OCONTRA COSTA COUNTY FIRE PROTECTION DISTRICT ADVISORY FIRE COMMISSION

Meeting Location: 4005 Port Chicago Highway, Suite 250, Concord, (925) 941-3300

Join by Computer: Link to join is on our website – www.cccfpd.org

Join by Phone: Dial: (253) 205-0468 / Meeting ID: 879 2860 4295 / Passcode: 267732

AGENDA

MONDAY February 12, 2024 7:00 PM

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1.	Call	to	Ord	der

- II. Pledge of Allegiance
- III. Roll Call
- IV. Introduction of New Commissioner Randall J. Henderson, District 1
- V. Presentation of Service Awards
- VI. Public Comments Period (non-Agenda items) Three-minute time limit per comment.
- VII. Public Hearings
 - A. February 7, 2024 Report on the Cost of Abatement
- VIII. Consent Items
 - A. Approval of December 11, 2023 Meeting Minutes
 - B. Accept and File Reports
 - 1. Personnel Report
 - 2. Fire Prevention Reports
- IX. Discussion Items
 - A. Declaration of Surplus Equipment Report of January 18, 2024
 - B. Declaration of Surplus Equipment Report of February 5, 2024
 - C. Declaration of Surplus Equipment Report of February 7, 2024
- X. Fire Chief's Report
- XI. Commissioners' Comments / Items for Future Agendas
- XII. Next Regular Meeting Date and Time April 8, 2024, 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 CCCFPD/AFC meetings who contact the Executive Secretary at least 24 hours before the meeting at (925) 941-3300, extension 1200.

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 CCCFPD/AFC less than 72 hours prior to that meeting are available for public inspection at 4005 Port Chicago Highway, Suite 250, Concord, CA 94520 during normal business hours.

Advisory Fire Commission Presentation of Service Awards

February 12, 2024

Battalion Chief James Brooks – 25 years (1/2/1999)



February 7, 2024

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 seventh day of February 2024, on the District Administration door, 4005 Port Chicago Highway, Suite 250, Concord, 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 twelfth day of February 2024 at 7:00 p.m.

By:

Christopher Bachman

Assistant Fire Chief/Fire Marshal

and:

Latonia Ellingberg

Secretary to the

Advisory Fire Commission



February 7, 2024

TO: Chair, Advisory Fire Commission

FROM: Fire Chief Lewis T. Broschard III

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 2023 Abatement Report so that these charges may be placed on the 2024-2025 tax roll. The total amount of this list is \$6,717.00.

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 2023 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."

LB/km

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CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT ABATEMENT REPORT ON CHARGES FOR 2023 PRIOR TO February 12, 2024 2/1/2024

Exhibit "A"

PARCEL #	OWNER	Site Address	City	CHARGES
002-210-022	FIVE RIVER FARMS LLC	BYRON HWY	BYRON	\$1,022.50
239-070-016	ZHU WEIHE & SAIJUN	3433 ST MARYS RD	LAFAYETTE	\$3,544.50
405-222-005	ROPATI ROBERT SR & FAATAUALOFA	2666 KAVANAGH RD	SAN PABLO	\$1,500.00
419-142-020	ABDELHALIM EHAB SUHAIL	FAIRVIEW AVE	SAN PABLO	\$650.00
COUNT: 4	NODED MILET		TOTAL	\$6,717.00



MINUTES

December 11, 2023

The Advisory Fire Commission met at a regular meeting on Monday, December 11, 2023. Vice Chair Oftedal called the meeting to order at 7:00 p.m. and led the salute to the flag.

ROLL CALL

Present:

Commissioners: Matthew Guichard - District II

Susanna Thompson - District III

Don Mayo - District IV Mike Egan - At Large #1 Brian Oftedal – At Large #2

Mark DeMarce - At Large Alternate #1

Fire Chief: Lewis Broschard

Absent:

Richard Nakano - District V

Donn Walklet - At Large Alternate #2

PRESENTATION OF SERVICE AWARDS

Fire Chief Broschard presented Fire EMS Chief Xon Burris, Jr. with his 20-year service award pin.

PUBLIC COMMENTS

None.

PUBLIC HEARINGS

A. December 6, 2023 Report on the Cost of Abatement

Vice Chair Oftedal opened the public hearing on the December 6, 2023 Report on the Cost of Abatement. Hearing no objections or protests to the December 6, 2023 Abatement Report, the hearing was closed. Vice Chair Oftedal then asked for a motion to adopt the Resolution of Confirmation confirming the December 6, 2023 Abatement Report in the amount of \$111,621.87. Commissioner Egan moved that the Commission adopt the Resolution of Confirmation confirming the Abatement Report, seconded by Commissioner Mayo. Motion passed (AYES: DeMarce, Guichard, Mayo, Egan, Oftedal, Thompson; ABSENT: Nakano, Walklet).

Commissioner DeMarce 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 Thompson. Motion passed (AYES: DeMarce, Guichard, Mayo, Egan, Oftedal, Thompson; ABSENT: Nakano, Walklet).

B. Hearing on Abatement Orders

Vice Chair Oftedal opened the Hearing on Abatement Orders for all properties listed in Exhibit 1, dated December 11, 2023.

There were no property owners in attendance representing any of the six properties listed in Exhibit 1.

As explained by Assistant Chief/Fire Marshal Bachman, since the abatement season has ended, the six properties will be added to the first list of abatement orders in 2024. Therefore, it was not necessary to take a vote to uphold and enforce the abatement orders.

CONSENT ITEMS

A. October 9, 2023 Meeting Minutes

Commissioner Mayo made a motion to accept and file the October 9, 2023 minutes. Motion seconded by Commissioner Egan. Motion passed (AYES: DeMarce, Guichard, Mayo, Egan, Oftedal, Thompson; ABSENT: Nakano, Walklet).

B. November 13, 2023 Meeting Minutes

Commissioner Guichard made a motion to accept and file the November 13, 2023 minutes. Motion seconded by Commissioner DeMarce. Motion passed ((AYES: DeMarce, Guichard, Mayo, Egan, Oftedal, Thompson; ABSENT: Nakano, Walklet).

C. Accept and File Reports:

- 1. Personnel Report
- 2. Fire Prevention Reports

Commissioner Thompson made a motion to accept and file all reports. Motion seconded by Commissioner Guichard. Motion passed (AYES: DeMarce, Guichard, Mayo, Egan, Oftedal, Thompson; ABSENT: Nakano, Walklet).

DISCUSSION ITEMS

A. Lithium Ion Battery Fires – Assistant Chief/Fire Marshal Bachman reported that the District's Information Systems department ran a report that did not yield much

information. Going forward, the District will be able to identify all different types of fires and not just transient fires.

B. Declaration of Surplus Equipment – Report of December 1, 2023

Commissioner Mayo made a motion to approve the surplus of equipment listed on the declaration report of December 1, 2023. Motion seconded by Commissioner Thompson. Motion passed (AYES: DeMarce, Guichard, Mayo, Egan, Oftedal, Thompson; ABSENT: Nakano, Walklet).

C. 2023 Annual Report

After discussion, Commissioner Egan made a motion to accept and submit the 2023 annual report. Motion seconded by Commissioner DeMarce. Motion passed (AYES: DeMarce, Guichard, Mayo, Egan, Oftedal, Thompson; ABSENT: Nakano, Walklet).

D. Proposed 2024 Meeting Schedule

Commissioner Thompson made a motion to accept the proposed 2024 meeting schedule. Motion seconded by Commissioner Mayo. Motion passed (AYES: DeMarce, Guichard, Mayo, Egan, Oftedal, Thompson; ABSENT: Nakano, Walklet).

FIRE CHIEF'S REPORT

Reviewed/discussed the October 9, 2023 Fire Chief's report.

COMMISSIONERS' COMMENTS / ITEMS FOR FUTURE AGENDAS

Commissioner Thompson continues to be impressed by the response speed of the District's board up contractor.

Commissioner Oftedal was very pleased with Station 92's execution of his public education request.

NEXT MEETING DATE AND TIME

The next Regular meeting is scheduled for February 12, 2024, 7:00 p.m.

The next Special meeting is scheduled for April 8, 2024, 7:00 p.m.

Meeting adjourned at 8:16 p.m.

Latonia	Ellingberg,	Recording	Secretary
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TO: Advisory Fire Commission

FROM: Regina Rubier, Chief of Administrative Services †

SUBJECT: Personnel Report

DATE: February 12, 2024

SERVICE AWARDS

25-YEAR

James Brooks	Battalion Chief	01-02-1999
	10-YEAR	2
Javier Lopez	Fire Captain	01-13-2014

HIRES

Fire Emergency Vehicle Technician I	01-08-2024
Firefighter Recruit	01-08-2024
	Firefighter Recruit

PROMOTIONS

Clint Ballard	Fire Captain	01-01-2024
Thomas Bradley	Fire Captain	01-01-2024
Brandon Flower	Fire Captain	01-01-2024
Brian George	Fire Captain	01-01-2024
Emanuel Harris	Fire Captain	01-01-2024
Lontavious Johnson	Fire Captain	01-01-2024
Charles Kosanke	Fire Captain	01-01-2024
Jonathan Moore	Fire Captain	01-01-2024
Jeffrey Ornellas	Fire Captain	01-01-2024
Marco Paez Jr	Fire Captain	01-01-2024
Natividad Porras	Fire Captain	01-01-2024

RETIREMENTS

Kirk Tanner	Fire Engineer	05-15-2002	12-30-2023
JuDon Cherry	Fire Engineer	05-15-2002	11-15-2022

OTHER

Eisho Suzuki Firefighter	12-22-2023
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SUPPRESSION STAFFING VACANCIES

	Minimum Staffing	Current Staffing	Vacancies
Fire Captain (Station)	117	113	4
Fire Captain (Safety Officers)	6	6	0
Fire Engineer	117	98	19
Firefighter	144	175	(31)
Firefighter-Recruit	0	15	0
Total	384	407	(23)

NOTES

- 1. District is now staffing 39 fire companies some with three-person crews and some with four-person crews.
- 2. The District has a total of six (6) Shift Training Captains (Safety Officers).
- 3. Negative numbers represent a surplus over minimum staffing. Surplus staff at the Firefighter rank will eventually fill vacancies created through attrition and internal promotions.



DECEMBER YEAR-TO-DATE FIRE PREVENTION BUREAU





Code Enforcement

7803

586 Other Occupancy Inspections

100%

Compliance for State Mandated Inspections

245 Completed 850 Inspections 2535 Re-inspections Completed 49 Special Event Inspections Misc. Inspections

4159 ConstructionInspections Engineering 4159 ш

2384 Plan Reviews

Community Risk Reduction CRR

27

72

2631

50

Weed Abatement Activities

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778 Fire Investigations Arrests

13

Followers 11,000



23,600 Followers



Followers 20,400



Pub Ed Events Total Educated



4631



FIRE PREVENTION BUREAU **JANUARY 2024**





Code Enforcement

4

0 Other Occupancy Inspections



41 Completed 850 Inspections 481 Re-inspections Completed 5 Special Event Inspections 111 Other Calls for Service Misc. Inspections



249 Plan Reviews







Followers 11,000



23,600

Followers

Followers 20,400



125 Pub Ed Events



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT **SURPLUS EQUIPMENT**

{01/18/2024}

CONDITION

A= Obsolete B= Worn out

C= Beyond economical repair D= Damaged/wrecked beyond repair

			PAGE 1 OF _1_		
	COUNTY #	QUANTITY	DESCRIPTION	ESTIMATED VALUE	CONDITION
-	133472	1	2007 Honda Civic Hybrid, License 1247451, VIN JHMFA36277S004030 U222	3,052	В
2.	134003	1	2008 Ford Fusion, License 1270006, VIN 3FAHP07118R141318 U300	2,862	В
3.	134004	-	2008 Ford Fusion, License 1270007, VIN 3FAHP071X8R141317 U301	2,862	В
4	134033	+	2008 Ford F-350, License 1281844, VIN 1FTWX31R38EC15343 (Totaled Vehicle) U242	0.00	D
5.	134001	1	2007 Ford Crown Victoria, License 1287958, VIN 2FAFP71V68X130540 (U269)	2,255	O
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CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT SURPLUS EQUIPMENT

2/5/24

CONDITION:

C= Beyond economical repair D= Damaged/wrecked beyond repair A= Obsolete B= Wom out

			PAGE 1 OF _1_		
	COUNTY #	QUANTITY	DESCRIPTION	ESTIMATED VALUE	CONDITION
- -		18	Scott EZ Flo2 MMR's (MFG ranging from 1/27/06 to 9/11/08)	Unknown	A
2.		17	Scott NXG2 AirPak 4.5 with quick disconnects (MFG 6/01/06)	Unknown	⋖
_ن		2	Scott NXG2 AirPak 4.5 with quick disconnects (MFG 6/01/06)	Unknown	Q
4.		2	Super VAC boxed blower	Unknown	ပ
5.		1 box	Used double layer wildland jackets and pant	Unknown	O
9		2	Folding chair rack	Unknown	A
7.		1 box	Drying floor tiles	Unknown	4
ω.		40	Pump Module	Unknown	⋖
0		13	Power USB Communications Module	Unknown	⋖
10.		12	P/N GS-1545	Unknown	⋖
11.		11	USB2A MiniB5p	Unknown	⋖
12.		27	1M USB A to Mini-B 2.0 CBL	Unknown	⋖
13.		2	Model 715 regulator	Unknown	⋖
14.		29	Calibration Adapter	Unknown	⋖
15.		38	Allen wrench	Unknown	⋖
16.		4	Old body boards	Unknown	В

CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT **SURPLUS EQUIPMENT**

February 7, 2024

CONDITION:

A= Obsolete B= Worn out

C= Beyond economical repair D= Damaged/wrecked beyond repair

			PAGE 1 OF _1_		
	COUNTY #	QUANTITY	DESCRIPTION	ESTIMATED VALUE	CONDITION
-	122186	1	1992 Freightliner Type I water tender, VIN: 2FVN4ZY96NV525364, License plate: 12660	\$5,000	⋖
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February 6, 2024

TO: Board of Directors

FROM: Lewis Broschard, Fire Chief

RE: Fire Chief's Report

Operations Section Update

Training and Safety Division

- Human Performance Program train-the-trainer sessions were conducted with a team of fire service leaders from New York. We trained 30 members of our District to become instructors of this important content. This program is designed to teach responders about how to work under stress in critical situations, how stress affects human performance in these incidents, and techniques to mitigate those stresses.
- Diversity, Equity, and Inclusion training kicked off at the beginning of the year. This is our first quarter training for 2024 for all members of the organization. We intend to provide awareness-level training to all members of our organization through this facilitator-led instruction.
- Academy 60 is entering their fifth week. They have been exposed to challenging training in the first four weeks and have 14 more challenging weeks ahead of them.

Emergency Medical Services (EMS) Division

- We are Interviewing vendors to assist us with implementing various service and system improvements recommended by the County EMS Consultant that evaluated our system recently. We hope to have a contract in place to begin work within 90 days.
- Our medical director and infection control officer reviewed our COVID policies. Some were obsolete and were deleted. Others were revised to meet current CAL-OSHA and CDC recommendations.

Special Operations

Ten new boat operators completed marine training. These operators will help maintain crew availability for Fire Boat 9 (FB 9) that was recently put into service at Bethel Harbor Marina. FB 9 will provide fire protection and rescue capabilities to the communities of Bethel Island and Discovery Bay. Previously our closest marine resource to this area was FB 8 located in Pittsburg or the rescue boat at Fire Station 81 in Antioch.

- The District's hazmat team responded to an OES mutual aid request for Marin County to assist their hazmat team with an overturned fuel truck. Our team utilized specialized training and equipment to ground the vehicle, puncture the tank, and pump the contents of the flammable liquid to a waiting secondary fuel truck.
- Later that same day our hazmat team responded to a second similar incident on the San Pablo/Richmond border. Our crews worked with Richmond Fire and a private contractor to transfer fuel and mitigate product that had entered a waterway.

Advanced Planning Section Update

Fire Prevention Bureau

- A ceremony was held at the Rossmoor Event Center on January 25 to commemorate the start of work on the Lafayette/Walnut Creek Shaded Fuel Break project. This \$3M project has been in the planning, scoping, development, and environmental review process up to this point. Physical work began on Monday, January 29 to create a shaded fuel break around the community of Rossmoor and into areas of incorporated and unincorporated Lafayette. The shaded fuel break will reduce fuel loads relative to areas outside the fuel break, and the canopy's shade improves the underlying fuels' microclimate conditions. The shaded fuel break is intended to help reduce fuel loading while also providing a defensible position for fire crews to engage in fire suppression.
- The vacant and condemned building at 1200 W. 4th Street in Antioch has been secured by the property owner and has 24/7 security on site to deter any possible trespassers. This is a significant step in reducing risk to the community, potential inhabitants of the building, and our responding firefighters. This is all due to a close collaboration between the city and the Fire District. The building has a repeated fire history, with as many as 37 unhoused people previously using it for shelter. The goal continues to be an eventual demolition of the building to remove the hazard.
- The State Board of Forestry (BOF) has distributed their much anticipated list of subdivisions within the county where at least 30 housing units are located in a situation with only one means of egress from the subdivision. Originally supposed to have been completed by July, 2021 this list was released in early January, 2023. The District has identified incorrect or other pertinent information not included in the state survey for each subdivision within the District. Information has also been shared with all the affected and impacted cities and fire jurisdictions. Chief Bachman attended and spoke at the recent BOF meeting to highlight our questions and concerns with the state survey. In almost all cases, the BOF has provided recommendations to include the installation of a secondary means of egress, or roadway, in areas where this is often practically impossible. Chief Bachman and our staff will continue to work on this issue, collaborate with our city and county partners, and provide accurate information back to the BOF.

Administration Section Update

Support Services Division

- We successfully recruited two Emergency Vehicle Technician I (diesel mechanic) positions; one started in January, and the other should start in February. These are critically important positions as the Fire District has grown, and keeping our fleet response ready is one of our highest priorities.
- A final inspection of our new "crew carrier" or "crew bus" was conducted in December and delivered in January. This is a measure "X" funded vehicle to support our hand crew program.
- The Walnut Creek ladder truck, Truck 1, involved in an accident on the highway, was successfully repaired and returned to the District. The truck went back into service on January 8.
- Two new ladder trucks completed their final inspection at the factory, one in December and one in January. One was involved in an incident at the factory and will need to be repaired before being delivered, causing a delay in being placed into service. The second ladder truck was also involved in an unfortunate accident while traveling through Arizona. The truck sustained minor damage and is being returned to the factory for repairs. Fire District staff is negotiating for extended warranties and service arrangements for these vehicles and additional inspections for quality assurance, all at the manufacturer's expense. The District buys multiple vehicles annually and has experienced few incidents historically. We are hopeful these are isolated incidents.

Fire Stations / Facilities Construction

- Fire Station 90 and Fire Station 94, Brentwood: The design concept drawings are complete. The request for proposals (RFP) for the design-build contractor was released following Board action on January 9, 2024. Work continues on the draft reports and studies required under the California Environmental Quality Act (CEQA) for Fire Station 90. A presentation was delivered to the Brentwood City Council on January 9, updating the council and community on both projects. Ultimately, the yet-to-be-selected design-build team will fully develop construction plans and bring the projects through the City of Brentwood planning and building permit process.
- CCRFCC- Contra Costa Regional Fire Communication Center- Pleasant Hill: The Communications Division leadership team continues to work with COAR Architects on the pending remodel of the communication center and future communication division offices located at 2010 Geary Road in Pleasant Hill. The District has a final set of approved by Pleasant Hill and will release the RFP in early February to select a contractor for the project.

Fire Chief's Report Page 4 of 4

<u>Fire Station 14- Martinez</u> Work continues to plan for the repair of the concrete apparatus bays and the front apron and the temporary relocation of the crew to an alternate fire station during the construction process. The District will provide public and community notice when the specific timing of this plan is determined later this Spring.

Public Information Office

- The new-look PIO office is up and staffed with Lauren Ono and Capt. Chris Toler. They have been busy addressing issues such as ADA compliance for the fire district website. This will bring us into compliance with the statute and reflect an awareness of accessibility and inclusivity, ensuring that information is accessible to everyone in the community. This is an essential step in maintaining transparency and reaching a wider audience.
- The office has identified immediate training needs, coordinates with county and city PIOs, and engages in special video projects to highlight a comprehensive approach to public information. Collaborating with other PIOs suggests a commitment to a coordinated and unified communication strategy, which can be crucial during emergencies.
- There has been a noticeable increased presence in the social media space for the fire district, as it allows for real-time updates and better connection with the community. Keeping the community informed and engaged through social media establishes trust and transparency.