



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

REGULAR BOARD MEETING AGENDA  
November 18, 2020

7:00 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/88111989714?pwd=UWc2dk12bmdpZVJrTXBCdFpkR2pFQT09>

Meeting ID: 881 1198 9714

Password: 596677

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: 894 7106 9184

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](mailto: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. ANNOUNCEMENTS
4. CONFIRMATION OF AGENDA
5. BOARD CORRESPONDENCE
6. PUBLIC COMMUNICATIONS

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

7. CONSENT CALENDAR
  - A. APPROVAL OF MEETING MINUTES OF THE OCTOBER 14, 2020 REGULAR MEETING
  - B. APPROVAL OF MEETING MINUTES OF THE OCTOBER 28, 2020 SPECIAL MEETING
  - C. REVIEW OF TRANSMITTALS

8. CONFLICT OF INTEREST CODE (ACTION ITEM)
  - A. Adopt Resolution 2020-09 Amending Conflict of Interest Code for adoption by Board of Supervisors

9. RESOLUTION 2020-10 DECLARING NUISIANCES ARISING FROM WEEDS AND ADOPTING A WEED ABATEMENT LIST (POSSIBLE ACTION ITEM)

10. PUBLIC HEARING

- (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. Hold public hearing for objections to weed abatement and adoption of Resolution ordering weed nuisances abated.
- B. Discussion and possible action ordering weed abatement

10. PRESENT, REVIEW, AND APPROVE FIRE CHIEF MERIT INCREASE (POSSIBLE ACTION ITEM)
11. CAPITAL PLAN (DISCUSSION ITEM)
  - A. Receive Capital Plan
12. FIRST QUARTER BUDGET REPORT (DISCUSSION ITEM)
  - A. Receive First Quarter Budget Report
13. FIREFIGHTER TEMP AGENCY (POSSIBLE ACTION ITEM-DIRECTOR PRATHER)
14. BOARD COMPENSATION (POSSIBLE ACTION ITEM-DIRECTOR PRATHER)
  - A. Discuss whether to provide compensation/reimburse expenses for board members
15. FIRE CHIEF'S REPORT
16. STAFF REPORTS
  - A. 2021 Regular Board Meeting Schedule
17. BOARD MEMBER REPORTS
  - A. LAFCO
18. AD HOC BOARD COMMITTEE REPORTS
  - a. Reserve Program ad hoc committee (Prather & Thorpe)
  - b. Strategic Planning ad hoc committee (Gabriel & Prather)
19. LOCAL 1230 CORRESPONDENCE
20. REQUESTS FOR FUTURE AGENDA ITEMS
21. ADJOURNMENT

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

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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

SPECIAL BOARD MEETING MINUTES  
October 14, 2020

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

Directors Present: Prather, Covington, Gabriel, Hill, Thorpe

Directors Absent: None

**2. PLEDGE OF ALLEGIANCE**

**3. ANNOUNCEMENTS**

None.

**4. CONFIRMATION OF AGENDA**

No action taken.

**5. PUBLIC COMMUNICATIONS**

None.

**6. MEASURE X-DISCUSSION AND POSSIBLE ACTION REGARDING BOARD SUPPORT OR NEUTRALITY FOR BALLOT MEASURE X**

Presentation by Max Perrey, in support of Measure X.

**Public Comment:**

Sue Pricco (letter read into record, attached and incorporated as a part of these Minutes)

Vince Wells

Jerry Short

No Board action was taken.

**7. CONTRACT FOR SERVICES-AUTHORIZE FIRE CHIEF TO EXECUTE A CONTRACT FOR SERVICES, NOT TO EXCEED \$10,000.00 FOR A CONSOLIDATION FEASIBILITY STUDY**

**Public Comment:**

Jeff Miller

Motion by Director Hill to allocate \$10,000.00 to engage with AP Triton for a consolidation feasibility study; second by Director Covington.

**Roll Call Vote:**

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

Motion passed 5-0.

**8. ADJOURN TO CLOSED SESSION**

**9. CLOSED SESSION**

**10. RECONVENE IN OPEN SESSION/CLOSED SESSION REPORT OUT**

No reportable action.

**11. ADJOURNMENT**

Meeting adjourned at 7:46 p.m.

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

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Board Secretary

Dear Rodeo Hercules Fire District Board members,

Contra Costa Taxpayers Association appreciates the invitation to speak against Measure X to the Board. However, we have scheduling conflicts that preclude us from participating this evening.

We are aware that the firefighter unions back Measure X and RHFD Captain Short is a ballot signer, and we recognize that Contra Costa County has needs. That argument will never change. However, there are other current ballot measures that could increase revenue. Additionally, the County has \$35 million in unallocated funds on hand right now and will have an additional \$45 million freed up in two years after their Pension Obligation Bond is paid off.

It is unfortunate that County elections did not offer a forum for RHFD candidates or for Measure X, which would have given a good opportunity to flesh out the local impact on west county services.

After the last minute passage of SB 1349, Contra Costa County now has the ability to exceed the previous sales tax cap up to an additional 2% of which this ½% is the beginning. As the cost of living rises in the county and of California, there is less incentive for workers to reside here – those who are the life blood of the economy: the grocery workers, the store keepers, clerical workers, construction workers, small businesses, service workers, and yes, the firefighters.

With Measure X added to city and state sales tax, Contra Costa will vie for the highest sales tax in the state and much of the country.

Our position is that an increase in sales tax, after the challenges both emotional and financial of 2020, at this time is an unfair burden on Contra Costa residents, many of whom will continue to struggle for some time. There has not been a worse time for a tax increase in decades. We urge a no vote on Measure X.

Susan Pricco  
President, Contra Costa Taxpayers Association



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

REGULAR BOARD MEETING MINUTES  
October 28, 2020

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

Directors Present: Prather, Covington, Gabriel, Hill, Thorpe

Directors Absent: None

Meeting called to order at 7:01 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ANNOUNCEMENTS**

None.

**4. CONFIRMATION OF AGENDA**

Chief Craig requested to modify Item 9, adding Captain Clapp, Captain Johnson, and Engineer Bischoff to the list of service awards.

**5. BOARD CORRESPONDENCE**

None.

**6. PUBLIC COMMENT**

None.

**7. CONSENT CALENDAR**

Motion by Director Hill to approve September 9, 2020 meeting minutes, seconded by Director Prather.

**Roll Call Vote:**

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

Motion passed 5-0.

## **8. PUBLIC HEARING-BENEFIT ASSESSMENT LEVY**

Motion by Director Covington to reconfirm levying and collection of benefit assessments, seconded by Director Hill.

### **Roll Call Vote:**

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

Motion passed 5-0.

## **9. EMPLOYEE SERVICE AWARDS**

No action taken.

## **10. REQUEST TO APPROPRIATE FUND TO MEDICAL SUPPLIES**

Motion by Director Hill to appropriate \$38,000 to medical supplies budget, seconded by Director Prather.

### **Roll Call Vote:**

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

Motion passed 5-0.

## **11. FIRE CHIEF'S REPORT**

## **12. STAFF REPORTS**

Regular board meeting for November is scheduled for November 18, 2020.

## **13. BOARD MEMBER REPORTS**

None.

## **14. MEASURE O OVERSIGHT COMMITTEE REPORT**

The Board received the Oversight Committee's report for fiscal year 2018-19.

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

Reserve Program-none



Strategic Planning-none

**16. LOCAL 1230 CORRESPONDENCE**

Jerry Short commented re purchase of LUCAS devices.

**17. ADJOURN TO CLOSED SESSION**

**18. CLOSED SESSION**

Closed session-Fire Chief Performance Evaluation.

**19. RECONVENE IN OPEN SESSION/CLOSED SESSION REPORT OUT**

No reportable action, direction provided to give Chief his completed performance evaluation.

**20. REQUESTS FOR FUTURE AGENDA ITEMS**

Director Prather moved to add an item regarding a Firefighter Temp Agency, seconded by Director Thorpe.

**Roll Call Vote:**

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

Motion passed 5-0.

Director Prather moved to add an item regarding compensating Board members, seconded by Director Thorpe.

**Roll Call Vote:**

Prather: Yes  
Covington: Abstain  
Hill: Yes  
Thorpe: Yes  
Gabriel: No

Motion passed 3-1-1.

**21. ADJOURNMENT**

Meeting adjourned at 8:09 p.m.

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

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Board Secretary

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

October 2020

Date	Num	Name	Memo	Account	Amount
10/01/2020	OCT2020	American River Benefit Administrators	October 2020	1060 · Group Insurance	-738.99
10/01/2020	W4102379UJ	American Messaging	October 2020	2110 · Communications	-48.81
10/01/2020	Nov2020	American River Benefit Administrators	November 2020	1060 · Group Insurance	-447.87
10/01/2020	23169	IEDA INC	October 2020	2310 · Professional/Specialized Servic	-1,642.00
10/01/2020	5060507504	RICOH	Copy Charges	2250 · Rents & Leases	-262.50
10/01/2020	10012020	F.D. Leatherworks	Radio Strap	2474 · Firefighting Supplies	-273.00
10/01/2020	01150	California Fire Chief's Association	Membership	2200 · Memberships	-988.14
10/01/2020	265897501	Staples	Office Supplies	2100 · Office Expenses	-42.79
10/01/2020	4125060	Amazon	Office Supplies	2100 · Office Expenses	-14.78
10/01/2020	FASIS-20201-0399	FASIS	2020-21 Q2 contribution	1070 · Worker's Compensation Insurance	-66,912.00
10/02/2020	83795339	Bound Tree	Medical Supplies	2140 · Medical Supplies	-318.09
10/02/2020	2872911335	First Net	09/03-10/02	2110 · Communications	-206.04
10/03/2020	31790005	Batteries + Bulbs	Batteries	2130 · Small Tools & Instruments	-151.24
10/03/2020	032230	Boot Barn	Wildland Boots	2474 · Firefighting Supplies	-331.62
10/03/2020	10032020	Staples	Office Supplies-Credit Memo	2100 · Office Expenses	-14.37
10/03/2020	10032020	Fastrak	Fastrak	2303 · Travel Expenses-Other	-50.00
10/03/2020	20201008	Parcelquest	Parcelquest	2102 · Books/Periodicals/Subscriptions	-99.95
10/03/2020	20201008	Ready Refresh	Bottled Water	2150 · Food	-70.55
10/03/2020	10032020	Fastrak	Fastrak	2303 · Travel Expenses-Other	-50.00
10/03/2020	10032020	Stamps.com	Stamps.com	2100 · Office Expenses	-17.99
10/05/2020	83797058	Bound Tree	Medical Supplies	2140 · Medical Supplies	-215.21
10/05/2020	528407-09	EBMUD	76-07/30-09/29/20	2120 · Utilities	-312.49
10/05/2020	528495-09	EBMUD	76-07/30-09/29	2120 · Utilities	-671.55
10/06/2020	2020-21-103	Alameda County Fire Department	T76 Repairs	2271 · Central Garage Maintenance	-680.00
10/06/2020	138984	Police and Sheriff's Press	Department ID	2479 · Other Special Dept Expenses	-17.55
10/07/2020	14	Contra Costa County Auditor	1st Quarter Auditor Fee	2310 · Professional/Specialized Servic	-2,307.75
10/08/2020	20-17770	Trace Analytics	Routine Analysis	2270 · Repairs & Services of Equipment	-89.00
10/08/2020	GF10082020	Greg Fernando	Medical Co-Pay Reimbursement	1060 · Group Insurance	-45.00
10/08/2020	RC10082020	Rich Clarine	Medical Co-Pay Reimbursement	1060 · Group Insurance	-10.00
10/12/2020	184-1092562	Goodyear	E75-service call repairs	2273 · Central Garage-Tires	-2,732.08
10/12/2020	4017223667-OCT	P.G.&E.	76-09/09-10/08	2120 · Utilities	-249.93
10/13/2020	01-20-81	Municipal Resource Group	Frst Quarter Services	2310 · Professional/Specialized Servic	-10,800.00

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

### October 2020

10/13/2020 51483799518-OCT	P.G.&E.	75-09/10-10/11	2120 · Utilities	-273.68
10/15/2020 15	Contra Costa County Auditor	20-21 Benefit Assessment	9066 · Benefit Assessment	1,361,248.50
10/15/2020 18	Contra Costa County Auditor	JV091700	9020 · Property Tax-Current Unsecured	126,323.85
10/15/2020 19	Contra Costa County Auditor	JV091800	9035 · Property Tax-Prior Unsecured	870.45
10/20/2020 155845	FASIS	4850 Reimbursement	1011 · Permanent Salaries	2,598.86
10/20/2020 156644	FASIS	4850 Reimbursement	1011 · Permanent Salaries	2,598.86
10/20/2020 156574	FASIS	4850 Reimbursement	1011 · Permanent Salaries	2,598.86
10/20/2020 156243	FASIS	4850 Reimbursement	1011 · Permanent Salaries	2,598.86
10/20/2020 156312	FASIS	4850 Reimbursement	1011 · Permanent Salaries	2,598.86
10/20/2020 155992	FASIS	4850 Reimbursement	1011 · Permanent Salaries	1,299.43
10/20/2020 2503	9741	Plan Fees	9741 · Fire Prevention Plan Review	486.00
10/20/2020 1320	9741	Plan Fees	9741 · Fire Prevention Plan Review	486.00
10/20/2020 20353	9741	Plan Fees	9741 · Fire Prevention Plan Review	243.00
10/20/2020 31737	Fire Recovery USA	Fire Recovery USA	9980 · Miscellaneous Revenue	200.00
10/20/2020 83816790	Bound Tree	Medical Supplies	2140 · Medical Supplies	-95.40
10/20/2020 0453DC2A-OCT	Health Care Dental	October 2020	1060 · Group Insurance	-2,772.78
10/21/2020 20	Contra Costa County Auditor	LAIF INTEREST Q1	9181 · Earnings on Investments	2,181.17
10/21/2020 21	Contra Costa County Auditor	20-21 Levy Collection Fee	3530 · Taxes & Assessments	-8,508.96
10/21/2020 21	Contra Costa County Auditor	20-21 Levy Code Fee	3530 · Taxes & Assessments	-250.00
10/21/2020 22	Contra Costa County Auditor	Investment Services-1st QTR	2310 · Professional/Specialized Servic	-8.00
10/21/2020 83818824	Bound Tree	Medical Supplies	2140 · Medical Supplies	-76.32

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

**Date:** November 18, 2020  
**To:** BOARD OF DIRECTORS  
**From:** BRYAN CRAIG, Fire Chief  
**Subject:** Conflict of Interest Code

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**BACKGROUND:**

All local government agencies are required by statute to adopt a Conflict of Interest Code that includes provisions designating the positions within the agency that will be required to report certain financial interests, the manner of reporting those financial interests, and standards for when the employees will be disqualified from participating in the making of certain financial decisions.

Conflict of Interest Codes must specifically list positions that make or participate in making decisions for or on behalf of the District. Typically, positions that involve voting on matters, negotiating contracts, or making recommendations on purchases without substantive review must be included in codes.

District Staff has conducted the required review of the Conflict of Interest Code. Since the Code has not been updated since its adoption in 1977, Staff has amended the Code and prepared a Resolution for adoption by the Board. Once the Board adopts the Amended Conflict of Interest Code, it will be forwarded to the County Board of Supervisors for adoption.

A copy of the original Code is also attached for comparison.

**RECOMMENDATION:**

It is staff's recommendation that the Board adopt Resolution 2020-09, adopting an Amended Conflict of Interest Code, and direct Staff to forward the Resolution to the Contra Costa County Board of Supervisors for adoption.

**Attachments:**

Resolution 2020-09 Adopting Amended Conflict of Interest Code

Amended Conflict of Interest Code

Current Conflict of Interest Code



**POLICY TITLE:** CONFLICT OF INTEREST  
CODE

**POLICY NUMBER:** 1035  
01/25/1977

**ADOPTED:**

**AMENDED:** 11/18/2020

**POLICY TITLE:** Conflict of Interest

**POLICY NUMBER:** 1035

The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission (“FPPC”) has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act. The Board approved and adopted the FPPC’s standard conflict of interest on [insert meeting date or year]. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, along with the attached Appendix , in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Rodeo-Hercules Fire Protection District.

Designated employees shall file statements of economic interests with the District, which will make the statements available for public inspection and reproduction. The District will retain a copy of each statement and forward originals to the Contra Costa County Board of Supervisors, which shall be the filing officer.

#### **APPENDIX A: DESIGNATED POSITIONS**

Designated Positions	Disclosure Categories
Fire Chief	1, 2, 3, 4
Battalion Chief	1, 2, 3
Captains	1, 2, 3
General Counsel	1, 2, 3, 4
Consultants, New Positions*	

\*Consultants/New positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The Fire Chief may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Fire Chief’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code (Gov. Code Section 81008).

The following positions are NOT covered by the conflict of interest code because they must file a statement of economic interests pursuant to Government Code § 87200 and, therefore, are listed for information purposes only:

#### **Members of the Board of Directors and Oversight Committees**

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by §87200.

### **APPENDIX B:**

#### **DISCLOSURE CATEGORIES**

Designated positions must disclose pursuant to the categories below:

**Category 1:** Interests in real property within the jurisdiction of the District or within five miles of the District.

**Category 2:** Investments, business positions and income, including gifts, loans and travel payments, from sources that are subject to a land use proceeding in which the District has authority to provide agency input (e.g., a zoning application).

**Category 3:** Investments, business positions and income, including gifts, loans, and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the District.

**Category 4:** Investments, and business positions in business entities, and income (including receipt of gifts, loans, and travel payments) from sources that have filed a claim against the District within the last two years or have a claim pending against the District.

**RESOLUTION NO. 2020-09**

**RESOLUTION OF THE RODEO HERCULES FIRE PROTECTION DISTRICT ADOPTING AN AMENDED CONFLICT OF INTEREST CODE**

**WHEREAS**, under state law, each public agency is required to adopt a Conflict of Interest Code that identifies the officers, staff, and consultants who must file financial disclosure reports annually, and thereafter to review the code every two years to determine whether the general terms of the Code and/or the list of positions designated for purposes of economic interest disclosure requirements needs to be updated; and

**WHEREAS**, the existing Conflict of Interest Code, adopted in 1977, contains general terms which have been updated by the Fair Political Practices Commission (FPPC); and

**WHEREAS**, the District wishes to amend its existing Conflict of Interest Code to simplify language and meet current standards.

**NOW, THEREFORE, BE IT RESOLVED**, that the amended Conflict of Interest Code is hereby adopted in the form attached hereto and presented to the Board of Directors; and

**BE IT FURTHER RESOLVED** that the Clerk of the Board is directed to transmit a copy of the amended Conflict of Interest Code to the Board of Supervisors of the County of Contra Costa for its review and approval.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the Rodeo Hercules Fire Protection District at a regular meeting held on the 18<sup>th</sup> day of November 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Andrew Gabriel  
Chairperson, Rodeo Hercules Fire District

ATTEST:

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Kimberly Corcoran  
Clerk of the Board



### 2006 Local Agency Biennial Notice

Name of Agency: Rodeo-Hercules Fire Protection District  
 Mailing Address: 1680 Refugio Valley Road, Hercules, CA 94547  
 Contact Person: Chief Gary E. Boyles Office Phone No: 510-799-4561  
 E-mail: boyles@rhfd.org Fax No: 510-799-0395

This agency has reviewed its conflict-of-interest code and has determined that:

**An amendment is required. The following amendments are necessary:**  
*(Check all that apply)*

- Include new positions (including consultants) that must be designated
- Delete positions that manage public investments from the list of designated positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished
- Other: *(describe)* \_\_\_\_\_

**No amendment is required.**  
 The agency's code accurately designates all positions that make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income which may foreseeably be affected materially by the decisions made by those holding the designated positions; and the code includes all other provisions required by Government Code Section 87302.

  
 \_\_\_\_\_  
 Signature of Chief Executive Officer

7-10-06  
 \_\_\_\_\_  
 Date

Complete this notice regardless of how recently your code was approved or amended.  
 Please return this notice no later than **October 1, 2006** to:

**Please choose one:**

▶ FAX to: 925.335.1913

▶ or Mail to: Clerk of the Board, Attn. Jane Pennington, 651 Pine St. Rm. 106, Martinez, CA 94553

Fair Political Practices Commission  
 (888) ASK-FPPC/www.fppc.ca.gov  
 Biennial Notice Locals - May 2006

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

In the Board of Supervisors  
of  
Contra Costa County, State of California

January 25, 19 77

In the Matter of  
RODEO FIRE PROTECTION  
DISTRICT  
CONFLICT OF INTEREST CODE

Pursuant to Government Code §87303 this Board hereby revises the Conflict of Interest Code of the Rodeo Fire Protection District as follows, and approves it as revised:

1. Strike the second reference "on Exhibit B" in Section 300.
2. Add as the first phrase in Section 400(b): "In the case of agency heads and the members of boards and commissions,".
3. Add to Section 400(f): "Closing statements shall be filed within 30 days of leaving a designated position. Such statements, shall cover the period from the closing date of the last statement filed to the date of leaving the position".

PASSED by the Board on January 25, 1977.

DCF/j

I hereby certify that the foregoing is a true and correct copy of an order entered on the minutes of said Board of Supervisors on the date aforesaid.

cc: Rodeo Fire Protection  
District  
County Counsel  
County Administrator

Witness my hand and the Seal of the Board of  
Supervisors  
affixed this 25th day of January, 19 77

J. R. OLSSON, Clerk  
By Jamie L. Johnson, Deputy Clerk  
Jamie L. Johnson

CONFLICT OF INTEREST CODE  
OF THE  
RODEO FIRE DISTRICT OF CONTRA COSTA COUNTY

SECTION 100. Purpose. Pursuant to the provisions of Government Code Sections 87300, et seq., the Rodeo Fire District of Contra Costa County hereby adopts the following Conflict of Interest Code. Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code Section 81000). The provisions of this Code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

SECTION 200. Designated Positions. The positions listed on Exhibit "A" are designated positions. Officers and employees holding those positions are designated employees and are deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on a financial interest.

SECTION 300. Disclosure Statements. Designated positions shall be assigned to one or more of the disclosure categories set forth on Exhibit "B". Each designated employee shall file an annual statement disclosing that employee's interest in investments, real property, and income, designated as reportable under the category to which the employee's position is assigned on Exhibit "B".

SECTION 400. Place and Time of Filing.

(a) All designated employees required to submit a statement of financial interests shall file the original with the supervising clerk of the Rodeo Fire District.

(b) The Clerk or Secretary of the agency which receives the statement of financial interest shall make and retain a copy and forward the original to the Clerk of Contra Costa County.

(c) A designated employee required to submit a statement of financial interest shall submit an initial statement within 30 days after the effective date of this Code.

(d) Employees appointed, promoted or transferred to designated positions shall file initial statements within 30 days after date of employment.

(e) All other employees appointed, promoted or transferred to designated positions shall file initial statements not less than 10 days before assuming office (or if subject to confirmation, 10 days before being confirmed), unless an earlier assumption of office is required by emergency circumstances, in which case the statement shall be filed within 30 days thereafter.

(f) Annual statements shall be filed during the month of February by all designated employees. Such statements shall cover the period of the preceding calendar year.

(g) A designated employee required to file a statement of financial interest with any other agency, which is within the same territorial jurisdiction, may comply with the provisions of this Code by filing a duplicate copy of the statement filed with the other agency, in lieu of an entirely separate document.

SECTION 500. Contents of Disclosure Statements. Disclosure statements shall be made on forms supplied by the supervising clerk of the Rodeo Fire District, and shall contain the following information:

(a) Contents of Investment and Real Property Reports:

When an investment, or an interest in real property, is required to be reported, the statement shall contain:

- (1) A statement of the nature of the investment or interest;
- (2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
- (3) The address or other precise location of the real property;
- (4) A statement whether the fair market value of the investment, or interest in real property, exceeds ten thousand dollars (\$10,000), and whether it exceeds one hundred thousand dollars (\$100,000). This information need not be provided with respect to an interest in real property which is used principally as the residence of the filer.

(b) Contents of Personal Income Reports:

When personal income is required to be reported, the statement shall contain:

- (1) The name and address of each source of income aggregating two hundred and fifty dollars (\$250) or more in value, or twenty-five dollars (\$25) or more in value if the income was a gift, and a general description of the business activity, if any of each source;
- (2) A statement whether the aggregate value of income from each source was greater than one thousand dollars (\$1,000), and whether it was greater than ten thousand dollars (\$10,000);
- (3) A description of the consideration, if any, for which the income was received;
- (4) In case of a gift, the amount and the date on which the gift was received.

(c) Contents of Business Entity Income Reports:

When income of a business entity, including income of a sole

proprietorship, is required to be reported, the statement shall contain;

(1) The name, address, and a general description of the business activity;

(2) In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity if the filer's prorata share of fees from such person was equal to or greater than one thousand dollars (\$1,000);

(3) In the case of a business entity not covered by paragraph (2), the name of every person from whom the business entity received payments if the filer's prorata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

(d) Contents of Management Positions Reports:

When management positions are required to be reported, designated employees shall list the name of each business entity not specified above in which they are a director, officer, partner, trustee, employee, or in which they hold any position of management.

(e) Initial Statement:

The initial statement filed by an employee appointed to a designated position shall disclose any reportable investments and interests in real property.

(f) Acquisition or Disposal During Reporting Period:

In the case of a statement filed under Section 400 (f), if the investment, or interest in real property, was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

SECTION 600. Disqualification. Designated employees must disqualify themselves from making or participating in the making of any decisions

in which they have a reportable financial interest, when it is reasonably foreseeable that such interest may be materially affected by the decision. No designated employee shall be required to disqualify himself with respect to any matter which could not be legally acted upon or decided without his participation.

EXHIBIT "A"

DESIGNATED POSITIONS

DISCLOSURE CATEGORY

Member - Board of Directors	1 & 2
Chief Administrator - Fire Chief	1 & 2
Assistant Chief	1 & 2
Captains	3
Communications Clerk	3



EXHIBIT "B"

Disclosure Categories

General Rule.

An investment, interest in real property, or income is reportable if the business entity in which the investment is held, the interest in real property, or the income or source of income may foreseeably be affected materially by any decision made or participated in by the designated employee by virtue of the employee's position.

Designated Employees in Category "1" must report:

All investments, interests in real property and income, and any business entity in which the person is a director, officer, partner, trustee, employee, or holds any position of management. Financial interests are reportable only if located within Rodeo Fire District or if the business entity is doing business or planning to do business in the District (and such plans are known by the designated employee) or has done business within the District at any time during the two years prior to the filing of the statement.

Designated Employees in Category "2" must report:

Investments in any business entity, and income from any source and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity, which has within the last two years contracted, or foreseeably may contract, with Rodeo Fire District to provide services, supplies, materials, machinery, or equipment to such District.

Designated Employees in Category "3" must report:

Investments in any business entity and income from any source and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity, which has within the last two years contracted, or foreseeably may contract with Rodeo Fire District to provide services, supplies, materials, machinery or equipment which are related to the following areas:

- (A) Motor Vehicle Equipment Service & Supplies
- (B) Communications Equipment Service & Supplies
- (C) Building & Grounds Material Equipment Service & Supplies
- (D) Material, Equipment Service & Supplies for Stations
- (E) Material & Service for Weed Abatement Program
- (F) Material & Service for Building Construction
- (G) Material & Service for Water Supply for Fire Protection
- (H) Fire Protection Equipment, Service & Supplies
- (I) Hose Service & Supplies
- (J) Photography Equipment Service & Supplies
- (K) Public Education Material Service & Supplies
- (L) Office Equipment Service & Supplies
- (M) Real Property within the District

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

**Meeting Date:** November 18, 2020

**Subject:** Approval of Resolution Declaring Nuisances Arising from Weeds and Adopting 2020 Weed Abatement List

**Submitted By:** Bryan Craig, Fire Chief

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**RECOMMENDATION FOR ACTION:**

That the Rodeo-Hercules Fire Protection Fire District Board of Directors approve a resolution declaring that nuisances arising from weeds on the properties listed on Exhibit A are seasonal and recurrent, and direct the Fire Chief, or designee, to provide notice to property owners to abate weeds and schedule a public hearing for any additional properties at subsequent Board meetings, as needed..

**BACKGROUND:**

Due to the potential for wildland, combustible vegetation, and combustible debris fires within the Fire District, weed abatement is essential in the prevention and control of wildland fires. Proper abatement and installation of fuel breaks provide defensible space for emergency responders and reduces risk to life and property during a wildland fire event.

**RECITALS:**

All properties listed on Exhibit A are within the Fire District boundaries. According to the Health and Safety Code Division 12, Chapter 2, the Board by resolution may declare that nuisances arising from dry grass, weeds, dead trees, and or rubbish on properties present a hazard.

As always, the Fire District will make every effort to work with property owners in gaining compliance. For those properties that do not comply with the notices, the Fire District will provide final notice that:

- (a) the property owners must abate the nuisances within the allotted time specified in the notice.
- (b) the Fire District will engage a contractor to abate the hazard at the owners' expenses.
- (c) an opportunity will be given for property owners to protest the notice during a public hearing at the Fire District Regular Board meeting.
- (d) an opportunity will be given for property owners to abate the property prior to the Fire District's completing the abatement.

If, after a public hearing, the Fire District directs a contractor to abate the nuisances, an itemized account of the cost of abatement will be recorded with the Contra Costa County assessor's office as a tax lien on the property.

Attachment: Resolution  
Exhibit A – 2020 Weed Abatement List

**RODEO-HERCULES FIRE PROTECTION DISTRICT BOARD OF DIRECTORS**

**RESOLUTION 2020-10**

**DECLARING NUISANCES ARISING FROM WEEDS AND  
ADOPTING 2020 WEED ABATEMENT LIST**

**WHEREAS**, noxious weeds upon the streets, sidewalks and private property within Rodeo-Hercules Fire Protection District present a danger to the public health and safety; and

**WHEREAS**, rubbish, refuse and dirt upon parkways, sidewalks, or private property present a danger to the public safety; and

**WHEREAS**, there are such noxious weeds, rubbish, refuse and dirt on and in front of certain parcels of real property within the Fire District; and

**WHEREAS**, said nuisances (a) may exist on properties described in the attached Exhibit A, entitled "2020 Weed Abatement List," which is incorporated into this resolution and on file with the Fire District, and (b) are found to be seasonal and recurrent nuisances within the meaning of Health and Safety Code; and

**WHEREAS**, the owners of the properties described in Exhibit A are sent proper notice of the nuisance condition and an opportunity to remove or eliminate any nuisance conditions that may be present, all in accordance with applicable law; and

**WHEREAS**, for those properties listed in Exhibit A that do not comply with the notices, the Fire District will provide final notice that the property owners must abate the nuisance within the period of time specified in the notice or the Fire District will engage an abatement contractor to remove such nuisance at the property owners' expense. That the Fire District will offer property owners an opportunity to protest at a public hearing at a Board of Directors meeting, and prior to the Fire District's contractor removing the nuisance; and

**WHEREAS**, staff recommends the Board declare nuisances arising from weeds, adopt the 2020 Weed Abatement List, and direct the Fire Chief to provide notice to property owners to abate weeds and schedule public hearings at subsequent Board meetings, as needed.

**NOW, THEREFORE BE IT RESOLVED** that the Rodeo-Hercules Fire Protection District Board of Directors hereby finds and declares that nuisances arising from dry grass, weeds, dead trees and/or rubbish on the properties listed on Exhibit A to this resolution are "seasonal and recurrent" as that term is used in Health and Safety Code.

**BE IT FURTHER RESOLVED** that the Fire Chief, or his designee, will provide final notice to property owners that must abate weeds within the period of time specified in the notice and schedule public hearings for property owners to protest the notice and planned Fire District abatement activities at future Board meetings, as needed.

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**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the Rodeo-Hercules Fire Protection Fire District at a regular meeting held on November 18, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Kimberly Corcoran, Clerk of the Board

**Exhibit A:  
2020 Weed Abatement List**

**PROPERTY ADDRESS**

**PARCEL NUMBER**

**135 RODEO AVE, RODEO**

**357-042-008**

**RESOLUTION 2020-11**

**RESOLUTION OF THE RODEO HERCULES FIRE PROTECTION DISTRICT  
TO APPROVE CHIEF CRAIG'S ANNUAL SALARY ADJUSTMENT/STEP INCREASE,  
PER DISTRICT POLICY #5B**

WHEREAS, pursuant to the employment agreement between the Board of Directors and Fire Chief Bryan Craig, the Board completed its annual performance evaluation of the Chief in November 2020; and

WHEREAS, it is the Board's opinion that the results of the performance evaluation merit a salary adjustment/step increase to the Chief's annual salary, in conformance with District Policy #5B.

NOW THEREFORE, the Board of Directors of the Rodeo Hercules Fire Protection District RESOLVES AS FOLLOWS:

1. That the Chief's annual salary adjustment/step increase, in conformance with District Policy #5B is approved, effective January 1, 2021.

AYES:

NOES:

ABSENT:

IN WITNESS of this action, I sign this document on: November\_\_\_\_, 2020.

\_\_\_\_\_  
Kimberly Corcoran, Clerk of the Board

APPROVED:

\_\_\_\_\_  
ANDREW GABRIEL, Board Chairperson

**Minute Order**

RODEO-HERCULES FIRE PROTECTION DISTRICT

Consistent with Agenda Item 10, and in accordance with District Policy 5J-1, 2 during the District Board of Directors Regular Meeting of November 18, 2020, it was ordered by the District Board that effective January 1, 2021, the following compensation modifications for Bryan Craig will be enacted.

Effective January 1, 2021:

- Fire Chief compensation to \$16,766.00 per month

Attest:

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Andrew Gabriel , Chairman of the Board  
Dated: November 18, 2020

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

**MEMORANDUM**

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

**FROM: Bryan Craig, FIRE CHIEF**

**DATE: November 18, 2020**

**RE: Capital Plan**

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**BACKGROUND:**

During the August 12, 2020 regular District Board Meeting, the Board of Directors requested Staff to outline a Capital plan for the Fire District. In preparation for creating a Capital plan, the following information from the State Auditor-Controller was collected on their recommendation on developing that plan.

**RECOMMENDATIONS USED DURING DEVELOPMENT:**

- Identify what types of assets and expenditures will be included in the capital plan.
- Create a current asset inventory.
- Decide how long a period of time the capital plan should encompass.
- Prioritizing capital projects
- Develop a specific timetable for creating and reviewing the capital plan.
- Determine who will be participating in the planning process (elected officials, department heads, etc.), and at what points in the process.
- Formally approve by resolution the plan annually and make sure it is evaluated regularly in future

**Possible Capital Plan Items:**

Apparatus  
Facilities  
EMS Equipment  
Emergency Response Equipment

**PRESENTATION FOR DISCUSSION AND POSSIBLE ACTION:**

Staff developed a 10-year Capital plan taking into consideration the suggested outline by the State Controller's office. The attached Capital plan is a living document that should come under review for possible changes and additions during annual budget meetings.

See Attachment: Capital Plan



	10 YEAR CAPITAL PLAN										
ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	TOTAL
<b>APPARATUS</b>											
TYPE 1 ENGINE	\$176,000.00	\$176,000.00	\$176,000.00	\$176,000.00	\$176,000.00						\$880,000.00
TYPE 3 ENGINE	\$183,000.00	\$183,000.00	\$183,000.00								\$550,000.00
TYPE 3 ENGINE	\$183,000.00	\$183,000.00	\$183,000.00								\$550,000.00
STAFF VEHICLE	\$32,000.00	\$32,000.00									\$65,000.00
STAFF VEHICLE	\$8,125.00	\$8,125.00	\$8,125.00	\$8,125.00	\$8,125.00	\$8,125.00	\$8,125.00	\$8,125.00			\$65,000.00
TOW VEHICLE	\$18,500.00	\$18,500.00	\$18,500.00	\$18,500.00							\$75,000.00
<b>FACILITIES</b>											
CLASS ROOM	\$26,000.00	\$26,000.00	\$26,000.00	\$26,000.00	\$26,000.00						\$130,000.00
WEIGHT/STORAGE ROOM	\$26,000.00	\$26,000.00	\$26,000.00	\$26,000.00	\$26,000.00						\$130,000.00
KITCHEN STA. 75	\$15,000.00	\$15,000.00									\$30,000.00
KITCHEN STA. 75	\$15,000.00	\$15,000.00									\$30,000.00
SOLAR PANELS	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$200,000.00
<b>EMS</b>											
MONITORS	\$30,000.00	\$30,000.00	\$30,000.00								\$90,000.00
<b>TOTALS</b>	\$732,625.00	\$732,625.00	\$670,625.00	\$274,625.00	\$256,125.00	\$28,125.00	\$28,125.00	\$28,125.00	\$20,000.00	\$20,000.00	\$2,795,000.00
<b>3RD FIRE STATION</b>											
STATION	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00					\$8,000,000.00
TYPE 1 ENGINE	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00					\$180,000.00
RIGID INFLAT. BOAT	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00					\$75,000.00
ATV	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00					\$75,000.00
<b>TOTALS</b>	\$1,388,333.00	\$1,388,333.00	\$1,388,333.00	\$1,388,333.00	\$1,388,333.00	\$1,388,333.00					\$8,330,000.00

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

**MEMORANDUM**

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

**FROM: Bryan Craig, FIRE CHIEF**

**DATE: November 18, 2020**

**RE: Quarter 1 Budget Report for the Fiscal Year 2020-21**

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The attached reports summarize the Fire District's financial position for the first quarter ending September 30, 2020. Substantive information from the County financial ledger is illustrated in the Fire District chart of accounts. This report is created by Fire District staff with the support and assistance of the Board appointed third party independent financial advisor from Municipal Resource Group.

**BACKGROUND:**

The Fire District Board of Directors adopts the current year budget on or before the September 30 deadline. Throughout the fiscal year, the staff develops quarterly budget analysis reports for the Fire District Board of Directors. The purpose of the budget report is to provide an overview of the Fire District's financial condition and recommend budget and performance adjustments to more accurately reflect projected resources and expenditures.

**QUARTER ONE RESULTS:**

To date, the Fire District's approach to revenue projections and expense allocations appears to be significantly more conservative than overall activity in the General Fund. Property Tax is the primary source of revenue to the General Fund and is currently performing about 1% above budgeted levels

**GENERAL FUND – REVENUE ANALYSIS:**

The Fire District has received its anticipated secured property tax revenue for the fiscal year 2020-21. The Fire District expects nominal additional revenues from the County Assessor's office between now and the end of the budget year and County Assessors takeaways that are one million dollars historically.

**GENERAL FUND REVENUES-PROPERTY TAX (TABLE 1)**

<b>RODEO HERCULES FIRE PROTECTION DISTRICT</b>					
<i>DISTRICT REVENUE AS OF 09/30/2020</i>					
<b>(QTR 1) REPORT UNAUDITED</b>					
<b>GENERAL FUND /FISCAL YEAR 2020/2021</b>					
<b>DESCRIPTION</b>	<b>GL CODE</b>	<b>UNAUDITED ACTUAL FY2019-2020</b>	<b>ADOPTED BUDGET FY 2020-2021</b>	<b>Q1 (JULY-SEPT) ACTUAL FY 2020-2021</b>	<b>% REC'D</b>
Prop. Taxes-Current secured	9010	3,878,166	3,878,166	4,842,529	125%
Prop. Tax-Supplemental	9011	113,695	105,584	6,673	6%
Prop. Tax-Unitary	9013	76,268	74,884	-	0%
Prop. Tax-Current Unsecured	9020	127,499	112,167	-	0%
Prop Tax-Prior-Secured	9030	(5,850)	(8,569)	-	0%
Prop Tax-Prior-Supplemental	9031	(4,492)	(4,981)	-	0%
Prop Tax-Prior-Unsecured	9035	3,247	(948)	-	0%
<b>TOTAL PROPERTY TAXES</b>		<b>4,188,534</b>	<b>4,156,303</b>	<b>4,849,202</b>	<b>117%</b>
Benefit District	9066	1,352,535	1,347,040	-	0%
<b>TOTAL BENEFIT DISTRICT</b>		<b>1,352,535</b>	<b>1,347,040</b>	<b>-</b>	<b>0%</b>
H/O Prop Tax Relief	9385	29,956	29,956	-	0%
Other In Lieu Taxes	9580	182	-	192	0%
RDA NonProp-Tax Pass Thru	9591	466,141	375,000	-	0%
Earnings on Investmet	9181	-	12,296	3,736	0%
Misc. Government Revenue	9595	-	-	-	0%
Fire Prevention Plan Review	9741	98,826	55,000	10,443	19%
Misc. Current Services	9895	85,593	85,592	-	0%
Other District Revenue	9980	43,109	23,109	868	0%
			-		
<b>TOTAL INTERGOVERNMENTAL</b>		<b>723,806</b>	<b>580,953</b>	<b>15,239</b>	<b>3%</b>
Development Impact Fee	9600	203,061	100,000	-	0%
<b>TOTAL OTHER REVENUE</b>		<b>203,061</b>	<b>100,000</b>	<b>-</b>	<b>0%</b>
<b>TOTAL PROJECTED FY2020-21 REVENUE</b>		<b>6,467,936</b>	<b>6,184,296</b>	<b>4,864,441</b>	<b>79%</b>

**GENERAL FUND – EXPENDITURE ANALYSIS:**

Salaries and Wages in the first quarter are about 17% expended. This is due in part to reimbursements to permanent salaries for worker's compensation leave.

Overtime expenses have exceeded the budget amounts due to strike teams deployments, worker's compensation absences, and one employee vacancy,—items which were not budgeted for. A portion of these expenses are reimbursed from California office of Emergency Services and worker's compensation insurance.

See attached spreadsheet.

**MEASURE O:**

Prior to the Fire District receiving its revenues from Measure O in October, the account fund balance is used to pay for budgeted expenses. This first quarter report shows Measure O Revenues and Expenses currently tracking fiscal year projections.

**RODEO HERCULES FIRE PROTECTION DISTRICT**  
**FISCAL YEAR 2020-2021 MEASURE O**  
**FIRST QUARTER REVENUE AND EXPENSE**  
**THROUGH SEPTEMBER 30, 2020**

DESCRIPTION	GL CODE	UNAUDITED ACTUAL FY2019-20	ADOPTED BUDGET FY 2020-21	1st QTR FY2020-21	%
<b>Beginning Fund Balance</b>		217,401		802,155	
Revenue	9066	2,475,105	2,500,704	-	0%
<b>TOTAL REVENUE</b>		<b>2,692,506</b>	<b>2,500,704</b>	<b>802,155</b>	<b>-</b>
Group Insurance Health Active Employees	1060	409,150	433,504	138,154	32%
Group Insurance - Retiree	1061	303,059	303,170	101,120	33%
Group Insurance-OPEB Matching Funds	1060	54,296	70,000	-	0%
CCERA-UAAL payment	1044	1,113,976	1,639,704	546,568	33%
County Collection Fee	3530	9,870	10,000	-	0%
<b>TOTAL EXPENDITURES</b>		<b>1,890,351</b>	<b>2,456,378</b>	<b>785,842</b>	<b>32%</b>
<b>PROJECTED ENDING FUND BALANCE*</b>		<b>802,155</b>	<b>846,480</b>		

**OVERTIME EXPENSES**

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>
STRIKE TEAM	\$ -	\$ 24,771.13	\$ 17,335.20
STRIKE TEAM COVER	\$ -	\$ 9,622.83	\$ -
SICK	\$ 7,854.48	\$ 13,470.70	\$ 17,491.10
FAMILY SICK	\$ -	\$ -	\$ 887.88
VACATION	\$ 19,408.83	\$ 14,223.39	\$ 14,187.01
OT ACTING PAY	\$ 8,428.72	\$ 11,824.59	\$ 11,833.57
CALL PAY	\$ 111.54	\$ -	\$ 130.39
WORKER'S COMP	\$ 21,458.92	\$ 21,856.91	\$ 26,537.28
DISTRICT BUSINESS	\$ 514.06	\$ 463.72	\$ 1,105.80
COMP TIME	\$ 2,835.52	\$ 7,586.56	\$ 4,047.04
OTHER	\$ 4,729.21	\$ 3,014.22	\$ 558.93
SCHOOL			
VACANCY	\$ 5,775.63	\$ 10,953.10	\$ 9,495.84
FLSA	\$ 4,580.44	\$ 4,414.50	\$ 4,570.80
ACTING PAY	\$ 525.15	\$ 1,133.83	\$ 577.67
	\$ 76,222.49	\$123,335.49	\$ 108,758.51

<b>STRIKE TEAM:</b>	<b>DATES</b>	<b># OF PERSONNEL</b>
GLASS INCIDENT	9/27-9/29	3
LNU LIGHTING COMP	8/19-8/20	4
NORTH COMPLEX	9/9-9/24	1
GLASS INCIDENT	9/28-10/12	1
SCU LIGHTING COMP	8/18-9/1	1

**RODEO HERCULES FIRE PROTECTION DISTRICT**  
**DISTRICT EXPENDITURES AS OF 09/30/2020**  
(1ST QTR) REPORT UNAUDITED

**GENERAL FUND EXPENDITURES**  
**FISCAL YEAR 2020/2021**

DESCRIPTION	GL CODE	UNAUDITED ACT.	ADOPTED BUDGET	IST QTR	
		FY2019-2020	FY 2020-2021	FY 2020-2021	%
Holiday Pay	1001	151,400	161,988	39,576	24%
Permanent Salaries	1011	2,300,000	2,491,807	542,364	22%
Temporary Salaries	1013	46,691	54,960	14,024	26%
Overtime	1014	-	-	-	0%
<b>OVERTIME - Rodeo Hercules Fire District Portion</b>	1014	513,698	457,320	294,829	64%
<b>OVERTIME - Recoverable - CalOES</b>	1014	-	-	-	0%
<b>FLSA</b>	1014	-	55,464	13,535	24%
Deferred Compensation	1015	10,800	10,800	-	0%
FICA	1042	47,997	32,789	13,816	42%
Retirement - Normal	1044	-	500,000	133,118	12%
Retirement - UAAL	1044	2,152,307	1,639,704	-	0%
Group Insurance	1060	483,217	565,698	14,986	3%
Group Insurance - Retiree	1061	284,454	303,170	-	0%
Group Insur. OPEB/UAAL Prepayment	\$ -	-	-	-	0%
Unemployment	1063	128	1,000	303	30%
Workers Compensation Insurance	1070	266,074	280,000	66,912	24%
<b>TOTAL SALARIES AND BENEFITS</b>		<b>6,105,366</b>	<b>6,554,700</b>	<b>1,133,463</b>	<b>17%</b>
Office Expenses	2100	13,921	28,490	7,749	27%
Books/Periodicals/Subscriptions	2102	2,329	2,485	953	38%
Communications	2110	194,847	206,223	7,583	4%
Utilities	2120	24,292	34,823	9,595	28%
Small Tools & Equipment	2130	1,399	1,400	131	9%
New Vehicle Equipment		-	-	-	0%
Medical Supplies	2140	4,545	13,320	3,359	25%
Food	2150	866	4,420	401	9%
Clothing & Personal Supplies	2160	26,831	13,320	3,275	25%
Household Expense	2170	5,909	5,500	579	11%
Publications & Legal Notices	2190	1,292	1,300	119	9%
Memberships	2200	3,951	5,349	978	18%
Rents & Leases - Equipment	2250	6,811	8,385	-	0%
Lease Payments-Vehicles	2250	80,401	293,623	81,663	28%
Repairs & Service Equipment	2270	21,275	37,366	939	3%
Central Garage Repairs	2271	65,829	80,000	5,251	7%
Central Garage Gasoline/Oil	2272	4,401	8,600	87	1%
Central Garage Tires	2273	5,113	14,000	-	0%
Maintenance Radio - Electronic Equip	2276	31,581	30,000	22,993	77%
Maintenance of Buildings	2281	27,196	123,350	2,213	2%
Other Travel Expenses	2303	1,911	4,560	204	4%
Professional/Specialized Services	2310	297,080	312,519	57,276	18%
Data Processing Service	2315	955	960	-	0%
Data Processing Supplies	2316	-	323	-	0%
Information Security	2326	1,646	2,194	-	0%
Insurance	2360	36,423	46,250	3,376	7%
Fire Fighting Supplies	2474	92,034	65,815	3,492	5%
Recreation/Physical Fitness Equipment	2476	-	1,000	-	0%
Education Supplies & Courses	2477	13,864	17,245	105	1%
Other Special Departmental Expenses	2479	12,811	3,420	1,981	58%
Interest on Notes & Warrants	3520	-	1,000	-	0%
Taxes & Assessments	3530	11,198	23,000	-	0%
<b>TOTAL SERVICE &amp; SUPPLIES</b>		<b>990,711</b>	<b>1,390,240</b>	<b>214,302</b>	<b>15%</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>7,096,076</b>	<b>7,944,940</b>	<b>1,347,765</b>	<b>17%</b>

**Rodeo Hercules Fire Protection  
District**

**MEMORANDUM**

**To:** BOARD of DIRECTORS, Rodeo Hercules Fire District  
**From:** Bryan Craig, Fire Chief *BC*  
**Subject:** FIRE CHIEF'S REPORT  
**Date:** November 18, 2020

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**CCCERA**

**Contra Costa County Employees Retirement Association- No new update.**

**Reporting:** Chief Craig

**Legislative Report- *New Section***

The Contra Costa County Executive Fire Chiefs receive monthly legislative reports provided by East Contra Costa County Fire Protection Districts. These reports contain synopses of current issues facing state and federal legislators. The Fire Chiefs Report will include a brief outline for the Board of Directors of possible problems facing the fire service in general.

**State Legislative Update:**

On October 20, the Assembly Budget Subcommittee on Resources and Transportation held an informational hearing on wildfire mitigation. The hearing took place in response to the most devastating wildfire year the State has ever experienced, with more than 4 million acres burned and over 30 individuals who lost their lives due to the fires. The committee identified three primary factors that have added to this year's fires: 1) climate change, 2) higher density housing in fire-prone areas, and 3) increasing fuel for fires to burn. The committee also found that 95 percent of fires are caused by some form of human activity such as vehicle sparks, lawnmowers, faulty electrical connections, and utility lines.

Proposition 19 would allow homeowners who are over 55, disabled, or victims of a wildfire or natural disaster to transfer their primary residence property tax base value to a replacement residence of any amount anywhere in the State. An individual could use these rules up to three times in their lifetime. The measure would also limit the ability of new homeowners who inherit properties to keep their parents' or grandparents' low property tax payments. The measure would allocate most resulting state revenue to fire protection services and reimbursement to local governments for taxation-related changes. If approved, Proposition 19 may create a funding stream that the District can access. *(Passed by the Voters)*

The voters of Contra Costa County passed measure X. District staff is working with Executive Fire Chiefs to determine the potential outcomes for the fire services within Contra Costa County.

**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 personal protective equipment, EMS responses, and decontamination. Personnel currently monitor their health before, when arriving and during their duty shift. Personal protective equipment supplies and burn rates are monitored and tracked by the department's medical program manager. The District is currently following recommended CDC guidelines in response to employee illness and or exposure to COVID-19. The District now has four

employees out on disability. These vacancies, scheduled vacations, and sick leave is causing personnel to work on average, an additional five days per month. This situation is being monitored closely by staff and the implications of possible health risks. The District has presented a conditional offer for a Paramedic position. Paramedic Jason Garry accepted that conditional offer. Jason has completed and passed his background investigation and will begin his career with the Fire District on November 24.

**Reporting:** Chief Craig

**Fire Stations/Training Facility**– District offices are now open with specific requirements for all public entering the building. Large group training is still suspended, along with public education functions that require large gatherings. Telephone calls to the business line have now been routed to Administrative Services Officer Kim Corcoran's cell phone anytime the front office is not staffed. A Measure "O," Senior Exemption Form, drop box is installed at the front door of the administrative offices. The drop box is the preferred method for Seniors to drop off their completed exemption forms. Extra exemption forms are also available adjacent to the drop box.

Probationary employees are continuing their training and Task Book signoffs.

**Reporting:** Chief Craig

**Facilities** – The next phase (Phase 2) will be the resurfacing, expansion, and ADA code adjustments of the parking lot. The District has received the Bid for the parking lot repairs for presentation to the City of Hercules. A Modular Building contractor was hired to complete repairs on the foundation of the classroom. (*Repairs were completed on November 9*)

**Reporting:** Chief Craig

**Grants/Reimbursements** – Staff submitted a \$290,000 grant for communication equipment to replace current communication equipment that is reaching end of life and for resilience during public safety power shutoff events. The District has submitted its application to FEMA and received authorization to begin the process for submitting for federal reimbursements.

**Reporting:** Chief Craig

**Incident Activity** – Emergency response frequency is remaining high with the type, magnitude and impact of those responses putting a strain on our resources. See attached fire response report for the month of October.

**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** –. Distribution of weed abatement notices to the public as well as all homeowner association continues. Staff continues to work with homeowners, city officials, homeowner associations and the school district to address wildfire prevention and wildfire risk management.

**Reporting:** Chief Craig

**Fleet Management** – Both new pieces of apparatus are still on schedule to be delivered in early December.

**Reporting:** Chief Craig

**Fiscal Stabilization** – Staff is now training the crews on the new Purchase request software program.

**Reporting:** Chief Craig

**Community Activities** –**Attended** Phillips 66 Community Advisory Panel and Rodeo Municipal Advisory Panel by Zoom meeting. The Fire District received a proclamation from the Hercules City Council commending the Firefighters on emergency response within the city as well as State responses to wildland incidents

**Reporting:** Chief Craig

**Commendations/Awards/Notables** – Crews participated in the Hercules Scare Crow contest where "B" Shift



won in the Interpretive Category. Presentation Plaques will be presented to outgoing Directors Gabriel and Thorpe. Once the November election has been certified, the Fire District will welcome two new Board members: Collene Couzens and Charles Davidson. An orientation training for the new board members will be scheduled after the election certification.

**Reporting:** Chief Craig

**New Development** – The Exchange at 2525 Bay Front Boulevard, the first of four apartment buildings is currently at 65% occupancy.

**Reporting:** Chief Craig

## Incident Type Count Report

Date Range: From 10/1/2020 To 10/31/2020

Selected Station(s): All

<u>Incident Type</u>	<u>Description</u>	<u>Count</u>	
<b>Station:</b>			
Incident Type is blanks		71	25.36%
<b>Total - incident type left blank</b>		<b>71</b>	<b>100.00%</b>
<b>Total for Station</b>		<b>71</b>	<b>25.36%</b>
<b>Station: 75</b>			
111 - Building fire		1	0.36%
150 - Outside rubbish fire, other		2	0.71%
151 - Outside rubbish, trash or waste fire		3	1.07%
<b>Total - Fires</b>		<b>6</b>	<b>6.19%</b>
321 - EMS call, excluding vehicle accident with injury		55	19.64%
322 - Vehicle accident with injuries		7	2.50%
324 - Motor vehicle accident with no injuries		2	0.71%
352 - Extrication of victim(s) from vehicle		1	0.36%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>65</b>	<b>67.01%</b>
411 - Gasoline or other flammable liquid spill		1	0.36%
<b>Total - Hazardous Conditions (No fire)</b>		<b>1</b>	<b>1.03%</b>
553 - Public service		1	0.36%
554 - Assist invalid		3	1.07%
561 - Unauthorized burning		1	0.36%
<b>Total - Service Call</b>		<b>5</b>	<b>5.15%</b>
611 - Dispatched & cancelled en route		13	4.64%
651 - Smoke scare, odor of smoke		3	1.07%
<b>Total - Good Intent Call</b>		<b>16</b>	<b>16.49%</b>
700 - False alarm or false call, other		2	0.71%
743 - Smoke detector activation, no fire - unintentional		2	0.71%
<b>Total - Fals Alarm &amp; False Call</b>		<b>4</b>	<b>4.12%</b>
<b>Total for Station</b>		<b>97</b>	<b>34.64%</b>
<b>Station: 76</b>			
111 - Building fire		2	0.71%
113 - Cooking fire, confined to container		1	0.36%
118 - Trash or rubbish fire, contained		1	0.36%
131 - Passenger vehicle fire		1	0.36%
140 - Natural vegetation fire, other		1	0.36%
<b>Total - Fires</b>		<b>6</b>	<b>5.36%</b>
311 - Medical assist, assist EMS crew		1	0.36%
321 - EMS call, excluding vehicle accident with injury		57	20.36%
322 - Vehicle accident with injuries		4	1.43%
324 - Motor vehicle accident with no injuries		2	0.71%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>64</b>	<b>57.14%</b>
460 - Accident, potential accident, other		1	0.36%

**Incident**

<b><u>Type</u></b>	<b><u>Description</u></b>	<b><u>Count</u></b>	
<b>Station: 76 - (Continued)</b>			
	<b>Total - Hazardous Conditions (No fire)</b>	<b>1</b>	<b>0.89%</b>
5410 - Snake problem		1	0.36%
550 - Public service assistance, other		1	0.36%
553 - Public service		2	0.71%
554 - Assist invalid		3	1.07%
	<b>Total - Service Call</b>	<b>7</b>	<b>6.25%</b>
600 - Good intent call, other		1	0.36%
611 - Dispatched & cancelled en route		22	7.86%
622 - No incident found on arrival at dispatch address		1	0.36%
651 - Smoke scare, odor of smoke		5	1.79%
	<b>Total - Good Intent Call</b>	<b>29</b>	<b>25.89%</b>
700 - False alarm or false call, other		4	1.43%
733 - Smoke detector activation due to malfunction		1	0.36%
	<b>Total - Fals Alarm &amp; False Call</b>	<b>5</b>	<b>4.46%</b>
	<b>Total for Station</b>	<b>112</b>	<b>40.00%</b>
		<b>280</b>	<b>100.00%</b>



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

## **2021 REGULAR BOARD MEETING SCHEDULE**

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

**January 13**

**February 10**

**March 10**

**April 14**

**May 12**

**June 9**

**July 14**

**August 11**

**September 8**

**October 27**

**November 10**

\*Meetings are currently being held via Zoom due to the Covid Pandemic.