

**RESOLUTION NO. 2022- 07 (SUBSEQUENT)**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RODEO – HERCULES FIRE PROTECTION DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM’S ORDER N-15-21 ON SEPTEMBER 20, 2021 AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF RODEO – HERCULES FIRE PROTECTION DISTRICT FOR THE PERIOD SEPTEMBER 14, 2022 THROUGH OCTOBER 14, 2022 PURSUANT TO THE BROWN ACT’S PROVISIONS.**

WHEREAS, the RODEO – HERCULES FIRE PROTECTION DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of RODEO – HERCULES FIRE PROTECTION DISTRICT’S legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2021-09 on October 13, 2021, finding that the requisite conditions existed for the legislative bodies of RODEO – HERCULES FIRE PROTECTION DISTRICT to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, the Board of Directors previously adopted a subsequent Resolution, Number 2021-10 on December 21, 2021, finding that the requisite conditions exist for the legislative bodies of RODEO – HERCULES FIRE PROTECTION DISTRICT to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, the Board of Directors previously adopted subsequent resolutions, Number 2022-01 on February 9, 2022, Number 2022-02 on April 13, 2022 Number 2022-04 on June 1, 2022, and Number 2022-06 on August 10, 2022 finding that the requisite conditions exist for the legislative bodies of RODEO – HERCULES FIRE PROTECTION DISTRICT to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, on June 11, 2021, an Executive Order N-08-21 was issued to roll back certain provisions of Governor Newsom's COVID-19-related Executive Orders and to clarify that other provisions remained necessary to help California respond to, recover from, and mitigate the impacts of the COVID-19 pandemic; and;

WHEREAS, since the issuance of Executive Order N-08-21, the highly contagious Delta and Omicron variants have emerged, causing a spike in cases throughout the state; and

WHEREAS, the Board of Directors does hereby find that a State of Emergency exists in California as a result of the threat of COVID-19 **AND** in order to slow the spread of the more contagious Omicron variants of COVID-19, meeting in person would present imminent risksto the health or safety of attendees and COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, such that the Board of Directors ratifies the proclamation of state of emergency by the Governor of the State of California to include the Rodeo-Hercules Fire Protection District; and;

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of RODEO – HERCULES FIRE PROTECTION DISTRICT shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, , the Rodeo-Hercules Fire Protection District will ensure that opportunity is given to the public to participate in meetings, that District meetings remain as accessible as possible, giving every opportunity for members of the public to be allowed to observe the public meeting, offer comment during the meeting remotely, via either a call-in or internet-based option, and that meeting agendas will be posted in accordance with Brown Act regulations and include information for remote access accessibility by phone, URL, platform link and password.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF RODEO – HERCULES FIRE PROTECTION DISTRICT HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby finds that State of Emergency still exists in California as a result of the threat of COVID-19 **AND** In order to slow the spread of the more contagious Omicron variants of COVID-19, meeting in person would present imminent risksto the health or safety of attendees and COVID-19 has caused, and will continue to

cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to ratify the proclamation of state of emergency by the Governor of the State of California to include the Rodeo-Hercules Fire Protection District; and

Section 3. Re-ratification of Governor’s Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of September 14, 2022.

Section 4. Remote Teleconference Meetings. The Fire Chief, Board Clerk and the legislative bodies of the RODEO – HERCULES FIRE PROTECTION DISTRICT are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) October 14, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of RODEO – HERCULES FIRE PROTECTION DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Rodeo-Hercules Fire Protection District, this 13th day of July by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Damon Covington, Chairperson

ATTEST:

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



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

**REGULAR BOARD MEETING MINUTES**

August 10, 2022

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

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

Directors Absent: None

Meeting called to order at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ANNOUNCEMENTS**

Director Bowman commented on success of National Night Out event.

**4. CONFIRMATION OF THE AGENDA (00:03:08)**

Request by Interim Chief Johnson to add an item to the agenda—Resolution 2022-05B, Amended Elections Resolution to add fourth seat to the election.

Motion by Director Bowman to add Resolution 2022-05B to the agenda; seconded by Director Hill.

**ROLL CALL VOTE 5-0**

Hill: Yes  
Davidson: Yes  
Bowman: Yes  
Mikel: Yes  
Covington: Yes

Director Davidson disapproved of Agenda due to Fire Chief Search not on agenda. Chair Covington explained it would be on September Agenda.

Motion by Director Hill to accept Agenda, seconded by Director Mikel.

**ROLL CALL VOTE 5-0**

Hill: Yes  
Davidson: Yes  
Bowman: Yes  
Mikel: Yes  
Covington: Yes

**5. BOARD CORRESPONDENCE**

1 e-mail received from Margaret Nunes

**6. PUBLIC COMMUNICATIONS (00:12:36)**

Tanya Little

**7. CONSENT CALENDAR**

Motion by Director Bowman to approve consent calendar, seconded by Director Hill.

**ROLL CALL VOTE 5-0**

Hill: Yes  
Davidson: Yes  
Bowman: Yes  
Mikel: Yes  
Covington: Yes

**8. PRESENTATION ON DRAFT STRATEGIC PLAN BY FITCH & ASSOCIATES (00:12:50)**

Mike Despain and Eric Nickel from Fitch & Associates presented Draft Strategic Plan, and took questions and comments from the Board.

**Public Comment**

Tanya Little  
Mike Coody

**9. BATTALION CHIEF MOU (01:36:39)**

District counsel, Richard Pio Roda presented information regarding Battalion Chief MOU. Battalion Chief monthly salary will be effective July 1, 2022, Step 5 classification will be new salary, EMT incentive, longevity pay-an additional 3%, uniform allowance increased to \$75 per month; outlined benefits. This MOU will follow future Battalion Chiefs.

Motion by Director Bowman to accept the Battalion Chief MOU, seconded by Director Mikel.

**ROLL CALL VOTE 5-0**

Hill: Yes  
Davidson: Yes  
Bowman: Yes  
Mikel: Yes  
Covington: Yes

**10. FIRE CHIEF'S REPORT (01:46:15)**

Interim Chief Johnson gave verbal report out of important events.

**11. RESOLUTION 2022-05B AMENDED RESOLUTION ORDERING EVEN YEAR BOARD OF DIRECTORS ELECTION; CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS OF ELECTION ORDER(Action Item) (01:58:00)**

Amends Resolution adding the additional seat to the November elections.

Motion by Director Bowman adopting Resolution 2022-05B second by Director Davidson.

**ROLL CALL VOTE 5-0**

Hill: Yes  
Davidson: Yes  
Bowman: Yes  
Mikel: Yes  
Covington: Yes

**11. STAFF REPORTS (00:30:22) (02:00:30)**

ASO Corcoran-still missing Ethics Certificates from a couple board members and all of Measure O Oversight Committee.

**12. BOARD MEMBER REPORTS (02:02:05)**

LAFCO—Director Mikel: Presented Dissolution of County Service Area. Nothing pertaining to District.

STRATEGIC PLAN—Special Meeting September 21<sup>st</sup> for final report. Local organizations have been informed of meeting.

BUDGET—Plans to meet prior to the September Board meeting.

WEBSITE—working on user friendly features.

**Public Comment**

Tanya Little

**13. MEASURE O (02:10:55)**

No report.

**14. LOCAL 1230 CORRESPONDENCE (02:11:43)**

No report.

**15. ADJOURN TO CLOSED SESSION (02:12:58))**

Meeting adjourned for a 5 minute break at 9:15. Board members to reconvene to Closed Session at 9:20 p.m.

**16. RECONVENE IN OPEN SESSION/CLOSED SESSION REPORT OUT (02:14:06)**

Reconvened at 10:07 p.m.  
Nothing to report out.

**17. MEMORANDUM OF UNDERSTANDING BETWEEN RHFD AND LOCAL 1230 (02:15:25)**

Motion by Director Bowman to approve Memorandum of Understanding between RHFD and Local 1230; seconded by Director Hill.

**ROLL CALL VOTE 5-0**

Hill: Yes  
Davidson: Yes  
Bowman: Yes  
Mikel: Yes  
Covington: Yes

**19. EMPLOYEE COMPENSATION ADJUSTMENT (02:17:50)**

Motion by Director Bowman Bowman to approve minute order providing adjustments for Administrative Assistant and Administrative Services Officer; seconded by Director Davidson

**ROLL CALL VOTE 5-0**

Hill: Yes  
Davidson: Yes  
Bowman: Yes  
Mikel: Yes  
Covington: Yes

**20. REQUESTS FOR FUTURE AGENDA ITEMS (02:25:22)**

Director Bowman:

- Chief Recruitment
- Board review of District reserves
- Decontamination room
- Review of Developer Impact Fees

Director Davidson:

- Possible revenues

Director Hill:

- Strategic Plan Implementation

Fire Chief Search ad hoc committee: Bowman and Covington

**21. ADJOURNMENT (02:44:42)**

Meeting adjourned at 10:38 p.m.

Date	Num	Name	Memo	Account	Amount
08/01/2022	August 2022	The Standard	August 2022	1060 · Group Insurance	-522.00
08/01/2022	9910898428	Verizon Wireless	06/11-07/10	2110 · Communications	-19.06
08/01/2022		Comcast		2110 · Communications	-279.90
08/01/2022	August 2022	Parcelquest	August 2022	2102 · Books/Periodicals/Subscriptions	-99.95
08/01/2022	W4102379WH	American Messaging	August 2022	2110 · Communications	-36.93
08/01/2022	Sept2022	American River Benefit Administrators	September 2022	1060 · Group Insurance	-703.80
08/01/2022	F1D72CBC-0003	Streamline (website)	August 2022	2310 · Professional/Specialized Servic	-300.00
08/02/2022	2022-80	Streamline Automation Systems, LLC	License and Cloud fee, annual support	2310 · Professional/Specialized Servic	-3,286.00
08/02/2022	2278324380	Go daddy	rhfd.org domain renewal	2100 · Office Expenses	-21.17
08/02/2022	222080038	Alert All	Plastic Helmets	2479 · Other Special Dept Expenses	-279.68
08/02/2022	76406	Home Depot	supplies	2281 · Maintenance of Buildings	-9.47
08/02/2022	Aug2022	Stamps.com	Stamps.com	2250 · Rents & Leases	-17.99
08/03/2022	5842	Ernie's Plumbing	76-kitchen drain cleanout	2170 · Household Expenses	-519.50
08/03/2022	62024	Cummins Sales and Service	Intercooler repair	2271 · Central Garage Maintenance	-1,861.07
08/03/2022	08/02/22	Home Depot	supplies	2281 · Maintenance of Buildings	-77.11
08/03/2022	August2022	Health Care Dental	August 2022	1060 · Group Insurance	-1,844.83
08/04/2022	76-528495AUG	EBMUD	76-06/01-07/29/22	2120 · Utilities	-857.29
08/04/2022	76-528407-JUL	EBMUD	76-06/01/22-07/29/22	2120 · Utilities	-331.50
08/06/2022	INV160838198	Zoom	zoom	2100 · Office Expenses	-134.97
08/06/2022	Fastrak	Fastrak	Toll	2303 · Travel Expenses-Other	-40.00
08/06/2022	Aug2022	Parcelquest	parcelquest	2102 · Books/Periodicals/Subscriptions	-99.95
08/10/2022	208	Contra Costa County	DATA0722	2315 · Data Processing Services	-288.56
08/10/2022	208	Contra Costa County	DATA0722	2315 · Data Processing Services	-5.77
08/10/2022	208	Contra Costa County	DATA0722	2315 · Data Processing Services	-19.24
08/10/2022	209	Contra Costa County	DATA 0722	2326 · Information Security	-380.32
08/10/2022	220848536	East Penn Manufacturing	battery	2271 · Central Garage Maintenance	-444.66
08/10/2022	220848537	East Penn Manufacturing	battery	2271 · Central Garage Maintenance	-444.66
08/10/2022	220848538	East Penn Manufacturing	battery	2271 · Central Garage Maintenance	-148.03
08/10/2022	9913227755	Verizon Wireless	07/11-08/10	2110 · Communications	-19.06



08/11/2022	210	Contra Costa County	22-23 Risk Management JPA Charges	2360 · Insurance	-62,936.00
08/12/2022	76-7014223667-AUG	P.G.&E.	Annual True up Charges	2120 · Utilities	-5,975.80
08/12/2022	76-7014223667-AUG	P.G.&E.	76-07/11-08/09	2120 · Utilities	-737.75
08/14/2022	2833-452560	Orkin	Auto fluid	2272 · Central Garage Gas/Oil	-393.08
08/15/2022	0167832-IN	Entenmann-Rovin Co.	Engineer Badges	2479 · Other Special Dept Expenses	-411.87
08/15/2022	2872911335770102022	First Net	07/03-08/02	2110 · Communications	-164.56
08/15/2022	75-8183799518-SEPT	P.G.&E.	75-07/12-08/10	2120 · Utilities	-291.80
08/18/2022	75-1888920692-SEPT	P.G.&E.	75-7/13-8/11	2120 · Utilities	-25.90
08/18/2022	965664324	Sprint	07/23-08/22	2110 · Communications	-170.38
08/18/2022	00188336	Boot Barn	wildland boots	2474 · Firefighting Supplies	-350.00
08/18/2022	815853713	Vision Service Plan	September 2022	1060 · Group Insurance	-275.32
08/21/2022	9914005386	Verizon Wireless	07/22-08/21	2110 · Communications	-608.58
08/24/2022	75-9173373209 SEPT	P.G.&E.	75-07/23-08/23	2120 · Utilities	-60.33
08/25/2022	84659261	Bound Tree	Medical Supplies	2140 · Medical Supplies	-2,396.73
08/25/2022	243677	JW Enterprises	September 2022	2310 · Professional/Specialized Servic	-359.00
08/29/2022	196638	Meyers Nave	July 2022	2310 · Professional/Specialized Servic	-1,802.00
08/29/2022	752714	Napa Valley Petroleum	Fuel	2272 · Central Garage Gas/Oil	-4,807.79
08/31/2022	84667696	Bound Tree	Medical Supplies	2140 · Medical Supplies	-288.25
08/31/2022	22-15504	Trace Analytics	Routine Analysis	2270 · Repairs & Services of Equipment	-89.00
08/31/2022	93166	Vallejo Fire Extinguisher	Station 75-Cylinder refills	2270 · Repairs & Services of Equipment	-407.63
08/31/2022		FASIS	4850 Reimbursement	1011 · Permanent Salaries	2,859.46
08/31/2022		9741	Plan Fees	9741 · Fire Prevention Plan Review	248.00
08/31/2022		9741	Plan Fees	9741 · Fire Prevention Plan Review	248.00
08/31/2022		Bryna Craig	COBRA Reimbursement	1060 · Group Insurance	183.74
08/31/2022		Orkin	Credit	2281 · Maintenance of Buildings	171.00
08/31/2022		Vision Service Plan	Credit	1060 · Group Insurance	29.52
08/31/2022		Pace Butler	Credit	9980 · Miscellaneous Revenue	24.00

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

**MEMORANDUM**

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

**FROM:** Darren Johnson, Interim Fire Chief

**DATE:** September 14, 2022

**RE:** Fiscal Year 2022/23 Final Budget

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**BACKGROUND**

CA H&S § 13890 requires that on or before October 1st of each year, a district board shall adopt a final 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 cannot adopt a budget before that deadline, the previous fiscal year budget will remain until a budget is adopted. Before the current fiscal year-end, a preliminary budget is adopted and utilized based on anticipated revenues.

The Rodeo-Hercules Fire Protection 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 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 8.9 million dollars for this fiscal year.

At present, the Fiscal Year 2022/23 proposed revenues are expected to be \$8,774,751, and Expenditures are anticipated to be \$8,771,238. The result is a year end fund balance of \$3,513<sup>1</sup>.

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. Currently, the District receives no Redevelopment pass-through monies from the properties located in the City of Hercules.

In 2016, exploration of additional revenue streams was deemed necessary to protect 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 successfully passed "Measure O," a Ballot Measure for a parcel Tax within the District. Without retaining this parcel tax, the Fire District would return to a single station model. Currently, Measure O represents approximately 30% of the Fire District's revenue.

**EFFICIENCIES**

The Fire District will continue to work with its Battalion 7 partners to provide service to the community regarding emergency operations.

The Fire District enjoys a cooperative relationship with the United Professional Firefighters of Contra Costa County. The Board of Directors adopted the current MOU with District represented employees at the August 10,

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<sup>1</sup> This figure does not include fund balances carried over from prior years.

2022 Board meeting, and this Final Budget reflects those items.

**FINAL BUDGET**

The staff has prepared the budget based on fiscal forecasting, revenue projections, and fund balances.

**RECOMMENDATION**

Staff is recommending approval of a final budget of \$8,771,238.

# Rodeo-Hercules Fire Protection District



## 2022-23 FINAL BUDGET

**I. MISSION STATEMENT****Rodeo-Hercules Fire Protection District****Mission Statement**

This organization's mission is to provide the highest level of service to the community; mitigate the devastating effects of fires and other disasters, deliver emergency medical services; educate the public, and maintain a constant state of readiness.

**Core Values**

To that end, we value:  
Service to the Community  
Public Trust  
Professionalism  
Educated Work Force  
Compassion  
Teamwork  
Safety, Health & Welfare of the Organization

**Board of Directors**

The Board of Directors is the elected policy-making body for the Rodeo-Hercules Fire Protection District. The Directors provide financial oversight and strategic policy direction to maximize the public value of Fire District services

**Damon Covington (Board Chair)**

**Steve Hill (Vice Chair)**

**Marie Bowman**

**Charles Davidson**

**Robyn Mikel**

**Interim Fire Chief**

Darren Johnson

The Fire Chief is the Chief Executive Officer of the Fire District. In collaboration with the Board of Directors and partnership with all members of the organization, the Fire Chief provides direction, protection, and order to the Fire District.

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**II. Resolution 2022-08 Adopting Final Budget****RESOLUTION 2022-08****A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RODEO HERCULES FIRE PROTECTION DISTRICT ADOPTING A BUDGET FOR THE 2022-2023 FISCAL YEAR**

**WHEREAS**, the CA H&S § 13895 requires that on or before October 1<sup>st</sup> of each year, a district board shall adopt a final 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 budget before the deadline, the previous fiscal year budget will remain in place until a preliminary budget is adopted.

**WHEREAS**, the preliminary and final budget for the 2022-2023 fiscal year has been prepared in compliance with the Health and Safety Code of the State of California; and

**WHEREAS**, the Rodeo Hercules Fire Protection District has determined that the Final 2022-2023 Budget is balanced and there will be sufficient revenue to meet the amount of expenditures needed to protect life and property for the 2022-2023 fiscal year; and

**WHEREAS**, the Preliminary and Final Budget cycles are hereby consolidated into a single Final cycle and publication for the 2022-2023 fiscal year; and midyear budgetary amendments will be brought to the Board in February 2022; and

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:** The Original Budget for the Rodeo Hercules Fire Protection District for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby adopted by the Board of Directors of the Rodeo Hercules Fire Protection District as set forth and shall serve as both the Preliminary and Final Budget.

**IF ANY PART OF THE RESOLUTION OR ANY ATTACHMENTS TO IT** are for any reason determined to be invalid or unconstitutional, such determination shall not affect the validity of the remaining portions of this Resolution or its attachments, and the Board hereby declares that it would have adopted this Resolution, and each section, subsection, sentence, clause, and phrase hereof, irrespective of any one or more sections, subsections, sentences, clauses or phrases being declared invalid or unconstitutional. The foregoing Resolution was duly and regularly adopted at a regular meeting of the Rodeo-Hercules Fire Protection District Board of Directors meeting held on the 14<sup>th</sup> day of September 2022, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Damon Covington, Chairperson

ATTEST:

Kimberly Corcoran, Clerk of the Board

**III. Executive Summary****A. Transmittal Letter**

September 14, 2022

Board of Directors  
Rodeo-Hercules Fire Protection District  
1680 Refugio Valley Road  
Hercules, CA 94547

Members of the Board of Directors:

I am pleased to present the Fiscal Year 2022-23 Budget for the Rodeo-Hercules Fire Protection District. The creation of this budget wouldn't have been possible without the support of the Fire District Board of Directors. Its continued leadership has allowed the Fire District to reach financial stability and provide a Budget with complete financial transparency. With the assistance of the Board of Directors budget ad hoc committee and the Fire District's financial advisor (MRG"), District staff provide this budget based on the framework developed over the past few years.

This Fire District has faced many challenges over the years but nothing as significant as the recent global pandemic. Fortunately, the Fire District has not realized any significant economic impacts but remains vigilant in its preparation. Using the information obtained by historical data and our financial consulting team, the budget is designed to meet the operational needs of the Fire District.

A complete budget narrative, with supporting documentation, is again our framework for budget creation and is based on accounting principles outlined in the 2016 Fiscal Analysis and Stabilization report. Development of our annual budget is based on the needs and priorities of the Fire District. The development, approval, and implementation of the budget are critical to proper management the district's finances.

Although the Fire District has achieved a more stable footing than in prior years, future uncertainties will dictate the ability to stay on that footing. The Fire District continues to bolster its financial stabilization fund to mitigate unplanned fiscal impacts. To reinforce these efforts, the Fire District Board of Directors authorized staff to enter into a contract to update their Strategic Plan to help identify challenges to the District and help provide a roadmap for the future of the District.

As always, the Fire District will continue to be diligent in its fiscal responsibilities to the public. The Fire District is continually seeking ways to streamline operations and reduce costs.

I am pleased to report that with the efforts and dedication of this Board, the Budget for FY 2022-23 is balanced. The Fire District is currently maintaining both of its fire stations at full staffing.



Since the Proposed Budget adoption on June 8, 2022, this Final Budget has been updated to reflect the salary changes due to the Board's adoption of the MOU between the District and IAFF Local 1230, and changes to Operation Costs due to information received after the June 8<sup>th</sup> budget hearing. Due to current economic uncertainties and price increases, the proposed budget does not include any surplus fund balance. Allocations of General Fund reserves offset unforeseen expenses during the fiscal year.

We estimate the District's fund balance is \$6,451,830 as of July 1, 2022.

During this budget preparation process, we have continued to review existing practices and identify and implement cost saving opportunities while seeking to expand high demand services. This budget will enable the Fire District to maintain high-quality fire and emergency response while maintaining a top priority on the health and safety of the public and our personnel. In summary, I would like to express appreciation to the Board of Directors for their continued support, direction, and dedication to public safety.

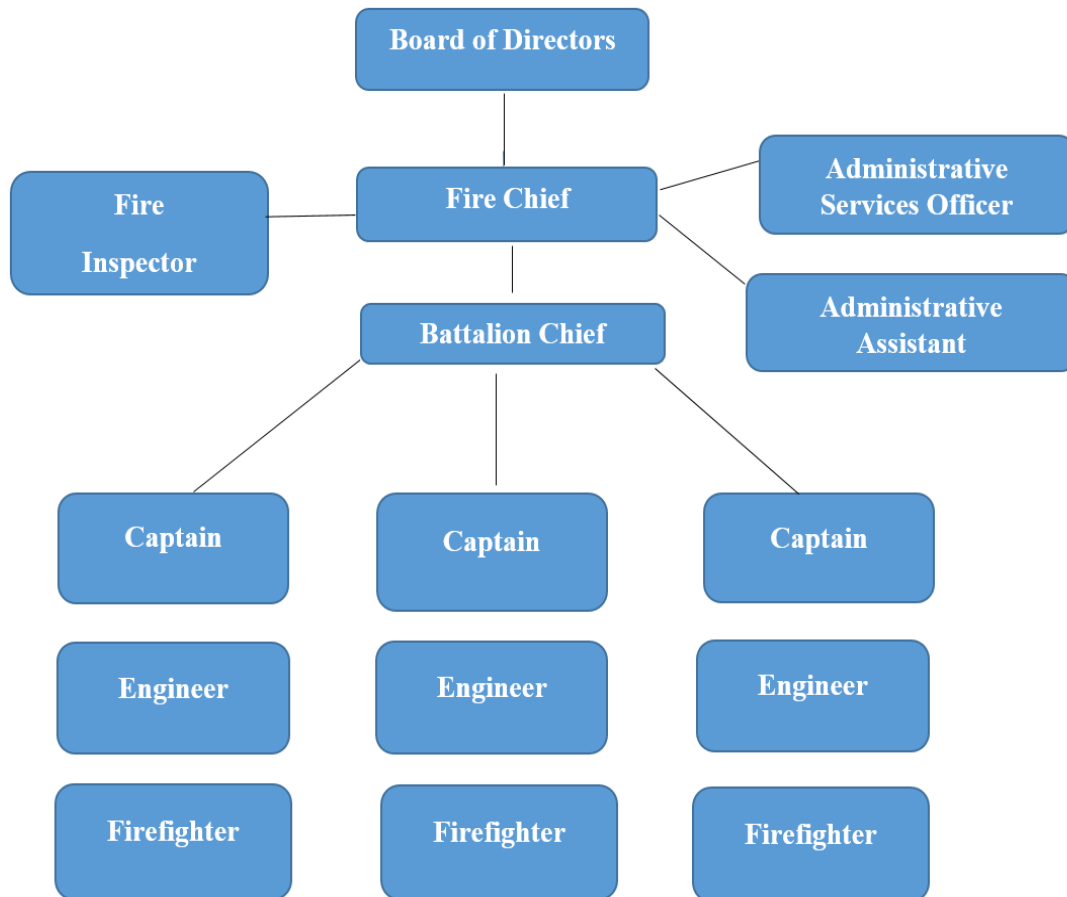
In continued dedicated service,

A handwritten signature in blue ink, appearing to read "Darren Johnson", with a long horizontal flourish extending to the right.

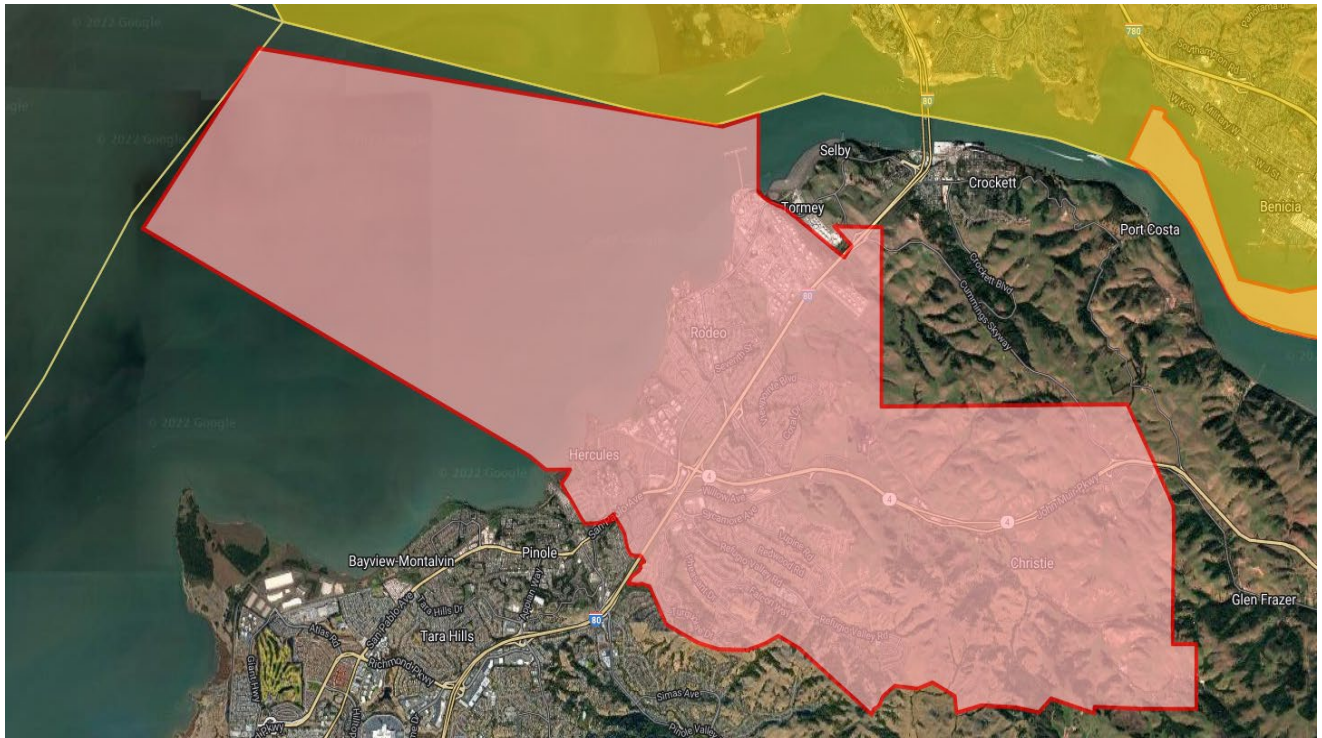
Darren Johnson  
Interim Fire Chief

**B. District Overview**

**Organizational Chart**



## District Boundaries



### IV. FIRE OPERATIONS

Rodeo-Hercules Fire Protection District is an all-risk department operating individual fire companies specially trained to respond to residential and commercial fires, refinery and industry-related incidents, wildland fires, vehicle extrication, technical rescue, and hazard materials first responder duties. Engine companies are also tasked with determining the origin and cause of fires and providing rescue and advanced life support services. The Fire District provides a minimum of one advanced life support paramedic on duty 365 days a year in the Town of Rodeo and the City of Hercules.

Rodeo-Hercules Fire Protection Fire District operates within Battalion 7, a jointly operated Battalion with Pinole Fire Department and the Contra Costa County Fire Protection Fire District. Each participating entity provides a single Battalion Chief to ensure the consistent establishment of incident command, firefighter safety, and judicious resource management at emergencies. The Battalion also serves the outlying communities of Rodeo-Hercules, including Pinole, Tara Hills, Bayview, Montalvan Manor, Montara Bay, East Richmond Heights, San Pablo, El Sobrante, unincorporated Contra Costa County, and Martinez. Each of these areas presents a unique set of complex hazards, and the rapid establishment of fire ground command is essential to the successful resolution of an array of calls for service.

The Fire District also responds to automatic aid (additional unit response on a call regardless of jurisdictional boundaries) and mutual aid (request for additional resources for large incidents or due to multiple simultaneous incidents). Citizens of participating communities benefit from this sharing of resources and a regionalized approach. These extended responses have included the Contra Costa County Fire Protection Fire District, Crockett-Carquinez Fire Protection Fire District, Pinole Fire

Department, Richmond Fire Department, El Cerrito Fire Department, Moraga/Orinda Fire Protection Fire District, and Vallejo Fire Department.

The Fire District also participates in the California Fire Assistance Agreement for the State of California and Federal Fire Agencies. This agreement, which the Office of Emergency Services manages, has called upon RHFPD to provide Mutual Aid resources throughout California, Oregon, and Nevada.

### **Strategic Plan**

In February 2022, the Fire District entered into a contract with Fitch and Associates to produce a strategic plan for the District. This plan will provide administrative as well as an operational roadmap for success of the District moving forward. Completion of the plan is projected to be in mid-September 2022.

### **Fire Prevention:**

Engine companies conduct fire and life safety inspections of all schools and Businesses within the Fire District. Engine companies also conduct an inspection of public and private properties for hazardous and/or combustible fuels, unabated annual grasses, urban blight and give notifications to abate said hazards.

The inspection of residential care facilities, licensed childcare, and adult care facilities, commercial tenant improvements, new construction is addressed with an independent contractor. Construction plan review and compliance with Fire District, local and state requirements, meetings with developers and contractors are addressed with district staff.

### **Apparatus:**

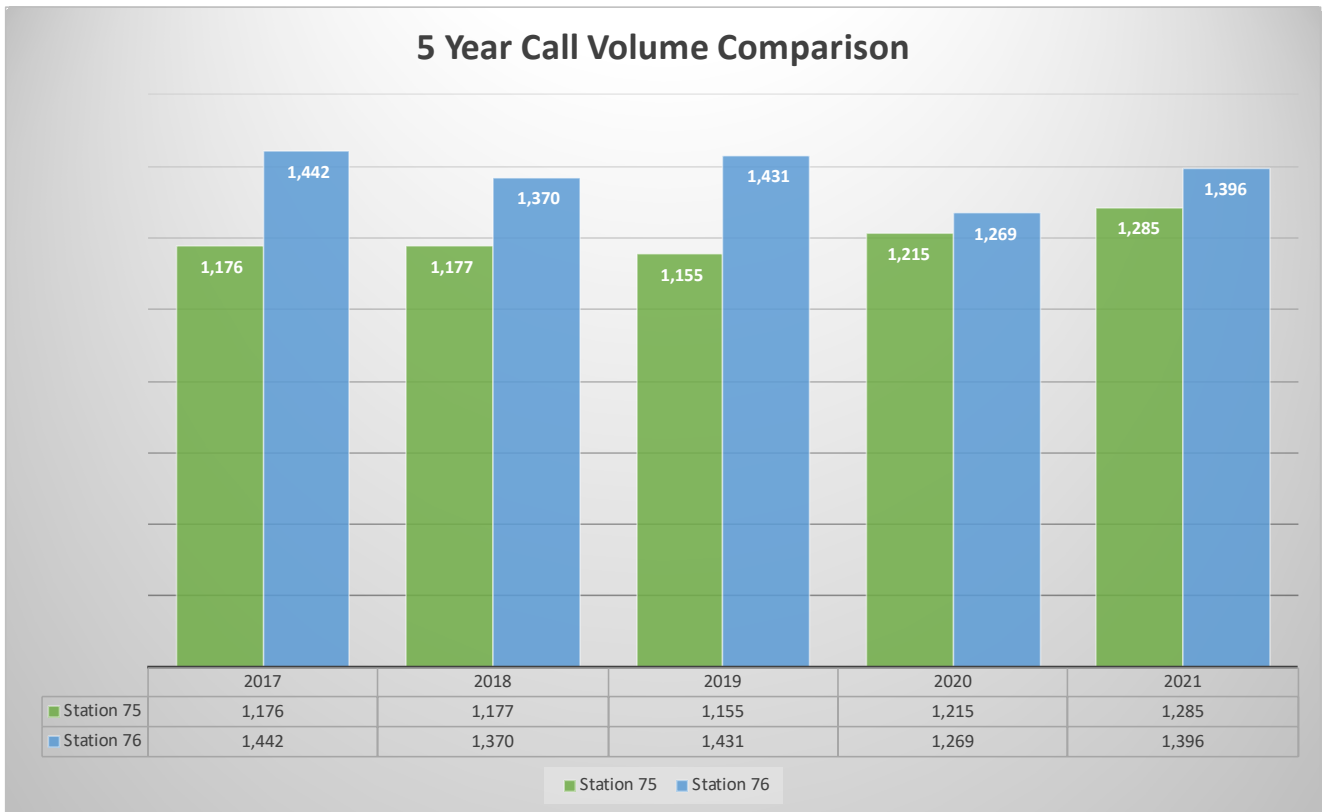
The Fire District operates a variety of Fire Apparatus\* including:

- One 100-foot Quint Ladder Truck
- One Type 1 Rescue Pumper
- Two Type 3 Wild Land Engines
- One Type 1 Rescue Pumper (Reserve)
- One 75-foot Quint Ladder Truck (Reserve)

*\*Fire apparatus is identified into standard category typing within the Incident Command System to organize multiagency resources through the National Interagency Fire Center and the Office of Emergency Services.*

The Fire District maintains a variety of fire apparatus and equipment to meet the public safety needs of our service area, including major highways and streets, undeveloped wildland, developed urban residential, and refinery/industrial areas.

Incident Calls-2021			
Incident Type	Number of Calls		Total
	Station 75	Station 76	
Fire	86	64	150
EMS/Rescue	833	799	1,632
Hazardous Condition	17	28	45
Service Call	66	118	184
Good Intent	221	308	529
False Call	61	77	138
Other	1	2	3
<b>TOTALS</b>	<b>1,285</b>	<b>1,396</b>	<b>2,681</b>



## **A. Budget Overview and Summary**

### **Structure for Budgeting and Accounting:**

As a single-purpose fire authority, the Fire District maintains one governmental account. Within this single account are four separate funds. They are the General Fund, Measure O Fund, Capital Fund, and the Fire Facilities Fees Fund. The Fire District reports the majority of its financial activities in the General Fund. Revenues and expenditures are reported in accordance with government accounting standards. Government funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when funds are available if the revenues are collected within 60 days after year-end; expenditures are recorded when the related liability is incurred.

### **Budget Control and Amendments:**

The Fire Chief is responsible for ensuring expenses are within program allocations and shall adopt budget policies necessary to carry out that responsibility within his authority. Except in prescribed emergencies, no expenditure of funds shall be authorized unless enough funds have been appropriated by the Board of Directors as outlined in this budget. The Fire District has three distinct formal budgetary review and approval cycles within a given fiscal year: Preliminary, Final, and Mid-Year (Amended) Budget if needed. The final budget is approved after holding a public hearing and formal adoption by the Fire District Board of Directors. The budget includes the proposed expenditures of the Fire District and the means of financing them. The Board reviews total budgeted appropriations and any necessary amendments throughout the year. Formal budgetary integration at the fund level is employed as a management control device to monitor budget-to-actual performance throughout the fiscal year. Quarterly budget financial reports are also provided to the Board and are available to the general public. The Fire District's Budget is adopted on a basis consistent with the Governmental Accounting Standards Board method (GASB).

### **Budget Goals for Fiscal Year 2022-23:**

As the Board and community are aware, the Fire District has struggled in the past to maintain solid financial footing. The much-needed replacement revenue from Measure O has improved the Fire District's finances, adding financial stability to the Fire District. This stability will allow the Fire District to make contributions to its Capital and economic stabilization fund. In preparing the Budget, Fire District staff has developed a budget that recognizes the Fire District's current obligations and provides accurate information on the fiscal realities and the global economic impacts faced by the Fire District. The Fire District will continue its efforts to secure additional revenue sources to stabilize its financial future.

**Projected Revenues:**

The FY 2022-23 budget projects a total revenue of \$8,774,751, a decrease of 3.0% from the prior-year budget. This revenue projection is based on the following assumptions: \$4,136,846 in Property Tax revenues, \$2,584,204 in Measure O revenue, \$1,362,081 in Benefit Assessment revenue, and \$691,620 in Intergovernmental Revenue. Unfortunately, due to uncertainties in new development and when building permits will be issued within the Fire District, it is unknown the amount of Developer Impact Fees that may be realized.

In November 2016, the Fire District successfully passed a parcel tax measure for maintaining emergency services within the Fire District. Measure O revenues are allocated for Fire District operations and fully expended to provide emergency services during the budget year. We anticipate some reductions in the potential total Measure O revenues due to the provision for senior exemptions. The initial revenue projections indicate approximately \$2.6 million generated for FY 2022-23. With deductions of the 618 qualified senior exemptions received for fiscal year 2022-23, that amount is reduced by \$147,084 (\$238.00 per parcel).

**Fiscal Year 2022-23 Projected Expenditures**

Budget expenditures include full staffing for two stations. Full staffing compliment for FY 2022-23 includes:

- One Fire Chief<sup>i</sup>
- One Battalion Chief
- Six Captains
- Six Engineers
- Six Firefighters
- One Part-Time Fire Inspector
- One full-time Administrative Services Officer
- One full-time Administrative Assistant

The budget includes the following assumptions and significant items:

- Increases in medical benefits costs for current and retired employees. (\$70,031).
- Budgeting apparatus lease costs in the General Fund (\$200,000).
- Deferred facilities maintenance.

**B. Fire District Financial Position**

The FY 2022-23 Budget is a balanced budget based on current and predicted revenue and expenditure projections.

The Fire District still struggles with significant revenue reductions imposed by outside influences, including State reductions in subventions and sequestration of property tax through the dissolution of redevelopment agencies. Fortunately, Fire District voters supported and approved a stable revenue

source through Measure O in November 2016. This replacement revenue source will continue to stabilize the Fire District revenues for the foreseeable future.

During the economic downturn of 2012-2016, the Fire District was forced to reduce its services significantly and used virtually its entire financial stabilization fund. As indicated within this document, the Board has declared its intent to rebuild a stabilization fund for the Fire District whenever possible to assure stable service provision in the event of an unexpected circumstance.

### **Fire District Financial Issues**

The Fire District's financial position has improved with the revenue provided by Measure O. Fully funding for two fire stations and providing uninterrupted emergency service is the continued primary focus when creating the budget. The development, implementation, establishment of an industry-standard budgeting and accounting system have streamlined processes and built a budget based on actual revenue and expenses.

### **Financial Issues**

Most of the financial issues faced by the Fire District originate externally and are difficult or impossible to control. A number of these involve actions by outside agencies, the current pandemic, or results from past economic conditions outside the Board's control.

These issues include the following:

- Within the dissolved Hercules Redevelopment, property development is excluded from allocating the total ad-valorem property tax 'pass through' funds to the Fire District.
- High-density rental development within the City of Hercules is causing service demands without corresponding revenue. Multi-story high-density residential and commercial projects require additional equipment and resources to protect. Although the Fire District was successful in increasing its Fire Facilities Impact Fee schedule, it was not to the full extent necessary to provide adequate funding to acquire all additional equipment needed to provide suitable fire and emergency response to these areas.
- Contra Costa County Employees' Retirement Agency (CCERA) retirement system costs for current employees' ongoing payments and the unfunded liabilities (UAAL) incurred for the pensions for current and retired employees. These two costs total \$2,259,896, representing 26% of the projected FY 2022-23 personnel costs for the Fire District's 23 employees.
- Although the Fire District's represented personnel contribute 3.75% of their base salary toward the Fire District's Other Post Employee Benefits (OPEB), the ongoing and accruing unfunded liability for the Fire District's retiree medical program has and will continue to rise as medical insurance costs increase over time. The Fire District is currently not contributing to the Annual Required Contribution (ARC). If the Fire District does not set aside additional



funds for this benefit program, the unfunded liability will increase significantly over time. Current Government Accounting Standards Board (GASB) accounting principles require the Fire District to clearly state the unfunded portion of both its retirement and OPEB programs (See *Section V. Statement of Unfunded Liabilities: CCCERA UAAL and OPEB UAAL for details*).

### Recommendation

- Continue to monitor and schedule apparatus replacement as needed. Direct staff to pursue alternate funding sources to assist in apparatus replacement.

This Budget document contains several Budget Management, Control, and Reserve Policies (see *Section VI. Budget Policies* for details). These policies describe important fiscal control areas to ensure that the Board's financial decisions are implemented thoroughly and professionally, and that detailed and transparent financial reporting is provided to the Board and public on an ongoing basis.

### V. Statement of Unfunded Liabilities: CCCERA & OPEB UAALS

The Fire District provides two benefit programs to employees that require ongoing contributions to be sustainable. These are: (1) the pension benefits provided through contracts with the Contra Costa County Employees' Retirement Association (CCCERA) and (2) "other post-employment benefits" (medical insurance) for qualifying retirees (OPEB program). The costs of these programs are funded through two types of contributions: the current or 'normal' costs and the contributions required to fund the Unfunded Actuarial Accrued Liability (UAAL). This calculation is the difference between the actuarially stated amount needed to pay for future benefits and the current funding set aside for those benefits. The two programs treat those two components differently, as described below.

***The Contra Costa County Employees' Retirement Association (CCCERA)*** retirement program is governed by an independent Board of Directors. The CCCERA program mandates that participating employers pay into the fund for both the normal and UAAL costs annually. CCCERA utilizes regularly scheduled actuarial studies to ensure funding requirements are met and that the benefits are available to retirees when due. The normal and UAAL rates fluctuate based on numerous factors, including the return on investments for recent years, changes in assumptions regarding future return on investments, changes in assumptions regarding program participants' longevity, and other factors.

The Fire District's CCCERA contribution rates in FY 2022-23 for the normal costs will be 20.2% of payroll for "Legacy" employees and 16.98% for California Public Employees' Pension Reform Act employees (PEPRA<sup>1</sup>). The UAAL payment for FY 2022-23 is estimated at \$1,684,896.

The Fire District's current overall unfunded liability as of June 30, 2021 for the CCCERA retirement system is \$6,595,543.

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<sup>1</sup> PEPRA employees are employees that are hired on or after January 1, 2013, and receive pension benefits following the California Public Employees' Pension Reform Act

**The Fire District's Other Post Employment Benefit (OPEB) Program** funds retiree medical insurance. The Fire District pays the cost of qualifying retiree medical insurance based on an agreement with the employees. The Fire District is currently paying the full cost of that coverage to retirees—the 'normal' costs of the OPEB program. For FY 2022-23, \$360,000 is budgeted for this program. This includes matching funds of 3.75% from the general fund budget to the California Employers' Retiree Benefit Trust (CERBT). The CERBT Fund is a Section 115 trust fund dedicated to pre-funding Other Post-Employment Benefits (OPEB) for all eligible California public agencies. By joining this trust fund, California public agencies can help finance future costs from investment earnings provided by CalPERS. As of March 31, 2022, the District's balance in the CERBT Fund is \$3,062,938.

While unfunded liability for pension and retiree healthcare are significant obligations of the District, we continue to pay down and manage these liabilities in accordance with Board direction.

## VI. BUDGET POLICIES

The following Budget policies were adopted by the Board of Directors during the FY 2017/2018 budget adoption and currently remain in place with no additions or deletions.

### A. Policy for Reserves and Fund Balances and Goals for Reserves and Fund Balance Maintenance

#### Fund Balance and Reserve Policy

A Fund Balance is defined as the Fire District's balance sheet assets less liabilities, which equals a Fund Balance. There are varieties of defined fund balances that are based on the extent to which the Fire District is bound to honor specific spending constraints.

The Rodeo-Hercules Fire Protection Fire District utilizes the following definitions for its Budgetary Practices:

#### Unassigned Fund Balance

An **Unassigned Fund Balance** is defined as any Fund Balance amounts not classified as a Restricted Fund Balance, Committed Fund Balance, or an Assigned Fund Balance.

#### Assigned Fund Balance

An **Assigned Fund Balance** is intended to be used by the Fire District for a specific purpose; however, the activity does not meet the criteria to be classified as restricted or committed.

#### Committed Fund Balance

A **Committed Fund Balance** is defined as funds that can only be used for a specific purpose, as determined by formal action of the Fire District's Board of Directors.

**Restricted Fund Balance**

A **Restricted Fund Balance** is defined as funds that can only be spent for specific purposes for which the funds were intended. These typically include expenditures controlled by outside agencies such as the State and Federal Government, employee retirement, medical and other funds, as well as funds required for surety for debt obligations.

The establishment and maintenance of the Fire District's financial stability and sustainability are of primary importance to the Board of Directors. The Board has established the following policies for the Fire District to implement.

**Financial Stabilization Fund** —the purpose of this reserve is to provide the Fire District with the needed flexibility to provide for unanticipated changes in revenues or expenditures and to assure the provision of stable services to the Fire District's residents and businesses.

*It is recommended that the Board establish the goal of having funds for four months of operations in this Unassigned Fund Balance. The Board should designate funds to be allocated for this purpose as part of its annual Budget process.*

**General Fund Committed Fund Balance**—the purpose of this reserve is to provide the Fire District with the opportunity to address growing unfunded liabilities in employee retirement benefits. If funds are accumulated by the Fire District in this account, they will only be used to retire the obligations for the retirement and other post-retirement benefits (medical insurance) costs the Fire District currently provides. Using funds to 'prepay' these obligations will provide significant cost savings for the Fire District over the life of the obligations.

*It is recommended that the Board strive to set aside funds to address the UAAL associated with the OPEB program.*

**Assigned Fund Balance**—included in the assigned fund balance are funds for specific program activities that benefit from a protected source of funding. These are generally specific programs that include high-cost items that last for many years. Fire apparatus, equipment, and buildings are examples.

Capital Facilities (buildings and facilities) maintenance is a second major Fire District obligation that includes higher cost periodic funding. These are expenditures that are less frequent and require planning to accomplish. The budget does not include a capital replacement reserve, but the Board may want to consider a reserve for this purpose in the future.

Replacement of Fire District equipment is a third major Fire District obligation. The Fire District owns several pieces of equipment that have a replacement cost of more than \$5,000 per unit. These are expenditures that are less frequent and require planning to accomplish. The current budget does not include an equipment replacement reserve, but the Board may want to consider a reserve for this purpose in the future.

The Board will annually review the status of the Fire District's reserves—including the General Fund Unassigned Fund Balance, the General Fund Committed Fund Balance, the Assigned Fund Balances for

Apparatus, Capital Equipment, and UAAL for the Fire District's Retirement and OPEB obligations. The Board will designate funding levels for each as the Board determines its priorities for the Fire District's short and long-term commitments. The Board will conduct its review based on the Staff's Third Quarter Financial review, which will include the estimated year-end fund balances in all the Fire District's reserves.

**VII. FIRE DISTRICT REVENUES, EXPENDITURES & FUND BALANCES**

**A. Fire District Revenues**

The Fire District has historically received most of its revenue from property taxes generated within its service boundary. There are several components to the property tax income, but the largest source of that category has been the Fire District's share of the ad valorem (1% of assessed value) property tax collected by the County and distributed to qualifying agencies.

The Fire District historically received a "pass-through" of 100% of the ad valorem property tax received by the County in the Rodeo redevelopment project area and a portion in the City of Hercules redevelopment project areas. The dissolution of the Redevelopment Agency has reduced the pass-through. The state's requirement that property tax collected in the former Hercules redevelopment project areas cannot be distributed to qualified agency recipients until the Recognized Obligation Payments have been completed.

Other revenue sources are generated through voter-approved special taxes, including two long-standing fire district benefit assessments and the 2016 Measure O parcel tax that became effective on July 1, 2017.

Property taxes, the Benefit Assessment, and Measure O equal 93% percent of the revenues received annually, Miscellaneous/other revenues equal 7% of total revenue:

• Property taxes	\$4,136,846	47%
• Benefit Assessment	\$1,362,081	16%
• Measure O	\$2,584,204	29%
• Miscellaneous other	\$ 691,620	<u>8%</u>
		100%

Property tax and Fire District Benefit Assessment revenues have been in place since the Fire District incorporated, and the voters approved the Measure O funding in 2016. These three sources of revenue will provide a stable long-term revenue stream for the Fire District. While the Fire District Benefit Assessment and Measure O revenues are based on set annual amounts, the property tax is "ad valorem" based on commercial property and residential dwellings. The annual revenue from property tax varies year to year, depending on the general economic conditions and assessed value of the real property.

Total proposed revenues for all funds in FY 2022-23 are \$8,774,751.

### Revenue Sources



## 2022-23 ESTIMATED REVENUE

### RODEO HERCULES FIRE PROTECTION DISTRICT

#### REVENUE ALL FUNDS

#### FY2022-2023 BUDGET

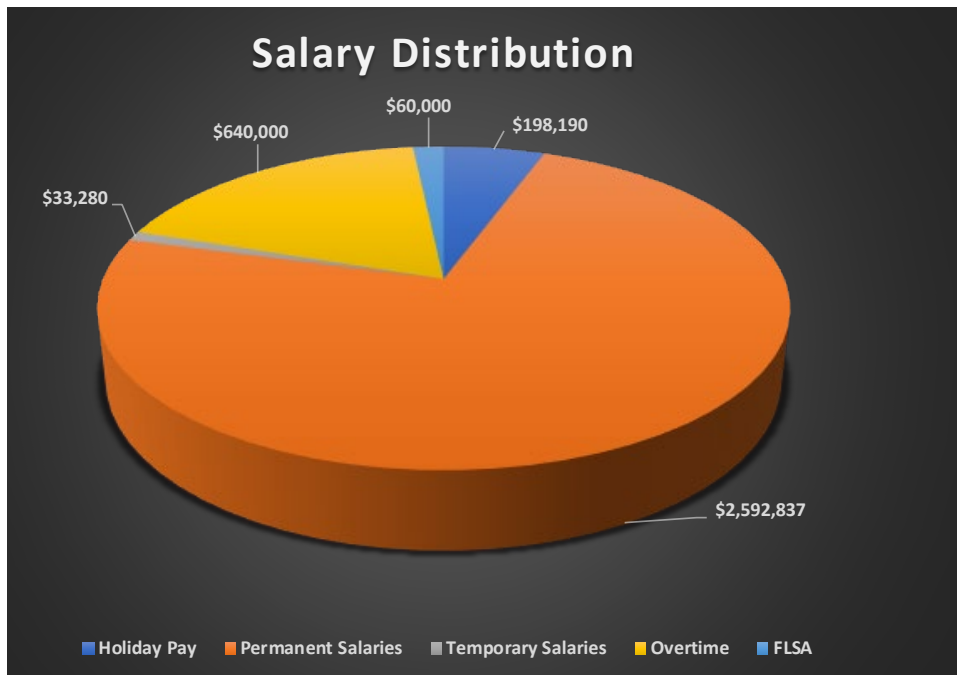
DESCRIPTION	GL CODE	ADOPTED BUDGET FY2020-2021	ACTUAL AUDITED FY2020-2021	ADOPTED BUDGET FY2021-2022	PROJECTED ACTUALS FY2021-2022	PROPOSED BUDGET FY2022-2023	FINAL BUDGET FY2022-2023
Prop. Taxes-Current secured	9010	3,878,166	3,872,503	4,211,244	3,855,500	3,878,166	3,855,500
Prop. Tax-Supplemental	9011	105,584	83,438	105,584	163,410	85,000	85,000
Prop. Tax-Unitary	9013	74,884	73,996	74,000	78,900	78,900	78,900
Prop. Tax-Current Unsecured	9020	112,167	136,572	130,000	130,339	137,000	137,000
Prop Tax-Prior-Secured	9030	(8,569)	(5,361)	(5,361)	(14,285)	(14,285)	(14,285)
Prop Tax-Prior-Supplemental	9031	(4,981)	(4,137)	(4,981)	(5,860)	(5,860)	(5,860)
Prop Tax-Prior-Unsecured	9035	(948)	2,050	(1,000)	1,644	590	590
<b>TOTAL PROPERTY TAXES</b>		<b>4,156,303</b>	<b>4,159,060</b>	<b>4,509,486</b>	<b>4,209,647</b>	<b>4,159,512</b>	<b>4,136,846</b>
Benefit District	9066	1,347,040	1,361,249	1,361,249	1,362,081	1,362,081	1,362,081
<b>TOTAL BENEFIT DISTRICT</b>		<b>1,347,040</b>	<b>1,361,249</b>	<b>1,361,249</b>	<b>1,362,081</b>	<b>1,362,081</b>	<b>1,362,081</b>
H/O Prop Tax Relief	9385	29,956	28,655	29,956	27,760	29,956	29,956
Other In Lieu Taxes	9580		4,391	192	170	-	-
RDA NonProp-Tax Pass Thru	9591	375,000	469,725	427,275	523,503	375,000	523,503
Earnings on Investment	9181	12,296	10,864	14,000	5,679	6,000	6,000
Fire Prevention Plan Review	9741	55,000		20,000	17,311	30,000	17,000
Misc. Current Services	9980	23,109	29,475	23,109	22,041	23,000	23,000
Other Revenue/Measure H	9895	85,592	85,504	85,592	85,504	92,161	92,161
<b>TOTAL INTERGOVERNMENTAL</b>		<b>580,953</b>	<b>628,614</b>	<b>600,124</b>	<b>681,967</b>	<b>556,117</b>	<b>691,620</b>
Measure O	9066	2,500,704	2,502,195	2,519,748	2,513,864	2,584,204	2,584,204
Grant Funds		100,000		-		-	-
State Dated Check	9975				666		
Misc. State Aid	9435				276,087		
Indemnifying Proceeds	9969				4,910		
Development Impact Fee				-	829	-	-
<b>TOTAL OTHER REVENUE</b>		<b>2,600,704</b>	<b>2,502,195</b>	<b>2,519,748</b>	<b>2,796,355</b>	<b>2,584,204</b>	<b>2,584,204</b>
<b>TOTAL REVENUE</b>		<b>8,685,000</b>	<b>8,651,117</b>	<b>8,990,607</b>	<b>9,050,051</b>	<b>8,661,914</b>	<b>8,774,751</b>

**RODEO HERCULES FIRE PROTECTION DISTRICT  
FISCAL YEAR 2022-23 REVENUE BUDGET (MEASURE "O")**

DESCRIPTION	GL CODE	ADOPTED BUDGET FY2020-21	AUDITED ACTUAL FY 2020-21	ADOPTED BUDGET FY 2021-22	PROJECTED ACTUAL 6/30/2022	PROPOSED BUDGET FOR FY2022-23
Beginning Fund Balance:		802,156		834,148		880,680
REVENUE		2,500,704	2,502,195	2,519,748	2,513,864	2,584,204
<b>TOTAL MEASURE "O" REVENUE</b>		<b>2,500,704</b>	<b>2,502,195</b>	<b>2,519,748</b>	<b>2,513,864</b>	<b>2,584,204</b>
Group Insurance Health Active Employee	1060	433,504	452,926	468,184	491,869	505,639
Group Insurance - Retiree	1061	303,170	303,323	327,424	285,934	360,000
Group Insurance-OPEB Matching Funds	1060	70,000	64,507	92,635	31,129	-
CCCERA-UAAL payment	1044	1,639,704	1,639,704	1,684,896	1,684,896	1,684,896
County Collection Fee	3530	10,000	9,743	10,000	10,005	10,000
Total Expenditures		2,456,378	2,470,203	2,583,139	2,503,833	2,560,535
<b>NET Change in Measure 'O' Funds</b>		<b>44,326</b>	<b>31,992</b>	<b>(63,391)</b>	<b>10,031</b>	<b>23,669</b>

**B. Fire District Expenditures**

The Final Budget for FY 2022-23 is based on maintaining the Fire District's two station configuration, is fully staffed and reflects the changes in salaries the Board adopted at the August 2022 board meeting. It 'holds the line' on expenses to the extent possible. The total projected expenditures for FY 2022-23 are \$8,771,238.



**RODEO HERCULES FIRE PROTECTION DISTRICT  
EXPENDITURES for All FUNDS  
FY2022-2023 BUDGET**

	GL	ADOPTED BUDGET	ACTUAL AUDITED	ADOPTED BUDGET	PROJECTED ACTUALS	PROPOSED BUDGET	FINAL BUDGET
DESCRIPTION	CODE	FY2020-2021	FY2020-2021	FY2021-2022	FY2021-2022	FY2022-2023	FY2022-2023
Holiday Pay	1001	161,988		174,648	166,731	173,950	198,190
Permanent Salaries	1011	2,491,807	2,434,041	2,724,066	2,355,302	2,551,590	2,592,837
Drill/Temporary Salaries	1013	54,960	51,775	54,960	46,649	36,000	33,280
Overtime	1014	512,784	839,099	660,413	998,321	657,878	700,000
Deferred Compensation	1015	10,800	10,800	10,800	10,800	14,400	10,200
FICA	1042	32,789	51,705	40,000	57,844	50,000	60,000
Retirement-Normal	1044	500,000	544,736	500,000	561,968	575,000	575,000
Retirement-UAAL	1044	1,639,704	1,639,704	1,684,896	1,684,896	1,684,896	1,684,896
Group Insurance	1060	565,698	573,708	530,667	575,000	660,757	628,122
Group Insurance-Retiree	1061	303,170	303,004	420,059	285,934	360,000	360,000
Unemployment Insurance	1063	1,000	564	1,000	-	1,000	1,000
Worker's Compensation Ins.	1070	280,000	250,642	320,000	321,653	391,728	402,600
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 6,554,700</b>	<b>\$ 6,699,777</b>	<b>\$ 7,121,509</b>	<b>\$ 7,065,099</b>	<b>\$ 7,157,199</b>	<b>\$ 7,246,125</b>
Office Expenses	2100	28,490	31,519	22,850	18,466	22,850	22,850
Books/periodicals/subscriptions	2102	2,485	2,924	2,485	3,214	2,485	2,485
Communications	2110	206,223	186,442	225,375	209,478	225,375	225,375
Utilities	2120	34,823	32,746	36,323	38,333	36,323	36,323
Small Tools and Equipment	2130	1,400	1,247	23,500	1,259	18,000	18,000
Medical supplies	2140	13,320	55,930	78,000	10,599	48,000	48,000
Food	2150	4,420	1,515	4,420	2,651	4,420	4,420
Clothing & personal supplies	2160	13,320	13,540	13,320	13,106	13,320	13,440
Household expenses	2170	5,500	5,122	16,500	11,578	16,500	16,500
Publications and legal notices	2190	1,300	662	1,300	803	1,300	1,300
Memberships	2200	5,349	5,889	5,312	4,606	5,312	5,312
Rents and leases	2250	302,008	89,085	272,774	280,435	203,360	203,360
Repair & service equipment	2270	37,366	9,323	34,458	12,466	34,458	34,458
Vehicle repair services	2271	80,000	53,547	80,000	127,141	45,000	80,000
Gas & oil supplies	2272	8,600	2,304	8,100	4,615	8,100	15,000
Vehicle maintenance-tires	2273	14,000	4,516	10,000	9,359	10,000	10,000
Maint. Radio & electrical equip.	2276	30,010	46,753	57,380	550	57,380	57,380
Maintenance building & grounds	2281	123,350	152,800	151,450	44,142	139,050	139,050
Employee travel expenses	2303	4,560	2,510	4,560	3,152	4,560	4,560
Professional/Specialized service	2310	312,519	281,470	293,088	364,934	390,412	405,776
Data processing service	2315	960	792	960	731	960	960
Data processing supplies	2316	323	-	323	-	323	323
Information security	2326	2,194	1,709	2,194	1,919	2,194	2,194
Insurance	2360	46,250	42,168	60,832	56,750	60,832	70,394
Firefighting supplies	2474	65,815	86,437	56,770	72,854	56,770	56,770
Recreation/Physical Fitness	2476	1,000	3,592	2,000	-	1,300	1,300
Educational Supplies & Courses	2477	17,245	6,587	19,763	7,090	19,763	22,163
Other Special Departmental Exp.	2479	3,420	8,625	3,420	4,560	3,420	3,420
Interest on Notes & Warrants	3520	1,000	-	1,000	-	1,000	1,000
Tax Assessments	3530	23,000	21,107	23,000	21,240	23,000	23,000
<b>Total Services &amp; Supplies Expenses</b>		<b>1,390,250</b>	<b>1,150,859</b>	<b>1,511,457</b>	<b>1,326,029</b>	<b>1,455,767</b>	<b>1,525,113</b>
<b>Total Operational Expenses</b>		<b>\$ 7,944,950</b>	<b>\$ 7,850,636</b>	<b>\$ 8,632,966</b>	<b>\$ 8,391,128</b>	<b>\$ 8,612,966</b>	<b>\$ 8,771,238</b>

### C. Fire District Fund Balances

The Fire District's projected fund balances for the next five years are shown in **Figure A**

## VIII. GENERAL FUND EXPENDITURES

The Proposed Budget expenditures assume the Fire District is operating at full staffing. Six vacant positions were filled through recruitment during the 2021-22 fiscal year. The Fire District is currently at full staffing and anticipates a full staffing complement for the 2022-23 fiscal year.

Some observations regarding the proposed expenditures:

- Approximately 83% of all expenses are employee-related (salaries, benefits, retirement, etc.)

The items in the Professional Services Program are primarily continuations of prior expenditures updated to reflect current costs. Several of the items are new or of note. The objects of note include:

- *Contra Costa County Board of Elections:* The Fire District holds a staggered general election for Board Members that have reached the end of their term. \$67,000 has been allocated within this year's budget for board elections scheduled for November 2022.
- *Target Solutions:* Target Solutions is a web-based training program that is used throughout Contra Costa County. This training platform allows all Battalion 7 cooperating agencies to receive the same training as their counterparts. With the addition of the "Check It" software upgrade, RHFD personnel will have the ability to properly track fleet assets maintenance and the Department of Motor Vehicle Apparatus Checks.
- *Streamline Automation Systems:* Streamline Automation System is a cloud-based business inspection software program. This program will assist the department in maintaining code compliance and record retention for inspected properties throughout the Fire Districts.
- Increases in Vendor costs due to Cost of Living Increases.

## VIII. DEVELOPMENT IMPACT FEES:

A development impact fee is a monetary fee that a local government agency charges to an applicant in connection with the approval of a development project for defraying all or a portion of the cost to mitigate impacts created by new development adequately. The legal requirements for the enactment of the development impact fees program are outlined in Government Code 66000 under the Mitigation Fee Act. The City of Hercules and Contra Costa County Department of Conservation and Development currently collect fees on behalf of the Fire District. The Fire District's current adopted fee structure established by a Fire Facilities Impact Fee Study is as follows: Single Family Homes: \$1,817, Multi-Family Home: \$1120.00, Accessory Dwelling Unit: \$849.00, Commercial: \$0.91 per square foot, Office \$01.21 per square foot, Industrial \$0.52 per square foot and Hotel \$110.00 per room. Fees that are



collected by the Fire District must be held in a separate account and accounted for in a different revenue and expense balance sheet.

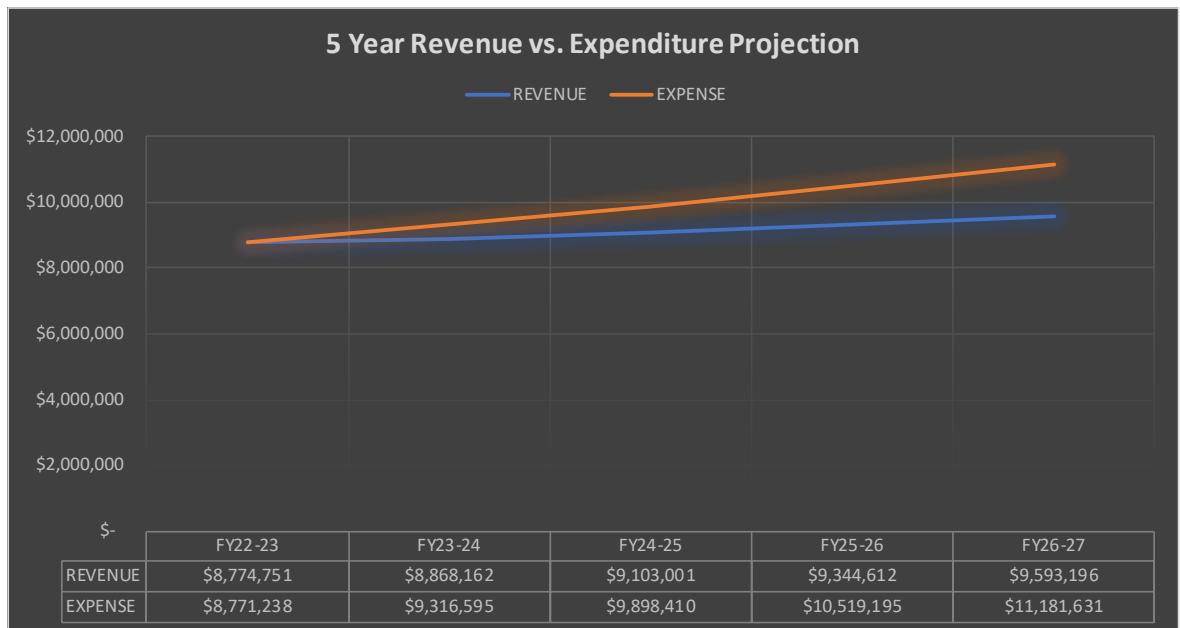
**Annual report:** §66006 (b)(1) requires that once each year, within 180 days of the close of the fiscal year, the local agency must make available to the public the following information for each separate account established to receive impact fee revenues.

**IX. FIVE YEAR REVENUE & EXPENDITURE PROJECTIONS**

Preparation of the Proposed Budget included creating Five-Year Revenue and Expenditure Projections to provide the Board and Staff with a roadmap for financial decisions and policy. (See Figure A)

There are, however, several areas of risk worth noting:

- A significant portion of the Fire District's revenue (48%) is the property tax based on real estate values. A disturbance in values will translate to diminished revenues.
- The projections include a limited increase of 2.5% per year for personnel-related costs, which expenditure areas could essentially be consumed with high growth potential, including health care costs for employees and retirees and UAAL payments for the retirement system.



**FIGURE A:**

**RODEO-HERCULES FIRE PROTECTION DISTRICT  
Five-Year Projections for Revenue and Expenditures**

	Adopted FY2021-22	Projected FY2022-23	Projected FY2023-24	Projected FY2024-25	Projected FY2025-26	Projected FY2026-27
Property taxes	4,509,486	4,136,846	4,136,846	4,260,951	4,388,780	4,520,443
Homeowners Tax Relief	29,956	29,956	29,956	30,855	31,780	32,734
Measure H EMS	85,593	92,161	92,161	92,161	92,161	92,161
Benefit Assessment	1,361,248	1,362,081	1,362,081	1,375,702	1,389,459	1,403,353
<b>Total General Fund Revenue</b>	<b>5,986,283</b>	<b>5,621,044</b>	<b>5,621,044</b>	<b>5,759,669</b>	<b>5,902,180</b>	<b>6,048,691</b>
RDA Nonprop tax Pass Thru	427,275	523,503	539,208	555,384	572,046	589,207
Measure "O"	2,519,748	2,584,204	2,661,730	2,741,582	2,823,829	2,908,544
Earning on Investment		6,000	6,180	6,365	6,556	6,753
Misc. Government Revenue	14,192	-	-	-	-	-
Other District Revenue	23,109	23,000	23,000	23,000	23,000	23,000
Fire prevention plan review	20,000	17,000	17,000	17,000	17,000	17,000
<b>TOTAL Other Revenue</b>	<b>3,004,324</b>	<b>3,153,707</b>	<b>3,247,118</b>	<b>3,343,332</b>	<b>3,442,432</b>	<b>3,544,505</b>
<b>TOTAL GRAND REVENUE</b>	<b>8,990,607</b>	<b>8,774,751</b>	<b>8,868,162</b>	<b>9,103,001</b>	<b>9,344,612</b>	<b>9,593,196</b>
<b>Expenditures</b>	-	-	-	-	-	-
Salaries and Benefits	7,121,509	7,246,125	7,753,354	8,296,089	8,876,815	9,498,192
Services and Supplies Expenditures	1,511,457	1,525,113	1,563,241	1,602,322	1,642,380	1,683,439
<b>TOTAL EXPENDITURES</b>	<b>8,632,966</b>	<b>8,771,238</b>	<b>9,316,595</b>	<b>9,898,410</b>	<b>10,519,195</b>	<b>11,181,631</b>
<b>Change in Revenue and Expenditures</b>	<b>357,641</b>	<b>3,513</b>	<b>(448,432)</b>	<b>(795,410)</b>	<b>(1,174,583)</b>	<b>(1,588,435)</b>

**Assumptions:**

- Property Tax Revenue for FY2022-2023 and 2023-2024 will remain flat because of slower economic growth (Recession).
- Starting FY 2024-25 Property Tax will increase by 3% each year.
- Benefit Assessment 1% (assuming additional parcels in District)
- Measure O: assuming a 3% CPI annually AND the Board approves the increase
- Salary and Benefit increases by 7% because of MOU change and benefit cost increases
- Services and Supplies Increases by 2.5%

<sup>i</sup> Note: This balanced budget does not include several significant staffing positions and costs for programs necessary to maintain a sustainable fire district. These programs are currently being considered as part of the 2022 Strategic Planning process for possible funding in future budget years if revenues allow for them. This budget assumes a full time Fire Chief on staff in early 2023. Currently, the Battalion Chief is serving as Interim Fire Chief.

**RESOLUTION 2022-08**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RODEO HERCULES  
FIRE PROTECTION DISTRICT ADOPTING A BUDGET FOR THE 2022-2023 FISCAL  
YEAR**

**WHEREAS**, the CA H&S § 13895 requires that on or before October 1<sup>st</sup> of each year, a district board shall adopt a final 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 budget before the deadline, the previous fiscal year budget will remain in place until a preliminary budget is adopted.

**WHEREAS**, the preliminary and final budget for the 2022-2023 fiscal year has been prepared in compliance with the Health and Safety Code of the State of California; and

**WHEREAS**, the Rodeo Hercules Fire Protection District has determined that the Final 2022-2023 Budget is balanced and there will be sufficient revenue to meet the amount of expenditures needed to protect life and property for the 2022-2023 fiscal year; and

**WHEREAS**, the Preliminary and Final Budget cycles are hereby consolidated into a single Final cycle and publication for the 2022-2023 fiscal year; and midyear budgetary amendments will be brought to the Board in February 2022; and

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:** The Original Budget for the Rodeo Hercules Fire Protection District for the fiscal year beginning July 1, 2022 and ending June 30, 2023, is hereby adopted by the Board of Directors of the Rodeo Hercules Fire Protection District as set forth and shall serve as both the Preliminary and Final Budget.

**IF ANY PART OF THE RESOLUTION OR ANY ATTACHMENTS TO IT** are for any reason determined to be invalid or unconstitutional, such determination shall not affect the validity of the remaining portions of this Resolution or its attachments, and the Board hereby declares that it would have adopted this Resolution, and each section, subsection, sentence, clause, and phrase hereof, irrespective of any one or more sections, subsection, sentences, clauses or phrases being declared invalid or unconstitutional. The foregoing Resolution was duly and regularly adopted at a regular meeting of the Rodeo-Hercules Fire Protection District Board of Directors meeting held on the 14<sup>th</sup> day of September 2022, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Damon Covington, Chairperson

ATTEST:

---

Kimberly Corcoran, Clerk of the Board

ATTEST:

---

Kimberly Corcoran, Clerk of the Board

# RODEO-HERCULES FIRE PROTECTION DISTRICT

## MEMORANDUM

**TO:** BOARD of DIRECTORS

**FROM:** Darren Johnson, INTERIM FIRE CHIEF

**DATE:** September 14, 2022

**RE:** Appropriations Limit for the 2022-23 Fiscal Year in Accordance  
With Proposition III and Article XIII B of the California Constitution

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### QUESTION:

Should the Board of Directors of the Rodeo Hercules Fire District adopt an Appropriations Limit of \$18,537,600 for Fiscal Year 2022-23 as calculated by the Department of Finance, State of California in accordance with State Law?

### BACKGROUND:

In 1979, Proposition 4 known as the Gann Initiative was approved by the voters. As a result, Article XIII B of the California Constitution was enacted and it requires that each year thereafter, the governing body of each local jurisdiction shall establish its appropriations (spending) limit for the following year. The determination of the appropriations limit is considered to be a legislative act and should be adopted at a regular meeting.

Proposition III, which was approved by the voters in 1990, further amends Article XIII B, and Board action is necessary to implement the amendments effective for the 2021-22 fiscal year.

The Proposition III amendments specify that the appropriations limit may now increase annually by the following factor selections:

- \* The change in population for City or County (whichever is higher)
- \* The change in the California per capita income or the growth in the non-residential assessed valuation due to new construction within the City (whichever is higher)

Other requirements include the District adoption of the annual adjustment factors selected or calculation and the review of the Appropriations Limit Calculation during the annual financial audit process.

In accordance with Proposition III amendments, staff has calculated the 2022-23 Appropriations Limit using the County population change and the California per Capita Personal Income Change factors and the procedure for administering Section 2228(a) of the California Revenue and Taxation Code.

### RECOMMENDATION:

Staff recommends adoption of an annual Appropriations Limit of \$18,537,600 for Fiscal Year 2022-23 as calculated by the Department of Finance, State of California in accordance with State Law.

Attachment: Exhibit A-Appropriations Limit Calculation

EXHIBIT A  
ANNUAL APPROPRIATIONS LIMIT  
2022-23 FISCAL YEAR

RADIO  
CONVERSION

California per Capita Personal Income\* 7.55 = 1.0755

Calculation of factor for FY 2022-23: 1.0755 x 0.997=1.0723

Hercules Population Change           -       -1.01%

Unincorporated Population Change -       -0.55%

Conversion Calculation 1.00735 x 1.0723 = 1.0801%

5 Previous Years-Amounts Adopted:

Fiscal Year 2017/18	\$14,218,328
Fiscal Year 2018/19	\$14,801,279
Fiscal Year 2019/20	\$15,504,340
Fiscal Year 2020/21	\$16,102,808
Fiscal Year 2021/22	\$17,162,855

APPROPRIATIONS LIMITATIONS calculation per Department of Finance, State of California,  
memo dated May 1, 2022

$\$ 17,162,855 \times 1.0801 = \$18,537,600$

SUMMARY:

Rodeo-Hercules Fire Protection District APPROPRIATIONS LIMITATION  
Fiscal Year 2022-23= \$18,537,600

Calculation by

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Kimberly Corcoran  
Administrative Services Officer

\* Per State of California Department of Finance

# Departments Want Decon Spaces in Fire Stations as Regular Features

12.1.2021

By [Alan M. Petrillo](#)

**Fire departments have concerns about protecting firefighters from toxic particulate contamination found on the fireground, and many of them have instituted decon procedures to be done before leaving a scene.**

Likewise, departments are providing decontamination spaces in fire stations to prevent the possibility of taking contaminants into firefighter living and office spaces by implementing configurations that include hot, warm, and cold zoning.

Keith Driscoll, senior associate architect for [Hughes Group Architects](#), notes that all the new stations and the renovations his firm is doing address decontamination facilities in one way or another. "Our focus is in adapting the spaces to reduce the cancer and infection risk," Driscoll says. "All of the stations we design have separate [personal protective equipment](#) (PPE) storage, and all of them have some type of decontamination facility in them."

Driscoll points out that Hughes Group Architects "makes sure there is a clear and definitive line separating the apparatus bays and their decon support spaces from the living quarters of the station. We limit the number of doors and access points from the house side of a station to the apparatus side. Smaller stations will have one access point, while larger stations have two. The boundary is fully sealed to prevent air transfer between the two, and there's often a vestibule with two sets of doors and an air lock. Plus, the house side has positive pressure to keep contamination out."

For PPE storage, Driscoll says the storage room is kept at negative pressure to the apparatus bays and has its own dedicated heating, ventilation, and air-conditioning (HVAC) system that brings fresh outside air in, conditions it, and then exhausts it outside. "Those systems are entirely self-contained and separate from other air handling systems," he notes.



**1** This decon room was designed by SMP design Inc. for Delhi Township (OH) Fire Station No. 36. (Photos 1-2 courtesy of SMP design Inc.)



**2** SMP design Inc.'s decon room for Madison Township (OH) Fire Station No. 183 includes a stainless steel double sink, washer extractor, gear drying cabinet, residential-style washer, and shower, with an access door to the outside.

Hughes Group always tries to put the turnout gear decon area on the far side of the apparatus room from the living area, Driscoll observes, and includes an exterior door to the decon room so firefighters can access the area without bringing contamination into the apparatus bays. "When we are doing a station renovation, we want to get everything out of the apparatus bays," he says. "We remove all turnout gear on racks, exercise equipment, or other nonfirematic equipment and include a direct-capture vehicle exhaust system that connects to the apparatus tailpipe."

Kevin Spector, chief creative officer for SMP design Inc., agrees with Driscoll about keeping decon areas as far away from living areas as possible. "We want to keep the turnout gear storage room, the decon laundry, and decon showers far from the living spaces," Spector points out. "We try to lay out a station with hot, warm, and cold zones, where the warm zone is a buffer between the hot apparatus bays and decon areas and the cold living area zone. Our decon and turnout gear rooms have their own HVAC exhaust systems, and there is a vestibule in the warm zone that has balanced air between the pressurized cold zone and the nonpressurized hot zone."



Spector notes that the majority of the fire station floors that SMP puts in are concrete. "We've moved away from carpet in the living and office spaces," he says. "The only place we will install it is in the main vestibule entrance to take particles off of people's shoes. And there are no exposed ceilings in the living area; they are either hard ceilings or acoustic tile so they can't collect any potential particulates."



**3** Mitchell Associates Architects designed this large decon area, laundry, showering area, and turnout gear storage area for the Southbridge (MA) Fire Department. (Photos 3-5 courtesy of Mitchell Associates Architects.)



**4** Decon areas can be relatively compact, as show in this layout designed by Mitchell Associates Architects for the Selkirk (NY) Fire Department.



**5** The decon area Mitchell Associates Architects designed for the South River (NJ) Fire Department has two washer extractors and two gear-drying cabinets.

Scott Csendes, director of public facilities for KZF Design, says KZF's clients always ask about decon arrangements and how they could be included in their new station. "We recommend the hot, warm, and cold zone configuration as the best situation," Csendes says. "Often a department will do gross decon on scene and bag their gear and stow it in an apparatus compartment, not the crew cab. At the station, the firefighters enter the decon room and use a floor sink to hose off their equipment; then move to a second room with a washer and dryer for their uniform clothing; then go to an individual shower room with a toilet, sink, and shower. After putting on clean clothes, they walk through a warm zone hallway and vestibule and go into the living area. Ninety percent of our new stations are using that model."

Csendes notes that some fire stations are installing sauna rooms so that firefighters can sweat out contaminants that have gotten into their skin. "And we are installing more residential-style washer and dryers in stations to clean the shop rags and truck washing/drying cloths that pick up particulates from the surface of the fire truck," he adds. "We've even designed a prebuilding decon hot zone for a fire department, where there's a separate building for hosing the truck down, a decon room for extractors, and a shower room for changing clothes. Then the main apparatus bays become a warm zone."

**6** The Phoenix (AZ) Fire Department has a separate Resource Management facility where contaminated turnout gear is brought for decon, washing, and drying. The washer extractors are in the center of the photo. *(Photos 6-8 courtesy of Phoenix Fire Department.)*

**7** Phoenix's decon facility includes a half dozen turnout gear dryers.

Bob Mitchell, principal at Mitchell Associates Architects, says a typical design that his firm does includes a gross decon area in the first space of a station decon system where there is a sink with a powerful hand sprayer and a face mask cleaning machine. "Then the firefighter moves into a laundry space where there's a 65-pound washer extractor, a closed cabinet dryer, and a residential-style washing machine," Mitchell says. "Next, the firefighter moves into a room with hot showers and a changing room where clean station wear is stored. Once dressed in clean clothes, firefighters exit into the cold zone of the station."

He points out that his firm's standard specification is for all piping in decon areas to be inside the walls and not exposed. "Also, we have separate HVAC systems for the decon areas and exhaust removal systems in the apparatus bays," Mitchell says. "The cold zone, which is the living and office areas of the station, has its own HVAC system that keeps positive pressure on that area so no contaminants can enter."

Mitchell says that his firm has just finished the design of "decon in a box" for fire stations. "It's in a 40-foot steel cargo container that includes a gross decon area, a washer extractor, a dryer, sinks, and a work area," Mitchell notes. "Once deconned, the firefighters have to return to the station through a corridor to shower and don clean clothes."

Besides having extractors and turnout gear dryers in individual fire stations, there's another way to attack the problem. The Phoenix (AZ) Fire Department has a Resource Management facility filled with extractors and dryers that handle the turnout gear laundering for the entire department. Jim Zwerg, Phoenix Fire Department architect and facilities manager, says that the department does gross decon of turnout gear and equipment on a fire scene, then has firefighters bag their contaminated gear, which is collected by another unit and transported to the Resource Management

facility for cleaning. "At our stations, we have spaces for firefighters to get out of their uniforms and shower and then don clean clothes. Each firefighter has a second set of turnout gear that would then be used for the next call," Zwerg points out.

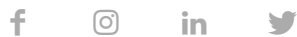
Zwerg notes that preventing contamination in Phoenix fire stations includes hot and cold zones, keeping sleeping quarters away from apparatus bays, having improved apparatus exhaust capture systems in the bays, and painting the bay walls with epoxy paint so a fire hose can be used to decon the walls.

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**ALAN M. PETRILLO** is a Tucson, Arizona-based journalist, the author of three novels and five nonfiction books, and a member of the *Fire Apparatus & Emergency Equipment* Editorial Advisory Board. He served 22 years with the Verdoy (NY) Fire Department, including in the position of chief.

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STATIONS

# Station Design: A Detached Decontamination Building Examined

Architect Brian Harris and Fire Chief Ron Lindroth explain the nuts and bolts behind construction of a standalone decontamination building for the Central Valley Fire District of Belgrade, MT.

Ron Lindroth, Brian Harris

Jan. 18, 2021

**Related To:** [TCA Architecture Planning](#)



With the launch of plans to construct a new fire station for the Central Valley Fire District of Belgrade, MT, the department's chief was committed to exploring all means to limit contaminants in the firehouse. The result: An outbuilding (foreground) where apparatus, equipment and crew are decontaminated before entering the main station.

[View Image Gallery](#)

For a moment, assume that the phrase fire station isn't in your vocabulary, but you must tell someone about how you are trying to protect the life and safety of a community by housing people

## LATEST IN STATIONS

Stations

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Sept. 5, 2022

and equipment in a centralized location. Because these people will be put in harm's way, they must be well-trained, equipment must be maintained, and both must be available at a moment's notice. Durable and low-maintenance structures are needed to support this activity. Simple, right?

Now layer in what is known relative to the occupational hazards of first responders. When designed, the facility should anticipate sleep-deprivation concerns, behavioral-health and gender considerations and radio-frequency-radiation risks as well as public access with concern regarding, in general, an increasingly hostile public. Furthermore, the individuals and equipment will be exposed to carcinogens and pathogens that will be brought back to the facility. The stress on these workers is high, so a low-stress environment also is important.

By the way, you have a limited budget to achieve this goal.

While breaking down these specific requirements, Central Valley Fire District (CVFD), which is located in Belgrade, MT, came up with a unique approach.

## Many considerations

When funds are limited, community and departmental values play an extremely important role in the design process. When CVFD considered its project, people who were involved looked at how their prioritized values would influence the station.

Should the station be designed as a permanent 50–80-plus-year facility that has built-in resiliency to accommodate change? Is it better to design a lightweight, disposable facility that would be rebuildable in 20 years and relocated based on dynamic community growth patterns? Would it make sense to take a modular approach to allow for expansion and adaptability? How

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would the answers to these questions mesh with the public's perception of a fire station?

Also: Should contaminants knowingly be brought into the facility then attempted to be isolated, captured and removed? Or are aspects of operations ready to be rethought—grounded in evidence-based design—to manage the change that's necessary to wash away set habits?



The separate decontamination building was designed to permit apparatus washing, so contaminants that are removed from vehicles don't wash onto the bay floor in the main building.

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## A developing concept

CVFD knew that it needed a long-lasting, resilient facility that's located in a stable response area, and firefighter health and wellness, coupled with good stewardship of public funds, would be paramount. That said, how could the department move beyond what currently was being considered in most facilities relative to "Hot Zones"? Was there a new way by which stations could be designed?

From the start of the project, Chief Ron Lindroth was a strong opponent of bringing source contaminants into the station. Based on recent studies and decades of personal experience, he knew that if key decontamination and cleaning functions occurred in the station, it just would be a matter of time before these

contaminants would find pathways into the clean living and administrative areas. This “just don’t do it” mindset triggered the overall concept of decoupling disinfecting and cleaning procedures from the main station by providing an outbuilding for these functions. It was believed that by developing a detached decontamination building, in which PPE, SCBA and apparatus is cleaned, contaminant isolation could be optimized. As an added benefit, firefighters would be nudged into a higher level of awareness that these tasks carry daily exposure risk. (Risk-awareness often is forgotten when all functions are combined into a single facility.) By making this activity special and independent from the core station, it stands out in everyone’s mind.

It was determined that the facility also could function as a vehicle wash bay. Unlike most stations, where apparatus washing is forced inside because of stormwater pollution issues, the detached decontamination building could further prevent hazardous contaminants from being washed onto the apparatus bay floor, where equipment checks and restocking of apparatus occur on a daily basis. (It’s difficult to imagine that pancake breakfasts and station tours are allowed without similar mitigation measures that are employed at the CVFD facility.)

## **Questioning everything**

Initially, it was thought, “How can we afford a separate facility?” Early in the design process, the skeptics were right, at least at first. Building two like facilities would cost more. However, did they really need to be the same? Must the detached decontamination building be designed to an essential-facility standard? Did it need to be faced in brick? Did it need to have the sophisticated lighting and mechanical systems that the core facility would have? The clear answer was no. This could be a

very simple, understated, utilitarian outbuilding that doesn't have a public face, has a lesser life span and could be constructed at half of the cost per square foot than the main station.

Along with decontamination and cleaning features, such as extractors, wash alcoves, pressure washers and drying racks, the design of the detached building includes changing areas and steam showers. With an understanding that toxins can build up in a firefighter's body over time, the showers were incorporated as part of the post-call rehabilitation process.

Is the detached decontamination facility a cure-all to eliminating the "rainbow" of potential cross-contamination, where the deep red zone falls outside of the station? It never is that simple, just like the notion of red, yellow and green zones is usefully wrong if taken literally, as exemplified by the transmittance of COVID-19 within stations. We still have degrees of contamination—or spectrums of color—throughout a facility, but we are exploring how to provide a better and safer environment.

Because CVFD's facility tackles the problem differently, it is hoped that it furthers the dialog and brings additional attention to the hazards that are faced and potential ways by which departments can address these concerns through design.

Could these decontamination and cleaning functions be equally separated within a single facility? Perhaps, but at what cost? How could an approach such as this even be considered in an urban setting or for a department that has dozens of stations? Would locating a detached building at the training facility for all to use including other agencies be an option?

Questions have been asked about how this facility has performed during the pandemic. Although it does little to prevent direct human-to-human transmission beyond provisions for hand and

boot washing and good ventilation in both structures, the detached decontamination building has allowed for better isolation of used PPE, for decontamination and cleaning, and for sterilant fogging of apparatus and equipment outside of the operational bays.

With health and wellness in mind at the onset of the pandemic, UVC lighting also was installed to further mitigate potential pathogens and contaminants within the core facility.

Although there is a tremendous amount of industry thought on how to reduce station contaminants, the question needs to be asked, “When is clean, clean enough?” Although established personal exposure limits for hundreds of substances are identified by Occupational Safety and Health Administration and National Institute for Occupational Safety and Health, agreed-upon best practices that are relative to contaminant zoning only go so far. If boots are tested for contaminants, what are we testing for? What is an acceptable and unacceptable particulate level on boots after cleaning? Intuitively, one might say just take them off, but change is difficult with limited hard data. We know that things always can be cleaner and safer. However, without a defensible metric that establishes minimum standards, a department unknowingly might be going down a break-the-bank rabbit hole in the best interest of health and wellness.

So where is the point of diminishing returns? Is prevention less expensive than the cost of a future claim? How can further studies be encouraged to guide departments in a scientific way? Testing, education, training and change management will be critical to ensure that future facilities are future-ready to ward off both acute and chronic shocks over their life span.

Think outside of the box of tradition. The time to act is now.

VOICE YOUR OPINION!

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## **STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of April 23, 2019

**TO:** Members of the City Council

**SUBMITTED BY:** David Biggs, City Manager  
Patrick Tang, City Attorney

**SUBJECT:** Public Hearing to Adopt a Resolution Amending Development Impact Fees to Incorporate the Updated Rodeo-Hercules Fire Protection District Levied Fire Facilities Impact Fee and Amending the City's Master Fee Schedule.

**RECOMMENDATION:** Open the Public Hearing, Take Public Testimony, Close the Public Hearing, and Adopt a Resolution Amending Development Impact Fees to Incorporate the Updated Rodeo-Hercules Fire Protection District Levied Fire Facilities Impact Fee and Amending the City's Master Fee Schedule as presented or as modified by the City Council.

**COMMISSION/SUBCOMMITTEE ACTION AND RECOMMENDATION:** Not Applicable.

**FISCAL IMPACT OF RECOMMENDATION:** None for the City as the Fire Facilities Impact Fee is levied by the Rodeo-Hercules Fire Protection District and is passed on in its entirety to the District.

**DISCUSSION:** This matter was last discussed by the City Council as an update item on October 9, 2018, and the staff report from that meeting is attached (Attachment 1). The October 9<sup>th</sup> update was to allow the Fire District to respond to questions which the Council had from the May 22, 2018, public hearing on the proposed impact fee increase, and at which meeting the City Council did not take action. The staff report from May 22<sup>nd</sup> is attached (Attachment 2). Fire District Board Resolution 2018-01 adopting the October 4, 2017 Fire Facilities Impact Fee Update Study (FIFS) and Resolution 2018-06 adopting the updated August 16, 2018 FIFS with slightly modified fees are included within the above listed Attachments

Since October, the Fire District has worked to respond to the additional questions and concerns which the City Council had on October 9<sup>th</sup>. A revised Fire District Nexus Study dated April 8, 2019, has been provided which incorporates the District's responses to these questions and comments (Attachment 3). The Fire District Board received and reviewed the final revisions and supported the updates at their April 10, 2019, meeting through Resolution 2019-07 (Attachment 4). This matter has been re-advertised for public hearing and appropriate notice provided to interested parties at least 15 days in advance.



The Council can proceed with the noticed public hearing and, based upon the testimony presented, the revised nexus study, and, the answers provided to Council questions, the Council may adopt a resolution (Attachment 5) approving the proposed fees and amending the City's Master Fee Schedule.

Alternatively, the City Council could request additional information, require modifications to the revised nexus study, approve a different impact fee amount, or take no action.

**ATTACHMENTS:**

Attachment 1 – Staff Report from October 9, 2018

Attachment 2 – Staff Report from May 22, 2018

Attachment 3 - Revised Fire District Nexus Study dated April 8, 2019

Attachment 4 – Adopted Fire District Board Resolution 2019-07 on April 10, 2019

Attachment 5 - Resolution



## **STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of October 11, 2018

**TO:** Members of the City Council

**SUBMITTED BY:** David Biggs, City Manager

**SUBJECT:** Update on Fire District Fire Impact fee Nexus Study

**RECOMMENDED ACTION:** Receive Update from the Fire District

**FISCAL IMPACT OF RECOMMENDATION:** None as a result of this item. There would be no direct fiscal impact on the City from an update of the Fire District's Fire Impact Fee should that be approved at a future date.

**DISCUSSION:** At the request of the Hercules Rodeo Fire District, the City Council has reviewed their proposed updated Fire Impact Fees. The first review was on March 13, 2018, which was a notice public hearing to consider adoption of the update fees. At that meeting, the City Council continued the public hearing to May 22, 2018, given questions asked and additional information requested. The staff report from May 22, 2018, which includes the March agenda item, is included as Attachment 1.

On May 22, 2018, the City had additional questions and concerns which they directed back to the Fire District. The City Council did not continue the public hearing with the intent that the matter would have to be re-noticed before it were considered again, after any clarifications/changes were incorporated into the Nexus Study.

The Fire District and their consultant have updated the Nexus Study in response to the Council's questions and concerns and the Board of the Fire District approved the updated Nexus Study at their meeting on September 12<sup>th</sup>. A copy of the Resolution is provided as Attachment 2. The updated Nexus Study is provided as Attachment 3.

The Fire Chief and their consultant will be present to make a presentations on the updated nexus Study.

### **ATTACHMENTS:**

1. Staff report from May 22, 2018
2. Fire District Resolution Approving Updated Nexus Study
3. Updated Nexus Study

*Financial Impact*

**Description:**

**Funding Source:**

**Budget Recap:**

Total Estimated cost:	\$	New Revenue:	\$
Amount Budgeted:	\$	Lost Revenue:	\$
New funding required:	\$	New Personnel:	\$
Council Policy Change:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

## RESOLUTION 2018-06

### RESOLUTION OF THE RODEO-HERCULES FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REQUESTING IMPLEMENTATION BY THE COUNTY OF CONTRA COSTA AND THE CITY OF HERCULES OF FIRE FACILITIES IMPACT FEES TO IMPLEMENT THEIR RESPECTIVE GENERAL PLAN GOALS, POLICIES AND OBJECTIVES FOR ASSURING ADEQUATE FIRE PROTECTION ASSOCIATED WITH NEW DEVELOPMENT

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A RESOLUTION TO ADOPT THE RODEO - HERCULES FIRE PROTECTION DISTRICT FIRE FACILITIES IMPACT FEE STUDY AND FEE AMOUNTS.

WHEREAS, the Rodeo – Hercules Fire Protection District ("District") provides Fire and Rescue Services to approximately 25 square miles of unincorporated and incorporated Contra Costa County with an approximate service population of nearly 40,000. This service area includes the unincorporated community of Rodeo, and the City of Hercules. The District currently imposes a fire facilities impact fee to support ongoing demands for fire services and the facilities needs to provide such service; and

WHEREAS, per the *Mitigation Fee Act* (Government Code Section 66000 *et. seq.*), cities hold the legal authority to impose fees on behalf of the District within their city limits. In unincorporated areas however, the County, rather than the District, has legal authority to impose impact fees; and

WHEREAS, in response to ongoing demands for service and the facilities needed to provide service, the Rodeo-Hercules Fire Protection District Board of Directors commissioned a "Fire Facilities Impact Fee Study" (FIFS) by Willdan Financial Services, a private financial consulting firm, dated August 16, 2018, consistent with the provisions of Government Code Section 66000 *et. seq.* including section 66001, to analyze methods to update and implement a fire facilities impact fee as authorized by Health and Safety Code section 13861(f), a portion of the Fire Protection Law of 1987, Health and Safety Code section 13800 *et seq.*, (the "Act"); and

WHEREAS, a report has been completed by Willdan Financial Services entitled "Fire Facilities Impact Fee Study," a copy of which is attached as Exhibit "A" to this Resolution, setting forth methods to update and implement a fire facilities impact fee that would include both the County and the City and making findings, which are consistent with provisions of Government Code Section 66000 *et. seq.* concerning the need, implementation, and use of such a fee by the District: and

WHEREAS, at a duly noticed regular meeting of the Board of Directors, the District Board accepted and adopted the Willdan Financial Services report entitled "Fire Facilities Impact Fee Study," dated August 16, 2018; and

WHEREAS, Government Code Section 66001 requires a local government to document the necessary five findings: Purpose of Fee, Use of Revenues, Benefit Relationship, Burden Relationship, and Proportionality; and

WHEREAS, the 2018 FIFS supports the need for mitigation fees in the amount of \$1,680 per Residential unit, \$1,036 per Multi-family Residential unit, \$0.84/ft. Commercial, \$1.13/ft. Office, \$0.48/ft. Industrial for new enclosed/habitable construction including miscellaneous buildings and garages and \$0.10/ft. for Hotel/Motel Rooms; and

# RESOLUTION 2018-06

WHEREAS, as the County (consistent with its General Plan) and the City (consistent with its General Plan) have adopted Developer Fee Resolutions to assure adequate fire protection for new development, it is in the best interest of the District to request the County and the City to update those Resolutions or Ordinances, respectively through the adoption of the Fire Facilities Impact Fee described in the attached report.

NOW, THEREFORE, the Board of Directors of the Rodeo - Hercules Fire Protection District does hereby declare, find, resolve, approve, and adopt the 2018 FIFS and the Board of Directors establishes the Impact Fee for new development in the Rodeo - Hercules Fire Protection District, as follows

1. That there is a present and ongoing need to maintain and enhance the District's level of fire protection services and facilities within the District occasioned by existing and new development; and
2. That an Impact Fee is established equal to \$1,680 per Residential unit, \$1,036 per Multi-family Residential unit, \$0.84/ft. Commercial, \$1.13/ft. Office, \$0.48/ft. Industrial for new enclosed/habitable construction including miscellaneous buildings and garages, and \$.10 per/ft. hotel/motel room, effective 60 days from the signed date of this resolution; and
3. That annually as part of the budget process, the Fire Chief shall review the estimated cost of the described capital improvements, the need for those improvements, and the reasonable relationship between such need and the impacts of the various types of development pending or anticipated and for which the Fire Facilities Impact Fee is charged; and
4. That the Fire Facilities Impact Fee will have an automatic annual adjustment based on the "construction cost index" or the "consumer price index," whichever is higher, to keep up with the cost of inflation on the cost of the capital projects, but not less than the fees stated in the 2018 Engineer's Report; and
5. That the Fire Facilities Impact fee established by this Resolution shall replace the previous Fire Facilities Impact Fee adopted by the District.

## **Publication and Effective Date**

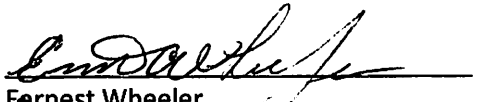
This Resolution shall be published in accordance with applicable law, by one or more of the following methods:

1. Posting the entire Resolution in at least three (3) public places in the Rodeo – Hercules Fire Protection District, within fifteen (15) days after its passage and adoption; or
  2. Publishing the entire Resolution at least once in the West County Times, a newspaper of general circulation published in the County of Contra Costa within fifteen (15) days after its passage and adoption; or
  3. Publishing a summary of the Resolution in the West County Times and posting a certified copy of the entire Resolution in the District office of the Rodeo – Hercules Fire Protection District at least five (5) days prior to the passage and adoption, and a second time within fifteen (15) days after its passage and adoption, along with the names of those Board Members voting for and against the Resolution.
- b. This Resolution shall go into effect thirty (30) days after the date of its passage and adoption.

## RESOLUTION 2018-06

**APPROVED AND ADOPTED** THE FOREGOING RESOLUTION was first read at a regular meeting of the Rodeo – Hercules Fire Protection District on the 12 day of SEP., 2018, and was passed and adopted at a regular meeting of the Rodeo – Hercules Fire Protection District on the 12 day of SEP., 2018, by the following vote:

AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

  
Ernest Wheeler  
Chairman of the Board  
Rodeo – Hercules Fire Protection District



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of May 22, 2018

**TO:** Members of the City Council

**SUBMITTED BY:** David Biggs, City Manager  
Patrick Tang, City Attorney

**SUBJECT:** Public Hearing to Adopt a Resolution Amending Development Impact Fees to Incorporate the Updated Rodeo-Hercules Fire Protection District Levied Fire Facilities Impact Fee and Amending the City's Master Fee Schedule.

**RECOMMENDATION:** Open the Public Hearing, Take Public Testimony, Close the Public Hearing, and Adopt a Resolution Amending Development Impact Fees to Incorporate the Updated Rodeo-Hercules Fire Protection District Levied Fire Facilities Impact Fee and Amending the City's Master Fee Schedule as presented or as modified as desired by the City Council.

**COMMISSION/SUBCOMMITTEE ACTION AND RECOMMENDATION:** Not Applicable.

**FISCAL IMPACT OF RECOMMENDATION:** None for the City as the Fire Facilities Impact Fee is levied by the Rodeo-Hercules Fire Protection District and is passed on in its entirety to the District.

**DISCUSSION:** This matter was previously scheduled to be considered by the City Council at a public hearing noticed for March 13, 2018. A copy of the staff report from that meeting is attached which provides additional detail on what is being considered (Attachment 1). The Fire District commissioned nexus study is also provided as Attachment 2. Due to procedural concerns, the matter was not heard at that time.

During the intervening period, the Fire District provided a letter on March 29, 2018, and also provided responses via e-mail to questions from City Council Members as provided to the Fire Chief by the City Manager. This supplemental information is included as Attachment 4.

This matter was re-noticed for public hearing this evening and the Fire District Nexus Study has been available for inspection at City Hall for 10 days as required under State law.

In the past, Fire Impact fees have been considered and approved as part of City-led comprehensive update of all fees. This current request to revise Fire Impact Fees has been initiated and acted upon by the Fire District and forwarded to the City Council for approval. The March 13, 2018, staff report approached the proposed fee increase as a ministerial matter since the Fire District Board had approved the proposed fees and nexus study already.

The City Attorney has conducted additional review of the requirements for City Council consideration and approval of impact fees as provided for under State law, including those fees which originated with another governmental entity like the Fire District. The City Attorney believes that, while the Fire District is required to undergo a public process for reviewing and recommending fee updates, under State law, the fees are levied by the City and become effective upon the approval of the City Council. As such, the City Council retains authority to enact the fees at the level proposed in the nexus study, at a lower level, or not at all. In addition, State law requires that the City Council approve the nexus study. As such, the City Council may require that the nexus study be changed or modified in any manner it deems necessary to satisfy the City Council as to its accuracy and appropriateness.

The City Council should proceed with the noticed public hearing and, based upon the testimony presented, the existing nexus study, and the answers provided to Council questions, the Council may adopt a resolution (Attachment 3) approving the proposed fees and amending the City's Master Fee Schedule. Alternatively, the City Council could request additional information, require modifications to the existing nexus study, or take no action. Depending upon the Council's review, the Council could modify the proposed impact fees, either at this meeting or at a future meeting, if additional information or modifications are needed.

**ATTACHMENTS:**

Attachment 1 – Staff Report from March 13, 2018

Attachment 2 – Fire District Nexus Study

Attachment 3 – Fire District Supplemental Information

Attachment 4 - Resolution





## **STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of March 13, 2018

**TO:** Members of the City Council

**SUBMITTED BY:** David Biggs, City Manager

**SUBJECT:** Public Hearing to Adopt a Resolution Amending Development Impact Fees to Incorporate the Updated Rodeo-Hercules Fire Protection District Levied Fire Facilities Impact Fee and Amending the City's Master Fee Schedule.

**RECOMMENDATION:** Open the Public Hearing, Take Public Testimony, Close the Public Hearing, and Adopt a Resolution Amending Development Impact Fees to Incorporate the Updated Rodeo-Hercules Fire Protection District Levied Fire Facilities Impact Fee and Amending the City's Master Fee Schedule.

**COMMISSION/SUBCOMMITTEE ACTION AND RECOMMENDATION:** Not Applicable.

**FISCAL IMPACT OF RECOMMENDATION:** None for the City as the Fire Facilities Impact Fee is levied by the Rodeo-Hercules Fire Protection District and is passed on in its entirety to the District.

**DISCUSSION:** California cities and special districts have a constitutional police power to protect the public health, safety and welfare. From that police power flows a broad authority to regulate new development, including the power to exact things of value as a condition of allowing new development to occur. New development causes impacts on the need to provide permanent public infrastructure. A city or other agency may exact a fee upon new development, if the city can demonstrate a reasonable relationship leading from the new development's impacts to the need for permanent public infrastructure. That relationship may include both direct and indirect impacts.

The Rodeo-Hercules Fire Protection District is an independent agency which provides fire protection services in the City of Hercules and the unincorporated community of Rodeo. On January, 11, 2018, the Board of the District conducted a public hearing and adopted Resolution 2018-01 which approved an updated nexus study and an update to the Fire Facilities Impact Fee already being levied and adopted updated fees. The Resolution and the supporting nexus study are provided as Attachment 2.

The Fire Facilities Impact Fees as imposed by the Rodeo-Hercules Fire Protection District as adopted by Resolution 2018-01 are \$1,729 per residential unit, \$1,060 per multifamily residential unit, \$0.87/sq. ft. Commercial, \$1.18 sq. ft. Office, \$0.50/sq. ft. Industrial for new enclosed/habitable construction including miscellaneous building and garages, and \$92.00 per hotel/motel room, with an automatic annual adjustment based on the “construction cost index,” or the “consumer price index,” whichever is higher.

The City is required to accept the updated study and the new fees need to be added to our Master Fee Schedule. Attachment 1 is a resolution which accepts the District’s updated nexus study and fees with the updated fees being added to the City’s Master Fee Schedule. The new fees would be effective here in Hercules as of the date of adoption of the City’s resolution.

**ATTACHMENTS:**

1. Resolution
2. Fire District Request, Resolution, and Nexus Study



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

January 17, 2018

David Biggs, City Manager  
City of Hercules  
111 Civic Drive  
Hercules CA, 94547

**Re: Rodeo-Hercules Fire Facilities Impact Fees**

Dear Mr. Biggs,

During the regular board meeting of the Rodeo-Hercules Fire Protection District held on January 11, 2018, after holding two public hearings, the Board of Directors unanimously passed Resolution 2018-01, establishing Fire Facilities Impact Fees for the City of Hercules and unincorporated Contra Costa County located in the Rodeo-Hercules Fire Protection District. Please find attached a copy of the Resolution and the Engineer's report from Willdan Financial Services that was used in establishing the new fee structure.

Sincerely,

  
Bryan Craig  
Interim Fire Chief

## RESOLUTION 2018-01

### RESOLUTION OF THE RODEO-HERCULES FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REQUESTING IMPLEMENTATION BY THE COUNTY OF CONTRA COSTA AND THE CITY OF HERCULES OF FIRE FACILITIES IMPACT FEES TO IMPLEMENT THEIR RESPECTIVE GENERAL PLAN GOALS, POLICIES AND OBJECTIVES FOR ASSURING ADEQUATE FIRE PROTECTION ASSOCIATED WITH NEW DEVELOPMENT

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A RESOLUTION TO ADOPT THE RODEO - HERCULES FIRE PROTECTION DISTRICT FIRE FACILITIES IMPACT FEE STUDY AND FEE AMOUNTS.

WHEREAS, The Rodeo – Hercules Fire Protection District (“District”) provides Fire and Rescue Services to Approximately 25 square miles of unincorporated and incorporated Contra Costa County with an approximate service population of nearly 40,000. This service area includes the unincorporated community of Rodeo, and the City of Hercules. The District currently imposes an impact fee of \$1,029 per single-family dwelling unit, \$662 per multi-family dwelling unit, \$721, \$536 and \$306 per 1,000 square feet for office, commercial and industrial development, respectively; and

WHEREAS, As per the *Mitigation Fee Act* contained in Government Code Section 66000 *et. seq.*, cities hold the legal authority to impose fees on behalf of the District within their city limits. In unincorporated areas however, the County, rather than the District, has legal authority to impose impact fees; and

WHEREAS, in response to ongoing demands for service and the facilities needed to provide service, the Rodeo-Hercules Fire Protection District Board of Directors commissioned a “Fire Facilities Impact Fee Study” (FIFS) by Willdan Financial Services, a private financial consulting firm, dated October 4, 2017, consistent with the provisions of Government Code Section 66000 *et. seq.* including section 66001 to analyze methods to update and implement a fire facilities impact fee as authorized by Health and Safety Code section 13861(f), a portion of the Fire Protection Law of 1987, Health and Safety Code section 13800 *et seq.*, (the “Act”); and

WHEREAS, a report has been completed by Willdan Financial Services entitled “Fire Facilities Impact Fee Study,” a copy of which is attached as Exhibit “A” to this Resolution, setting forth methods to update and implement a fire facilities fee that would include both the County and the City and making findings, which are consistent with provisions of Government Code Section 66000 *et. seq.* concerning the need, implementation, and use of such a fee by the District: and

WHEREAS, at a duly noticed regular meeting of the Board of Directors, the District Board accepted and adopted the Willdan Financial Services report entitled “Fire Facilities Impact Fee Study,” dated October 4, 2017; and

WHEREAS, Government Code Section 66000 *et. seq.* (CGC 66000) requires local government to document the necessary five findings: Purpose of Fee, Use of Revenues, Benefit Relationship, Burden Relationship, and Proportionality; and

WHEREAS, the 2017 FIFS supports the need for mitigation fees in the amount of \$1,729 per Residential unit, \$1,060 per Multi-family Residential unit, \$0.87/ft. Commercial, \$1.18/ft. Office, \$0.50/ft. Industrial for new enclosed/habitable construction including miscellaneous buildings and garages; and

## RESOLUTION 2018-01

WHEREAS, as the County (consistent with its General Plan) and the City (consistent with its General Plan) have adopted Developer Fee Ordinances to assure adequate fire protection for new development, it is in the best interest of the District to request the County and the City to update those ordinances through the adoption of the Fire Facilities Impact Fee as described in the attached report.

NOW, THEREFORE, the Board of Directors of the Rodeo - Hercules Fire Protection District do hereby declare, find, resolve, approve, and adopt the 2017 FIFS and the Board of Directors establishes the Impact Fee for new development in the Rodeo - Hercules Fire Protection District, as follows

1. That there is a present and ongoing need to maintain and enhance the District's level of fire protection services and facilities within the District occasioned by existing and new development; and
2. That an Impact Fee equal to \$1,729 per Residential unit, \$1,060 per Multi-family Residential unit, \$0.87/ft. Commercial, \$1.18/ft. Office, \$0.50/ft. Industrial for new enclosed/habitable construction including miscellaneous buildings and garages, and \$92.00 per hotel/motel room, effective 60 days from the signed date of this resolution; and
3. That annually as part of the budget process, the Fire Chief shall review the estimated cost of the described capital improvements, the need for those improvements, and the reasonable relationship between such need and the impacts of the various types of development pending or anticipated and for which the Fire Facilities Impact Fee is charged; and
4. That the Fire Facilities Impact Fee will have an automatic annual adjustment based on the "construction cost index" or the "consumer price index," whichever is higher, to keep up with the cost of inflation on the cost of the capital projects, but not less than the fees stated in the 2017 Engineer's Report.

**APPROVED AND ADOPTED** by the Board of Directors of the Rodeo – Hercules Fire Protection District held on January 11, 2018 by the following vote:

AYES: 3  
NOES: 0  
ABSENT: 2  
ABSTAIN: 0



Earnest Wheeler  
Chairman of the Board  
Rodeo – Hercules Fire Protection District

# **FIRE FACILITIES IMPACT FEE UPDATE STUDY**

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

**FINAL DRAFT**

**OCTOBER 4, 2017**



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**EXHIBIT A**

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# Fire Facilities Impact Fee Study

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This report summarizes an analysis of the need for fire facilities by the Rodeo-Hercules Fire Protection District ("RHFPD"; "District") to accommodate new development. The report documents a reasonable relationship between new development and an impact fee for funding new facilities to serve that development.

## Introduction

The District protects an area of approximately 25 square miles of unincorporated and incorporated Contra Costa County with an approximate service population of nearly 40,000. The service area includes the unincorporated community of Rodeo, and the City of Hercules. The District currently imposes an impact fee of \$1,029 per single-family dwelling unit, \$662 per multi-family dwelling unit, \$721, \$536 and \$306 per 1,000 square feet for office, commercial and industrial development, respectively.

As with most local agencies, the District's property tax revenue stream has diminished in terms of real dollars over time since the imposition of Proposition 13 in 1978. Consequently, the District must manage its resources carefully to properly serve the projected influx of new residents and businesses to the region.

As per the *Mitigation Fee Act* contained in Government Code Section 66000 et. seq., cities hold the legal authority to impose fees on behalf of the District within their city limits. In unincorporated areas, however, the County rather than the District has legal authority to impose impact fees. This report provides the necessary documentation for the jurisdictions to adopt a fire facilities impact fee for imposition within the District. It also provides a list of statutory findings pertaining to the imposition of the District fees.

The following sections of this report define and present the existing service population for the District, describe the existing inventory of fire protection facilities as well as a list of planned facilities and determine the proportional share of planned fire facilities – and corresponding impact fees – by land use type. Finally, this report provides a brief section on impact fee program implementation and addresses the list of findings required by the *Mitigation Fee Act*.

## Fire Facilities Service Population

The Rodeo-Hercules Fire Protection District serves all structures including homes, businesses, schools, hospitals and other miscellaneous structures in its service area. Demand for the District's services and associated facilities is measured by its service population, or the number of residents and workers within its service area. Service population reasonably represents the need for fire facilities because people requesting medical assistance generate the most calls for service. Structural fire suppression is the second most important mission of the fire department after the protection of life.

**Table 1** provides estimates of the District's total service population in 2017 and 2035. 2017 is the most recent year for which demographic data for the District was available at the time of this study. Total service population is comprised of residents and employees working within the District.

**Table 1: Rodeo-Hercules Fire Protection District Service Population**

	A	B	C	D = A + (B x C)
	Residents <sup>1</sup>	Workers <sup>2</sup>	Worker Demand Factor <sup>3</sup>	Service Population
<u>Existing Development (2017)</u>				
City of Hercules	25,600	4,600	0.69	28,800
Town of Rodeo (uninc.)	9,700	1,000	0.69	10,400
Subtotal	35,300	5,600		39,200
<u>New Development (2017-2035)</u>				
City of Hercules	7,300	1,300	0.69	8,200
Town of Rodeo (uninc.)	2,800	300	0.69	3,000
Subtotal	10,100	1,600		11,200
<u>Total Development (2035)</u>				
City of Hercules	32,900	5,900	0.69	37,000
Town of Rodeo (uninc.)	12,500	1,300	0.69	13,400
Subtotal	45,400	7,200		50,400

Note: Figures have been rounded to the nearest hundred.

<sup>1</sup> Existing residential population is based on the CA DOF Table E-5 for the City of Hercules and American Community Survey Table DP05 for unincorporated Rodeo. Growth based on 1.4% annual growth rate implied by ABAG projections.

<sup>2</sup> Current employment based on most recent job counts for city of Hercules and Rodeo CDP as identified by OnTheMap, US Census. The growth in workers is determined by maintaining the 2017 resident to worker ratio.

<sup>3</sup> Service population worker demand factor based on City of Phoenix service call data weighted by the relative proportions of residential and nonresidential land use in the City.

Sources: California Department of Finance, Table E-5; Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates, Table DP05; U.S. Census Bureau, 2016, OnTheMap Application; Willdan Financial Services.

An estimate of existing residential population comes from the California Department of Finance for the City of Hercules, and the US Census' American Community Survey for unincorporated Rodeo. Growth in residents is based on 1.4% annual average growth rate implied by ABAG projections.

Current employment based on most recent job counts for city of Hercules and Rodeo CDP as identified by OnTheMap, US Census. The growth in workers is determined by maintaining the 2017 resident to worker ratio.

The specific 0.69 per worker weighting used here is derived from an extensive study carried out by planning staff in the City of Phoenix. Data from that study is used to calculate a per capita factor that is independent of land use patterns. It is reasonable to assume that relative demand for fire service between residents and workers does not vary substantially on a per capita basis across communities, enabling the use of this data in other communities in the documentation of a fire facilities impact fee.

The ratio of the worker per capita factor to the resident per capita factor is the worker demand factor shown in Table 1.

## Land Use Types

To ensure a reasonable relationship between each fee and the type of development paying the fee, the fee schedule distinguishes between different land use types. The land use types that impact fees have been calculated for are defined below.

- **Single family:** Detached and attached one-unit dwellings, including single family homes and townhouses.
- **Multi-family:** All attached multi-family dwellings including duplexes and condominiums.
- **Commercial:** All commercial, retail, educational, and hotel/motel development.
- **Office:** All general, professional, and medical office development.
- **Industrial:** All manufacturing and warehouse development.

Some developments may include more than one land use type, such as a mixed-use development with both multi-family and commercial uses. In those cases, the facilities fee would be calculated separately for each land use type.

The District has the discretion to determine which land use type best reflects a development project's characteristics for purposes of imposing an impact fee and may adjust fees for special or unique uses to reflect the impact characteristics of the use.

## Occupant Densities

All fees in this report are calculated based on dwelling units or building square feet. Occupant density assumptions ensure a reasonable relationship between the size of a development project, the increase in service population associated with the project, and the amount of the fee.

Occupant densities (residents per dwelling unit or workers per building square foot) are the most appropriate characteristics to use for most impact fees. The fee imposed should be based on the land use type that most closely represents the probable occupant density of the development.

The average occupant density factors used in this report are shown in **Table 2**. The residential density factors are based on data for the City of Hercules from the US Census' 2011-2015 American Community Survey, Tables B25033 and B25024.

The nonresidential occupancy factors are based on occupancy factors found in the District's *Fire Facilities Impact Fee Study*, 2009. This study uses those factors for consistency.

**Table 2.2: Occupant Density**

<i>Residential</i>		
Single Family	3.18	Residents Per Dwelling Unit
Multifamily	1.95	Residents Per Dwelling Unit
<i>Nonresidential</i>		
Commercial	2.33	Employees per 1,000 square feet
Office	3.13	Employees per 1,000 square feet
Industrial	1.33	Employees per 1,000 square feet

Sources: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates, Tables B25024 and B25033; The Natelson Company, Inc., Employment Density Study Summary Report, prepared for the Southern California Association of Governments, October 31, 2001, SCAG region data; Willdan Financial Services.

## Existing Fire Facilities

The District's inventory of existing and planned fire facilities was used as part of the basis for calculating the District's facility standard. This standard is used to determine new development's fair share obligation for expanded facilities as growth occurs. The District's existing fire protection facilities described in this section currently serve the entire District.

**Tables 3 through 5** provide a detailed inventory of the District's land, buildings, vehicles, apparatus and special equipment. The estimated value of the District's inventory is based on unit cost assumptions. Unit costs reflected in Tables 3, 4 and 5 include the following:

- **Land cost per acre.** Estimated cost per acre based on the District planned land acquisition estimates.
- **Buildings.** Estimated replacement costs.
- **Apparatus/Vehicles/Equipment.** Estimated replacement cost of apparatus, vehicles and equipment carried on apparatus provided by the District.

**Table 3** highlights the District's existing inventory of land and buildings. The District currently serves the entire service area from two stations. In total the District owns approximately \$5.5 million worth of land and buildings.

**Table 3: Existing Land and Buildings**

	Quantity	Unit Value <sup>1</sup>	Total Value
<i>Rodeo Fire Station 75</i>			
Land	0.25 acres	\$ 387,000	\$ 96,800
Building	5,413 sq. ft.	440	2,381,700
Subtotal			\$ 2,478,500
<i>Hercules Fire Station 76</i>			
Land	0.99 acres	\$ 387,000	\$ 383,100
Building	5,980 sq. ft.	440	2,631,200
Subtotal			\$ 3,014,300
Total Value, Buildings and Land			\$ 5,492,800

<sup>1</sup> Land values based on planned land acquisition costs.

Sources: Rodeo-Hercules FPD; Willdan Financial Services.

**Table 4** displays the inventory and estimated value of existing firefighting apparatus and vehicles. In total the District owns approximately \$4.3 million worth of fire protection vehicles and apparatus.

**Table 4: Existing Apparatus and Equipment Inventory and Valuation**

Vehicle	Type	Model	Year Purchased	Current Replacement Cost
Fire Chief Vehicle (1)	Staff	Chevrolet Tahoe	2017	\$ 65,000
Battalion Chief Vehicle (1)	Staff	Chevrolet Tahoe	2017	65,000
E-75	Type I	Spartan	2014	750,000
E-75A	Type I	Spartan	2000	750,000
Q-76	Quint	Smeal	2006	1,000,000
E-76	Type I	Spartan	2018	750,000
376	Type III	International	2005	400,000
375	Type III	International	2007	400,000
Utility Pick-up	Staff	Ford F-350	2005	90,000
Total				\$ 4,270,000

Source: Rodeo-Hercules FPD.

**Table 5** displays the District's inventory of special equipment, including information technology, training equipment, ladders, hoses, nozzles and a variety of firefighting items. In total the District owns \$1.5 million worth of special equipment.

**Table 5: Existing Special Equipment Inventory**

Description	Replacement Cost
<i>Fire Equipment</i>	
Computers and Main frame for 10 work stations	\$ 50,000
Specialized hand held fire suppression equipment	11,000
Interior firefighting Live fire training simulator	45,000
Training interior ladder tower	30,000
Office Furniture	18,400
Fire suppression and large capacity water delivery Hose	72,000
Ladders	9,500
Medical equipment including, monitors and difibulators	175,000
Fire Suppression Nozzles	84,200
Portable Medical Oxygen	10,000
Physical Fitness Equipment	55,000
Radios: Base Station, Portable and Mobile	210,000
Vehicle based Mobile Data Transmission and tracking	36,000
Hydraulic and Edraulic Forcible rescue tools	195,000
Thermal imaging cameras	80,000
High and Low Angle Rescue	15,000
Personnel Protective Clothing	100,000
Self-Contained Breathing Apparatus	270,000
Hand held tools	12,000
Miscellaneous	60,000
<b>Total:</b>	<b>\$ 1,538,100</b>

Source: Rodeo-Hercules FPD.

Table 6 summarizes the estimated value of the District's existing inventory of fire facilities, as shown in Tables 3, 4 and 5. The District currently owns the equivalent of approximately \$11.4 million in fire protection facilities, apparatus and equipment to meet the needs of its existing service population.

**Table 6: Estimated Total Value of Existing Inventory**

Description	Value
Stations	\$ 5,492,800
Apparatus	4,270,000
Other Equipment	1,538,100
Subtotal	\$ 11,300,900
Total Fund Balance from District Impact Fee Program	\$ 38,000
<b>Total Value of Existing Inventory</b>	<b>\$ 11,339,000</b>

Note: Totals have been rounded.

Sources: Rodeo-Hercules FPD; Tables 3, 4 and 5, Willdan Financial Services.

## Fire Facilities to Accommodate New Development

**Table 7** identifies the District's preliminary planned facilities. These facilities were identified by the District as facilities needed to serve new development. The cost to construct a new station is based on recent cost estimates for Station 70 in nearby San Pablo. Currently the District anticipates the acquisition of land and construction of a new station as necessary to serve development as it occurs in the District. The District also anticipates purchasing several apparatuses, including equipment. In total, the District has identified \$15.5 million in planned fire protection facilities.

**Table 7: Planned Fire Facilities**

Item	Quantity	Unit Cost	Total Cost
New station construction	11,000 -sq. ft.	\$ 990	\$ 10,890,000
Land acquisition	3.83 acres	387,467	1,484,000
Type 1 engine plus equipment	1 engine	850,000	850,000
Type 3 engine plus equipment	1 engine	500,000	500,000
100' ladder truck plus equipment	1 truck	1,850,000	1,850,000
Total Cost of Planned Fire Facilities			\$ 15,574,000
Less Existing Fund Balance			(38,000)
Net Cost of Planned Facilities			\$ 15,536,000

Note: Figures have been rounded.

Sources: Rodeo-Hercules FPD; and Willdan Financial Services.

## Fire Facility Standards

The fire facilities impact fees calculated in this report are based on a system facilities standard approach. The system standard approach calculates the level of investment that will be achieved in the District once all planned facilities are built and the service population has increased. This per capita facility standard is calculated by dividing the total investment in existing and planned facilities, by the service population at the planning horizon, and is displayed in **Table 8**.



**Table 8: System Plan Standard**

Value of Existing Facilities	\$ 11,300,900
Value of Planned Facilities	15,574,000
Total	\$ 26,874,900
Future Service Population (2035)	50,400
System Plan Standard per Capita	\$ 533
Standard per Resident	\$ 533
Standard per Worker <sup>1</sup>	368

<sup>1</sup> Based on a worker weighting factor of 0.69.

Sources: Tables 1, 6 and 7; Willdan Financial Services.

The projected impact fee revenue from new development within the District is shown in **Table 9**. The bottom line of Table 9 shows that to complete future facilities as currently planned there is a need for \$9.6 million in revenue from non-fee funding sources. To complete the planned facilities that represent an increase in facility standards, the District will need to identify an additional \$9.6 million by the planning horizon.

**Table 9: Projected Impact Fee Revenue - System Plan Standard**

Net Cost of Planned Facilities	\$ 15,536,000
Value of Facility Standards per Capita	\$ 533
Service Population Growth Within District	11,200
Total Projected Fire Facilities Impact Fee Revenue	\$ 5,969,600
Non-Impact Fee Revenue Needed	\$ 9,566,400

Sources: Tables 1, 7 and 8, Willdan Financial Services.

## Alternative Funding Sources

The District recognizes that non-fee revenues will be needed to fund a portion of the planned facility costs. The District has already begun taking steps to develop alternative revenue sources to fund fire facilities, particularly the District is investigating establishing a community facilities district (CFD). Other sources of revenue include, but are not limited to General Fund revenue, special taxes, grants and assessment districts. General Fund revenue is derived from the District's share of the constitutionally imposed one percent property tax rate. Any new or increased special tax would require two-thirds voter approval. Any new or increased assessment would require a majority property

owner approval. Any new or increased property-related charge or fee would require a majority voter approval.

## Fee Schedule

**Table 10** shows the maximum justified fire protection facilities fee schedule. The cost per capita is converted to a fee per unit of new development based on dwelling unit and employment densities (persons per dwelling unit or employees per 1,000 square feet of nonresidential building space) from Table 2. The total fee includes a two percent (2%) percent administrative charge to fund costs that include: a standard overhead charge applied for legal, accounting, and administrative support, and fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

In Willdan's experience with impact fee programs, two percent of the base fee adequately covers the cost of fee program administration. It should be reviewed and adjusted during comprehensive impact fee updates to ensure that revenue generated from the charge sufficiently covers, but does not exceed, the administrative costs associated with the fee program.

**Table 10: Fire Facilities Impact Fee - System Plan Standard**

Land Use	A	B	C = A x B	D = C x 0.02	E = C + D	E / 1,000
	Cost Per Capita	Density	Base Fee <sup>1</sup>	Admin Charge <sup>1, 2</sup>	Total Fee <sup>1</sup>	Fee per Sq. Ft.
<i>Residential (per dwelling unit)</i>						
Single Family	\$ 533	3.18	\$ 1,695	\$ 34	\$ 1,729	
Multi-family	533	1.95	1,039	21	1,060	
<i>Nonresidential (per 1,000 square feet)</i>						
Commercial	\$ 368	2.33	\$ 857	\$ 17	\$ 874	\$ 0.87
Office	368	3.13	1,152	23	1,175	1.18
Industrial	368	1.33	489	10	499	0.50

<sup>1</sup> Fee per dwelling unit (residential) or per 1,000 square feet (nonresidential).

<sup>2</sup> Administrative charge of 2.0 percent for (1) legal, accounting, and other administrative support and (2) impact fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

Sources: Tables 2 and 8; Willdan Financial Services

## Program Implementation

The fire facilities impact fee would be collected at time of building permit issuance. Because the District does not have the statutory authority to adopt a fee, it must rely on the City Council and County Board of Supervisors for the authority within each respective jurisdiction. In addition, to implement the fee the District, in cooperation with the County and City, should:

- Seek to acquire the necessary property for new stations through purchase or dedication and maintain an updated master plan indicating fire facility standards and the types of facilities anticipated to accommodate growth;
- Identify funding sources to complement impact fee revenues to fully fund planned facilities;
- Maintain an annual Capital Improvement Program budget or another accounting mechanism

- to indicate where fees are being expended to accommodate growth;
- Maintain records on use of the administrative charge to justify the amount;
- Comply with the annual and five-year reporting requirements of *Government Code* Section 66001 and 66006; and
- Identify appropriate inflation indexes in the fee ordinance and allow an automatic inflation adjustment to the fee annually.

Typically, an inflation index can be based on the District's recent capital project experience or from any reputable published source. Willdan recommends using the local Construction Cost Index of the Engineering News Record. The District may also elect to use separate indexes for land and construction. Calculating the land index may require use of a property appraiser every several years. To calculate the fee increase, total planned facility costs represented by land or construction, as appropriate, should weight each index.

## Mitigation Fee Act Findings

To guide the widespread imposition of development impact fees, the State Legislature adopted the *Mitigation Fee Act* (the *Act*) with Assembly Bill 1600 in 1988 and subsequent amendments. The *Act* is contained in *California Government Code* Section 66000 *et seq.* and establishes requirements for the imposition and administration of impact fee programs. The *Act* became law in January 1988 and requires local governments to document the five findings explained in the sections below when adopting an impact fee. For the fire facilities impact fee to be adopted by the County of Contra Costa (County) on behalf of the Rodeo-Hercules Fire Protection District, the findings are summarized here and supported in detail by the report that follows. All statutory references are to the *Act*.

### Purpose of Fee

For the first finding the District must:

*Identify the purpose of the fee. (§66001(a)(1))*

The purpose of the Rodeo-Hercules Fire Protection District fire facilities impact fee is to provide a funding source from new development for capital improvements to serve that development. The fee advances a legitimate interest of the District, County and cities by assuring that new development within the District is provided with adequate fire protection facilities and services.

### Use of Fee Revenues

For the second finding the District must:

*Identify the use to which the fee is to be put. If the use is financing public facilities, the facilities shall be identified. That identification may, but need not, be made by reference to a capital improvement plan as specified in Section 65403 or 66002, may be made in applicable general or specific plan requirements, or may be made in other public documents that identify the public facilities for which the fee is charged. (§66001(a)(2))*

The fire facilities impact fee will fund expanded facilities to serve new development. All planned facilities will be located within the Rodeo-Hercules Fire Protection District boundaries:

- Land for fire station and other related structures;
- Fire stations including furniture and other equipment;
- Fire apparatus including equipped engines, trucks and other vehicles;
- Medical response, hazardous materials, training, and other specialized fire fighting equipment.
- Potential financing costs associated with the above.

Planned fire facilities are preliminarily identified in this report. Additional planning may be provided in the District's capital improvement plan and annual budgets. This report provides a preliminary description and cost estimate for planned facilities. Other planning documents may provide additional details and proposed timing for construction/acquisition of the facility.

## Benefit Relationship

For the third finding the District must:

*Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. (§66001(a)(3))*

The District will restrict fee revenues to the acquisition of land, construction of public buildings, and the purchase of related equipment, furnishings, vehicles, and services that will serve new development and the additional residents and workers associated with that new development as part of a district-wide network of fire protection facilities and services. Thus, there is a reasonable relationship between the use of fee revenues and the residential and nonresidential types of new development that will pay the fee.

## Burden Relationship

For the fourth finding the District must:

*Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed. (§66001(a)(4))*

Service population provides an indicator of the demand for the facilities needed to accommodate growth. Service population is calculated based on residents associated with residential development and employment associated with nonresidential development. To calculate a single per capita standard, one worker is weighted less than one resident based on an analysis of the relative demand for fire facilities by land use type.

The need for the fee is based on the facility standards identified in this report and the growth in district-wide service population projected through 2035. Facilities standards represent the level of service that the District plans to provide its residents and businesses in 2035. Standards are based on the District's total existing and planned facilities allocated across the District's total service population in 2035.

See the *Fire Facilities Service Population* section, for a description of how service population and growth projections are calculated. Facility standards are described in the *Fire Facility Standards* section.

## Proportionality

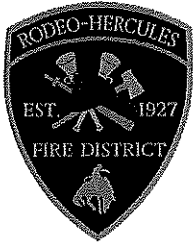
For the fifth finding the District must:

*Determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed. (§66001(b))*

This reasonable relationship between the fire facility impact fee for a specific development project and the cost of the facilities attributable to that project is based on the estimated size of the service population that the project will accommodate. The total fee for a specific project is based on its size as measured by dwelling units or building square feet. The fee schedule converts the estimated service population that a development project will accommodate into a fee based on the size of the project. Larger projects of a certain land use type will have a higher service population and pay a

higher fee than smaller projects of the same land use type. Thus, the fee schedule ensures a reasonable relationship between the public facility fee for a specific development project and the cost of the facilities attributable to that project.

See the *Fee Schedule* section for a description of how service population is determined for different types of land uses. The *Fee Schedule* section also presents the fire facilities impact fee schedule.



## RODEO-HERCULES FIRE PROTECTION DISTRICT

1680 REFUGIO VALLEY ROAD, HERCULES, CALIFORNIA 94547

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

TO: CITY COUNCIL, CITY OF HERCULES

FROM: INTERIM FIRE CHIEF, BRYAN CRAIG

RE: FIRE FACILITIES IMPACT FEES

The Rodeo Hercules Fire Protection District has committed itself to providing fire protection, prevention, education, fire suppression, emergency medical services, emergency preparedness, mitigation of hazardous materials incidents, technical rescue, and water rescue to the City of Hercules for over 30 years without any true impact on the City's Public Safety budget. The only exception is in 2005 the District began providing Paramedic service to the city, staffing a Paramedic Based Engine 24 hours a day 7 days a week. This service was started with the help of the city with a \$65,000 one-time donation that was extended for four additional years. With the downturn of the economy, the City ceased that contribution, but the District continues to maintain the same staffing of Paramedics without that additional funding.

As with most local agencies, the District's property tax revenue stream has diminished in terms of real dollars over time since the imposition of Proposition 13 in 1978, Proposition 98 (ERAF) in 1988, and the average annual loss of \$900k of Hercules Redevelopment monies starting in FY 2009/10. Additionally, when the City of Hercules issued tax allocation bonds in 2005 and 2007, in an effort to assist the City during its financial crisis, the Fire District agreed to subordinate Statutory Payments starting in FY 2013/14 to date.

As the City Council is aware, the Fire District currently relies on revenue from the new parcel tax, Measure O, a Benefit Assessment, and ad valorem taxes. These revenue streams support the general fund budget of the Fire District of \$ 7.1 million dollars with a projected ending fund balance in FY 2017-18 of \$200,000. These funds are monitored by an outside independent agency that reports directly to the District Board of Directors. The District continues to manage its resources carefully to properly serve the community at large, as well as the projected influx of new residents and businesses into the city.

Although it is vital for a City to grow, this growth has an impact on services provided to the community it serves. Depending on the type of development, the impact can be significant, particularly when adding additional population without additional property tax revenue. New types of development present new challenges that must be overcome to provide proper emergency response, with the correct type of equipment, in a timely manner. Current Fire District revenues do not account for any increase in population alone due to new development, and population increases in the City of Hercules do not equate to an increase in property tax to the Fire District due to the Redevelopment Agency.

The current apparatus fleet of the District and Fire Station location is inadequate. The District's equipment is outdated, breaking down, and no longer meets National Fire Protection Association NFPA 1911 recommended operational standards. During the economic downturn, maintenance and replacement of fire engines and emergency equipment was deferred, along with facilities maintenance. The current average age of the District's fleet is over 14 years old. The fire service industry standards are to transition first-out fire engines to reserve status at 10 years of service. The overall goal is to replace vehicles at the lowest life cycle cost before the operating cost exceeds vehicle capital. In addition, our current ladder truck has reached the end of its first out-service life, and the ladder is not long enough to provide rescue or fire suppression to the current planned developments.

Due to budget constraints, with only three person engine companies, we are currently running below the National Fire Protection Association staffing recommendation. NFPA 1710 Standard sets forth in concise term the recommended resource requirements for fires, emergencies and other incidents. This is important because it applies the documented and proven science of fire behavior and emergency medicine to the basic resource requirements for effective fire and emergency deployment. This application allows a community to determine if the resources allocated for the different types of fires, emergencies, medical calls and other incidents are sufficient to effectively control the incident and protect lives and property. The current standard is to have four firefighters per Engine Company.

With the shift of the population density and emergency response potential to the waterfront area of the city, the relocation of one of the District's Fire Stations will be necessary. This new Station would have an optimal location on San Pablo Ave and Linus Pauling Drive. The station would house emergency responder's quarters and living facilities, as well as the administrative staff offices and meeting rooms. This station would also be equipped to serve as an alternate emergency operations center or operational area coordination center. Also located on the station grounds would be the District's training grounds and classroom, three bay apparatus housing meeting national fire protection diesel exhaust removal standards, and adequate enough to house the longer ladder truck, an employee health room, furnishings, kitchen, personal protective gear clean room /decontamination room, storage area, shop and tool room, 24 hour emergency power and fuel storage, secure employee parking and visitor parking, landscaping, lighting, fencing, utility connections, data and communication equipment, any and all other products of construction and improvements. The station would be built on the premise of being one of the most environmentally friendly firehouses ever built, and would be a testament to the city's dedication to lessening its carbon footprint.

In order to meet the demands placed on the Fire District by new development, the District has partnered with the city since 1986 with the passage of resolution 86-115, what was then known as Growth Impact Fees, and collected fees on behalf of the Fire District. (*Mitigation Fee Act contained in Government Code Section 66000 et. seq., cities hold the legal authority to impose fees on behalf of the District within their city limits.*) Due to increased demand on services, the Fire District has raised its fees in 2001, 2009 and now in 2018, with the city continuing to collect those fees on the District's behalf. Each time the Fire District has brought these fees to the City Council, they have been approved. These fees are not taxes, do not come from the City budget, or its residents, and are one time fees imposed on the Developers.

The Fire Facilities Impact Fees must be held in a separate account, and are not part of the General Operating Budget for the District. These funds are allocated for new or replacement equipment or facilities needed due to impacts on services caused by new development. These funds are not used to address any unfunded liabilities or personnel costs—their purpose is to offset the real impact new development has on the Fire District. Fire Facilities Impact Fees are described in the Hercules General Plan Article 5 - Sec. 10-18.501, and recognized by the City Council as a needed source of revenue to provide adequate fire-fighting facilities. Without these additional fees charged to developers the District would not have funding for emergency equipment and facilities needed to serve the citizens of Hercules.

It needs to be recognized that Fire Facilities Impact fees are not an attempt to generate revenue anywhere possible—they are one time fees imposed in order to address real issues caused by type of development, and that development increasing the population in the City, thereby increasing the demand on emergency services.

Although we are a Special District, separate from the City, we serve your residents, and you can be proud, as a city, to have some of the best trained firefighters in the industry that go above and beyond to serve the citizens of Hercules. The relationship between the City of Hercules and the Rodeo-Hercules Fire Protection District is one that has been built on mutual respect. The members of RHFD are committed to providing the most efficient service to the Citizens of Hercules today and well into the future. Your vision for the future of Hercules is far reaching and only beginning to be realized. The Men and Women of Rodeo Hercules Fire Protection District share in that vision.

Yours in Service,

A handwritten signature in black ink, appearing to read "Ben G.", written in a cursive style.



**From:** [Bryan Craig](#)  
**To:** [David Biggs](#)  
**Subject:** RE: Fire Impact Fee Info  
**Date:** Wednesday, April 11, 2018 4:33:41 PM

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Please see the responses to your questions below, if you have any additional questions please do not hesitate to ask. Please keep me advised of when the DIF will go before Council so I can have a representative from Willdan Financial attend.

Sincerely,

*Bryan Craig*

Interim Fire Chief  
Rodeo-Hercules Fire Protection District  
1680 Refugio Valley Road  
Hercules, CA 94547  
Wk.510-799-4561  
C. 925-766-6335



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**From:** David Biggs [mailto:DBiggs@ci.hercules.ca.us]  
**Sent:** Thursday, March 15, 2018 6:43 AM  
**To:** Bryan Craig  
**Cc:** Patrick Tang  
**Subject:** Fire Impact Fee Info

Good Morning Bryan –

We will see you at 1:30 PM this afternoon to discuss Fire Impact fees.

I thought I would share some of the questions I have heard from our City Council Members in advance of the our meeting:

- How much has the District collected from the existing fire impact fee, how much has been spent and on what, and what is available now? *Please reference the chart below for Developer impact fee expenditures starting in fiscal years 04/05 through 17/18.*

FISCAL YEAR	BEGINNING FUND BALANCE	REVENUES	EXPENDITURES	ENDING FUND BALANCE	DESCRIPTION OF EXPENDITURES
FY 04/05	\$622,271.37	\$587,074.18	\$283,049.58	\$926,295.97	Establishment of training grounds, training aids, and classrooms located at Station 76
FY 05/06	\$926,295.97	\$245,740.79	\$806,353.93	\$365,682.83	Buildup of Quint 76 Ladder Truck
FY 06/07	\$365,682.83	\$490,665.40	\$813,515.13	\$42,833.10	Completion of and Equipping for Quint 76 Ladder Truck
FY 07/08	\$42,833.10	\$11,942.86	\$6,753.13	\$48,022.83	Personal Protective Equipment
FY 08/09	\$48,022.83	\$115.74	\$4.00	\$48,134.57	
FY 09/10	\$48,134.57	\$897.90	\$45,056.03	\$3,976.44	Start Installation of communication equipment compliant with East Bay Radio Communication System
FY 10/11	\$3,976.44	\$79,189.73	\$11,126.95	\$72,039.22	Start Installation of Mobile Data Terminals in Emergency Apparatus
FY 11/12	\$72,039.22	\$18.76	\$71,710.32	\$347.66	Completion of installation of MDT and EBRCS Radios
FY 12/13	\$347.66	\$15.31	\$4.00	\$358.97	
FY 13/14	\$358.97	\$11.51	\$44.00	\$326.48	
FY 14/15	\$326.48	\$1,031.28	\$0.00	\$1,357.76	
FY 15/16	\$1,357.76	\$60,971.40	\$0.00	\$62,329.16	
FY 16/17	\$62,329.16	\$57,087.91	\$2,579.21	\$116,837.86	Personal Protective Equipment for existing and new personnel
FY 17/18	\$116,837.86	\$48,170.01	\$71,475.15	\$93,532.72	Personal Protective Equipment for existing and new personnel. Buildup of Emergency

					Response Staff Vehicles
* Data source Contra Costa County Auditors.					
* Planned use of fee Revenues: Property, Fire station and other related structures, Fire stations facilities including furniture and other equipment, Fire apparatus including equipment, engines, trucks and other vehicles, Medical response, hazardous materials, training and other specialized firefighting equipment, financing costs associated with above.					

- Are the fire impact fees in a segregated fund? *Yes, they are held in a separate account, county code 3022.*
- Why does the report state that the District owns the Hercules station and land when it is City owned and what impact is there in the analysis as a result of that material misstatement? *This was an error by the engineer, in following up with Willdan Financial Services that felt it would have no direct impact on the findings.*
- Why didn't Willdan utilize independent cost estimates for facilities and equipment instead of just citing the District as the source of the estimates used?  
*I will forward this question to Willdan, although the report shows on page 7 that, "the cost to construct a new station is based on recent cost estimates for Station 70 in San Pablo".*
- Is the intent to build a third station, or is it to consolidate the two stations into a new single station? *In order to maintain response times, and address the greatest threats, personnel from the Rodeo Station would staff the new station located on San Pablo Ave. The Rodeo Station would be used as a reserve station facility, and an emergency staffing facility in accordance with the new office of emergency service preparatory staffing plan.*
- If the District does close the Rodeo station, shouldn't the proceeds from the sale of that property be applied as a reduction of the cost of a new station? *The District currently has no plans of selling Rodeo.*
- How does the District propose to fund the non-impact fee share of the needed facilities and equipment? *In regards to the facility itself it could be financed, additional funding will be sought from public / private donations, and the Districts Capital Fund account.*
- What info is there to justify a third station? *There is no planned permanently staffed third station.*
- How will the District pay operating and staffing costs associated with a third station if built? *Operating and Staffing cost associated with Station 75 in Rodeo would be transferred to the new station.*
- What is the District doing to correct the problem with the parcel tax being levied only on parcels and not units as would customary? *The District passed a parcel tax and it is only levied per parcel. The District currently has a Benefit assessment that is based on "Risk Units". I have not received any direction from the District Board of Directors to correct a perceived problem with our parcel tax. We should also not confuse one time fees paid by a developer, and ongoing taxes paid by residents.*
- Did the District meet all of the statutory requirements associated with adopting the fire fees including having a copy of the fee report available for public inspection at least 10 days prior

to the hearing? *All statutory requirements were met, and confirmed, between the Fire District and the City's attorney.*

David Biggs  
City Manager  
City of Hercules  
111 Civic Drive  
Hercules, CA 94547  
(510) 799-8216  
[dbiggs@ci.hercules.ca.us](mailto:dbiggs@ci.hercules.ca.us)

**RESOLUTION NO. 18-\_\_\_\_**

**ADOPTING THE 2017 FIRE FACILITIES IMPACT FEE STUDY AS APPROVED BY THE BOARD THE RODEO-HERCULES FIRE PROTECTION DISTRICT BY RESOLUTION 2018-01, ESTABLISHING NEW LEVELS OF FIRE FACILITIES DEVELOPMENT IMPACT FEES, UPDATING THE FIRE FACILITIES IMPACT FEES ON THE MASTER FEE SCHEDULE, AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH.**

**WHEREAS**, the City of Hercules is a city organized and existing under and by virtue of the general law of the State of California and is a "local agency" as defined in the Mitigation Fee Act (California Government Code Section 66000 et seq); and

**WHEREAS**, the Rodeo-Hercules Fire Protection District has undertaken and caused to be prepared a study entitled *Fire Facilities Impact Fee Study* dated October 4, 2017 (the "2017 RHFPD DIF Study") and adopted by the Rodeo-Hercules Fire Protection District on January 11, 2018 which identifies fire protection facilities in Hercules that will be impacted or necessitated by future development; and

**WHEREAS**, the Rodeo-Hercules Fire Protection District has requested that the City of Hercules implement the updated Fire Facilities Impact Fee adopted by the District;

**WHEREAS**, the City of Hercules has determined that it needs to increase the level of the Fire Facilities Impact fee from its 2001 level to a current level to offset the effect of inflation and address other factors; and

**WHEREAS**, the 2017 RHFPD DIF Study explains the nexus between the imposition of the fees and the estimated reasonable cost of providing the service for which the fees are charged; and

**WHEREAS**, the updated Fire Facilities Impact Fees need to be added the City's Master Fee Schedule.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HERCULES AS FOLLOWS:**

**SECTION 1.**     Adoption of Studies

- a) The 2017 RHFPD DIF Study is hereby approved, adopted and by this reference incorporated herein.

**SECTION 2.**     Findings Pursuant To The Mitigation Fee Act (California Government Code section 66000 et seq.)

The City Council finds and determines that the Fire Facilities Impact fee established, increased or imposed by this Resolution is supported by the 2017 RHFPD DIF Study in that it:

# CITY OF HERCULES MASTER FEE SCHEDULE

05/22/2018 Excerpt

FUND NUMBER	DEPT. NUMBER	ACCOUNT NUMBER	FEE	LEGAL AUTHORITY	CURRENT FEE
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>					
<b>Development Impact Fees</b>					
<b>Single Family (Per dwelling unit)</b>					
247	5238	362.50-00	Park and Recreation Facilities	Reso 11-132	1,475.00
			Public Benefit for the Bayfront Project only	Resos 11-132 & 17-002	4,000.00
241	5238	362.50-00	General Public Facilities	Reso 11-132	717.00
244	5238	362.50-00	Police Facilities	Reso 10-088	1,269.00
246	5238	362.50-00	Fire Facilities	Reso 10-088	1,029.00
261	5238	362.50-00	Traffic Facilities	Reso 11-132	982.00
420	0000	368.10-00	Sewer Facilities	Reso 10-088	4,048.00
242	5238	362.45-00	Community Development Tax	Reso 11-132	1,500.00
264	5238	362.55-00	West County Sub-regional Transportation Mitigation Fee <sup>1</sup>	Reso 10-088	2,904.00
<b>Multi Family (Per dwelling unit)</b>					
247	5238	362.50-00	Park and Recreation Facilities	Reso 11-132	895.00
			Public Benefit for the Bayfront Project only	Resos 11-132 & 17-002	2,350.00
241	5238	362.50-00	General Public Facilities	Reso 11-132	448.00
244	5238	362.50-00	Police Facilities	Reso 10-088	792.00
246	5238	362.50-00	Fire Facilities	Reso 10-088	662.00
261	5238	362.50-00	Traffic Facilities	Reso 11-132	603.00
420	0000	368.10-00	Sewer Facilities	Reso 10-088	4,048.00
242	5238	362.45-00	Community Development Tax	Reso 11-132	1,500.00
264	5238	362.55-00	West County Sub-regional Transportation Mitigation Fee <sup>1</sup>	Reso 10-088	1,844.00
<b>Retail - Flex (Per building square foot)</b>					
			Public Benefit for the Bayfront Project only	Resos 11-132 & 17-002	0.200
247	5238	362.50-00	Park and Recreation Facilities	Reso 09-114	N/A
241	5238	362.50-00	General Public Facilities	Reso 10-088	0.575
244	5238	362.50-00	Police Facilities	Reso 10-088	0.255
246	5238	362.50-00	Fire Facilities	Reso 10-088	0.536
261	5238	362.50-00	Traffic Facilities	Reso 11-132	2.01
420	0000	368.10-00	Sewer Facilities	Reso 10-088	0.539
264	5238	362.55-00	West County Sub-regional Transportation Mitigation Fee <sup>1</sup>	Reso 10-088	2.036
<b>Office (Per building square foot)</b>					
247	5238	362.50-00	Park and Recreation Facilities	Reso 09-114	N/A
			Public Benefit for the Bayfront Project only	Resos 11-132 & 17-002	0.20
241	5238	362.50-00	General Public Facilities	Reso 11-132	0.240
244	5238	362.50-00	Police Facilities	Reso 10-088	0.425
246	5238	362.50-00	Fire Facilities	Reso 10-088	0.721
261	5238	362.50-00	Traffic Facilities	Reso 11-132	1.450
420	0000	368.10-00	Sewer Facilities	Reso 10-088	1.079
264	5238	362.55-00	West County Sub-regional Transportation Mitigation Fee <sup>1</sup>	Reso 10-088	3.927
<b>Industrial (Per building square foot)</b>					
247	5238	362.50-00	Park and Recreation Facilities	Reso 09-114	N/A
241	5238	362.50-00	General Public Facilities	Reso 10-088	0.411
244	5238	362.50-00	Police Facilities	Reso 10-088	0.183
246	5238	362.50-00	Fire Facilities	Reso 10-088	0.306
261	5238	362.50-00	Traffic Facilities (Reduced rate)	Reso 10-088	4.766
420	0000	368.10-00	Sewer Facilities	Resos 11-132 & 17-002	1.08
264	5238	362.55-00	West County Sub-regional Transportation Mitigation Fee <sup>1</sup>	Reso 10-088	2.741
<b>Hotel (Per room)</b>					
247	5238	362.50-00	Park and Recreation Facilities	Reso 09-114	N/A
			Public Benefit for the Bayfront Project only	Resos 11-132 & 17-002	20.00
241	5238	362.50-00	General Public Facilities	Reso 11-132	23.50
244	5238	362.50-00	Police Facilities	Reso 09-114	26.00
246	5238	362.50-00	Fire Facilities	Reso 10-088	94.00
261	5238	362.50-00	Traffic Facilities	Reso 11-132	176.00
264	5238	362.55-00	West County Sub-regional Transportation Mitigation Fee <sup>1</sup>	Reso 10-088	2,197.00

- a) Identifies the purpose of each fee evaluated therein;
- b) Identifies the use to which each fee will be put;
- c) Determines how there is a reasonable relationship between the use of each fee and the type of development project on which the fee is imposed;
- d) Demonstrates a reasonable relationship between the need for the public facilities and the type of development projects on which each fee is imposed; and
- e) Demonstrates a reasonable relationship between the amount of the fee and the cost of the public facilities or portion of the public facilities attributable to the development on which each fee is imposed.

**SECTION 3. Approval of Items in Studies**

The Board of the Rodeo-Hercules Fire Protection District has considered and approved the specific project descriptions and cost estimates provided in the 2017 RHFPD DIF Study, and the City Council accepts such project descriptions, cost estimates and inflation adjustments and finds them reasonable as the basis for calculating and imposing certain development impact fees.

**SECTION 4. Consistency with General Plan**

The City Council finds that the projects and fee methodology identified in the 2018 RHFPD DIF Study, are consistent with the City's Five-Year Capital Improvement Plan and City's General Plan.

**SECTION 5. Differentiation Among Fees**

The City Council finds that the development impact fees recommended in the 2017 RHFPD DIF Study, are separate and different from other fees the City may impose as a condition of final map approval, building permit issuance or tentative or parcel map approval pursuant to its authority under the Subdivision Map Act, the Quimby Act, and the City's implementing ordinances, as may be amended from time to time, for, among other projects, the construction of storm drainage, major thoroughfares and bridges and the acquisition of parkland.

**SECTION 6. Findings Under The California Environmental Quality Act**

The City Council hereby finds and determines, based upon substantial evidence in the record before it, as follows:

- a) The adoption of the 2018 RHFPD DIF Study, and the approval of the development impact fees adopted by this resolution do not constitute a "project" as that term is defined by or used in the California Environmental Quality Act (California Public Resources Code Section 21000 et seq, hereinafter "CEQA"), the California Code of Regulations Title 14, Division 6, Chapter 3 "Guidelines for Implementation of the California Environmental Quality Act" (the "CEQA Guidelines"), or any court or attorney general opinion construing the same. Accordingly, the City Council finds that the provisions of CEQA and the CEQA Guidelines are not applicable thereto.
- b) In the event that it is found that said action constitutes a "Project" as defined by or used in CEQA or the CEQA Guidelines, which finding would be contrary to the City's opinion of its

action, the City Council hereby finds that said action is exempt from CEQA and the CEQA Guidelines, for the following reasons:

(1) The action is covered by Public Resources Code Section 21080(b)(8) and Section 15273 of the CEQA Guidelines which provide that CEQA does not apply to the establishment, modification, structuring, restructuring or approval of rates, tolls, fares or other charges by public agencies which the public agency finds are for the purpose of (1) meeting operating expenses, including employee wage rates and fringe benefits, (2) purchasing or leasing supplies, equipment, or materials, (3) meeting financial reserve needs and requirements, or (4) obtaining funds for capital projects necessary to maintain service within existing service areas. The City Council finds that its action falls within one or more of said exemptions.

(2) The action is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the action may have a significant effect on the environment, the action is not subject to CEQA or the CEQA Guidelines. See CEQA Guidelines Section 15061(b)(3). It can be seen with certainty that the City's action cannot possibly have a significant effect on the environment.

c) The City Manager or his designee is hereby authorized and instructed to file a Notice of Exemption from the provisions of CEQA.

**SECTION 7. Prior Resolutions and Ordinances Superseded.**

The Fire Facilities Impact Fee approved and adopted by this resolution shall supersede comparable fees adopted in prior resolutions that establish development impact fees.

**SECTION 8. Master Fee Schedule.**

Whereas it is appropriate to add updated fees and fines to the Master Fee Schedule, delete old fees and fines, and to make adjustments to existing fees and fines in order for the Schedule to current and reflective of current fees and charges. The City Council hereby authorizes amendments to the existing Master Fee Schedule, approving additions, deletions and adjustments to Fire Facilities Impact Fees in the highlighted sections of the attached Master User Fee Schedule to become effective upon adoption of this resolution.

**SECTION 9. Severability.**

If any section, subsection, sentence, clause or phrase of this resolution or the imposition of a development impact fee for any public facility described in the 2017 RHFPD DIF Study, or the application thereof to any person or circumstance is held invalid, unenforceable or unconstitutional by the final judgment of a court of competent jurisdiction, such judgment shall not affect the validity of the remaining portions of this resolution or other fees levied by this resolution.

**SECTION 15. Incorporation of Recitals**



The recitals in this resolution are true and correct statements of fact and are incorporated into this resolution by this reference.

The foregoing Resolution was duly and regularly adopted at a regular meeting of the City Council of the City of Hercules held on the 22<sup>nd</sup> day of May, 2018 by the following vote of the Council:

AYES:

NOES:

ABSENT:

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Chris Kelley, Mayor

ATTEST:

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Lori Martin, City Clerk

# FIRE FACILITIES IMPACT FEE UPDATE STUDY

## RODEO-HERCULES FIRE PROTECTION DISTRICT

FINAL

REVISED APRIL 8, 2019



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Memphis, TN  
Orlando, FL  
Phoenix, AZ  
Sacramento, CA  
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# Fire Facilities Impact Fee Study

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This report summarizes an analysis of the need for fire facilities by the Rodeo-Hercules Fire Protection District (“RHFPD”; “District”) to accommodate new development. The report documents a reasonable relationship between new development and an impact fee for funding new facilities to serve that development.

## Introduction

The District protects an area of approximately 25 square miles of unincorporated and incorporated Contra Costa County with an approximate service population of nearly 40,000. The service area includes the unincorporated community of Rodeo, and the City of Hercules. The District currently imposes an impact fee of \$1,029 per single-family dwelling unit, \$662 per multi-family dwelling unit, \$721, \$536 and \$306 per 1,000 square feet for office, commercial and industrial development, respectively.

As with most local agencies, the District’s property tax revenue stream has diminished in terms of real dollars over time since the imposition of Proposition 13 in 1978. Consequently, the District must manage its resources carefully to properly serve the projected influx of new residents and businesses to the region.

As per the *Mitigation Fee Act* contained in Government Code Section 66000 et. seq., cities hold the legal authority to impose fees on behalf of the District within their city limits. In unincorporated areas, however, the County rather than the District has legal authority to impose impact fees. This report provides the necessary documentation for the jurisdictions to adopt a fire facilities impact fee for imposition within the District. It also provides a list of statutory findings pertaining to the imposition of the District fees.

The following sections of this report define and present the existing service population for the District, describe the existing inventory of fire protection facilities as well as a list of planned facilities and determine the proportional share of planned fire facilities – and corresponding impact fees – by land use type. Finally, this report provides a brief section on impact fee program implementation and addresses the list of findings required by the *Mitigation Fee Act*.

## Fire Facilities Service Population

The Rodeo-Hercules Fire Protection District serves all structures including homes, businesses, schools, hospitals, a refinery, biochemical manufacturing facilities and other miscellaneous structures in its service area. Demand for the District’s services and associated facilities is measured by its service population, or the number of residents and workers within its service area. Service population reasonably represents the need for fire facilities because people requesting medical assistance generate the most calls for service. Structural fire suppression is the second most important mission of the fire department after the protection of life.

**Table 1** provides estimates of the District’s total service population in 2018 and 2040. 2018 is the most recent year for which demographic data for the District was available at the time of this study. Total service population is comprised of residents and employees working within the District. A map of the District is shown in **Figure 1**.

**Table 1: Rodeo-Hercules Fire Protection District Service Population**

	A	B	C	$D = A + (B \times C)$
	Residents <sup>1</sup>	Workers <sup>2</sup>	Worker Demand Factor <sup>3</sup>	Service Population
<i>Existing Development (2018)</i>				
City of Hercules	26,300	4,200	0.69	29,200
Town of Rodeo (uninc.)	<u>9,800</u>	<u>1,000</u>	0.69	<u>10,500</u>
Subtotal	36,100	5,200		39,700
<i>New Development (2018-2040)</i>				
City of Hercules	3,770	600	0.69	4,200
Town of Rodeo (uninc.)	<u>1,200</u>	<u>100</u>	0.69	<u>1,300</u>
Subtotal	4,970	700		5,500
<i>Total Development (2040)</i>				
City of Hercules	30,070	5,400	0.69	33,400
Town of Rodeo (uninc.)	<u>11,000</u>	<u>1,100</u>	0.69	<u>11,800</u>
Subtotal	41,070	6,500		45,200

Note: Figures have been rounded to the nearest hundred.

<sup>1</sup> Existing residential population is based on the CA DOF Table E-5 for the City of Hercules and American Community Survey Table DP05 for unincorporated Rodeo. Total population in Hercules in 2040 is based on a projection of 9,700 households from Plan Bay Area, and 3.1 residents per dwelling unit from the CA DOF. Growth for Rodeo based on 0.53% unincorporated annual growth rate implied by ABAG projections.

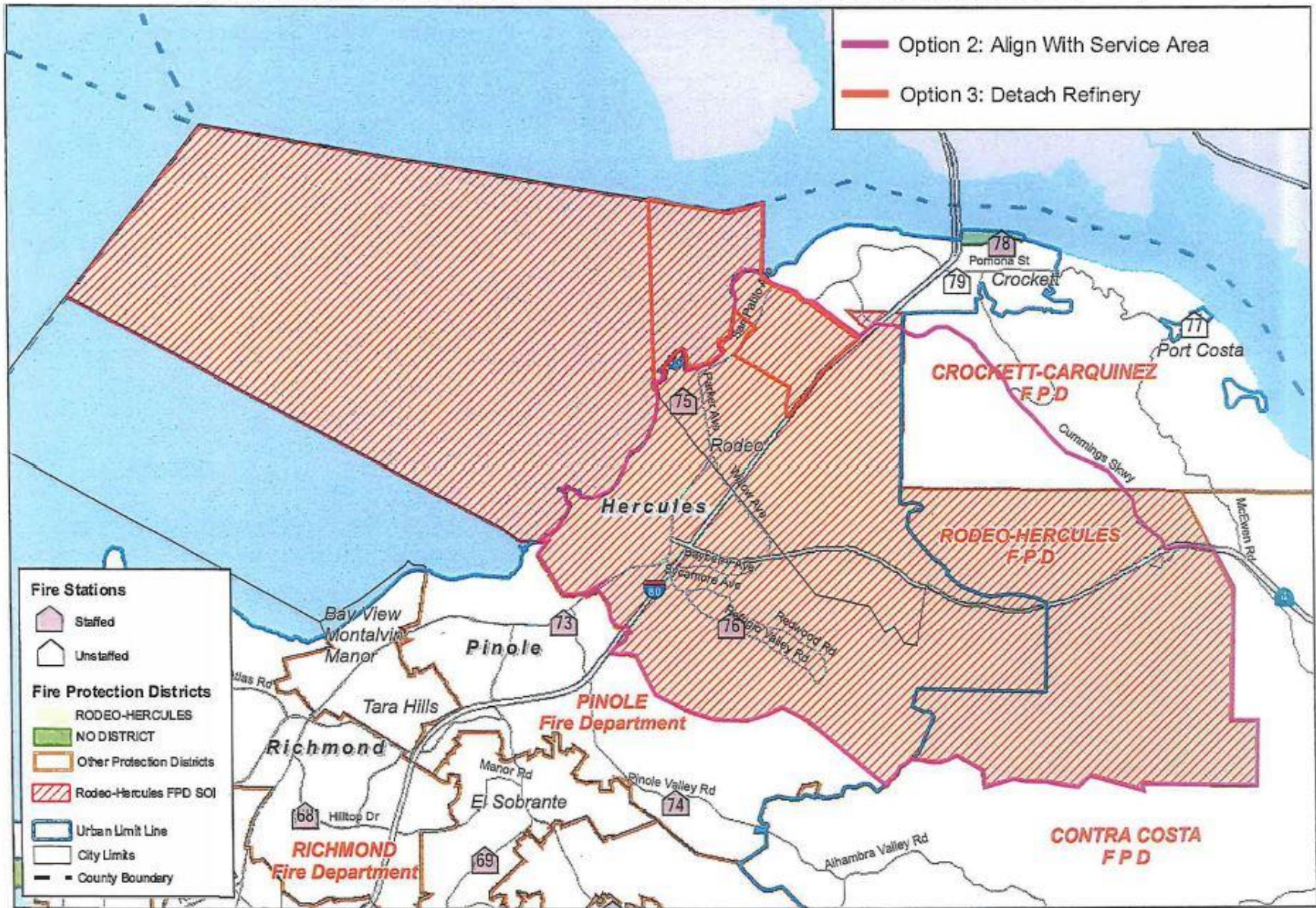
<sup>2</sup> Current employment based on most recent job counts for city of Hercules and Rodeo CDP as identified by OnTheMap, US Census. The growth in workers is determined by maintaining the 2018 resident to worker ratio.

<sup>3</sup> Service population worker demand factor based on City of Phoenix service call data weighted by the relative proportions of residential and nonresidential land use in the City.

Sources: California Department of Finance, Table E-5; Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates, Table DP05; U.S. Census Bureau. OnTheMap Application; Plan Bay Area 2040 Land Use Modeling Report, July 2017; Willdan Financial Services.

Figure 1

Rodeo-Hercules Fire Protection District Boundary and Coterminous Sphere of Influence



Map created 11/16/2023  
 by Contra Costa County Department of Communities and Development  
 GIS Group  
 871 Pine Street, 4th Floor, San Francisco, California, CA 94602-4098  
 415.774.6200 | 415.774.6200



This map is published with a grant from the Contra Costa County Community and Development Department. It is intended for informational purposes only and does not constitute a contract. The County is not responsible for any errors or omissions. It is the user's responsibility to verify the accuracy of the information. The County is not responsible for any damages or liabilities arising from the use of this map. The County is not responsible for any damages or liabilities arising from the use of this map.



An estimate of existing residential population comes from the California Department of Finance for the City of Hercules, and the US Census' American Community Survey for unincorporated Rodeo. Total population in Hercules in 2040 is estimated based on a projection of 9,700 households from Plan Bay Area, and an assumption of 3.1 residents per dwelling unit from the CA DOF. Growth for Rodeo is based on 0.53% unincorporated annual growth rate implied by Plan Bay Area projections.

Current employment based on most recent job counts for city of Hercules and Rodeo CDP as identified by OnTheMap, US Census. The growth in workers is determined by maintaining the 2018 resident to worker ratio.

The specific 0.69 per worker weighting used here is derived from an extensive study carried out by planning staff in the City of Phoenix. Data from that study is used to calculate a per capita factor that is independent of land use patterns. It is reasonable to assume that relative demand for fire service between residents and workers does not vary substantially on a per capita basis across communities, enabling the use of this data in other communities in the documentation of a fire facilities impact fee. The Phoenix data was used for this assumption because local data collected by the District does not track whether a call services a residential versus a nonresidential location. The ratio of the worker per capita factor to the resident per capita factor is the worker demand factor shown in **Table 1**.

## Land Use Types

To ensure a reasonable relationship between each fee and the type of development paying the fee, the fee schedule distinguishes between different land use types. The land use types that impact fees have been calculated for are defined below.

- **Single family:** Detached and attached one-unit dwellings, including single family homes and townhouses.
- **Multi-family:** All attached multi-family dwellings including duplexes and condominiums.
- **Accessory Dwelling Units:** Attached and detached accessory dwelling units to existing single family residences.
- **Commercial:** All commercial, retail, educational, and hotel/motel development.
- **Office:** All general, professional, and medical office development.
- **Industrial:** All manufacturing and warehouse development.
- **Hotel:** All lodging facilities providing temporary accommodation.

Some developments may include more than one land use type, such as a mixed-use development with both multi-family and commercial uses. In those cases, the facilities fee would be calculated separately for each land use type.

The District has the discretion to determine which land use type best reflects a development project's characteristics for purposes of imposing an impact fee and may adjust fees for special or unique uses to reflect the impact characteristics of the use.

## Occupant Densities

All fees in this report are calculated based on dwelling units or building square feet. Occupant density assumptions ensure a reasonable relationship between the size of a development project, the increase in service population associated with the project, and the amount of the fee.

Occupant densities (residents per dwelling unit or workers per building square foot) are the most appropriate characteristics to use for most impact fees. The fee imposed should be based on the land use type that most closely represents the probable occupant density of the development.

The average occupant density factors used in this report are shown in **Table 2**. The residential density factors are based on data for the City of Hercules from the US Census' 2012-2016 American

Community Survey, Tables B25033 and B25024. The factor for accessory dwelling units was estimated by Willdan based on experience with other clients.

The nonresidential occupancy factors are based on occupancy factors found in the District's *Fire Facilities Impact Fee Study*, 2009. This study uses those factors for consistency. Note that the 2009 study did not include a category for hotel development. The employment density assumption in terms of workers per hotel room was derived based on data the same data source as the other employment density assumptions.

**Table 2.2: Occupant Density**

Residential

Single Family	3.21	Residents Per Dwelling Unit
Multifamily	1.98	Residents Per Dwelling Unit
Accessory Dwelling Unit	1.50	Residents Per Dwelling Unit

Nonresidential

Commercial	2.33	Employees per 1,000 square feet
Office	3.13	Employees per 1,000 square feet
Industrial	1.33	Employees per 1,000 square feet
Hotel (per Room) <sup>1</sup>	0.28	Employees per Room

<sup>1</sup> Assumes 1,156 square feet per employee based on SCAG Region Natelson data, and an average of 320 square feet per hotel room.

Sources: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates, Tables B25024 and B25033; The Natelson Company, Inc., Employment Density Study Summary Report, prepared for the Southern California Association of Governments, October 31, 2001, SCAG region data; Willdan Financial Services.

## Existing Fire Facilities

The District's inventory of existing and planned fire facilities was used as part of the basis for calculating the District's facility standard. This standard is used to determine new development's fair share obligation for expanded facilities as growth occurs. The District's existing fire protection facilities described in this section currently serve the entire District.

**Tables 3 through 5** provide a detailed inventory of the District's land, buildings, vehicles, apparatus and special equipment. The estimated value of the District's inventory is based on unit cost assumptions. Unit costs reflected in Tables 3, 4 and 5 include the following:

- **Land cost per acre.** Estimated cost per acre based on the District planned land acquisition estimates.
- **Buildings.** Estimated replacement costs.
- **Apparatus/Vehicles/Equipment.** Estimated replacement cost of apparatus, vehicles and equipment carried on apparatus provided by the District.

**Table 3** highlights the District's existing inventory of land and buildings. The District currently serves the entire service area from two stations. The District leases Station 76 from City of Hercules through a long-term lease. The district will lease this facility from the City for the foreseeable future. In total the District is served by approximately \$5.5 million worth of land and buildings.

**Table 3: Existing Land and Buildings**

	Quantity	Unit Value <sup>1</sup>	Total Value
<u>Rodeo Fire Station 75</u>			
Land	0.25 acres	\$ 387,000	\$ 96,800
Building	5,413 sq. ft.	440	2,381,700
Subtotal			\$ 2,478,500
<u>Hercules Fire Station 76<sup>2</sup></u>			
Land	0.99 acres	\$ 387,000	\$ 383,100
Building	5,980 sq. ft.	440	2,631,200
Subtotal			\$ 3,014,300
Total Value, Buildings and Land			\$ 5,492,800

<sup>1</sup> Land values based on planned land acquisition costs.

<sup>2</sup> The District leases Station 76 from City of Hercules through a long-term lease. The District will lease this facility from the City for the foreseeable future. The valuation of all stations in the District is used to represent the investment that existing development has made in fire protection facilities. To exclude Station 76 would misrepresent and under count the facilities that are currently providing service to the District. All stations in the District are used to provide fire services to the District. The value of the entire system (including existing and future facilities that serve the District) at the planning horizon is used to calculate the per capita investment in fire facilities that will serve the District in 2035.

Sources: Rodeo-Hercules FPD; Willdan Financial Services.

**Table 4** displays the inventory and estimated value of existing firefighting apparatus and vehicles. In total the District owns approximately \$3.5 million worth of fire protection vehicles and apparatus.

**Table 4: Existing Apparatus and Equipment Inventory and Valuation**

Vehicle	Type	Model	Year Purchased	Current Replacement Cost
Fire Chief Vehicle (1)	Staff	Chevrolet Tahoe	2017	\$ 65,000
Battalion Chief Vehicle (1)	Staff	Chevrolet Tahoe	2017	65,000
E-75	Type I	Spartan	2014	750,000
E-75A	Type I	Spartan	2000	750,000
Q-76	Quint	Smeal	2006	1,000,000
375	Type III	International	2007	400,000
376	Type III	International	2005	400,000
Utility Pick-up	Staff	Ford F-350	2005	90,000
Total				\$ 3,520,000

Source: Rodeo-Hercules FPD.

**Table 5** displays the District's inventory of special equipment, including information technology, training equipment, ladders, hoses, nozzles and a variety of firefighting items. In total the District

owns \$1.5 million worth of special equipment.

**Table 5: Existing Special Equipment Inventory**

Description	Replacement Cost
<i>Fire Equipment</i>	
Computers and Main frame for 10 work stations	\$ 50,000
Specialized hand held fire suppression equipment	11,000
Interior firefighting Live fire training simulator	45,000
Training interior ladder tower	30,000
Office Furniture	18,400
Fire suppression and large capacity water delivery Hose	72,000
Ladders	9,500
Medical equipment including, monitors and difibulators	175,000
Fire Suppression Nozzles	84,200
Portable Medical Oxygen	10,000
Physical Fitness Equipment	55,000
Radios: Base Station, Portable and Mobile	210,000
Vehicle based Mobile Data Transmission and tracking	36,000
Hydraulic and Edraulic Forcible rescue tools	195,000
Thermal imaging cameras	80,000
High and Low Angle Rescue	15,000
Personnel Protective Clothing	100,000
Self-Contained Breathing Apparatus	270,000
Hand held tools	12,000
Miscellaneous	60,000
Total:	\$ 1,538,100

Source: Rodeo-Hercules FPD.

**Table 6** summarizes the estimated value of the District's existing inventory of fire facilities, as shown in Tables 3, 4 and 5. The District currently owns the equivalent of approximately \$10.6 million in fire protection facilities, apparatus and equipment to meet the needs of its existing service population.

**Table 6: Estimated Total Value of Existing Inventory**

Description	Value
Stations	\$ 5,492,800
Apparatus	3,520,000
Other Equipment	1,538,100
Subtotal	\$ 10,550,900
Total Fund Balance from District Impact Fee Program	\$ 224,275
Total Value of Existing Inventory	\$ 10,775,000

Note: Totals have been rounded.

Sources: Rodeo-Hercules FPD; Tables 3, 4 and 5, Willdan Financial Services.

## Fire Facilities to Accommodate New Development

Based on an evaluation of the Departments current facility inventory and projected population growth, the District's fire protection facilities will become overextended if no additional facilities are constructed to serve new development. The planned facilities included below will ensure that the District's facilities do not become overextended because of new development. The new station is needed to meet City's General Plan response time goals. The fire district cannot adequately protect the new development proposed in the City of Hercules, which is located beyond the District's ability to satisfy the General Plan response time goal. **Figure 2** displays the District's current response times, and **Figure 3** displays the District's response times that have improved as a result of building the planned station.

**Table 7** identifies the District's preliminary planned facilities. These facilities were identified by the District as facilities needed to serve new development. The cost to construct a new station is based on recent cost estimates for new fire stations in the neighboring Contra Costa Fire Protection District. Currently the District anticipates the acquisition of land and construction of a new station as necessary to serve development as it occurs in the District. The District also anticipates purchasing several apparatuses, including equipment. In total, the District has identified \$12.7 million in planned fire protection facilities.

**Table 7: Planned Fire Facilities**

Item	Quantity	Unit Cost	Total Cost
New station construction	11,000 sq. ft.	\$ 720	\$ 7,920,000
Land acquisition	3.83 acres	387,467	1,484,000
Breathing Air Compressor	1 Compressor	53,000	53,000
Type 1 engine plus equipment	1 engine	850,000	850,000
Type 3 engine plus equipment	1 engine	500,000	500,000
100' ladder truck plus equipment	1 truck	1,850,000	<u>1,850,000</u>
Total Cost of Planned Fire Facilities			\$ 12,657,000
Less Existing Fund Balance			<u>(224,275)</u>
Net Cost of Planned Facilities			\$ 12,432,725

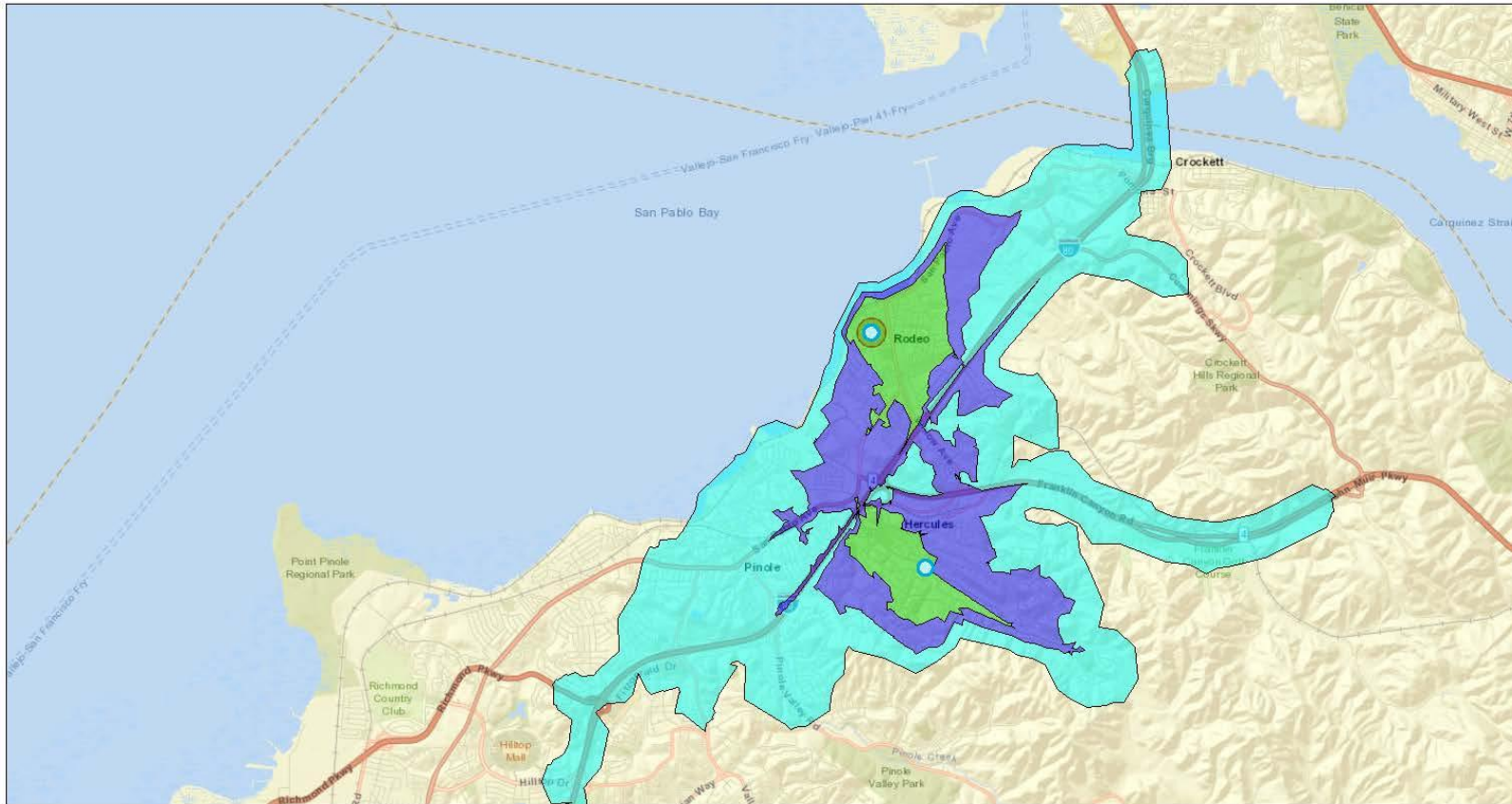
Note: Figures have been rounded.

Sources: Rodeo-Hercules FPD; and Willdan Financial Services.

## Fire Facility Standards

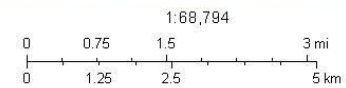
The fire facilities impact fees calculated in this report are based on a system facilities standard approach. The system standard approach calculates the level of investment that will be achieved in the District once all planned facilities are built and the service population has increased. This per capita facility standard is calculated by dividing the total investment in existing and planned facilities, by the service population at the planning horizon, and is displayed in **Table 8**.

**Figure 2** Rodeo Hercules Fire - 3, 5 & 8 Minute - Current Deployment



June 6, 2018

3 min. in Green  
5 min. in Purple  
8 min. in Tourquoise

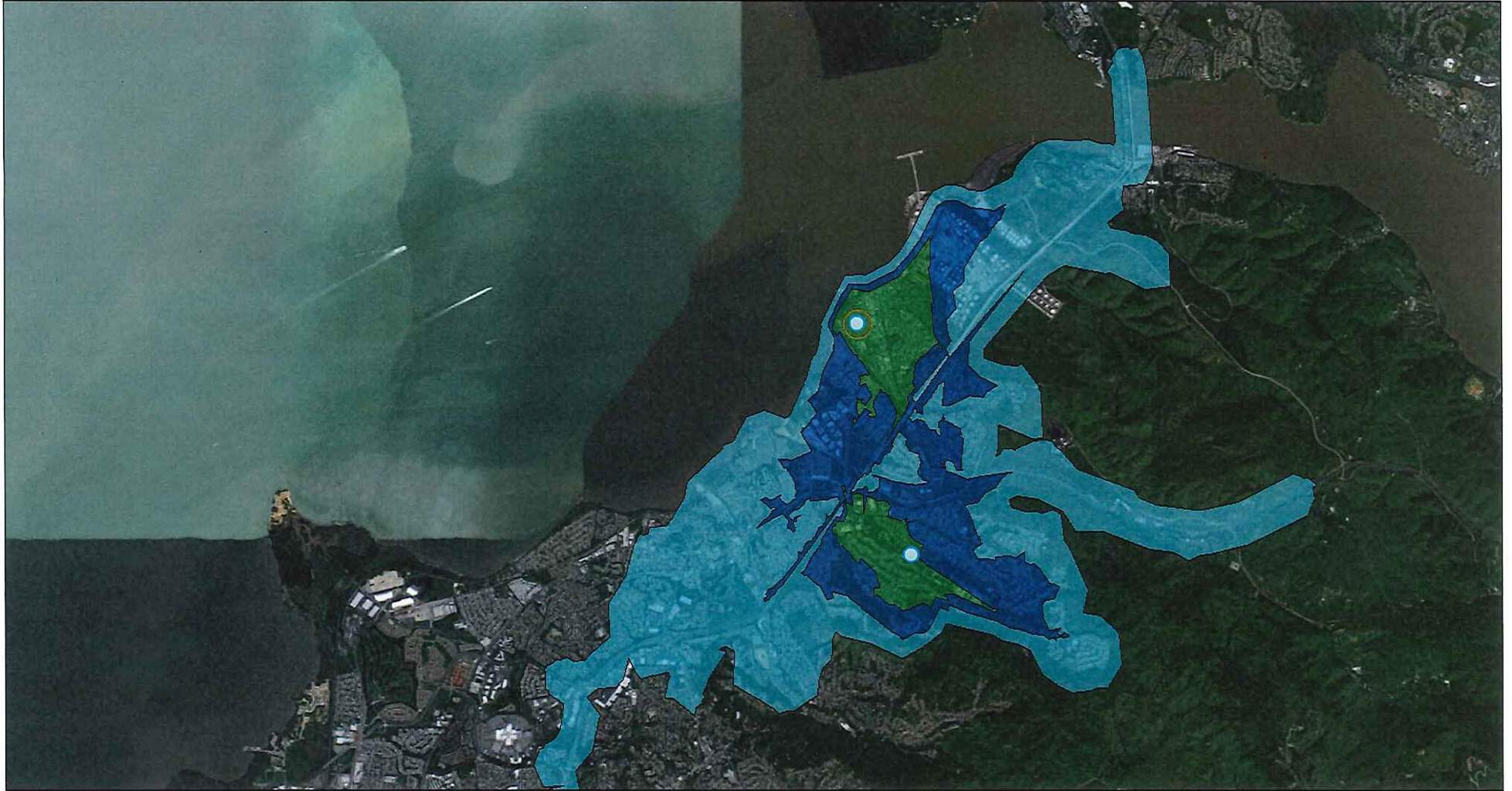


Sources: Esri, HERE, ©armin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

Mark Pedroia

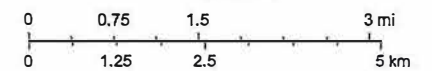
# MAP 2

## Rodeo Hercules Fire - 3, 5 & 8 Minute - Current Deployment



June 6, 2018

1:68,794

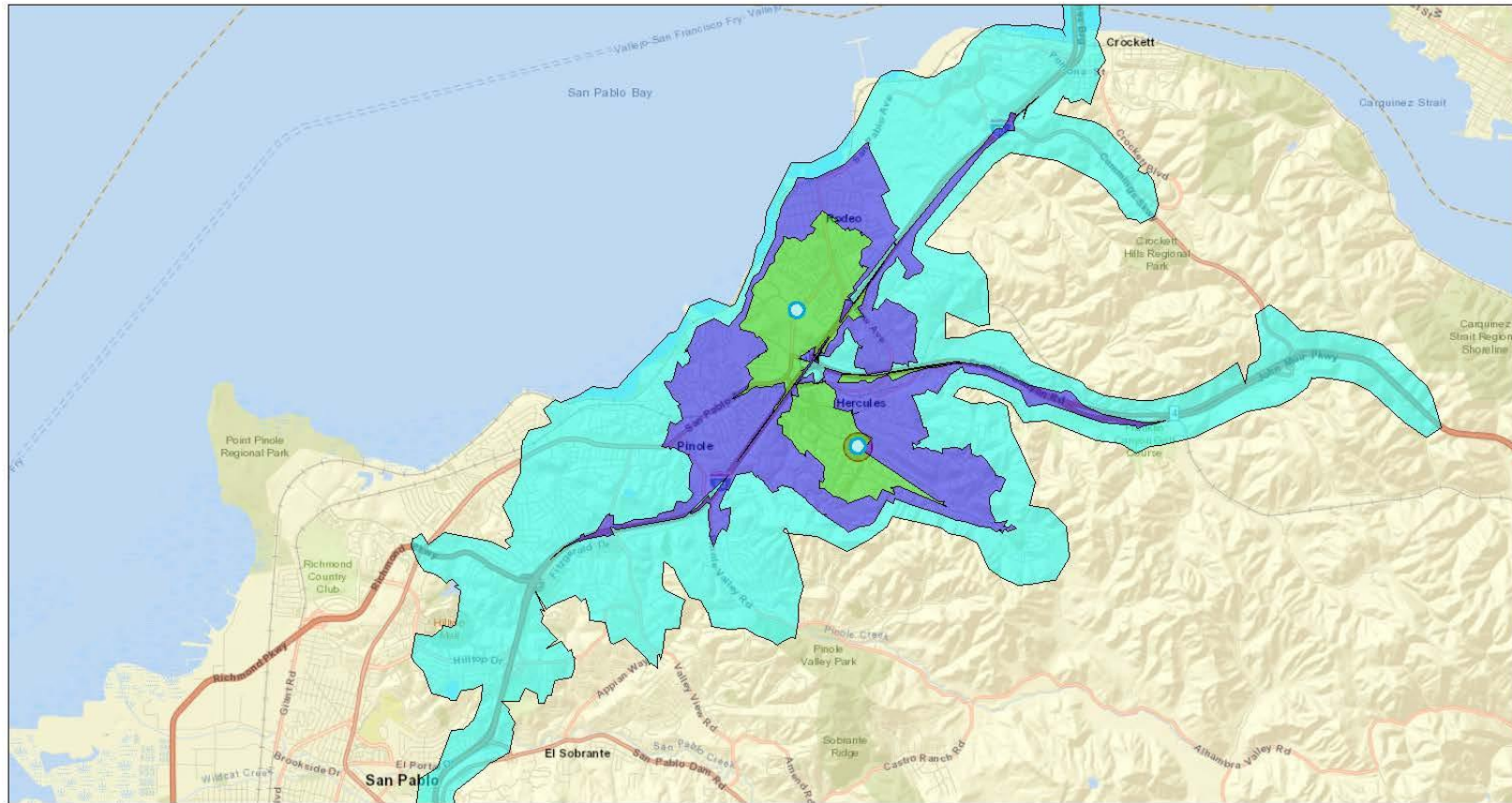


Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



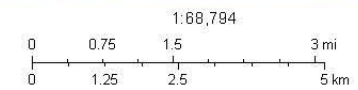
Figure 3

Rodeo Hercules Fire - 3, 5 & 8 Minute - Proposed Deployment



June 6, 2018

3 min. Green  
5 min. Purple  
8 min. Tourquoise



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

Mark Pedroia

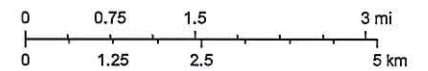
# MAP 4

## Rodeo Hercules Fire - 3, 5 & 8 Minute - Proposed Deployment



June 6, 2018

1:68,794



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

**Table 8: System Plan Standard**

Value of Existing Facilities	\$ 10,550,900
Value of Planned Facilities	<u>12,657,000</u>
Total	\$ 23,207,900
Future Service Population (2035)	45,200
System Plan Standard per Capita	\$ 513
Standard per Resident	\$ 513
Standard per Worker <sup>1</sup>	354

<sup>1</sup> Based on a worker weighting factor of 0.69.

Sources: Tables 1, 6 and 7; Willdan Financial Services.

The projected impact fee revenue from new development within the District is shown in **Table 9**. The bottom line of Table 9 shows that to complete future facilities as currently planned there is a need for \$9.8 million in revenue from non-fee funding sources. To complete the planned facilities that represent an increase in facility standards, the District will need to identify an additional \$9.8 million by the planning horizon.

**Table 9: Projected Impact Fee Revenue - System Plan Standard**

Net Cost of Planned Facilities	\$ 12,619,000
Value of Facility Standards per Capita	\$ 513
Service Population Growth Within District	<u>5,500</u>
Total Projected Fire Facilities Impact Fee Revenue	\$ 2,821,500
Non-Impact Fee Revenue Needed	\$ 9,797,500

Sources: Tabs 1, 7 and 8, Willdan Financial Services.

## Alternative Funding Sources

The District recognizes that non-fee revenues will be needed to fund a portion of the planned facility costs. The District has already begun taking steps to develop alternative revenue sources to fund fire facilities. Other sources of revenue include, but are not limited to General Fund revenue, special taxes, grants and assessment districts. General Fund revenue is derived from the District's share of the constitutionally imposed one percent property tax rate. Any new or increased special tax would require two-thirds voter approval. Any new or increased assessment would require a majority property

owner approval. Any new or increased property-related charge or fee would require a majority voter approval.

## Fee Schedule

**Table 10** shows the maximum justified fire protection facilities fee schedule. The cost per capita is converted to a fee per unit of new development based on dwelling unit and employment densities (persons per dwelling unit or employees per 1,000 square feet of nonresidential building space) from Table 2. The total fee includes a two percent (2%) percent administrative charge to fund costs that include: a standard overhead charge applied for legal, accounting, and administrative support, and fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

In Willdan’s experience with impact fee programs, two percent of the base fee adequately covers the cost of fee program administration. It should be reviewed and adjusted during comprehensive impact fee updates to ensure that revenue generated from the charge sufficiently covers, but does not exceed, the administrative costs associated with the fee program.

**Table 10: Fire Facilities Impact Fee - System Plan Standard**

Land Use	A	B	C = A x B	D = C x 0.02	E = C + D	E / 1,000
	Cost Per Capita	Density	Base Fee <sup>1</sup>	Admin Charge <sup>1, 2</sup>	Total Fee <sup>1</sup>	Fee per Sq. Ft.
<i>Residential (per dwelling unit)</i>						
Single Family	\$ 513	3.21	\$ 1,647	\$ 33	\$ 1,680	
Multifamily	513	1.98	1,016	20	1,036	
Accessory Dwelling Unit	513	1.50	770	15	785	
<i>Nonresidential (per 1,000 square feet or hotel room)</i>						
Commercial	\$ 354	2.33	\$ 825	\$ 17	\$ 842	\$ 0.84
Office	354	3.13	1,108	22	1,130	1.13
Industrial	354	1.33	471	9	480	0.48
Hotel Rooms	354	0.28	99	2	101	n/a

<sup>1</sup> Fee per dwelling unit (residential), per 1,000 square feet (nonresidential) or per hotel room.

<sup>2</sup> Administrative charge of 2.0 percent for (1) legal, accounting, and other administrative support and (2) impact fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

Sources: Tables 2 and 8; Willdan Financial Services

## Program Implementation

The fire facilities impact fee would be collected at time of building permit issuance. Because the District does not have the statutory authority to adopt a fee, it must rely on the City Council and County Board of Supervisors for the authority within each respective jurisdiction. In addition, to implement the fee the District, in cooperation with the County and City, should:

- Seek to acquire the necessary property for new stations through purchase or dedication and maintain an updated master plan indicating fire facility standards and the types of facilities anticipated to accommodate growth;
- Identify funding sources to complement impact fee revenues to fully fund planned facilities;

- Maintain an annual Capital Improvement Program budget or another accounting mechanism to indicate where fees are being expended to accommodate growth;
- Maintain records on use of the administrative charge to justify the amount;
- Comply with the annual and five-year reporting requirements of *Government Code* Section 66001 and 66006; and
- Identify appropriate inflation indexes in the fee ordinance and allow an automatic inflation adjustment to the fee annually.

Typically, an inflation index can be based on the District's recent capital project experience or from any reputable published source. Willdan recommends using the local Construction Cost Index of the Engineering News Record. The District may also elect to use separate indexes for land and construction. Calculating the land index may require use of a property appraiser every several years. To calculate the fee increase, total planned facility costs represented by land or construction, as appropriate, should weight each index.

## Mitigation Fee Act Findings

To guide the widespread imposition of development impact fees, the State Legislature adopted the *Mitigation Fee Act* (the *Act*) with Assembly Bill 1600 in 1988 and subsequent amendments. The *Act* is contained in *California Government Code* Section 66000 *et seq.* and establishes requirements for the imposition and administration of impact fee programs. The *Act* became law in January 1988 and requires local governments to document the five findings explained in the sections below when adopting an impact fee. For the fire facilities impact fee to be adopted by the County of Contra Costa (County) and by the City of Hercules on behalf of the Rodeo-Hercules Fire Protection District, the findings are summarized here and supported in detail by the report that follows. All statutory references are to the *Act*.

### Purpose of Fee

For the first finding the District must:

*Identify the purpose of the fee. (§66001(a)(1))*

The purpose of the Rodeo-Hercules Fire Protection District fire facilities impact fee is to provide a funding source from new development for capital improvements to serve that development. The fee advances a legitimate interest of the District, County and City by assuring that new development within the District is provided with adequate fire protection facilities and services.

### Use of Fee Revenues

For the second finding the District must:

*Identify the use to which the fee is to be put. If the use is financing public facilities, the facilities shall be identified. That identification may, but need not, be made by reference to a capital improvement plan as specified in Section 65403 or 66002, may be made in applicable general or specific plan requirements, or may be made in other public documents that identify the public facilities for which the fee is charged. (§66001(a)(2))*

The fire facilities impact fee will fund expanded facilities to serve new development. All planned facilities will be located within the Rodeo-Hercules Fire Protection District boundaries:

- Land for fire station and other related structures;
- Fire stations including furniture and other equipment;
- Fire apparatus including equipped engines, trucks and other vehicles;
- Medical response, hazardous materials, training, and other specialized fire fighting

- equipment.
- Potential financing costs associated with the above.

Planned fire facilities are preliminarily identified in this report. Additional planning may be provided in the District's capital improvement plan and annual budgets. This report provides a preliminary description and cost estimate for planned facilities. Other planning documents may provide additional details and proposed timing for construction/acquisition of the facility.

## Benefit Relationship

For the third finding the District must:

*Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. (§66001(a)(3))*

The District will restrict fee revenues to the acquisition of land, construction of public buildings, and the purchase of related equipment, furnishings, vehicles, and services that will serve new development and the additional residents and workers associated with that new development as part of a district-wide network of fire protection facilities and services. Thus, there is a reasonable relationship between the use of fee revenues and the residential and nonresidential types of new development that will pay the fee.

## Burden Relationship

For the fourth finding the District must:

*Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed. (§66001(a)(4))*

Service population provides an indicator of the demand for the facilities needed to accommodate growth. Service population is calculated based on residents associated with residential development and employment associated with nonresidential development. To calculate a single per capita standard, one worker is weighted less than one resident based on an analysis of the relative demand for fire facilities by land use type.

The need for the fee is based on the facility standards identified in this report and the growth in district-wide service population projected through 2035. Facility standards represent the level of service that the District plans to provide its residents and businesses in 2035. Standards are based on the District's total existing and planned facilities allocated across the District's total service population in 2035.

See the *Fire Facilities Service Population* section, for a description of how service population and growth projections are calculated. Facility standards are described in the *Fire Facility Standards* section.

## Proportionality

For the fifth finding the District must:

*Determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed. (§66001(b))*

This reasonable relationship between the fire facility impact fee for a specific development project and the cost of the facilities attributable to that project is based on the estimated size of the service population that the project will accommodate. The total fee for a specific project is based on its size

as measured by dwelling units or building square feet. The fee schedule converts the estimated service population that a development project will accommodate into a fee based on the size of the project. Larger projects of a certain land use type will have a higher service population and pay a higher fee than smaller projects of the same land use type. Thus, the fee schedule ensures a reasonable relationship between the public facility fee for a specific development project and the cost of the facilities attributable to that project.

See the *Fee Schedule* section for a description of how service population is determined for different types of land uses. The *Fee Schedule* section also presents the fire facilities impact fee schedule.

**RESOLUTION 2019-07**

**RESOLUTION OF THE BOARD OF DIRECTORS ACKNOWLEDGING THE  
FIRE FACILITIES IMPACT FEE UPDATE STUDY**

WHEREAS, the Rodeo Hercules Fire District is a public agency located in the County of Contra Costa, State of California, and per the Mitigation Fee Act contained in Government Code Section 66000 et. seq., cities and counties hold the legal authority to impose fees on behalf of the Districts within their city limits; and

WHEREAS, the District Board of Directors recognize the impacts on District emergency services caused by new development; and

WHEREAS, without increases in the Fire Facilities Fees currently in place, the Fire District will be unable to adequately serve planned new development; and

WHEREAS, the current seated District Board of Directors received and reviewed the revised April 8, 2019 Fire Facilities Impact Fee Update; and

WHEREAS, the current seated District Board of Directors after reviewing said update support and concur with its findings; and

NOW THEREFORE, BE IT RESOLVED that the conditions set forth in this resolution, as stated above, do fully exist, and the District Board of Directors do fully support updating of the current Fire Facilities Impact Fees.

PASSED AND ADOPTED THIS 10<sup>th</sup> day of April 2019, by the following vote:

AYES: Hill, Covington, Thorpe, Gabriel

NOES: None

ABSENT: Prather

ABSTENSIONS: None

BOARD OF DIRECTORS OF THE  
RODEO HERCULES FIRE PROTECTION DISTRICT

By:



Chairman of the Rodeo-Hercules Fire Protection District

Attest:

  
Clerk of the Board of the Rodeo Hercules Fire Protection  
District



**RESOLUTION NO. 19-\_\_\_\_\_**

**ADOPTING THE 2018 FIRE FACILITIES IMPACT FEE STUDY AS APPROVED BY THE BOARD OF THE RODEO-HERCULES FIRE PROTECTION DISTRICT BY RESOLUTIONS 2018-06 AND 2019-07, ESTABLISHING NEW LEVELS OF FIRE FACILITIES DEVELOPMENT IMPACT FEES, UPDATING THE FIRE FACILITIES IMPACT FEES ON THE MASTER FEE SCHEDULE, AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH.**

**WHEREAS**, the City of Hercules is a city organized and existing under and by virtue of the general law of the State of California and is a "local agency" as defined in the Mitigation Fee Act (California Government Code Section 66000 et seq); and

**WHEREAS**, the Rodeo-Hercules Fire Protection District has undertaken and caused to be prepared a study entitled *Fire Facilities Impact Fee Update Study* dated August 16, 2018, updated and adopted by the Rodeo-Hercules Fire Protection District Board Resolution 2018-06 on September 12, 2018 (the "Updated 2018 RHFPD DIF Study"), which identifies fire protection facilities in Hercules that will be impacted or necessitated by future development, as revised and dated April 8, 2019 by Board Resolution 2019-07 adopted on April 10, 2019; and

**WHEREAS**, the Rodeo-Hercules Fire Protection District has requested that the City of Hercules implement the updated 2018 Fire Facilities Impact Fee adopted by the District; and

**WHEREAS**, the City of Hercules has determined that an increase in the level of the Fire Facilities Impact fee from its 2009 level is required to offset the effect of inflation and address other factors such as increasing population and increasing density; and

**WHEREAS**, the 2018 RHFPD DIF Study substantiates the nexus between the imposition of the fees and the estimated reasonable cost of providing the service for which the fees are charged consistent with the requirements of the Mitigation Fee Act and applicable case law; and

**WHEREAS**, the updated Fire Facilities Impact Fees needs to be added the City's Master Fee Schedule consistent with the findings contained in this Resolution and the 2019 RHFPD DIF Study.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HERCULES AS FOLLOWS:**

**SECTION 1.**     Adoption of Study

- a) The 2018 RHFPD DIF Study is hereby approved, adopted and by this reference incorporated herein.

**SECTION 2.**     Findings Pursuant To The Mitigation Fee Act (California Government Code section 66000 et seq.)

The City Council finds and determines that the Fire Facilities Impact fee established, increased or imposed by this Resolution is supported by the Updated 2018 RHFPD DIF Study as further revised and dated April 8, 2019 in that it:

- a) Identifies the purpose of each fee evaluated therein;
- b) Identifies the use to which each fee will be put;
- c) Determines how there is a reasonable relationship between the use of each fee and the type of development project on which the fee is imposed;
- d) Demonstrates a reasonable relationship between the need for the fire facilities and the type of development projects on which each fee is imposed; and
- e) Demonstrates a reasonable relationship between the amount of the fee and the cost of the fire facilities or portion of the fire facilities attributable to the development on which each fee is imposed.

**SECTION 3. Approval of Items in Studies and Adoption of Fees**

The Board of the Rodeo-Hercules Fire Protection District has considered and approved the specific project descriptions and cost estimates provided in the Updated 2018 RHFPD DIF Study, and the City Council accepts such project descriptions, cost estimates and inflation adjustments and finds them reasonable as the basis for calculating and imposing certain development impact fees as shown in Section 8 below.

**SECTION 4. Consistency with General Plan**

The City Council finds that the projects and fee methodology identified in the Updated 2018 RHFPD DIF Study, are consistent with the City's Five-Year Capital Improvement Plan and City's General Plan.

**SECTION 5. Differentiation Among Fees**

The City Council finds that the fire impact fees recommended in the Updated 2018 RHFPD DIF Study, are separate and different from other fees the City may impose as a condition of final map approval, building permit issuance or tentative or parcel map approval pursuant to its authority under the Subdivision Map Act, the Quimby Act, and the City's implementing ordinances, as may be amended from time to time.

**SECTION 6. Findings Under The California Environmental Quality Act**

The City Council hereby finds and determines, based upon substantial evidence in the record before it, as follows:

- a) The adoption of the Updated 2018 RHFPD DIF Study, and the approval of the development impact fees adopted by this resolution do not constitute a “project” as that term is defined by or used in the California Environmental Quality Act (California Public Resources Code Section 21000 et seq, hereinafter “CEQA”), the California Code of Regulations Title 14, Division 6, Chapter 3 “Guidelines for Implementation of the California Environmental Quality Act” (the “CEQA Guidelines”), or any court or attorney general opinion construing the same. Accordingly,

the City Council finds that the provisions of CEQA and the CEQA Guidelines are not applicable thereto. Also, the City Council finds that use of funds for fire improvements will require their own completion of environmental review for such specific development, so the adoption of this Resolution is not a “project” under CEQA.

b) In the event that it is found that said action constitutes a “Project” as defined by or used in CEQA or the CEQA Guidelines, which finding would be contrary to the City’s opinion of its action, the City Council hereby finds that said action is exempt from CEQA and the CEQA Guidelines, for the following reasons:

(1) The action is covered by Public Resources Code Section 21080(b)(8) and Section 15273 of the CEQA Guidelines which provide that CEQA does not apply to the establishment, modification, structuring, restructuring or approval of rates, tolls, fares or other charges by public agencies which the public agency finds are for the purpose of (1) meeting operating expenses, including employee wage rates and fringe benefits, (2) purchasing or leasing supplies, equipment, or materials, (3) meeting financial reserve needs and requirements, or (4) obtaining funds for capital projects necessary to maintain service within existing service areas. The City Council finds that its action falls within one or more of said exemptions.

(2) The action is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the action may have a significant effect on the environment, the action is not subject to CEQA or the CEQA Guidelines. See CEQA Guidelines Section 15061(b)(3). It can be seen with certainty that the City’s action cannot possibly have a significant effect on the environment.

c) The City Manager or his designee is hereby authorized and instructed to file a Notice of Exemption from the provisions of CEQA.

**SECTION 7. Prior Resolutions and Ordinances Superseded.**

The Fire Facilities Impact Fee approved and adopted by this resolution shall supersede comparable fees adopted in prior resolutions that established fire impact fees.

**SECTION 8. Master Fee Schedule.**

Whereas it is appropriate to add updated fees and fines to the Master Fee Schedule, delete old fees and fines, and to make adjustments to existing fees and fines in order for the Schedule to current and reflective of current fees and charges. The City Council hereby authorizes amendments to the existing Master Fee Schedule, approving additions, deletions and adjustments to Fire Facilities Impact Fees as follows:

<u>FEE DESCRIPTION</u>	<u>LEGAL AUTHORITY</u>	<u>FEE</u>
<b><u>COMMUNITY DEVELOPMENT DEPARTMENT</u></b>		
<b><u>Development Impact Fees</u></b>		
<b>Single Family</b> (Per dwelling unit)		
Fire Facilities	CC Reso 19-	\$1,680
<b>Multi-Family</b> (per unit)		
Fire Facilities	CC Reso 19-	\$1,036
<b>Accessory Dwelling Unit</b> (per unit)		
Fire Facilities	CC Reso 19-	\$785
<b>Retail</b> (Per building square foot)		
Fire Facilities	CC Reso 19-	\$0.84
<b>Office</b> (Per building square foot)		
Fire Facilities	CC Reso 19-	\$1.13
<b>Industrial</b> (Per building square foot)		
Fire Facilities	CC Reso 19-	\$0.48
<b>Hotel</b> (Per room)		
Fire Facilities	CC Reso 19-	\$101

**SECTION 9. Severability.**

If any section, subsection, sentence, clause or phrase of this resolution or the imposition of a development impact fee for any public facility described in the Updated 2018 RHFPD DIF Study, or the application thereof to any person or circumstance is held invalid, unenforceable or unconstitutional by the final judgment of a court of competent jurisdiction, such judgment shall not affect the validity of the remaining portions of this resolution, other fees levied by this resolution, or any fees otherwise levied by the City.

**SECTION 15. Incorporation of Recitals**

The recitals in this resolution are true and correct statements of fact and are incorporated into this resolution by this reference.

The foregoing Resolution was duly and regularly adopted at a regular meeting of the City Council of the City of Hercules held on the 23<sup>rd</sup> day of April, 2019 by the following vote of the Council:

AYES:

NOES:

ABSENT:

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Dan Romero, Mayor

ATTEST:

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Lori Martin, City Clerk

File #: 19564 Version: 1

Type: Public Hearing

Title: Public Hearing to Adopt a Resolution Amending Development Impact Fees to Incorporate the Updated Rodeo-Hercules Fire Protection District Levied Fire Facilities Impact Fee and Amending the City's Master Fee Schedule Recommendation: Open the public hearing, take public testimony, close the public hearing, and adopt a Resolution amending development impact fees to incorporate the updated Rodeo-Hercules Fire Protection District levied Fire Facilities Impact Fee and amending the City's Master Fee Schedule as presented or as modified as desired by the City Council.

Mover: [G. Boulanger](#) Seconded: [C. Kelley](#)

Result: Pass

Agenda note:

Minutes note: City Manager Biggs introduced the item and provided a brief staff report. Fire Chief Craig provided additional information. City Council asked questions and provided comments. James Edison, Consultant that prepared the study provided additional information.

Mayor Romero opened the public hearing at 8:08 p.m.  
 Public Speaker: Steve Hill, Board Director of Rodeo-Hercules Fire Protection District, Vincent Wells.  
 Mayor Romero closed the public hearing at 8:17 p.m.

City Council gave direction to amend the Resolution to reflect that the fees will be set at 80% with the exception of the Hotel Fee which will remain at 100% and to add language to the Resolution to include a CPI adjustment consistent with the City's development fee schedule.

Action: adopt as amended

Action text: MOTION: A motion was made by Council Member Boulanger, seconded by Council Member Kelley, to adopt Resolution 19-018, as amended. The motion carried by the following vote:

Votes (4:0)	
5 records	Group Export
PERSON NAME	VOTE
<a href="#">D. Romero</a>	Aye
<a href="#">R. Esquivias</a>	Aye
<a href="#">C. Kelley</a>	Aye
<a href="#">G. Boulanger</a>	Aye
<a href="#">D. Bailey</a>	Absent

**Rodeo Hercules Fire  
Protection District  
MEMORANDUM**

**To:** BOARD of DIRECTORS, Rodeo Hercules Fire District  
**From:** Darren Johnson, Acting Fire Chief *DJ*  
**Subject:** FIRE CHIEF'S REPORT  
**Date:** Sept 14, 2022

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

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

Members eligible for a contribution correction received payments over the summer. **Reporting:**  
Acting Chief Johnson

**Labor Relations – Personnel** – Application for FF Paramedic has been posted for a hire date of January 1.

**Reporting:** Acting Chief Johnson

**Fire Stations/Training Facility**

Multi-company training has been resumed with all Battalion 7 Units and Richmond Fire Dept. Conducted high angle drill at Air Liquid in Rodeo.

Probationary employees are continuing their training and Task Book signoffs.

**Reporting:** Acting Chief Johnson

**Facilities-** Nothing to report.

**Reporting:** Acting Chief Johnson

**Grants/Reimbursements** – Nothing to Report

**Reporting:** Acting Chief Johnson

**Incident Activity-** Crews responded to a 100-acre vegetation fire on Berry Hill Road with structure threat. Assistance was given from all Battalion 7 units, Crockett Fire Dept, Cal Fire, and the El Cerrito Fire Dept. Crews responded to several vehicle accidents, vehicle fires throughout the District well as a residential structure fire in Pinole.

**Reporting:** Acting Chief Johnson

**Community Risk Reduction** – Company inspections have resumed all companies have been assigned inspections for the month of September and October. The Fire District encourages community members to visit [rhfd.org](http://rhfd.org) for updates.

**Reporting:** Acting Chief Johnson

**Community /Wildfire Prevention** – Weed abatement has begun and is ongoing. Currently receiving notifications for weed complaints and verifying them.; All fire trails have been completed in Rodeo and Hercules. Fire season is ahead of schedule.

**Reporting:** Acting Chief Johnson

**Fleet Management** – All units are in service.

**Reporting:** Acting Chief Johnson

**Fiscal Stabilization** – Staff continues to monitor the current Fiscal Year budget. Had meetings with Fitch and Associates to finalize information for the department strategic plan.

**Reporting:** Acting Chief Johnson

**Community Activities** –Attended:, Rodeo Municipal Advisory Panel, Hercules Rotary, Rodeo MAC, County Fire Dept Operations Meeting, National Night Out

**Reporting:** Acting Chief Johnson

**Commendations/Awards/Notables** – Three promotions occurred September 1<sup>st</sup> for the rank of Engineer.

**Reporting:** Acting Chief Johnson

**Upcoming New Development** – Fire District staff continue to meet and provide guidance to developers on various projects throughout the Fire District. Written conditions of approval for upcoming projects were issued to; Phillips 66 Solar Project, Sycamore Crossing, and Franklin Canyon RV Park. The Fire District has been meeting with Phillip 66 regarding Renewable Diesel Project. There are an additional 250 personnel in the plant for this project. Additional businesses coming are, an additional senior housing complex on Willow Ave next to the current complex in Hercules, multi-family housing live-work in Rodeo at 4<sup>th</sup> and Parker, 3 additional homes will be built on Parker Ave next to the post office in Rodeo and a 40 single family housing project in Hercules near Skelly. The M,O and P projects for the City are projected to start late fall.

**Reporting:** Acting Chief Johnson



## Incident Type Count Report

Date Range: From 8/1/2022 To 8/31/2022

Selected Station(s): All

### Incident

<u>Type</u>	<u>Description</u>	<u>Count</u>	
<b>Station:</b>			
Incident Type is blanks		85	26.40%
<b>Total - incident type left blank</b>		<b>85</b>	<b>100.00%</b>
<b>Total for Station</b>		<b>85</b>	<b>26.40%</b>
<b>Station: 75</b>			
113 - Cooking fire, confined to container		2	0.62%
131 - Passenger vehicle fire		5	1.55%
140 - Natural vegetation fire, other		1	0.31%
142 - Brush, or brush and grass mixture fire		1	0.31%
150 - Outside rubbish fire, other		1	0.31%
151 - Outside rubbish, trash or waste fire		4	1.24%
<b>Total - Fires</b>		<b>14</b>	<b>11.11%</b>
321 - EMS call, excluding vehicle accident with injury		73	22.67%
322 - Vehicle accident with injuries		2	0.62%
324 - Motor vehicle accident with no injuries		2	0.62%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>77</b>	<b>61.11%</b>
541 - Animal problem		1	0.31%
553 - Public service		2	0.62%
554 - Assist invalid		2	0.62%
<b>Total - Service Call</b>		<b>5</b>	<b>3.97%</b>
611 - Dispatched & cancelled en route		19	5.90%
622 - No incident found on arrival at dispatch address		2	0.62%
651 - Smoke scare, odor of smoke		2	0.62%
6610 - EMS call cancelled		1	0.31%
<b>Total - Good Intent Call</b>		<b>24</b>	<b>19.05%</b>
700 - False alarm or false call, other		4	1.24%
735 - Alarm system sounded due to malfunction		1	0.31%
743 - Smoke detector activation, no fire - unintentional		1	0.31%
<b>Total - Fals Alarm &amp; False Call</b>		<b>6</b>	<b>4.76%</b>
<b>Total for Station</b>		<b>126</b>	<b>39.13%</b>
<b>Station: 76</b>			
140 - Natural vegetation fire, other		1	0.31%
142 - Brush, or brush and grass mixture fire		1	0.31%
<b>Total - Fires</b>		<b>2</b>	<b>1.83%</b>
321 - EMS call, excluding vehicle accident with injury		55	17.08%
322 - Vehicle accident with injuries		4	1.24%
324 - Motor vehicle accident with no injuries		1	0.31%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>60</b>	<b>55.05%</b>
412 - Gas leak (natural gas or LPG)		2	0.62%
4631 - Vehicle accident Cancelled en route		1	0.31%
480 - Attempted burning, illegal action, other		1	0.31%

**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>4</b>	<b>3.67%</b>
522	- Water or steam leak	1	0.31%
5410	- Snake problem	1	0.31%
550	- Public service assistance, other	2	0.62%
551	- Assist police or other governmental agency	1	0.31%
554	- Assist invalid	2	0.62%
<b>Total - Service Call</b>		<b>7</b>	<b>6.42%</b>
600	- Good intent call, other	1	0.31%
611	- Dispatched & cancelled en route	19	5.90%
621	- Wrong location	1	0.31%
622	- No incident found on arrival at dispatch address	1	0.31%
651	- Smoke scare, odor of smoke	1	0.31%
<b>Total - Good Intent Call</b>		<b>23</b>	<b>21.10%</b>
700	- False alarm or false call, other	5	1.55%
710	- Malicious, mischievous false call, other	1	0.31%
733	- Smoke detector activation due to malfunction	1	0.31%
736	- CO detector activation due to malfunction	1	0.31%
740	- Unintentional transmission of alarm, other	4	1.24%
743	- Smoke detector activation, no fire - unintentional	1	0.31%
<b>Total - Fals Alarm &amp; False Call</b>		<b>13</b>	<b>11.93%</b>
<b>Total for Station</b>		<b>109</b>	<b>33.85%</b>
<b>Station: MA</b>			
321	- EMS call, excluding vehicle accident with injury	2	0.62%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>		<b>2</b>	<b>100.00%</b>
<b>Total for Station</b>		<b>2</b>	<b>0.62%</b>
		<b>322</b>	<b>100.00%</b>



# RODEO-HERCULES FIRE PROTECTION DISTRICT

## MEASURE O OVERSIGHT COMMITTEE MEMBERSHIP APPLICATION

### COMMITTEE'S PURPOSE

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

### APPLICATION INSTRUCTIONS

Please complete and submit this Membership Application with a current resume and a personal statement why you want to serve on the Oversight Committee and what special areas of expertise or experience you think would be helpful to the Committee. Please submit Membership Application and supporting documents to: Clerk of the Board, Kimberly Corcoran, Rodeo Hercules Fire Protection District, 1680 Refugio Valley Road, Hercules, CA 94547.

Name <i>Angie Noble</i>	Home Address [REDACTED]
Home Phone <i>N/A</i>	Mobile Phone [REDACTED]
Email [REDACTED]	

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

### SIGNATURE OF APPLICANT

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

NAME: *Angie Noble*

SIGNATURE: *[Signature]*

DATE: *5/17/22*

# Angela "Angie" Noble

Resident Manager

## OBJECTIVE

Utilizing my extensive experience in budgeting, forecasting and working with a government agency I would like to provide another ear to the Measure O Oversight Committee. Working with the Fire Protection District specifically at my property also gives me a different vantage point.

## Awards —

Recognition in Special District  
Governance 8/2018

Outstanding Achievement  
REAC Score 99C-3/22  
REAC Score 97B-6/19  
REAC Score 99.55-11/14  
REAC Score 99.8-6/10

Management Occupancy  
Review by HUD Above Average  
2021

## EXPERIENCE

*March 2002- Present*

Resident Manager • EAH Inc. Rodeo Gateway Senior Apartments

I have lived on site and managed the \$12 Million + Senior HUD building here in Rodeo. Responsible for maintaining this asset for HUD and subject to Federal, County, and State compliance standards. Also, I have created budgets and cap-ex plans from year to year out to 10-year forecasts.

Extremely familiar with working with in specific confines of a HUD budget for a non-profit affordable housing project while maintaining the property to the highest market rate standards. CPO, COS. SHS, CHM.

## KEY SKILLS —

Budgeting  
Communication  
Negotiation  
Transparency

## COMMUNICATION

Along with the 50+ seniors that live in my community, I have taught classes at the AHMA-NCH with over 100 persons in attendance in my classes over zoom and in person. Specifically taught "How to Best Communicate" and "Health & Safety: A guide to inspections and work orders during COVID"

## LEADERSHIP

As a long-term employee of EAH, I have had the pleasure of utilizing my leadership skills in preparing other properties for audits, training managers in affordable housing, and even teaching our Development group how to build properties for seniors aging in place. I am currently working with a team on developing our corporate DEI programs. Also creating a comprehensive new manager training module.

## REFERENCES

Available upon request