



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

REGULAR BOARD MEETING MINUTES
February 12, 2020

1. CALL TO ORDER/ROLL CALL

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

Directors Absent: None

Director Gabriel called the meeting to order at 7:01 p.m.

2. PLEDGE OF ALLEGIANCE (00:20)

3. ANNOUNCEMENTS (00:45)

Director Prather made a statement regarding a former coworker of his.

Chief Craig announced passing and services for Bill Fernando.

4. CONFIRMATION OF AGENDA (03:55)

None.

5. BOARD CORRESPONDENCE (04:03)

None.

6. PUBLIC COMMUNICATIONS (04:07)

None.

7. CONSENT CALENDAR (04:48)

Director Hill made a motion to approve meeting minutes of January 8, 2020 Director Covington seconded motion. Motion passed 4-0, with Director Prather abstaining.

8. BADGE PINNING (06:28)

Firefighter Jesus Garcia was sworn in.

9. RECEIVE 2018/19 FY AUDIT (00:12)

Harshwal and Company presented the findings of the 2018-19 audit.

Director Hill made a motion to accept the Basic Financial Statements, Memorandum on Internal Controls and Single Audit for FY 2018-19; seconded by Director Covington.

Roll Call Vote:

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

Motion passed 5-0.

10. RECEIVE 2019/20 MIDYEAR BUDGET REPORT (8:55)

Getachew Demeku-Ousman presented midyear budget report and took questions.

11. BATTALION 7 AGREEMENT (33:20)

Director Gabriel made a motion to approve Battalion 7 Agreement, seconded by Director Covington.

Roll Call Vote:

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

Motion passed 4-1.

12. PRESENT, REVIEW, AND APPROVE FIRE CHIEF MERIT INCREASE (POSSIBLE ACTION ITEM) (49:05)

Director Hill made a motion to approve Resolution 2020-01, approving the Fire Chief's merit increase, seconded by Director Covington.

Roll Call Vote:

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

Motion passed 4-0, with Director Prather abstaining.

13. FIRE CHIEF REPORT (51:45)

A. LAFCO-none.

14. STAFF REPORTS (56:18)

15. BOARD MEMBER REPORTS (56:24)

- a. LAFCO-looking for another representative.

Director Covington nominated Director Gabriel, seconded by Director Hill.

Roll Call Vote:

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

16. MEASURE O OVERSIGHT COMMITTEE REPORT (59:27)

Paul Freese presented 2017-18 Measure O Oversight Committee Report.

17. AD HOC BOARD COMMITTEE REPORTS (1:05:19)

- a. Reserve Program ad hoc committee (Prather & Thorpe)-none
- b. Proposition 172 ad hoc committee (Gabriel)-none.
- c. Strategic Planning ad hoc committee (Gabriel & Prather)-meeting coming up.
- d. Budget ad hoc committee (Covington & Hill) –none.

18. LOCAL 1230 CORRESPONDENCE (1:07:25)

Jerry Short commented.

19. REQUESTS FOR FUTURE AGENDA ITEMS (1:10:18)

- Livestreaming Board Meetings
- Social Media Policy

20. ADJOURNMENT (1:29:54)

Meeting adjourned at 8:47 p.m.

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

Board Secretary

Rodeo Hercules Fire Protection District-General Fund 7800
Transaction List by Date
February 2020

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Feb 20				
02/01/2020	American Messaging	February 2020	2110 · COMMUNICATIONS	38.01
02/01/2020	Bay Area Air Quality Management	04/1/2020-04/1/2021 Permit Renewal	2477 · ED SUPPLIES AND COUR...	391.00
02/01/2020	IEDA, INC.	February 2020	2310-09 · REGULAR CONTRACT...	1,587.00
02/02/2020	First Net	01/03-02/02/2020	2110 · COMMUNICATIONS	217.02
02/02/2020	Greg Kennedy	January 2020	2310-08 · TRAINING SERVICES	2,000.00
02/03/2020	American River Benefit Administrators	March 2020	1060 · EMPLOYEE GROUP INSU...	603.03
02/04/2020	Health Care Dental	February 2020	1060-3 · Dental	2,968.59
02/04/2020	Boundtree Medical	Medical Supplies	2140 · MEDICAL & LAB SUPPLIES	61.40
02/04/2020	Boundtree Medical	Medical Supplies	2140 · MEDICAL & LAB SUPPLIES	20.85
02/06/2020	EAST BAY MUNICIPAL UTILITY DIS	Station 76-11/27/19-01/31/2020	2120 · UTILITIES	802.44
02/06/2020	EAST BAY MUNICIPAL UTILITY DIS	Station 76-11/27/19-01/31/2020	2120 · UTILITIES	294.11
02/10/2020	VERIZON WIRELESS	01/11-02/10/2020	2110 · COMMUNICATIONS	19.06
02/11/2020	P.G. & E.	Station 76-01/09-02/09/2020	2120 · UTILITIES	732.91
02/12/2020	P.G. & E.	Station 75-01/10-02/10/2020	2120 · UTILITIES	293.44
02/13/2020	J. W. Enterprises	February 2020	2281 · MAINTENANCE-BLDGS A...	359.00
02/14/2020	Bryan Craig	Copay Reimbursement	1060-01 · Co-Pay Reimbursement	75.00
02/18/2020	Vision Service Plan	March 2020	1060-4 · Vision	502.95
02/18/2020	P.G. & E.	Station 75-01/11-02/11/2020	2120 · UTILITIES	22.40
02/21/2020	Airgas USA	Oxygen	2140 · MEDICAL & LAB SUPPLIES	144.31
02/24/2020	Entenmann-Rovin Co.	Badges	2479 · OTHER SPECIAL DEPAR...	347.13
02/25/2020	P.G. & E.	Station 75-01/24-02/24/2020	2120 · UTILITIES	128.80
02/26/2020	Sprint	01/23-02/22/20	2110 · COMMUNICATIONS	370.44
02/26/2020	Total Compensation Systems, Inc.	GASB75 FY2020 OPEB Valuation	2310-06 · ACTUARIAL SERVICES	2,970.00
02/28/2020	Boundtree Medical	Medical Supplies	2140 · MEDICAL & LAB SUPPLIES	95.40
02/29/2020	Mark Pedroia	February 2020	2310-07 · FIRE INSPECTIONS S...	30.00
Feb 20				



RODEO-HERCULES FIRE PROTECTION DISTRICT

MEASURE O OVERSIGHT COMMITTEE MEMBERSHIP APPLICATION

COMMITTEE'S PURPOSE

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

APPLICATION INSTRUCTIONS

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

Name <i>ELIZABETH GENAI</i>	Home Address <i>411 GARRETSON</i>
Home Phone <i>510-245-2012</i>	Mobile Phone <i>510-776-7443</i>
Email <i>EG153@YAHOO.COM</i>	

GENERAL MEMBERSHIP REQUIREMENTS	YES	NO
Do you live within the boundaries of RHFPD?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you an elected official?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you an employee or official of RHFPD? (No employee or official shall be appointed to the Oversight Committee)	<input 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: *Elizabeth Genai*

SIGNATURE: *ELIZABETH GENAI*

DATE: *2/18/20*

Elizabeth Genai

(H) 510-245-2012 | egie5@yahoo.com | 411 Garretson Avenue, Rodeo, CA 94572 | (C) 510.776.7443

SUMMARY

Qualified Host handles conflict and competition effortlessly and competently. Cultivates meaningful agreements and makes necessary accommodations in cooperation with customers and staff members.

Responsible and energetic Experienced Clerk offering 15 years of experience in non-profit and County office environments. Proficient multi-tasker with ability to manage 5-line incoming phone system, filing or records maintenance and high-volume of business inquiries.

Versatile Staffing Manager bringing valuable experience in administrative roles, including database and payroll within non-profit settings. Uncompromising work ethic, time management, organization and prioritization qualities.

SKILLS

- Inter-Organizational Relationships
- Staffing * Staff & Management Support
- Confidential File & Records Management
- Recruitment
- Point of Sale (POS) system operation
- Food and beverage knowledge
- Highly responsible and reliable
- California Food Handlers card

EXPERIENCE

Host, Cashier, Chevy's Restaurant, March 2015-Present

Emeryville, CA

- Facilitates prompt and accurate seating and service of all guests.
- Provides friendly and courteous service to all guests.
- Supports other areas of the restaurant in set up, cleanup, prep work and equipment maintenance.
- Maintains safe food handling standards at all times.
- Ensures tables are kept neat by clearing away dirty dishes, wiping down surfaces and refreshing glasses or beverages.
- Records orders and partners with team members to serve food and beverages.
- Emphasizes fast, friendly customer service.
- Accurately makes change for cash transactions.
- Transports dirty tableware from dining room to dishwashing area for proper cleaning.
- Answers phones politely and promptly while accurately recording and confirming reservations.

Office Clerk, Community Housing Innovations Inc., July 2013-March 2015

Richmond, CA

Elizabeth Genai

(H) 510-245-2012 | egie5@yahoo.com | 411 Garretson Avenue, Rodeo, CA 94572 | (C) 510.776.7443

- Strictly adhered to confidentiality protocol regarding client information and documents.
- Managed clerical needs of company employees, including copying, faxing and file management.
- Responded to telephone inquiries from clients, vendors and the public.
- Completed, audited and updated administrative requirements related to the application and onboarding process of candidates by maintaining database systems and spreadsheets.
- Maintained reception area in orderly manner to provide visitors with a positive first impression
- Met incoming customers with professional approach, providing friendly, knowledgeable assistance.

Program Coordinator, Senior Services of America, May 2011-June 2013 Concord, CA

- Directed educational, informational, therapeutic and recreational programs and oversaw program development, coordination and administration.
- Maintained compliance with company and legal requirements.
- Fostered relationships with community members to help define programming needs and strengthen organizational standing in the community.
Completed quarterly and yearly audits.
- Maximized employee retention by creating positive work environment.
- Provided ancillary support to compile and prepare program, financial and year-end reports.
- Collaborated with Program Manager to establish program curriculum and goals.
- Oversaw day-to-day activities, including organizational leadership, recruitment, office maintenance and supply and inventory management.
- Wrote recommendations for exceptional employees.
- Managed and directed 32 individuals within the organization.

Messenger Throughout Northern California, September 1977 - 1992

- As a messenger I picked up and carried envelopes, packages and other items to specific locations
- Plan the best routes for the deliveries.
- Needed to act as problem solvers at times

EDUCATION AND TRAINING

Vocational School Certificate Computer Software

Computer Software, Heald College - Central Administrative Office, Walnut Creek CA 1996

Elizabeth Genai

(H) 510-245-2012 | egie5@yahoo.com | 411 Garretson Avenue, Rodeo, CA 94572 | (C) 510.776.7443

My interest in RHFD started after I had lived in Rodeo for a couple of years. I didn't realize there was not an active firehouse in Rodeo. When they opened the Rodeo firehouse, there was a general cheer from Rodeo. I started hearing about Measure O and the Oversight Committee. It seemed Rodeo was ruled by Hercules and I wanted Rodeo to have a voice. At the time I worked Wednesday night and couldn't make the meetings. I found out the OC meets on Wednesday afternoon. I could be part of it.

I am a member of Voices of Rodeo, a community group with no political leanings, but we try to work with County government and other grassroots groups in the area to find solutions to problems.

I'm not sure what strengths I bring to the party. I listen; I try to see each side of a problem. I have accounting experience so spreadsheets and balance sheets don't worry me. I want to make sure, if I can, that Station 75 stays open. It saved my life not so long ago.



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Name <i>JACOB DUAN</i>	Home Address <i>826 4th ST RODEO, CA</i>
Home Phone <i>510-861-5851</i>	Mobile Phone <i>510-861-5851</i>
Email <i>JDUAN@MASTRUCKING.COM</i>	

GENERAL MEMBERSHIP REQUIREMENTS	YES	NO
Do you live within the boundaries of RHFPD?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you an elected official?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you an employee or official of RHFPD? (No employee or official shall be appointed to the Oversight Committee)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you a vendor, contractor or consultant of the RHFPD?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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: *JACOB DUAN*

SIGNATURE: *Jacob Duan*

DATE: *2-12-2020*

From: [William Griffith](#)
To: [Kimberly Corcoran](#); [Lori Martin](#)
Cc: [Bryan Craig](#)
Subject: Re: Board Meeting
Date: Wednesday, March 4, 2020 6:25:13 PM
Attachments: [image001.png](#)

Hi Kim,

I'm including Lori Martin on this email

Unfortunately I think you will need to reschedule your board meeting next Wednesday because we have a special planning commission meeting that night at 7pm. After you discuss with Lori let me know the new date and I will make sure David is there. We were talking about this today.

As for the streaming, our existing equipment originally supported YouTube streaming a number of years ago however we can no longer use the feature due to changes at YouTube since then. I called for a quote to upgrade our system with that in mind and it would require purchasing the latest versions of that equipment (\$10s of thousands). City of Hercules uses a system called Granicus to stream on their website, but unfortunately it is not able to be used for the Fire District as Lori has told me.

I could possibly set up another device or computer there which plugs into our system and outputs to YouTube or Facebook live however we do not currently do that and so the cost of the equipment and time required to set up accounts, test, and train David could be a few thousand dollars.

I have been uploading the recorded meetings to the cloud, downloading them at my house, editing out break times and trimming beginning and end, adjusting volume, and then uploading to the YouTube account I created for you - then I send you a link to that video. Certainly not the easiest way, but without some investment I can't stream live.

On Wed, Mar 4, 2020 at 5:20 PM Kimberly Corcoran <corcoran@rhfd.org> wrote:

Hi Bill:

Can you confirm that someone will be at our meeting on Wednesday, March 11th?

Also, are you able to put in writing, for our board members (at their request) why the meetings cannot be live streamed? I know there was a discussion with Dave while you were on the phone a couple meetings ago, but I am not tech savy enough to put that into my own words.

Thank you!

Kimberly Corcoran

Administrative Assistant/Board Clerk

Rodeo-Hercules Fire Protection District

[1680 Refugio Valley Road](#)

[Hercules, CA 94547](#)



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Bill Griffith

G-Tech SF

(510) 764.3127

bill.griffith@gtechsf.com

RODEO HERCULES FIRE PROTECTION DISTRICT

MEMORANDUM

Date: March 11, 2020
To: Board of Directors
From: Bryan Craig, Fire Chief *BAC*
Subject: Budget Allocation of Funds Request.

BACKGROUND:

In October 2016, the District replaced its outdated server that utilized a tape backup system with a server that utilized a digital backup under the recommendation of its then-IT person. When Precision IT was hired by the District, and performed its initial audit of District hardware, it was discovered that our server was undersized in capacity to meet the current or future needs of the District. This under sizing of capacity has caused numerous system failures and is an obstruction to workflow. Measures have been taken to extend the life of our current server, however, it is now out of warranty and has passed its end of life for our current environment.

After the most recent interruption in service, it is the recommendation of Precision IT that the server be replaced with a server that will meet and exceed our needs in order to avoid future interruptions.

Precision IT has submitted an equipment and labor quote to the District for \$18,527.00.

RECOMMENDATION:

For the Board of Directors to approve the allocation of up to \$18,527 from the unassigned fund balance to replace the failing server as recommended by Precision IT. **This is an action item.**

Rodeo Hercules Fire Protection District
MEMORANDUM

To: BOARD of DIRECTORS, Rodeo Hercules Fire District
From: Bryan Craig, Fire Chief *BC*
Subject: FIRE CHIEF'S REPORT
Date: March 11, 2020

Contra Costa County Employees Retirement Association – No additional updates

Reporting: Chief Craig

Labor Relations – Staff is currently scheduling follow-up crew meetings to provide them with the information requested. The District currently has one employee on worker's compensation leave.

Reporting: Chief Craig

Fire Stations/Training Facility– Crews have been conducting regularly assigned company standards training. New recruits are continuing their probationary training and Task Book signoffs.

Reporting: Chief Craig

Facilities – Contractor has been contacted for the replacement of the front apron as well as the driveway, staff is awaiting their proposal. The facilities manager is currently contacting contractors for repairs of the classroom.

Reporting: Chief Craig

Grants – Staff is currently submitting a Fire Prevention Grant that will include: upgrades to the classroom, business inspection software, computer tablets, and smoke /CO detectors. Staff has submitted a grant for LUCAS devices that deliver automatic chest compressions. FEMA grants opened on February 3rd, staff will continue to monitor as the grants move through the process.

Reporting: Chief Craig

Incident Activity – Engine Crews accompanied AMR units to the Hospital 3 times during the month of February. Please see attached documents for regular responses.

Reporting: Chief Craig

Community Risk Reduction – Crews continue to conduct annual company inspections for all business and schools located within the district. Crews have begun delivering prevention presentations for all 3rd grade classes within the District. CERT Classes are scheduled to begin on March 17th.

Reporting: Chief Craig

Community /Wildfire Prevention –Staff will continue to prepare for this year's wildland fire season by continuing working with homeowners, city officials, homeowner associations, to address wildfire prevention and wildfire risk management.

Reporting: Chief Craig

Apparatus –All District apparatus are currently in service. The apparatus committee for the Type 1 Engine completed its preliminary specifications approval allowing the district to move forward with ordering of the apparatus. The lease agreement for the apparatus will be presented to the board 6 months prior to the delivery of the first apparatus.

Reporting: Chief Craig

Fiscal Stabilization – The FY2019/20 budget is in place and staff continues to track revenues and expenditures. The first budget meeting will be held on March 18th for the Year 2020/21 budget.

Community Activities – Attended: Rodeo Municipal Advisory Committee, Phillips 66 Community Advisory Panel, City of Hercules City Council, Planning Commissioner Meeting and Hercules Rotary Club. Crews continue to conduct Blood Pressure screening at the Rodeo and Hercules senior centers.

Reporting: Chief Craig

Commendations/Awards/Notables – No additional report.

Reporting: Chief Craig

New Development – Staff continues to meet with developers and Hercules City Staff on conditions of approval and plan checks and inspections for new developments within the City of Hercules. Hilltown, a 597 unit mixed use of residential and commercial development has preliminary approval by the planning commission. Staff presented the District's conditions of approval before the planning commission at its regular meeting. Staff is completing a comprehensive guide book that will be distributed to developers to provide them with guidance during plan submittal and approval.

Reporting: Chief Craig