



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

**SPECIAL BOARD MEETING MINUTES**  
**FEBRUARY 3, 2023**

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

Meeting called to order at 6:00 p.m. Directors Hill, Bowman and Davidson present.

**2. PLEDGE OF ALLEGIANCE (1:14)**

**3. ACTION ITEM: REVIEW AND ACT UPON RESOLUTION NO. 2023-01 TO AUTHORIZE THE BOARD AND ITS APPOINTED BODIES TO CONTINUE TO HOLD TELECONFERENCE MEETINGS IN ACCORDANCE WITH AB 361 (1:58)**

Director Bowman motions to approve Resolution 2023-01. 2<sup>nd</sup> by Director Davidson.

**ROLL CALL VOTE (3-0)**

Hill: Yes

Bowman: Yes

Davidson: Yes

**4. 2022-2027 STRATEGIC PLAN IMPLEMENTATION OPTIONS WORKSHOP (3:08)**

Chief Mike Despain's presentation of management assessment recommendations on how to implement strategic plan to achieve desired outcomes. Only around 5-10% of fire agencies develop a strategic plan. Four possible paths the board can consider taking: reducing services, additional revenue sources, exploring partnerships with other agencies, and maintaining the status quo. Board discussion.

**PUBLIC COMMENT**

Susan Keefe

Tanya Little

Maureen Brennan

E.H.

John Bischoff

Derek Cochnauer

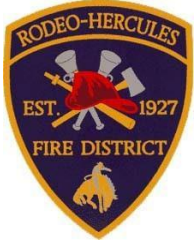
With consensus, the board agreed to continue item 4B to the next meeting.

**5. ADJOURNMENT Meeting adjourned at 7:47 p.m.**

Audio from this board meeting can be heard at [www.rhfd.org](http://www.rhfd.org).

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Board Vice Chair



**RODEO-HERCULES FIRE PROTECTION DISTRICT**

1680 REFUGIO VALLEY ROAD, HERCULES, CALIFORNIA 94547

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

**SPECIAL BOARD MEETING MINUTES**

**FEBRUARY 22, 2023**

1. **CALL TO ORDER/ROLL CALL**  
Meeting called to order at 6:01 p.m. Directors Hill, Bowman, Davidson and Doss present.
2. **PLEDGE OF ALLEGIANCE (2:01)**
3. **REVIEW APPLICATIONS AND APPOINT A BOARD MEMBER TO SERVE THE REMAINDER OF AN UNEXPIRED TERM ON THE BOARD OF DIRECTORS (UNTIL DECEMBER 2024) (4:06)**

**A. Review applications and applicants for Board of Directors Vacancy**

Each candidate has three minutes to introduce themselves. Candidates will have 2 minutes to respond to questions asked by the board members. Candidate order: Frank Grimsley, Tara Shaia, Jerrold Parsons and Robyn Mikel.

**Public Comment**

- Susan Keefe
- Brian Solidum
- E.H.
- Chuck Coleman
- Robert Baum
- Carlo Granzella
- Vince Wells
- John Bischoff

**B. Appoint an individual from the applications received to serve on the Board of Directors for the Rodeo-Hercules Fire Protection District for the remainder of an unexpired term created by the resignation of Robyn Mikel (until December 2024) (Action Item)**

<b>Candidate Grimsley</b>		<b>Candidate Shaia</b>		<b>Candidate Parsons</b>		<b>Candidate Mikel</b>	
Davidson	Yes	Davidson	Yes	Davidson	No	Davidson	No
Bowman	Yes	Bowman	Yes	Bowman	No	Bowman	Abstain
Doss	No	Doss	No	Doss	No	Doss	Yes
Hill	Abstain	Hill	No	Hill	No	Hill	Yes
<b>Motion Fails</b>		<b>Motion Fails</b>		<b>Motion Passes</b>		<b>Motion Fails</b>	

**4. ADJOURNMENT**

Meeting adjourned at 7:47 p.m.

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Board Vice Chair

Tara Shaia

For Appointment to the Rodeo-Hercules Fire District

This packet contains the following letters of support:

Darrin Bessolo	Rodeo Businessperson and Resident
Maureen Brennan	Rodeo Resident and Community Advocate
Janet Callaghan	Rodeo Resident and President of Rodeo Citizens Association
Bie Lie	Hercules Resident and Co-Worker
Tanya Little	Hercules Resident and Community Advocate
Liana Ruslim	Co-Worker

2-19-23

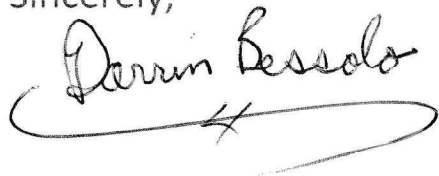
To the Board,

I support Tara Shaia for appointment to the Fire District Board. She will do a great job for the fire department and for the community.

I have known Tara for many years. We are long time family friends. Tara is fair and I know she wants the best for our town.

Please appoint Tara Shaia.

Sincerely,

A handwritten signature in black ink that reads "Darrin Bessolo". The signature is written in a cursive style with a large, sweeping flourish at the bottom that extends to the left and then curves back under the name.

Darrin Bessolo

2/16/23

To the Board of the Rodeo-Hercules Fire District:

I would like to support the nomination of Tara Shaia for the open position on the Board. She is a long-time resident of Rodeo, and understands the local interests in our community. I volunteer at the Pinole Senior Center lunch program, where she is head chef, purchaser, and trainer in the kitchen. She is forever emphasizing safety in our respective roles, and she runs a tight ship. She communicates well with all involved. In our recent November 2022 elections, she was next in line with 22% of the vote. The community has spoken, with a high level of support. I saw her last October at the RHFD "community open house," asking questions, learning about the fire district, and doing her "homework." I think she will add balance to our struggling Board.

Thanks.

Maureen Brennan  
Rodeo, CA



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**Tara Shaia for RHFD appointment**

1 message

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**B Lie** <bielie1@hotmail.com>

Sun, Feb 19, 2023 at 5:53 PM

To: "citizenr572@gmail.com" &lt;citizenr572@gmail.com&gt;

Hi Tara

Please see my letter of recommendation below.

Please give this to RHFD Directors.

I really hope that you will be appointed because we really need a strong leader like you!

Dear RHFD Directors,

I m in support of appointing Tara Shaia to the Roseo-Hercules Fire District Board.

I have worked with Tara and known her to be professional, patient and work very well under pressure, keeping it a level mind.

I am a Hercules Resident and believe that Tara Shaia would be a great addition to the RHFD Board.

Your attention on this matter is much appreciated

Sincerely,

Bie Lie



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## TANYA LITTLE

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258 Sunset Drive, HERCULES, CA 94547 | H:5107419941 | C: 5105208944 | [tzzlittle@gmail.com](mailto:tzzlittle@gmail.com)

February 16, 2023

Rodeo-Hercules Fire Protection District Board  
C/O Tara Shaia, Board Candidate  
1680 Refugio Valley Road  
Hercules, CA 94547

Dear Rodeo-Hercules Fire Protection District Board,

I urge you to appoint Tara Shaia to the vacant board seat. Candidate Shaia has submitted the most competitive, comprehensive and thorough application when compared to the other applications posted to the District's website.

Candidate Shaia is the only candidate who participated in the 2022 Election process for vacant Board of Director seats. On the campaign trail, Candidate Shaia communicated her astute executive mindset and keen ability to evaluate the complexities of the district. She communicated a thoughtful and fair assessment of the District's public information regarding its challenges and successes. Candidate Shaia communicated she would work in collaboration with the Board to evaluate factual data to provide guidance to the Fire Chief on the will of the Board. Candidate Shaia discussed her desires and abilities to evaluate information without bias, and a high desire to work with the Fire Chief, city officials, and community. She is committed to ensuring the best economic decisions are made to support the district and communities it serves.

Candidate Shaia has established she is the most competent professional executive candidate for appointment. Her management experience with administering city programs and staff, budgets, working with vendors, and her decades of commitment to community advocacy position her as the best fit as a director. You will maximize the board's collective fairness and reasonableness by appointing Candidate Shaia to the vacant district seat. I am confident Candidate Shaia will aid this district's leadership efficiencies. Candidate Shaia has the emotional intelligence to aid this district in garnering community and fire staff trust.

I sincerely believe Candidate Shaia's leadership skills, and ability to focus on the board's fiduciary responsibilities will promote success and transparency for the district. Candidate Shaia's application establishes she is the most qualified administrator who is desperately needed to bring stability to the district. Please be encouraged to appoint Tara Shaia to the vacant district seat.

Sincerely,



Tanya Little Retired California Governor's Appointee  
Pinole, Rodeo, Hercules, El Sobrante for Equity & Diversity (PHREED) Co-Founder  
Friends of the Hercules Senior Center Board President  
30-year City of Hercules Resident

cc: Contra Costa County Board of Supervisors

*Great Organizations demand a high level of commitment by the people involved ~ Bill Gates*

Date: 2/17/2023

To: Board of Directors RHFD.

Re: Recommendation for Tara Shaia.

To whom it may concern:

I am writing to recommend Tara Shaia for a position in the board of The Rodeo-Hercules Fire Dept.

I am Liana Ruslim, a volunteer in the Pinole Senior Center helping in the kitchen as Tara is the chef & head of the kitchen .

I believe her leadership & organizational skills will be suitable for a position on the board.

She treats all volunteers fairly, listens to suggestions, is assertive and works hard. Tara pays attention to details, deals well with all kind of personalities & races and is able to communicate well with everyone. She always has a positive attitude and remains calm under pressure.

She organizes all aspect of the kitchen from volunteers, the menu, fund raising, groceries and all the day to day operations of the kitchen. She is always on time for seniors to pick up the meals.

She will be a great asset for the Rodeo -Hercules community if she is appointed to be in the board of RHFD.

Sincerely,



Liana Ruslim  
Retiree- volunteer in Pinole Senior Center .  
510- 914-0496  
laprina12@gmail.com

**From:** [John.Green.1985](#)  
**To:** [Kimberly Corcoran](#)  
**Subject:** Support for Robyn Mikel  
**Date:** Wednesday, February 22, 2023 9:13:49 AM

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Dear RHFD Board,

I am writing in support of Robyn Mikel for RHFD Board of Directors. I believe Robyn deserves to have a chance at being a board member. Her insight and previous experience would be a welcome addition. I believe she will bring much needed balance, impartiality and fairness to the board, which seems to be deeply divided.

Thank you,

Mr. John Green  
Hercules, CA

Sent with [Proton Mail](#) secure email.

**From:** [Tammy Tomas](#)  
**To:** [Kimberly Corcoran](#)  
**Subject:** FW: Robyn Mikel  
**Date:** Wednesday, February 22, 2023 9:11:14 AM

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**From:** HEATHER GIBSON <[gibsonk9cop@comcast.net](mailto:gibsonk9cop@comcast.net)>  
**Sent:** Tuesday, February 21, 2023 5:23 PM  
**To:** Tammy Tomas <[Tomas@rhfd.org](mailto:Tomas@rhfd.org)>  
**Subject:** Robyn Mikel

Hello,

I have been a 25+ year resident of Hercules and have seen many board members for RHFD come and go. I would like to show support to preserve Robyn Mikel on the board. I have listened to the board meetings and I am impressed with her desire to improve our fire district and keeping an open mind. She does not have a preset agenda, as many past and current board members do. Not keeping her on the board would be a grave mis-service to the residents of the RHFD.

Thank you,  
Heather Gibson  
Sparrow Drive  
Hercules, CA

**From:** [Christine Peterson](#)  
**To:** [Kimberly Corcoran](#)  
**Subject:** Board vacancy  
**Date:** Wednesday, February 22, 2023 2:30:21 AM

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Please choose Robyn Mikel for your vacancy. After watching several board meetings and reading the applications that were submitted, it is clear that Robyn is the only choice for a well-balanced board. She should not be punished or criticized by any board member or member of the public for putting her name in the hat after stepping down because she wanted to do the right thing. Put your own personal agendas aside and vote for the only candidate that makes sense.

**From:** [Juan Carlos](#)  
**To:** [Kimberly Corcoran](#); [Tammy Tomas](#)  
**Subject:** Robyn Mikel  
**Date:** Tuesday, February 21, 2023 6:55:50 PM

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I would like to request the re-election of Robyn Mikel, as she is the best candidate for the board of directors position. She knows more about life in the fire service than any other candidate, and she will help to improve the lives of our firefighters.  
Concerned Rodeo resident

**From:** [CHARLES COLEMAN](#)  
**To:** [Kimberly Corcoran](#); [Tammy Tomas](#)  
**Subject:** Letter of support  
**Date:** Tuesday, February 21, 2023 6:53:21 PM

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----- Original Message -----

**From:** Chuck <[cfiredude@comcast.net](mailto:cfiredude@comcast.net)>  
**To:** Tammy Tomas <[Tomas@rhfd.org](mailto:Tomas@rhfd.org)>  
**Date:** 02/21/2023 5:05 PM  
**Subject:** Letter of support

Sent from my iPhone

Begin forwarded message:

**From:** Chuck <[cfiredude@comcast.net](mailto:cfiredude@comcast.net)>  
**Date:** February 21, 2023 at 4:01:55 PM PST  
**To:** Tammy Tomas <[Tomas@rhfd.org](mailto:Tomas@rhfd.org)>  
**Subject:** Letter of support

Good evening RHFD board. I am sending a letter of support for Robyn Mikel to be re-appointed to the board as a board of director. As you know Robyn Mikel was previously misdirected by legal counsel and felt she had to resign so she could re-run or be appointed again. Had she not resigned, hundreds of thousands of dollars would have been spent for a new election. Robyn has shown an open mind and has been praised by other board members for her strong work and dedication to the Rodeo-Hercules district. With the strategic plan needing to be implemented as soon as possible, and the tasks that need to be completed to make that happen I believe bringing on a new person with little to no experience would take months if not longer to bring them up to speed to be able to make decisions that we needed done yesterday. Robyn Mikel is ready to hit the ground running and help make those decisions to better serve the citizens of Rodeo Hercules Fire District.

Thank you,  
Captain Chuck Coleman  
37 years with RHFD  
56-year resident of Rodeo

**From:** [Tammy Tomas](#)  
**To:** [Kimberly Corcoran](#)  
**Subject:** FW: Board Vacancy  
**Date:** Tuesday, February 21, 2023 4:26:19 PM

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**From:** John Bischoff <jabischoff@hotmail.com>  
**Sent:** Tuesday, February 21, 2023 3:49 PM  
**To:** Tammy Tomas <Tomas@rhfd.org>  
**Cc:** Darren Johnson <Johnsond@rhfd.org>  
**Subject:** Board Vacancy

Chief Johnson and Board of Directors,

Good afternoon,

I am writing this email today as a show of support for former RHFD Board Director as well as current Board Candidate, Robyn Mikel.

During her short time as a Rodeo Hercules Board Director, Robyn exceeded my expectations. As a 23 year employee of the District as well as our seating IAFF 1230 Union Representative, I have seen my share of Board Members come and go. Most of these past Directors barely left a ripple in the history of our District.

Robyn came in running, she took great interest in both our Firefighters Mental Health, as well as our District's fiscal health and sustainability.

Her time as a Director was cut short due to confusion as well as lack of communication by multiple parties. None of the fault however, was that of Director Mikel's.

Hopefully the Board in the interest of "What's best for the District, it's citizen's served, as well as the Firefighter's serving" can look past "Personal Agendas" and choose Robyn Mikels to fill "Her" vacant Board Seat and get back to the business of protecting both the Citizen's of Rodeo Hercules as well as their Firefighters.

Regards,  
John Bischoff



**From:** [elaine wander](#)  
**To:** [Kimberly Corcoran](#)  
**Subject:** Letter of support for Tara Shaia to the RHFD Board  
**Date:** Tuesday, February 21, 2023 4:09:33 PM

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Hello,

I have lived in Rodeo for 33 years and know we need a very competent person to represent us on the fire district board. That person is Tara Shaia. I talked with her about what she thinks the best ways to protect Rodeo from accidents occurring at the refinery (Phillips66) are and also about our Rodeo Fire Station, Her answers about cooperation between the refinery and our fire department and maintaining our Rodeo Station were very good. Also, that the Fire department team have the skills to handle all the hazards that go with these fuels being made so close to our town. Spills, toxins, odors, explosions, derailments, etc.... I think Ms. Shaia would best represent us in Rodeo and Hercules (her awareness of issues around open space and fire safety) and be an asset to the fire district.

Thank you,  
Elaine Wander Leclair

**From:** [Steve Hill](#)  
**To:** [Kimberly Corcoran](#); [Tammy Tomas](#)  
**Cc:** [Darren Johnson](#)  
**Subject:** FW: Letter of support for Tara Shaia  
**Date:** Tuesday, February 21, 2023 2:24:21 PM

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Kimberly, Tammy:

In case you have not received this board correspondence...

Steve

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Elizabeth <[egie5@yahoo.com](mailto:egie5@yahoo.com)>  
Date: 2/20/23 22:13 (GMT-08:00)  
To: Steve Hill <[Hill@rhfd.org](mailto:Hill@rhfd.org)>, Charles Davidson <[Davidson@rhfd.org](mailto:Davidson@rhfd.org)>, Marie Bowman <[Bowman@rhfd.org](mailto: Bowman@rhfd.org)>, Delano Doss <[doss@rhfd.org](mailto:doss@rhfd.org)>  
Subject: Letter of support for Tara Shaia

February 20, 2023

Rodeo-Hercules Fire District

I would like to let you know of my support of Tara Shaia for the fifth seat on the RHFD Board. Tara has a good head on her shoulders, compassionate and is very aware of her community. She has been involved regularly with the RHFD zoom meetings often contributing comments.

As you probably know, Ms. Shaia is a long time Rodeo resident (3<sup>rd</sup> generation). She is the chef at the Pinole Senior Center. She IS involved in her community. Let's get her more involved.

I am the manager at the Rodeo Senior Center and a member of the Measure O Oversight Committee.

Thank you for your attention,

Elizabeth Genai

Tara Shaia

For Appointment to the Rodeo-Hercules Fire District

This additional packet contains the following letters of support:

Ana Aviles Avila	President of AFSCME/Local 1; Unit of the City of Pinole
Elizabeth Genai	Rodeo Resident, Manager of Rodeo Senior Center, and Member of Measure O Oversight Committee
Robin Raber-Luna	Co-Worker

Letter of Support

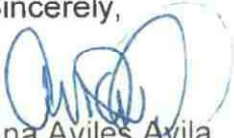
February 21, 2023

Rodeo-Hercules Fire District Board

I would like to support Tara Shaia to her appointment to the Rodeo-Hercules Fire District Board. Tara is in good standing with AFSCME/Local 1. Tara is fair and unbiased at all the meetings, and I like her eagerness to serve at different times we have needed her. Being a union member is very important to Tara and us, she is always advocating for fairness throughout not just in her department but for all of us. Tara posses the ability and skills to work with volunteers and with lots of skills on management and team building. Always has a positive attitude.

Tara is a life-long resident of Rodeo and want to serve her community. I support her to be appointed to the Rodeo-Hercules Fire District Board.

Sincerely,



Ana Aviles Avila

President of AFSCME/Local 1  
Unit of the City of Pinole



Rodeo Citizen <citizenr572@gmail.com>

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**Support letter**

1 message

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**Elizabeth** <egie5@yahoo.com>

Mon, Feb 20, 2023 at 10:07 PM

To: "CitizenR572@gmail.com" <CitizenR572@gmail.com>

February 20, 2023

Rodeo-Hercules Fire District

I would like to let you know of my support of Tara Shaia for the fifth seat on the RHFD Board. Tara has a good head on her shoulders, compassionate and is very aware of her community. She has been involved regularly with the RHFD zoom meetings often contributing comments.

As you probably know, Ms. Shaia is a long time Rodeo resident (3<sup>rd</sup> generation). She is the chef at the Pinole Senior Center. She IS involved in her community. Let's get her more involved.

I am the manager at the Rodeo Senior Center and a member of the Measure O Oversight Committee.

Thank you for your attention,

Elizabeth Genai

February 21, 2023

To whom it may concern,

It is with great pleasure that I write this letter of recommendation in support of Tara Shaia becoming a Director of the Rodeo-Hercules Fire District. I've known Ms. Shaia for over 7 years working with her at the Pinole Senior Center.

Ms. Shaia consistently and impressively displays qualities that make her an ideal candidate. She is very in tune with the needs of the communities she'd represent and can also balance those with any fiscal implications. She is a true advocate of what are the key issues of importance to the cities and its citizens to improve and continue the high standards and qualities needed for a successful and healthy community.

She has a true passion, dedication and commitment to the safety and health concerns in Rodeo and Hercules and is able to present concrete viewpoints that take into consideration the pros and cons of an issue. Her approach is honest and forthright and always with the goal of creating a positive impact.

I highly recommend Ms. Shaia and am confident she will be a valuable asset as a Director of the RHFD.

Robin Raber-Luna

**From:** [Tammy Tomas](#)  
**To:** [Kimberly Corcoran](#)  
**Subject:** Fwd: Board seat vacancy  
**Date:** Wednesday, February 22, 2023 4:27:24 PM

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Tammy

Begin forwarded message:

**From:** Brian Solidum <briansolidum@gmail.com>  
**Date:** February 22, 2023 at 3:57:38 PM PST  
**To:** Tammy Tomas <tomas@rhfd.org>  
**Subject:** Board seat vacancy

To the Board of Directors,

I am writing in support of Robyn Mikel for the vacant seat for the Rodeo Hercules Fire Protection District, Board of Directors. During her previous tenure on the Board, Robyn has shown deep interest for the best of the future for our Fire District, it's employees and the safety of the community in which we serve. Robyn has demonstrated intimate knowledge of the fire service and how the fire service operates, has an open mind and supports progressive problem solving. As a 21 year employee and a Captain of this Fire District, I am supporting Robyn Mike for the best candidate for this position.

Brian Solidum

**From:** [Tammy Tomas](#)  
**To:** [Kimberly Corcoran](#)  
**Subject:** Fwd: Board Vacancy  
**Date:** Wednesday, February 22, 2023 4:27:16 PM

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Tammy

Begin forwarded message:

**From:** Lina Gibson <linamarie.v17@gmail.com>  
**Date:** February 22, 2023 at 4:10:39 PM PST  
**To:** Tammy Tomas <tomas@rhfd.org>  
**Subject: Board Vacancy**

Dear board member,

I have lived in Hercules my entire life and am writing to voice my support for Robyn Mikel for the RHFD board. She has shown a strong commitment to the community. Her open mind is what the board needs as we head for difficult decisions to be made. I strongly support her as board member.

Thank you,  
Lina Gibson



**From:** [Tammy Tomas](#)  
**To:** [Kimberly Corcoran](#)  
**Subject:** Fwd: Board vacancy  
**Date:** Wednesday, February 22, 2023 4:27:10 PM

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Tammy

Begin forwarded message:

**From:** savannah Mills <savannahemma.lillie.mills@gmail.com>  
**Date:** February 22, 2023 at 4:24:57 PM PST  
**To:** Tammy Tomas <tomas@rhfd.org>  
**Subject:** Board vacancy

Hello,

My name is Savannah mills, and I've been a resident of rodeo since I was born. I'm very appreciative of my fire department as I've faced the tragedy of being in a house fire. My house fire has allowed me to have a deeper sense of appreciation for my fire department and everyone behind the scenes. Which is why I want to support preserving Robyn Mikel for RHFB. Her determination and willfulness to help is needed within both city's and the leader we look towards.

Thank you,  
Savannah mills  
Hawthorne Dr  
Rodeo, Ca

Letter of Support

To whom this may concern,

I would like to express my support for Robyn Mikel for the Rodeo- Hercules Fire District Board of Directors. Mrs. Mikel has shown with her time on the board, that she is truly dedicated to serving both the citizens and the firefighters of the district, to the best of her abilities. Her wealth of knowledge and understanding for the fire service, and commitment to being an active member of her community, has help bridge multiple gaps to help advocate for the best outcomes for this district. As a firefighter of the district, I whole heartedly feel that Mrs Mikel would be the best candite for the vacancy And would like to express my full support for her. Thank you for your time.

Respectufly submitted  
Jonah Becton



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

SPECIAL BOARD MEETING MINUTES

FEBRUARY 28, 2023

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

Zoom meeting called to order at 6:02 p.m. Directors Hill, Bowman, Davdison and Doss in attendance.

**2. PLEDGE OF ALLEGIANCE (00:01:24)**

**3. REVIEW APPLICATIONS AND APPOINT A BOARD MEMBER TO SERVE THE REMAINDER OF AN UNEXPIRED TERM ON THE BOARD OF DIRECTORS UNTIL DECEMBER 2024 (00:02:07)**

A. Continue deliberations for Board of Directors vacancy

Board shared thoughts on ideal qualities of a board candidate and opened floor to public comment.

**Public Comment**

- |                  |                 |                 |
|------------------|-----------------|-----------------|
| Tiffany Grimsley | Dan Romero      | Steve Tran      |
| Jonay Brownlee   | Mike Coody      | Vince Wells     |
| Tanya Little     | Robert Baum     | John Bischoff   |
| Tara Shaia       | Selina Williams | Carlo Granzella |
| Derek Cochnauer  | Carol           | Margaret Short  |
| Sean             | Janet Callaghan | Frank Grimsley  |

B. Appoint an individual from the applications received to serve on the Board of Directors for the Rodeo-Hercules Fire Protection District for the remainder of an unexpired term created by the resignation of Robyn Mikel (until December 2024) or refer to Contra Costa County Board of Supervisors for Action

Candidate Grimsley		Candidate Shaia		Candidate Parsons		Candidate Mikel	
Davidson	Yes	Davidson	Yes	Davidson	No	Davidson	No
Bowman	Yes	Bowman	Yes	Bowman	No	Bowman	Abstain
Doss	Abstain	Doss	No	Doss	No	Doss	Yes
Hill	Abstain	Hill	Abstain	Hill	Abstain	Hill	Yes
<b>Motion Fails</b>		<b>Motion Fails</b>		<b>Motion Passes</b>		<b>Motion Fails</b>	

**4. ADJOURNMENT**

Meeting adjourned at 7:38 p.m.

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Board Vice Chair

**From:** [Chris Kelley](#)  
**To:** [Kimberly Corcoran](#)  
**Subject:** Letter supporting Frank Grimsley for RHFD Board Director  
**Date:** Tuesday, February 28, 2023 4:51:05 PM

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Attention: Rodeo Hercules Fire District Board of Directors

RE: Vacancy on RHFD Board of Directors

I would like to recommend Hercules resident Frank Grimsley for the position of Rodeo Hercules Fire District Director. Frank has been a member of our city for over 30 years. Frank Grimsley's previous management career with the United States Postal Service involved his dealing with employees, union issues, and budget matters. Frank Grimsley can be a wise and stable director. He can help you in your search for a new fire chief, deal effectively with personnel, and calm the waters, so to speak. In short, he will be a stabilizing force on your Board of Directors.

I respectfully ask that you vote for Frank Grimsley for RHFD Board Director.

Sincerely,

Chris Kelley  
Council Member, City of Hercules  
[ckelley@ci.hercules.ca.us](mailto:ckelley@ci.hercules.ca.us)

**To: Rodeo Hercules Fire District Board of Directors**

**Fr: Brian Glover, Hercules resident**

**Re: Board of Directors Vacancy**

**Dt: 02/28/23**

**I am writing to endorse Frank Grimsley to be the Rodeo Hercules Fire District Director. Frank's previous management experience with the United States Postal Service provides him with the background needed to review budgets, as well as to work with union contracts and manage personnel. Frank is a long time Hercules resident of over 31 years.**

**I believe that these factors make Frank a more than qualified candidate to fill this position. His steady hand in managing a wide variety of affairs makes him a very desirable candidate. I am asking the Board of Directors to vote for Frank to fill this important position.**

**Sincerely,**

**Brian Glover**

Rodeo Hercules Fire District Board of Directors

Ref: Board of Directors Vacancy

I am endorsing Frank Grimsley to be the next Rodeo Hercules Fire District Director. Frank has lived in Hercules for over 31 years. Frank Grimsley was upper management with the US Postal system which gave Frank the skills in managing personnel, review budgets and working with the unions at the Postal system.

Frank Grimsley can be the calming Director that Rodeo Hercules Fire District needs to assist the district with the future issues concerning the recruitment and hiring of a new Fire Chief and leading RHFD into the future with a comprehensive Strategic Study.

I ask that the current Board of Directors vote for Frank Grimsley.

Respectfully,

A handwritten signature in black ink, appearing to read "Dan Romero". The signature is written in a cursive style with a large, sweeping initial "D".

Dan Romero, Vice Mayor City of Hercules



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

SPECIAL BOARD MEETING MINUTES

MARCH 22, 2023

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

Directors Present: S. Hill, M. Bowman, C. Davidson, D. Doss, R. Mikel

Directors Absent: None

Meeting called to order at 6:00 p.m.

**2. PLEDGE OF ALLEGIANCE (1:06)**

**3. DISTRICT REORGANIZATION (1:30)**

Director Robyn Mikel sworn in by R. PioRoda.

**Public Comment**

T. Little

R. Baum

**4. ADJOURN TO CLOSED SESSION (NO RECORDING DEVICES ARE PERMITTED) (7:40)**

**5. RECONVENE IN OPEN SESSION/CLOSED SESSION REPORT OUT** Nothing to report out.

**6. ADJOURNMENT**

Meeting adjourned at 7:23 p.m.

---

Board Vice Chair





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

SPECIAL BOARD MEETING MINUTES  
MARCH 31, 2023

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

Directors Present: S.Hill, M. Bowman, C. Davidson, D. Doss, R. Mikel

Directors Absent: None

Meeting called to order at 3:00 p.m.

**2. PLEDGE OF ALLEGIANCE (0:30)**

Discussion regarding Agenda item #5 (*STRATEGIC PLAN IMPLEMENTATION: Discussion and possible action to direct staff regarding cost benefit analysis for implementation of strategic plan recommendations*) and whether there was sufficient notice for some board members to be prepared.

Vice Chair Hill and council noted this special meeting was originally scheduled for discussion of the strategic plan and the Interim Fire Chief interview was added subsequently.

Motion by M . Bowman to remove agenda item #5 and continue it at either regular or special meeting in April. 2<sup>nd</sup> by C. Davidson.

**ROLL CALL VOTE 3-2**

Hill: NO

Bowman: YES

Davidson: YES

Doss: NO

Mikel: YES

**3. ADJOURN TO CLOSED SESSION (NO RECORDING DEVICES ARE PERMITTED) (9:53)**

**4. RECONVENE IN OPEN SESSION/CLOSED SESSION REPORT OUT** Nothing to report out.

**5. ADJOURNMENT**

Meeting adjourned at 4:28 p.m.

----- Forwarded message -----

From: **Tanya Little** <[tzzlittle@gmail.com](mailto:tzzlittle@gmail.com)>

Date: Fri, Mar 31, 2023 at 10:20 AM

Subject: Public Comment - March 31, 2023 Special Meeting

To: Steve Hill <[Hill@rhfd.org](mailto:Hill@rhfd.org)>, Marie Bowman <[Bowman@rhfd.org](mailto: Bowman@rhfd.org)>, Charles Davidson <[Davidson@rhfd.org](mailto:Davidson@rhfd.org)>, Delano Doss <[doss@rhfd.org](mailto:doss@rhfd.org)>, Darren Johnson <[johnsond@rhfd.org](mailto:johnsond@rhfd.org)>, Kimberly Corcoran <[corcoran@rhfd.org](mailto:corcoran@rhfd.org)>, Pio Roda, Richard <[rpioroda@meyersnave.com](mailto:rpioroda@meyersnave.com)>, <[mikel@rhfd.org](mailto:mikel@rhfd.org)>  
Cc: <[supervisorandersen@bos.cccounty.us](mailto:supervisorandersen@bos.cccounty.us)>, <[supervisor\\_burgis@bos.cccounty.us](mailto:supervisor_burgis@bos.cccounty.us)>, <[SupervisorCarlson@bos.cccounty.us](mailto:SupervisorCarlson@bos.cccounty.us)>, <[district5@bos.cccounty.us](mailto:district5@bos.cccounty.us)>, <[John\\_Gioia@bos.cccounty.us](mailto:John_Gioia@bos.cccounty.us)>, <[clerkoftheboard@cob.cccounty.us](mailto:clerkoftheboard@cob.cccounty.us)>

I ask that these comments be read at the RHFD Special Meeting today at 3PM.

At the last regular board meeting, Director Hill encouraged the board to hold a Special Meeting on March 22 at Station 76 to interview candidates for an Interim Fire Chief. I am pleased to see you are doing so. . You did not identify any future special meeting dates to include Strategic Plan topics. I object to you agendizing the Strategic Plan for March 31 or any special meeting without reasonable public notice at regular meetings. You should know by now, this is the type of action which has created public mistrust. Director Hill, I know you mean well and care about our community. You are a pleasant and likable person. Please accept this as constructive feedback. You have again missed an opportunity to bring the public with you.

The several paid positions you hold may have impacted your effectiveness as a Board leader in years past. It is again demonstrated by you leaving the public out of the Strategic Plan discussion at this meeting, especially since live streaming of board meetings has not been implemented. For the success of this board and to discontinue these rollercoaster experiences of trust and distrust of this board's leadership, Please, please remove your name as a candidate for Chair and Vice-Chair. Support Director Bowman as Chairs just as strongly as you support her to do the heavy lifting as you have expressed in board meetings over the past year.

Board members, if you truly want to bring the community with you, if you truly want to create a successful legacy, I urge you not to nominate Director Hill for any executive role on this board.

--

*Tanya Little, Hercules Resident*

--

*Tanya Little*



# RODEO-HERCULES FIRE PROTECTION DISTRICT

1680 REFUGIO VALLEY ROAD, HERCULES, CALIFORNIA 94547

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

## REGULAR BOARD MEETING MINUTES

APRIL 12, 2023

### 1. CALL TO ORDER/ROLL CALL (2:36)

Directors Present: S. Hill, M. Bowman, C. Davidson, D. Doss, R. Mikel

Directors Absent: None

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

### 2. PLEDGE OF ALLEGIANCE (3:05)

### 3. DISTRICT REORGANIZATION (3:30)

For the Position of Board Chair:

Director Davidson and Director Doss nominate Director Bowman.

#### **ROLL CALL VOTE (5-0)**

Hill: Y

Davidson: Y

Bowman: Y

Doss: Y

Mikel: Y

#### **PUBLIC COMMENT**

Tanya Little

Tara Shaia

For the Position of Vice Chair

Director Hill nominates Director Doss.

#### **ROLL CALL VOTE (5-0)**

Hill: Y

Davidson: Y

Bowman: Y

Doss: Y

Mikel: Y

#### **PUBLIC COMMENT**

Tanya Little

**4. ANNOUNCEMENTS OF DISTRICT EVENTS (14:41)**

None

**5. CONFIRMATION OF THE AGENDA (14:50)**

Director Mikel expressed concern regarding the number of agenda items and the need for shorter meetings.

Motion to continue items 11, 14, and 16 to next meeting by Director Hill. 2<sup>nd</sup> by Director Mikel.

**ROLL CALL VOTE (5-0)**

Hill: Y

Davidson: Y

Bowman: Y

Doss: Y

Mikel: Y

**6. REVIEW OF CORRESPONDENCE TO THE BOARD (21:12)**

none

**7. PUBLIC COMMUNICATIONS ON ITEMS NOT ON THIS AGENDA (21:19)**

**PUBLIC COMMENT**

Tara Shaia

Tanya Little

**8. STRATEGIC PLAN IMPLEMENTATION (24:14)**

Motion to respond to Chief Despain's proposal, specifically asking Chief Despain to begin with the following four items: analysis of current organizational systems; analysis of reasonable prospective partners for cost efficiencies per the strategic plan; a study of the available reliable and consistent funding sources; and to implement the gap analysis. Motion was made by Director Hill and 2<sup>nd</sup> by Director Mikel.

**PUBLIC COMMENT**

Robert Baum

Tanya Little

Chuck Coleman

Maureen Brennan

**ROLL CALL VOTE (5-0)**

Hill: Y

Davidson: Y

Bowman: Y

Doss: Y

Mikel: Y

**9. CONSENT CALENDAR (1:15:00)**

Motion by Director Mikel to approve consent calendar; seconded by Director Hill

**ROLL CALL VOTE (5-0)**

Hill: Y

Davidson: Y

Bowman: Y

Doss: Y

Mikel: Y

**10. PUBLIC HEARING**

Chief Johnson gave overview of Measure O CPI increase. Increase of \$7 to \$245 per parcel for 2023/24 fiscal year. Director Doss raised concerns regarding the use of Measure O funds. Discussion to include topic of Measure funds and their allocation

Motion by Director Hill to adopt Resolution 2023-02, increasing Measure O CPI; seconded by Director Davidson.

PUBLIC COMMENT:

Tanya Little  
Maureen Brennan

**ROLL CALL VOTE (5-0)**

Hill: Y

Davidson: Y

Bowman: Y

Doss: Y

Mikel: Y

**11. BOARD REVIEW OF DIRECTOR DAVIDSON’S COMMENTS CONCERNING BAYO VISTA, INCLUDING REFERENCE TO SECTION 8 HOUSING – Item continued to next meeting.**

**12. UPDATE REGARDING LOCATION OF IN-PERSON MEETINGS (1:29:57)**

Three options for meeting locations: Rodeo Baseball clubhouse, Station 76, and Hercules City Hall. Hybrid meetings will be easiest to conduct at city hall. Rodeo and Station 76 will not have a place for closed session. May be a cost associated with using city hall.

PUBLIC COMMENT:

Robert Baum  
Tanya Little  
Maureen Brennan  
John Bischoff

Director Mikel motions to have future meetings at Hercules City Hall. Seconded by Director Davidson. Amended by Director Doss to add scheduling closed sessions at the beginning of the meetings.

**ROLL CALL VOTE (5-0)**

Hill: Y

Davidson: Y

Bowman: Y

Doss: Y

Mikel: Y

**13. FIRE CHIEF'S REPORT (1:47:04)**

Firefighters trained at Phillips 66, Driver/Operator 1B hosted at Station 76, 2 probationary firefighters will complete probation next month, 3 firefighters will attend oil school in Texas with Phillips 66, received bids for remodeling station 76, critical incident stress debriefing held after fatal auto accident in Rodeo in March. 3 days in pre-position for storms in March. First-out apparatus are currently out of service with delays expected due to staffing problems and supply chain issues. Chief Johnson attended multiple meetings throughout March. No upcoming construction/development. Fire Stats report presented. Director Davidson asked for information on separating calls with regard to boundaries between Rodeo and Hercules.

14. **STAFF REPORTS** Continue to next meeting.

**15. BOARD MEMBER REPORTS (2:04:01)**

No LAFCo Meeting to report on by Director Doss. Director Bowman attended March's Measure O meeting. Director Hill attended celebration in Pinole of the completion of the contract for services with Contra Costa Fire.

16. **MEASURE O** Continue to next meeting.

17. **LOCAL 1230 COMMENT (2:06:42)** John Bischoff reporting. Thanked Chief Johnson for facilitating critical incident stress debriefing with Local 1230. Addressed comments made regarding off- and on-duty firefighters attending board meetings.

**18. REQUESTS FOR FUTURE AGENDA ITEMS (2:09:37)**

Discuss Measure O funds and how they are to be used and frequency of Measure O meetings.

Action item on management of board meetings, start time, length, etc.

Discuss need for standing 2<sup>nd</sup> meeting per month.

LAFCo presentation on how other fire jurisdictions are dealing with sustainability issues.

Update on anticipated litigation.

Talk about district process on onboarding board members.

Role of general counsel and board management of interactions with counsel.

Update on hiring interim fire chief.

Update on California public records request process.

**19. ADJOURNMENT (2:16:36)**

Meeting adjourned at 9:16 p.m.

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Board Vice Chair



## RODEO-HERCULES FIRE PROTECTION DISTRICT

1680 REFUGIO VALLEY ROAD, HERCULES, CALIFORNIA 94547

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

### REGULAR BOARD MEETING MINUTES

June 14, 2023

1. CALL TO ORDER/ROLL CALL (7:04 p.m./Zoom Recording Mark @ 31:50)
2. PLEDGE OF ALLEGIANCE (32:40) Pledge led by Director Doss
3. DISTRICT REORGANIZATION, PIO RODA, 15 MINS. (33:27) Oath of Office given to Chief Rebecca Ramirez by R. PioRoda. Chief pinned by retired Fire Chief and Executive Director of the California Fire Foundation Rick Martinez.
4. ANNOUNCEMENTS OF DISTRICT EVENTS (36:36) Badge pinning scheduled for June 17 at Station 76.
5. CONFIRMATION OF THE AGENDA (37:20) Modify agenda to add commendation for Interim Chief Darren Johnson made by Chair Bowman, seconded by Vice Chair Doss.

#### **ROLL CALL VOTE (5-0)**

Bowman: Yes

Doss: Yes

Hill: Yes

Davidson: Yes

Mikel: Yes

6. COMMENDATION FOR INTERIM FIRE CHIEF DARREN JOHNSON (38:20)
7. REVIEW OF CORRESPONDENCE TO THE BOARD (43:00) None.
8. PUBLIC COMMUNICATIONS ON ITEMS NOT ON THIS AGENDA (43:09) None.
9. CONSENT CALENDAR (44:22) Motion to accept consent calendar as presented made by Director Hill. Seconded by Director Mikel.

#### **ROLL CALL VOTE (5-0)**

Bowman: Yes

Doss: Yes

Hill: Yes

Davidson: Yes

Mikel: Yes



10. PUBLIC HEARING (POSSIBLE ACTION ITEM), INTERIM CHIEF RAMIREZ, 40 MINS. (45:20) Presentation of budget slide show by Chief Ramirez and Getachew Demeku.

Public Comment

Tanya Little

Susan Keefe (via Zoom)

Motion to adopt **Resolution 2023-07**, adopting the preliminary operating budget for fiscal year 2023-2024, with an amendment to include a special meeting and/or workshop to present the budget to the public, made by Director Davidson and seconded by Vice Chair Doss.

**ROLL CALL VOTE (5-0)**

Bowman: Yes

Doss: Yes

Hill: Yes

Davidson: Yes

Mikel: Yes

11. REVIEW OF DRAFT STRATEGIC PLAN AND BUSINESS IMPLEMENTATION PLAN (INFORMATION) BOWMAN AND MIKEL, 10 MINS. (2:02:50) Will be meeting with Chief Despain to talk further about strategic plan.
12. FIRE CHIEF'S REPORT (INFORMATION), CHIEF, 3 MINS. (2:03:25) All shifts fully staffed. Multi-company training continuing, communications training with Asst. Chief at ConFire. Active shooter training at end of June at Hercules High School with Hercules Police Dept. EMS training continues every Thursday. Significant issues with portable radios- need to be replaced. New staff vehicle has arrived and needs to be outfitted (lights, radios, etc.), In service July or August. AFG radio grant possible another grant possible as well -may have to replace radios ourselves if matching funds not received. Inspections continuing all companies have been assigned inspections. Entering wildfire season. Current budget on target. Attended RMAC, P66 Renewable meeting, Hercules Cultural Festival. District staff met with city of Hercules to discuss upcoming development. Strategic plan report in progress.
13. STAFF REPORTS (2:09:06) none.
14. BOARD MEMBER REPORTS (INFORMATION) (2:09:06) Strategic plan ad hoc meet with Chief Despain July 5. Report at next meeting. Budget ad hoc committee: final numbers in September. Next ad hoc meeting June 26.
15. RECEIVE MEASURE O COMMITTEE REPORT FOR FY 2021022 (INFORMATION), BRENNAN, 3 MINS (2:10:20) Board received Measure O committee report by consensus. Next meeting Tuesday, September 12.
16. RECEIVE MEASURE O COMMITTEE MEMBER APPLICATION (POSSIBLE ACTION ITEM), BOARD, 15 MINS. (2:11:16) Opening on Measure O committee. Received application from Tara

Shaia by board consensus. Motion to nominate T. Shaia to Measure O Committee, seconded by Director Mikel.

**ROLL CALL VOTE (5-0)**

Bowman: Yes

Doss: Yes

Hill: Yes

Davidson: Yes

Mikel: Yes

17. LOCAL 1230 (INFORMATION), EXECUTIVE BOARD, 3 MINS (2:13:47) Anthony Stephens, vice chair Local 1230 thanked Chief Johnson for his tenure as interim fire chief and congratulated Chief Ramirez on her appointment. Recognition for all the personnel who will be recognized at the June 17 badge pinning ceremony.
18. REQUEST FOR FUTURE AGENDA ITEMS (DISCUSSION), BOARD, 10 MINS. (2:15:52)
  - Additional equipment for the new B/C vehicle in July or August
  - October date of meeting reviewed. Possibly meet 10/11 or 10/18 instead.
  - Performance review ad hoc committee presentation (Vice Chair Doss/Director Hill)
  - Presentation on review of code of conduct for elected officials by R. PioRoda.
  - Structure of meetings
19. ADJOURNMENT (8:50 p.m.)



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

**REGULAR BOARD MEETING MINUTES**  
**JULY 12, 2023**

1. **CALL TO ORDER/ROLL CALL** Meeting called to order at 7:07 p.m. Directors Marie Bowman, Delano Doss, Charles Davidson and Robyn Mikel present. Director Steve Hill not present.
2. **PLEDGE OF ALLEGIANCE** (00:52)
3. **PRESENTATION BY CALTRANS ON I-80 PAVEMENT REHABILITATION PROJECT** (8:00) Presentation by Bart Ney, Andrew Baskerville, and Ron Kiaaina. Comment by Tara Shaia.
4. **ANNOUNCEMENTS OF DISTRICT EVENTS** (31:00) National Night Out will be Aug 1 at Refugio Valley Park.
5. **CONFIRMATION OF THE AGENDA** (31:44) Motion to confirm the agenda made by Vice Chair Doss, seconded by Director Mikel. Motion Passed.

**ROLL CALL VOTE (4-0)**

Bowman: Yes  
Doss: Yes  
Davidson: Yes  
Mikel: Yes

6. **REVIEW OF CORRESPONDENCE TO THE BOARD** (32:11) None.
7. **PUBLIC COMMUNICATIONS ON ITEMS NOT ON THIS AGENDA** (32:22) None.
8. **CONSENT CALENDAR** (32:56) Motion made by Director Davidson to approve the consent calendar, with the addition of a friendly amendment for the budget meeting to dovetail with the September presentation of the final budget. Seconded by Chair Bowman. Motion Failed.

**ROLL CALL VOTE (2-2)**

Bowman: Yes  
Doss: No  
Davidson: Yes  
Mikel: No

Motion to approve the meeting minutes of the June 14, 2023 special meeting, the employee compensation adjustment and the June transmittals made by Chair Bowman. Seconded by Director Davidson.

**ROLL CALL VOTE (4-0)**

Bowman: Yes  
Doss: Yes  
Davidson: Yes  
Mikel: Yes

- 9. REVIEW OF DRAFT STRATEGIC PLAN AND BUSINESS/IMPLEMENTATION PLAN (37:40)** Information presented by Chair Bowman and Director Mikel. Vice Chair Doss asked clarifying questions. Meeting with Chiefs Despain and Bermudez in future.

Public Comment

Tara Shaia  
Vincent Wells

- 10. ACQUISITION OF ADDITIONAL EMERGENCY EQUIPMENT FOR STAFF VEHICLE (52:52)** New staff vehicle purchased in January 2023. 2005 Ford Expedition being replaced with 2023 Chevrolet Tahoe. Vehicle needs to be outfitted at additional cost of \$40,131.54.

Motion made by Vice Chair Doss to accept funding and additional charges to outfit staff vehicle. Seconded by Chair Bowman with the friendly amendment to approve Resolution 2023-08.

**ROLL CALL VOTE (4-0)**

Bowman: Yes  
Doss: Yes  
Davidson: Yes  
Mikel: Yes

- 11. PRESENTATION ON DISTRICT'S CODE OF ETHICAL CONDUCT FOR BOARD MEMBERS (55:10)**

Public Comment

Tara Shaia

- 12. FEEDBACK ON NEW MEETING STRUCTURE AND POSTING OF AGENDA (1:15:50)** Recent changes have been made to the agenda to make it easier to access supporting documents. Supporting documents are accessible sooner and are linked through the agenda on the rhfd.org website. Meetings moved to council chambers in May and Zoom continues in tandem with the live meeting. Time estimates have been added to agenda. In the future, posting agenda to additional places other than fire stations and website.

Public Comment

Vincent Wells

- 13. CHANGE OF DATE FOR OCTOBER REGULAR BOARD MEETING (1:27:12)** Date of meeting has been changed from October 25 to October 18, 2023 so board may attend California Special District Association conference.

- 15. FIRE CHIEF'S REPORT (1:27:37)** Captain Derek Cochnauer presenting part of the report. Crews performed a roof rescue using aerial in less than 10 minutes, also responded to many grass fires. Type 3 staffed with strike team for 4<sup>th</sup> of July festivities, many fires on 7/4. Recent increase in I-80 vehicle incident calls. Two structure fires within 12 hours with one minor injury to a firefighter. Wildland training with surrounding agencies. Annual fit testing for SCBAs complete. Bayo Vista training burn went well and was completed along with neighboring agencies. Working with a vendor to replace alerting system at both stations with a cost of about \$220,000 total. Radios need staggered replacement and waiting to see if awarded AFG grant. Looking into a scheduling program. Met with contractors regarding bathroom remodel at 76. Tuff Shed projects were

completed by Captain Bischoff. Captain Solidum busy with apparatus continuing to need repair. Many challenges with prevention department, need to limit/reduce risk, not enough staff to complete tasks. Weed abatement program is reactive and complaint-based, no contractor to perform abatement currently, district struggles to complete inspections, expect weed abatement program to be more robust in 2024. Outsource prevention work with direction from Board. Current Fire Marshal mostly performs plan check and new construction inspections. Clarification on role of acting positions.

Public Comment

Robert Baum

**16. STAFF REPORTS (2:05:41)** None.

**17. BOARD MEMBER REPORTS (2:05:47)** Budget Ad Hoc Committee- waiting for updates, clean up some of the language. Strategic Plan Committee- continue meeting with Chiefs Despain and Ramirez to get rest of data points, full and final presentation by August. Website Committee is reinstated. Waiting for large print size quote from potential vendor; added medical resource to website; will post CalTrans closure info and National Night Out info; add congratulations to former Director Covington.

**18. MEASURE O OVERSIGHT COMMITTEE (2:09:10)** Nothing to report. Next meeting Sept 12.

**19. LOCAL 1230 COMMENT (2:09:24)** Local 1230 President Vince Wells speaking. Had a great meeting with Chief Ramirez.

**20. REQUEST FOR FUTURE AGENDA ITEMS (2:11:15)** Discuss options for fire prevention; discuss strategic plan; defensible space; follow up w CA public records request/form; closed session with legal regarding process for Chief performance evaluation; 2021 annual report; regional approach to wildland support and funding; budget workshop;

**21. ADJOURNMENT** Meeting adjourned at 9:27 p.m.

Date	Num	Name	Memo	Account	Amount
07/01/2023	2327955	Alliant Insurance Services	23-24 Commercial Crime Renewal	2360 · Insurance	-4,827.00
07/01/2023	W4102379XG	American Messaging	July 2023	2110 · Communications	-38.18
07/01/2023	2519624-02	Bay Alarm	76-07/01/23-09/30/23	2120 · Utilities	-120.00
07/01/2023	35524-02	Bay Alarm	75-07/01/23-09/30/23	2120 · Utilities	-180.75
07/01/2023	July 2023	American River Benefit Administrators	July 2023	1060 · Group Insurance	-809.37
07/01/2023	01-75764	CD& Power	Generator Annual Service	2270 · Repairs & Services of Equipment	-1,200.00
07/01/2023	53591	The Ed Jones Co., Inc.	Cap pin & posts	2479 · Other Special Dept Expenses	-889.95
07/01/2023	20807188	McKesson Medical	Medical supplies	2140 · Medical Supplies	-195.44
07/01/2023	246394284	Orkin	76-Quarterly service	2281 · Maintenance of Buildings	-155.99
07/01/2023	13520	Precision IT Consulting	July 2023	2310 · Professional/Specialized Servic	-2,416.53
07/01/2023	851-154866342	Republic Services	75-July 2023	2120 · Utilities	-60.36
07/01/2023	0851-154865800	Republic Services	76-July 2023	2120 · Utilities	-152.31
07/01/2023	August 2023	Standard Insurance Company	August 2023	1060 · Group Insurance	-580.00
07/01/2023	30094406	Vision Service Plan	July 2023	1060 · Group Insurance	-391.11
07/02/2023	6298-01	Darrah Trucking & Excavating	Fire Trails	2310 · Professional/Specialized Servic	-18,630.00
07/02/2023	July2023	Health Care Dental	July 2023	1060 · Group Insurance	-2,046.33
07/02/2023	251384	JW Enterprises	July 2023	2310 · Professional/Specialized Servic	-359.00
07/02/2023	13455	Precision IT Consulting	July 2023	2310 · Professional/Specialized Servic	-2,443.50
07/02/2023	July2023	The Standard	July 2023	1060 · Group Insurance	-551.00
07/02/2023	INV00144177	Zoll Data Systems	FireRMS 07/01/23-06/0/24	2100 · Office Expenses	-1,441.44
07/02/2023	2324	CCSDA	23-24 Dues	2200 · Memberships	-150.00
07/02/2023	2324-0054	LAFCO	FY023-24	2310 · Professional/Specialized Servic	-3,424.07
07/02/2023	202324	Fire District Association of California	FY2023-24	2200 · Memberships	-400.00
07/03/2023	247635528	Orkin	75-Quarterly Service	2281 · Maintenance of Buildings	-146.99
07/06/2023	85014199	Bound Tree	sharps container	2140 · Medical Supplies	-9.85
07/07/2023	85015770	Bound Tree	medical supplies	2140 · Medical Supplies	-272.65
07/10/2023	329	Contra Costa County Tax Collector	July 2023 Secured Property Tax	9010 · Property Taxes-Current Secured	5,389,952.54
07/10/2023	2833-133253	O'Reilly	oil	2272 · Central Garage Gas/Oil	-239.17
07/10/2023	842003923	Verizon Wireless	06/10-07/10/2023	2110 · Communications	-19.06

AGENDA ITEM 9I

07/12/2023 0174802-IN	Entenmann-Rovin Co.	Badges	2479 · Other Special Dept Expenses	-84.90
07/13/2023 994561	Kel-Aire	76-Service Call	2281 · Maintenance of Buildings	-342.70
07/14/2023 FRMS-2023-0128	Fire Risk Management Services	2023-24 Annual Worker's Compensation Contrit	1070 · Worker's Compensation Insurance	-441,129.00
07/18/2023 1888920692-AUG	P.G.&E.	75-August 2023	2120 · Utilities	-29.87
07/21/2023 331	Contra Costa County	LAIF Interest 4th Quarter	9181 · Earnings on Investments	16,291.34

# East Bay Hills Wildfire Prevention & Coordination

*A grassroots advocacy effort to create a formalized agreement to reduce wildfire threat throughout the East Bay*



# Meeting Agenda

June 28, 2023

- 1. Welcome**
- 2. Presentation**
- 3. Question & Answer**
- 4. Next Steps**

# Guiding Principles for a Regional Approach to Wildfire Prevention

## Increasing Threats

In the face of increasing threats from wildfire, it is time for a new, more effective, regional approach to keep residents safe.

## Regional Issue

Wildfires do not respect political boundaries so fire prevention and vegetation management should be regional efforts.

## Difficult to Coordinate

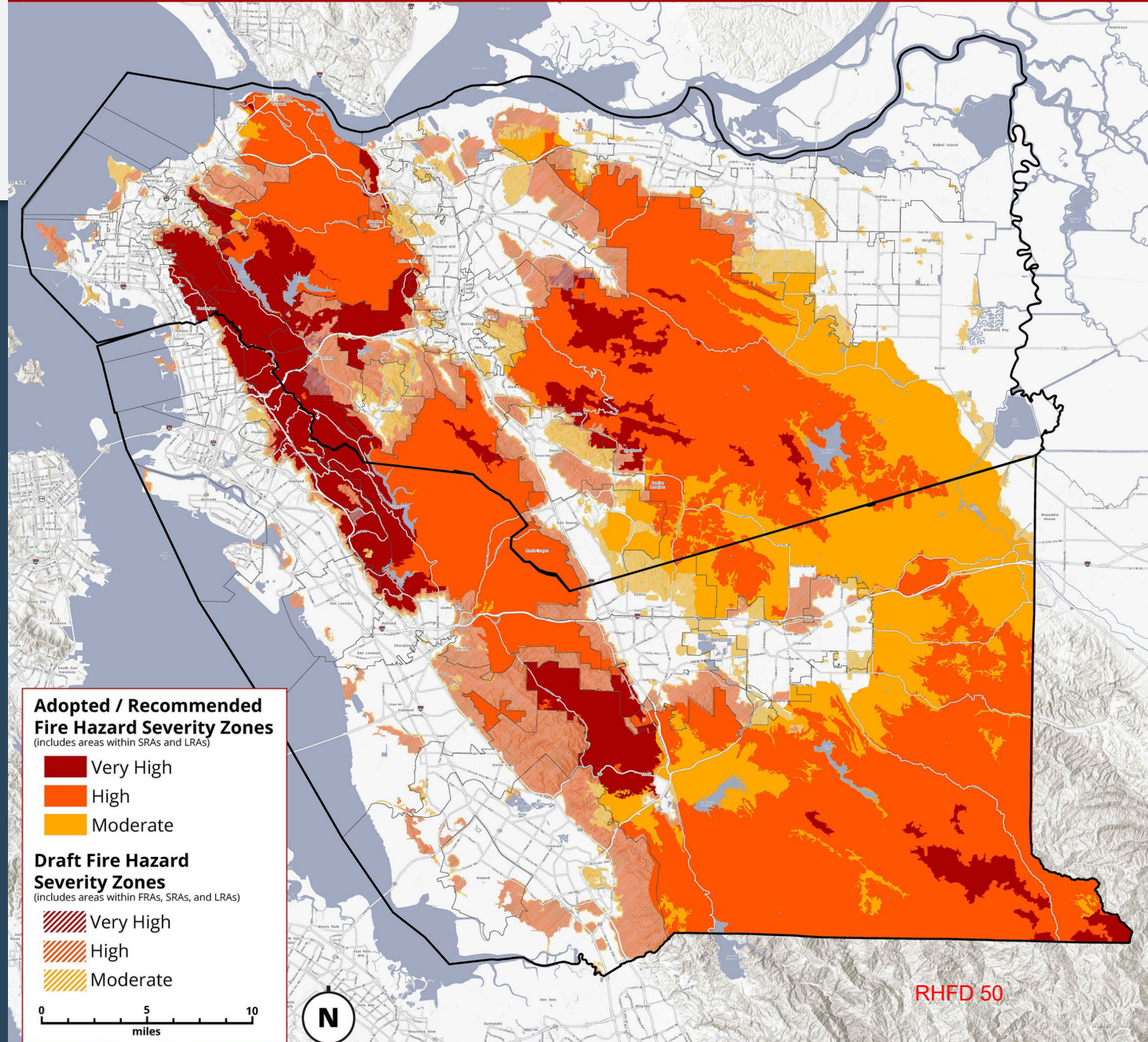
Coordinating among the many jurisdictions is a challenge without a specialized mechanism

### CONTRA COSTA AND ALAMEDA COUNTIES

### Composite Fire Hazard Severity Zones\*

\*The fire hazard severity zones shown here are a COMPOSITE of three CAL FIRE datasets:  
1) **ADOPTED** (Nov 2007) State Responsibility Areas (SRAs) with Very High, High, and Moderate fire hazard severity designations.  
2) **RECOMMENDED** (Sep 2008, Jan 2009) Areas of Very High, High, and Moderate fire hazard severity designations.  
3) **DRAFT** (Sep 2007) fire hazard severity zones based on the State (SRAs, FRAs, LRA) Responsibility Areas.

AGENDA ITEM 10



# Existing Wildfire Prevention Activities

- » **Hills Emergency Forum (HEF)**
- » **Regional Priority Plan (RPP)**
- » **Community Wildfire Protection Plan (CWPP)**
- » **EBRPD Wildfire Risk and Fine Scale Vegetation Mapping**
- » **East Bay Regional Communication System Authority**

# Gaps in Wildfire Prevention Activity Coordination

- » **Coordination exists for wildfire suppression, but not for prevention**
- » **Increased Attention should be given to WUI areas**
- » **No dedicated staff for regional wildfire prevention coordination**
- » **No interjurisdictional framework for policy making**
- » **Uneven enforcement of vegetation management regulations and state fire code**
- » **State and federal grant procurement could be optimized through regional coordination, support for smaller jurisdictions**

# Our Work to Date

- » **2019-2021:** Oakland Firesafe Council (OFC) and affiliated organizations began fundraising and coordination of this current effort
- » **December 2021:** First meeting of 25+ agency officials
- » **Summer 2022:** Agreement to work towards MOU
- » **Fall 2022:** OFC retains Hanson Bridgett law firm to draft MOU
- » **Dec 2023:** Draft MOU is presented to Working Group
- » **Spring 2023:** MOU is revised with input from Working Group
- » **June 2023:** Working Group agrees to present Revised MOU to agency representatives and make public

# Funding Partners Supporting MOU Development

- » **Bay Area Air Quality Management District**
- » **Donner Family Fund**
- » **State Coastal Conservancy grant with the Bay Area Council Economic Forum**
- » **California State Auto Association insurance division**
- » **PG&E**
- » **Additional contributions from individuals and neighborhood groups in the East Bay Hills**
- » **Alameda County**
- » **Contra Costa County**
- » **City of Berkeley**
- » **City of Oakland**
- » **City of Richmond**
- » **City of Pinole**
- » **Moraga-Orinda Fire Protection District**

# Working Group Members

AGENDA ITEM 10

## **Alameda County**

Office of Supervisor **Keith Carson**, Fire Chief **William McDonald**

## **Contra Costa County**

Office of Supervisor **John Gioia**, Fire Chief **Lewis Broschard**

## **City of Berkeley**

Councilmember **Susan Wengraf**, Assistant Fire Chief **Dan Green**

## **City of Oakland**

Deputy City Administrator **Joe DeVries**,  
Deputy Fire Chief **Damon Covington**/Fire Chief **Reginald Freeman**

## **City of Pinole**

Mayor Pro Tem **Maureen Toms**

## **City of Richmond**

Councilmember **Gayle McLaughlin**, Fire Chief **Angel Montoya**

## **Moraga-Orinda Fire Protection District**

Fire Chief **Dave Winnacker**

# Memorandum of Understanding

*for coordination of wildfire prevention activities to protect the  
East Bay Hills in Alameda and Contra Costa Counties*



# Recitals

- » **Highlights the high wildfire risk in the East Bay Hills area**
- » **Emphasizes the need for regional coordination among jurisdictions, fire districts, and regional agencies**
- » **Formation of a group of public officials representing the counties, municipalities, and fire districts**
- » **Common goals regarding regional wildfire prevention**

# Recitals, Continued

- » **Description of the wildfire prevention activities performed by Participating Agencies**
- » **Current collaboration efforts within counties, but limited coordination across county lines**
- » **Desire to improve coordination and enhance efficacy and efficiency of activities**
- » **Shared goal of increasing each Participating Agency's level of service to residents and property owners**

# Recitals, Continued

- » **Desire to create opportunities for cross-agency communication and cooperation**
- » **No alteration of jurisdictional boundaries, cooperative efforts, or legal authorities**
- » **Description of responsibilities of the counties, municipalities, and fire protection districts**
- » **Ratification and enforcement of Fire Codes within respective jurisdictions**

# Shared Intent

- » **Collaboration strategies and activities to minimize wildfire hazards in the East Bay Hills**
- » **Assisting in the development of model codes for fire prevention**
- » **Joint plans for vegetation management and wildfire-resistant vegetation**
- » **Partnering to apply for state, federal, and other grant funds**
- » **Planning for wildfire evacuations and response across jurisdictions**

# Co-operative Structure



## East Bay Hills Regional Wildfire Prevention Coordinating Group (WPCG)

# Formation and Composition

- » **Each Participating Agency appoints one member and one alternate from its governing body**
- » **Members and alternates are elected or appointed officials**

# Principles and Duties

- » **Hold open and public meetings**
- » **Establish goals, procedures and programs**
- » **Designate a Fiscal Agent**
- » **Develop and implement a plan for staff support**
- » **Institute a dues structure**
- » **Apply for grants and other funds**
- » **Adopt an annual budget**

# Decision Making Process

- » **Decision making requires an affirmative vote of the majority**
- » **Quorum requires representatives from 50% plus one of the Participating Agencies**
- » **Additional decision-making procedures may be established**



# NEXT STEPS

- » **Ratification by City Councils, Boards of Supervisors and Fire District Boards of jurisdictions in the East Bay wildfire high risk zone**

# Contact

**JON KAUFMAN** [jonk@solem.com](mailto:jonk@solem.com)

**LISA JACOBS** [ljacobs@oaklandfiresafecouncil.org](mailto:ljacobs@oaklandfiresafecouncil.org)

**DAVID EARLY** [dearly@placeworks.com](mailto:dearly@placeworks.com)

**[EastBayWildfire.org](http://EastBayWildfire.org)**



D R A F T  
Rodeo-Hercules Fire District  
**Strategic Priorities for FY 2023-24**  
(with partial list for FY 2024-25 and beyond)

**DRAFT Rodeo-Hercules Fire District Strategic Plan Prioritization**

ITEM #	RECOMMENDATION	IMPROVES		GROUP	NOTES (see Strategic Plan & Management Assessment Plan references in footnotes)
		EXISTING PROCESS?	>10% FTE?		
Implementation in FY 2023-24					
1	Turnout time for fire/rescue calls within 1 minute and 50 seconds, 90 percent of the time ( <i>emergency calls, unit alert to wheels rolling</i> ) Monitor and report turnout time performance quarterly (rolling 90 and 365-day, by member or officer)	Y	N	Operations	Goal based on best practices; ties to SP 1.1, 1.2, 1.3, 2.4 (see Strategic Plan & Management Assessment Plan references in footnotes)
2	Turnout time for EMS calls within 1 minute and 30 seconds, 90 percent of the time ( <i>emergency calls, unit alert to wheels rolling</i> )	Y	N	EMS	Goal based on best practices; ties to SP 1.3, 3.2, 3.3
3	Inspect 100% of all commercial fire protection systems annually	Y	Y	Prevention	Contract forthcoming; ties to SP 1.3, 2.4, 3.2
4	Inspect 100% of high-risk occupancies annually	Y	Y	Prevention	Contract forthcoming; ties to SP 1.3, 2.4, 3.2
5	Inspect 100% of State mandated occupancies annually	Y	Y	Prevention	Contract forthcoming; ties to SP 1.3, 2.4, 3.2
6	Keep EMS Unit Hour Utilization percentage below 30% for all units annually	Y	N	EMS	UHU measures workload levels allowing comparisons to other agencies; ties to SP
7	Partner with community agencies to offer bystander "hands only" CPR training	N	N	EMS	Ties to SP 1.2
8	Ambulance arrival on EMS calls within 11 minutes and 45 seconds, 90 percent of the time ( <i>emergency calls, Zone B, 911 received at ConFire to unit arrival, per county contract</i> )	Y	N	Admin	Ties to SP 2.2
9	Develop a policy that limits the provision of auto or mutual aid during resource drawdown	N	N	Admin	Done; ties to SP 1.4
10	Explore a contract for service or consolidation with another fire agency where feasible	N	N	Board/Chief	Ties to SP 1.4, 2.1, MAP 3

## DRAFT Rodeo-Hercules Fire District Strategic Plan Prioritization

ITEM #	RECOMMENDATION	IMPROVES EXISTING PROCESS?	>10% FTE?	GROUP	NOTES (see Strategic Plan & Management Assessment Plan references in footnotes)
Implementation in FY 2023-24					
11	Provide liability reduction/harassment prevention to all employees and board members annually	Y	N	Admin	Done annually; ties to SP 2.1, MAP 2
12	Improve quality and accuracy of report writing by officers, paramedics, and EMTs	Y	N	Ops & EMS	Ties to SP 2.1
13	Develop apparatus replacement plan to inform purchases for fleet health over time	N	N	Admin	Reference prior consultant's work; ties to SP 2.1, 2.2, 2.3
14	Pursue grants and donations opportunities with a positive return on investment	N	Y	Board/Chief	Ties to SP 2.2
15	Strategic planning group will meet at least annually to review progress and updates	Y	N	Board/Chief	Ties to SP 2.2
16	Review and update Department website annually	Y	N	Board/Chief	Ties to SP 3.1
17	Provide public speaking/presentations to schools and community groups	Y	N	Admin	Ties to SP 3.1, 3.4
18	Recruit new employees from the local community	N	N	Admin	Ties to SP 3.4
19	Identify opportunities for volunteers (retired experts, potential recruits, and others) to support RHFD, e.g., social media coordinator, contract administrator, grants writer, website administrator	N	N	Board/Chief	Ties to MAP 1
20	Improve existing weed abatement process	Y	Y	Prevention	Ties to SP 3.2, 3.3
21	Support for Fire Chief: executive staff, report writing, budget support, payroll, HR	Y	Y	Admin	Ties to MAP 1, 6
22	Support for Board: point of contact; role of Board Clerk, administrative support	Y	Y	Admin	Ties to MAP 1, 6
23	Support for Measure O Committee: point of contact, administrative support	Y	N	Admin	Ties to MAP 1, 6
24	Hire Interim Fire Chief	N	N/A	Board	Done; ties to MAP 1
25	Fully staff RHFD by hiring Firefighter/Paramedic	N	N/A	Admin	Done; ties to MAP 2

**DRAFT Rodeo-Hercules Fire District Strategic Plan Prioritization**

ITEM #	RECOMMENDATION	IMPROVES		GROUP	NOTES (see Strategic Plan & Management Assessment Plan references in footnotes)
		EXISTING	>10% FTE? PROCESS?		
Implementation in FY 2023-24					
26	Hire consultant to assist Board with analysis for options in maintaining or improving current RHFDD levels of service, including a review of Admin responsibilities or workload; provide gap analysis of services and/or tasks within all positions; and an analysis of all reasonable proposed partners. Additionally, options for consistent and reliable methods to generate revenue.	N	N/A	Board	Contract started June 2023, first presentation September 17; ties to SP 2.2, MAP 5
27	Fully staff Board by appointing a Director	N	N/A	Board	Done
28	Purchase a command vehicle	N	N/A	Admin	Done
29	Station maintenance and repairs (replace alerting systems, repair/replace 76 roof, remodel 75 & 76 bathrooms)	N	N	Admin	Ties to SP 2.3, 3.4, MAP 2
30	Equipment maintenance and repairs (replace radios)	N	N	Admin	Potential grant funding, otherwise District funding over 3 years; ties to SP 2.3, MAP 2
31	Board training at CSDA conference "Comprehensive Governance Leadership Conference for Elected and Appointed Directors"	N	N	Admin	Scheduled for October 2023; ties to MAP 4

Footnotes: Strategic Plan Objectives and Management Assessment Plan Recommendations

- Strategic Plan 1.1: Improve survivability for victims of fire, hazardous materials release, entrapment, or other crisis events
- Strategic Plan 1.2: Improve survivability for patients experiencing acute medical emergencies
- Strategic Plan 1.3: Improve firefighter safety and survival
- Strategic Plan 1.4: Improve the District's resiliency during crisis-level events
- Strategic Plan 2.1: Reduce financial and legal risk/liability to the District
- Strategic Plan 2.2: Improve efficiency within the current budget process
- Strategic Plan 2.3: Prepare the District for future economic downturns
- Strategic Plan 2.4: Prepare for population growth within the District

**DRAFT Rodeo-Hercules Fire District Strategic Plan Prioritization**

ITEM #	RECOMMENDATION	IMPROVES EXISTING PROCESS?	>10% FTE?	GROUP	NOTES (see Strategic Plan & Management Assessment Plan references in footnotes)
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**Implementation in FY 2023-24**

- Strategic Plan 3.1: Promote a positive District reputation within the community
- Strategic Plan 3.2: Mitigate fire-related damage to allow occupants to remain in the impacted structure after suppression operations
- Strategic Plan 3.3: Provide downward pressure on fire insurance costs
- Strategic Plan 3.4: Provide value to the community beyond the 911 call
  
- Management Assessment Plan #1: Option for executive staff and administrative support for RHFD
- Management Assessment Plan #2: Support personnel recruitment, retention, training, development, succession, health & safety, behavioral wellness
- Management Assessment Plan #3: Enhance regional service delivery opportunities
- Management Assessment Plan #4: Provide professional training to the Board on roles & responsibilities, improving teamwork, and effective governance
- Management Assessment Plan #5: Hire consultant to assist board to develop strategies for effective governance, teamwork, standards, responsibilities
- Management Assessment Plan #6: Provide training to the Fire Chief and executive staff to increase administrative skills

FTE (full time equivalent): Options include contract, employee, or volunteer. Gap analysis and solutions to be developed

**DRAFT Rodeo-Hercules Fire District Strategic Plan Prioritization**

ITEM #	RECOMMENDATION	IMPROVES EXISTING PROCESS?	>10% FTE?	GROUP	NOTES (see Strategic Plan & Management Assessment Plan references in footnotes)
Moderate Priority (Implementation in FY 2024-25 and beyond, partial list)					
32	First suppression unit arrival at structure fires, hazardous material releases, and other crisis incidents within the urban zone requiring the use of personal protective equipment within 8 minutes, 90 percent of the time ( <i>emergency calls, 911 call received to unit arrival</i> )	Y	N	Operations	Goal based on best practices; ties to SP 1.1, 1.3, 2.4, 3.2, 3.3
33	First EMS capable unit arrival at medical calls for service, within the urban zone, requiring the use of personal protective equipment within 7 minutes and 40 seconds, 90 percent of the time ( <i>emergency calls, 911 call received to unit arrival</i> )	Y	N	EMS	Goal based on best practices; ties to SP 1.2
34	First suppression unit arrival at structure fires, hazardous material releases, and other crisis incidents within the rural zone requiring the use of personal protective equipment within 12 minutes, 90 percent of the time ( <i>emergency calls, 911 call received to unit arrival</i> )	Y	N	Operations	Goal based on best practices; ties to SP 1.1, 1.3, 2.4, 3.2, 3.3
35	First EMS capable unit arrival at medical calls for service, within the rural zone, requiring the use of personal protective equipment within 11 minutes and 40 seconds, 90 percent of the time ( <i>emergency calls, 911 to unit arrival</i> )	Y	N	EMS	Goal based on best practices; ties to SP 1.2

Footnotes: Strategic Plan Objectives

- Strategic Plan 1.1: Improve survivability for victims of fire, hazardous materials release, entrapment, or other crisis events
- Strategic Plan 1.2: Improve survivability for patients experiencing acute medical emergencies
- Strategic Plan 1.3: Improve firefighter safety and survival
- Strategic Plan 2.4: Prepare for population growth within the District
- Strategic Plan 3.2: Mitigate fire-related damage to allow occupants to remain in the impacted structure after suppression operations
- Strategic Plan 3.3: Provide downward pressure on fire insurance costs



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

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

**FROM:** Richard D. Pio Roda

**DATE:** August 9, 2023

**RE:** California Public Records Act and Updated Request Policy

---

**BACKGROUND:**

Under the California Public Records Act (PRA), every person has a right to inspect any public records, with some exceptions. The Rodeo Hercules Fire Protection District currently has a policy in place for handling PRA requests. The policy outlines procedures for requesting and receiving records under the PRA, however requires updates due to changes in the California Public Records Act, including an updated request form.

The proposed Rodeo Hercules Fire Protection District Public Records Request Policy provides these needed updates. First, the proposed policy updates all citations to the California Government Code. Second, it establishes consistent and orderly procedure for receiving and responding to public records requests. Third, the policy adopts fees for copies of records. Under California Government Code Section 7922.530, the District may only charge the “direct cost of duplication.” No profit will be made on these fees. Lastly, the policy provides a request form for requestors to fill out when they request records from the District, which the District will make available online.

**RECOMMENDATION:**

Adoption of the revised policy will ensure compliance with the PRA and establish fees to cover the District costs for providing document copies to requestors. Staff recommends the Board adopt the proposed Resolution, amending the Rodeo Hercules Protection District Public Records Request Policy.

## Attachments:

1. [Presentation](#)
2. [Proposed Policy](#)
3. [Resolution No. 2023-09](#)

# CALIFORNIA PUBLIC RECORDS ACT POLICY

Juliet Vaughn, District Counsel's Office

**meyers | nave**  
A Professional Law Corporation

- Under the California Public Records Act, every person has a right to inspect any public record, with some exceptions.
- "Public record" is defined by law to include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical form or characteristics.
- Records of the Rodeo-Hercules Fire Protection District are open to inspection at all times during normal office hours at Fire Station 76.

# Updating District Public Records Request Policy

AGENDA ITEM 12A

- The Rodeo Hercules Fire Protection District has a policy for handling public records requests, however, it requires some updates due to changes in the California Public Records Act, including an updated request form.

- The proposed update to the District's Public Records Policy...
  - Updates all citations to the California Government Code;
  - Establishes consistent and orderly procedure for responding to public records requests;
  - Adopts costs of duplication for copies of District records; and
  - Provides a request form for requestors to fill out when they request records from the District.

- Adopt the proposed Resolution amending the Rodeo-Hercules Fire Protection District Public Records Request Policy

# Public Records Request Policy of Rodeo-Hercules Fire Protection District

## I. Purpose

To establish Rodeo-Hercules Fire Protection District (the “District”) policy and guidelines concerning accessibility of District records under the California Public Records Act (“PRA”).

## II. Background

Section 7922.525 of the Government Code provides that every person has a right to inspect any public record except those specifically exempted by law.

"Public record" is defined by law to include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical form or characteristics.<sup>1</sup>

A "writing" for purposes of public access is defined as “any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or any combination thereof, and record thereby created, regardless of the manner in which the record has been stored.”<sup>2</sup>

## III. Policy

Records of Rodeo-Hercules Fire Protection District are open to inspection at all times during normal office hours at District's headquarters located at 1680 Refugio Valley Road, Hercules, California. Every person has the right to inspect any District record except those records exempted by statute from public disclosure. Nothing in this policy is intended to conflict with, or shall be interpreted to conflict with, the PRA.

## IV. Procedure

A. The attached Public Records Request form should be completed by the requestor for all requests to view or photocopy District records other than typical billing and account information. This form must be submitted to the District's Executive Assistant for processing and consideration.

B. Requests must be for records in the District's possession. Requests must reasonably describe identifiable records or else processing may be delayed for further clarification. District staff may assist you in identifying records and information that are responsive to your request or to the purpose of your request.

<sup>1</sup> California Government Code Section 7920.530, subd. (a) (formerly California Government Code Section 6252, subd. (e)).

<sup>2</sup> California Government Code Section 7920.545 (formerly California Government Code Section 6252, subd. (e)).

C. When a member of the public requests the inspection of a public record, or requests a copy of a public record, and to the extent such records are not exempt, the Administrative staff shall, to the extent reasonable, assist the individual in identifying records that are responsive, describe the information technology in which the record exists, and provide suggestions for overcoming any practical basis for denying access to the record.

D. To the extent identifiable public records exist in electronic format, and access to which is not otherwise restricted by law, and to the extent the information is not exempt from disclosure, the information shall be made available to the public in such format, but only if the production will not jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained. The person requesting the information shall bear the cost of producing the record, including the cost to construct the record, and the cost of programming and computer service to produce the record when the District is requested to produce a copy of an electronic record that is produced only at otherwise regularly scheduled intervals or that request requires data compilation, extraction, or programming to produce.

E. Upon receipt of a completed Record Request Form and identifying the responsive records, the District will, when appropriate:

- (1) Indicate the place within which the inspection must be made and the time limitation, if any, for return of the documents.
- (2) Supervise and assist the requestor in reviewing the records.
- (3) Provide copies upon request and after payment of the appropriate fees.

F. The District may temporarily deny or restrict inspection of public records under the following circumstances:

- (1) At the time of the request the records are required by District staff in performing their duties.
- (2) Other persons are inspecting or are waiting to inspect the records.
- (3) The records need to be retrieved from storage.
- (4) At the time of the request, supervision of inspection of the records is not possible because of the unavailability of appropriate District personnel.
- (5) A question exists as to the possible exemption of the record from disclosure and the matter must be referred to legal counsel for advice.

G. Any notification of denial of any request for records shall set forth the name and title or position of the District personnel responsible for the denial, and reason for the denial.

#### **V. Fees**

A request for a copy of an identifiable public record, for information produced from such a record, or for a certified copy of such a record, must be accompanied by payment of the



appropriate fee as determined by District staff based on cost to the District. Any fee established may be modified from time to time by resolution of the District to reflect actual chargeable costs, and any fee schedule developed shall be made available by the District's Administrative staff. Where the State Legislature has established a statutory fee for any given record, the statutory fee shall be charged.

Fees for copies are in accordance with Board Resolution No. 2023-09 as follows:

Copy charge:

- |  |                 |
|--|-----------------|
| 1. Document Copies (8.5 x 11)            | \$0.20/per page |
| 2. Document Copies (8.5 x 14) and larger | \$0.25/per page |

## **VI. Records Not Open for Inspection**

The following records are not open for public inspection:

A. Preliminary drafts, notes or interagency or intra-agency memoranda which are not retained by the District in the ordinary course of business, provided that the public interest in withholding those records clearly outweighs the public interest in disclosure.

B. Records pertaining to pending litigation to which the District is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled.

C. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.

D. Geological and geophysical data, plant production data, and similar information, relating to utility systems development, or market or crop reports, which are obtained in confidence from any person.

E. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination.

F. The contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained.

G. Records the disclosure of which is exempted or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.

H. Statements of personal worth or personal financial data required by the District acting in the capacity of a licensing agency and filed by an applicant with the District to establish his personal qualifications for the license, certificate, or permit he seeks.

I. Memoranda, correspondence, and writings submitted to the District or its Board of Directors by District's legal counsel pursuant to the attorney-client privilege.

J. The District is prohibited from allowing public access to "trade secrets." "Trade secrets" as used in this context may include, but is not limited to, any formula, plan, pattern, process, tool mechanism, compound, procedure, production data, or compilation of information which is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article of trade or a service having commercial value and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it.

K. Records pertaining to a utility customer, except to an agent or authorized family member of the customer in question, governmental or law enforcement agencies when appropriate, or unless disclosure is specifically required by law.

L. Documents related to Vulnerability Assessment.

M. The District also possesses the discretion to claim an exemption in those instances where the public interest served by not making the record public clearly outweighs the public interest served by disclosure.

**RODEO-HERCULES FIRE PROTECTION DISTRICT**

1680 Refugio Valley Road, Hercules, CA 94547

510-799-4561

510-799-0395 (fax)

[info@rhfd.org](mailto:info@rhfd.org)

**PUBLIC RECORDS REQUEST FORM**

The California Public Records Act (the “PRA”) was enacted to ensure public access to public records. You may request copies of specific records and the District will provide this information, or an explanation as to why the records sought cannot be disclosed, as soon as possible consistent with deadlines set forth in the PRA.

When submitting your request, please be as specific as possible (i.e., provide dates of reports or actions, resolution or ordinance numbers, etc.)

Copy charge:

- 1. Document Copies (8.5 x 11) \$0.20/per page
- 2. Document Copies (8.5 x 14) and larger \$0.25/per page

Name:

Address:

Phone:

NAME/DATE OR DESCRIPTION OF DOCUMENT	TYPE OF DOCUMENT (ordinance, resolution, report, etc.)
Signature of Requestor:	Date:
<b>AREA BELOW FOR OFFICE USE ONLY</b>	
Date received: Estimated cost:	Date of response:

**RESOLUTION NO. 2023-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RODEO-HERCULES  
FIRE PROTECTION DISTRICT AMENDING THE RODEO HERCULES FIRE  
PROTECTION DISTRICT PUBLIC RECORDS REQUEST POLICY**

**WHEREAS**, local government agencies establish policies from the response to public request for documents that are considered public records consistent with State law; and

**WHEREAS**, Rodeo Hercules Fire Protection District has not updated the public records policy in some time; and

**WHEREAS**, the Rodeo Hercules Fire Protection District Board of Directors (“Board”) desires to amend the Rodeo Hercules Fire Protection District Public Records Request Policy; and

**WHEREAS**, the Board also desires to establish fees for copies to reflect the current direct cost of duplication, as authorized by California Government Code Section 7922.530.

**NOW THEREFORE, BE IT RESOLVED**, the Board does, hereby, amend the Rodeo Hercules Fire Protection District Public Records Request Policy, attached hereto and incorporated as Exhibit A.

**BE IT FURTHER RESOLVED**, the Board, hereby, approves the fees for record copies as described in the Rodeo Hercules Fire Protection District Public Records Request Policy, attached hereto and incorporated as Exhibit A.

On the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 9<sup>th</sup> day of August, 2023.

\_\_\_\_\_  
Kimberly Corcoran  
Secretary to the Board

RODEO-HERCULES FIRE PROTECTION DISTRICT

# 2021 ANNUAL REPORT



*[www.rhfd.org](http://www.rhfd.org) / 510-799-4561 / 1680 Refugio Valley Rd., Hercules*

# WHO WE ARE

*Pride, Excellence and Professionalism*

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.



# 2021 BOARD OF DIRECTORS



*The District's five-member Board holds elections during even-numbered years. Board members are elected to staggered four-year terms.*

**Steve Hill** *elected 2018*

**Damon Covington** *elected 2018*

**Charles Davidson** *elected 2020*

**Collene Couzens** *elected 2020*

**Marie Bowman** *appointed 2021*



**STEVE HILL, CHAIR**



**DAMON COVINGTON,  
VICE-CHAIR**



**DIRECTOR CHARLES  
DAVIDSON**

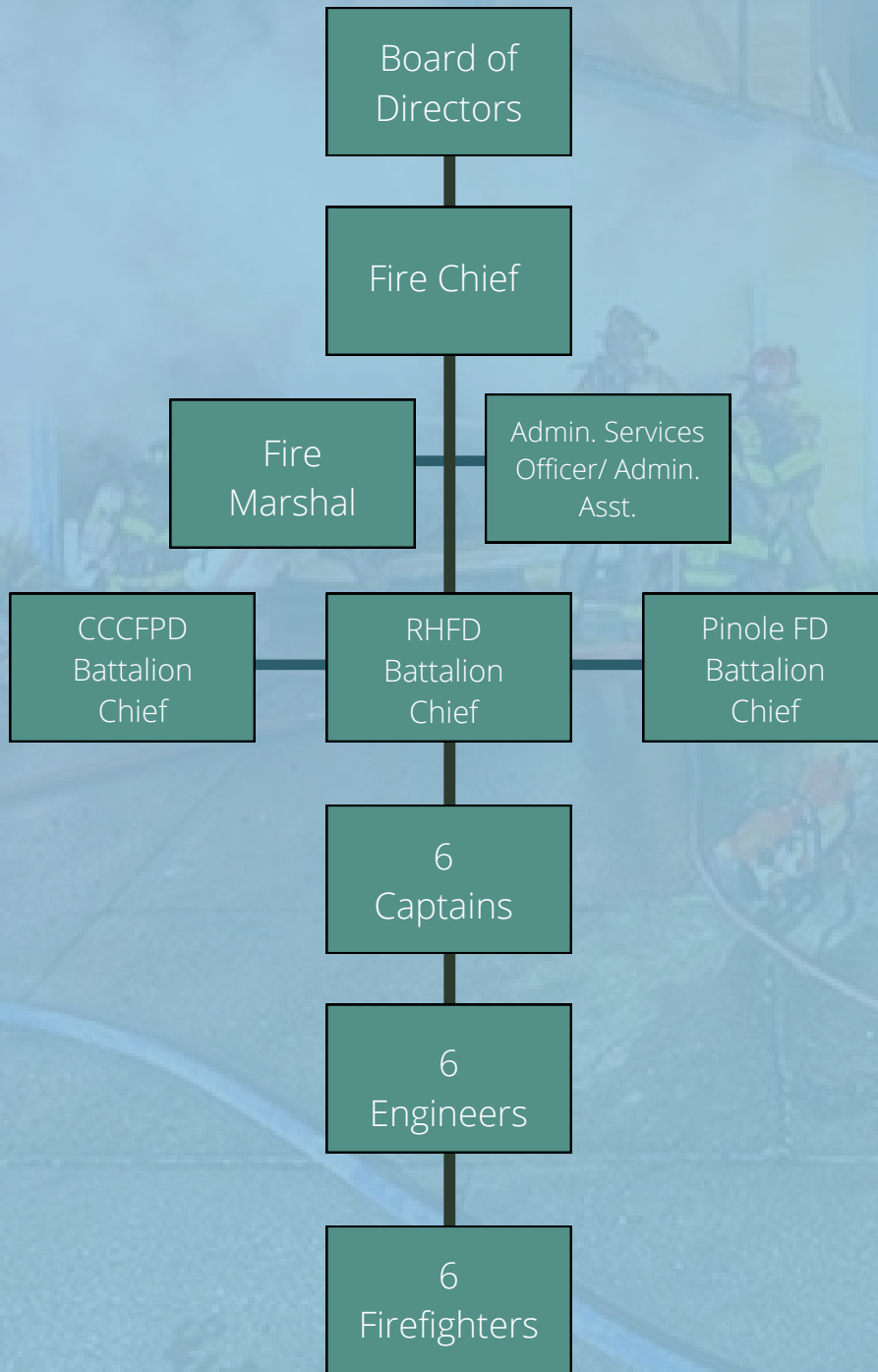


**DIRECTOR COLLENE  
COUZENS**



**DIRECTOR MARIE  
BOWMAN**

# RHFD Organizational Chart



*The District employs a minimum of nine paramedics*



# 2021 HIGHLIGHTS



## FIREFIGHTER OF THE YEAR

CAPTAIN/PARAMEDIC CHARLES COLEMAN

*Captain Coleman was selected Firefighter of the Year in 2021 by his peers. He has been with RHFD since 1986, promoting to Engineer in 1991 and Captain in 2011.*



*Derek Cochnauer was promoted from Firefighter to Captain in 2021. Captain Cochnauer joined RHFD in 2017.*



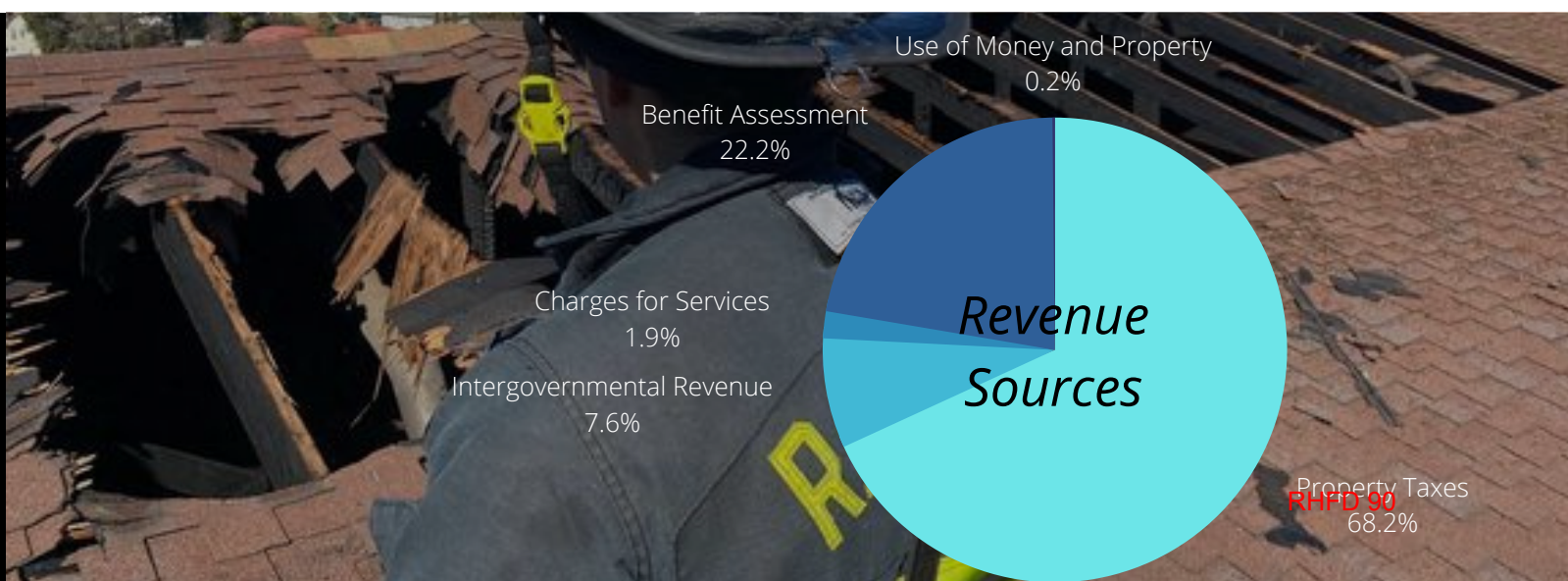
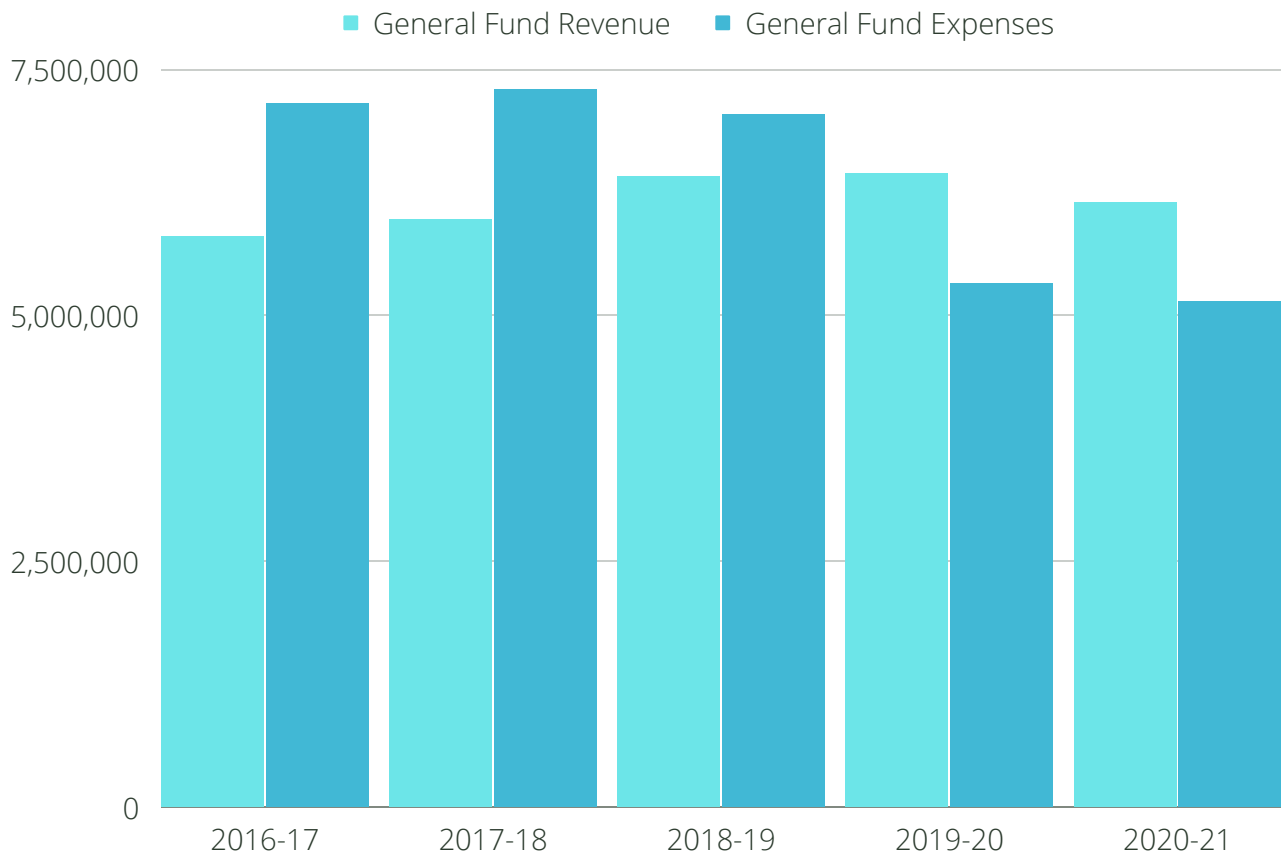
*Captain Greg Fernando retired after 35 years of service with the District. Captain Fernando began his career in 1986, becoming an Engineer in 2000 and Captain in 2014.*



*Firefighter Jesus Garcia completed his 18-month probationary period. Firefighter Garcia joined our District in 2020.*

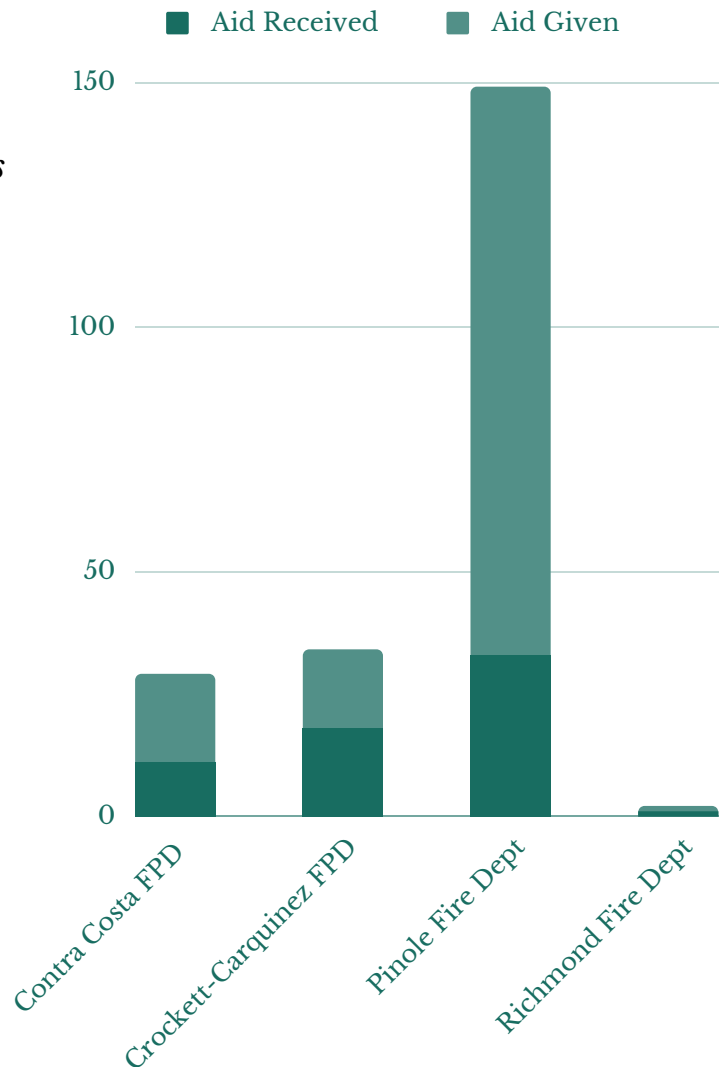
# REVENUE AND EXPENDITURES

The General Fund budget: provides the funding source to fully compensate all Fire District employees



# MUTUAL AID

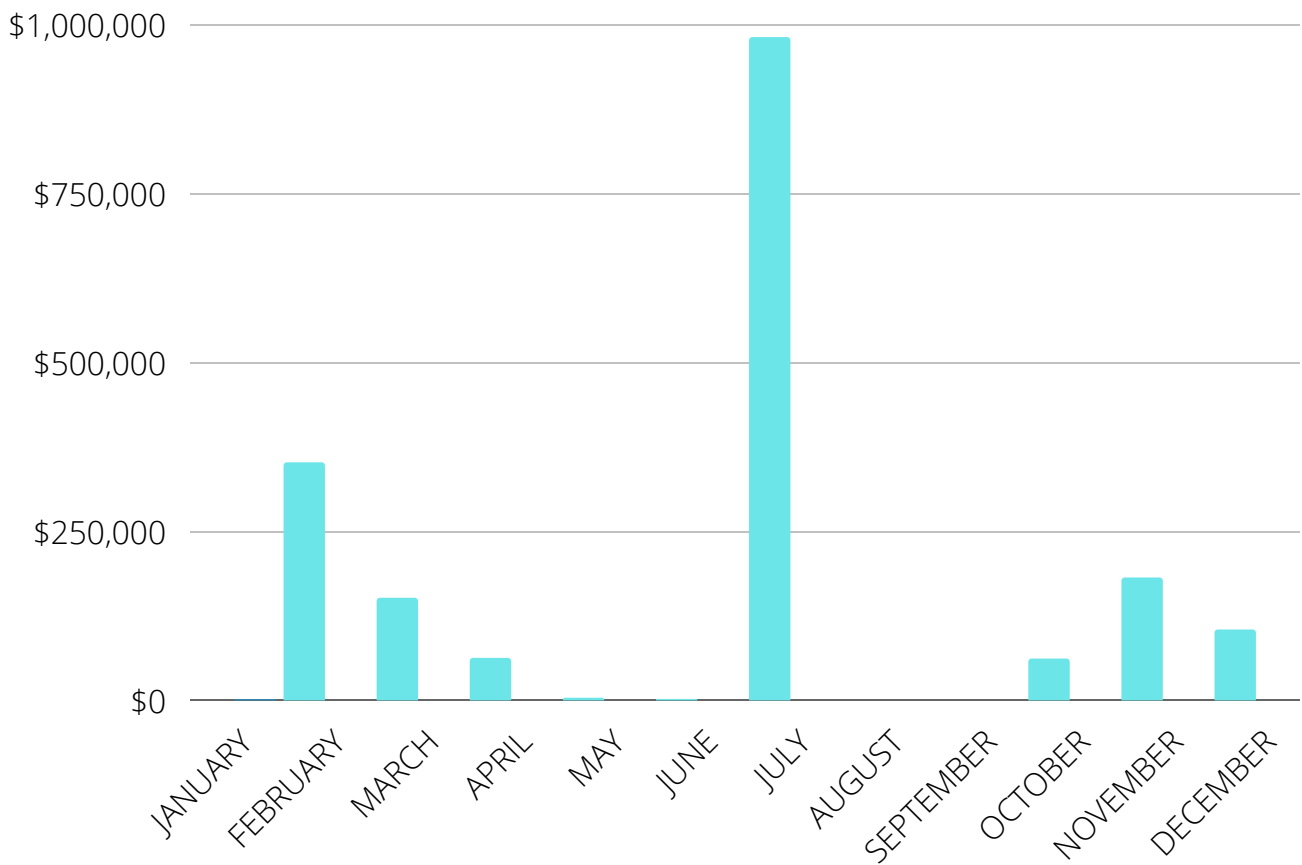
*The District has participated in mutual and automatic aid agreements with other agencies, benefitting our constituents and neighboring communities.*



## CAL OES STRIKE TEAMS

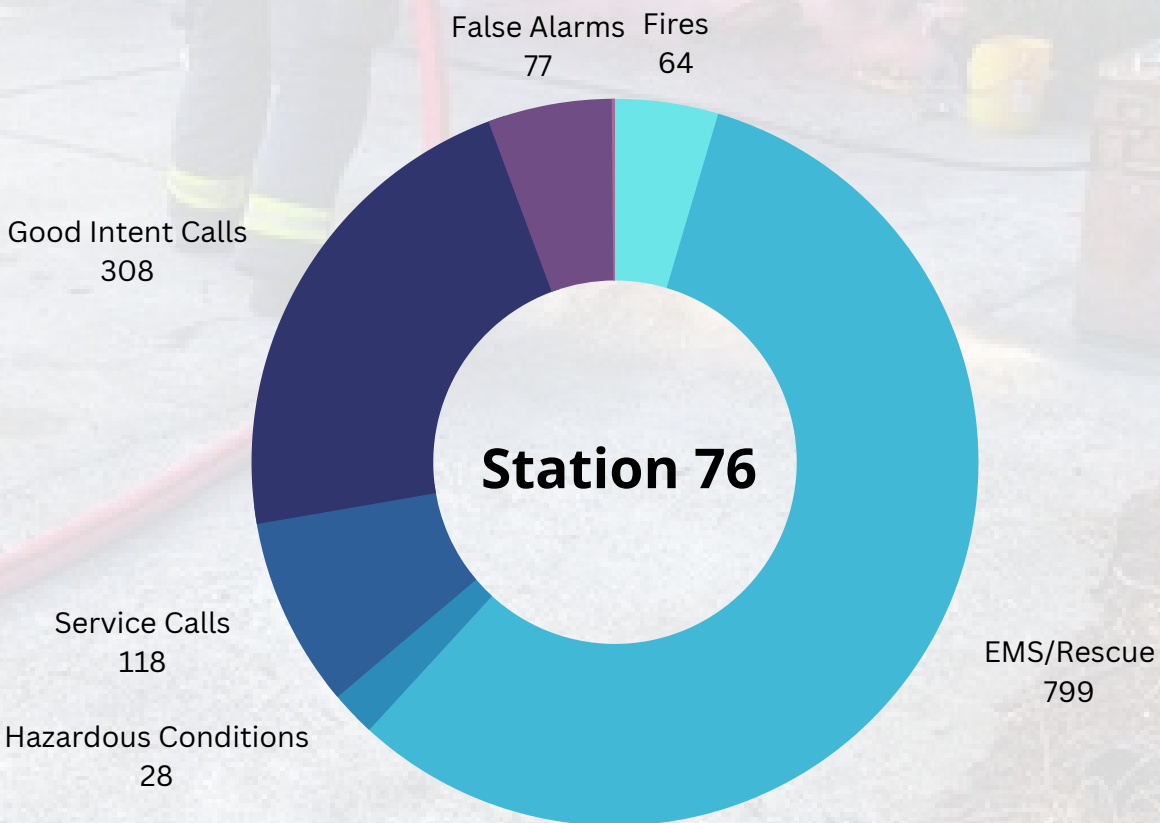
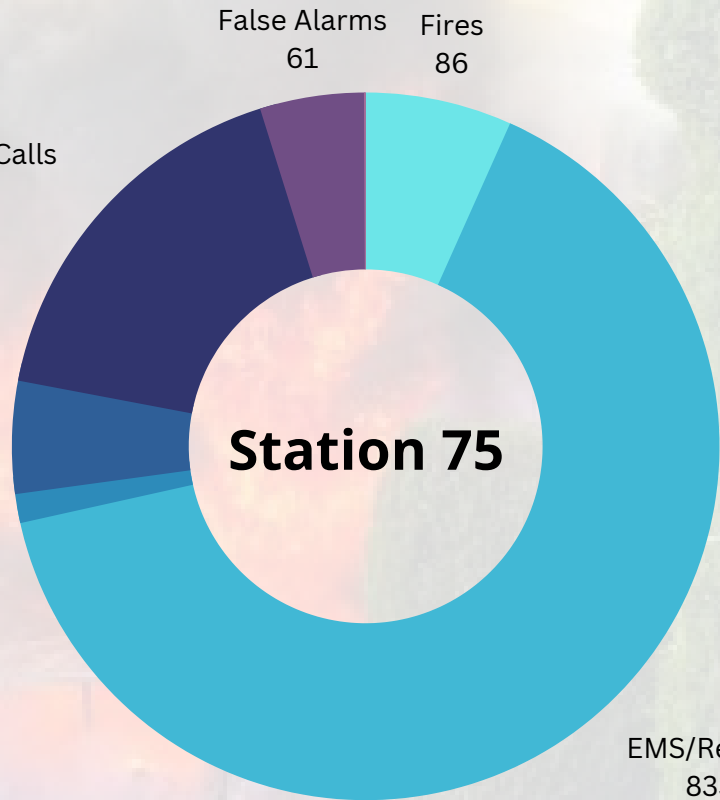
*RHFD sent strike teams to assist with the Dixie fire (963,309 acres, pictured), Monument fire (223,124 acres) and Caldor fire (21,835 acres) in Northern California.*

# RESIDENTIAL FIRE LOSS BY MONTH



Count of Fires with Loss	January	0
	February	4
	March	2
	April	2
	May	1
	June	1
	July	3
	August	0
	September	0
	October	1
	November	1
	December	2

# COMPANY RUNS



# RHFD IN THE COMMUNITY

*Throughout 2021, Covid-19 continued to affect the District's ability to interact with the public like in years past. We postponed October's Open House for the second year in a row and continued to put our third grade class visits on hold. Despite this, we were able to assist the County with its drive-thru Covid vaccine injection site at Valley Bible Church in Hercules and we helped collect toys for the holidays with the US Marines.*





**3,093**  
2021 TRAINING HOURS



Annual Bayo Vista Training Burn

After a structure fire, crews return to learn and improve on their level of service and to share their experience.

The Rodeo Fire District was formed on February 26, 1937, as an independent special district. The District was established to provide fire protection services in the unincorporated community of Rodeo. In 1978 The City of Hercules was annexed into the Fire District and subsequently, the name of the District was changed from the Rodeo Fire Protection District to the Rodeo-Hercules Fire Protection District (RHFPD).

The principal act that governs the District is the Fire Protection District Law of 1987. California Health and Safety Code §13800 gives specific enumerated powers to fire districts to provide fire protection, rescue, emergency medical, hazardous material responses, ambulance and any other services relating to the protection of lives and property. The primary delivery of emergency response is by single-engine companies. Responses to more serious incidents include mutual aid units from neighboring agencies.

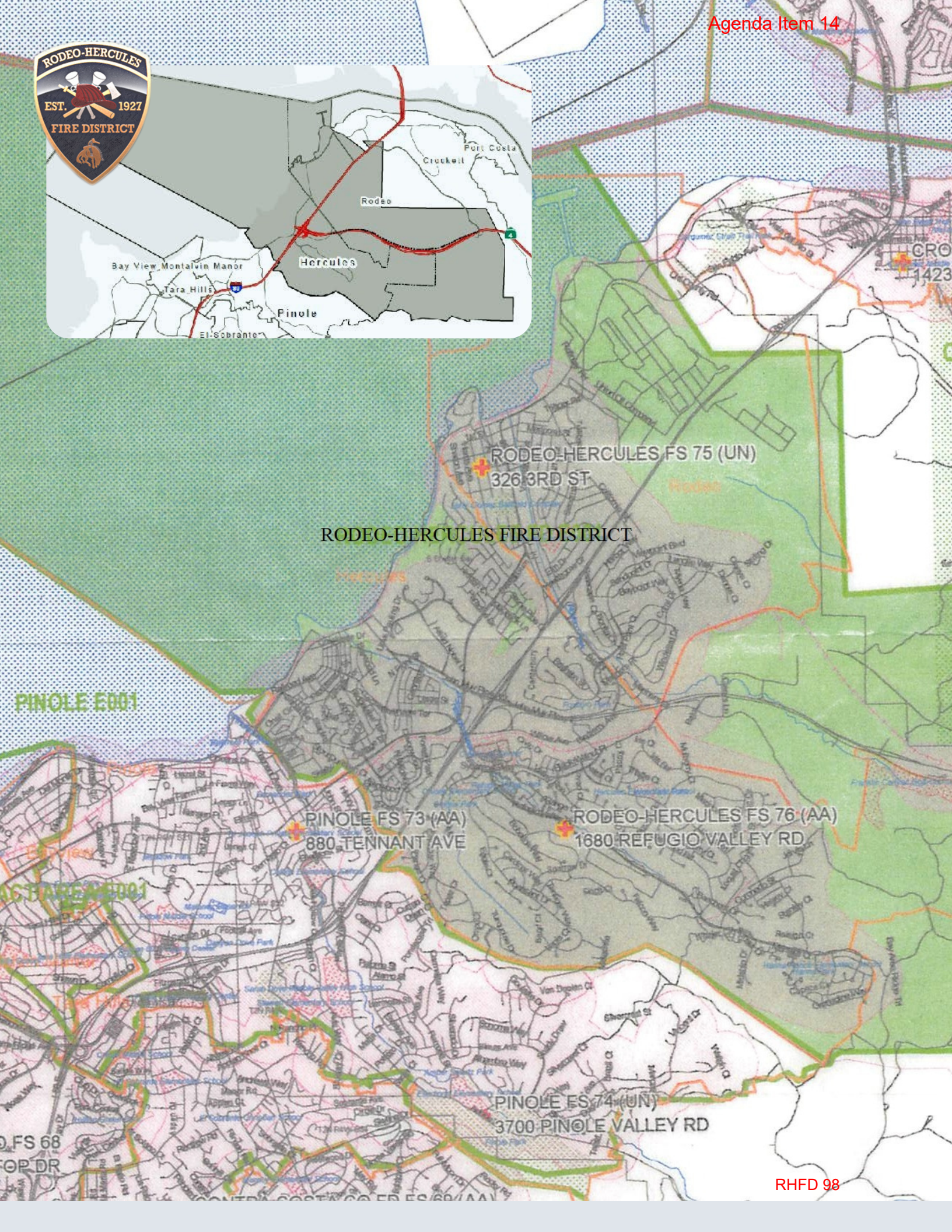
The land area of RHFPD includes the City of Hercules in the southwest, the community of Rodeo in the north, and other areas of unincorporated Contra Costa County to the east. The District has a boundary area of approximately 32 square miles, of which includes portions of San Pablo Bay. The District has a five-member governing body. Board members are elected at large to staggered four-year terms. Board meetings are held monthly. The District's staff consists of 18 paid professional firefighters supported by two Chief Officers and two Administrative Assistants.



RODEO-HERCULES FIRE PROTECTION DISTRICT

# 2022 ANNUAL REPORT





**RODEO-HERCULES FIRE DISTRICT**

**RODEO-HERCULES FS 75 (UN)**  
326 3RD ST

**PINOLE FS 73 (AA)**  
880 TENNANT AVE

**RODEO-HERCULES FS 76 (AA)**  
1680 REFUGIO VALLEY RD

**PINOLE FS 74 (UN)**  
3700 PINOLE VALLEY RD

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 both 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.



# 2022 BOARD OF DIRECTORS



The District's five-member Board holds elections during even-numbered years. Board members are elected to staggered four-year terms.

*Steve Hill elected 2022*

*Damon Covington elected 2018*

*Charles Davidson elected 2020*

*Marie Bowman elected 2022*

*Robyn Mikel appointed 2022*



STEVE HILL, CHAIR



DAMON COVINGTON,  
VICE-CHAIR



DIRECTOR  
CHARLES DAVIDSON



DIRECTOR  
MARIE BOWMAN



DIRECTOR  
ROBYN MIKEL

# A MESSAGE FROM THE FIRE CHIEF



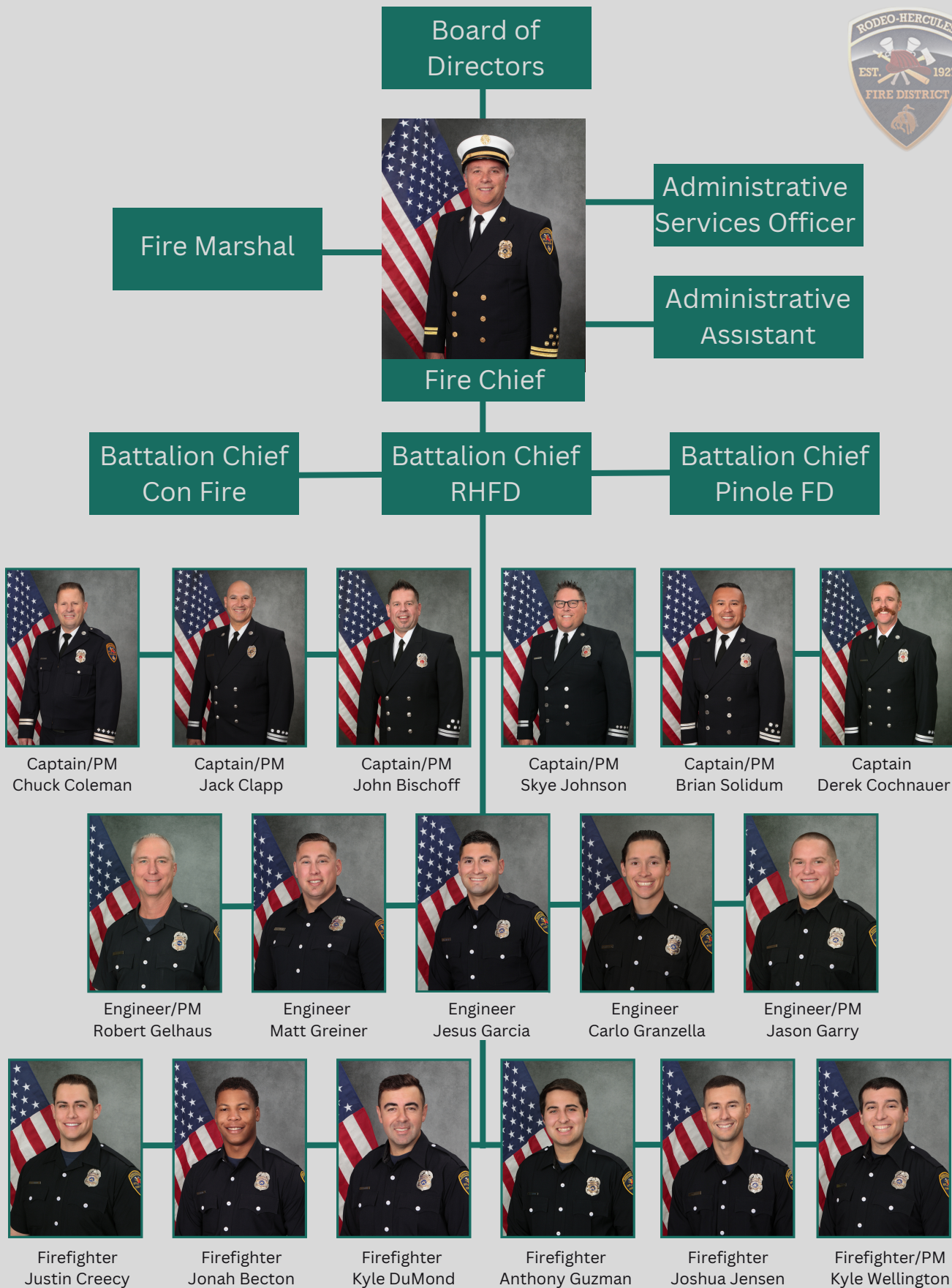
To the Rodeo and Hercules Communities and the RHFD Board of Directors,

I am pleased to present the 2022 Annual Report. It was an eventful year for our fire district- we hired six firefighters and ran two firefighter academies; congratulated two district employees on their retirements, including that of our previous fire chief; promoted five suppression personnel; resumed company inspections and our annual Open House after Covid-19 restrictions were relaxed; saw our neighbors in Pinole enter into a contract with Contra Costa County Fire Protection District to reopen Station 74 and provide fire and emergency services; logged thousands of hours of training and responded to thousands of calls for service. We continued to persevere through difficult times. The loss of half of our personnel in the first half of the year, from firefighters leaving for other fire departments to retirements, necessitated a massive shift in operations. Our suppression personnel filled a lot of overtime to maintain minimum staffing and train new firefighters. By the end of 2022, we began to feel a return to normal and ended the year with just one vacancy and a promising candidate in the employment process.

I look forward to resuming my position as the District's Battalion Chief and handing over the reigns to a new Interim Fire Chief in 2023. We will continue to work together for the betterment of our district and our community.

In Service,

Darren Johnson



*PM= Paramedic. When fully staffed, the district employs a minimum of nine paramedics.*

# 2022 HIGHLIGHTS

## FIREFIGHTER OF THE YEAR

CAPTAIN/PARAMEDIC JONATHAN BISCHOFF



Captain Bischoff was selected Firefighter of the Year in 2022 by his peers. He has been with RHFD since 2000, promoting to Captain in 2022.

## FIRE CHIEF



Darren Johnson was named Interim Fire Chief in 2022. Chief Johnson began his career with RHFD in 1985 as a reserve firefighter and serves as both B/C and Fire Chief.

## RETIREMENT



Bryan Craig retired after 35 years of service to the district. He began his career as a reserve firefighter in 1987 and rose through the ranks, becoming fire chief in 2016.

## NEW HIRES



(l-r) Firefighters Kyle Dumond, Jonah Becton, Anthony Guzman and Justin Creecy joined RHFD in March 2022.



Firefighter Josh Jensen (l) and Firefighter/Paramedic Kyle Wellington joined RHFD in May 2022.

## PROMOTIONS



(l-r) Matthew Greiner, Jesus Garcia, Carlo Granzella and Jason Garry promoted to engineer in 2022.

# COMMUNITY OUTREACH

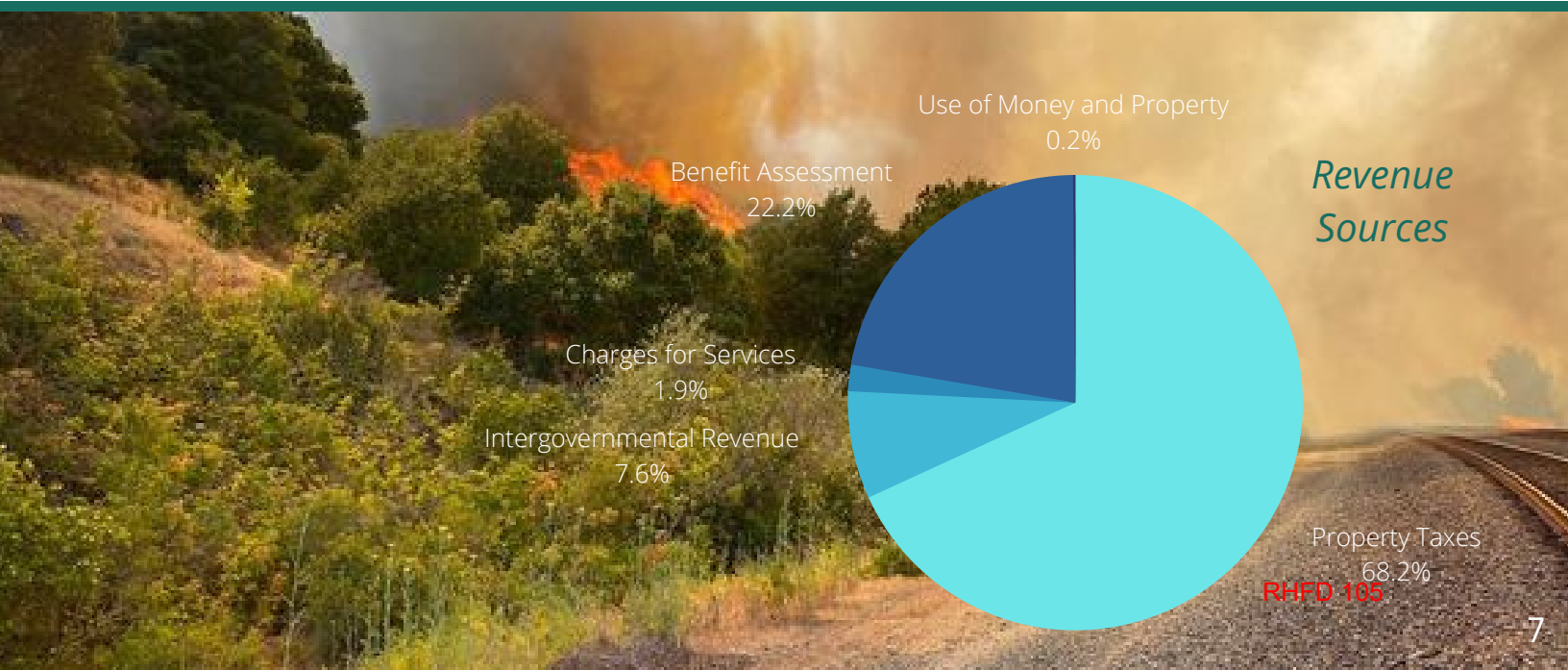
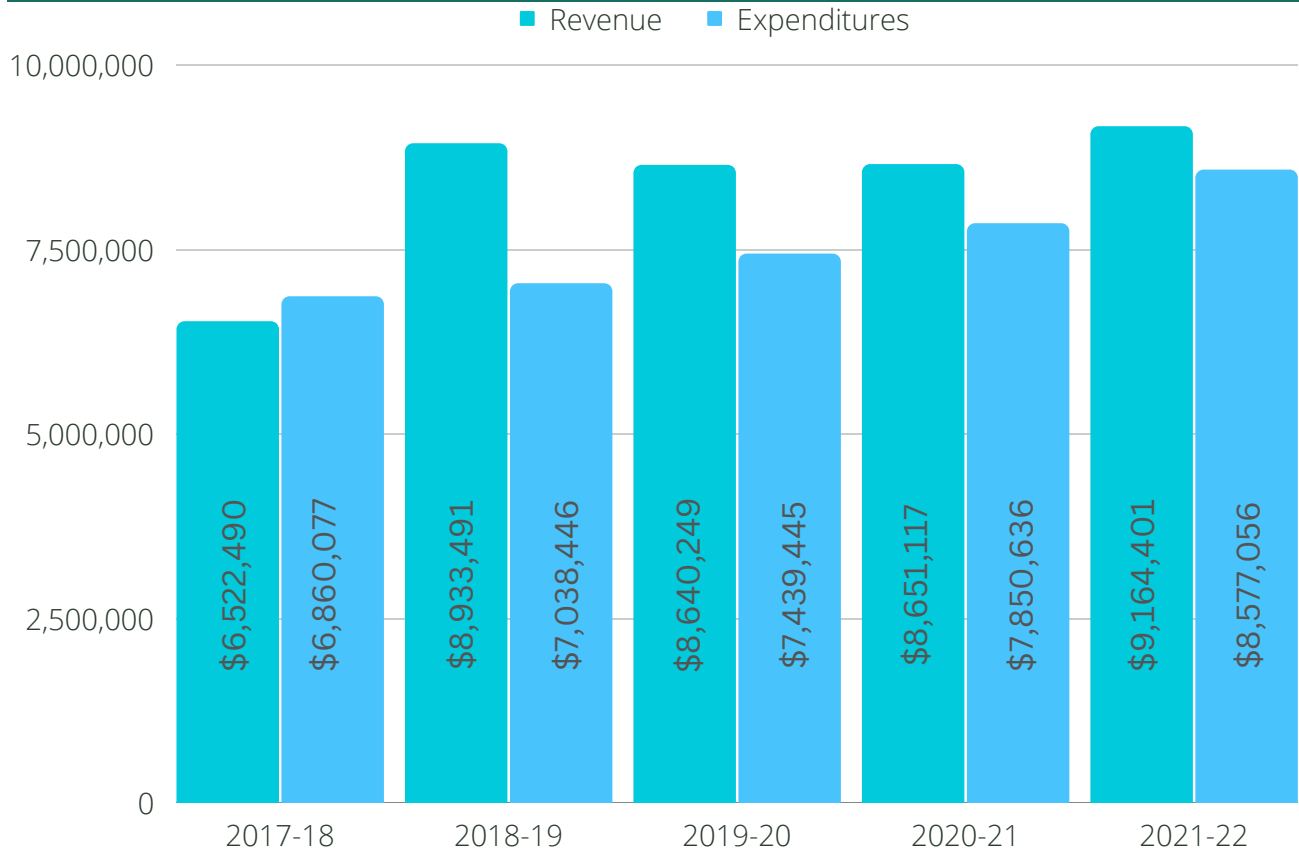
## Open House

We were excited to re-open our doors to the community in 2022 after the pandemic paused our annual Open House in 2020 and 2021. We had a great turnout, with hundreds of people congregating at Station 76 to enjoy free hot dogs, receive bicycle helmets and safety related handouts for the kids, enjoy a reptile show by JNW Reptile Rescue and watch demonstrations by our firefighters. We had representatives from the Hercules Police, American Medical Response, CHP and the Contra Costa County Haz Mat program there to provide information to the public. Our open house was a huge success and we look forward to hosting it again next year!



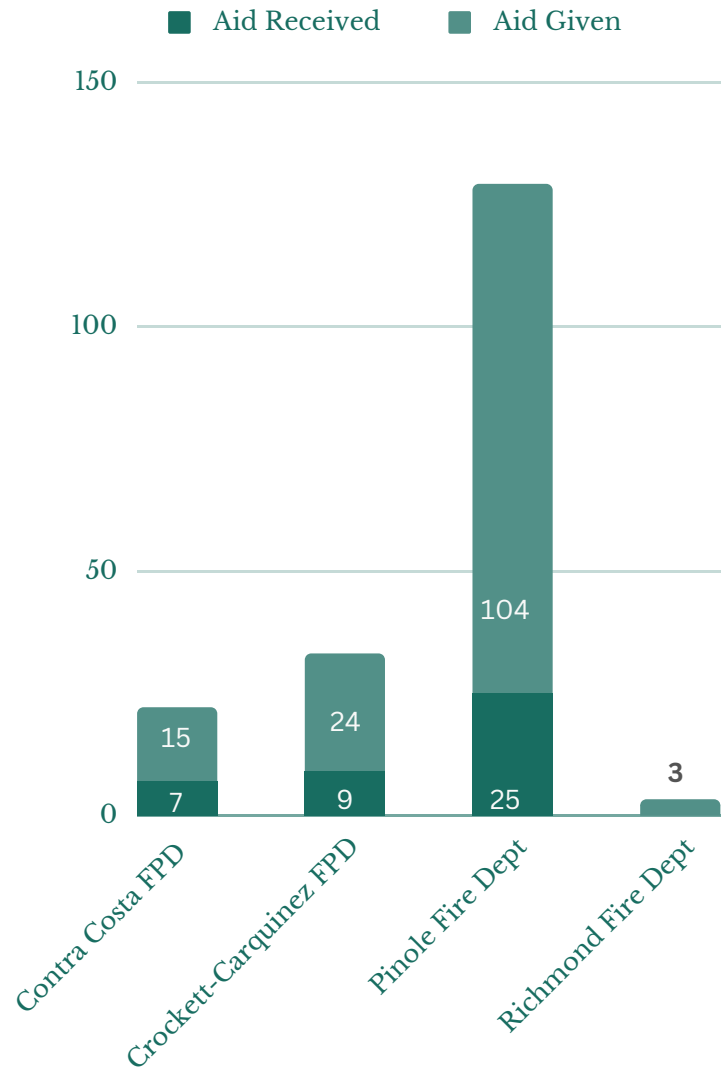


# 2022 REVENUE AND EXPENDITURES



# MUTUAL AID

The District participates in mutual and automatic aid agreements with other agencies, which benefits our residents and those in neighboring communities when additional resources are needed.



D. Cochnauer, K. DuMond, M. Greiner, A. Guzman



## CAL OES STRIKE TEAMS

RHFD staffed multiple Pre-Position Strike Teams during particularly dry, windy days to deploy immediately to local and regional wildfires. RHFD also sent a strike team to assist with the Mosquito fire in the Tahoe National Forest.

# APPARATUS

## TYPE 1 ENGINES

2021 Pierce  
2014 Spartan/HiTech



## TYPE 3 ENGINES

2008 International  
2006 International



## QUINT AERIAL LADDERS

2021 Spartan/Smeal  
2006 Spartan/Smeal



## STAFF VEHICLES

2017 GMC Tahoe (2)  
2007 Ford Escape  
2005 Ford Expedition  
2005 Ford F350

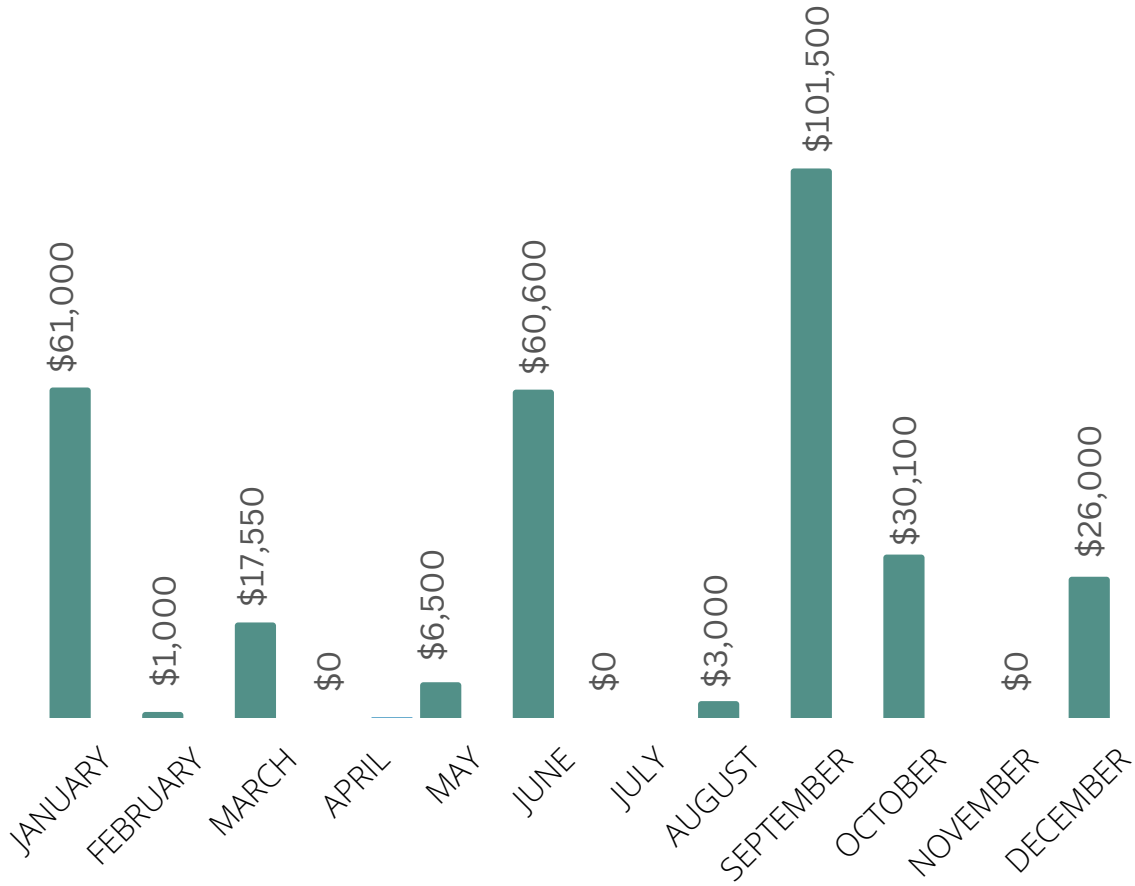


## SPECIALTY TRAILERS

CERT Trailer  
Fire Prevention Trailer  
Mass Casualty Trailer  
Burn Trailer  
Training Tower



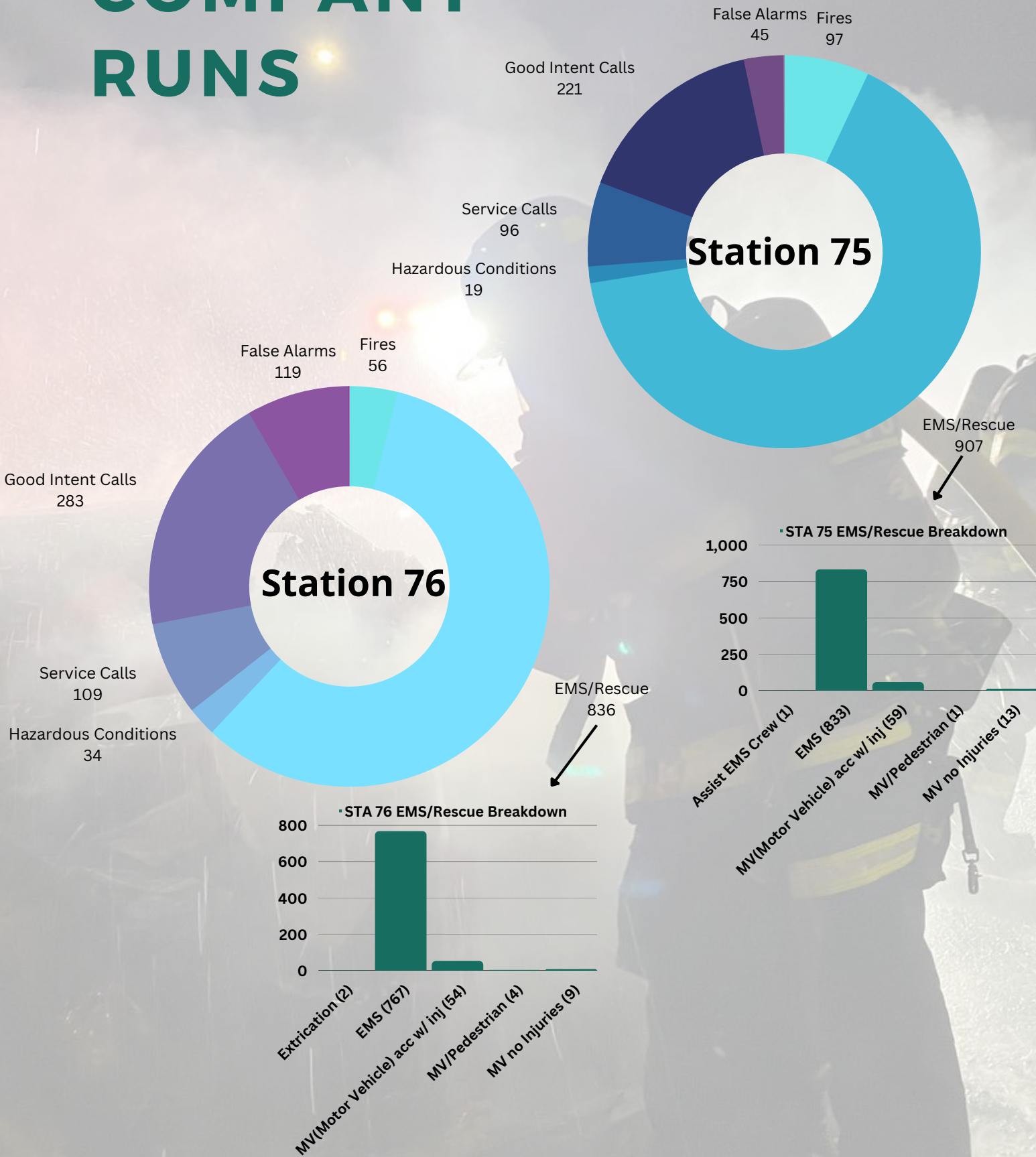
# RESIDENTIAL FIRE LOSS BY MONTH



Count of Fires with Loss

January	2
February	1
March	4
April	0
May	2
June	3
July	0
August	2
September	2
October	2
November	0
December	3

# COMPANY RUNS





Training with the CHP's Golden Gate Division/Air Operations

5,639

2022 TRAINING HOURS



Multi-Crew Rope Rescue Training with Battalion 7



Wildland Fire Training Burn in Rodeo in Conjunction with Phillips 66

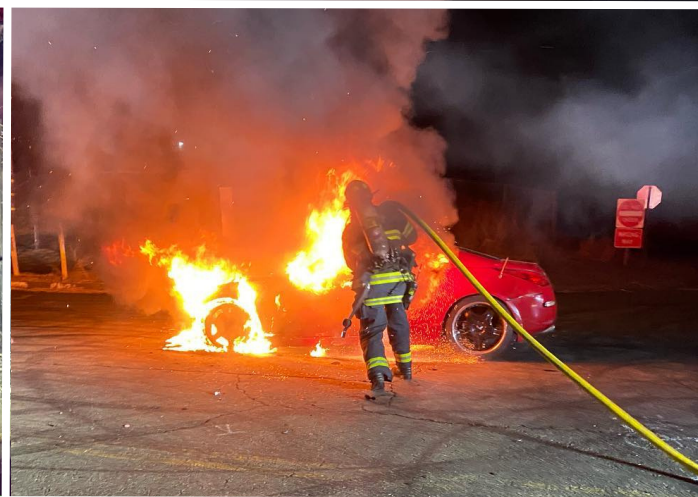
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# DISTRICT HISTORY

## *And Where We Are Today*

The Rodeo Fire District was formed on February 26, 1937 as an independent special district. The district was established to provide fire protection services in the unincorporated community of Rodeo. In 1978, the City of Hercules was annexed into the fire district and our name was changed from the Rodeo Fire Protection District to the Rodeo-Hercules Fire Protection District. The principal act that governs the district is the Fire Protection District Law of 1987. California Health and Safety Code §13800 gives specific enumerated powers to fire districts to provide fire protection, rescue, emergency medical, hazardous material responses, ambulance and any other services relating to the protection of lives and property. The primary delivery of emergency response is by single-engine companies. Responses to more serious incidents include mutual aid units from neighboring agencies. The land area of our district includes the city of Hercules in the southwest, the community of Rodeo in the north, and other areas of unincorporated Contra Costa County to the east. The district has a boundary area of approximately 32 square miles which includes portions of San Pablo Bay. The district has a five-member governing body and board members are elected at large to staggered four-year terms. Board meetings are held monthly. The district's staff consists of 18 paid professional firefighters supported by two chief officers, a part-time fire marshal, an administrative services officer and an administrative assistant.

*[www.rhfd.org](http://www.rhfd.org) / 510-799-4561 / 1680 Refugio Valley Rd., Hercules*





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

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

**FROM:** Rebecca Ramirez, INTERIM FIRE CHIEF

**DATE:** August 9, 2023

**RE:** Fire Prevention Services Contract

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**BACKGROUND:**

On February 13, 2019, in an effort to prevent fires and reduce risks to public safety, the Rodeo-Hercules Fire Protection (RHFD) District Board of Directors resolved to continue to conduct annual fire and life safety inspections of all hotels, motels, lodging houses, and apartment buildings, commercial structures, churches and or places of worship and public schools in accordance with Senate Bill 1205 and Health and Safety Code Sections 13146.2 and 13146.3. (Attachment 1).

The District currently employs a single part time Fire Marshal, who works an average of eleven hours a week, primarily conducting plan review and new fire system inspections with a smaller emphasis on code enforcement and existing business inspections. Shift personnel assist with code enforcement and inspections as is feasible given their primary responsibilities of emergency response, training, and maintaining operational readiness. Despite the best efforts of the present personnel, inspections as described above have been inconsistent.

In order to become more consistent with inspections and mandated reporting, increase capacity and resilience, and better serve the community, staff recommends supplementing present fire prevention services through an outsourced contract for service. As a matter of due diligence, though not required, three fire prevention consultants were contacted -- CSG, Interwest, and 4Leaf; only CSG Consultants Inc. (CSG) was responsive to the District. CSG can provide a wide array of fire prevention services up to and including Fire Marshal level services as needed.

**PROPOSED AGREEMENT**

Under the proposed contract (Attachment 2), CSG Consultants will work cooperatively with RHFD to provide fire prevention services as outlined in the proposal (Attachment 3).

Staff recommends the Board of Directors authorize execution of the contract with CSG, in an amount not to exceed \$100,000.00, for one year, for fire prevention services. The fees are based on actual services rendered and do not require a monthly or annual minimum usage. The contract can be canceled at any time by the District with 30-day notice. The proposed contract provides the District with the option to extend the contract for additional one-year periods. Staff would seek further Board authority before either extending or terminating services.

**RECOMMENDATION:**

Staff respectfully requests the Board of Directors adopt the attached resolution (Attachment 4) authorizing the Fire Chief to enter into a one-year agreement with CSG Consultants, Inc. (CSG) for fire prevention services.

Attachments:

1. [Resolution No. 2019-02](#)
2. [CSG Contract](#)
3. [CSG Proposal](#)
4. [Resolution No. 2023-10](#)

**RESOLUTION NO. 2019-02**

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

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

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

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

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

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

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

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

///

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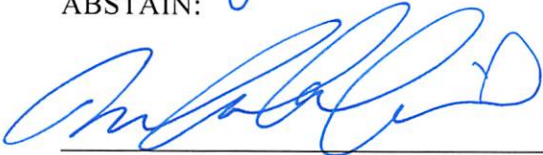
The foregoing Resolution was duly and regularly adopted at a regular meeting of the Rodeo – Hercules Fire Protection District Board of Directors held on the 13<sup>th</sup> day of February 2019, by the following vote of the Board:

AYES: 4

NOES: 0

ABSENT: 1

ABSTAIN: 0

A handwritten signature in blue ink, appearing to read "Andrew Gabriel", written over a horizontal line.

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

**AGREEMENT BETWEEN THE RODEO-HERCULES FIRE  
PROTECTION DISTRICT AND  
CSG CONSULTANTS FOR FIRE PREVENTION BUREAU SERVICES**

This Agreement is made and entered into effective on August 10th, 2023, by and between the Rodeo-Hercules Fire Protection District, a California special district, (hereinafter referred to as “District”) and CSG Consulting (hereinafter referred to as “CONSULTANT”).

**RECITALS**

WHEREAS, District desires to obtain consultant services from a qualified consultant to provide fire code compliance, enforcement and inspection services.

WHEREAS, CONSULTANT warrants that it is specially trained, experienced, expert, and competent to perform such services and hereby represents that it desires to and is professionally and legally capable of performing the services called for by this Agreement.

**AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing recitals which are part of this Agreement and the terms and conditions hereinafter contained, it is mutually agreed as follows:

1. Scope of Services. CONSULTANT shall perform to the satisfaction of District, services as requested by District as specifically set forth in Exhibit “A”, which is attached hereto and hereafter referred as “Fire Prevention Services.”
2. Term of Agreement. This Agreement shall be effective from August 10, 2023 to August 10, 2024, subject to any earlier termination in accordance with this Agreement. Thereafter, this agreement may be extended annually by mutual agreement of District and CONSULTANT pursuant to annual program budget as approved by the District’s Board of Directors.
3. Compensation. CONSULTANT’S maximum amount of compensation for satisfactory performance of all services required or rendered pursuant to this Agreement shall be as follows: shall be at the rate and schedules attached hereto as Exhibit “B”, which are on a time and material basis and NOT TO EXCEED \$100,000.00 annually.
4. Termination.
  - (a) This Agreement and all obligations hereunder may be terminated at any time, with or without cause, by the District upon written notice to the CONSULTANT upon thirty (30) day’s written notice. CONSULTANT may terminate this Agreement upon 60 days’ written notice.

(b) If Consultant fails to perform any of its material obligations under this Agreement, in addition to all other remedies provided by law, District may terminate this Agreement immediately upon written notice.

(c) Upon termination with or without cause, all finished and unfinished documents, project data and reports shall, at the option of the District, become its sole property and shall, at Consultant's expense, be delivered to the District or to any party it may so designate.

(d) In the event termination is without cause, Consultant shall be entitled to any compensation owing it hereunder up to the time of such termination, it being understood that any payments are full compensation for undisputed services rendered prior to the time of payment; provided, however, that Consultant shall be entitled to compensation for undisputed work in progress at the time of termination. Notice of termination shall be mailed as follows:

To the District: Rodeo-Hercules Fire Protection District  
Attn: Fire Chief  
1680 Refugio Valley Road  
Hercules, CA 94547

To the Consultant:

CSG Consulting, Inc.  
Attn: Cyrus Kianpour, President  
550 Pilgrim Drive  
Foster City, CA 94404  
Email: Contracts@csgengr.com

cc:  
CSG Consulting, Inc.  
Attn: George Apple  
550 Pilgrim Drive  
Foster City, CA 94404

5. Indemnification. To the furthest extent allowed by law, CONSULTANT agrees to indemnify, including the cost to defend, District and each of its elected and appointed officers, officials, employees, agents, and volunteers from and against all claims, demands, costs, or liability, and expenses including attorney's fees and costs arising out of the performance of the work described in this Agreement, caused in whole or in part by the negligence, recklessness, or willful misconduct of CONSULTANT, its principals, officers, employees, agents, or volunteers in the performance of this Agreement or anyone for whose acts any of them may be liable excluding, however, such claims, demands, loss, or damages arising from District's sole negligence or willful acts.

6. Insurance.

(a) Throughout the life of this Agreement, CONSULTANT shall pay for and maintain in full force and effect all insurance as required in Exhibit "C" or as may be authorized, and any additional insurance as may be required, in writing by Fire Chief or her designee at any time and in her sole discretion.

(b) If at any time during the life of the Agreement or any extension, CONSULTANT or any of its subcontractors fail to maintain any required insurance in full force and effect, all services and work under this Agreement shall be discontinued immediately, and all payments due or that become due to CONSULTANT shall be withheld until notice is received by District that the required insurance has been restored to full force and effect and that the premiums therefore have been paid for a period satisfactory to District. Any failure to maintain the required insurance shall be sufficient cause for District to terminate this Agreement. No action taken by District pursuant to this section shall in any way relieve CONSULTANT of its responsibilities under this Agreement. This phrase “fail to maintain any required insurance” shall include, without limitation, notification received by District that an insurer has commenced proceedings, or has had proceedings commenced against it, indicating that the insurer is insolvent.

7. Nondiscrimination. To the extent required by controlling federal, state, and local law, CONSULTANT shall not employ discriminatory practices in the provision of services, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran, or veteran of the Vietnam era.
8. Independent Contractor. In the furnishing of the services provided for herein, CONSULTANT is acting solely as an independent contractor. Neither CONSULTANT, nor any of its officers, agents, or employees shall be deemed an officer, agent, employee, joint venture, partner, or associate of District for any purpose. District shall have no right to control or supervise or direct the manner or method by which CONSULTANT shall perform its work and functions. However, District shall retain the right to administer this Agreement so as to verify that CONSULTANT is performing its obligations in accordance with the terms and conditions thereof.
9. Notices. Any notice required or intended to be given to either party under the terms of this Agreement shall be in writing and shall be deemed to be duly given if delivered personally, transmitted by email followed by telephone confirmation of receipt, or sent by United States registered or certified mail, with postage prepaid, return receipt requested, addressed to the party which notice is to be given at the party’s address set forth on the signature page of this Agreement or at such other address as the parties may from time to time designate by written notice. Notices served by United States mail in the manner above described shall be deemed sufficiently served or given at the time of mailing thereof.
10. Assignment. This agreement is personal to CONSULTANT and there shall be no assignment by CONSULTANT of its rights or obligations under this Agreement without the prior written approval of the Fire Chief or her designee.
11. Compliance with Law. In providing the services required under this Agreement, CONSULTANT shall at all times comply with all applicable laws of the United States, the State of California, and District, and with all applicable regulations promulgated by federal,

state, regional, or local administrative and regulatory agencies, now in force and as they may be enacted, issued, or amended during the term of this Agreement.

12. Waiver. The waiver by either party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Agreement. No provisions of this Agreement may be waived unless in writing and signed by all parties to this Agreement. Waiver of any one provision herein shall not be deemed to be a waiver of any other provision herein.
13. Governing Law and Venue. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of California, excluding, however, any conflict of laws rule which would apply the law of another jurisdiction. Venue for purposes of the filing of any action regarding enforcement or interpretation of this Agreement and any rights and duties hereunder shall be Contra Costa County, California.
14. Headings. The section headings in this Agreement are for convenience and reference only and shall not be construed or held in any way to explain, modify, or add to the interpretation or meaning of the provisions of this Agreement.
15. Severability. The provisions of this Agreement are severable. The invalidity or unenforceability of any one provision in this Agreement shall not affect the other provisions.
16. Interpretation. The parties acknowledge that this Agreement in its final form is the result of the combined efforts of the parties and that, should any provision of this Agreement be found to be ambiguous in any way, such ambiguity shall not be resolved by construing this Agreement in favor of or against either party, but rather by construing the terms in accordance with their generally accepted meaning.
17. Attorneys' Fees. If either party is required to commence any proceeding or legal action to enforce or interpret any term, covenant, or condition of this Agreement, the prevailing party in such proceeding or action shall be entitled to recover from the other party its reasonable attorneys' fees and legal expenses.
18. Exhibits. Each exhibit and attachment referenced in this Agreement is, by the reference, incorporated into and made a part of this Agreement.
19. Precedence of Documents. In the event of any conflict between the body of this Agreement and any Exhibit or Attachment hereto, the terms and conditions of the body of this Agreement shall control and take precedence over the terms and conditions expressed within the Exhibit or Attachment. Furthermore, any terms or conditions contained within any Exhibit or Attachment hereto which purport to modify the allocation of risk between the parties, provided for within the body of this Agreement, shall be null and void.
20. Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.



21. No Third Party Beneficiaries. The rights, interests, duties and obligations defined within this Agreement are intended for the specific parties hereto as identified in the preamble of this Agreement. Notwithstanding anything stated to the contrary in this Agreement, it is not intended that any rights or interests in this Agreement benefit or flow to the interest of any third parties.

RODEO-HERCULES FIRE  
PROTECTION DISTRICT  
A special District

CSG, CONSULTING

\_\_\_\_\_  
(Signature)  
Rebecca Ramirez, Interim Fire Chief

\_\_\_\_\_  
(Signature)  
Cyrus Kianpour, President

Dated: August \_\_, 2023

Dated: August \_\_, 2023

ATTEST:

\_\_\_\_\_  
Kimberly Corcoran, Board Clerk

Dated: August \_\_, 2023

APPROVED AS TO FORM:

\_\_\_\_\_  
Richard D. Pio Roda, District Counsel

Dated: August \_\_, 2023

Exhibit 'A'

**SCOPE OF SERVICES**

See Attached Proposal, page 2.

Exhibit 'B'

**FEE SCHEDULE**

**FEE SCHEDULE**

CSG's hourly rates for proposed work is provided in the table below.

REVIEW TYPE / ROLE	HOURLY RATE
Fire Prevention Plan Review (Fire Prevention Specialist)	\$135
Senior Fire Inspector	\$135
Fire Inspector	\$120
Fire Marshal	\$175
Expedited Fire Plan Review	1.5 x Hourly Rate

*All hourly rates include salaries, benefits, workers compensation insurance, local travel and miscellaneous office expenses. Should the scope of work change, or circumstances develop which necessitate special handling, CSG will notify the Department prior to proceeding. Overtime services and services provided outside of normal business hours will be billed at 1.5x the applicable hourly rate. On July 1 of each year following the contract start year, CSG will initiate a rate increase based on change in CPI for the applicable region. CSG will mail an invoice every month for services rendered during the previous month. Unless otherwise agreed, payment terms are 30-days from receipt of invoice.*

## Exhibit 'C'

**INSURANCE REQUIREMENTS**

CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, or employees.

**MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis for bodily injury and property damage, including products-completed operations, personal injury and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONSULTANT has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.  
*(Not required if CONSULTANT provides written verification it has no employees)*
4. Professional Liability (Errors and Omissions) Insurance appropriate to the CONSULTANT's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the CONSULTANT maintains higher limits than the minimums shown above, the Entity requires and shall be entitled to coverage for the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

**Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

*Additional Insured Status* The District, its elected and appointed officers, officials, employees, and volunteers are to be covered as additional insureds on the auto policy with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the CONSULTANT; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to

the CONSULTANT's insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

*Primary Coverage* For any claims related to this contract, the CONSULTANT's insurance coverage shall be primary insurance as respects the District, its elected and appointed officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the CONSULTANT's insurance and shall not contribute with it.

*Notice of Cancellation* Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the Entity.

*Waiver of Subrogation* CONSULTANT hereby grants to District a waiver of any right to subrogation which any insurer of said CONSULTANT may acquire against the District by virtue of the payment of any loss under such insurance. CONSULTANT agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

*Deductibles and Self-Insured Retentions* Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the CONSULTANT to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

*Acceptability of Insurers* Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

*Claims Made Policies* If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained, and evidence of insurance must be provided *for at least five (5) years after completion of the contract of work.*
3. If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Date* prior to the contract effective date, the CONSULTANT must purchase "extended reporting" coverage for a minimum of *five (5) years* after completion of contract work.

*Verification of Coverage* CONSULTANT shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONSULTANT's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

*Subcontractors* CONSULTANT shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and CONSULTANT shall ensure that District is an additional insured on insurance required from subcontractors.

*Special Risks or Circumstances* District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



Employee-Owned

## AGENDA ITEM 15A

550 Pilgrim Drive  
Foster City, CA 94404  
Phone: 650.522.2500  
Fax: 650.522.2599

[www.csgegr.com](http://www.csgegr.com)

June 26, 2023

Rebecca Ramirez, Fire Chief  
Rodeo-Hercules Fire Protection District  
1680 Refugio Valley Road  
Hercules, CA 94547

### Re: Proposal for Fire Prevention Services, including Plan Check, Inspection and Fire Marshal

Dear Chief Ramirez,

**CSG Consultants, Inc.** (CSG) would like to thank Rodeo-Hercules Fire Protection District (District) for the opportunity to propose our fire prevention services including Fire Plan Check and Inspection as well as Fire Marshal. To this work, our firm will bring:

- *specialized fire prevention plan review and inspection expertise;*
- *an experienced, responsive, customer care-focused team committed to delivering thorough, accurate, and timely services;*
- *proven digital plan review capabilities to facilitate efficient delivery of services;*

CSG can readily provide the requested services proposed herein. **No subconsultants will be used.** Proposed CSG fire prevention personnel are ICC/CSFM certified, and we offer registered fire protection engineers (FPEs) as an additional offsite resource. Our team members are cross trained in multiple service levels, providing the Department with increased efficiency to meet its fluctuating needs.

CSG currently furnishes fire prevention, building and safety, code enforcement, public works, planning, and other municipal services to over 250 public agency clients throughout California and Nevada. For over 32 years, we have had a solutions-oriented approach to our work, leveraging our team's depth and breadth of experience and technical expertise to address code compliance challenges for our clients.

Our servicing office is in Foster City, and our team will be available for meetings when requested. George Apple, CFM will serve as the project manager and contact for this contract. His contact information follows.

**George Apple, CFM** | Fire Services Manager / Project Manager  
916.492.2275 office | 916.416.0332 cell | [georgea@csgegr.com](mailto:georgea@csgegr.com) email

Please feel free to contact Mr. Apple with any questions or comments you may have regarding our proposal. We look forward to the opportunity to provide our services to Rodeo-Hercules Fire Protection District.

Sincerely,

Cyrus Kianpour, PE, PLS  
President, CSG Consultants, Inc.



Employee-Owned

## SCOPE OF WORK

The District has requested the services listed below. These services are offered to the District on an as-needed, on-call basis.

- Fire Marshal Services
- Fire Plan Review Services
- Fire Inspection Services (new construction)
- Fire Inspection Services (annual / state mandate)

## FIRE MARSHAL SERVICES

Amongst CSG's resources are some of the most highly experienced and credentialed individuals in the fire service industry. Our team members carry a wide-range of qualifications and have served long tenures in the positions of Fire Chief, Division Chief, Battalion Chief, and Fire Marshal.

Our Fire Marshals act as a seamless extension of staff in the capacity of Fire Marshal. Depending on the District's needs, CSG's staff can service the District on a part-time or as needed basis. Our team will professionally and diligently perform the required duties, including, but not limited to:

- *Developing, reviewing and implementing all fire & life safety policies and procedures in accordance with municipal ordinances, state law, and federal laws and regulations;*
- *Serving as liaison or representative of the District with other departments, outside agencies, groups, businesses and private citizens;*
- *Assisting District personnel in the interpretation of state and local laws and regulations relating to fire prevention;*
- *Validating code questions from the public, businesses, internal departments, and external agencies;*
- *Assisting in the development and implementation of goals, objectives, policies, procedures and priorities for fire prevention;*
- *Planning, administering, coordinating, executing, supervising and delegating activities relating to fire prevention and inspections;*
- *Conducting fire inspections; and*
- *Conducting plan reviews to insure compliance with the appropriate codes and ordinances*

## FIRE PLAN REVIEW

Our team of professionals is ready to assist in all aspects of plan review and to focus on the special needs and requirements of each of our clients. We pledge thorough and accurate reviews and prompt turnaround times, and offer proven digital plan review services and comprehensive online status reports. CSG serves as an active partner, working as a seamless extension of our public agency clients in performing the requested services and working closely with the development community and public as directed.



### Multi-faceted Expertise

CSG furnishes plan review for fire and life safety, fire department access and water supply, wildland urban interface, fire protection systems, and special hazards for all structures with emphasis on the unique needs and requirements of each of our clients. We have expertise in the special requirements and risks associated with industrial and commercial buildings as well as single- and multi-family complexes. All fire plan review and inspection personnel are thoroughly trained in and familiar with jurisdictional processes, working with multiple agency departments, and serving the public.

### Compliance Standards

Our engineers and plan reviewers carefully review all plans and documents for compliance with fire codes, building codes, standards, industry regulations, and all local ordinances, including but not limited to:

- ▶ *California Fire Code*
- ▶ *California Building Code, Volumes 1 and 2*
- ▶ *California Residential Code*
- ▶ *California Electrical Code*
- ▶ *California Plumbing Code*
- ▶ *California Mechanical Code*
- ▶ *State Historical Building Code*
- ▶ *California Health and Safety Code*
- ▶ *California Existing Building Code*
- ▶ *California Code of Regulations – Title 19*
- ▶ *National Fire Protection Association (NFPA) Standards as published and referenced by the California Fire Code*
- ▶ *Local adopted ordinances and amendments relative to building, fire, and municipal codes, including project Conditions of Approval from other agency departments, divisions, and regulating agencies.*

### Digital Plan Review

CSG has been providing digital plan review services for over 20 years, leading the consultant field with this ground-breaking service. All paper plans submitted to CSG for building and fire plan review are immediately scanned into digital files and stored on CSG's servers for quick and easy access by both our clients and our plan reviewers.

Our plan reviewers furnish electronic versions of their plan comments conforming to each client's established correction list templates. Any additional forms utilized by the District will be incorporated into the correction comments and returned with the appropriate recommendations. Plan check comments can be delivered electronically by email or other District approved means, enabling staff to immediately modify CSG's checklist for incorporation with other department comments. We provide convenient, environmentally friendly digital storage of all construction-related documents, and on request, can provide clients with a set of digitally scanned plans at no additional cost.

In addition, for jurisdictions requesting a pure digital plan review workflow, we can enable an applicant to submit digital files—**with no size limitations**—directly to CSG via our web-based application. Our application includes an online portal for the applicant/jurisdiction to retrieve comments and marked-up digital plans including redlines. Importantly, this service tracks the status of all submittals and re-submittals until the plans have been approved.

Key features of our digital plan review service include:

**Efficient.** Plans are pushed to plan review staff the same day they are received.

**User-friendly.** CSG developed its own online portal specifically to manage the electronic file submittal process. Through use of this interface, the applicant is no longer faced with size restrictions on email attachments or required to learn complex file transfer settings.

**Proven.** We have provided a digital plan review option to our clients for over 20 years.

**Non-Proprietary.** CSG’s electronic review process is 100% PDF-based with no additional software required to view redlines.



**Online Plan Check Status**

CSG offers a convenient service allowing clients to check plan review status and comments online. By accessing our secure Plan Check Status website, District staff as well as authorized applicants can view their project documents and plans and communicate with the specific plan checker via e-mail. Staff and authorized applicants can download comments upon completion of the plan check. **There is no additional cost for this service.**

**Plans Pickup and Delivery**

CSG will coordinate pickup and delivery of plans and other materials from/to the District via CSG personnel or an approved alternative service.

The following are CSG’s proposed plan check turnaround times.

REVIEW	TURNAROUND TIME
First Submittal	10 business days
Second Submittal and Subsequent Submittals	5 business days
Accelerated Submittal and Subsequent Submittals	5 business days

*Turnaround time may vary with the complexity and magnitude of the project. If a review is anticipated to take longer than the maximum turnaround timing, CSG will notify the District’s representative and negotiate additional time required to ensure an appropriate level of review.*

**FEE SCHEDULE**

CSG’s hourly rates for proposed work is provided in the table below.

REVIEW TYPE / ROLE	HOURLY RATE
Fire Prevention Plan Review (Fire Prevention Specialist)	\$135
Senior Fire Inspector	\$135
Fire Inspector	\$120
Fire Marshal	\$175
Expedited Fire Plan Review	1.5 x Hourly Rate

*All hourly rates include salaries, benefits, workers compensation insurance, local travel and miscellaneous office expenses. Should the scope of work change, or circumstances develop which necessitate special handling, CSG will notify the Department prior to proceeding. Overtime services and services provided outside of normal business hours will be billed at 1.5x the applicable hourly rate. On July 1 of each year following the contract start year, CSG will initiate a rate increase based on change in CPI for the applicable region. CSG will mail an invoice every month for services rendered during the previous month. Unless otherwise agreed, payment terms are 30-days from receipt of invoice.*

**RESOLUTION 2023-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RODEO HERCULES FIRE PROTECTION DISTRICT APPROVING A ONE-YEAR CONTRACT WITH CSG CONSULTANTS, FOR FIRE INSPECTION AND PLAN REVIEW SERVICES**

**WHEREAS**, the Rodeo-Hercules Fire Protection District (RHFD) desires to supplement present fire inspection and plan review, and general fire prevention services; and

**WHEREAS**, in the interest of public safety in the communities served by RHFD, to better meet community expectations, and to ensure state mandates and locally adopted resolutions are met, the Fire Chief recommends that the Board of Directors authorize the Fire Chief to execute an agreement under which CSG will provide supplemental plan review, inspection, and general fire prevention services to RHFD's service area at rates provided by CSG.

**NOW, THEREFORE**, the Board of Directors of the Rodeo-Hercules Fire Protection District does **RESOLVE** that it approves and authorizes the Fire Chief to execute a one-year agreement with CSG Consulting, Inc., with additional one-year option terms, in a form acceptable to District Counsel, for CSG to provide supplemental fire inspection, plan review, and general fire prevention services in RHFD's service area for a total price not to exceed \$100,000.00 for the one-year base term.

**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 9<sup>th</sup> day of August 2023, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

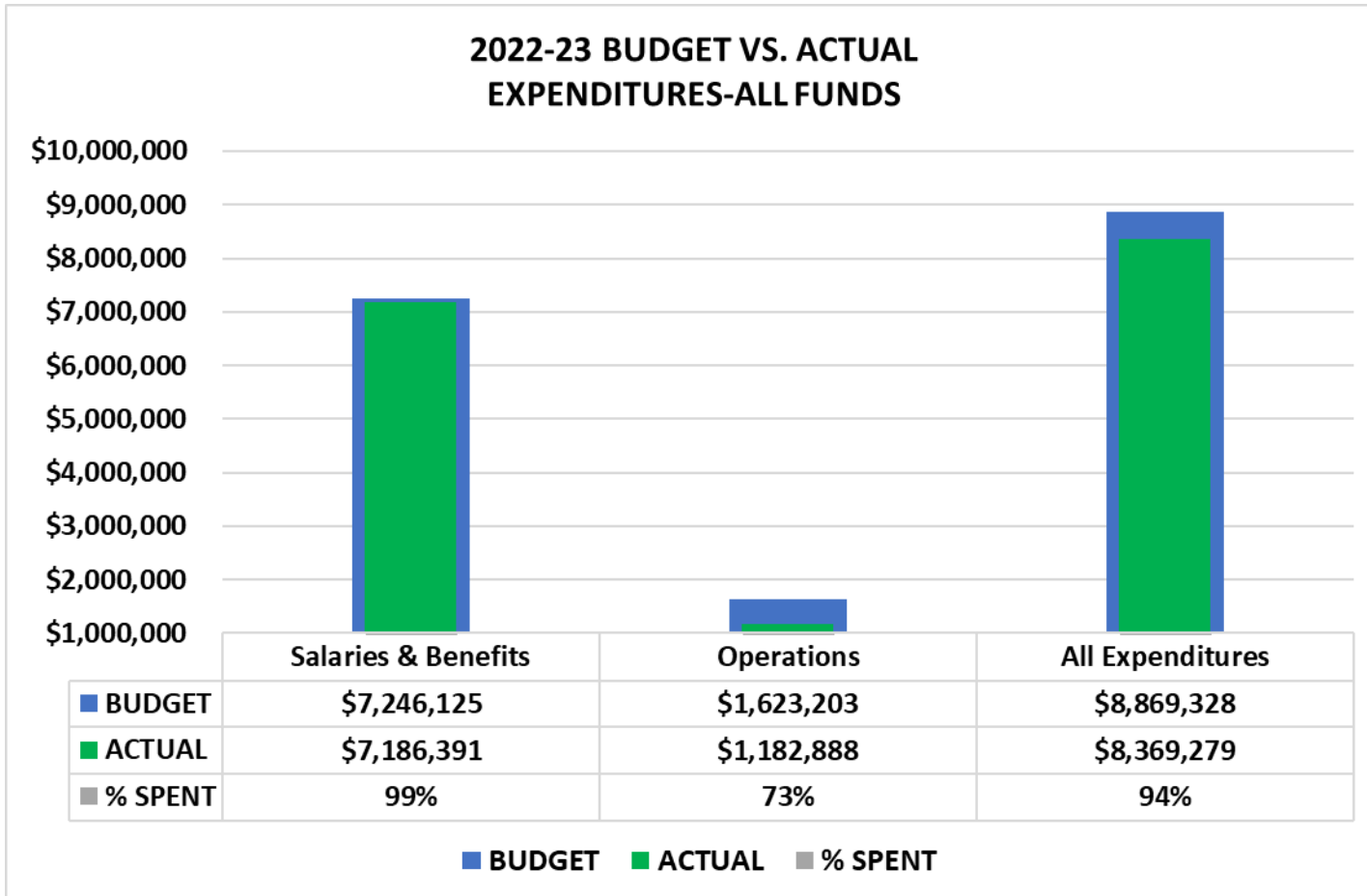
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Marie Bowman, Board Chair

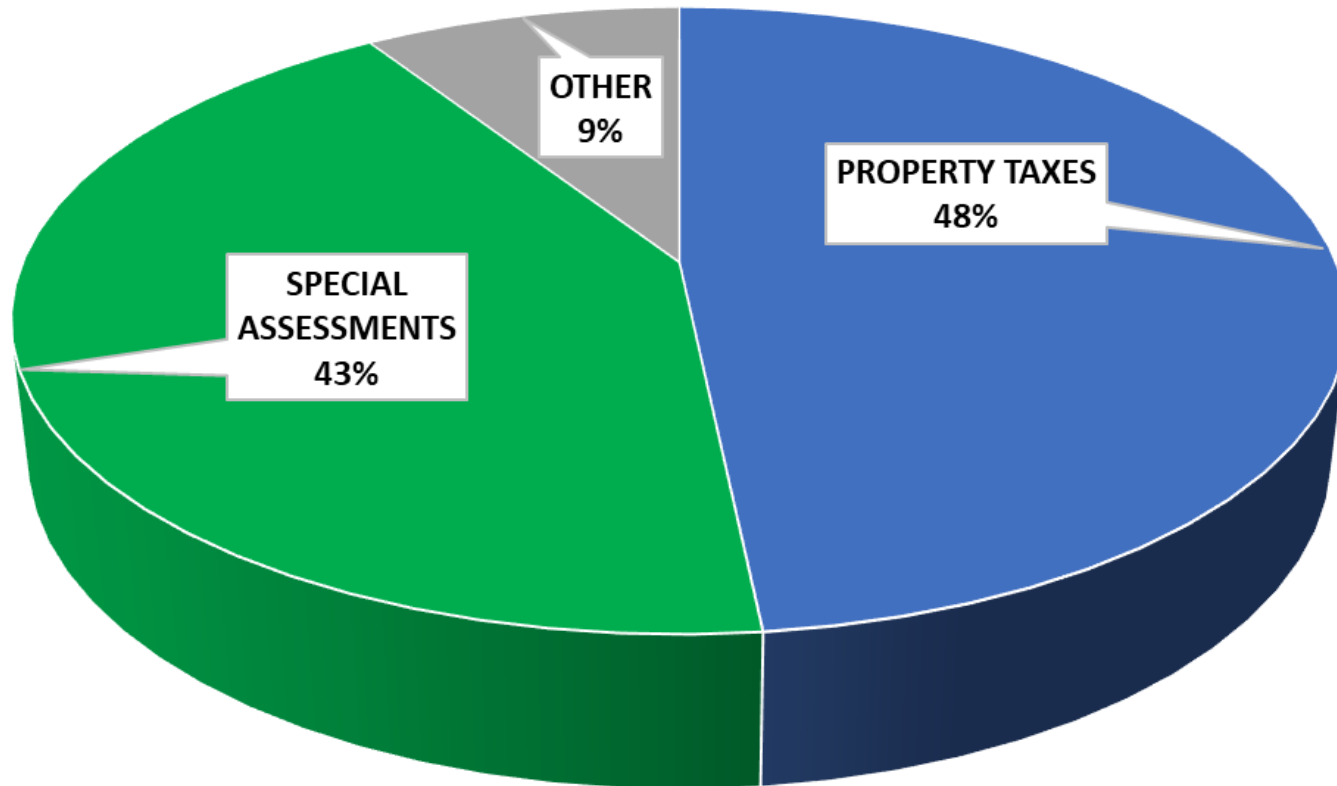
ATTEST:

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Kimberly Corcoran, Clerk of the Board

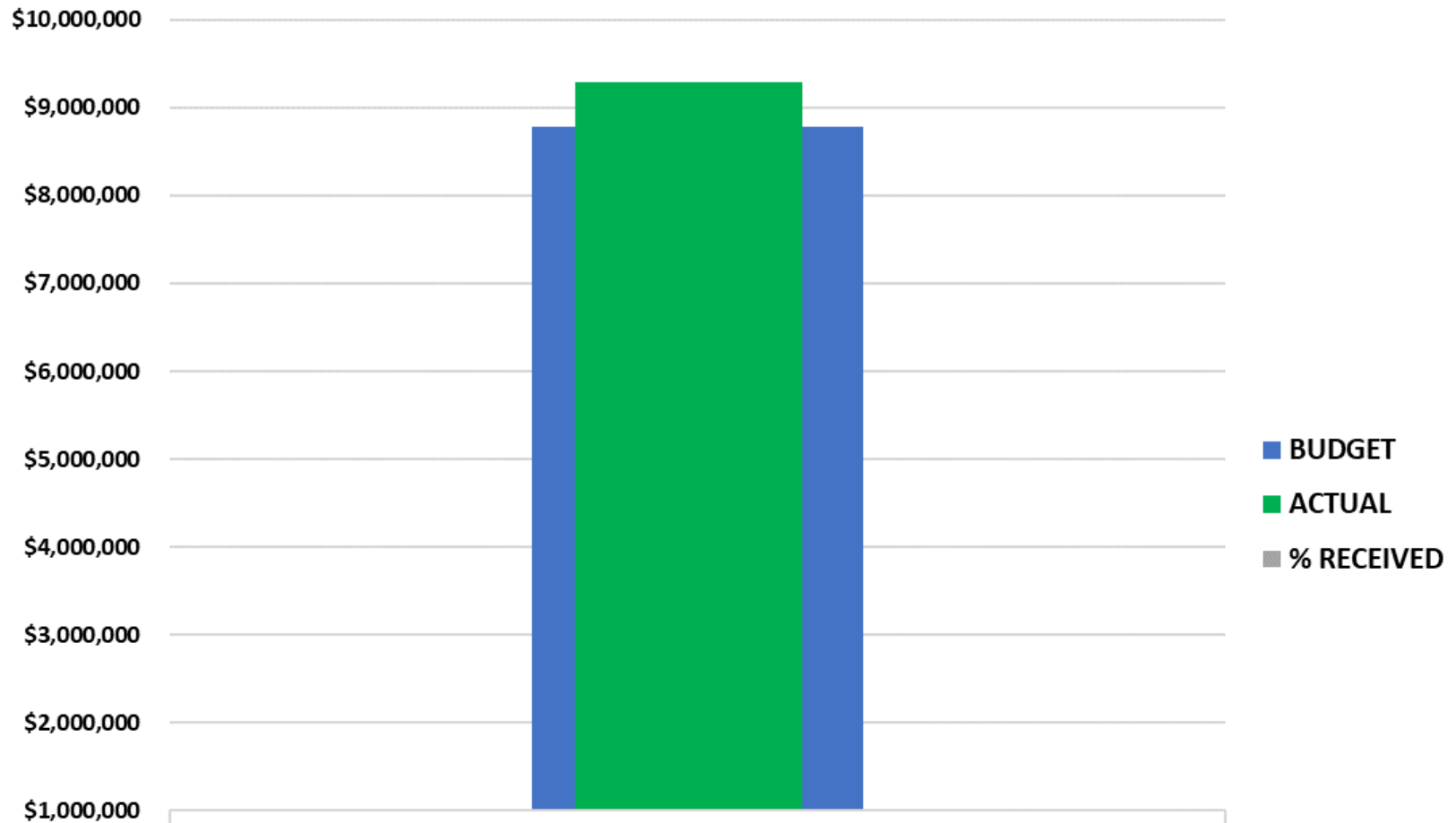


### 22-23 REVENUE BY CATEGORY



■ PROPERTY TAXES   ■ SPECIAL ASSESSMENTS   ■ OTHER

### REVENUES-ALL FUNDS 2022-23 BUDGET VS ACTUAL



	<b>1</b>
<b>BUDGET</b>	<b>\$8,774,751</b>
<b>ACTUAL</b>	<b>\$9,288,707</b>
<b>% RECEIVED</b>	<b>106%</b>

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

**TO:** Rebecca Ramirez, FIRE CHIEF  
**FROM:** Richard D. Pio Roda, District Counsel  
**DATE:** August 10, 2023  
**RE:** Measure O Exemptions

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**BACKGROUND:**

In 2016, Rodeo Hercules Fire Protection District voters approved the levy of a special tax on parcels located within the District to fund the lawful expenses of the District as authorized by the Fire Protection District Law of 1987. This parcel tax is commonly known as Measure O. Recently, a question was raised to the attention of the District regarding whether the tax applies to parcels that are common area.

This memorandum provides information on exemptions to the Measure O tax, and ability to adopt exemptions by resolution.

**DISCUSSION:**

Measure O is a special tax imposed on parcels within the District. This type of tax is commonly known as a parcel tax, since it applies to all parcels within the District but is not based on the value of the parcel. A parcel tax is an excise tax on the privilege of consuming special district services. Specifically, Measure O was enacted to fund services within the District.

Measure O applies to all parcels of real property in the Rodeo Hercules Fire Protection District. "Parcel" is defined in Measure O as a parcel of real property having a separate assessor's parcel number as shown on the last equalized assessment roll of Contra Costa County.

Within the text of Measure O, there exists one exemption. The tax is not imposed on any parcel owned or occupied by a person or persons 65 years of age or older, when an annual exemption form is received and accepted. This is commonly referred to as the "Senior Exemption." Recently, the District was asked whether this tax applies to common area parcels, those which are shared among residents of a neighborhood, typically through a homeowners association. No exemption exists within Measure O for common area parcels, nor do any exemptions exist in State law. Such parcels must pay the tax as any other parcel would. Research would need to be done to determine how many common area parcels exist in the District.

The Board may, however, grant an exemption for common area parcels if it wishes to do so. Section 7 of Measure O allows the Board to adopt exemptions by resolution.

**OPTIONS**

The Board may:

1. continue as is, without an exemption for common area parcels; or
2. consider the adoption of an exemption for common area parcels at a future meeting date, presumably after a fiscal impacts analysis is completed.



# MEASURE O: EXEMPTIONS

Juliet Vaughn, District Counsel's Office

**meyers | nave**  
A Professional Law Corporation

- Parcel Tax on 2016 general election ballot
- Excise tax imposed on each parcel of property within the District for the privilege of receiving District services
- 2/3 vote of the electorate
- Board Resolution containing the ballot question
- Ordinance

# Who does Measure O apply to?

- Measure O places a tax on all parcels of real property in the Rodeo Hercules Fire Protection District
- “Parcel” is defined in the Measure as a parcel of real property having a separate assessor’s parcel number as shown on the last equalized assessment roll of Contra Costa County
- Exemption for Seniors: the tax is not imposed on any parcel owned or occupied by a person or persons 65 years of age or older, if a Senior Exemption form is submitted and accepted, on an annual basis

- Question raised as to whether the parcel tax applies to common area parcels, which typically are shared among residents of a neighborhood/Homeowners Association.
- No exemption applies to common area parcels via statute or case law. These parcels must pay the tax as any other parcel would.
- However, the Board may grant an exemption through Section 7 of Measure O, which allows the Board to adopt exemptions by resolution.

The Board may...

- Continue as is, without an exemption for common area parcels; or
- Consider the adoption of an exemption for common area parcels at a later meeting date to be applied next year, after a fiscal impacts analysis has been completed.

**Rodeo Hercules Fire Protection District**  
**MEMORANDUM**

**To:** BOARD of DIRECTORS, Rodeo Hercules Fire District  
**From:** Rebecca Ramirez, Fire Chief  
**Subject:** FIRE CHIEF'S REPORT  
**Date:** August 9, 2023

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**Labor Relations /Personnel**

No personnel on long term leave.

Reporting: Chief Ramirez

**Operations**

Items of significance is the closure of interstate 80 on three separate weekends in July -September for major road repairs from Hercules to Crockett. Three structure Fires: Pinole Ave in Rodeo, crews contained the fire to the room of origin; Bluebird Ct in Hercules, crews contained the fire to the second floor, three occupants were displaced; Structure fire in Crockett, Ceres St, two alarm fire. Our crews assisted CCCFPD with a 10-acre fire in Alhambra Valley as well as structures fire throughout West Contra Costa County.

Reporting: Captain Clapp

**Training**

The crews did participate in IMCI training hosted by Contra Costa County Fire Department. Training will continue through the month of September. Crews also participated in a high angle drill in El Cerrito. Training for new scheduling and tracking system (Vector scheduling) this month. Four personnel attended rope rescue training hosted by Phillips 66

Reporting: Captain Clapp

**Facilities/Equipment**

Working with vendors for bids on alerting system replacement on both station 75 and 76. Have met with contractors and City of Hercules on roof leak, parking lot cracks, and bathrooms. City is reviewing contract for responsibility.

Reporting: Chief Ramirez

**Fleet Management**

Five-person apparatus committee was assembled to update apparatus replacement schedule and evaluate overall replacement plan; Quint 76 is at Cummins in West Sacramento for warranty repairs. Spare Quint in Service; Engine75 is waiting for an appointment opening at Golden State for repairs; Engine75A is waiting for parts for pump transfer valve repair; B/C Command Vehicle in service after recent transmission repair.

Reporting: Chief Ramirez

**Grants/Reimbursements**

FEMA has begun announcing awards for Assistance for Firefighting grants (AFG). No awards have yet posted for the county wide radio grant meant to replace outdated radios. Matching funds and/or replacement funds will need to be considered.

Reporting: Chief Ramirez

**Community Risk Reduction**

Community/Wildfire Prevention- RHFD continues to receive weed abatement complaints and issue correction notices. Fire trail grading has been completed.

Reporting: Captain Clapp

**Prevention**

Company inspections are being completed as well as the priority assembly inspections are being scheduled. Educational occupancies being noticed of upcoming inspections.

Reporting: Chief Ramirez

**Fiscal Stabilization** –Fiscal year has concluded; we have come in well under budget for expenditures and revenues have exceeded expectations. Defer to presented information. Annual audit underway.

Reporting: Chief Ramirez

**Community Activities/Meetings** –Attended RMAC, Meeting with Phillips 66, Rotary Club presentation, National Night Out with all on duty staff and Chief.

Reporting: Chief Ramirez

**Commendations/Awards/Notables** – Nothing to report.

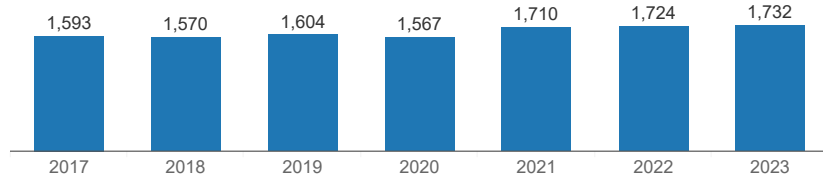
**Strategic Plan:** Progress Report

Consultant Mike Despain met with Ad-hoc committee. Defer to SP Ad-hoc committee.

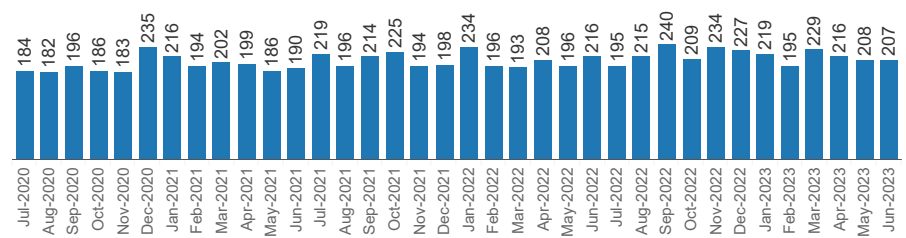
Reporting: Chief Ramirez

Rodeo Hercules - June 2023 - Incident Snapshot

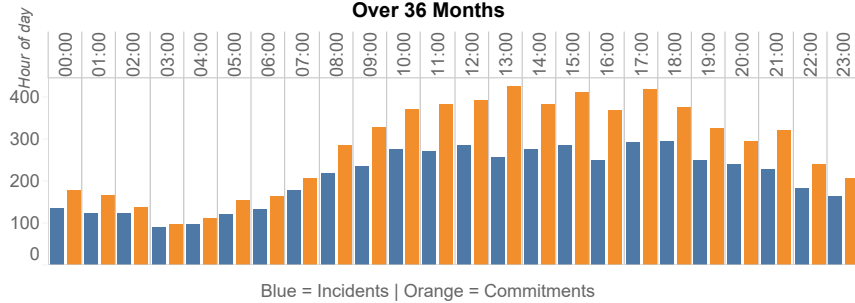
Number of Incidents Year to Date Year-Over-Year - Januarys through Junes



Number of Incidents by Month (Last 36 Months)

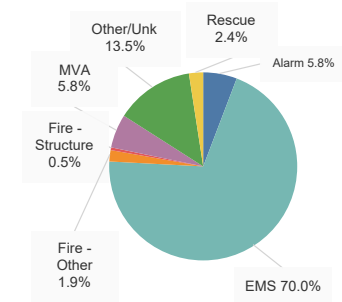


Number of Incidents and Number of Engine and Truck Commitments by Hour of Day Over 36 Months



Number of Incidents by Type - June 2023

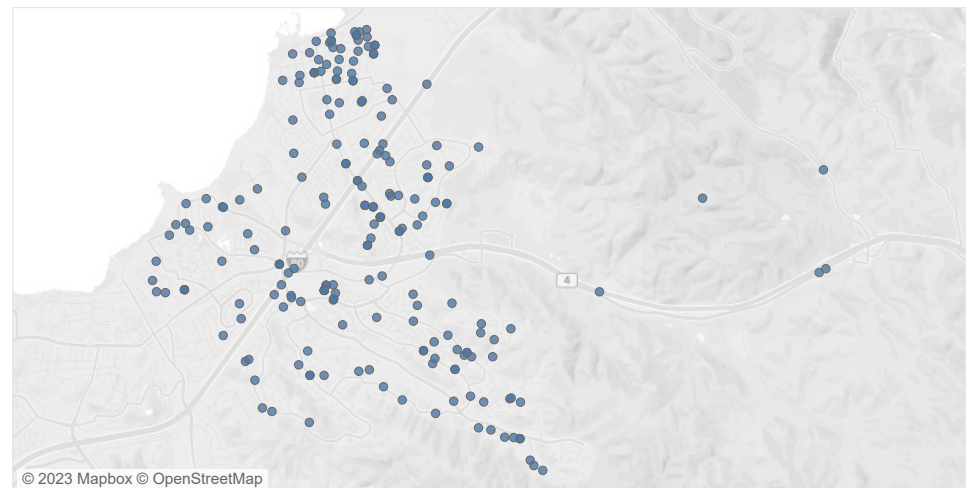
Type	Incidents	% of Total
Alarm	12	5.8%
EMS	145	70.0%
Fire - Other	4	1.9%
Fire - Structure	1	0.5%
MVA	12	5.8%
Other/Unk	28	13.5%
Rescue	5	2.4%
<b>Grand Total</b>	<b>207</b>	<b>100.0%</b>



Average Times for Engines and Trucks Responding to Emergencies in Rodeo Hercules When First On Scene – June 2023

Turnout	00:01:43
Travel	00:04:27
Response	00:06:08
Total Response	00:07:45

Location of Incidents in Rodeo Hercules in June 2023



Mutual and Auto Aid for the Last 12 Months  
Total Amount of Time Committed by Engines and Trucks from Rodeo Hercules to Other Agencies and From Those Agencies to Rodeo Hercules

Jurisdiction	Given	Received
Confire	118:30:11	127:44:09
Crockett	43:18:00	44:51:15
El Cerrito	07:08:22	01:14:37
Moraga Orinda	00:00:00	00:01:41
Richmond	00:53:43	00:34:17
Other	00:00:00	05:57:22
<b>Grand Total</b>	<b>169:50:16</b>	<b>180:23:21</b>