



RODEO-HERCULES FIRE PROTECTION DISTRICT

1680 REFUGIO VALLEY ROAD, HERCULES, CALIFORNIA 94547

(510) 799-4561 FAX: (510) 799-0395

SPECIAL BOARD MEETING AGENDA

June 10, 2020

6:00 p.m.

VIA TELECONFERENCE ONLY

CORONA VIRUS (COVID-19) ADVISORY INFORMATION

To slow the spread of COVID-19, the Health Officer's Shelter Order of March 16, 2020 prevents public gatherings. In lieu of a public gathering, the Board of Directors meeting will be accessible via teleconference to all members of the public as permitted by the Governor's Executive Order 29-20.

This meeting is being held in accordance with the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20 issued on March 17, 2020 to allow attendance by members of the Rodeo Hercules Fire Protection District Board of Directors by teleconference, videoconference, or both.

If you would like to watch the meeting, or speak on an agenda item, you can access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL:

<https://us02web.zoom.us/j/85973488604?pwd=VHBYSIJERFhDaC9aT1pwQk9mSW1mQT09>

Meeting ID: 859 7348 8604

Password: 322672

If you do not wish for your name to appear on the screen, then use the drop-down menu and click on "rename" to rename yourself to be anonymous.

Or join by phone:

*67 1-669-900-9128

Enter Meeting ID: 859 7348 8604

If you want to comment during the public comment portion of the agenda, Press *9 and we will select you from the meeting queue.

NOTE: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers as shown above."

Alternatively, you may submit comments prior to the meeting, via email, to corcoran@rhfd.org, and they will be read by the Board Clerk during the meeting at the appropriate time and will remain limited to 3 minutes.

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. FISCAL YEAR 2020-2021 BUDGET WORKSHOP
 - a. Review Fiscal Year 2020-2021 Draft Proposed Budget (presented by Fire Chief)
 - b. Questions regarding Fiscal Year 2020-2021 Draft Proposed Budget
 - c. Public Comments
 - d. Board of Directors Comments and Discussion
4. ADJOURNMENT

I hereby certify that this agenda in its entirety was posted on June 5, 2020 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.



RODEO-HERCULES FIRE PROTECTION DISTRICT

1680 REFUGIO VALLEY ROAD, HERCULES, CALIFORNIA 94547

(510) 799-4561 FAX: (510) 799-0395

REGULAR BOARD MEETING AGENDA

June 10, 2020

7:00 p.m.

VIA TELECONFERENCE ONLY

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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 MAY 13, 2020 REGULAR MEETING-
Tabled to July
- B. REVIEW OF TRANSMITTALS

8. PUBLIC HEARING

The Public Hearing will be conducted as follows:

- (a) Staff Report
- (b) Board asks clarifying questions of staff
- (c) Public hearing opened by Board
- (d) Board takes public testimony
- (e) Board closes public hearing
- (f) Board deliberates/comments
- (g) Board entertains motion to adopt or take other action
- (h) Board action

- A. Preliminary Budget: Hold public hearing on Preliminary Operating Budget adoption for fiscal year 2020-21.
- B. Discussion and Possible Action on the adoption of the Preliminary Operating Budget for fiscal year 2020-21.

9. AUDITOR’S ENGAGEMENT LETTER

- A. Discussion and Possible Action on authorizing Harshwal & Company, LLP to perform audit services for two additional fiscal years.

10. RESOLUTION NO. 2020-05: A RESOLUTION DECLARING INTENTION TO CONTINUE TO LEVY A FIRE SUPPRESSION ASSESSMENT AND SUPPLEMENTAL FIRE SUPPRESSION ASSESSMENT ON ALL PARCELS OF REAL PROPERTY FOR FISCAL YEAR 2020-2021 FOR THE RODEO-HERCULES FIRE PROTECTION DISTRICT

- A. Set Benefit Assessment rate of \$52.00 per risk unit for fiscal year 2020-21 (Action item)
- B. Set Supplemental Benefit Assessment rate of \$59.00 per risk unit for fiscal year 2020-21 (Action item)

11. RESOLUTION 2020-06: Resolution Ordering Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order (Action Item)

12. EMPLOYEE COMPENSATION AND PROMOTION (Possible Action Item)

- A. Promotion of Administrative Assistant Kimberly Corcoran to Starting Step Administrative Services Officer, effective July 1, 2020
- B. Confirm Chief's Action and authority to enact and/or execute compensation items to remain consistent with Rodeo-Hercules Fire Protection District Policy 5(A)(12) and (130, Administrative personnel Non-Safety (Administrative Services Officer) for the receipt of benefits as listed under the Safety Personnel's MOU.

13. FIRE CHIEF'S REPORT

14. STAFF REPORTS

15. BOARD MEMBER REPORTS

- A. LAFCO

16. MEASURE O OVERSIGHT COMMITTEE REPORT

17. 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)
- d. Budget ad hoc committee (Covington & Hill)

18. LOCAL 1230 CORRESPONDENCE

19. REQUESTS FOR FUTURE AGENDA ITEMS

Board members wishing to have an agenda item placed on a future agenda shall ask the Fire Chief or his/her designee to include the request under the Request for Future Agenda Items section of the agenda.

At the next regularly scheduled District Board meeting the requested item will be listed on the agenda under Request for Future Agenda Items. The item will identify the Board member making the request and briefly describe the nature of the request. Staff will not spend time on the requested item except to provide assistance to the Board member to frame the issue so that the Board and public clearly understand the request.

When the item is called, the Board member making the request will describe the request and the Board may have a brief discussion of the requested item. Upon the concurrence of a majority of the membership of the District Board that staff time and District resources be spent on the item, it shall be scheduled for a future meeting. Board discussion will be limited to whether staff time and District resources should be spent on the item. They will not take action on the item itself; concurrence that staff time and District resources will be devoted to the item does not signify approval of the item, just that the Board wishes to have it studied further and the Board may, at any time, decide not to pursue the item further.

Members of the public requesting an item be added to a future agenda shall have a Board member sponsor their item. The sponsoring Board member shall follow those procedures listed above.

1. Review the need for the purchase of the replacement Quint and Pumper. The Strategic Planning should, in my opinion, review our work load and have an outside agency, not a fire agency, but an outside source who would review our activity and "design" or seek out an apparatus that could handle 98% of our calls. This will be critical moving forward and will help gain public support for all fire agencies. (Director Prather)
2. Distribute to all employee's the idea to develop a "Firefighter Temp Agency" to work toward the elimination of the very costly overtime issue facing many Fire Agencies today. We need to have a discussion on how to deal with the looming unfunded liabilities we face with both pension and medical plan costs. (Director Prather)
3. Future staffing and response plans for our District and Battalion 7 and the Pinole Fire Department (PFD) (Director Prather)
4. Assisting Pinole Fire Department with any revenue measure and to study combining the management of the RHFD and the PFD (Director Prather)

20. ADJOURNMENT

I hereby certify that this agenda in its entirety was posted on April 3, 2020 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

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3536160.1

Rodeo Hercules Fire Protection District-General Fund 7800
Transaction List by Date

	May 2020				
May 20	Date	Name	Memo	Account	Amount
	05/01/2020	IEDA, INC.	May 2020	2310-09 · REGULAR CONTRACT SERVICES	1,587.00
	05/01/2020	American Messaging	May 2020	2110 · COMMUNICATIONS	50.06
	05/01/2020	The Standard	May 2020	1060 · EMPLOYEE GROUP INSURANCE	577.50
	05/01/2020	FDAC/FASIS	4850 Reimbursement	1011 · PERMANENT SALARIES	-2,227.60
	05/01/2020	FDAC/FASIS	4850 Reimbursement	1011 · PERMANENT SALARIES	-2,502.76
	05/01/2020	FDAC/FASIS	4850 Reimbursement	1011 · PERMANENT SALARIES	-2,502.76
	05/01/2020	FDAC/FASIS	4850 Reimbursement	1011 · PERMANENT SALARIES	-834.92
	05/01/2020	FDAC/FASIS	4850 Reimbursement	1011 · PERMANENT SALARIES	-2,598.86
	05/01/2020	CAL OES	Strike Team Reimb.	1014 · OVERTIME	-22,320.54
	05/01/2020	CAL OES	Strike Team Reimb.	1014 · OVERTIME	-5,330.12
	05/01/2020	FASIS	4850 Reimbursement	1011 · PERMANENT SALARIES	-2,502.76
	05/02/2020	AT&T Mobility	May 2020	2110 · COMMUNICATIONS	200.92
	05/04/2020	VALLEJO FIRE EXTINGUISHER	75-Annual Maintenance	2270 · MAINTENANCE -EQUIPMENT	135.00
	05/04/2020	VALLEJO FIRE EXTINGUISHER	76-Annual Maintenance	2270 · MAINTENANCE -EQUIPMENT	300.00
	05/04/2020	American River Benefit Administrators	June 2020	1060 · EMPLOYEE GROUP INSURANCE	738.99
	05/06/2020	VALLEJO FIRE EXTINGUISHER	76-Maintenance and Hydro Test	2270 · MAINTENANCE -EQUIPMENT	446.40
	05/07/2020	J. W. Enterprises	June 2020	2281 · MAINTENANCE-BLDGS AND GROUNDS	359.00
	05/10/2020	VERIZON WIRELESS	04/11-05/10	2110 · COMMUNICATIONS	19.08
	05/13/2020	P.G. & E.	76-04/10-05/10	2120 · UTILITIES	277.62
	05/14/2020	PRECISION IT CONSULTING	Office 360 Project Support	2310-09 · REGULAR CONTRACT SERVICES	4,230.00
	05/14/2020	L.N. CURTIS & SONS	Wildland Boots	2474 · FIRE FIGHTING SUPPLIES	270.00
	05/14/2020	Municipal Emergency Services Depository	Shurguard Sanitizer	2474 · FIRE FIGHTING SUPPLIES	122.98
	05/14/2020	The Standard	May 2020	1060 · EMPLOYEE GROUP INSURANCE	577.50
	05/15/2020	P.G. & E.	75-4/13-05/11	2120 · UTILITIES	288.32
	05/18/2020	P.G. & E.	75-04/14-05/12	2120 · UTILITIES	22.71
	05/21/2020	VERIZON WIRELESS	04/22-05/21	2110 · COMMUNICATIONS	532.25
	05/24/2020	P.G. & E.	75-04/24-05/22	2120 · UTILITIES	53.35
	05/26/2020	Meyers Nave	April 2020	2310-00 · LEGAL SERVICES-GENERAL	800.00
	05/26/2020	Sprint	04/23-05/22	2110 · COMMUNICATIONS	286.24
	05/29/2020	Contra Costa County Fire Prot.	19-20 Dispatch Services	2110 · COMMUNICATIONS	147,519.69
	05/29/2020	EAST BAY MUNICIPAL UTILITY DIS	75-03/25-05/25	2120 · UTILITIES	181.95
	05/29/2020	EAST BAY MUNICIPAL UTILITY DIS		2120 · UTILITIES	383.00

Rodeo Hercules Fire Protection District-General Fund 7800
Transaction List by Date

May 2020

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
05/29/2020	EAST BAY MUNICIPAL UTILITY DIS	Station 75-03/25-05/25	2120 · UTILITIES	272.32

May 20

RODEO-HERCULES FIRE PROTECTION DISTRICT

MEMORANDUM

TO: Board of Directors, RODEO HERCULES FIRE DISTRICT

FROM: Bryan Craig, Fire Chief

DATE: June 10, 2020

RE: Fiscal Year 2020/21 Preliminary Annual Budget

BACKGROUND

CA H&S §13890 requires that on or before June 30 of each year, a district board shall adopt a preliminary budget which shall conform to the accounting and budgeting procedures for special districts contained in Subchapter 3 (commencing with Section 1031.1) of, and Article 1 (commencing with Section 1121) of Subchapter 4 of, Chapter 2 of Division 2 of Title 2 of the California Code of Regulations. If the Board is unable to adopt a preliminary budget before the deadline, the previous fiscal year budget will remain in place until a final budget is adopted. A final budget must be adopted on or before September 30 of the same fiscal year.

The Rodeo-Hercules Fire District is an autonomous special district under CA H&S §13800. Revenue to the Fire District is primarily derived from ad-valorem property tax with an average established tax rate area of 11% annually. In addition there are two separate property based special benefit assessments and one tax measure. The anticipated annual revenue from these funding sources totals \$8.6 million dollars for FY 2020-21.

At present the Fiscal Year 2020-21 Proposed Budget anticipated expenditures to be \$7,922,522. The result is a General Fund Balance in the amount of \$762,479.

Since 2008, Fire District revenues declined primarily due to property tax diversions and state take-a-ways. (ERAF). In 2011, the governor's office abolished redevelopment agencies in the State of California with the intent of returning to source lost property tax increment. In early 2019 the District began receiving a portion of the Redevelopment pass through funds as indicated on your revenue spread sheet. These funds will be continued source of revenue until the fund balance is excused.

Exploration of additional revenue streams was deemed necessary to protect erosion of the Fire District's tax base due to declining revenue, economic considerations and state fiscal emergency impacts. In November of 2016, with community support, the Fire District was successful in passing a Ballot Measure for increased parcel Tax within the District. This parcel tax continues to be a vital source of sustaining operations for the District.

EFFICIENCIES

Continued efforts made by the District to increase revenue, control spending and reduce the annual deficit have resulted in the following:

1. *Balanced Budget for the past four Fiscal Years.*
2. *Grant funding is helping to subsidize much needed emergency equipment.*
3. *Vehicle Accident Cost Recovery Program*
4. *Passing of Measure "O" CPI increase.*
5. *Retention of employees to lower overtime cost.*
6. *Pre-Payment of retirement annual employer contribution resulting in a 1% savings.*

Proposed within the FY2020/21 is the establishment of a Stabilization Fund policy of 25% of the District's operating costs. This year's contribution to this fund will bring the District within 17% of obtaining that goal.

The Fire District struggles to remain as a stand-alone agency and will continue to depend upon its Battalion 7 partners to provide service to the community and surrounding area. The LAFCO Fire Services Municipal Service Review pointed toward shared service agreements, service contracts or consolidations as an option to provide more efficient service.

The Fire District enjoys a cooperative working relationship with United Professional Firefighters of Contra Costa County. The current MOU with District represented employees established employee salary and benefit enhancements of 7% over two years and will expire on June 30, 2021.

ASSUMPTIONS

Based on information received from Contra Costa County, the City of Hercules, and the MRG Finance Consultant, staff has prepared a preliminary budget based on the following assumptions regarding additional revenue, windfall or "found" monies:

Due to the Pandemic and recent Civil Unrest and the uncertainties in the effect on property values, stated District revenues will remain unchanged within this budget.

PRELIMINARY BUDGET

Staff has prepared the preliminary budget based on a conservative fiscal forecast and modest revenue projections.

RECOMMENDATION

Staff is recommending approval of the draft preliminary budget (all funds) of \$7,922,522. Any unforeseen increases/decreases in tax increment or any unanticipated changes to the current revenue stream including found monies will be reflected in the final budget. Recommended changes from the Board of Directors to this preliminary budget will be included in preparation of the final budget.

RODEO HERCULES FIRE PROTECTION DISTRICT
FISCAL YEAR 2020-2021 REVENUE BUDGET (FOR ALL FUNDS)

DESCRIPTION	GL CODE	ADOPTED BUDGET FY2018-19	AUDITED ACTUAL FY2018-19	ADOPTED BUDGET FY 2019-20	ESTIMATED ACTUAL 6/30/2020	PROPOSED BUDGET FOR FY2020-2021
Prop. Taxes-Current secured	9010	2,866,199	3,878,166	3,595,552	4,088,621	3,878,166
Prop. Tax-Supplemental	9011	114,818	113,695	115,969	105,584	105,584
Prop. Tax-Unitary	9013	73,711	76,268	77,794	73,093	74,884
Prop. Tax-Current Unsecured	9020	114,508	127,499	130,049	125,937	112,167
Prop Tax-Prior-Secured	9030	(9,158)	(5,850)	(9,341)	(7,262)	(8,569)
Prop Tax-Prior-Supplemental	9031	(5,789)	(4,492)	(5,905)	(4,462)	(4,981)
Prop Tax-Prior-Unsecured	9035	(167)	3,247	3,312	(3,900)	(948)
TOTAL PROPERTY TAXES		3,154,122	4,188,534	3,907,430	4,377,612	4,156,303
Benefit District	9066	1,354,034	1,352,535	1,352,535	1,347,041	1,347,041
TOTAL BENEFIT DISTRICT		1,354,034	1,352,535	1,352,535	1,347,041	1,347,041
H/O Prop Tax Relief	9385	31,873	29,956	30,555	29,956	29,956
Other In Lieu Taxes	9580		-		192	
RDA NonProp-Tax Pass Thru	9591	331,944	466,141	475,463	525,570	375,000
Earnings on Investmet	9181	-	-	-	12,296	12,296
Misc. Government Revenue	9595	-	143,486		-	
Fire Prevention Plan Review	9741	43,066	98,826	100,802	72,448	55,000
Misc. Current Services	9895	87,565	85,593	85,593	85,593	85,592
Other District Revenue	9980	27,113	43,109	-	23,109	23,109
TOTAL INTERGOVERNMENTAL		521,561	867,110	692,413	749,163	580,953
Measure "O" Revenue		2,352,672	2,405,916	2,472,636	2,475,105	2,500,704
Development Impact Fee		103,000	203,061	106,000	106,852	100,000
Measure "O" & DEVELOPMENT IMPACT		2,455,672	2,608,977	2,578,636	2,581,957	2,600,704
TOTAL FY2020-2021 BUDGET FOR ALL FUNDS		7,485,389	9,017,156	8,531,014	9,055,772	8,685,001

RODEO HERCULES FIRE PROTECTION DISTRICT
FISCAL YEAR 2020-2021 EXPENDITURES BUDGET (FOR ALL FUNDS)

DESCRIPTION	GL CODE	ADOPTED BUDGET FY2018-19	AUDITED ACTUAL FY2018-19	ADOPTED BUDGET FY 2019-20	ESTIMATED ACTUAL 6/30/2020	PROPOSED BUDGET FOR FY2020-2021
Holiday Pay	1001	149,923	148,244	148,122	151,400	161,988
Permanent Salaries	1011	2,360,955	2,171,688	2,304,940	2,300,000	2,491,807
Temporary Salaries	1013	500	46,691	54,960	42,504	54,960
Overtime	1014	376,200	513,698	385,320	672,429	457,320
FLSA	1014	48,725	-	48,140	51,738	55,464
Deferred Compensation	1015	10,800	10,800	10,800	10,800	10,800
FICA	1042	32,103	47,997	32,789	48,937	32,789
Retirement -Normal	1044	561,262		547,291	476,934	500,000
Retirement - UAAL	1044	1,683,840	2,152,307	1,670,964	1,670,964	1,670,964
Group Insurance	1060	517,577	483,217	489,187	551,192	495,698
Group Insurance - Employer 3.75%	1060			64,057	64,057	70,000
Group Insurance - Retiree	1061	337,050	284,454	299,825	304,460	303,170
Unemployment	1063	1,000	0	1,000	124	1,000
Workers Compensation Insurance	1070	263,108	266,074	263,108	279,619	280,000
TOTAL SALARIES AND BENEFITS		6,343,043	6,125,170	6,320,503	6,625,157	6,585,960
Office Expenses	2100	16,945	16,638	31,495	24,049	26,790
Books/Periodicals/Subscriptions	2102	2,485	2,480	2,485	1,881	2,485
Communications	2110	180,915	195,620	179,355	173,324	206,223
Utilities	2120	28,823	24,292	28,823	32,496	34,823
Small Tools & Instruments	2130	1,400	1,399	1,400	540	1,400
New Vehicle Equipment	2130	-	-	-	-	-
Medical Supplies	2140	7,340	4,545	8,820	9,160	13,320
Food	2150	2,420	905	2,420	325	4,420
Clothing & Personal Supplies	2160	13,200	13,641	13,260	13,320	13,320
Household Expense	2170	6,000	7,800	6,500	6,692	5,500
Publications & Legal Notices	2190	1,180	1,292	1,180	1,622	1,300
Memberships	2200	4,204	3,951	4,204	5,799	5,349
Rents and Leases - Equipment	2250	8,640	6,811	8,640	6,046	8,385
Lease Payments - Vehicles	2250	80,401	80,401	80,401	80,401	268,802
Repairs & Service Equipment	2270	17,740	24,381	41,720	16,238	37,366
Central Garage Repairs	2271	72,820	65,829	80,000	71,782	80,000
Central Garage Gasoline/Oil	2272	10,000	4,401	10,100	3,930	8,600
Central Garage Tires	2273	12,500	5,113	14,000	11,773	14,000
Maintenance Radio - Electronic Equip	2276	27,300	31,581	21,156	22,734	30,010
Maintenance of Buildings	2281	18,864	18,009	43,350	13,602	102,350
Other Travel Expenses	2303	4,360	2,168	4,560	1,572	4,560
Professional/Specialized Services	2310	346,368	310,054	323,041	224,612	306,352
Data Processing Service	2315	192	955	960	777	960
Data Processing Supplies	2316	323	-	323	323	323
Information Security	2326	1,020	1,646	2,194	1,203	2,194
Insurance	2360	40,423	36,423.00	40,423	53,193	46,250
Fire Fighting Supplies	2474	4,180	12,006	58,405	9,364	65,815
Recreation/Physical Fitness Equipment	2476	700	2,949	1,000	1,000	1,000
Education Supplies & Courses	2477	17,220	13,864	17,245	2,860	17,245
Other Special Departmental Expenses	2479	1,940	12,923	3420	3,420	3,420
Interest on Notes & Warrants	3520	1,000	0	1000	1,000	1,000
Taxes & Assessments	3530	13,000	11,197.68	22733	22,733	23,000
Total Service & Supplies Expenditures		943,903	913,276	1,054,613	817,771	1,336,562
TOTAL OPERATIONAL EXPENDITURES		7,286,946	7,038,446	7,375,116	7,442,928	7,922,522

RODEO HERCULES FIRE PROTECTION DISTRICT
FISCAL YEAR 2020-2021 REVENUE BUDGET (MEASURE "O")

DESCRIPTION	GL CODE	ADOPTED BUDGET FY2018-19	AUDITED ACTUAL FY2018-19	ADOPTED BUDGET FY 2019-20	ESTIMATED ACTUAL 6/30/2020	PROPOSED BUDGET FOR FY2020-2021
REVENUE		2,352,672	2,405,916	2,472,636	2,475,105	2,500,704
TOTAL MEASURE "O" REVENUE		2,352,672	2,405,916	2,472,636	2,475,105	2,500,704
Permanent Salaries		1,200,307	1,200,307			
Group Insurance Health Active Employees	1060			433,027	448,753	433,504
Group Insurance - Retiree	1061			299,825	304,325	303,170
Group Insurance-OPEB Matching Funds	1060			64,057		70,000
CCCERA-UAAL payment	1044	1,122,560	1,122,560	1,113,976	1,113,976	1,670,964
County Collection Fee	3520		9,734	9,733	9,870	10,000
Total Expenditures		2,322,867	2,332,601	1,920,618	1,876,924	2,487,638
NET Change in Measure 'O' Funds		29,805	73,315	552,018	598,181	13,066

RODEO-HERCULES FIRE PROTECTION DISTRICT

MEMORANDUM

TO: BOARD of DIRECTORS

FROM: Bryan Craig, Fire Chief

DATE: June 10, 2020

RE: Extension of Auditor Contract

BACKGROUND:

While performing the District's financial analysis in 2017, MRG's consultant recommended the District change auditing firms every five years. Before contracting with Harshwal and Company LLP, the District had employed the same auditing firm for over ten years. For the third consecutive year, the District engaged and contracted the services of Harshwal and Company LLP to provide auditing services.

RECITALS:

Following general accounting principles, the District contracts and conducts a financial audit by an independent accounting firm of the District finances each fiscal year that produce the following documents:

- Necessary Financial Statements and Memorandum of Internal Control
- Preparation of Annual Report of Financial Transactions for the District (SCO Report)
- Single Audit Report for Measure "O" parcel tax measure.

FISCAL IMPACT:

The Contract for audit services for fiscal years 2019-20 and 2020-21 will result in a minor increase of \$1,168.00 over two years. The District currently budgets \$16,500 in Professional Services for its annual audit.

RECOMMENDATION:

Staff recommends continuing the contract with Harshwal and Company LLP and provide authority to the Fire Chief to enter into a said contract for the period June 30, 2020 – June 30, 2021

ATTACHMENTS:

Harshwal and Company LLP contract for services for June 30, 2020 – June 30, 2021

May 20, 2020

To the Board of Directors
Rodeo Hercules Fire Protection District
1680 Refugio Valley Road
Hercules, California 94019

We are pleased to confirm our understanding of the services we are to provide Rodeo Hercules Fire Protection District (the District) for the years ended June 30, 2020 and June 30, 2021. We will audit the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, and the budgetary comparisons, including the related notes to the financial statements, which collectively comprise the basic financial statements of Rodeo Hercules Fire Protection District as of and for the years ended June 30, 2020 and June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Proportionate Share of the Net Pension Liability and Related Ratios
3. Schedule of Pension Contributions
4. Schedule of Changes in the Net OPEB Liability and Related Ratios

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Supplementary Schedules of Budget Comparison

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to Board of Directors of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

As per Federal and State Laws, we don't require, nor do we request, demand, collect, or desire any Personal Identifying Information ("PII"). PII includes but is not limited to individual's' first name (or first initial) and last name combined with other types of personal information, such as Social Security Number; home addresses; online identifiers; passport numbers; bank or credit card numbers; clearances; biometrics; date of birth; birth place; age; mother's maiden name; medical, criminal, and financial records; educational transcripts; email addresses, phone numbers; birth marks, professional designation, employment history, social media account information; driver's license numbers, any other similar and unique personal identifiers, etc. As such, do not provide our firm, staff, employees, consultants, contractors, managers, admin staff, third-party service providers with any of the aforementioned PII as we will not be perusing the records provided to us to identify and purge such records.

By your signature below, you acknowledge and agree that Harshwal & Company, LLP is not responsible for "sanitizing" or "scrubbing" its workpapers in an attempt to identify and delete PII, and as such is not liable were such information to be retained by us or inadvertently accessed by third parties.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We have our technical resources and audit software in the cloud. We may from time to time, and depending on the circumstances, use third-party service providers within and outside of the United States in serving your account. As required by Section 54.1 (b) of the California Code of Regulations, Title 16, confidential information provided by you to our firm, may be disclosed to persons, outside of the United States in connection with the services provided. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing. We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Harshwal & Company LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Management or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Harshwal & Company LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Management. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Sanwar Harshwal is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit as soon as the related records are ready.

We estimate that our fee for audit will be \$16,832 for the year ended June 30, 2020 and \$17,336 for the year ended June 30, 2021. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s).

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. Any invoices left unpaid beyond 30 days will be charged a 1.50% late fee per month, added to the then outstanding balance.

Unexpected circumstances are defined as fire, destruction or disappearance of records, discovery of fraud, discovery of accounts or funds not reconciled, or similar situations beyond our control or knowledge. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. The proposed fee estimate is contingent upon the District having performed the following functions and sending us copies to review at least two weeks prior to us performing the audit fieldwork:

1. Submitting trial balances and general ledger to us in an electronic format.
2. Completing all steps and sending us copies of the requested information on the audit preparation guide, which we will provide.
3. All material balance sheet accounts need to be reconciled and scheduled. Prepare reconciliation of all checking (payroll and accounts payable, etc.) accounts, saving accounts and investment accounts on a monthly basis and send us copies of the year-end reconciliations.
4. Providing us electronic copies of your payroll and accounts payable check registers for the fiscal year under audit.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Harshwal & Company, LLP



Sanwar Harshwal
(Managing Partner)

RESPONSE:

This letter correctly sets forth the understanding of Rodeo Hercules Fire Protection District.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

RODEO HERCULES FIRE PROTECTION DISTRICT
MEMORANDUM

Date: June 10, 2020

To: BOARD OF DIRECTORS

From: BRYAN CRAIG, Fire Chief

Subject: Adoption of the Fire District Benefit Assessment Resolution No. 2020-05, reaffirming the District's Intent to continue to levy the Fire Suppression Assessment of 1987 and Supplemental Fire Suppression Assessment of 1993.

BACKGROUND:

- The Fire District currently has two Fire Suppression Assessments: the first was established in 1987 (Fire Suppression Assessment) for \$52.00 per risk unit, and the second in 1993 (Supplemental Fire Suppression Assessments) for \$59.00 per risk unit.
- In order for assessments to continue, each calendar year during the month of July, the Rodeo – Hercules Fire Protection District Board of Directors is required to adopt a resolution to continue to levy the Fire Suppression Assessment, and the Supplemental Fire Suppression Assessment on all real property in the Fire District.

FISCAL IMPACT:

If the board chooses not to adopt resolution 2020-05, Fire Suppression Assessment, and declining reaffirmation of the 1987 and 1993 benefit assessments, the Fire District would realize a budget shortfall of \$1,347,041 to its general fund revenues.

RECOMMENDATION:

It is staff's recommendation that that the Board reaffirms levying, and collection of the Fire District Benefit Assessments, by the adoption of Resolution 2020-05.

Attachment:
Resolution 2020-05.

RESOLUTION NO. 2020-05

**A RESOLUTION DECLARING INTENTION TO CONTINUE TO LEVY
FIRE SUPPRESSION ASSESSMENTS AND SUPPLEMENTAL FIRE
SUPPRESSION ASSESSMENT ON ALL PARCELS OF REAL PROPERTY
FOR FISCAL YEAR 2020-21,
FOR THE RODEO - HERCULES FIRE PROTECTION DISTRICT**

WHEREAS, The Rodeo Fire Protection District expanded to cover the City of Hercules in 1983 and formed the Rodeo Hercules Fire Protection District (the "Fire District"); and

WHEREAS, the mission of the Fire District is to provide fire protection and emergency response services throughout its boundaries; and

WHEREAS, the Rodeo - Hercules Fire Protection District is authorized, pursuant to the authority provided in California Government Code Section 50078 et seq. Article 3 of the California Constitution, to levy assessments within the meaning of Proposition 218; and

WHEREAS, assessments for fire protection and emergency services has been given the distinctive designations of the "Fire Suppression Assessment" and "Supplemental Fire Suppression Assessment" ("Assessment"), and is primarily described as encompassing the Fire District jurisdictional boundaries on all parcels of real property; and

WHEREAS, the Assessment was authorized by assessment ballot proceedings conducted in 1987 and then again in 1993, and approved by ballots returned by property owners, and such assessments were levied subsequently in each fiscal year by the Board of Directors of the Rodeo Hercules Fire Protection District; and

WHEREAS, the Fire Suppression assessment fees are not determined according to, nor in any manner based upon, the assessed value of property; this fee is based upon the improvements to said type of parcels and, the risk of fire attendant to such improvements and parcels; and

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF THE RODEO HERCULES FIRE DISTRICT AS FOLLOWS:

Description of the Services. Within the Assessment District, the proposed services and equipment to be funded by the assessments ("Services") are generally described as including, but not limited to, obtaining, furnishing, operating, and maintaining fire suppression, protection and emergency services equipment and apparatus; paying salaries, benefits and other compensation for firefighting and fire prevention personnel; training and administration of personnel performing said fire suppression, protection and emergency services; community

fire prevention education and fire inspection.

Parcel. The land and any improvements thereon, designated by an assessor's parcel map and parcel number and carried on the secured property tax roll of the Contra Costa County.

Description of Assessment District. The Assessment District consists of the lots and parcels shown within the boundary map of the Assessment District on file with the Secretary of the Board, and reference is hereby made to such map for further particulars.

Assessment Rate. It is the intention of this Board to levy and collect assessments within the Assessment District for both the Fire Suppression Assessment and Supplemental Fire Suppression Assessment in the amount of \$111.00 per one risk factor. The maximum assessment is determined by multiplying the fee rates times the risk units for a particular use.

Collection. The assessment on each parcel may be directly billed to the property owner or will be billed on the secured roll tax bills for ad valorem property taxes and

That the foregoing Resolution No.2020-05 was approved and adopted by the Board of Directors of the Rodeo Hercules Fire District at a regular meeting of said Board held on June 10, 2020, by the following voice vote:

AYES _____

NAYES _____

ABSENT _____

ABSTAIN _____

ATTEST:

Chairperson, Rodeo Hercules Fire District

Secretary to the Board

RODEO-HERCULES FIRE PROTECTION DISTRICT

MEMORANDUM

TO: Board of Directors, RODEO HERCULES FIRE DISTRICT

FROM: Bryan Craig, FIRE CHIEF *BAC*

DATE: June 10, 2020

RE: EVEN – YEAR BOARD OF DIRECTOR ELECTIONS

BACKGROUND:

The District's Board of Director election is scheduled for November 3, 2020. In advance of the election, the District must submit a "Notice to the County Elections Official" worksheet informing Contra Costa County Elections Division (County Elections) of the Board's determination of

- (1) the positions up for election in November and their terms;
- (2) whether the District or each candidates will pay for the publication of his or her statement of qualifications;
- (3) establishing the method the District will use in case of a tie, and
- (4) setting additional specifications for the conduct of the election.

The Board must adopt a resolution providing answers to each of the questions included on the worksheet before the deadline for the District to submit its completed notice (July 1, 2020).

RECITALS:

Candidate Statement of Qualifications: Each candidate may prepare a statement of qualifications on an appropriate form provided by County Elections. Staff seeks formal direction from the Board regarding the length of the statement of qualifications, approval of an estimate for the publication costs, and whether candidates must deposit the costs at the time of filing their statements.

Each candidate may submit a statement of qualifications for publication in the Voter Information Guide that may include the candidate's name, age, and occupation, and a brief description of the candidate's education and qualifications. It may not include the party affiliation of the candidate, or membership or activity in partisan political organizations. The Elections Code sets the default word limit for the statement of qualifications as 200 words total, though the Board may increase the limit by up to 200 words (i.e. up to 400 words in total). The Elections Code further requires the Board to provide an estimate of the publication costs for the statement of qualifications. County Elections allots space in the Voter Information Guide in quarter page increments. County Elections' cost estimate for one quarter page (i.e. up to 250 words) is \$489.60. County Elections' cost estimate for one half page (i.e. 251-400 words) is \$979.20. Staff recommends that the Board approve a 250-word limit and adopt County Elections' price estimate of \$489.60.

Fiscal Impacts: The Elections Code requires the District to pay the County for the cost of publishing the statement of qualifications, but allows the District to collect the funds from candidates. The Board may require

candidates to make a deposit equal to the publication costs when filing a statement of qualifications. Consistent with the Board's action in 2018, the attached resolution specifies that the candidates will pay the cost of publishing their statements of qualifications. Staff further recommends that the District require that candidates deposit funds for publishing costs when filing their statements of qualifications to ensure payment.

Procedures for Tie Votes: The Board must determine the process for selecting a winner in the unlikely event of a tie vote for the second Board seat. The options for choosing a winner for the second Board seat are 1) determination by lot; and 2) a run-off election on the sixth Tuesday following the election at which the tie vote occurred (i.e. December 15).

There are substantive pros and cons associated with each alternative. Determination by lot is administratively easily, has no associated budget impact or cost, and can be accomplished at a time and location determined by the Board of Directors. However, it could be argued that this approach may not fully reflect the will of the District's voters.

Due to the administrative and cost benefits, Staff recommends the Board inform County Elections that the Board will draw lots to determine the winner in the unlikely event of a tie for the second highest vote-getter.

Director Seats Up for Election: Consistent with the above, the attached resolution specifies that there will be two Directors up for election in November, each for four-year terms.

Board Procedures: The Board directs staff to submit the required Notice to the County Elections Official, County Elections will make declaration of candidacy forms available to potential candidates in July. Candidates must return their declarations to County Elections by August.

RECOMMENDATION FOR ACTION:

Adopt a resolution: Ordering a General District Election on November 3, 2020 for Two Director Positions; and Setting Specifications for the Election.

Attachment: Resolution 2020-06 Even-Year Board of Directors Election

BEFORE THE BOARD OF DIRECTORS OF THE
RODEO-HERCULES FIRE PROTECTION DISTRICT
CONTRA COSTA COUNTY, STATE OF CALIFORNIA

Resolution Ordering Even – Year Board of Directors)
Election; Consolidation of Elections; and)
Specifications of the Election Order)

RESOLUTION NO. 2020-06

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; determine the number of words, may estimate the cost; and determine whether the estimate must be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the **3rd day of November, 2020**, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, **the 3rd day of November, 2020**. The purpose of the election is to choose members of the board of directors or councilmembers for the following seats: (List offices and terms)

Board of Director – 4 year term

Board of Director – 4 year term

2. The District has determined that the Candidate will pay for the Candidate’s Statement. The Candidate’s Statement will be limited to 250 words. As a condition of having the Candidate’s Statement published, the candidate shall/may pay the estimate cost at the time of filing. The District hereby establishes the estimated cost for a candidate statement as the following: **\$489.60**

3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.

4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.

5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.

6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, **and to the Board of Supervisors**.

7. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director _____

Seconded by Director _____, at a regular meeting on this day of

June 10, 2020 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

DATED: _____

BOARD CLERK
Rodeo Hercules Fire Protection District

RODEO-HERCULES FIRE PROTECTION DISTRICT

MEMORANDUM

TO: Board of Directors, RODEO HERCULES FIRE DISTRICT

FROM: Bryan Craig, FIRE CHIEF *BAC*

DATE: June 10, 2020

RE: Promotion

BACKGROUND:

When the position of Administrative Assistant was created for the RHFPD, it was intended the position would foster employee development, and prepare the employee for the next level, an Administrative Services Officer.

RECITALS:

Administrative Assistant Kimberly Corcoran has been employed by the Fire District for five years. Kimberly has used those five years to master the skills and abilities of an Administrative Assistant and has become proficient in the expectations and responsibilities of an Administrative Services Officer.

RECOMMENDATION:

The Rodeo Hercules Board of Directors grant the recommendation and approval for the Fire Chief to promote Kimberly Corcoran to Administrative Service Officer, effective July 1, 2020.

Attachment: Minute Order

Minute Order

RODEO-HERCULES FIRE PROTECTION DISTRICT

Effective July 1, 2020, Administrative Assistant Kimberly Corcoran is promoted to the position of Administrative Services Officer.

Consistent with Rodeo Hercules Fire Protection District Policy 5.A.12,13. Administrative Personnel Non – Safety (Administrative Services Officer) will receive benefits as listed under Safety Personnel’s MOU. Therefore, it was ordered by the District Board of Directors Regular Meeting on June 10, 2020, July 1, 2020 the following compensation modifications will be enforced:

- Administrative Services Officer salary scale is increased by 7% to match the 3.5% increase applied on July 1, 2019, and the 3.5% increase applied on July 1, 2020. The below payscale is now in effect.

RODEO-HERCULES FIRE PROTECTION DISTRICT					
RANK	START	STEP 1	STEP 2	STEP 3	STEP 4
ADMINISTRATIVE SERVICES OFFICER	7,423	7,793	8,130	8,536	[REDACTED]

Attest:

Bryan Craig, Fire Chief
Rodeo Hercules Fire Protection District
Dated: June 10, 2020

To: BOARD of DIRECTORS, Rodeo Hercules Fire District

From: Bryan Craig, Fire Chief *BC*

Subject: FIRE CHIEF'S REPORT

Date: June 10, 2020

CCCERA

Contra Costa County Employees Retirement Association;

The AB197 lawsuit in regards to terminal pay has been deliberated through the court systems for close to eight years. On May 5, 2020, the California Supreme Court heard oral argument from the case. The Supreme Court is expected to rule on the case with a decision within 90 days of oral argument. If the decision has a positive outcome for represented employees their maybe an increase in unanticipated retirements.

Reporting: Chief Craig

Labor Relations – Personnel - All COVID-19 safety precautions remain in place. Crew safety and protection remain our most significant concern. Crews are strictly following CDC, County Health, and the Medical Directors' guidelines on personnel protective equipment, EMS responses, and decontamination. Personnel currently monitor their own health before, when arriving and during their duty shift. Personnel protective equipment supplies and burn rates are being monitored and tracked in house. The District is currently following recommended CDC guidelines in response to employee illness and or exposure to COVID-19. The District now has two employees on worker's compensation leave not related to COVID-19.

Reporting: Chief Craig

Fire Stations/Training Facility– District offices are now open with specific requirements to all public entering the building. Group training is still suspended, along with public education functions. Telephone calls to the business line have now been routed to Administrative assistant Kim Corcoran's cell phone anytime the front office is not staffed. Administrative assistant Tammy Tomas has returned to work Monday through Friday 09:00 – 13:00.

Probationary employees are continuing their training and Task Book signoffs.

Reporting: Chief Craig

Facilities – The District has received the final estimate for the front driveway to station 76. This expenditure is included in the FY20/21 budget. Preparations are being made to construct a protective barrier in the front office at Station 76 to limit person to person exposures.

Reporting: Chief Craig

Grants/Rebursments – The LUCUS device grant has been submitted to FEMA, and awardees should be announced sometime in August. Currently, there is no indication that the pandemic will have any effect on federal grants. The District has submitted its application to FEMA and received authorization to begin the process for submitting reimbursements.

Reporting: Chief Craig

Incident Activity – Response activity has returned to normal with slightly above-average call volume.

Reporting: Chief Craig

Community Risk Reduction – Company conducted business inspections are currently on hold. The District's website and new Facebook page will continue to be populated with relevant information about the Fire District and current events

Reporting: Chief Craig

Community /Wildfire Prevention – Fuel reduction and creation of defensible space in the wildland-urban interface areas is completed. Distribution of weed abatement notices to the public as well as all homeowner association has already started. The District encourages all homeowners to have their weed abatement completed by July 1. Staff will continue to prepare for this year's wildland fire season by continuing to work with homeowners, city officials, homeowner associations, to address wildfire prevention and wildfire risk management.

Reporting: Chief Craig

Fleet Management – Both new pieces of apparatus are at the mid-point of manufacturing. The apparatus lease agreement is postponed to the August Board meeting due to the extensive agenda in June. Phillips 66 Refinery has taken possession of Engine 75A.

Reporting: Chief Craig

Fiscal Stabilization – All FY19/20 spending allocations are completed.

Reporting: Chief Craig

Community Activities –**Attended** Phillips 66 Community Advisory Panel and Rodeo Municipal Advisory Panel by Zoom meeting,

Reporting: Chief Craig

Commendations/Awards/Notables – None to report.

Reporting: Chief Craig

New Development – Currently, all projects within Hercules meet the state guidelines on essential construction projects. Staff met with a developer to discuss the development of the McCloud Ranch property in Hercules. We have returned to in-person inspections.

Reporting: Chief Craig

Incident Type Count Report

Date Range: From 5/1/2020 To 5/31/2020

Selected Station(s): All

Incident

<u>Type</u>	<u>Description</u>	<u>Count</u>	
Station:			
Incident Type is blanks		57	22.44%
Total - incident type left blank		57	100.00%
Total for Station		57	22.44%
Station: 75			
100 - Fire, other		2	0.79%
118 - Trash or rubbish fire, contained		1	0.39%
131 - Passenger vehicle fire		1	0.39%
Total - Fires		4	4.08%
321 - EMS call, excluding vehicle accident with injury		53	20.87%
322 - Vehicle accident with injuries		1	0.39%
324 - Motor vehicle accident with no injuries		1	0.39%
Total - Rescue & Emergency Medical Service Incidents		55	56.12%
412 - Gas leak (natural gas or LPG)		1	0.39%
444 - Power line down		1	0.39%
Total - Hazardous Conditions (No fire)		2	2.04%
510 - Person in distress, other		1	0.39%
550 - Public service assistance, other		2	0.79%
553 - Public service		1	0.39%
554 - Assist invalid		2	0.79%
Total - Service Call		6	6.12%
611 - Dispatched & cancelled en route		21	8.27%
6610 - EMS call cancelled		1	0.39%
Total - Good Intent Call		22	22.45%
700 - False alarm or false call, other		4	1.57%
733 - Smoke detector activation due to malfunction		1	0.39%
735 - Alarm system sounded due to malfunction		2	0.79%
740 - Unintentional transmission of alarm, other		1	0.39%
Total - Fals Alarm & False Call		8	8.16%
911 - Citizen complaint		1	0.39%
Total - Special Incident Type		1	1.02%
Total for Station		98	38.58%
Station: 76			
131 - Passenger vehicle fire		1	0.39%
151 - Outside rubbish, trash or waste fire		1	0.39%
162 - Outside equipment fire		1	0.39%
Total - Fires		3	3.03%
321 - EMS call, excluding vehicle accident with injury		46	18.11%
322 - Vehicle accident with injuries		3	1.18%
324 - Motor vehicle accident with no injuries		1	0.39%

Incident

<u>Type</u>	<u>Description</u>	<u>Count</u>	
Station: 76 - (Continued)			
Total - Rescue & Emergency Medical Service Incidents		50	50.51%
511 - Lock-out		1	0.39%
5410 - Snake problem		10	3.94%
553 - Public service		1	0.39%
554 - Assist invalid		6	2.36%
Total - Service Call		18	18.18%
611 - Dispatched & cancelled en route		22	8.66%
651 - Smoke scare, odor of smoke		1	0.39%
6610 - EMS call cancelled		1	0.39%
Total - Good Intent Call		24	24.24%
700 - False alarm or false call, other		3	1.18%
715 - Local alarm system, malicious false alarm		1	0.39%
Total - Fals Alarm & False Call		4	4.04%
Total for Station		99	38.98%
		254	100.00%