**

Click here to enter text.

**c. Number of advisory body meetings scheduled in the last 36 months.**

Click here to enter text.

d. **Number of advisory body meetings held in the last 36 months.**

[Click here to enter text.](#)

e. **Number of advisory body meetings cancelled for lack of quorum in the last 36 months.**

[Click here to enter text.](#)

f. **Number of advisory body meetings cancelled for reason other than lack of quorum in the last 36 months.**

[Click here to enter text.](#)

### III. Advisory Body Mission, Objectives, and Major Events

a. **State the original purpose and responsibility of the advisory body, as provided when it was first established or created.**

[Click here to enter text.](#)

b. **Please describe any major changes to advisory body responsibility which have occurred over time, e.g. changes in legal requirements, strategic goals, or in the major activities that it has undertaken.**

[Click here to enter text.](#)

c. **Do any of the changes in the committee's mission or priorities since it was established (item b above) require any amendments to the Board resolution or ordinance that created the committee, board or commission, *in order to revise and update the committee mandate?***

[Click here to enter text.](#)

d. **Identify the target population or communities served by the advisory body.**

[Click here to enter text.](#)

e. **List regular and ongoing activities, services, and/or programs that the advisory body provides to achieve its current mission. If applicable, also list one-time or special projects that have been offered within the last three years to achieve the mission.**

[Click here to enter text.](#)

#### IV. Advisory Body Organization and Structure

- a. **Please describe any staffing issues/challenges, i.e., vacancy rates, efforts to fill seats, member turnover, recruitment and retention efforts.**

[Click here to enter text.](#)

- b. **Please describe any changes or potential changes you could suggest in the committee's organization, structure, number of seats, qualifications, meeting schedule, or any other area that you believe might improve the Committee's performance.**

[Click here to enter text.](#)

- c. **What information is regularly presented to the advisory body members to keep them informed of the body's performance?**

[Click here to enter text.](#)

- d. **Are the advisory body current bylaws reflective of the body's current mission and purpose?**

[Click here to enter text.](#)

- e. **Do you recommend changes to the advisory body bylaws (e.g., adjustment to term length, required qualifications, number of meetings, or primary focus)? If yes, please state why?**

[Click here to enter text.](#)

- f. **Does the advisory body have an appropriate number of members to achieve its mission? Do you recommend an adjustment to the number of advisory body seats (an increase or decrease)?**

[Click here to enter text.](#)

- g. **If you recommend making an adjustment to the number of advisory body seats, please indicate which seats and why?**

[Click here to enter text.](#)

- h. **If special requirements or prerequisites exist for members to serve on the advisory body, do you believe the requirements are important and necessary, or do they limit the recruitment of potential candidates?**

[Click here to enter text.](#)



**V. Advisory Body Public Information Policies**

- a. **How does the advisory body engage stakeholders and the general public about issues and programs within the body’s area of responsibility? Please also describe any outreach efforts you have used to encourage public participation in advisory body meetings and sponsored activities.**

[Click here to enter text.](#)

- b. **How is stakeholder and public input incorporated into the advisory body’s mission and objectives?**

[Click here to enter text.](#)

- c. **How far in advance of the meeting date does the advisory body post its meeting notice?**

[Click here to enter text.](#)

- d. **Where are meeting notices posted (please note all locations)?**

[Click here to enter text.](#)

- e. **Has committee staff been trained in posting agendas and minutes in the "Meeting Center" on the County webpage?**

[Click here to enter text.](#)

**VI. Advisory Body Budget (if applicable)**

- a. **Please provide the advisory body’s source of revenue (if any) for the past 36 months. Rounded figures can be used. (Add additional sheets or documents if needed.)**

Sources of Revenue	
Source	Amount
<b>Total</b>	

- b. **Provide a summary of the committee's actual or estimated expenditures for the past 36 months.**



**Required signatures:**

**(1) Chairperson of your advisory committee or commission:**

x \_\_\_\_\_

(please print name): \_\_\_\_\_

**(2) County Staff Liaison who coordinated survey:**

x \_\_\_\_\_

(please print name): \_\_\_\_\_

**Thank you for your cooperation.**