



**RODEO-HERCULES FIRE PROTECTION DISTRICT**  
1680 REFUGIO VALLEY ROAD, HERCULES, CALIFORNIA 94547  
(510) 799-4561 FAX: (510) 799-0395

**SPECIAL BOARD MEETING MINUTES**  
July 28, 2021

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**1. CALL TO ORDER/ROLL CALL**

Directors Present: Covington, Couzens, Davidson, Bowman, Hill

Directors Absent: None

Meeting called to order at 5:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ANNOUNCEMENTS (00:01:37)**

Chair Hill recused himself from any discussions or actions regarding consolidation or annexation of the Fire District. Vice Chair Covington to take over as Chair for the meeting.

**4. CONFIRMATION OF AGENDA (00:07:46)**

Director Bowman commented on difficulty loading documents, public comment, and remove items from the Agenda and limit Chief's presentation to 5 minutes, and time added to public comment. Would like to eliminate item F1, F4, would like H and H1 board discussion, and not comments from the Chief.

Director Davidson accepted Director Bowman's suggested changes. Would like to remove Item F4-Resolution of Intent to Annex from Agenda, would like to remove SWOT analysis; would like 20 minute presentation from Chief Craig removed.

Director Covington would like to keep Agenda as is.

Director Bowman made a motion to change the Agenda; seconded by Director Davidson.

**ROLL CALL VOTE:**

Covington: No  
Couzens: No  
Davidson: Yes  
Bowman: Yes

Motion failed.

Director Bowman announced she would leave meeting if Agenda stayed as is. Chief Craig removed items from Agenda B1, and F1. Director Bowman stated if F4 remained on the Agenda, she would no longer participate in the meeting. Chief Craig suggested removing F4.

Director Davidson commented on concerns with Item F4 and lack of notice to public. Chief Craig added more time for public comment.

Item B4-Community Input, moved to B1.

Pio Roda clarified public comment rules. Board can limit public comment according to time.

Director Covington reminded people to use appropriate language during comment.

## **5. BOARD CORRESPONDENCE**

All board correspondence received posted to rhfd.org.

## **6. WORKSHOP TO DISCUSS AP TRITON REPORT (00:30:43)**

### **B4. Community Input**

Chris Tallerico  
Sarah Creeley  
Lily Bustamante  
Debbie Long  
Margaret Short  
Susan Keeffe  
R Luchini  
Jan Callaghan  
Dr. Hodge  
William Henderson  
Paul Freese

### **B. Goals for Session**

Director Covington reiterated that a date has not been set for a vote for annexation.

### **B1. Discuss AP Triton Report and Findings**

Director Davidson asked about the process for a resolution. Director Couzens asked about the stakeholder interviews.

### **C. CONFIRE PRESENTATION**

Chief Broschard gave input regarding a potential consolidation and took questions from the board.

#### **Public Comment:**

Derek Cochnauer  
Susan Keeffe  
Tanya Little  
Sarah Creeley  
Sheryl Jarosch  
William Henderson  
Dion Bailey  
Angel Vasquez  
Paul Freese  
Maureen Brennan

Board comments regarding presentation.

## **F2. Discuss AP Triton Report and Findings-Strengths and Weaknesses**

Chief Craig reviewed findings section of report, took comments and questions from the Board. Board comments about discrepancies in report.

### **Public Comment**

George Cleveland

Debbie Long

Susan Keeffe

Sarah Creeley

Tanya Little

Barron Flanders

William Henderson

Margaret Short

Sue Pricco (written letter)

### **I. Director Covington Final Comments**

August 5 town hall meeting, August 11 next board meeting. Possible town hall on August 24.

### **Public Comment:**

Paul Freese

## **7. ADJOURNMENT (3:01:53)**

Meeting adjourned at 8:06 p.m.

Audio from this board meeting can be heard at [www.rhfd.org](http://www.rhfd.org)  
Number in parenthesis is time stamp where agenda item begins.

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Board Vice Chair



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1680 REFUGIO VALLEY ROAD, HERCULES, CALIFORNIA 94547  
(510) 799-4561 FAX: (510) 799-0395

REGULAR BOARD MEETING MINUTES  
September 8, 2021

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**1. CALL TO ORDER/ROLL CALL**

Directors Present: Hill, Covington, Couzens, Davidson, Bowman

Directors Absent: None.

Meeting called to order at 7:02 p.m.

**2. PLEDGE OF ALLEGIANCE (00:00:39)**

**3. ANNOUNCEMENTS (00:01:05)**

Chief Craig requested a moment of silence for remembrance of 9/11.

Chair Hill announced that consolidation is off the table; called for a Special meeting the second Wednesday in October.

Chair Hill will start setting time limits on Agenda items, starting in October. Will limit Public Comment to 2 minutes per speaker.

**4. CONFIRMATION OF THE AGENDA (00:10:25)**

Director Davidson made a motion to have review of Intune's scope of work and summary, briefing by the Chief and comments by the Board. Motion seconded by Director Bowman.

**Roll Call:**

Covington: No

Couzens: No

Davidson: Yes

Bowman: Yes

Hill: Abstain

Motion failed.

Chair Hill would like Item 12 pulled from Agenda. Director Bowman withdrew Item 12 after discussion.

Chair Hill requested one public comment session for Items 13, 14, and 15. Director Bowman would like to remove Items 13 and 14 and have a discussion under Item 11.

**5. BOARD CORRESPONDENCE (00:28:14)**

AP Triton provided additional report regarding the third fire station. Report stated workload could be handled with 2 fire stations.

**Public Comment**

Tanya Little

**6. PUBLIC COMMUNICATIONS (00:36:57)**

Tanya Little

**7. CONSENT CALENDAR (00:38:39)**

Motion by Director Bowman to approve consent calendar; seconded by Director Couzens

**Roll Call:**

Covington: Yes  
Couzens: Yes  
Davidson: Yes  
Bowman: Yes  
Hill: Yes

Motion passed 5-0.

**8. PUBLIC HEARING-BUDGET (00:42:00)**

Chief gave staff report for final budget. Director Covington requested a list of changes made from preliminary budget.

**PUBLIC COMMENT:**

Tanya Little

Motion to approve Resolution 2021-08 approving budget by Director Bowman, seconded by Director Covington

**Roll Call:**

Covington: Yes  
Couzens: Yes  
Davidson: Yes  
Bowman: Yes  
Hill: Yes

Motion passed 5-0.

**9. APPROPRIATIONS LIMIT (1:10:25)**

Motion by Director Bowman to adopt annual appropriations limit for 2021-22 fiscal year; seconded by Director Covington;

**Roll Call:**

Covington: Yes  
Couzens: Yes  
Davidson: Yes  
Bowman: Yes  
Hill: Yes

Motion passed 5-0.

## **10. IN PERSON MEETINGS (1:13:23)**

### **Public Comment:**

Annie Ziff

Motion by Director Bowman to accept hybrid meeting format conditional upon AB 361 or any other state legislation that would allow meetings to continue virtually; seconded by Director Davidson;

### **Roll Call:**

Covington: Yes

Couzens: Yes

Davidson: Yes

Bowman: Yes

Hill: Yes

Motion passed 5-0.

## **11. ONGOING STRATEGIC PLANNING UPDATE**

### **A. REVIEW DRAFT RFP**

Mr. Pio Roda provided report regarding draft RFP.

Director Bowman has items to add to Attachment 1.

Strategic Plan ad hoc committee formed with members Directors Bowman and Covington.

### **Public Comment:**

Margaret Short

Tanya Little

Director Bowman commented on fire suppression rating system. RHFD has a rating of 2.

## **12. OPPORTUNITY FOR THE PUBLIC TO VOTE ON ANNEXATION OF RHFD (DISCUSSION ITEM)**

Item pulled from Agenda.

## **13. REVIEW OF TAXES AND SPECIAL ASSESSMENTS PAID BY CONTRA COSTA RESIDENTS IN SUPPORT OF FIRE DEPARTMENT SERVICES**

## **14. REVIEW OF RODEO-HERCULES FIRE DISTRICT FEES AND FUNDING OPPORTUNITIES FOR DEPARTMENT (DISCUSSION)**

**15. RHFD, EAST CONTRA COSTA FIRE DISTRICT, CONTRA COSTA FIRE DISTRICT PUBLIC PROTECTION RATING OF FIRE SUPPRESSION AND COST TO RODEO (DISCUSSION)**

Item addressed under Item 11.

**16. FIRE CHIEF REPORT (1:55:29)**

Chief provided brief report.

**Public Comment**

Tanya Little  
Annie Ziff

**17. STAFF REPORTS (2:09:20)**

October Board meeting is October 27, 2021.

**18. BOARD MEMBER REPORTS (2:11:51)**

No LAFCO meeting.  
Director Bowman commented regarding July 15 meeting posted to website.

**19. AD HOC BOARD COMMITTEE REPORTS (02:13:42)**

Public outreach ad hoc committee disbanded.

**20. MEASURE O (2:15:26)**

A. Review Draft response to Oversight Committee letter dated March 9, 2021

Board discussion regarding response to Oversight Committee. Consensus to respond to Oversight Committee.

**Public Comment:**

Annie Ziff  
Tanya Little  
Susan Keefe

B. Oversight Committee Report

Report out from Annie Ziff.

**21. LOCAL 1230 CORRESPONDENCE (2:31:07)**

Vince Wells commented regarding annexation and moving forward with strategic plan. 9/11 memorial event coming up.

**22. ADJOURN TO CLOSED SESSION (2:36:54)**

**23. RECONVENE IN OPEN SESSION/CLOSED SESSION REPORT OUT (2:37:50)**

No reportable action; direction to staff was given.

#### **24. REQUESTS FOR FUTURE AGENDA ITEMS (2:38:45)**

Director Davidson: summary of Intune work review; and policy for formal RFP and statement of work for all future district projects before approved. Chief Craig stated a policy exists. Staff will bring it back on a future agenda.

Director Davidson: Board discussion of Chair Hill and Vice Chair Covington's letter to Hercules City Council.

Motion by Director Hill to discuss individual board member interactions with other elected officials and elected bodies; seconded by Director Covington

**Roll Call:**

Covington: Yes  
Couzens: No  
Davidson: Yes  
Bowman: Yes  
Hill: Yes

Motion passed 4-1.

Motion by Director Davidson to discuss summary of Intune Work review; seconded by Director Bowman

**Roll Call:**

Covington: No  
Couzens: No  
Davidson: Yes  
Bowman: Yes  
Hill: Yes

Motion passed 3-2.

Motion by Director Bowman for discussion and possible action after review of purchasing policy related to services during special meeting; seconded by Director Hill.

**Roll Call:**

Covington: No  
Couzens: No  
Davidson: Yes  
Bowman: Yes  
Hill: Yes

Motion passed 3-2.

Director Bowman would like a discussion item regarding District fees. Getachew to provide information, and will be placed on future agenda.

Director Bowman-like all agenda items included in minutes.



Chair Hill-AP Triton supplemental report; Chief to send to the Board.  
Overview of overtime costs to include strike team  
Clarify rules regarding anonymity during public comment (Counsel to provide)

**25. ADJOURNMENT (03:11:55)**

Meeting adjourned at 10:45 p.m.

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Board Vice Chair



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REGULAR BOARD MEETING MINUTES  
August 11, 2021

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**1. CALL TO ORDER/ROLL CALL**

Directors Present: Hill, Couzens, Davidson, Bowman  
Directors Absent: Covington

Meeting called to order at 7:02 p.m.

**2. PLEDGE OF ALLEGIANCE (00:03:49)**

**3. ANNOUNCEMENTS (00:04:05)**

Chief Craig announced that Paul Freese resigned from Measure O Oversight Committee. Committee doing outreach to find another member.

Chair Hill will recuse himself during certain agenda items.

Director Davidson nominated Director Bowman to serve as acting Chair. Director Couzens seconded the nomination.

**Roll Call Vote:**

Covington: absent  
Couzens: yes  
Davidson: yes  
Bowman: yes  
Hill: abstain

Motion passed.

**4. CONFIRMATION OF THE AGENDA (00:08:24)**

Oversight Committee meeting monthly, Chief Craig would like to add new Item 15 Measure O Oversight Committee and renumber remaining items.

Motion by Director Davidson to add Measure O to agenda, and renumber remaining items; seconded by Director Bowman

**Roll Call Vote:**

Hill: Yes  
Couzens: Yes  
Davidson: Yes  
Bowman: Yes

Motion passed.

Chief Craig would like to change Item 10 to read “Service Proposal From MRG and Intune”, add 10A: Receive Service Proposal from MRG-Analysis of AP Triton Report and 10B: Receive proposal from Intune for board retreat, strategic plan, and public outreach.

Motion by Bowman to change working to receive service proposal from MRG; and remove proposed 10B; seconded by Director Couzens

**Public Comment**

Tanya Little  
Susan Keeffe  
Heather Gibson  
Debbie

**Roll Call Vote:**

Hill: Yes  
Couzens: Yes  
Davidson: Yes  
Bowman: Yes

Motion passed.

Director Davidson would like to remove Item 9.

Director Davidson moved to eliminate Item 9A from Agenda, seconded by Director Bowman.

**Public Comment**

Susan Keeffe  
William Henderson  
Tanya Little  
Janet Callaghan  
Debbie Long

**Roll Call Vote:**

Hill: Yes  
Couzens: Yes  
Davidson: Yes  
Bowman: Yes

Motion passed.

**5. BOARD CORRESPONDENCE (46:00)**

Chair Hill recused himself from Item 5A.  
Report out from Intune on Town Hall

**6. PUBLIC COMMENT (48:41)**

Susan Keeffe  
Sarah Creeley  
Tanya Little  
Heather Gibson

Sue  
Alex  
Paul Freese  
Margaret Short  
Jan Callaghan  
Social Pulsar

**7. CONSENT CALENDAR (01:08:54)**

Motion by Director Bowman to approve consent calendar; seconded by Director Couzens

**Roll Call Vote:**

Hill: Yes  
Couzens: Yes  
Davidson: Yes  
Bowman: Yes

Motion passed.

**8. ANNUAL REPORT (POSSIBLE ACTION) (1:11:12)**

Chief Craig gave an overview of the 2020 Annual Report.

Motion by Director Bowman to receive and accept the 2020 Annual Report; seconded by Director Couzens

**Public Comment**

Social Pulsar

**Roll Call Vote:**

Hill: Yes  
Couzens: Yes  
Davidson: Yes  
Bowman: Yes

Motion passed.

**9. STRATEGIC PLAN/SERVICE PROPOSAL FROM MRG (POSSIBLE ACTION)**

Chief Craig gave overview on strategic plan

Chair Hill recused himself from this Agenda item.

Mike Oliver gave overview regarding his proposal.

Board comments and questions regarding proposal.

**Public Comment**

Annie Ziff  
Christine Hildebrand  
Social Pulsar  
Susan Keeffe  
Debbie Long

Sarah Creeley  
Tanya Little  
Maureen Brennan  
CJ

Board comments regarding proposal.

Motion by Director Bowman to not accept proposal from MRG, and direct staff to obtain bids for a Strategic plan with assistance from counsel, and to submit an RFP to Management Partners, seconded by Director Couzens.

**Roll Call Vote:**

Couzens: Yes  
Davidson: Yes  
Bowman: Yes  
Hill: Recused

Motion passed.

**11. FIRE CHIEF'S REPORT (2:11:09)**

No written report. Report out on 2 alarm structure fire.

**Public Comment**

Sarah Creeley  
Susan Keeffe  
Paul Freese  
Margaret Short  
Tanya Little  
Debbie Long  
Jan Callaghan

**12. STAFF REPORTS (02:27:57)**

None.

**13. BOARD MEMBER REPORTS (02:28:13)**

LAFCO-nothing to report.

**14. AD HOC BOARD COMMITTEE REPORTS (1:21:40)**

Budget ad hoc-draft received.

Chair Hill recused himself and exited for the remainder of the meeting.

Public Outreach-nothing to report.

**Public Comment:**

Sue Pricco

**15. MEASURE O OVERSIGHT COMMITTEE (02:24:24)**

Annie Ziff thanked Paul Freese for his time on committee; two openings on committee; Measure O a standing item on agenda. Asked the board to postpone any vote on annexation; call for a public vote

**Public Comment**

Paul Freese  
Tanya Little  
Maureen Brennan  
Susan Keeffe

**16. LOCAL 1230 CORRESPONDENCE (02:47:30)**

No report tonight.

**17. REQUEST FOR FUTURE AGENDA ITEMS (2:47:31)**

Director Davidson would like a work review of Intune

- A. Opportunity for the Public to vote on Annexation of Rodeo-Hercules Fire
- B. Review of Taxes and Special Assessments Paid by Contra Costa Residents in Support of Fire Department Services
- C. Review of Rodeo-Hercules Fire District Fees and Funding Opportunities for the Department
- D. Rodeo-Hercules Fire District, East Contra Costa, Contra Costa Public Protection Classification Rating of Fire Suppression and the Cost to Rodeo

Motion by Director Davidson to approve items for future agenda; seconded by Director Couzens. Consensus to add items obtained.

Counsel sought clarification regarding RFP for strategic plan.

**Public Comment**

Paul Freese  
Sue Pricco  
Tanya Little

**18. ADJOURNMENT (03:03:33)**

Meeting adjourned at 10:04 p.m.

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Board Vice Chair

## 7800| General Fund Rodeo Hercules Fire District Transmittal Report

September 2021

Date	Num	Name	Memo	Account	Amount
09/01/2021	070121BC	Hercules Rotary Club	21-22 Annual Member Fees	2200 · Memberships	-250.00
09/01/2021	September 2021	The Standard	September 2021	1060 · Group Insurance	-609.00
09/02/2021	0453DC2-SEPT	Health Care Dental	September 2021	1060 · Group Insurance	-2,846.95
09/02/2021	287291133577x0910202	First Net	08/03-09/02	2110 · Communications	-186.37
09/02/2021	184-1095382	Goodyear	Q76-Tire service	2273 · Central Garage-Tires	-2,924.25
09/09/2021	112	Contra Costa Co	Benefit Assessment	9066 · Benefit Assessment	1,362,081.00
09/09/2021	212657	Contra Costa Doors	Station 76-Rear Middle Door	2281 · Maintenance of Buildings	-3,996.00
09/09/2021	212656	Contra Costa Doors	Station 75-motor, transmitter and receiver	2281 · Maintenance of Buildings	-3,696.00
09/09/2021	2021080150	Meyers Nave	August 2021	2310 · Professional/Specialized Servic	-2,571.50
09/10/2021	218483913	Orkin	76-Quarterly Service	2281 · Maintenance of Buildings	-128.00
09/10/2021	9888211953	Verizon Wireless	08/11-09/10	2110 · Communications	-19.06
09/10/2021	117	Contra Costa Co	DATA0821	2326 · Information Security	-157.06
09/13/2021	84205614	Bound Tree	Medical Supplies	2140 · Medical Supplies	-137.97
09/13/2021	4017223667-9	P.G.&E.	76-08/11-09/09	2120 · Utilities	-262.62
09/13/2021	4017223667-9	P.G.&E.	Annual True-up charges	2120 · Utilities	-7,014.89
09/14/2021	84207791	Bound Tree	Medical Supplies	2140 · Medical Supplies	-10.24
09/15/2021	18944826	Bay Alarm	75-10/01/21-01/01/22	2120 · Utilities	-180.75
09/15/2021	18946324	Bay Alarm	76-10/01/21-01/01/22	2120 · Utilities	-120.00
09/15/2021	5183799518-10	P.G.&E.	75-08/12-09/12	2120 · Utilities	-293.44
09/16/2021	84211592	Bound Tree	Medical Supplies	2140 · Medical Supplies	-799.40
09/17/2021	1888920692-10	P.G.&E.	75-08/13-09/13	2120 · Utilities	-24.64
09/18/2021	813264132	Vision Service Plan	October 2021	1060 · Group Insurance	-526.23
09/21/2021	9888939241	Verizon Wireless	08/22-09/21	2110 · Communications	-608.33
09/23/2021	114	Contra Costa Co	CY UNS 1%	9020 · Property Tax-Current Unsecured	112,849.67
09/23/2021	235064	J.W. Enterprises	October 2021	2281 · Maintenance of Buildings	-359.00
09/24/2021	9173373209-1021	P.G.&E.	75-08/25-09/23	2120 · Utilities	-52.85
09/26/2021	965664324-217	Sprint	08/23-09/22	2110 · Communications	-280.09
09/28/2021	538431-09	EBMUD	75-07/23-09/22	2120 · Utilities	-300.92
09/28/2021	25344-09	EBMUD	75-07/23-09/22	2120 · Utilities	-586.66
09/30/2021	115	Contra Costa Co	September Payroll	1011 · Permanent Salaries	-218,080.76
09/30/2021	115	Contra Costa Co	September Payroll	1001 · Holiday Pay	-14,394.89
09/30/2021	115	Contra Costa Co	September Payroll	1013 · Temporary Salaries	-2,175.13

# 7800| General Fund Rodeo Hercules Fire District Transmittal Report

September 2021

09/30/2021 115	Contra Costa Co	September Payroll	1014 · Overtime	-105,176.01
09/30/2021 115	Contra Costa Co	September Payroll-FLSA	1014 · Overtime	-4,888.83
09/30/2021 115	Contra Costa Co	September Payroll	2160 · Clothing & Personal Supplies	-1,110.00
09/30/2021 115	Contra Costa Co	September Payroll	1042 · FICA	-4,956.85
09/30/2021 115	Contra Costa Co	September Payroll	1044 · Retirement	-50,155.86
09/30/2021 115	Contra Costa Co	September Payroll	1063 · Unemployment Insurance	-665.09
09/30/2021 79025	City of El Cerrito	Sale of Fire Engine	9980 · Miscellaneous Revenue	10,000.00
09/30/2021 166626	FASIS	4850 Reimbursement	1011 · Permanent Salaries	3,737.18
09/30/2021 1666280	FASIS	4850 Reimbursement	1011 · Permanent Salaries	3,737.18
09/30/2021 166625	FASIS	4850 Reimbursement	1011 · Permanent Salaries	2,712.62
09/30/2021 1666279	FASIS	4850 Reimbursement	1011 · Permanent Salaries	2,712.62
09/30/2021 6922478	U.S. Bank	Rebate	9980 · Miscellaneous Revenue	363.02
09/30/2021 2243	9741	Plan Review	9741 · Fire Prevention Plan Review	243.00
09/30/2021 1473403512	9980	Fire Report	9980 · Miscellaneous Revenue	5.00



**RODEO HERCULES FIRE PROTECTION DISTRICT**  
**MEMORANDUM**

**Date:** October 27, 2021  
**To:** BOARD OF DIRECTORS  
**From:** BRYAN CRAIG, Fire Chief  
**Subject:** Reconfirming levying and collection of Benefit Assessments

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**BACKGROUND:**

- Citizens wishing to appeal the current Benefit Assessments Ordinances, established in 1987 at \$53.00 and 1993 at \$59.00, totaling \$111.00 per risk unit may appear before the Rodeo Hercules Fire Protection District Board of Directors and show cause.
- Two public notices were published during the month of October notifying residents of Rodeo and Hercules of the appeals process.

**RECOMMENDATION:**

It is staff's recommendation that the Board re-confirm levying and collection for the Fire District Benefit Assessment Ordinances.

# **RODEO-HERCULES FIRE PROTECTION DISTRICT MEMORANDUM**

**Date:** October 27, 2021  
**To:** Board of Directors  
**From:** Bryan Craig, Fire Chief  
**Subject:** AP Triton report regarding need of third fire station.

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## **BACKGROUND:**

During the regular August 2020 Fire District Board of Directors meeting, the Board gave direction to staff to request an updated report from AP Triton regarding findings related to the need for additional fire stations in our service area. AP Triton agreed to provide the following analyses based on GIS and data analysis of the capability of our current fire stations to serve predicted growth within the Fire District.

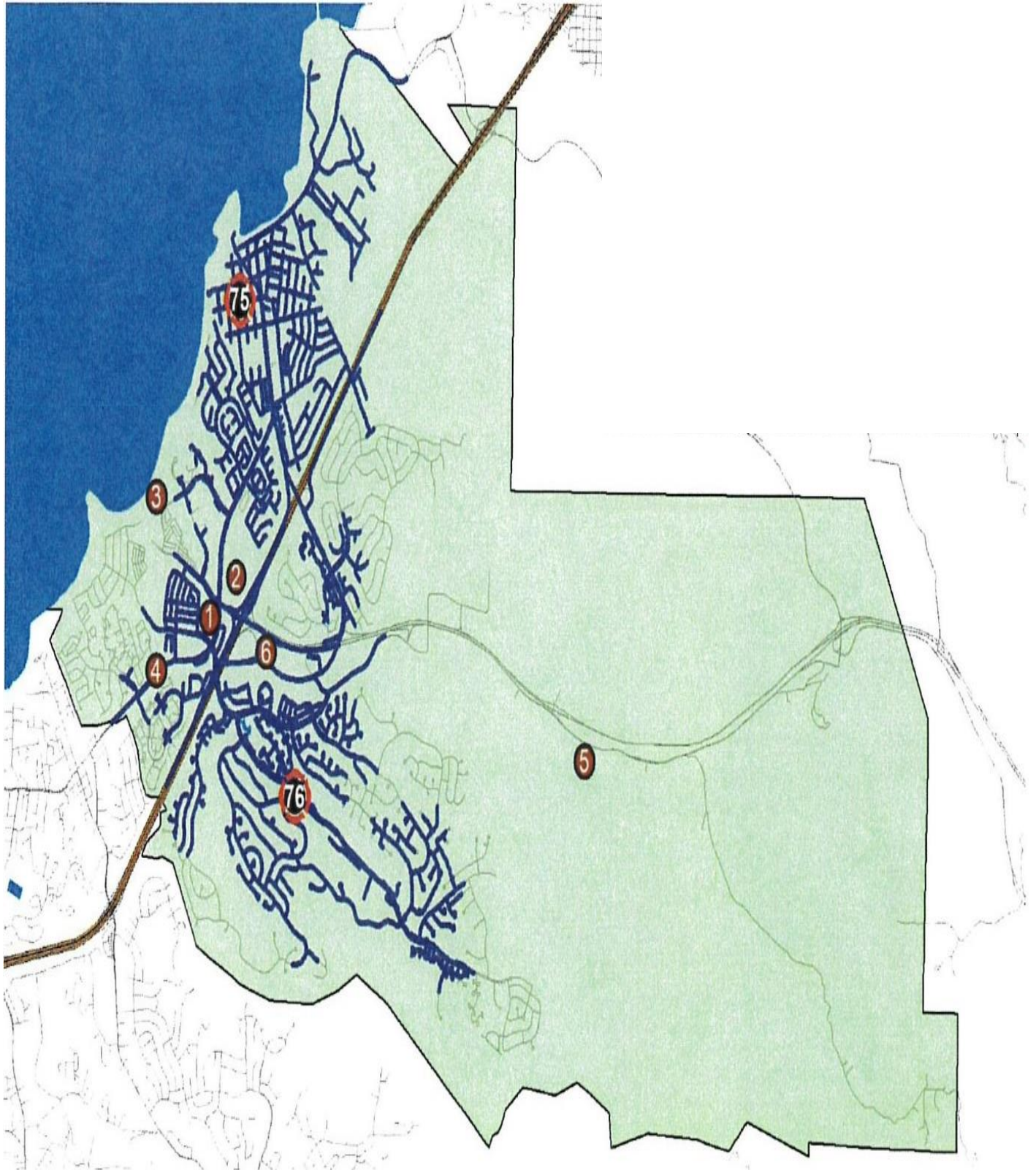
## **INFORMATION:**

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The District provided the following information related to proposed development projects to assist with this review:

1. Sycamore Crossing - 120 multi-family units, 105 room hotel, and 29,000 square feet of retail
2. Hill Town - 598 multi-family units
3. Blocks M/P & 0 - 476 multi-family units
4. Skelly Drive - 39 single-family units
5. Franklin Canyon - Golf course and RV park (number of spaces not known)
6. Transit Center - Public transportation hub

The following map shows the locations of each of these projects.



The map also shows the streets segments that are within four travel minutes of the two Fire District firestations. Four minutes is the Fire District goal for travel time.

There are portions of the service area that are currently not within four-minute travel coverage. There is no single station solution to this. An additional station between the two existing stations would improve coverage, but not completely. There would still be areas to the east and southeast of Station 76 beyond four-minute travel coverage.

The Blocks M/P & 0 project is just beyond four travel minutes of a fire station. The Franklin Canyon Golf Course and RV park is well beyond four travel minutes.

If these developments are constructed and fully occupied, there will be an impact on Fire District workload. The current utilization rate is 95 incidents per 1,000 population. It is estimated that additional response workload will be generated as follows:

- 1,194 multi-family units - (2 persons per unit) 227 annual incidents
- 39 single-family units - (3.3 persons per unit) 12 annual incidents
- 105 transient units - (2 persons per unit) 20 annual incidents
- 29,000 square feet retail space - Negligible
- Golf course - Negligible
- RV park - Not known since the number of spaces is not known

Fire District would incur and increase in workload of approximately 259 incidents per year. Existing response units have more than sufficient capacity to absorb this additional workload.

Fire District could consider constructing and staffing a fire station near the proposed golf course/RV park. That would put the development Within Fire District four-minute travel coverage goal. However, even with the 60 responses that occurred in the district's eastern half (primarily transportation route incidents) the workload at this station would be very low.

The Fire District Board will need to determine if the benefit provided by a new staffed and equipped fire station justify the cost.

There is another option Fire District may wish to consider that would improve response reliability during daytime hours and improve service. Fire District could staff a two-person quick response unit and base it in the area west of 1-80 and south of Linus Pauling Dr. This unit would be staffed between 9:00 am and 9:00 pm. This unit would respond to EMS incidents and other minor incident types. It would augment an engine response for more critical incidents.

A new fire station would not be needed. Quarters could be provided by a rented apartment unit or house.

The map also shows the streets segments that are within four travel minutes of the two Fire District fire stations. Four minutes is the Fire District goal for travel time.

There are portions of the service area that are currently not within four-minute travel coverage. There is no single station solution to this. An additional station between the two existing stations would improve coverage, but not completely. There would still be areas to the east and southeast of Station 76 beyond four-minute travel coverage.

The Blocks M/P & 0 project is just beyond four travel minutes of a fire station. The Franklin Canyon Golf Course and RV park is well beyond four travel minutes.

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- RV park- Not known since the number of spaces is not known

## **CONCLUSION:**

The Fire District would incur and increase in workload of approximately 259 incidents per year. Existing response units have more than sufficient capacity to absorb this additional workload. The Fire District could consider constructing and staffing a fire station near the proposed golf course/RV park. That would put the development within four-minute travel coverage goal. However, even with the 60 responses that occurred in the district's eastern half (primarily transportation route incidents) the workload at this station would be very low. The Fire District Board will need to determine if the benefit provided by a new staffed and equipped fire station would justify the cost. This is a discussion item.

# RODEO-HERCULES FIRE PROTECTION DISTRICT MEMORANDUM

**Date:** October 27, 2021  
**To:** Board of Directors  
**From:** Bryan Craig, Fire Chief  
**Subject:** Review of Service Proposal from Intune for communication consulting.

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## **BACKGROUND:**

During the regular September 2021 Board of Directors meeting, the Board gave direction to staff to provide the InTune scope of work plan utilized during the public outreach campaign.

## **DETAILS:**

### **Phase #1: Project Planning and Management**

#### **TEAM COLLABORATION**

- Meetings with Chief Bryan Craig-Identity Success Outcomes
- Internal Documents and Situational Review
- Weekly meetings with Directors Bowman and Couzens for brainstorming and general ideas

#### **WORK PLAN DEVELOPMENT**

- Develop Preliminary Project work plan and timeline in concert with the Chief and ad Hoc Committee
- Develop a project name, campaign title-Growth Plan
- Identification of Key Community Influencers, Build Connections as Project Advocates
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- Identification of Key Community Influencers, Build Connections and Project Advocates

#### **CONSULTING+ PROJECT MANAGEMENT**

- Weekly 1:1 Project update meetings with Chief
- Establishment of a Google Doc with project updates and calendar
- Ongoing project consulting and email updates

## **Phase #2: PROJECT PLANNING AND COMMUNICATION**

### **Campaign Development+ Planning, Findings Report Relevance, Marketing Channel Identification**

- **AP TRITON - FINDINGS REPORT INTEGRATION**
  - Review of Findings Report, participation in Board meetings, consult team on strategy discussions
  - Identification of critical findings in relation to project goals and shaping of communication and campaign approach
  - Consult with Chief Craig on top-line strategy of outreach based on findings and recommended approach
- **CAMPAIGN DEVELOPMENT+ CHANNEL IDENTIFICATION**
  - Marketing Campaign Development, Design, Staging, and Calendar
  - Create Campaign Visual Collateral - Social Media Ads, Website/Eventbrite Headers,, Flyer
  - Identify and Develop Marketing Outreach Channels
  - Social Media Channel Identification/Set-Up: Facebook, LinkedIn, Instagram
  - Next door, Patch
  - District Web Site

### **BOARD MEETINGS - Guidance and Support**

- Meeting Attendance, Project Consulting and Board Updates for monthly meetings

## **Phase #3: COMMUNICATION STRATEGY**

- **Develop Communication Strategy and Key Message Development**
  - Design in collaboration with Chief Craig and Chairman Hill and AdHocCommittee to assure communication is both aligned with department protocols, findings report, and achieves project goals
  - Managing the narrative, building community engagement, understanding and support, advocating for department-community relationship and connection
- **Develop Key Messages**
  - Distribute and Inform all Stakeholders to assure continuity of messaging
- **Development of Website Information URL**
  - Design and Development Landing Page
  - Content to Include: Event Notices, Set up Public information Page

- **Execute Marketing/Community Outreach Program**
  - Educate residents, engage the community, and build connections between Rodeo-Hercules Community Residents and the Fire District.
  - Manage and Oversee deployment
  - Track and Report on Progress
  
- **COMMUNITY ENGAGEMENT**
  - Online Town Hall Meetings: featuring Chief Craig and Board Members
  - Set up Public Outreach Event(s) to educate and inform residents on report findings and to gather input
  - Host Facilitate Events, Create Findings Report based on Town Hall Discussions
  - Website Landing Page: Development and deployment of URL with resources and information post event recording, all marketing outreach to link back to this URL
  - Social Media: Facebook, LinkedIn, Instagram, Next Door, The Patch
  - Community Bill boards: District Billboards

**CONCLUSION:**

It is staff's opinion that InTune fulfilled their scope of work plan and provided valuable assistance in helping the Fire District provide community outreach, communication and facilitating public meetings. This is a discussion item:



**Rodeo Hercules Fire Protection  
District**

**MEMORANDUM**

**To:** BOARD of DIRECTORS, Rodeo Hercules Fire District

**From:** Bryan Craig, Fire Chief *BC*

**Subject:** FIRE CHIEF'S REPORT

**Date:** October 27, 2021

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**CCCERA: Contra Costa County Employees Retirement Association-** Additional information regarding *Alameda County Deputy Sheriff's Assoc. et al., v. Alameda County Employees' Retirement Assn., et al.*, and referred to as the *Alameda* decision was on the agenda for discussion at the September 8 CCCERA Board meeting. The determinations made during that meeting are as follows: The Board of Retirement considered the issues of member contributions and retirement benefit adjustments in connection with elements of pay no longer pensionable under AB 197 and the *Alameda* decision. The Board adopted Resolution 2021-5 that authorizes the following actions in compliance with the *Alameda* decision and applicable state and federal law:

- 1) Determine all member contributions attributable to excluded Terminal Pay Items and On-Call Pay Items made on and after July 12, 2014, and credit or refund all such contributions, with appropriate interest, to the affected members, in a manner that complies with applicable federal tax rules and California law.
- 2) Determine all overpayments of benefits made to retired members due to excluded Estoppel Benefits and On-Call Pay Items since July 12, 2014, and recover those overpayments from the affected members, with appropriate interest, net of any contributions made on and after July 12, 2014, attributable to such excluded items, in a manner that complies with applicable federal tax rules and California law.
- 3) Determine appropriate adjustments to the future retirement benefits paid to affected members in Item 2 above and implement those adjustments at the earliest practicable time.

The above actions will commence upon the final resolution of the three AB 197 lawsuits involving CCCERA. **Reporting:** Chief Craig

**Labor Relations – Personnel** - New COVID-19 safety precautions are now in place that meet the State of California mandates for vaccinated and unvaccinated employees. Crew safety and protection remain our most significant concerns. Crews strictly follow CDC, County Health, and the Medical Directors' guidelines on personal protective equipment, EMS responses, and decontamination. Personnel currently monitor their health before, when arriving and during their duty shift. Personal protective equipment supplies and burn rates are monitored and tracked by the department's medical program manager. The district is currently following recommended CDC guidelines in response to employee illness and or exposure to COVID-19. Unvaccinated employees perform a COVID test upon returning to the station after days off work or returning from an out of county assignment.

The Fire District currently has two personnel on worker's compensation leave.

**Reporting:** Chief Craig

**Fire Stations/Training Facility–**

Multi-company training has resumed with CDC guidelines in place. All personnel completed Sexual Harassment Training.

Probationary employees are continuing their training and Task Book signoffs.

**Reporting:** Chief Craig

**Facilities** – The kitchen remodeling contractor employed by the Fire District has agreed to also take on the responsibilities of Project Manager of all phases of our remodeling project. The remodeling project will improve the environment of the interior of the fire stations with a focus on ease of decontamination. These projects are reflected in the 2021/22 budget.

**Reporting:** Chief Craig

**Grants/Reimbursements** – The Fire District and other agencies have received guidance and authorization from FEMA to submit federal reimbursements for personnel costs associated with vaccination clinics. Contra Costa Counties CAO office is the collection point for all agencies seeking reimbursements from FEMA. The Fire District is required to submit detailed documented payroll information to the CAO's office once a month to be eligible for reimbursements.

**Reporting:** Chief Craig

**Incident Activity** – Emergency response frequency remains steady Out of County Assignments: Under the California master, mutual aid contract RHFPD deployed crew members for overhead assignments to the Condor Fire.

See the attached fire response report for September.

**Reporting:** Chief Craig

**Community Risk Reduction** – Company conducted business inspections are currently on hold, with a plan to resume engine company business inspection in January. The district's website is continually updated with relevant community information as well as information about the Fire District. The Fire District encourages community members to visit rhfd.org for updates.

**Reporting:** Chief Craig

**Community /Wildfire Prevention** – New guidance for wildfire prevention as well as weed abatement reminders will be distributed to homeowners in March of 2022.

**Reporting:** Chief Craig

**Fleet Management** – The Fire District received delivery and placed into service at Station 75 a Pierce Type 1 Engine. The Smeal 100' Ladder Truck has arrived in southern California to complete the fabrication and installation of equipment. The district expects delivery sometime in the week of October 25<sup>th</sup>.

**Reporting:** Chief Craig

**Fiscal Stabilization** – Staff continues to monitor the current Fiscal Year budget.

**Reporting:** Chief Craig

**Community Activities** –**Attended** Phillips 66 Community Advisory Panel, Rodeo Municipal Advisory Panel, Hercules Rotary, and Hercules Planning commission meeting.

**Reporting:** Chief Craig

**Commendations/Awards/Notables** – If Covid restrictions are lifted, staff would like to schedule badge pinning and service awards during the November Board meeting.

**Reporting:** Chief Craig

**New Development** – Fire District staff continue to meet and provide guidance to developers on various projects throughout the Fire District. Written conditions of approval for upcoming projects were issued to; Phillips 66 Solar Project, Sycamore Crossing, and Franklin Canyon RV Park. The Fire District provided comment to the EIR for Phillip 66 Renewable Energy Project.

**Reporting:** Chief Craig



## Incident Type Count Report

Date Range: From 9/1/2021 To 9/30/2021

Selected Station(s): All

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### Incident

<u>Type</u>	<u>Description</u>	<u>Count</u>	
<b>Station:</b>			
Incident Type is blanks		68	21.73%
<b>Total - incident type left blank</b>		<b>68</b>	<b>100.00%</b>
<b>Total for Station</b>		<b>68</b>	<b>21.73%</b>
<b>Station: 75</b>			
100 - Fire, other		1	0.32%
111 - Building fire		1	0.32%
118 - Trash or rubbish fire, contained		1	0.32%
130 - Mobile property (vehicle) fire, other		1	0.32%
131 - Passenger vehicle fire		1	0.32%
142 - Brush, or brush and grass mixture fire		1	0.32%
151 - Outside rubbish, trash or waste fire		5	1.60%
<b>Total - Fires</b>		<b>11</b>	<b>10.19%</b>
321 - EMS call, excluding vehicle accident with injury		59	18.85%
322 - Vehicle accident with injuries		5	1.60%
324 - Motor vehicle accident with no injuries		2	0.64%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>66</b>	<b>61.11%</b>
444 - Power line down		1	0.32%
445 - Arcing, shorted electrical equipment		1	0.32%
<b>Total - Hazardous Conditions (No fire)</b>		<b>2</b>	<b>1.85%</b>
511 - Lock-out		2	0.64%
550 - Public service assistance, other		1	0.32%
554 - Assist invalid		1	0.32%
<b>Total - Service Call</b>		<b>4</b>	<b>3.70%</b>
611 - Dispatched & cancelled en route		16	5.11%
622 - No incident found on arrival at dispatch address		1	0.32%
651 - Smoke scare, odor of smoke		2	0.64%
6610 - EMS call cancelled		4	1.28%
<b>Total - Good Intent Call</b>		<b>23</b>	<b>21.30%</b>
700 - False alarm or false call, other		1	0.32%
735 - Alarm system sounded due to malfunction		1	0.32%
<b>Total - Fals Alarm &amp; False Call</b>		<b>2</b>	<b>1.85%</b>
<b>Total for Station</b>		<b>108</b>	<b>34.50%</b>
<b>Station: 76</b>			
100 - Fire, other		2	0.64%
113 - Cooking fire, confined to container		1	0.32%
131 - Passenger vehicle fire		1	0.32%
<b>Total - Fires</b>		<b>4</b>	<b>2.92%</b>
311 - Medical assist, assist EMS crew		5	1.60%
321 - EMS call, excluding vehicle accident with injury		64	20.45%
322 - Vehicle accident with injuries		1	0.32%

**Incident**

<b><u>Type</u></b>	<b><u>Description</u></b>	<b><u>Count</u></b>	
<b>Station: 76 - (Continued)</b>			
324 -	Motor vehicle accident with no injuries	2	0.64%
350 -	Extrication, rescue, other	1	0.32%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>73</b>	<b>53.28%</b>
412 -	Gas leak (natural gas or LPG)	1	0.32%
445 -	Arcing, shorted electrical equipment	1	0.32%
460 -	Accident, potential accident, other	1	0.32%
4630 -	Vehicle accident, Non Injury	2	0.64%
<b>Total - Hazardous Conditions (No fire)</b>		<b>5</b>	<b>3.65%</b>
510 -	Person in distress, other	1	0.32%
511 -	Lock-out	3	0.96%
522 -	Water or steam leak	1	0.32%
542 -	Animal rescue	1	0.32%
550 -	Public service assistance, other	1	0.32%
553 -	Public service	1	0.32%
554 -	Assist invalid	4	1.28%
561 -	Unauthorized burning	1	0.32%
571 -	Cover assignment, standby, moveup	1	0.32%
<b>Total - Service Call</b>		<b>14</b>	<b>10.22%</b>
611 -	Dispatched & cancelled en route	26	8.31%
611E -	EMS: Dispatched & cancelled en route	7	2.24%
622 -	No incident found on arrival at dispatch address	1	0.32%
651 -	Smoke scare, odor of smoke	3	0.96%
661 -	EMS call, party transported by non-fire agency	1	0.32%
<b>Total - Good Intent Call</b>		<b>38</b>	<b>27.74%</b>
700 -	False alarm or false call, other	1	0.32%
743 -	Smoke detector activation, no fire - unintentional	2	0.64%
<b>Total - Fals Alarm &amp; False Call</b>		<b>3</b>	<b>2.19%</b>
<b>Total for Station</b>		<b>137</b>	<b>43.77%</b>
		<b>313</b>	<b>100.00%</b>