



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

**REGULAR BOARD MEETING AGENDA**  
February 13, 2019

6:45 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 24 hours 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. DISTRICT REORGANIZATION
  - A. Administer Oath of Office
4. ANNOUNCEMENTS
5. ADJOURN TO CLOSED SESSION (No Recording Devices are Permitted) 6:45-7:15
  - A. Closed session pursuant to Government Code §54957:  
  
PUBLIC EMPLOYMENT  
Title: Fire Chief
  - B. Closed session pursuant to Government Code §54957.6:  
  
CONFERENCE WITH LABOR NEGOTIATORS  
Agency designated representatives: Paul Kimura, Avery Associates; Richard D. Pio Roda,  
District Counsel  
Unrepresented employee: Fire Chief
  - C. Closed session pursuant to Government Code §54956.9:  
  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government  
Code §54956.9: 1 case
6. RECONVENE IN OPEN SESSION/CLOSED SESSION REPORT OUT

## **7. 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.

## **8. CONFIRMATION OF THE AGENDA**

## **9. BOARD CORRESPONDENCE**

## **10. CONSENT CALENDAR**

- A. Approval of Meeting Minutes of January 9, 2019 Regular Meeting
- B. Review of Warrants

## **11. MIDYEAR BUDGET REPORT**

## **12. DISCUSSION AND POSSIBLE ACTION: REVIEW, ACCEPT STAFF RECOMMENDATION TO UPDATE PERSONNEL BULLETIN AND POLICY MANUAL**

## **13. DISCUSSION AND POSSIBLE ACTION: RESOLUTION 2019-02 ACKNOWLEDGING COMPLIANCE WITH SENATE BILL 1205**

## **14. DISCUSSION AND POSSIBLE ACTION: DELEGATION OF AUTHORITY FOR LOCAL AGENCY INVESTMENT FUND**

- A. RESOLUTION 2019-03 AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

## **15. DISCUSSION AND DIRECTION TO STAFF REGARDING BUDGET AND ADMINISTRATIVE ANALYST POSITION**

## **16. FIRE CHIEF REPORT**

## **17. STAFF REPORTS**

- A. DISCUSSION AND POSSIBLE ACTION TO APPROVE A RESOLUTION TO APPOINT THE MEASURE O OVERSIGHT COMMITTEE

## **18. BOARD MEMBER REPORTS**

- A. LAFCO

## **19. AD HOC BOARD COMMITTEE REPORTS**

- a. Live Broadcast ad hoc committee (Prather)
- b. Reserve Program ad hoc committee (Prather & Thorpe)
- c. Proposition 172 ad hoc committee (Gabriel)
- d. Budget ad hoc committee (Covington and Hill)

20. LOCAL 1230 CORRESPONDENCE

21. REQUESTS FOR FUTURE AGENDA ITEMS

22. ADJOURNMENT

I hereby certify that this agenda in its entirety was posted on February 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](http://www.rhfd.org) and telecopied to the West County Times.

Kimberly Corcoran  
Kimberly Corcoran, Board Clerk



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

*1680 REFUGIO VALLEY ROAD, HERCULES, CA 94547*

*(510) 799-4561*

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### **BOARD MEETING MINUTES**

**JANUARY 9, 2019**

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

Directors Present: Covington, Gabriel, Hill, Thorpe

Directors Absent: Prather

#### **2. PLEDGE OF ALLEGIANCE (00:15)**

#### **3. DISTRICT REORGANIZATION (00:35)**

##### **A. Administer Oath of Office**

Directors Covington and Hill were sworn in.

##### **B. Elections of Board Chair and Secretary**

Director Hill nominates Director Gabriel for Board Chair, seconded by Director Thorpe.

##### **Roll Call Vote:**

Covington: Yes

Gabriel: Abstain

Hill: Yes

Thorpe: Yes

Motion passed 3-0.

Director Covington nominates Director Hill seconded by Thorpe.

##### **Roll Call Vote:**

Covington: Yes

Gabriel: Yes

Hill: Yes

Thorpe: Yes

Motion passed 4-0.

#### **4. ANNOUNCEMENTS (07:56)**

Counsel reports closed session items.

Chief Craig announced Commissioners dinner.

**5. ADJOURN TO CLOSED SESSION (08:59)**

Board adjourned to closed session at 7:02 p.m.

**6. RETURN TO OPEN SESSION (00:04)**

Item 5A: Motion of Vice Chair Hill, seconded by Chair Gabriel, by roll call vote 4-0, Chief Craig appointed Fire Chief.

**7. PUBLIC COMMUNICATIONS (00:45)**

No public comment.

**8. CONFIRMATION OF THE AGENDA (01:11)**

Consensus to confirm the agenda.

**9. BOARD CORRESPONDENCE (01:29)**

None.

**10. CONSENT CALENDAR (01:38)**

Director Hill makes motion to approve meeting minutes, seconded by Director Covington. All in favor, motion passes 4-0.

**11. DISCUSSION AND POSSIBLE ACTION ITEM: BOARD OF DIRECTORS CODE OF ETHICS AND CONDUCT FOR ELECTED AND APPOINTED OFFICIALS (05:12)**

Director Hill made a motion adopting Resolution 2019-01, adopting Code of Ethics and Conduct, seconded by Director Covington.

**Roll Call Vote:**

Covington: Yes

Gabriel: Yes

Hill: Yes

Thorpe: Yes

Motion passed 4-0.

**12. DISCUSSION AND POSSIBLE ACTION REVIEW ACCEPT STAFF RECOMMENDATION TO APPROVE NEW BOARD POLICIES (10:25)**

After discussion regarding board retreat, Director Hill made a Motion to continue item to the date of the retreat, seconded by Thorpe. Motion passes 4-0.

**13. DISCUSSION AND POSSIBLE ACTION: DIRECTION TO STAFF REGARDING BOARD RETREAT (17:10)**

Direction to staff to poll board members on availability for a Board Retreat on a Saturday in February.

#### **14. SELECTION OF BUDGET AD HOC COMMITTEE (31:03)**

Director Gabriel nominated Hill to be on ad hoc committee, second by Director Covington, motion passed 4-0.

Director Gabriel nominated Director Covington to be on ad hoc committee, seconded by Director Thorpe, motion passed 4-0.

#### **15. FIRE CHIEF REPORT (32:49)**

#### **16. STAFF REPORTS (38:18)**

A. Measure O Oversight Committee status –Direction given to staff.

#### **17. BOARD REPORTS (51:56)**

Discussion regarding LAFCO representation.

#### **18. AD HOC BOARD COMMITTEE REPORTS (53:47)**

- a. Live Broadcast-none.
- b. Fire Chief search-none.
- c. Reserve Program-Director Thorpe stated another agency training recruits for reserve program
- d. Proposition 172-going on to next phase-reaching out to other Districts.

#### **19. LOCAL 1230 CORRESPONDENCE (57:44)**

Representative Jack Clapp spoke.

#### **20. FUTURE AGENDA ITEMS (58:20)**

Live Broadcast

Policies and Procedures-Board review

Program manager presentations

#### **21. ADJOURNMENT (1:07:10)**

Meeting adjourned at 9:15 p.m.

Audio from this board meeting can be heard at <http://rhfd.org/board-meetings/>

\*Number in parenthesis is time stamp on audio where agenda item begins.

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Steve Hill, Board Secretary

**RODEO-HERCULES FIRE PROTECTION DISTRICT**

**MEMORANDUM**

**TO:** Board of Directors, RODEO HERCULES FIRE DISTRICT

**FROM:** Bryan Craig, FIRE CHIEF

**DATE:** February 13, 2019

**RE:** Midyear Budget Report for Fiscal Year 2018/19

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**BACKGROUND:**

On a quarterly basis, the Fire Chief prepares a financial report based on information obtained from the District independent financial advisor and the County ledger, to provide to the District Board of Directors the status of revenues and expenditures of the District. The attached financial statement shows a chart of accounts for revenue and expenditures, performing at their projected levels for the midyear period ending December 31, 2018.

**GRANTS:**

The District has been awarded the following Grants as of December 31, 2018. The District continues to seek grant funding throughout the year. Staff continues to monitor and meet reporting requirements for its current grants.

Awarded From:	Purpose of Grant	Amount of Funding	
Assistance to Firefighters	Diesel Exhaust Removal	\$	90,000.00
Cal Fire	Wildland Personal Protective Gear	\$	15,025.01
California Fire Foundation	Defensible Space	\$	15,000.00
<b>TOTAL</b>		<b>\$</b>	<b>120,025.01</b>

**OVERTIME:**

During the first six months of the fiscal year, personnel were deployed to the following Strike Teams: County, Carr, Klamathon, Mendocino, Delta, Marsh Creek, Nelson, Camp Fire, and participated in pre-designated strike teams for anticipated weather events. The California State Office of Emergency Services has not provided the District with reimbursement forms for some of these events.

During the months of July and August, one District member was out on sick leave due to an off-duty injury.

During the months of September, October and November, one member of personnel was out on worker's compensation leave due to an on-duty injury.

As of December 31, 2018, the below amounts reflect expected reimbursements. This will be updated once the remaining paperwork is received by OES.

		1014	2271	1011	
KLAMATHON		\$ 13,151.84			\$ 13,151.84
COUNTY	07/1-07/7/18	\$ 8,485.26	\$ 672.00	\$ 915.73	\$ 10,072.99
CARR	07/27-08/14/18	\$ 113,222.74	\$ 24,623.50	\$ 13,784.62	\$ 151,630.86
MENDOCINO	08/01-09/25	\$ 102,148.54	\$ 11,904.00	\$ 11,405.27	\$ 125,457.81
DELTA	09/10-09/16/18	\$ 10,952.44	\$ 329.00	\$ 1,128.14	\$ 12,409.58
OES PREPOSITION	09/19-09/20/18	\$ 5,343.53	\$ 1,088.00		\$ 6,431.53
CAMP FIRE	11/8-11/21/18	\$ 56,743.15	\$ 11,256.00	\$ 6,799.91	\$ 74,799.06
		<b>\$ 310,047.50</b>	<b>\$ 49,872.50</b>	<b>\$ 34,033.67</b>	<b>\$ 393,953.67</b>

Overtime Expenditures:	\$	519,482.62
Strike Team Reimbursements:	\$	310,047.50
<b>District Overtime:</b>	<b>\$</b>	<b>209,435.12</b>



**RODEO – HERCULES FIRE PROTECTION DISTRICT REVENUE**  
**For period ending December 31, 2018**

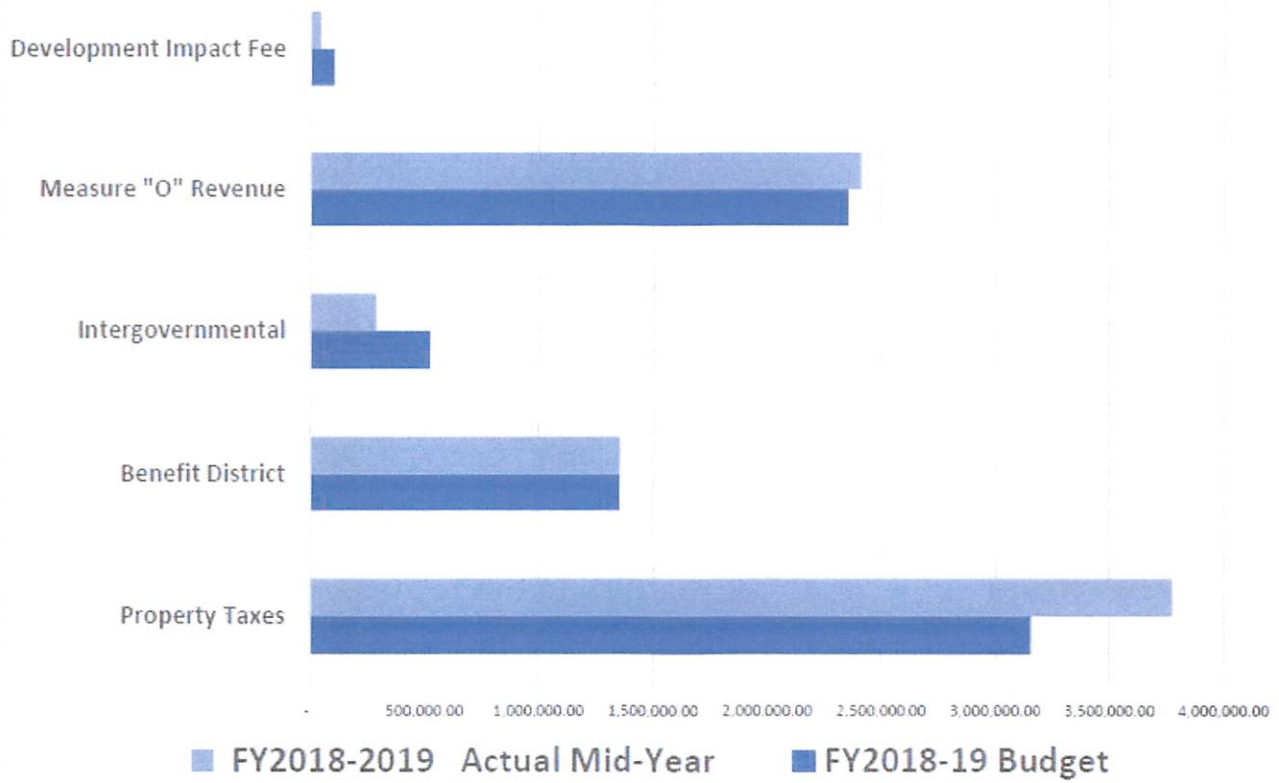
**General Fund - Revenue Analysis**

Normally, the District receives its property taxes in December 55%, April 40%, and June 5%, however, the District has received over 100% of the projected Property Taxes revenue as of this date. This change could be due to many factors, it could be the assessed value has gone up or it could be other factors which the district will research at a later date.

**Unaudited 2018-19 FINANCIAL RESULTS**

Unaudited 2018-19 FINANCIAL RESULTS				
A/C	Description	FY2018-19	FY2018-2019	YTD
		Budget	Actual Mid-Year	Variance %
9010	Prop Taxes-Current Secrd	2,866,199.00	3,554,220.36	124%
9011	Prop Taxes-Supplemental	114,818.00	25,231.55	22%
9013	Prop Tax Unitary	73,711.00	76,277.04	103%
9020	Prop Tax-Current Unsecd	114,508.00	120,626.23	105%
9030	Prop Tax-Prior-Secured	(9,158.00)	(5,849.96)	0%
9031	Prop Tax-Prior Supplement	(5,789.00)	(199.03)	0%
9035	Prop Tax-Prior-Unsecd	(167.00)	1,865.97	0%
<b>Total Property Taxes</b>		<b>3,154,122.00</b>	<b>3,772,172.16</b>	<b>120%</b>
9066	SpecialTax-Fire/Police	1,354,034.00	1,355,199.00	100%
<b>Total Benefit District</b>		<b>1,354,034.00</b>	<b>1,355,199.00</b>	<b>100%</b>
9591	RDA Nonprop-Tax Pass Thru	331,944.00	194,158.33	58%
9741	Fire Prevent Plan Review	43,066.00	61,727.51	143%
9980	District Revenue	27,113.00	30,518.40	113%
9181	Earning on Investment	-	994.44	0%
9385	H/O Prop Tax Relief	31,873.00	-	0%
9895	Measure 'H'	87,565.00	-	0%
<b>Total Intergovernmental</b>		<b>521,561.00</b>	<b>286,404.24</b>	<b>55%</b>
9100	Special Tax Measure "O"	2,352,672.00	2,407,320.00	102%
<b>Total Measure "O" Revenue</b>		<b>2,352,672.00</b>	<b>2,407,320.00</b>	<b>102%</b>
9595	Inter Governmental Revenue	103,000.00	22,723.00	22%
9800	Miscellenous Revenue		18,522.00	0%
<b>Development Impact Fee</b>		<b>103,000.00</b>	<b>41,245.00</b>	<b>40%</b>
<b>TOTAL REVENUE</b>		<b>7,485,389.00</b>	<b>7,862,340.40</b>	<b>105%</b>

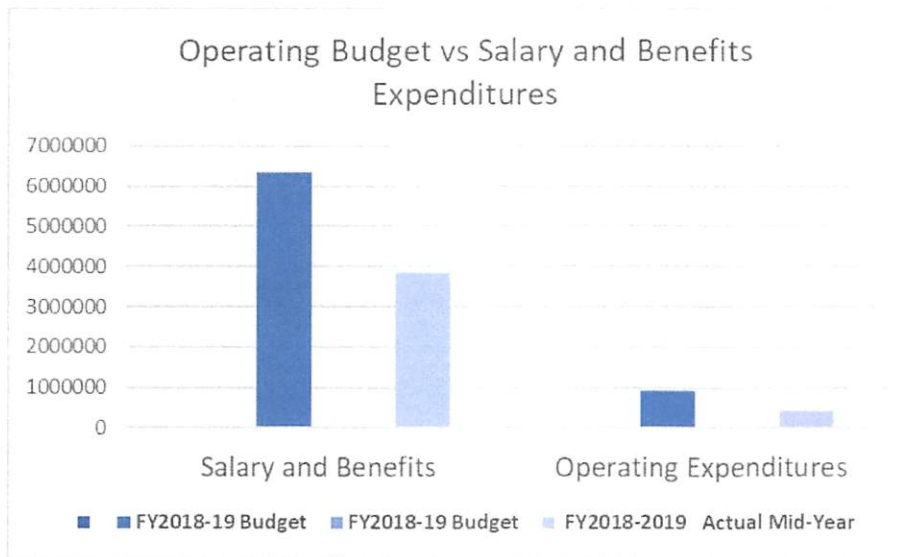
Unaudited 2018-19 Revenue  
as of December 31/2018



**RODEO – HERCULES FIRE PROTECTION DISTRICT EXPENDITURES**  
**For period ending December 3, 2018**

**General Fund - Expenditure Analysis**

Salaries and Wages in the first six months are about 61% expended, which is over the projected 50%. This is due to the reclassification of an independent contractor as an employee district, as well as paying off the UAAL at once, rather than on a monthly basis through June 30, 2019. The first 6<sup>th</sup> month Services and Supplies expenditures is about 45% of the budgeted amount which means the District is on target.





Unaudited 2018-19 FINANCIAL RESULTS				
A/C	Description	FY2018-19	FY2018-2019	YTD
		Budget	Actual Mid-Year	Variance %
1011	Pemanent Salaries	2,510,878	1,179,556	47%
1013	Temporary Salaries	500	17,776.00	0%
1014	Permanent Overtime	376,200	209,437.00	56%
1014	FISA	48,725		0%
1015	Deferred Compensation	10,800		0%
1042	F.I.C.A.	32,103	25,063.67	78%
1044	Retirement Expense	2,245,102	1,920,612.23	86%
1060	Employee Group Insurance	517,577	243,773.91	47%
1061	Retiree Health Insurance	337,050	142,235.40	42%
1063	Unemployment Insurance	1,000	120.79	12%
1070	Workers Compensation Ins	263,108	125,858.00	48%
	Salary and Benefits	6,343,043	3,864,433.18	61%
2100	Office Expense	16,945	9,035.51	53%
2102	Books-Periodicals-Subscript	2,485	1,203.50	48%
2110	Communication	180,915	28,612.72	16%
2120	Utilities	28,823	15,769.00	55%
2130	Small Toola & Instruments	1,400	743.75	53%
2140	Medical & Lab Supplies	7,340	2,679.65	37%
2150	Food	2,420	302.62	13%
2160	Uniform Allowance	13,200	7,176.69	54%
2170	Household Expense	6,000	2,286.84	38%
2190	Publicatns &legal Notices	1,180	1,148.40	97%
2200	Membershps	4,204	3,750.75	89%
2250	Rents & Leases-Equipment	8,640	2,981.50	35%
2250	Lease Payment Vehicles	80,401	80,401.00	100%
2270	Maintenance Equipment	17,740	10,402.18	59%
2271	Vehicle Repairs	72,820	36,996.59	51%
2272	Vehicle Fuel/Oil	10,000	294.31	3%
2273	Cntrl Garage Tires	12,500	249.18	2%
2276	MNTN Radio-Electron Equip	27,300	21,156.00	77%
2281	Maintenance of Buildings	18,864	7,534.30	40%
2303	Other Travel Employees	4,360	1,064.16	24%
2310	Non Cnty Prof Spclzed Svcs	346,368	128,917.82	37%
2315	Data Processing Service	192	847.92	0%
2326	Information Security Chg	1,020	914.25	0%
2360	Insurance	40,423	36,423.00	0%
2474	Fire Fighting Supplies	4,180	7,404.48	177%
2477	Ed Suplies and courses	17,220	5,102.06	30%
2479	Other Spcial DPMTAL Exp	1,940	2,560.72	132%
3530	Taxes & Assessments	13,000	11,197.68	0%
	Operating Expenditures	941,880	427,156.58	45%
	Total District Expenditures	7,284,923	4,291,589.76	59%

### **PUBLIC OUTREACH ACTIVITIES**

During July-December, crews visited various schools for public safety visits, and welcomed elementary school students to the stations for public safety visits and education. Crews also conducted Senior Blood Pressure Screening at Rodeo and Hercules Senior Centers. Crews participated in the New Horizons Block Party held in Rodeo where they educated children and adults on Fire Safety, and emergency equipment demonstrations.

### **CALLS FOR SERVICE** **July-December Both Stations**

<b><u>2017</u></b>		<b><u>2018</u></b>	
<b>Type</b>	<b>Number of Calls</b>	<b>Type</b>	<b>Number of Calls</b>
Fire	56	Fire	70
EMS/Rescue	682	EMS/Rescue	701
Hazardous Condition	8	Hazardous Condition	37
Service Call	74	Service Call	91
Good Intent	256	Good Intent	298
False Call	114	False Call	108
Other	3	Other	2
<b>TOTAL:</b>	<b>1,193</b>	<b>TOTAL:</b>	<b>1,307</b>

### **CONCLUSION:**

Overall, revenue and expenditures are as planned and budgeted. In addition, the District is continuously looking to secure other sources of revenues, and to remain financially prudent and good stewards of public funding.

***RODEO-HERCULES FIRE PROTECTION DISTRICT***

**MEMORANDUM**

**TO: Board of Directors, RODEO HERCULES FIRE DISTRICT**

**FROM: Bryan Craig, FIRE CHIEF**

**DATE: February 13, 2019**

**RE: Updating of Personnel Bulletins / Policy Manual**

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**BACKGROUND:**

The Fire District's Personnel Bulletins that are contained within the Policy and Procedures Manual provide the operational and personnel policies for the Fire District. These Policies and Procedures provide the working conditions and expectations for all District employees.

**CONCLUSION:**

It is vitally important that the Fire Chief have the ability to update policies in a timely manner. The Fire District's current policies have not had consistent updating due to the inability of the Fire Chief to make updates without Fire District Board approval. The Fire Chief is asking to approve updating Personnel Bulletin #1 removing this requirement for Bulletins/ Policies not pertaining to Wages and Benefits. This is an action item.

**RODEO-HERCULES FIRE  
PROTECTION DISTRICT**

Bulletin No. 1  
Issued: 9/1/98  
Revised: 2/13/2019  
Pages: 3

**PERSONNEL BULLETIN**  
**SUBJECT: INTRODUCTION**

**A. GENERAL.**

1. Purpose of this document is to provide for personnel rules pertaining to the employment and promotion of applicants, for the classification and designation of positions, compensation and other benefits and procedures and for guidelines to assist managers in effectively administering personnel actions in a reasonable and effective manner.
2. All officers and members of the Rodeo-Hercules Fire Protection District will be furnished with a copy of these [rules and regulations policy and procedures](#), and it shall be their duty to become familiar with the contents thereof.
3. All copies of these [rules and regulations policy and procedures](#) shall remain the property of the District. In the event of amendment, inserts will be furnished. Replacement value for this booklet shall be \$~~45.00~~25.00.
4. These [rules and regulations policy and procedures](#) cannot, nor are they expected to provide a solution to every question or problem which may arise within this organization designed and established to render emergency service. It is expected however, that they will be sufficiently comprehensive to cover, either in a specific or general way, the privileges, obligations, and duties of members of the Rodeo-Hercules Fire Protection District. They are not designed nor intended to limit any member in the exercise of his/her judgment or initiative in taking the action a responsible person would take in extraordinary situations which are bound to arise in the fire service. It is expected and it shall be the duty of all members of the District to act at such times with loyalty, integrity, and professional discretion.
5. Every member or employee of the District shall be subject to reprimand, suspension, reduction in rank, deduction in pay, dismissal from the department, and from the service of the District according to the nature of the offense, for violation of any of these [rules and regulations policy and procedures](#) of the Fire District now in force, or that may be hereafter amended and issued, after having been given an opportunity to be heard, through established channels, in his/her own defense.



6. The internal affairs of the Fire District shall be under the administration of the Fire Chief/~~Administrator~~ of the District, from his/her office at the headquarters of the Fire District. All matters pertaining to or affecting the District, proposed or contemplated by members thereof, must be submitted to the Fire Chief/~~Administrator~~ before any action is taken; subordinates are strictly forbidden to take part in any proposition contemplating any effect, directly or indirectly, upon the District or its operations, except with the permission of the Fire Chief/~~Administrator~~ or his/her designee. The Fire Chief/~~Administrator~~ is authorized to take all actions, and to issue all directives necessary to administer the operations of the District, including the implementation and clarification of Board Policy.
7. All official communications shall be made through proper channels; sending through rank in order of command. No intervening officer shall suppress any such communication and all communications to the governing authority (Board of Directors) shall be made by the Fire Chief/~~Administrator~~ or his/her designee.
8. These ~~rules and regulations~~ policy and procedures shall cancel previous ~~rules and regulations~~ policy and procedures, if conflict should develop, unless otherwise determined by Board action.
9. Any changes, modifications, or alterations of the Policy and Procedures manual of the Rodeo-Hercules Fire Protection District, pertaining to salaries and benefits can only be made by a majority vote of the Board of Directors of the District. Any new policies or procedures shall be brought before the Board of Directors for approval. The Fire Chief has the authority implement updates and modifications to the policy and procedures not pertaining to salaries and benefits.

#### **B. EQUAL EMPLOYMENT OPPORTUNITY POLICY.**

The policy of the Rodeo-Hercules Fire Protection District is to provide equal opportunity in all terms and conditions of employment to all persons without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, medical condition (cancer related), age (over 40) protected class, marital status, disability, pregnancy, childbirth or related medical condition.

#### **C. UNLAWFUL HARASSMENT POLICY.**

The Rodeo-Hercules Fire Protection District is committed to providing a work environment free of harassment. The District strictly prohibits harassment because of sex, sexual orientation, gender identity, race, color, religion, national origin, ancestry, medical condition (cancer related), age, marital status, disability, pregnancy, childbirth, or related medical condition or any other basis made unlawful by applicable



federal, state or local law. This policy applies to all persons involved in the operations of the District and prohibits unlawful harassment by any District employee including supervisors and co-workers. The law prohibits any form of protected-basis harassment that impairs an employee's working ability or emotional well-being at work. This includes: (1) Verbal Conduct (such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments); (2) Visual Conduct (such as derogatory posters, photography, cartoons, drawings, or gestures); (3) Physical Conduct (such as unwanted touching, blocking normal movement, or interfering with work); (4) Threats and Demands to submit to sexual requests in order to keep one's job or avoid some other loss, and offers of job benefits in return for sexual favors; or (5) Retaliation for reporting, or threatening to report, harassment.

Any employee who is subjected to, or observes, an incident of possible discrimination or harassment contrary to this policy is urged to report the incident to management immediately so that complaints can be quickly investigated and fairly resolved. Employees may bring a complaint to their supervisor, Fire Chief/~~Administrator~~ or any other member of management, without fear of reprisal. If the complaint involves someone in the employee's direct line of command, the employee is free to go to another management official.

If possible, complaints should be in writing and include details of the incident, names of the individuals involved and names of any witnesses. Complaints will generally be referred to the Fire Chief/~~Administrator~~, or designee, who will immediately undertake an effective, thorough and objective investigation. A determination regarding the alleged harassment will be made promptly and it will be communicated to the complaining employee.

If the District determines that unlawful harassment has occurred, it will take remedial action commensurate with the severity of the offense. The District will remedy any loss resulting from the harassment, will inform the complaining employee of whatever action is taken against the harasser, will act to deter any future harassment, and will neither retaliate for filing a complaint nor knowingly permit retaliation by management employees or co-workers.

The Department of Fair Employment and Housing also investigates complaints of employment harassment; it can prosecute them before the Fair Employment and Housing Commission, which has authority to order appropriate relief to the employee.

***RODEO-HERCULES FIRE PROTECTION DISTRICT***

**MEMORANDUM**

**TO: Board of Directors, RODEO HERCULES FIRE DISTRICT**

**FROM: Bryan Craig, FIRE CHIEF**

**DATE: February 13, 2019**

**RE: Senate Bill No. 1205**

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**BACKGROUND:**

After the devastating Ghost Ship Fire in Oakland, the California Senate put forth Senate Bill 1205 (Attachment A). This Bill was approved by the Governor on September 27, 2018 and added to §13146.4 (Attachment B) of the California Health and Safety Code.

**RECITALS:**

Existing law requires the Fire Chief of any city or county fire department or district providing fire protection services and his or her authorized representatives to inspect every building used as a public or private school within his or her jurisdiction, for the purpose of enforcing specified building standards, not less than once each year, as provided. Existing law requires every city or county fire department or district providing fire protection services that is required to enforce specified building standards to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards, as provided.

Senate Bill 1205 requires every city or county fire department, city and county fire department, or district required to perform the above-described inspections to report annually to its administering authority, as defined, on the department's or district's compliance with the above-described inspection requirements, as provided. The bill would require the administering authority to acknowledge receipt of the report in a resolution or a similar formal document.

**CONCLUSION:**

The Rodeo – Hercules Fire Protection District analogies the authority of the State of California to amend Section 13146.4 of the Health and Safety Code. Furthermore, the Rodeo – Hercules Fire Protection District in an effort to meet and exceed the requirements of SB1205, conduct company inspections of all Business located within the Fire District. Staff is recommending the passage of Resolution 2019-02 acknowledging the compliance of SB1205 by the District.

**Attachments:**

1. Resolution 2019-02
2. Attachment A: Senate Bill 1205
3. Attachment B: §13146.4 Health and Safety Code

**RESOLUTION NO. 2019-02**

**RESOLUTION OF THE RODEO – HERCULES FIRE PROTECTION DISTRICT  
ACKNOWLEDGING THE COMPLIANCE WITH SENATE BILL 1205**

WHEREAS, the Rodeo Hercules Fire Protection District in an effort to prevent fires and risks to the public safety conduct annual fire and life safety inspections and to enforce building standards of all structures specified in Senate Bill 1205 that include hotels, motels, lodging houses, and apartment buildings, for compliance with building standards; and

WHEREAS, the Rodeo-Hercules Fire Protection District conducts building inspection pursuant to Section 13146.2 and 13146.3 of the Health and Safety Code; and

WHEREAS, the Rodeo-Hercules Fire Protection District, although not required by Senate Bill 1205, in an effort to prevent fires and risks to the public safety conduct annual fire and life safety inspections and to enforce building standards in all commercial structures located within the fire district boundaries; and

WHEREAS, the Rodeo-Hercules Fire Protection District although not required by Senate Bill 1205, in an effort to prevent fires and risks to the public safety conduct annual fire and life safety inspections and to enforce building standards in all churches and or places of worship located within the fire district boundaries; and

WHEREAS the Rodeo-Hercules Fire Protection District although not required by Senate Bill 1205, in an effort to prevent fires and risks to the public safety conduct annual fire and life safety inspections and to enforce building standards in all public schools located within the fire district boundaries; and

NOW, THEREFORE, in furtherance of the above-mentioned, the Rodeo – Hercules Fire Protection District Board of Directors hereby resolves to continue to conduct fire and life safety inspections of all; hotels, motels, lodging houses, and apartment buildings, commercial structures, churches and or places of worship and public schools in accordance with Senate Bill 1205 and Health and Safety Code 13146.2 and 13146.3.

IF ANY PART OF THE RESOLUTION OR ANY ATTACHMENTS TO IT are for any reason determined to be invalid or unconstitutional, such determination shall not affect the validity of the remaining portions of this Resolution or its attachments, and the Board hereby declares that it would have adopted this Resolution, and each section, sub-section, sentence, clause, and phrase hereof, irrespective of any one or more sections, sub-sections, sentences, clauses or phrases being declared invalid or unconstitutional.

///

///

The foregoing Resolution was duly and regularly adopted at a regular meeting of the Rodeo – Hercules Fire Protection District Board of Directors held on the 13<sup>th</sup> day of February 2019, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Andrew Gabriel, Chairman of the Board  
Rodeo – Hercules Fire Protection District

# Attachment (A)

## LEGISLATIVE COUNSEL'S DIGEST

SB 1205, Hill. Fire protection services: inspections: compliance reporting.

Existing law requires the chief of any city or county fire department or district providing fire protection services and his or her authorized representatives to inspect every building used as a public or private school within his or her jurisdiction, for the purpose of enforcing specified building standards, not less than once each year, as provided. Existing law requires every city or county fire department or district providing fire protection services that is required to enforce specified building standards to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards, as provided.

This bill would require every city or county fire department, city and county fire department, or district required to perform the above-described inspections to report annually to its administering authority, as defined, on the department's or district's compliance with the above-described inspection requirements, as provided. The bill would require the administering authority to acknowledge receipt of the report in a resolution or a similar formal document. To the extent this bill would expand the responsibility of a local agency, the bill would create a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

### DIGEST KEY

Vote: MAJORITY Appropriation: NO Fiscal Committee: YES Local Program: YES

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### BILL TEXT

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

#### SECTION 1.

Section 13146.4 is added to the Health and Safety Code, to read:

##### **13146.4.**

(a) Every city or county fire department, city and county fire department, or district required to perform an annual inspection pursuant to Sections 13146.2 and 13146.3 shall report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3.

(b) The report made pursuant to subdivision (a) shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.

(c) The administering authority shall acknowledge receipt of the report made pursuant to subdivision (a) in a resolution or a similar formal document.

(d) For purposes of this section, "administering authority" means a city council, county board of supervisors, or district board, as the case may be.

#### SEC. 2.

If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

## Attachment (B)

### California Health and Safety Code Section 13146.2

Every city or county fire department or district providing fire protection services required by Sections 13145 and 13146 to enforce building standards adopted by the State Fire Marshal and other regulations of the State Fire Marshal shall, annually, inspect all structures subject to subdivision (b) of Section 17921, except dwellings, for compliance with building standards and other regulations of the State Fire Marshal.

### California Health and Safety Code Section 13146.3

The chief of any city or county fire department or district providing fire protection services and his or her authorized representatives shall inspect every building used as a public or private school within his or her jurisdiction, for the purpose of enforcing regulations promulgated pursuant to Section 13143 , not less than once each year. The State Fire Marshal and his or her authorized representatives shall make these inspections not less than once each year in areas outside of corporate cities and districts providing fire protection services.

***RODEO-HERCULES FIRE PROTECTION DISTRICT***

**MEMORANDUM**

**TO: Board of Directors, RODEO HERCULES FIRE DISTRICT**

**FROM: Bryan Craig, FIRE CHIEF**

**DATE: February 13, 2019**

**RE: Local Agency Investment Fund**

---

**BACKGROUND:**

Since 1988 the Fire District has participated in the Local Agency Investment Fund (LAIF) that is administered through the County Treasurer office. These funds are held at the State Treasury and managed by the State Controller's office.

**RECITALS:**

When there is a change in Board members or Staff members a new Delegation of Authority, Resolution, and Authorization forms must be signed to remain in compliance with the LAIF.

A resolution is passed by the Board authorizing investment in the LAIF.

The Board Chairperson, Secretary and Fire Chief are authorized signatures placed on the resolution.

Delegation of authority is signed by the Board Chairperson and the Secretary of the Board.

Authorization of transfers of funds includes the names of the: Chairperson, Secretary, and the Fire Chief. The Authorization is signed by the Board Chairperson and the Fire Chief.

**DIRECTION:**

Staff is requesting the Board to vote on the attached resolution and after said vote place proper signatures on all attached documents so they be filed with the County and State.

**RESOLUTION 2019-03 OF THE RODEO HERCULES FIRE PROTECTION  
DISTRICT**

**AGENCY** 625 Court Street, Room 102  
**ADDRESS:** Martinez, CA 94553

**AGENCY**  
**PHONE NO.:** 925-957-2850

**AUTHORIZING INVESTMENT OF MONIES  
IN THE LOCAL AGENCY INVESTMENT FUND**

**WHEREAS,** The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS,** the Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the RODEO HERCULES FIRE PROTECTION DISTRICT;

**NOW THEREFORE, BE IT RESOLVED,** that the Board of Directors hereby authorizes the deposit and withdrawal of RODEO HERCULES FIRE PROTECTION DISTRICT monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

**BE IT FURTHER RESOLVED,** as follows:

Section 1. The following RODEO HERCULES FIRE PROTECTION DISTRICT officers holding the title(s) specified hereinbelow **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions completed hereby:

\_\_\_\_\_  
Bryan Craig

(NAME)

\_\_\_\_\_  
Andrew Gabriel

(NAME)

\_\_\_\_\_  
Steve Hill

(NAME)

\_\_\_\_\_  
Fire Chief

(TITLE)

\_\_\_\_\_  
Chairman of the Board

(TITLE)

\_\_\_\_\_  
Secretary to the Board

(TITLE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

**PASSED AND ADOPTED,** by the Board of Directors of the **RODEO-HERCULES FIRE PROTECTION DISTRICT**, State of California on February 13, 2019.

**AYES:**

**NOES:**

**ABSENT:**

**BY:** \_\_\_\_\_

KIMBERLY CORCORAN  
CLERK OF THE BOARD

**ABSTAIN:**





PRINT

CLEAR

California State Treasurer's Office  
Local Agency Investment Fund (LAIF)

Authorization for Transfer of Funds

Effective Date  
02/13/2019

Agency Name  
Rodeo-Hercules Fire Protection District

LAIF Account #  
17-07-001

Agency's LAIF Resolution # 2019-03 or Resolution Date 02/13/2019

**ONLY** the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. ***This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF for the transfer of funds.***

Name	Title
Bryan Craig	Fire Chief
Andrew Gabriel	Chairman of the Board
Steve Hill	Secretary to the Board

**Two authorized signatures required.** Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

Signature  
Bryan Craig

Print Name  
Fire Chief

Title  
510-799-4561

Telephone

Signature  
Andrew Gabriel

Print Name  
Chairman of the Board

Title

Telephone

Please provide email address to receive LAIF notifications.

Name	Email
Bryan Craig	craig@rhfd.org
Kimberly Corcoran	corcoran@rhfd.org

Mail completed form to: State Treasurer's Office  
Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001

**DELEGATION OF AUTHORITY  
RODEO-HERCULES FIRE PROTECTION DISTRICT**

Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001

LAIF Account No.  
17-07-001

To Whom It May Concern:

Pursuant to the resolution of the **RODEO-HERCULES FIRE PROTECTION DISTRICT** for AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND, this letter shall serve as delegation of authority to the following persons or their successors from the Contra Costa County Treasurer's Office to execute the deposit and withdrawal of monies on behalf of the **RODEO-HERCULES FIRE PROTECTION DISTRICT**. The deposit or withdrawal of monies shall only be permitted with prior written instructions from the **RODEO-HERCULES FIRE PROTECTION DISTRICT** to the County Treasurer. In addition, these persons or their successors from the Contra Costa County Treasurer's Office shall be given the authority to update the account as necessary upon changes in personnel, address or banking information with the Local Agency Investment Fund on behalf of the **RODEO-HERCULES FIRE PROTECTION DISTRICT**.

\_\_\_\_\_  
Russell V. Watts  
Treasurer-Tax Collector

\_\_\_\_\_  
Brice Bins  
Chief Deputy  
Treasurer-Tax Collector

\_\_\_\_\_  
Belinda Zhu  
Assistant County Treasurer

\_\_\_\_\_  
Ammy Pluth  
Treasurer's Investment  
Officer

\_\_\_\_\_  
Esther Garibay  
Treasurer's Investment  
Operations Analyst

Sincerely,

\_\_\_\_\_  
(NAME) Must be on resolution

\_\_\_\_\_  
(NAME) Must be on resolution

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(DATE)

***RODEO-HERCULES FIRE PROTECTION DISTRICT***

**MEMORANDUM**

**TO:** Board of Directors, RODEO HERCULES FIRE DISTRICT

**FROM:** Bryan Craig, FIRE CHIEF

**DATE:** February 13, 2019

**RE:** Financial Director / Accountant

---

**BACKGROUND:**

During the October 10<sup>th</sup> Board Meeting, Staff was directed by the Board to bring forth alternatives to address finance reporting to the Board.

**FOR BOARD CONSIDERATION:**

Expand the scope of services being provided by MRG, cost to be determined.

**Considerations for additional scope of work:**

- Provide financial forecasting and long-term projections.
- Provide monthly finance tracking reports.
- Assist with Proposition 172.
- Hercules Redevelopment and Bond deferral oversight and reporting.

Hire a Part-Time Finance Director at an hourly rate, currently trending at approximately \$70-\$80 an hour.

Hire a Full-Time Finance Director at an average salary of range \$145,600-\$166,400 per year. (Estimate was established through a salary survey of like departments).

Remain in current configuration with clear and concise written expectations from the Board in regards to the scope and depth of reports they would like provided.

**CONCLUSION:**

Staff will pursue on behalf of the Board any of the suggested alternatives or additional alternatives that may be provided.

**RESOLUTION of the RODEO-HERCULES FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS**

**ESTABLISHING THE COMPOSITION and DEFINING THE SCOPE OF  
RESPONSIBILITY FOR THE DISTRICT'S MEASURE O OVERSIGHT  
COMMITTEE**

**RECITALS**

WHEREAS, on November 8, 2016, the electors of the Rodeo Hercules Fire Protection District approved Measure O, enacting an eighteen dollar (\$18.00) per month parcel tax ("Parcel Tax"); and

WHEREAS, the resulting Parcel Tax Ordinance (Ordinance No. 2016-001) provides that the proceeds of the Parcel Tax must be placed in a special account or fund to be used solely for any lawful purpose permissible to the Fire District pursuant to California Health and Safety Code section 13800 *et seq.*; and

WHEREAS, the Fire Chief, or his designee, including but not limited to the District's chief fiscal officer, must file an "Annual Report" with the Board, which is required by State law (California Government Code section 53411). The Annual Report shall at a minimum report upon the following: (a) The amount of Parcel Tax proceeds collected and expended; and (b) the status of any project required or authorized to be funded by the Parcel Tax; and

WHEREAS, Section 4 of Ordinance 2016-001 declares that the Board of Directors shall form and appoint members to an independent 2016 Special Tax Funding Replacement Measure (Parcel Tax) Independent Oversight Committee who shall receive, review, and advise the Board upon the Annual Report.

NOW, THEREFORE, the Board of Directors of the Rodeo Hercules Fire Protection District does hereby RESOLVE as follows:

1. The composition of the Measure O Oversight Committee shall be 5 members, appointed by the Board. Members of the Oversight Committee shall be residents or property owners within the District and registered to vote. Two of the Committee members shall be residents or property owners from the City of Hercules, two of the residents or property owners shall be from the Town of Rodeo within the County of Contra Costa, and one member shall be a resident or property owner within the District who is also a member of a bona fide taxpayer organization. Three members shall constitute a quorum of the Committee. Three of the members of the Board shall have a four year term commencing from January 2019 that shall terminate December 2023, unless sooner terminated by the Board. Two of the members of the Board shall have a two year term that shall terminate December 2021, unless sooner terminated by the Board. Committee members shall serve until their successor is appointed by the Board. Committee members may be re-appointed by the Board. Committee members shall serve at the

pleasure of the Board, such that their service may be terminated by the Board at any time, with or without cause.

2. The scope of responsibilities and duties of the Measure O Oversight Committee shall be to receive, review and advise the Board upon the Annual Report required by California Government Code section 53411. The report shall be authorized and/or commissioned by the Board through the Fire Chief, his designee, or the District's Chief Fiscal Officer, and shall at a minimum report upon the following: (a) The amount of Measure O parcel tax proceeds collected and expended; and (b) The status of any project required or authorized to be funded by Measure O.

Committee members shall complete and submit to the Fire Chief a California Fair Political Practices Commission Form 700 upon appointment, and annually thereafter. Committee meetings shall be held in accordance with the Brown Act (California Government Code section 54950 *et seq.*)

3. No current employee, or elected official of the District may serve on the Committee.

PASSED and ADOPTED this \_\_\_\_\_ of \_\_\_\_\_, 2019 by the following vote:

Ayes:

Nays:

Abstain:



## RODEO-HERCULES FIRE PROTECTION DISTRICT

### MEASURE O OVERSIGHT COMMITTEE MEMBERSHIP APPLICATION

#### COMMITTEE'S PURPOSE

The purpose of the Measure O Oversight Committee is to receive, review, and advise the Board upon the Annual Report.

#### APPLICATION INSTRUCTIONS

Please complete and submit this Membership Application with a current resume and a personal statement why you want to serve on the Oversight Committee and what special areas of expertise or experience you think would be helpful to the Committee. Please submit Membership Application and supporting documents to: Clerk of the Board, Kimberly Corcoran, Rodeo Hercules Fire Protection District, 1680 Refugio Valley Road, Hercules, CA 94547. All Application Materials must be received no later than September 30, 2018.


Name <b>Annie (Camp) Ziff</b>	Home Address <b>960 Elm Dr Rodeo</b>
Home Phone <b>510 799-2243</b>	Mobile Phone <b>510-374-9906 Xmain</b>
Email <b>macaroon6@sbcglobal.net</b>	

GENERAL MEMBERSHIP REQUIREMENTS	YES	NO
Do you live within the boundaries of RHFPD?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you an elected official?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you an employee or official of RHFPD? (No employee or official shall be appointed to the Oversight Committee)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you a vendor, contractor or consultant of the RHFPD?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Can you serve a minimum of a two year term?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can you attend meetings that occur within the District?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you know of any reason such a potential conflict of interest, which would adversely affect your ability to serve on the Oversight Committee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### SIGNATURE OF APPLICANT

By signature, the Membership Application answers, current resume, including experience, how you feel you would contribute to the Oversight Committee and personal statement are true and complete to the best of my knowledge.

NAME: **Annie Ziff**

SIGNATURE: 

DATE: **Dec 27, 2018**

Annie Ziff

I am a 3<sup>rd</sup> generation Rodeo resident. I am a retired federal employee. My last position was a Management Analyst. I was responsible for over 230 local offices providing support of the administration of Social Security for the Western Region. I was the go to person for law and regulation interpretation, review of documents to support claims, and technical instructions.

I previously held the position of Claims Authorizer, responsible for processing all types of Social Security claims for benefits.

Prior to that position, I held various increasingly technical positions. I also provided local technical training needs.

My tenure lasted 38 years at Social Security. I retired to take care of my increasingly sick hubby.

My time with Social Security involved working with local employees and state and federal counterparts aligned with mutual customers (FBI, CA DMV, Federal Protection Service, other regional analysts within Social Security).

I designed and implemented 2 different training programs both during field work and office time. I also designed a program to assist with various terminating events within Social Security. That program is still used today.

I returned home to Rodeo in 2012, to the house my father built and I lived in until I married. I have always felt a part of Rodeo (i.e., left my heart in...) I care about this community as well as Hercules and surrounding cities. (BTW: I lived in Hercules for almost 10 years)

I see my position on the Oversight Committee as a way to help my home town. I want to ensure that the RHFD provides the best, most up-to-date, thorough care to our communities.

I am a Rodeo girl and always will be.



## RODEO-HERCULES FIRE PROTECTION DISTRICT

### MEASURE O OVERSIGHT COMMITTEE MEMBERSHIP APPLICATION

#### COMMITTEE'S PURPOSE

The purpose of the Measure O Oversight Committee is to receive, review, and advise the Board upon the Annual Report.

#### APPLICATION INSTRUCTIONS

Please complete and submit this Membership Application with a current resume and a personal statement why you want to serve on the Oversight Committee and what special areas of expertise or experience you think would be helpful to the Committee. Please submit Membership Application and supporting documents to: Clerk of the Board, Kimberly Corcoran, Rodeo Hercules Fire Protection District, 1680 Refugio Valley Road, Hercules, CA 94547. All Application Materials must be received no later than September 30, 2018.

Name <i>Paul Freese</i>	Home Address <i>136 Topaz Ct., Hercules</i>
Home Phone <i>(510) 245-1420</i>	Mobile Phone <i>(510) 815-8569</i>
Email <i>pfreese@comcast.net</i>	

GENERAL MEMBERSHIP REQUIREMENTS	YES	NO
Do you live within the boundaries of RHFPD?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you an elected official?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you an employee or official of RHFPD? (No employee or official shall be appointed to the Oversight Committee)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you a vendor, contractor or consultant of the RHFPD?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Can you serve a minimum of a two year term?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can you attend meetings that occur within the District?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you know of any reason such a potential conflict of interest, which would adversely affect your ability to serve on the Oversight Committee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### SIGNATURE OF APPLICANT

By signature, the Membership Application answers, current resume, including experience, how you feel you would contribute to the Oversight Committee and personal statement are true and complete to the best of my knowledge.

NAME: *Paul Freese*

SIGNATURE: *Paul Freese*

DATE: *9/12/2018*



## **PAUL FREESE**

*136 Topaz Ct. • Hercules, CA 94547 • 510.815.8569*

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### **Business Knowledge**

- Excellent knowledge, skill and experience in all areas of management decision-support, business intelligence, business metrics, operational reporting and other forms of information delivery throughout the Enterprise.
- Experience with the Personal Insurance business, especially in the following areas: customer identification, database marketing, lead management and mailing campaigns, distribution channels, financial results analysis and reporting, operational systems and processing.
- Experience in financial planning, expense and resource allocation, productivity analysis, premium/loss monitoring and profitability reporting.
- Knowledge and effective use of insurance company financial reporting applications including profit center income/loss/expense statements, planning, front door management and policy/claims decision support.
- Ability to analyze underwriting, operational, financial and marketing data from numerous data sources and provide decision-support information to senior management.
- Familiarity with insurance operational workflows and support systems, including rate/quote/issue, premium billing and receivables, agency coding and reporting, and claims information analysis.

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### **Technical Expertise**

- Analytical Skills: business data analysis, interviewing and information gathering, structured data analysis, process flow diagrams, prototyping, data warehousing concepts and techniques, data mart design, ETL development, semantic layer design and implementation, reporting application design and development, application documentation, and end user training.
- Environment / Operating Systems: IBM/MVS Mainframe, AIX, Win NT/2000/XP/7, DB2 UDB.
- Programming Languages / Utilities: SAS, Syncsort, TSO/SPF, File Aid, SQL, Visual Basic, HTML, XML, CSS, and JavaScript.
- Business Intelligence Applications: Cognos BI (v8 & v10), including Framework Manager, Transformer, Report Studio, Analysis Studio and Query Studio; Hummingbird BI Query and Business Objects.
- Workstation Tools: Lotus Notes, Word, Excel, Access, PowerPoint, Publisher, Outlook, Project, Visio, WinZip, Dreamweaver MX, FTP tools, Acrobat and various web browsers.

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### **Communication Skills**

- Effective communicator who can discuss and deliver business and technical information in a variety of contexts with senior management, peers, agents, customers and vendors.
- Excellent written and verbal communication skills.
- Clear and concise documentation of systems and procedures.
- Active listener and facilitator, clarifying problems, analyzing and identifying solutions.
- Outstanding presentation and training skills.
- Strong team management and motivational skills.
- Builds positive working relationships with business and technical staff.

## PAUL FREESE

136 Topaz Ct. • Hercules, CA 94547 • 510.815.8569

### Employment History

#### BUSINESS INTELLIGENCE SPECIALIST

2012 - 2015

*Populus Group (contractor for Allianz - Fireman's Fund Insurance Companies) Novato, CA*

Contracted with Fireman's Fund Insurance Companies on three specific projects to develop and implement new applications utilizing DB2 on AIX / Linux, DataStage for ETL and Cognos BI for the semantic and presentation layers. The projects included the following tasks:

- Gathered and reviewed stakeholder requirements.
- Analyzed, recommended and implemented various BI tools.
- Developed a high-level architecture design.
- Performed data profiling, analysis and source to target mapping.
- Provided DBA with the design of logical and physical data models.
- Provided extract transform load (ETL) guidelines to programmers.
- Developed / implemented Cognos semantic layer, using Framework Manager and Transformer.
- Designed and created Cognos reports, using Report Studio, Analysis Studio and Query Studio.
- Performed data validation, functional verification testing and user acceptance testing.
- Conducted end-user training courses via classroom and webinars.

#### BUSINESS INTELLIGENCE SPECIALIST

2009 - 2012

*Fireman's Fund Insurance Companies*

*Novato, CA*

As an integral member of the Enterprise Business Intelligence (EBI) team, business and technical staff, successfully designed, developed and launched an Enterprise BI platform, a strategic Fireman's Fund project. We utilized DB2 on AIX, DataStage for ETL and Cognos BI for the semantic and presentation layers. Included same tasks listed above.

#### FINANCE SPECIALIST

2006 - 2009

*Fireman's Fund Insurance Companies*

*Novato, CA*

As a member of the Finance Department's Centralized Analytics team, I provided financial support for all business areas within the Enterprise. This included analysis of top line and bottom line results, expense analysis, strategic decision-support, annual planning data, marketing analysis and ad hoc reporting. I participated in business tactical reviews, monitoring company results and overall operational effectiveness. Also, I successfully transitioned the Claims Dashboard ETL, a large and complex SAS program, from onsite support to offshore maintenance and worked with IT to enhance the Claims Dashboard's Business Objects presentation layer for end-user reporting.

#### DATABASE MARKETING SPECIALIST

2001 - 2006

*Fireman's Fund Insurance Companies*

*Novato, CA*

As a member of the Marketing Department's Customer Research & Strategies (CRS) team, I lead the design, development, implementation and enhancement of "CustomerView" (CV), the company's large customer data warehouse on the DB2 AIX platform. CRS implemented both client and online versions of CV's presentation layer using Hummingbird BI as the user interface. I provided ongoing user support and training, both business and technical. I developed underwriting and operational reporting, provided data for customer upsell/cross-sell mailing campaigns and agency lead management, and performed ad hoc querying for management.

#### SYSTEM ENGINEER

1997 - 2001

*Fireman's Fund Insurance Companies*

*Novato, CA*

As a member of Fireman's Fund IT department, I performed analysis and programming tasks for a variety of Enterprise projects. The most important project was Client Loss Reporting (CLR), which used SAS to create reports on data extracted from the company's large mainframe loss repositories. I also performed analysis and programming for the Incentive Compensation for ABC (ICC) system, which provided incentive compensation checks to agencies for writing small business policies.

## PAUL FREESE

136 Topaz Ct. • Hercules, CA 94547 • 510.815.8569

### Employment History (cont.)

#### BUSINESS SYSTEMS ANALYST

1988 - 1997

*Fireman's Fund Insurance Companies*

*Novato, CA*

As a member of the Commercial Business Systems (CBS) department, I performed analysis and programming tasks for many Enterprise projects. The main project was Wanda/WMS, the company's barcode policy file tracking system. Wanda/WMS utilized a series of NCR wand terminals connected to a PC/AT. Btrieve was the database manager, the wand program was written in BASIC and Work Management System (WMS) reports were written in C. I provided analysis, programming, documentation and ongoing user training and support.

#### DISTRICT MANAGER

1985 - 1988

*Scarborough Management Corporation - Burger King Franchisee*

*Concord, CA*

Duties and responsibilities included the following:

- Supervised the daily operations of 4 Burger King restaurants with annual sales in excess of \$4.5 million.
- Set and attained profit and growth goals.
- Coordinated local marketing programs.
- Developed and implemented management training programs.
- Created and implemented automated system to increase resource utilization, control product and supply costs.

#### GENERAL MANAGER

1983 - 1985

*Scarborough Management Corporation - Burger King Franchisee*

*Concord, CA*

Duties and responsibilities included the following:

- Managed all aspects of single restaurant operations.
- Developed sales promotion programs.
- Maintained efficient cash and inventory control, including proper ordering of product and supplies.
- Hired, trained, scheduled, supervised and evaluated employee performance to assure efficient operations and assure compliance with established policies.
- Exceeded sales, profitability and productivity goals.

#### TRAINING MANAGER

1980 - 1983

*Burger King Corporation - Region Training Center*

*Santa Clara, CA*

Duties and responsibilities included the following:

- Assisted the Regional Training Supervisor in all aspects of training for the local area.
- Implemented corporate training programs for General Managers and new Burger King Franchisees.
- Conducted classroom instructor led courses and onsite training.
- Tailored corporate programs to fit the local area requirements.

# PAUL FREESE

136 Topaz Ct. • Hercules, CA 94547 • 510.815.8569

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## Education

B.S. BUSINESS ADMINISTRATION  
*University of Phoenix*

MARCH 1985  
*San Ramon, CA*

A.A.S. ELECTRONIC ENGINEERING TECHNOLOGY  
*Heald Institute of Technology*

APRIL 1988  
*Martinez, CA*

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## Training

### IIA COURSES

Insurance 21, 22, and 23 for Certificate  
*Fireman's Fund Insurance Companies*

1989  
*Novato, CA*

BUSINESS AND TECHNICAL COURSES  
*Fireman's Fund Insurance Companies*

VARIOUS YEARS  
*Novato, CA*

ASSOCIATE IN RESTAURANT MANAGEMENT  
DISTRICT MANAGER COURSE / ADVANCED RESTAURANT OPERATIONS  
*Burger King University*

VARIOUS YEARS  
*Miami, FL*

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## Awards

STAR AWARD  
*Fireman's Fund Insurance Companies*

APRIL 2011  
*Novato, CA*

SPECIAL RECOGNITION AWARDS  
*Fireman's Fund Insurance Companies*

VARIOUS YEARS  
*Novato, CA*

## Community Service

### City of Hercules Commissions

FINANCE COMMISSION

2016 - 2017

EDUCATION COMMISSION

2003 - 2005

## **Paul Freese "Personal Statement"**

My wife and I moved to Hercules in 1997 and since then we have been active and vocal members of this community. We have been involved in activities to help our local students, build the library, improve city services and finances, and advocate for local residents' taxpayer rights.

I have served the City of Hercules on two commissions: the Education Commission in the early 2000's and more recently the Finance Commission. I have seen the benefit to Hercules of an independent citizen committee to oversee needed increases in sales tax and utility user tax. Much of Hercules' financial improvement has been the result of work performed by the Finance Commission, which reviews all the City's finances and makes recommendations to the City Council. I have also witnessed the abuse of oversight from School Board members and special interests with the WCCUSD Citizens Bond Oversight committee, which is suppose to oversee the huge \$1.6 billion bond program.

When the Rodeo Hercules Fire District (RHFD) passed Measure O in 2016, I was for the needed funds to the District, but did not necessarily agree with all the aspects of the measure such as the lack of a sunset and the ongoing yearly board approved increase of up to 3% based in CPI. The RHFD board assured citizens that all the necessary steps would be taken to improve efficiency in order to help the financial status of the District. We were assured a Measure O oversight would be formed to review District finances. Thus far the District has done little to initiate efficiencies or form an oversight committee.

I would be remiss, in the face of my criticism, if I did not offer my service to the District to sit on the Measure O Oversight Committee. I believe my work history and local Hercules service provides me the experience necessary to positively contribute to the committee. Please review my resume and speak to members of the Hercules City Council and staff (e.g. David Biggs) as to my qualifications.

Thank you for this opportunity and your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Paul Freese". The signature is written in dark ink and is positioned below the word "Sincerely,".



## RODEO-HERCULES FIRE PROTECTION DISTRICT

### MEASURE O OVERSIGHT COMMITTEE MEMBERSHIP APPLICATION

#### COMMITTEE'S PURPOSE

The purpose of the Measure O Oversight Committee is to receive, review, and advise the Board upon the Annual Report.

#### APPLICATION INSTRUCTIONS

Please complete and submit this Membership Application with a current resume and a personal statement why you want to serve on the Oversight Committee and what special areas of expertise or experience you think would be helpful to the Committee. Please submit Membership Application and supporting documents to: Clerk of the Board, Kimberly Corcoran, Rodeo Hercules Fire Protection District, 1680 Refugio Valley Road, Hercules, CA 94547. All Application Materials must be received no later than September 30, 2018.

Name <i>RON ARDISSONE</i>	Home Address <i>383 N. WILDWOOD</i>
Home Phone <i>SAME</i>	Mobile Phone <i>408-858-5721</i>
Email <i>RARDISSONE @ AOL.COM</i>	

GENERAL MEMBERSHIP REQUIREMENTS	YES	NO
Do you live within the boundaries of RHFPD?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you an elected official?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you an employee or official of RHFPD? (No employee or official shall be appointed to the Oversight Committee)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you a vendor, contractor or consultant of the RHFPD?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can you serve a minimum of a two year term?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Can you attend meetings that occur within the District?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do you know of any reason such a potential conflict of interest, which would adversely affect your ability to serve on the Oversight Committee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### SIGNATURE OF APPLICANT

By signature, the Membership Application answers, current resume, including experience, how you feel you would contribute to the Oversight Committee and personal statement are true and complete to the best of my knowledge.

NAME:

*RON ARDISSONE*

SIGNATURE:

*Ron Ardissone*

DATE:

*11/15/18*

# Rodeo Hercules Fire Protection District

## Transaction List by Date

January 2019				
Date	Name	Memo	Account	Amount
Jan 19				
01/01/2019	RICOH USA, inc.	Copies	2100 · OFFICE EXPENSE	234.54
01/01/2019	Republic Services	Station 75-January 2019	2120 · UTILITIES	44.40
01/01/2019	Republic Services	Station 76 January 2019	2120 · UTILITIES	123.53
01/04/2019	Mass Mutual	2018 Deferred Compensation Contribution	1015 · DEFERRED COMPENSATION	10,800.00
01/04/2019	FASIS	Third Quarter Payment	1070 · WORKERS COMPENSATION INS	62,929.00
01/04/2019	Health Care Dental	January 2018	1060 · EMPLOYEE GROUP INSURANCE	3,308.43
01/04/2019	O'Relly Auto Parts	Antifreeze	2270 · MAINTENANCE -EQUIPMENT	41.30
01/04/2019	Tech Air	Medical Oxygen	2140 · MEDICAL & LAB SUPPLIES	91.13
01/07/2019	Kaiser Reimb.	Kaiser Reimb.	1061 · RETIREE HEALTH INSURANCE	-251.97
01/07/2019	4850 Reimbursement	4850	1011 · PERMANENT SALARIES	-1,898.46
01/07/2019	4850 Reimbursement	4850	1011 · PERMANENT SALARIES	-1,898.46
01/07/2019	4850 Reimbursement	4850	1011 · PERMANENT SALARIES	-1,898.46
01/07/2019	Kaiser Reimb.	Kaiser Reimb.	1060 · EMPLOYEE GROUP INSURANCE	-35.00
01/07/2019	Kaiser Reimb.	Kaiser Reimb.	1060 · EMPLOYEE GROUP INSURANCE	0.00
01/07/2019	Kaiser Reimb.	Kaiser Reimb.	1060 · EMPLOYEE GROUP INSURANCE	-378.58
01/07/2019	U. S. Bank Corporate payment	76-Comcast	2110 · COMMUNICATIONS	118.38
01/07/2019	U. S. Bank Corporate payment	Franklin Canyon Golf Course	2479 · OTHER SPECIAL DEPARTMENTAL EXP	500.00
01/07/2019	U. S. Bank Corporate payment	VistaPrint	2479 · OTHER SPECIAL DEPARTMENTAL EXP	101.67
01/07/2019	U. S. Bank Corporate payment	VistaPrint	2479 · OTHER SPECIAL DEPARTMENTAL EXP	99.07
01/07/2019	U. S. Bank Corporate payment	Cross.com	2479 · OTHER SPECIAL DEPARTMENTAL EXP	130.50
01/07/2019	U. S. Bank Corporate payment	Home Depot	2281 · MAINTENANCE-BLDGS AND GROUNDS	219.80
01/07/2019	U. S. Bank Corporate payment	Home Depot	2281 · MAINTENANCE-BLDGS AND GROUNDS	10.84
01/07/2019	U. S. Bank Corporate payment	USPS	2100 · OFFICE EXPENSE	11.80
01/07/2019	U. S. Bank Corporate payment	Home Depot	2281 · MAINTENANCE-BLDGS AND GROUNDS	424.09
01/07/2019	U. S. Bank Corporate payment	Cross.com	2479 · OTHER SPECIAL DEPARTMENTAL EXP	130.50
01/07/2019	U. S. Bank Corporate payment	amazon.com	2100 · OFFICE EXPENSE	19.99
01/07/2019	U. S. Bank Corporate payment	Home Depot	2281 · MAINTENANCE-BLDGS AND GROUNDS	45.94
01/07/2019	U. S. Bank Corporate payment	USPS	2100 · OFFICE EXPENSE	9.95
01/07/2019	U. S. Bank Corporate payment	amazon.com	2100 · OFFICE EXPENSE	49.98
01/07/2019	U. S. Bank Corporate payment	VistaPrint	2100 · OFFICE EXPENSE	11.13
01/07/2019	U. S. Bank Corporate payment	Parcelquest	2102 · BOOKS, PERIODICALS, SUBSCRIPTIO	99.95
01/07/2019	U. S. Bank Corporate payment	East Bay Time	2102 · BOOKS, PERIODICALS, SUBSCRIPTIO	182.42

# Rodeo Hercules Fire Protection District

## Transaction List by Date

January 2019				
Date	Name	Memo	Account	Amount
01/07/2019	U. S. Bank Corporate payment	amazon.com	2100 · OFFICE EXPENSE	-14.00
01/07/2019	U. S. Bank Corporate payment	ReadyRefresh	2150 · FOOD	12.08
01/07/2019	U. S. Bank Corporate payment	amazon.com	2100 · OFFICE EXPENSE	76.42
01/07/2019	U. S. Bank Corporate payment	fee	2100 · OFFICE EXPENSE	2.00
01/07/2019	U. S. Bank Corporate payment	FasTrak	2303 · OTHER TRAVEL EMPLOYEES	80.00
01/07/2019	U. S. Bank Corporate payment	amazon.com	2100 · OFFICE EXPENSE	28.49
01/07/2019	U. S. Bank Corporate payment	amazon.com	2100 · OFFICE EXPENSE	12.03
01/08/2019	City of Pinole	BC Coverage	1014 · OVERTIME	1,800.00
01/08/2019	Scott's PPE	Clean and Repair Coat	2270 · MAINTENANCE -EQUIPMENT	58.00
01/10/2019	Greg Kennedy	December 2018	2310-08 · TRAINING SERVICES	2,000.00
01/10/2019	Contra Costa County Auditor-Controller	2nd Quarter Auditor Fee	2310-04 · COUNTY-AUDITOR CONTROLLER	1,805.50
01/10/2019	Contra Costa County DOIT	DATA1218	2315 · DATA PROCESSING SERVICE	17.79
01/10/2019	RODEO-HERCULES FIRE DISTRICT	ECFD Management Group	2479 · OTHER SPECIAL DEPARTMENTAL EXP	75.00
01/10/2019	RODEO-HERCULES FIRE DISTRICT	Petty Cash Reimbursement	2281 · MAINTENANCE-BLDGS AND GROUNDS	23.77
01/10/2019	RODEO-HERCULES FIRE DISTRICT	Plastic Caps	2281 · MAINTENANCE-BLDGS AND GROUNDS	2.48
01/10/2019	RODEO-HERCULES FIRE DISTRICT	Home Depot	2281 · MAINTENANCE-BLDGS AND GROUNDS	7.43
01/10/2019	RODEO-HERCULES FIRE DISTRICT	Open House Supplies	2477 · ED SUPPLIES AND COURSES	61.79
01/10/2019	4850 Reimbursement	4850 Reimbursement	1011 · PERMANENT SALARIES	-1,898.46
01/10/2019	4850 Reimbursement	4850 Reimburement	1011 · PERMANENT SALARIES	-1,898.46
01/10/2019	Contra Costa Health Services	Biannual Physicals	2310-09 · REGULAR CONTRACT SERVICES	9,672.00
01/10/2019	P.G. & E.	76-12/10-01/08/19	2120 · UTILITIES	252.72
01/11/2019	Bertrand, Fox, Elliot, Osman & Wenzel	November 2018	2310-01 · LEGAL SERVICES-OTHER	851.21
01/14/2019	P.G. & E.	75-12/11-01/09/19	2120 · UTILITIES	19.71
01/16/2019	Municipal Resource Group	October, November, December	2310-02 · FINANCIAL CONSULTING	5,062.50
01/17/2019	Entenmann-Rovin Co.	Badges	2479 · OTHER SPECIAL DEPARTMENTAL EXP	2,283.49
01/17/2019	J. W. Enterprises	Monthly Service	2281 · MAINTENANCE-BLDGS AND GROUNDS	609.00
01/17/2019	Police & Sheriffs Press	ID Cards	2479 · OTHER SPECIAL DEPARTMENTAL EXP	173.10
01/21/2019	Red Cloud	Preventative Maintenance Radio Batteries	2276 · Maintenance-Radio & Electronics	100.00

Jan 19