



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

REGULAR BOARD MEETING AGENDA
November 13, 2019

7:00 p.m.
Hercules City Hall
111 Civic Drive
Hercules, CA 94547

If any member of the public wishes to speak on any item on the agenda, please complete a speaker card and submit it to the Clerk of the Board. The Rodeo Hercules Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend, and/or participate in District Board meetings due to a disability, to please contact the District Chief's office at (510) 799-4561, at least one business day before the scheduled District Board meeting to ensure that the District may assist you.

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. ANNOUNCEMENTS
4. CONFIRMATION OF AGENDA
5. BOARD CORRESPONDENCE
6. PUBLIC COMMUNICATIONS

Public comment on any item of interest to the public that is within the Board's jurisdiction will be heard. The Board may limit comments to no more than 3 minutes per speaker. Public comment will also be allowed on each specific agenda item prior to Board action thereon.

7. CONSENT CALENDAR
 - A. APPROVAL OF MEETING MINUTES OF THE OCTOBER 1, 2019 SPECIAL MEETING
 - B. APPROVAL OF MEETING MINUTES OF THE OCTOBER 23, 2019 REGULAR MEETING
 - C. APPROVAL OF 2020 REGULAR BOARD MEETING SCHEDULE
 - D. REVIEW OF TRANSMITTALS
8. BADGE PINNING
9. PROMOTIONS

10. MEASURE O (Possible Action Item)
 - A. Receive Fire Chief's Annual Measure O Report for Fiscal Year 2017-18
11. FIRE CHIEF REPORT
12. STAFF REPORTS
13. BOARD MEMBER REPORTS
 - A. LAFCO
14. MEASURE O OVERSIGHT COMMITTEE REPORT
15. AD HOC BOARD COMMITTEE REPORTS
 - a. Reserve Program ad hoc committee (Prather & Thorpe)
 - b. Proposition 172 ad hoc committee (Gabriel)
 - c. Strategic Planning ad hoc committee (Gabriel & Prather)
16. LOCAL 1230 CORRESPONDENCE
17. ADJOURN TO CLOSED SESSION (NO RECORDING DEVICES ARE PERMITTED)
18. CLOSED SESSION
 - A. Closed Session pursuant to Government Code Section 54957:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
TITLE: FIRE CHIEF
19. RECONVENE IN OPEN SESSION/CLOSED SESSION REPORT OUT
20. REQUESTS FOR FUTURE AGENDA ITEMS
21. ADJOURNMENT

I hereby certify that this agenda in its entirety was posted on November 8, 2019 at the Hercules Fire Station, 1680 Refugio Valley Road, Hercules, CA, the Rodeo Fire Station, 326 Third Street, Rodeo, CA, on the District's website at www.rhfd.org and telecopied to the West County Times.

Kimberly Corcoran, Board Clerk

Any writings or documents provided to a majority of the Board of Directors regarding any item on this Agenda are available during normal business hours for public inspection in the District offices, located at 1680 Refugio Valley Road, Hercules, CA 94547.



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SPECIAL BOARD MEETING MINUTES
October 1, 2019

1. CALL TO ORDER/ROLL CALL

Present: Gabriel, Covington, Thorpe, Hill (late arrival)

Absent: Prather

2. PLEDGE OF ALLEGIANCE (00:37)

3. WORKSHOP (1:03)

Direction to staff regarding future Strategic Plan and future retreat.

4. ANNOUNCEMENTS (57:06)

Open House is October 12th at Station 76 from 10a.m.-2:00 p.m.

5. CONFIRMATION OF AGENDA (57:38)

No changes to Agenda.

6. BOARD CORRESPONDENCE (57:56)

Three items received.

1. Letter from Joan Baker
2. Packet from Director Prather
3. 2018 Annual Report

7. PUBLIC COMMUNICATIONS (1:01:15)

None.

8. CONSENT CALENDAR (1:01:35)

Motion by Director Hill to approve meeting minutes of July 10, 2019 Regular meeting, seconded by Director Covington. Motion passed 4-0-1 absent.

Motion by Director Hill to approve meeting minutes of August 14, 2019 Regular meeting, seconded by Director Thorpe. Motion passed 4-0-1 absent.

9. ORDINANCE 2019-01 ADOPTING THE 2019 CALIFORNIA FIRE CODE WITH AMENDMENTS (1:06:32)

Motion by Director Hill to conduct first reading, seconded by Director Thorpe. Motion passed 4-0-1 absent.

Motion by Director Hill to set a public hearing for October 23, 2019 to adopt Ordinance 2019-01, seconded by Director Covington. Motion passed 4-0-1 absent.

10. ORDINANCE 2019-02 ADOPTING ENGINEERING/PLAN REVIEW AND PERMITTING FEES (1:14:42)

Motion by Director Gabriel to conduct first reading and set a public hearing for October 23, 2019 to adopt Ordinance 2019-02, seconded by Director Covington. Motion passed 4-0-1 absent.

11. FIRE FACILITIES FEES-RESOLUTION 2019-11 TO COUNTY BOARD OF SUPERVISORS FOR IMPLEMENTATION OF FIRE FACILITIES FEES REFLECTING 80% RATE IMPOSED BY CITY OF HERCULES CITY COUNCIL (1:23:09)

Director Hill moved pass Resolution 2019-11, seconded by Director Covington.

Roll Call Vote

Covington: Yes

Gabriel: Yes

Hill: Yes

Thorpe: Yes

Motion passes 4-0-1 absent.

12. LEASE AGREEMENT (1:33:55)

Motion by Director Covington to give Chief Craig authority to research lease agreements within parameters outlined in Memorandum; seconded by Director Hill. Motion passed 4-0-1 absent.

13. FIRE CHIEF REPORT (1:45:51)

14. STAFF REPORTS (1:50:47)

October meeting is scheduled for October 23, 2019.

15. BOARD MEMBER REPORTS (1:50:49)

A. LAFCO-none.

16. MEASURE O OVERSIGHT COMMITTEE REPORT (1:51:26)

Chief Craig reported out that Rod Ardisone resigned from committee.

17. AD HOC BOARD COMMITTEE REPORTS (1:52:18)

None.

18. LOCAL 1230 CORRESPONDENCE (1:52:53)

None.

19. ADJOURN TO CLOSED SESSION (1:53:03)

20. CLOSED SESSION (1:53:06)

A. Conference with Labor Negotiator

21. RECONVENE IN OPEN SESSION/CLOSED SESSION REPORT OUT (1:57:18)

No reportable action.

22. DISCUSSION: MEMORANDUM OF UNDERSTANDING BETWEEN RHFD AND LOCAL 1230 (1:57:36)

Motion by Director Covington to adopt the Memorandum of Understanding Between RHFD and Local 1230 from July 1, 2019 through June 30, 2021, seconded by Director Hill.

Roll Call Vote

Covington: Yes

Gabriel: Yes

Hill: Yes

Thorpe: Yes

Motion passes 4-0-1 absent.

23. DISCUSSION: 2019/20 BUDGET (2:00:08)

Motion by Director to approve requested budget amendments, seconded by Director Covington.

Roll Call Vote

Covington: Yes

Gabriel: Yes

Hill: Yes

Thorpe: Yes

Motion passes 4-0-1 absent.

24. REQUESTS FOR FUTURE AGENDA ITEMS (2:03:52)

None.

25. ADJOURNMENT (2:04:04)

Meeting adjourned at 8:40 p.m.

Audio from this board meeting can be heard at www.rhfd.org
Number in parenthesis is time stamp on audio where agenda item begins.

Board Secretary



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REGULAR BOARD MEETING MINUTES

OCTOBER 23, 2019

1. CALL TO ORDER/ROLL CALL (0:05)

DIRECTORS PRESENT: Prather, Covington, Gabriel, Hill, Thorpe

DIRECTORS ABSENT: None

2. PLEDGE OF ALLEGIANCE (00:25)

3. ANNOUNCEMENTS (00:50)

Director Hill commended District employees regarding the fire in Crockett

Director Prather read the obituary of a friend who had passed.

4. CONFIRMATION OF AGENDA (09:30)

Chief Craig removed 14-no Chief's Report.

5. BOARD CORRESPONDENCE (10:11)

None.

6. PUBLIC COMMUNICATIONS (10:22)

None.

7. CONSENT CALENDAR (10:37)

No action taken.

8. PUBLIC HEARING-ORDINANCE 2019-01 ADOPT 2019 CALIFORNIA FIRE CODE WITH AMENDMENTS (11:40)

Director Hill made a motion to adopt Ordinance 2019-01, seconded by Director Covington.

Roll Call Vote:

Prather: Yes

Covington: yes

Gabriel: Yes
Hill: Yes
Thorpe: Yes

Motion passed 5-0.

9. PUBLIC HEARING-ORDINANCE 2019-02 ADOPTING ENGINEERING/PLAN REVIEW AND PERMITTING FEES (14:40)

Director Prather made a motion to adopt Ordinance 2019-02, seconded by Director Hill.

Roll Call Vote:

Prather: Yes
Covington: yes
Gabriel: Yes
Hill: Yes
Thorpe: Yes

Motion passed 5-0.

10. PUBLIC HEARING-BENEFIT ASSESSMENT (19:40)

Director Covington made a motion to continue the levy of the benefit assessment, seconded by Director Prather.

Roll Call Vote:

Prather: Yes
Covington: Yes
Gabriel: Yes
Hill: Yes
Thorpe: Yes

Motion passed 5-0.

11. CALPERS RESOLUTIONS (21:41)

A. Resolution 2019-12 Fixing the Employer Contribution at an Equal Amount for Employees and Annuitant Under the Public Employees' Medical and Hospital Care Act.

Director Covington made a motion to adopt Resolution 2019-12, seconded by Director Prather.

Roll Call Vote:

Prather:	Yes
Covington:	Yes
Gabriel:	Yes
Hill:	Yes
Thorpe:	Yes

Motion passed 5-0.

B. Resolution 2019-13 Fixing the Contribution Under §22893 of the Public Employees' Medical and Hospital Care Act.

Director Gabriel made a motion to adopt Resolution 2019-12, seconded by Director Covington.

Roll Call Vote:

Prather:	Yes
Covington:	Yes
Gabriel:	Yes
Hill:	Yes
Thorpe:	Yes

Motion passed 5-0.

12. EMPLOYEE COMPENSATION (25:26)

Director Hill made a motion to adopt Minute Order applying 3.5% salary increase to Battalion Chief and Administrative Assistant, seconded by Director Covington.

Roll Call Vote:

Prather:	Yes
Covington:	Yes
Gabriel:	Yes
Hill:	Yes
Thorpe:	Yes

Motion passed 5-0.

13. AD HOC COMMITTEE (29:33)

Director Hill made a motion to form Strategic Planning ad hoc committee, and appoint Directors Gabriel and Prather as members, seconded by Director Covington.

Roll Call Vote:

Prather:	Yes
Covington:	Yes
Gabriel:	Yes
Hill:	Yes
Thorpe:	Yes

Motion passed 5-0.

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14. FIRE CHIEF REPORT

Item tabled.

15. STAFF REPORTS (32:12)

None.

16. BOARD MEMBER REPORTS (33:32)

None.

17. MEASURE O OVERSIGHT COMMITTEE REPORT (33:48)

Annie Ziff provided update.

18. AD HOC BOARD COMMITTEE REPORTS (48:48)

None.

19. LOCAL 1230 CORRESPONDENCE (49:06)

None.

20. ADJOURN TO CLOSED SESSION (49:10)

21. CLOSED SESSION (49:10)

22. RECONVENE IN OPEN SESSION/CLOSED SESSION REPORT OUT (49:15)

No reportable actions taken.

23. REVIEW AND APPROVE AMENDMENT NO. 1 TO FIRE CHIEF'S EMPLOYMENT AGREEMENT (49:21)

Director Covington made a motion to approve Amendment No. 1 to the Fire Chief's Employment Agreement, seconded by Director Hill.

Roll Call Vote:

Prather:	Yes
Covington:	Yes
Gabriel:	Yes
Hill:	Yes
Thorpe:	Yes

Motion passed 5-0.

24. REQUESTS FOR FUTURE AGENDA ITEMS (51:19)

Closed session-Fire Chief Evaluation

25. ADJOURNMENT (51:45)

Meeting adjourned at 8:32 p.m.

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Board Secretary



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2020 REGULAR BOARD MEETING SCHEDULE

Unless otherwise noticed, meetings begin at 7:00 p.m., and are held at Hercules City Hall, 111 Civic Drive, Hercules, CA 94547. No Regular meetings are held in December.

January 8

February 12

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 28

November 18*

*This meeting will be held on the third Wednesday of the month, due to the Veteran's Day holiday.

RODEO-HERCULES FIRE PROTECTION DISTRICT

MEMORANDUM

TO: Board of Directors, RODEO HERCULES FIRE DISTRICT

FROM: Bryan Craig, FIRE CHIEF

DATE: November 13, 2019

RE: Measure O Annual Report for FY17-18

BACKGROUND:

Pursuant to Ordinance 2016-01, the Ordinance that authorized the Fire District to levy the special tax known as Measure O:

The Fire Chief, or his designee, including but not limited to the District's chief fiscal officer, shall file an annual report with the Board. The annual report shall at a minimum, report upon the following: (a) the amount of tax proceeds collected and expended; and (b) The status of any project required or authorized to be funded in accordance with this section.

This report will be presented to the Measure O Oversight Committee at their next meeting. At that time, they will have 60 days to issue its Annual Report to the Board, pursuant to the Measure O Oversight Committee Bylaws (Section V 5.04a).

RECOMMENDATION:

Accept the Fire Chief's Annual report and authorize issuance to the Measure O Oversight Committee.

Attachment: Fire Chief's Annual Measure O Report FY2017-18



FIRE CHIEF'S ANNUAL MEASURE O REPORT

FISCAL YEAR 2017-18

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The Fire Chief, or his designee, including but not limited to the District's chief fiscal officer, shall file an annual report with the Board. The annual report shall at a minimum, report upon the following: (a) The amount of tax proceeds collected and expended; and (b) The status of any project required or authorized to be funded in accordance with this section.

Measure O

History

In November 2016, the residents of Rodeo and Hercules voted overwhelmingly to pass Measure O, an annual parcel tax of \$216.00 (this amount may increase annually by the lesser of 3% or the CPI in the San Francisco-Oakland-San Jose Area by a vote of the Board of Directors). This funding replaced the expiring Federal SAFER Grant, allowing the District to continue to employ firefighters hired with grant funds, and keep both fire stations opened and fully staffed.

Senior Exemptions

Seniors who are 65 or older are eligible for an exemption to the parcel Tax. Seniors must reside in the property for which they are claiming an exemption, and they must fill out an exemption form on an annual basis, and turn it into the Parcel Tax Administrator by the deadline of January 31 of each year. For the 17-18 year, an extension was granted by the Board of Directors, and all complete and eligible exemptions that were received by June 30 were submitted to the County.

Financial Highlights

A total of 230 Senior Exemptions were received, amounting to a reduction in Measure O revenue of \$49,680.00. Measure O funds were used for Permanent Salaries and the CCCERA Unfunded Actuarial Accrued Liability Payments.

Looking Ahead

Beginning in the 2020/21 budget cycle a separate budget category will be created within the budget narrative detailing all revenues and expenditures related to Measure O.

Bryan Craig
Fire Chief
November 13, 2019

The proceeds of the special tax funding replacement measure imposed by this Ordinance shall be placed in a special account or fund to be used solely for any lawful purpose permissible to Fire Districts pursuant to California Health and Safety Code §13800 et seq., including but not limited to enhancing the level of fire prevention, emergency fire protection and paramedic response services through increasing staffing levels to operate and maintain the District's fire stations, maintaining and when necessary replacing fire protection and lifesaving equipment and apparatus to optimal levels of function and performance, and to fund capital improvements.

Financial Summary

Measure O Revenues received were \$2,429,757, and total expenditures were \$2,285,666, leaving a fund balance of \$144,091.

Measure O funds were used to reimburse the following General Fund Expenses:

Permanent Salaries July 2017 through January 2018:	\$1,311,748
Unfunded Actuarial Accrued Liability December 2017 through June 2018 :	\$964,124.00

Detailed Measure O expenditure information is provided in the Independent Accountant's Report, a copy of which is attached to this Annual Report.

**RODEO - HERCULES FIRE PROTECTION DISTRICT
HERCULES, CALIFORNIA**

MEASURE O REPORT

FOR THE YEAR ENDED JUNE 30, 2018

**Harshwal & Company LLP
Certified Public Accountants
7677 Oakport Street, Suite 460
Oakland, CA 94621
(510) 452-5051**

RODEO - HERCULES FIRE PROTECTION DISTRICT

JUNE 30, 2018

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INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of the
 Rodeo - Hercules Fire Protection District
 Hercules, California

Report on Financial Statements

We have performed the procedures enumerated below, which were agreed to by the Rodeo - Hercules Fire Protection District' management, on the Rodeo - Hercules Fire Protection District's (the "District") Measure O - Special Tax revenues received and expenditures made by the District for the fiscal year ended June 30, 2018. The District's management is responsible for the receipt of Measure O - Special Tax revenues and deposit of such proceeds into the District's Measure O - Special Tax Revenue Fund and use it solely for any lawful purpose permissible to the District as instructed in Ordinance 2016-1. The sufficiency of these procedures is solely the responsibility of the District's management. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

PROCEDURES:

The procedures performed and findings are listed below:

1. We agreed the actual Measure O - Special Tax proceeds collected and expended to the amounts recorded in the District's general ledger and recalculated the mathematical accuracy of the following schedule provided by the District:

Revenues:	
Measure O - Special Tax Revenue	<u>\$ 2,429,757</u>
Expenditures:	
Permanent Salaries	1,311,747
Unfunded Actuarial Accrued Liability Payments	964,124
County Collection Fee	<u>9,795</u>
Total Expenditures	<u>2,285,666</u>
Net Change in Measure O Funds	144,091
Available Measure O Funds, Beginning	<u>-</u>
Available Measure O Funds, Ending	<u><u>\$ 144,091</u></u>

The District received the Measure O Parcel tax funds in October 2017. During fiscal year 2017-18, funds were used as follow:

Permanent Salaries - The District transferred a total of \$1,311,748 from the Measure O Fund to the General Fund through a County Interfund transfer to cover Permanent Salaries through February 7, 2018. Detail of salaries paid through Measure O Fund resources were as follow:

Permanent Salaries Paid through General Fund:

July 2017	\$ 191,536
August 2017	196,430
September 2017	185,900
October 2017	179,100
November 2017	190,888
December 2017	180,986
January 2018	186,908
	<u>\$ 1,311,748</u>

Unfunded Actuarial Accrued Liability Payments - The District transferred a total of \$964,124 from the Measure O Fund to the General Fund through a County Interfund transfer to cover 7 installments of the District's Unfunded Actuarial Accrued Liability to Contra Costa County Employee's Retirement Association. Detail of payments made using Measure O Fund resources were as follow:

Unfunded Actuarial Accrued Liability Paid through General Fund:

December 2017	\$ 137,732
January 2018	137,732
February 2018	137,732
March 2018	137,732
April 2018	137,732
May 2018	137,732
June 2018	137,732
	<u>\$ 964,124</u>

County Collection Fees - Contra Costa County assesses fees to levy assessments and taxes. Charges for the Measure O Levy totaled \$9,795, which was paid using Measure O Fund resources.

2. We traced the proceeds of the Measure O tax and reviewed the expenditures made by using those proceeds, as listed in aforementioned schedules, in accordance with Ordinance 2016-1 Section 4 and California Health and Safety Code section 13800 et seq regarding use of tax proceeds.

FINDINGS:

Proceeds of taxes as listed in the schedule presented by the District's management were paid into the District's Measure O Special Revenue Fund and had been used by the District, in compliance with Ordinance 2016-1 Section 4 and California Health and Safety Code section 13800 et seq, with no exceptions.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the District's Measure O - Special Tax revenues received and expenditures made by the District for the fiscal year ended June 30, 2018. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the District's management and is not intended to be and should not be used by anyone other than these specified parties.

Harshwal & Company LLP

Oakland, California
January 30, 2019