



# **EAST CONTRA COSTA FIRE PROTECTION DISTRICT**

## **Board of Directors Regular Meeting**

**Monday May 5, 2014 – 6:30 P.M.**

Meeting Location: 3231 Main Street, Oakley

### **BOARD OF DIRECTORS**

Kevin Bouillon  
Greg Cooper  
Robert Kenny

Joel Bryant-President  
Ronald Johansen-Vice President  
Jonathan Michaelson

Cheryl Morgan  
Stephen Smith  
Joe Young

## **AGENDA**

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### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

### **PUBLIC COMMENTS**

At this time the public may address the District Board on subject matters pertaining to District business listed on the Consent Calendar, Closed Session, Future Agenda Items, or items **not** listed on the agenda. Remarks may be limited to 3-minutes subject to the discretion of the Board President and with the concurrence of the Board of Directors. Please complete and submit a "Public Comment Speaker Card" with the District Clerk. While the District encourages your comments, State law prevents the Board from discussing items that are not set forth on this meeting agenda. The Board and staff take your comments very seriously and, if appropriate, will follow up on them.

### **CONSENT CALENDAR**

Consent Calendar items are considered routine in nature and will be enacted by the Board in one motion. If discussion or public comment is required, any Board Member may request the item be removed from the Consent Calendar and considered separately.

**C.1** Approve minutes from April 7, 2014 Regular Board of Directors Meeting.

### **DISCUSSION ITEMS**

**D.1** Discuss the Feasibility of Moving Forward with a Benefit Assessment.

**D.2** Authorize Execution of a Professional Services Agreement for Services Related to Development, Enactment and Implementation of a Fire Assessment

**D.3** Authorize Amended and Restated Employment Agreement with Hugh Henderson.

**D.4** Receive Operational Update for April, 2014.

May 5, 2014 Agenda  
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## INFORMATIONAL STAFF REPORTS

## DIRECTORS' COMMENTS

## INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS

This portion of the agenda shall provide an opportunity for Board Members to report on activities, committee or event attendance pertaining to District business or to request a future item to be placed on the agenda.

## ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: June 2, 2014

All items appearing on the agenda are subject to action by the Board.

### POSTING STATEMENT

A copy of this agenda was posted **May 2, 2014 at the East Contra Costa Fire Protection District Administrative Office, 134 Oak Street, Brentwood, CA 94513**. Pursuant to CA Government Code §54957.5, disclosable public records and writings related to an agenda item distributed to all or a majority of the Board of Directors including such records and writing distributed less than 72 hours prior to this meeting is available for public inspection at the East Contra Costa Fire Protection District Administrative Office, 134 Oak Street, Brentwood, CA 94513.

NOTICE In compliance with the Americans with Disabilities Act, any individuals requesting special accommodation to attend and/or participate in District Board meetings may contact the District Administrative Office at (925) 634-3400. Notification 48 hours prior to the meeting will enable the District to make reasonable accommodations.



# **EAST CONTRA COSTA FIRE PROTECTION DISTRICT**

## **Meeting Minutes**

### **Board of Directors Regular Meeting**

**Monday April 7, 2014 – 6:30 P.M.**

Meeting Location: 3231 Main Street, Oakley

<b>BOARD OF DIRECTORS</b>		
Kevin Bouillon	Joel Bryant-President	Cheryl Morgan
Greg Cooper	Ronald Johansen-Vice President	Stephen Smith
Robert Kenny	Jonathan Michaelson	Joe Young

**6:00 P.M. – Call to Order and Adjourn to Closed Session on the following matters: (6:00 P.M.)**

1. *Conference with Labor Negotiators Pursuant to Government Code Section 54957.6:*  
*Agency designated representative: Board President*  
*Unrepresented employee: Fire Chief*

**RECONVENE TO OPEN SESSION: (6:32 P.M.)**

Report from closed session: Item 1 – Direction given to counsel.

**CALL TO ORDER: (6:32 P.M.)**

**PLEDGE OF ALLEGIANCE: (6:32 P.M.)**

**ROLL CALL: (6:33 P.M.)**

Directors Present: Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young  
Directors Absent: Bouillon

**PUBLIC COMMENTS: (6:33 P.M.)**

*There were 2 (two) Public Speakers – Mark Whitlock & Bob Shanell*

**CONSENT CALENDAR: (6:37 P.M.)**

- C.1** Approve minutes from March 3, 2014 Regular Board of Directors Meeting.
- C.2** Adopt a Resolution to Award a Contract in the Amount of \$43,441 to Bill Brandt Ford for Purchase of One New F-250 Staff Vehicle
- C.3** Amend Board Policy 1-3.8 on Board Committees
- C.4** Adopt Findings for 2013 Fire Code

**Motion by: Director Young to approve Consent Calendar Items C.1, C.2, C.3 & C.4**

**Second by: Director Smith**

**Vote: Motion carried: 8:0**

**Ayes: Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young**

**Absent: Bouillon**

## DISCUSSION ITEMS

### D.1: (6:39 P.M.)

Adopt a Resolution to Approve a Side Letter Agreement with International Association of Firefighters Local 1230 Cash-in-Lieu of Medical Benefits

*There were no Public Speakers*

**Motion by: Director Young to adopt a Resolution to Approve a Side Letter Agreement with International Association of Firefighters Local 1230 Cash-in-Lieu of Medical Benefits**

**Second by: Director Smith**

**Vote: Motion carried: 8:0**

**Ayes: Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young**

**Absent: Bouillon**

### D.2: (6:45 P.M.)

Adopt a Resolution to Approve a Contract with the United Clerical, Technical and Specialists Employees AFSCME Local 2700 from July 1, 2013 through June 30, 2016

*There were no Public Speakers*

**Motion by: Director Smith to adopt a Resolution to Approve a Contract with the United Clerical, Technical and Specialists Employees AFSCME Local 2700 from July 1, 2013 through June 30, 2016**

**Second by: Director Young**

**Vote: Motion carried: 8:0**

**Ayes: Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young**

**Absent: Bouillon**

### D.3: (6:49 P.M.)

Adopt a Resolution to Approve a Contract with the East Contra Costa Battalion Chiefs Association from January 1, 2014 through December 31, 2015

*There were no Public Speakers*

**Motion by: Director Young to adopt a Resolution to Approve a Contract with the East Contra Costa Battalion Chiefs Association from January 1, 2014 through December 31, 2015**

**Second by: Director Kenny**

**Vote: Motion carried: 8:0**

**Ayes: Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young**

**Absent: Bouillon**

**D.4: (6:57 P.M.)**

Adopt a Resolution to Approve Midyear Operational Budget Adjustments

*There was 1 (one) Public Speaker – Vince Wells*

**Motion by: Director Young to Adopt a Resolution to Approve Midyear Operational Budget Adjustments**

**Second by: Director Smith**

**Vote: Motion carried: 8:0**

**Ayes: Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young**

**Absent: Bouillon**

**D.5: (7:10 P.M.)**

Receive Operational Update for March, 2014

Chief Henderson presented the updates for March 2014.

*There were no Public Speakers*

**WORKSHOP: (7:14 P.M.)**

Discuss Next Steps

Chief Henderson presented a Power Point presentation on and led a workshop concerning next steps for the District.

*There were 4 (four) Public Speakers – Bailey Neff, Vince Wells, Diane Burgis and Mark Whitlock*

**PUBLIC HEARINGS: NONE**

**INFORMATIONAL STAFF REPORTS: (9:14 P.M.)**

Chief Henderson gave an update regarding the Insurance Services Office (ISO) visit on March 27<sup>th</sup>, 2014

**DIRECTORS' COMMENTS: (9:16 P.M.)**

Director Smith mentioned that Director Young and Director Smith attended the Contra Costa County Fire Commissioners Association Dinner on March 20, 2014 with guest speaker Gus Kramer.

**INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: NONE**

**ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: May 5, 2014:  
(9:21 P.M.)**

**Motion by: Director Kenny to adjourn to the next Regular Board Meeting scheduled:  
May 5, 2014  
Second by: Director Young  
Vote: Motion carried: 8:0  
Ayes: Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young  
Absent: Bouillon**

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS AGENDA ITEM NO. D.1**

**Meeting Date:** May 5, 2014

**Subject/Title:** Discuss the Feasibility of Moving Forward with a Benefit Assessment

**Submitted by:** Hugh Henderson, Fire Chief

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**RECOMMENDATION FOR ACTION**

Discuss the feasibility of moving forward with a benefit assessment.

**PREVIOUS ACTION**

At the April 7, 2014 Board of Directors meeting, during a workshop, the board reviewed a benefit assessment and its usages.

On April 17, 2014, the Finance Committee discussed the feasibility of a benefit assessment and recommended moving forward with an engineer's report.

**SUBJECT BACKGROUND**

A benefit assessment can be used as a funding mechanism for obtaining, furnishing, operating, and maintaining fire suppression equipment or apparatus, and for salaries and benefits of firefighter personnel. The assessment must be based on a special benefit conferred on real property and must not exceed the cost of providing such benefit. Before an assessment can be implemented, property owners must be given the opportunity to be heard at a public hearing and vote on imposition of the assessment via a special balloting process. Unless a majority of votes (50% + 1), weighted based on assessment amount, protests enactment of an assessment, the governing body may move forward.

The District requested that NBS Government Finance Group conduct a preliminary review of the District's finances, call volume and current and future fire suppression services provided to real property throughout the District. NBS's preliminary findings confirm that there is a nexus between the District's fire suppression services and the real properties that our services protect.

If the Board directs staff to move forward with the potential development and enactment of a benefit assessment, a possible timeline for the District could be:

May 2014:

- The District engages a consultant to provide services for the development, enactment and implementation of a benefit assessment, including development of an engineer's report. (See Item D.2 on this agenda.)

July 2014:

- The District receives draft Special versus General Benefit analysis and provides comments to the District's consultant.
- The District receives a preliminary engineer's report and draft notice, instructions, envelope language and ballots and provides comments to the District's consultant.

- The Board of Directors considers a draft resolution, preliminary engineer's report, notice, instructions, envelope language and ballot.

August 2014:

- Prior to August 8, 2014, the Board approves engineer's report and sets public hearing date for benefit assessment.
- No later than August 15, 2014, the District's consultant (or subconsultant) prints and mails notices, instructions, return envelopes and ballots.

October 2014:

- October 6, 2014, the Board holds public hearing, after which the ballots are counted in a location open to the public.

November 2014:

- November 3, 2014, the voting results are announced and, if property owners do not submit a majority of votes in protest, the Board can enact the benefit assessment.

August 2015:

- If the Board enacts the benefit assessment, it is placed on the tax rolls by the County Assessor's Office.

December 2015:

- New revenue from the assessment enters the District.

**RECOMMENDATION**

Both the Finance Committee and Staff recommend that Board move forward with preparations for development of a potential benefit assessment, including development of an engineer's report.

If the Board desires to move forward with development of a benefit assessment and calling for the engineer's report, the Board should proceed to Discussion item D-2, allowing the District to move forward with hiring a consultant to provide related services, including development of an engineer's report.



**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS AGENDA ITEM NO. D-2**

**Meeting Date:** May 5, 2014

**Subject/Title:** Authorize Execution of a Professional Services Agreement for Services Related to Development, Enactment and Implementation of a Fire Assessment

**Submitted by:** Hugh Henderson, Fire Chief

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**RECOMMENDATION FOR ACTION**

Authorize a professional services agreement for services related to potential enactment of a benefit assessment.

**PREVIOUS ACTION**

At the January 21, 2014 Board of Directors meeting, the Board approved a professional services agreement with TBWB Strategies (TBWB) for Public Outreach and Education Services. NBS, a government financial services firm, was included as a subcontractor under the TBWB contract.

At the April 7, 2014 Board of Directors meeting, the Board had a workshop on potential next steps for the District, including services, governmental structure and financial options, such as enactment of a fire assessment.

**SUBJECT BACKGROUND**

Under item D-1 at this May 5 meeting, the Board will discuss whether to move forward with a plan to conduct the procedures necessary for public hearing and balloting for enactment of a fire assessment. These activities would require services of an engineering and financial consultant.

Over the past four months, under the District's agreement with TBWB, NBS has worked with Staff on an analysis of District finances, services, costs, revenues, and potential revenues. Most recently, staff and NBS have worked together to study the feasibility of pursuing a benefit assessment for fire services in this District.

Following discussion at the March 21 Finance Committee meeting, Staff solicited, NBS has provided, and the parties are finalizing a proposed scope of work and budget. The scope of work includes three phases:

- (1) Proposition 218 special versus general benefit analysis, assessment rates and methods of assessments (for a fee of \$20,000);
- (2) Assessment District formation services, including development of an Engineer's Report, development of legal notices and ballots, and tabulation (for a fee of \$9,500); and
- (3) Annual assessment administrative services for one year (for a fee of \$15,000), which would only be provided in an assessment is enacted.

Under the NBS proposal, True Ballot, Inc. would produce the ballots, ballot inserts and envelopes; handle all mailing and collection of ballots; register and tabulate votes cast; and certify results. True Ballot, Inc.'s services, including printing, postage and all other costs, would be provided at an estimated cost of \$70,000.

Staff seeks Board authority to finalize negotiations of a professional services agreement with NBS Government Finance Group for NBS and TrueBallot to perform the scope of work at the costs described above.

Attachment: Resolution

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
STATE OF CALIFORNIA**

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**RESOLUTION NO. 2014-**

**AUTHORIZING THE FIRE CHIEF TO EXECUTE A PROFESSIONAL  
SERVICES AGREEMENT WITH NBS GOVERNMENT FINANCE GROUP  
(dba NBS) FOR SERVICES RELATED TO DEVELOPMENT, ENACTMENT  
AND IMPLEMENTATION OF A FIRE ASSESSMENT**

**WHEREAS**, the Board of Directors of East Contra Costa County Fire Protection District (District) desires to begin the process of preparing for potential development, enactment and implementation of a fire assessment in the District; and

**WHEREAS**, NBS Government Finance Group (doing business as NBS) has been working with the District since January, 2013, as a subcontractor to TBWB strategies, on analysis of the District's finances, services, costs, revenues, and potential revenues; and

**WHEREAS**, at the direction of the Finance Committee, District staff has solicited a proposal from NBS to work with the District directly to provide services related to development, enactment and implementation of a Fire Assessment; and

**WHEREAS**, NBS has submitted a scope of work and compensation proposal for provision of such services; and

**WHEREAS**, Staff recommends that the Board authorize the Fire Chief to complete negotiations and execute a contract with NBS to assist the District in preparing for potential development, enactment and implementation of a fire assessment.

**NOW, THEREFORE BE IT RESOLVED** that the East Contra Costa Fire Protection District Board of Directors does hereby:

1. Authorize the Fire Chief to negotiate and enter into a Professional Services Agreement with NBS Government Finance Group (dba NBS), in a form acceptable to Legal Counsel and at a total cost not-to-exceed \$115,000 for services related to the development, enactment and implementation of a fire assessment.
2. Authorize the Fire Chief to take any other actions necessary to give effect to this resolution.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 5<sup>th</sup> day of May 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Joel Bryant  
President, Board of Directors

ATTEST:

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Hugh Henderson, Clerk of the Board

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS AGENDA ITEM NO. D-3**

**Meeting Date:** May 5, 2014

**Subject/Title:** Authorize Amended and Restated Employment Agreement with Hugh Henderson

**Submitted by:** Joel Bryant, Board President

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**RECOMMENDATION FOR ACTION**

Authorize an amended and restated three-year employment agreement with Fire Chief Hugh Henderson.

**SUBJECT BACKGROUND**

After assuming the role in an acting capacity in February, 2008, Hugh Henderson was named Fire Chief of the East Contra Costa Fire Protection District on August 2, 2010. Since that time, he has served pursuant to the same Employment Agreement dated August 2, 2010 (Current Agreement).

An Ad Hoc Committee comprised of Board President Bryant, Board Vice President Johansen and Director Kenny completed a thorough review of the Fire Chief's performance in the fall of 2013, culminating in a Performance Evaluation with the Fire Chief at the Board's November, 2013 meeting. Following equally positive evaluations every review cycle since the beginning of his service with the District, the Fire Chief's performance during the 2012-13 evaluation year was deemed "Outstanding" by the Board.

At the completion of his performance evaluation, out of respect for District employees and in recognition of the District's financial challenges, the Fire Chief and the Board waited to consider a new contract for the Chief until negotiations of pending MOUs and a side letter for the rest of the District's personnel were complete. These MOUs and side letter were approved by the Board at its April meeting.

In accordance with direction provided by the Board at its April 7<sup>th</sup> meeting, (a) the Ad Hoc Committee and the Fire Chief have developed an updated job description, as shown in Attachment A, to reflect the duties of the position as they have evolved and expanded over the years, and (b) the Board President has completed negotiations of all key agreement terms with the Fire Chief, as outlined below.

At this time, the Ad Hoc Committee and the Board President recommend that the Board of Directors authorize execution of an amended and restated employment agreement with the Fire Chief, in an updated form approved by Legal Counsel, containing the following substantive changes from the Current Agreement:

- Contract Effective Date: June 1, 2014
- Contract Term: Three years
- Salary: The Fire Chief's Current Agreement incorporates a three-step salary schedule. Though he was entitled to move from the first step (\$10,555.89 per month) to the second step (\$11,096.45 per month) in 2011, and from the second step to the third step

(\$11,637.87 per month) in 2012, the Fire Chief declined advancement at those times in recognition of the District's difficult financial position. As a result, the Chief has remained at the first step of the salary schedule since assuming leadership of the District. With authorization of a new contract, the Chief would move to the second step as of July 1, 2014. The Fire Chief also would be eligible to advance to the third step as of July 1, 2015, subject to the results of a performance evaluation (see "Performance Evaluations," below).

- Vacation: The Fire Chief's existing vacation allotment and accrual schedule would be replaced with a standard vacation allotment of 20 hours per month with maximum accrual of 480 hours.
- Performance Evaluations: The Board of Directors would conduct a performance evaluation of the Fire Chief and set/update goals at least once annually, in or around each June.
- Bumping Rights: The "bumping rights" included in Fire Chief's current contract (permitting him to take a lower position within the District in case of his leaving the Chief position) would be eliminated.

Current Agreement terms addressing health benefits (consistent with other District employees), life insurance, emergency recall and standby differential, administrative and other leave, uniform allowance, educational allowance, professional development reimbursement, severance (up to 12 months' pay, not to exceed the remaining term of the contract) and other substantive terms are proposed to continue. As under the Current Agreement, the Fire Chief would continue to be responsible for 100% of the Employee's normal contribution to the Contra Costa County retirement system.

The Board President seeks authority at this time to finalize and execute an Amended and Restated Employment Agreement with the Fire Chief, consistent with the terms set forth above and in an updated form approved by Legal Counsel.

Attachments: Resolution  
Fire Chief Job Description

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
STATE OF CALIFORNIA**

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**RESOLUTION NO. 2014-**

**AUTHORIZING AN AMENDED AND RESTATED EMPLOYMENT AGREEMENT  
WITH FIRE CHIEF HUGH HENDERSON**

**WHEREAS**, pursuant to Resolution 2010-14, adopted by the Board of Directors of the East Contra Costa Fire Protection District (District) on August 2, 2010, Hugh Henderson was appointed Fire Chief of the District and authorization was granted to execute an Employment Agreement with the Fire Chief; and

**WHEREAS**, Section 11 of the August 2, 2010 Employment Agreement provides for an annual review of the performance of the Fire Chief; and

**WHEREAS**, the Board of Directors reviewed the performance of the Fire Chief in November, 2013 and, consistent with all prior evaluations, found his performance to have been Outstanding; and

**WHEREAS**, the Board of Directors desires to enter into an amended and restated employment agreement with the Fire Chief and to update the job description of the Fire Chief position as shown in Attachment A.

**NOW, THEREFORE BE IT RESOLVED** that the East Contra Costa Fire Protection District Board of Directors hereby authorizes the Board President to execute on behalf of the District an amended and restated three-year employment agreement with Fire Chief Hugh Henderson in an updated form approved by Legal Counsel to implement the following modifications, effective June 1, 2014:

1. Placing the Fire Chief on the second step of the Fire Chief's salary schedule effective July 1, 2014;
2. Entitling the Fire Chief to advance to the third step of the Fire Chief's salary schedule effective July 1, 2015, subject to the results of a performance evaluation;
3. Providing a vacation allotment of 20 hours per month with maximum accrual of 480 hours;
4. Eliminating the Fire Chief's "bumping rights," which permit him to take a lower position within the District in case of his leaving the Chief position; and
5. Incorporating the updated job description shown in Attachment A.

**BE IT FURTHER RESOLVED** that the Board President is authorized to take any other actions necessary to give effect to this resolution.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 5<sup>th</sup> day of May, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Joel Bryant  
President, Board of Directors

ATTEST:

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Hugh Henderson, Clerk of the Board



## **ATTACHMENT A**

### **East Contra Costa Fire Protection District Fire Chief Job Description**

#### **I. District Fire and Emergency Response, Fire Prevention Services**

1. Respond to major alarms and direct operations at scenes of large fires or other major emergencies.
2. Make tactical decisions based on available resources and environmental context of each incident in light of relative dangers to life safety and property.
3. Direct Emergency Response Operations including fire suppression, emergency medical services, hazardous material, and rescue services.
4. Direct and evaluate Fire District emergency response and fire prevention operations and also on-going advancements to keep pace with industry standards, practices, and technology.
5. Direct Fire Prevention Program including review of subdivision growth, new building construction, enforcement of fire safety codes, exterior hazard control, urban-wildland interface fire prevention programs, public education programs, investigation of fires and submission of reports to proper law enforcement authorities.
6. Serve as Fire Marshal/Fire Code Official.

#### **II. Personnel**

1. Direct the organization and staffing of the Fire District, including the Emergency Operations, Fire Prevention and Support Services.
2. Direct the selection, assignment, training, evaluation and discipline of Fire District personnel.
3. Manage internal communications.
4. Manage succession planning and training.

#### **III. Finances**

1. Prepare and administer the Fire District's budget.
2. Direct the preparation of capital budgets/specifications for new fire apparatus, buildings and other capital requirements.

3. Administer District contracts, including with Contra Costa Fire, Contra Costa County, Brentwood, Cal Fire, etc.
4. Undertake other procurements as appropriate.

#### **IV. Administration**

1. Develop plans for future operations and projected needs of the fire service.
2. Conduct surveys in conjunction with the Insurance Services Office requirements.
3. Direct the maintenance, operation, and utilization of apparatus/equipment.
4. Develop plans for future operations and projected needs of the fire service.
5. Develop and implement Fire District administrative policies.
6. Serve as Clerk of the Board.

#### **V. Public Interface**

1. Direct the cooperation of the Fire District with neighboring fire districts and other jurisdictions.
2. Represent (or delegate and supervise representation of) the Fire District by regular attendance at meetings with leaders / key community groups for each jurisdiction in the Fire District, including the Board of Supervisors, City Councils, community advisory committees, City management, County management, and the general public.

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTOR'S AGENDA ITEM NO. D.4**

**Meeting Date:** May 5, 2014

**Subject/Title:** Receive Operational Update for April 2014

**Submitted by:** Hugh Henderson, Fire Chief

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**RECOMMENDATION FOR ACTION**

Receive Operational Update for April 2014

**SUBJECT BACKGROUND**

This Staff report summarizes District activities for the month of April.

Calls for service:

There were a total of 511 service calls in the month of April, with an average response time of 7:04 minutes. In the month of March the District ran 526 calls with an average response time of 7:04 minutes. In the calendar year of 2013, the District ran 6454 calls for service with an average response time of 7:08.

Looking at the response times by stations:

- **Station 52- John Muir Parkway, Brentwood**, had 169 calls in the month of April with an average response time of 6:19 minutes. In March there were a total of 165 calls with an average response time of 6:19 minutes. In the calendar year of 2013 the station ran 1857 calls for service with an average response time of 6:26.
- **Station 54-Downtown Brentwood**, had 100 calls in the month of April with an average response time of 6:21 minutes. In March there were a total of 82 calls with an average response time of 6:18 minutes. In the calendar year of 2013 the station ran 1336 calls for service with an average response time of 6:28.
- **Station 59-1685 Bixler Rd, Discovery Bay**, had 52 calls in the month of April with an average response time of 8:56 minutes. In March there were a total of 57 calls with an average response time of 8:18 minutes. In the calendar year of 2013 the station ran 774 calls for service with an average response time of 8:54.
- **Station 93 530 O'Hare Ave, Oakley**, had 136 calls in the month of April with an average response time of 6:32 minutes. In March there were a total of 161 calls with an average response time of 6:37 minutes. In the calendar year of 2013 the station ran 1752 calls for service with an average response time of 6:16.

- **Station 94-15 A St, Knightsen**, had 13 calls in the month of April with an average response time of 9:09 minutes. In March there were a total of 13 calls with an average response time of 9:09 minutes. In the calendar year of 2013 the station ran 176 calls for service with an average response time of 8:30.
- **Station 95- 3045 Ranch Ln, Bethel Island** (closed 7-1-2012), had 27 calls in the area of this closed station in the month of April with an average response time of 12:38 minutes. In the month March of there were 36 calls with an average response time of 11:56 minutes. In the calendar year of 2013 the District ran 355 calls for service in the station area with an average response time of 11:31.
- **Cal-Fire Station 16-Marsh Creek/Morgan Territory** had 14 calls in the month of April with an average response time of 10:27 minutes. In March there were a total of 11 calls with an average response time of 8:22 minutes. In the calendar year of 2013 the station ran 195 calls for service with an average response time of 9:25.

Auto aid:

In the month of April, the District received auto aid from Contra Costa County Fire 17 times, with them sending 19 engines. The District sent auto aid to Contra Costa County Fire 12 times providing them with 15 engines. During the month of March, Contra Costa County Fire came into the District 26 times with 31 engines and we responded into Contra Costa County Fire 12 times with 15 engines. In 2013, the District received auto aid from Contra Costa County Fire 345 times with them sending 476 engines. The District sent auto aid to Contra Costa County Fire a total of 198 times in 2012, sending 234 engines.