



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

REGULAR BOARD MEETING AGENDA
May 13, 2020

7:00 p.m.
VIA TELECONFERENCE ONLY

CORONA VIRUS (COVID-19) ADVISORY INFORMATION

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

Members of the public may join the meeting via Zoom online or by phone.

<https://us02web.zoom.us/j/81299967524?pwd=SzRCYXdXSXQ1WFBJeW5OWjUrY0I3dz09>

Webinar ID: 812 9996 7524
Password: 852775

Or iPhone one-tap :

US: +16699009128,,81299967524#,,1#,852775# or +12532158782,,81299967524#,,1#,852775#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 812 9996 7524

Password: 852775

International numbers available: <https://us02web.zoom.us/j/81299967524?pwd=SzRCYXdXSXQ1WFBJeW5OWjUrY0I3dz09>

Persons who wish to address the Board during Public Comment or with respect to an item that is on the agenda may submit public comments to corcoran@rhfd.org. Please submit comments prior to the meeting to ensure they are received. All comments received will be included in the record of the meeting, subject to a three minute time limit per comment.

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. ANNOUNCEMENTS
4. CONFIRMATION OF AGENDA
5. BOARD CORRESPONDENCE

6. PUBLIC COMMUNICATIONS

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

7. CONSENT CALENDAR

- A. APPROVAL OF MEETING MINUTES OF THE APRIL 8, 2020 REGULAR MEETING
- B. REVIEW OF TRANSMITTALS

8. RECEIVE THIRD QUARTER BUDGET REPORT

9. DISCUSSION AND POSSIBLE ACTION: RESOLUTION 2020-03 ACKNOWLEDGING COMPLIANCE WITH SENATE BILL 1205

10. DISCUSSION AND POSSIBLE ACTION: RESOLUTION 2020-04 DESIGNATION OF APPLICANT'S AGENT FOR NON-STATE AGENCIES, TO PROVIDE THE GOVERNOR'S OFFICE OF EMERGENCY SERVICE FOR ALL MATTERS PERTAINING TO STATE DISASTER ASSISTANCE

11. FIRE CHIEF REPORT

12. STAFF REPORTS

13. BOARD MEMBER REPORTS

- A. LAFCO

14. MEASURE O OVERSIGHT COMMITTEE REPORT

15. AD HOC BOARD COMMITTEE REPORTS

- a. Reserve Program ad hoc committee (Prather & Thorpe)
- b. Proposition 172 ad hoc committee (Gabriel)
- c. Strategic Planning ad hoc committee (Gabriel & Prather)
- d. Budget ad hoc committee (Covington & Hill)

16. LOCAL 1230 CORRESPONDENCE

17. REQUESTS FOR FUTURE AGENDA ITEMS

18. ADJOURNMENT

I hereby certify that this agenda in its entirety was posted on May __, 2020 at the Hercules Fire Station, 1680 Refugio Valley Road, Hercules, CA, the Rodeo Fire Station, 326 Third Street, Rodeo, CA, on the District's website at www.rhfd.org and telecopied to the West County Times.

Kimberly Corcoran, Board Clerk

Any writings or documents provided to a majority of the Board of Directors regarding any item on this Agenda are available during normal business hours for public inspection in the District offices, located at 1680 Refugio Valley Road, Hercules, CA 94547.



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

REGULAR BOARD MEETING MINUTES
April 8, 2020

1. CALL TO ORDER/ROLL CALL

Directors Present: Covington, Gabriel, Hill, Thorpe

Directors Absent: Prather

Director Gabriel called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE (3:07)

3. ANNOUNCEMENTS (3:42)

None.

4. CONFIRMATION OF AGENDA (03:52)

No changes.

5. BOARD CORRESPONDENCE (03:58)

None.

6. PUBLIC COMMUNICATIONS (04:08)

None.

7. CONSENT CALENDAR (04:56)

Director Hill made a motion to approve meeting minutes of March 11, 2020, Director Covington seconded motion. Motion passed 4-0.

8. RECEIVE FIRE CHIEF'S ANNUAL MEASURE O REPORT FOR FY2018-19 (POSSIBLE ACTION ITEM) (10:00)

Director Gabriel made a motion to receive the report with additions and submit to the Oversight Committee, seconded by Director Covington.

ROLL CALL VOTE

Covington: Yes

Gabriel: Yes

Hill: Yes

Thorpe: Yes

Motion passed 4-0, with one absent.

9. PUBLIC HEARING(POSSIBLE ACTION ITEM) (17:01)

A. Resolution 2020-02: Measure O CPI Increase

Director Hill made a motion to adopt Resolution 2020-02, seconded by Director Covington.

ROLL CALL VOTE

Covington: Yes

Gabriel: Yes

Hill: Yes

Thorpe: Yes

Motion passed 4-0, with one absent.

10. FIRE CHIEF REPORT (26:40)

Chief Craig provided update on District operations during pandemic.

11. STAFF REPORTS (57:31)

None.

12. BOARD MEMBER REPORTS (57:38)

LAFCO meeting for April was cancelled.

13. MEASURE O OVERSIGHT COMMITTEE REPORT (57:53)

None.

14. AD HOC BOARD COMMITTEE REPORTS (58:10)

- a. Reserve Program ad hoc committee (Prather & Thorpe)-none
- b. Proposition 172 ad hoc committee (Gabriel)-none.
- c. Strategic Planning ad hoc committee (Gabriel & Prather)-none
- d. Budget ad hoc committee (Covington & Hill) –update on status of budget.

15. LOCAL 1230 CORRESPONDENCE (1:02:12)

Jerry Short provided update.

16. REQUESTS FOR FUTURE AGENDA ITEMS (1:08:57)

None.

17. ADJOURNMENT (1:12:34)

Meeting adjourned at 8:11 p.m.

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

Board Secretary

Rodeo Hercules Fire Protection District-General Fund 7800

Transaction List by Date

April 2020

Date	Name	Memo	Account	Amount
04/01/2020	The Standard	APRIL 2020	1060 - EMPLOYEE GROUP INSURANCE	577.50
04/01/2020	American Messaging	April 2020	2110 - COMMUNICATIONS	50.06
04/01/2020	American River Benefit Administrators	May 2020	1060 - EMPLOYEE GROUP INSURANCE	738.99
04/01/2020	EAST BAY MUNICIPAL UTILITY DIS	Station 75-01/23-03/25	2120 - UTILITIES	165.06
04/01/2020	EAST BAY MUNICIPAL UTILITY DIS	Station 75-01/23-03/25	2120 - UTILITIES	272.32
04/01/2020	IEDA, INC.	April 2020	2310-09 - REGULAR CONTRACT SERVICES	1,587.00
04/01/2020	Mark Pedroia	March 2020	2310-07 - FIRE INSPECTIONS SERVICES	19.80
04/01/2020	amazon	COVID-Chromebook	2100 - OFFICE EXPENSE	331.74
04/01/2020	amazon	COVID-Microphone	2100 - OFFICE EXPENSE	64.64
04/01/2020	RICOH USA, inc.	Copy Charges	2250 - RENTS & LEASES -EQUIPMENT	209.21
04/02/2020	L.N. CURTIS & SONS	T3/T4 battery	2474 - FIRE FIGHTING SUPPLIES	580.07
04/02/2020	First Net	03/03-04/02	2110 - COMMUNICATIONS	200.92
04/03/2020	FASIS	4850 Reimbursement	1011 - PERMANENT SALARIES	-2,502.76
04/03/2020	FASIS	4850 Reimbursement	1011 - PERMANENT SALARIES	-2,135.20
04/03/2020	FASIS	4850 Reimbursement	1011 - PERMANENT SALARIES	-2,502.76
04/03/2020	McKesson Medical	COVID supplies credit	2140 - MEDICAL & LAB SUPPLIES	-7.61
04/06/2020	Boundtree Medical	Medical Supplies	2140 - MEDICAL & LAB SUPPLIES	535.30
04/07/2020	Health Care Dental	April 2020	1060-3 - Dental	2,856.92
04/08/2020		3rd Quarter Auditor's Fee	2310-04 - COUNTY-AUDITOR CONTROLLER	2,129.00
04/08/2020	EAST BAY MUNICIPAL UTILITY DIS	76-01/31-04/02	2120 - UTILITIES	294.11
04/08/2020	EAST BAY MUNICIPAL UTILITY DIS	Station 76- 01/31-04/02	2120 - UTILITIES	759.88
04/09/2020	J. W. Enterprises	April 2020	2281 - MAINTENANCE-BLDGS AND GROUNDS	359.00
04/10/2020		DATA 0320	2315 - DATA PROCESSING SERVICE	17.84
04/13/2020	P.G. & E.	75-03/12-04/12	2120 - UTILITIES	293.44
04/13/2020	P.G. & E.	76-03/11-04/09	2120 - UTILITIES	423.25
04/18/2020	Comcast Cable	Station 76 May 2020	2110 - COMMUNICATIONS	332.36
04/18/2020	Comcast Cable	Station 76-04/23-05/22	2110 - COMMUNICATIONS	365.41
04/18/2020	Vision Service Plan	May 2020	1060-4 - Vision	502.95
04/19/2020	McKesson Medical	COVID Supplies	2140 - MEDICAL & LAB SUPPLIES	59.61
04/20/2020	Comcast Cable	75-04/25-05/24	2110 - COMMUNICATIONS	216.83
04/21/2020	VERIZON WIRELESS	03/22-04/21	2110 - COMMUNICATIONS	531.86
04/22/2020		April 1-15	1042 - F.I.C.A.	52.08

Rodeo Hercules Fire Protection District-General Fund 7800

Transaction List by Date

April 2020

04/22/2020		April 1-15	1042 - F.I.C.A.	12.18
04/22/2020	Meyers Nave	Fees-March 2020	2310-00 - LEGAL SERVICES-GENERAL	16.87
04/22/2020	Meyers Nave	Costs-March 2020	2310 - PROFESSIONAL SERVICES -2310	3,410.00
04/24/2020	ORKIN PEST CONTROL	Station 76 Quarterly Service	2281 - MAINTENANCE-BLDGS AND GROUNDS	128.15
04/24/2020	P.G. & E.	Station 75-03/25-04/23	2120 - UTILITIES	80.42
04/26/2020	Sprint	03/23-04/22	2110 - COMMUNICATIONS	286.27
04/28/2020	Municipal Resource Group	Jan-March Services	2310-02 - FINANCIAL CONSULTING	10,800.00
04/29/2020	PITNEY BOWES	03/01-05/29	2250 - RENTS & LEASES -EQUIPMENT	157.74
04/30/2020	PRECISION IT CONSULTING	June 2020	2310-09 - REGULAR CONTRACT SERVICES	2,091.10
04/30/2020	Bay Area News Group	Legal Advertisement-Measure O CPI Increase	2190 - PUBLICATIONS & LEGAL NOTICES	144.00

RODEO-HERCULES FIRE PROTECTION DISTRICT

MEMORANDUM

TO: Board of Directors, RODEO HERCULES FIRE DISTRICT

FROM: Bryan Craig, FIRE CHIEF *BAC*

DATE: May 13, 2020

RE: 3RD QTR Budget Report for Fiscal Year 2019/2020

BACKGROUND:

Each quarter of the fiscal year, district staff, with the assistance of its independent financial advisor, prepares an overview of the fire district's current budget status. These economic progress reports provide a snap-shot view of district revenues and expenditures that assist district staff and the Board of Directors in monitoring fund balances. These financial reports also offer much needed data for the development of budget for the upcoming fiscal year. This report will also provide some analysis based on current conditions and published financial information.

RECITAL:

What makes this 3rd quarter report unique is the current declared state of emergency and the possible long lasting economic effects of this emergency. The Fire District, although more insulated than a City, is not immune from this economic disruption of the pandemic. Although it is impossible to forecast how severe those impacts may be, the District has already taken steps to soften those possible impacts through the conservative day to day operations as well as fiscal planning.

The Fire District is currently operating under the FY19/20 operating budget that was adopted by the Board of directors during the August 2019 Board meeting. The attached reports and analysis summarizes the District's financial position for the period ending March 31, 2020.

3rd QUARTER FINANCIAL RESULTS - REVENUE:

When preparing the fiscal year 19/20 operating budget district staff, under the guidance of the District Board of Directors, took a conservative approach to predicted ending revenue fund balances. That approach on revenue projections elevated the district financial position as of March 31, 2020, slightly over its projected budget. Although historical data show the current economic climate should not impact the District, for two to three years, a continued conservative approach is recommended during the creation of the FY20/21 budget.

3rd QUARTER RESULTS – EXPENDITURES:

As of March 31, 2020, the total overall operating budget is tracking less than the projected budget, and all District programs are operating within designed budget limits.

CONCLUSION:

Overall, revenue and expenditures are as planned and budgeted. In addition, the District is continuously looking to secure other sources of revenues and to remain financially prudent and good stewards of public funding.

RODEO HERCULES FIRE PROTECTION DISTRICT
DISTRICT EXPENDITURES AS OF 03/31/2020
(3rd QTR) REPORT UNAUDITED

GENERAL FUND EXPENDITURES/FISCAL YEAR 2019/2020

DESCRIPTION	GL CODE	ADOPTED BUDGET FY2018-19	AUDITED ACTUAL FY2018-19	ADOPTED BUDGET FY 2019-20	3rd QTR ACTUAL FY 2019-20	VARIANCE %
Holiday Pay	1001	149,923		154,532	113,090	
Permanent Salaries	1011	2,360,955	2,319,933	2,316,464	1,672,672	72%
Drill/Temporary Salaries	1013	500	46,691	54,960	40,544	74%
Overtime	1014	376,200	513,698	385,320	578,168	150%
FLSA	1014	48,725	-	48,140	-	0%
Deferred Compensation	1015	10,800	10,800	10,800	10,800	100%
FICA	1042	32,103	47,997	32,789	37,762	115%
Retirement -Normal	1044	561,262		547,291	-	0%
Retirement - UAAL	1044	1,683,840	2,152,307	1,670,964	913,516	55%
Group Insurance **	1060	517,577	483,217	489,187	44,444	9%
Group Insurance - Employer 3.75% ***	1061			64,057	(255)	0%
Group Insurance - Retiree	1061	337,050	284,454	299,825	-	0%
Unemployment	1063	1,000	0	1,000	117	12%
Workers Compensation Insurance	1070	263,108	266,074	263,108	193,332	73%
TOTAL SALARIES AND BENEFITS		6,343,043	6,125,170	6,338,437	3,491,099	55%
Office Expenses	2100	16,945	16,638	31,495	11,350	36%
Books/Periodicals/Subscriptions	2102	2,485	2,480	2,485	1,282	52%
Communications	2110	180,915	195,620	179,355	21,699	12%
Utilities	2120	28,823	24,292	28,823	25,773	89%
Small Tools & Instruments	2130	1,400	1,399	1,400	540	39%
New Vehicle Equipment	2130	-	-	-	-	0%
Medical Supplies	2140	7,340	4,545	8,820	7,102	81%
Food	2150	2,420	905	2,420	172	7%
Clothing & Personal Supplies	2160	13,200	13,641	13,260	9,614	73%
Household Expense	2170	6,000	7,800	6,500	1,525	23%
Publications & Legal Notices	2190	1,180	1,292	1,180	1,472	125%
Memberships	2200	4,204	3,951	4,204	4,810	114%
Rents and Leases - Equipment	2250	8,640	6,811	8,640	4,941	57%
Lease Payments - Vehicles	2250	80,401	80,401	80,401	80,401	100%
Repairs & Service Equipment	2270	17,740	24,381	41,720	13,373	32%
Central Garage Repairs	2271	72,820	65,829	80,000	50,533	63%
Central Garage Gasoline/Oil	2272	10,000	4,401	10,100	3,870	38%
Central Garage Tires	2273	12,500	5,113	14,000	8,294	59%
Maintenance Radio - Electronic Equip	2276	27,300	31,581	21,156	22,734	107%
Maintenance of Buildings	2281	18,864	18,009	43,350	9,345	22%
Other Travel Expenses	2303	4,360	2,168	4,560	1,376	30%
Professional/Specialized Services	2310	346,368	310,054	323,041	172,536	53%
Data Processing Service	2315	192	955	960	723	75%
Data Processing Supplies	2316	323	-	323	-	0%
Information Security	2326	1,020	1,646	2,194	902	41%
Insurance	2360	40,423	36,423.00	40,423	53,193	132%
Fire Fighting Supplies	2474	4,180	12,006	58,405	3,535	6%
Recreation/Physical Fitness Equipment	2476	700	2,949	1,000	-	0%
Education Supplies & Courses	2477	17,220	13,864	17,245	1,948	11%
Other Special Departmental Expenses	2479	1,940	12,923	3420	1,128	33%
Interest on Notes & Warrants	3520	1,000	0	1000	-	0%
Taxes & Assessments	3530	13,000	11,197.68	22733	11,291	50%
Total Service & Supplies Expenditures		943,903	913,276	1,054,613	525,461	50%
TOTAL OPERATIONAL EXPENDITURES		7,286,946	7,038,446	7,393,050	4,016,560	54%

RODEO HERCULES FIRE PROTECTION DISTRICT
DISTRICT REVENUE AS OF 03/31/2020
(3rd QTR) REPORT UNAUDITED

GENERAL FUND EXPENDITURES/FISCAL YEAR 2019/2020

DESCRIPTION	GL CODE	ADOPTED BUDGET FY2018-19	AUDITED ACTUAL FY2018-19	ADOPTED BUDGET FY 2019-20	3rd QTR ACTUAL FY 2019-20	VARIANCE %
Prop. Taxes-Current secured	9010	2,866,199	3,878,166	3,595,552	3,629,451	101%
Prop. Tax-Supplemental	9011	114,818	113,695	115,969	20,600	18%
Prop. Tax-Unitary	9013	73,711	76,268	77,794	73,093	94%
Prop. Tax-Current Unsecured	9020	114,508	127,499	130,049	125,937	97%
Prop Tax-Prior-Secured	9030	(9,158)	(5,850)	(9,341)	(7,262)	78%
Prop Tax-Prior-Supplemental	9031	(5,789)	(4,492)	(5,905)	(4,462)	76%
Prop Tax-Prior-Unsecured	9035	(167)	3,247	3,312	(146)	-4%
TOTAL PROPERTY TAXES		3,154,122	4,188,534	3,907,430	3,837,212	98%
						0%
Benefit District	9066	1,354,034	1,352,535	1,352,535	1,347,041	100%
						0%
TOTAL BENEFIT DISTRICT		1,354,034	1,352,535	1,352,535	1,347,041	100%
						0%
H/O Prop Tax Relief	9385	31,873	29,956	30,555	14,587	48%
Other In Lieu Taxes	9580		-		192	0%
RDA NonProp-Tax Pass Thru	9591	331,944	466,141	475,463	211,811	45%
Earnings on Investment	9181	-	-	-	7,168	0%
Misc. Government Revenue	9595	-	143,486		-	0%
Fire Prevention Plan Review	9741	43,066	98,826	100,802	71,719	71%
Misc. Current Services	9895	87,565	85,593	85,593	85,593	100%
Other District Revenue	9980	27,113	43,109	-	16,464	0%
TOTAL INTERGOVERNMENTAL		521,561	867,110	692,413	407,533	59%
TOTA THIRD QUARTER REVENUE		5,029,717	6,408,179	5,952,378	5,591,785	1

Note:

This schedule does not include Measure O Revenue. \$ 2,475,105.00
This Schedule does not include money received from Philps-66 \$ 25,694.86
This Schedule does not include Grant Received \$ 10,694.86
The corresponding expenditures for these Revenues are not included

RODEO-HERCULES FIRE PROTECTION DISTRICT

MEMORANDUM

TO: Board of Directors, RODEO HERCULES FIRE DISTRICT

FROM: Bryan Craig, Fire Chief *BAC*

DATE: May 13, 2020

RE: Senate Bill No. 1205

BACKGROUND:

After the devastating Ghost Ship Fire in Oakland, the California Senate put forth Senate Bill 1205 (attachment A). This Senate Bill was approved by the Governor on September 27, 2018, and added to Section 13146.4 (attachment B) of the California Health and Safety Code.

RECITALS:

Existing law requires the Fire Chief or designee of any city, county or district fire department providing fire protection services and his or her authorized representatives to inspect every building within his/her jurisdiction for compliance and enforcement of the California Fire Code and Uniform Building Standards as they pertain to fire and life safety, not less than once each calendar year. Every structure used in the following manner shall be inspected; public or private school, structures, including hotels, motels, lodging houses, and apartment houses,

Senate Bill 1205 requires every city or county fire department, city and county fire department, or District required to perform the above-described inspections to report annually to its administering authority, as defined, on the department's or district's compliance with the above-described inspection requirements, as provided. The bill requires the administering authority to acknowledge receipt of the report in a resolution or a similar formal document.

CONCLUSION:

The Rodeo – Hercules Fire Protection District recognizes the authority of the State of California to amend Section 13146.4 of the Health and Safety Code. Furthermore, the Rodeo – Hercules Fire Protection District to meet and exceed the requirements of SB1205, in addition to the before-mentioned inspection requirements, conduct annual company inspections of all Businesses located within the Fire District. Staff is recommending the passage of Resolution 2020-03, acknowledging the compliance of SB1205 by the District.

RESOLUTION NO. 2020-03

**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.

///

///

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 13th day of May 2020, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Attest:

Clerk of the Board of the
Rodeo Hercules Fire Protection District

Attachment (A)

LEGISLATIVE COUNSEL'S DIGEST

SB 1205, Hill. Fire protection services: inspections: compliance reporting.

Existing law requires the chief of any city or county fire department or district providing fire protection services and his or her authorized representatives to inspect every building used as a public or private school within his or her jurisdiction, for the purpose of enforcing specified building standards, not less than once each year, as provided. Existing law requires every city or county fire department or district providing fire protection services that is required to enforce specified building standards to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards, as provided.

This bill would require every city or county fire department, city and county fire department, or district required to perform the above-described inspections to report annually to its administering authority, as defined, on the department's or district's compliance with the above-described inspection requirements, as provided. The bill would require the administering authority to acknowledge receipt of the report in a resolution or a similar formal document. To the extent this bill would expand the responsibility of a local agency, the bill would create a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

DIGEST KEY

Vote: MAJORITY Appropriation: NO Fiscal Committee: YES Local Program: YES

BILL TEXT

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

Section 13146.4 is added to the Health and Safety Code, to read:

13146.4.

(a) Every city or county fire department, city and county fire department, or district required to perform an annual inspection pursuant to Sections 13146.2 and 13146.3 shall report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3.

(b) The report made pursuant to subdivision (a) shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.

(c) The administering authority shall acknowledge receipt of the report made pursuant to subdivision (a) in a resolution or a similar formal document.

(d) For purposes of this section, "administering authority" means a city council, county board of supervisors, or district board, as the case may be.

SEC. 2.

If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

Attachment (B)

California Health and Safety Code Section 13146.2

Every city or county fire department or district providing fire protection services required by Sections 13145 and 13146 to enforce building standards adopted by the State Fire Marshal and other regulations of the State Fire Marshal shall, annually, inspect all structures subject to subdivision (b) of Section 17921, except dwellings, for compliance with building standards and other regulations of the State Fire Marshal.

California Health and Safety Code Section 13146.3

The chief of any city or county fire department or district providing fire protection services and his or her authorized representatives shall inspect every building used as a public or private school within his or her jurisdiction, for the purpose of enforcing regulations promulgated pursuant to Section 13143 , not less than once each year. The State Fire Marshal and his or her authorized representatives shall make these inspections not less than once each year in areas outside of corporate cities and districts providing fire protection services.

RODEO-HERCULES FIRE PROTECTION DISTRICT

MEMORANDUM

Date: May 13, 2020
To: Board of Directors
From: Bryan Craig, Fire Chief *BAC*
Subject: A Designation of Applicant's Agent Resolution for Non-State Agencies

BACKGROUND:

On March 22, 2020, the President declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant a major declaration for the State of California, pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121-5207). State, Territorial, Tribal, local government entities and certain private non-profit (PNP) organizations are eligible to apply for Public Assistance.

In accordance with section 502 of the Stafford Act, eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials may be reimbursed under Category B of the Federal Emergency Management Agency's (FEMA) Public Assistance program.

The California Governor's Office of Emergency Services (Cal OES) Recovery Section acts as the grantee for FEMA's Public Assistance program. For the Rodeo-Hercules Fire Protection District to be eligible for federal reimbursements, during what is designated the California COVID-19 Pandemic, all Non-State Agencies are required to adopt the Office of Emergency Services Resolution Form 130 selecting the "Applicant's Agent." The referenced applicant in this process is the Fire District.

RECOMMENDATION:

Staff recommends the Board of Directors approve the Resolution declaring the Fire Chief, Bryan Craig, as the "Agent" for the district in all matters concerning federal reimbursements during the California COVID-19 Pandemic event.

ATTACHED:

1. OES Form 130, Resolution

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Directors OF THE Rodeo-Hercules Fire Protection District
(Governing Body) (Name of Applicant)

THAT Fire Chief, Bryan Craig,
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Rodeo-Hercules Fire Protection District, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Rodeo-Hercules Fire Protection District, a public entity established under the laws of the State of
California, (Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) 4482-DR-CA(DR-4482), California COVID-19 Pandemic.

Passed and approved this Thirteenth day of May, 2020

Andrew Gabriel, Board Chairperson
(Name and Title of Governing Body Representative)

Steve Hill, Board Secretary
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Kimberly Corcoran, duly appointed and Clerk of the Board of
(Name) (Title)

Rodeo – Hercules Fire Protection District, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board Of Directors of the Rodeo-Hercules Fire Protection District
(Governing Body) (Name of Applicant)

on the Thirteenth day of May, 2020.

(Signature)

Clerk of the Board
(Title)

**Rodeo Hercules Fire Protection
District**

MEMORANDUM

To: BOARD of DIRECTORS, Rodeo Hercules Fire District
From: Bryan Craig, Fire Chief *BC*
Subject: FIRE CHIEF'S SPECIAL REPORT / COVID-19
Date: May 13, 2020

CCCERA

Contra Costa County Employees Retirement Association supplied this information as part of their monthly newsletter:

The COVID-19 global pandemic and resulting shelter in place orders have impacted the market and investment returns of pension funds across the globe. Since CCCERA's last update to participating employers regarding the economic and financial impact from COVID-19, there has been a truly unprecedented response from the Federal Reserve to support both the mechanics of the global banking system as well as the financial markets directly, coupled with more than \$2 trillion from the CARES Act to now support businesses and individuals. Similar fiscal and monetary responses have been enacted to lesser degrees in most developed markets. As a result, global equities and corporate debt have rallied from the lows experienced in the third week of March. Nevertheless, the economic contraction continues as a result of shelter in place orders and other responses to the pandemic.

CCCERA's functional asset allocation approach to dividing the portfolio into Growth, Diversifying and Liquidity sub-portfolios worked largely as expected in the first quarter with the Growth sub-portfolio falling less than the broad equity markets, Diversifying offering a partial hedge to the declines in the Growth portfolio and Liquidity offering modest gains. It should be noted that all benefit payments are paid from the Liquidity portfolio, and as such, CCCERA has not had to sell any Growth assets at impaired prices. CCCERA has engaged in measured rebalancing throughout March and April to maintain its long-term strategic allocations.

This is a testament to why CCCERA is one of the most stable retirement systems in the state.

Reporting: Chief Craig

Labor Relations – Personnel - Crew safety and protection, as always, remain our most significant concern. Crews are strictly following CDC, County Health, and the Medical Director's guidelines on personal protective equipment, EMS responses, and decontamination. Decontaminating aerosol sprayers have been purchased for both fire stations to aid in decontaminating surfaces. Personnel currently monitor their own health before, when arriving, and during their duty shift. Personal protective equipment supplies and burn rates are being monitored and tracked in house. The District is currently following recommended CDC guidelines in response to employee illness and/or exposure to COVID-19. The District now has one employee on longterm worker's compensation leave unrelated to COVID-19.

Reporting: Chief Craig

Fire Stations/Training Facility– Currently, district offices are closed to limit outside contact, all group training has been suspended, along with public education functions. Administrative offices and district grounds are closed to public access. Telephone calls to the business line have now been routed to Administrative assistant Kim Corcoran's cell phone. Administrative assistant Tammy Tomas has been furloughed and has volunteered to manage and build our social media pages.

Crews are continuing with regular monthly and mandated training.

Probationary employees are continuing their training and Task Book signoffs. Firefighter Derek Cochnauer

completed the District required Driver/Operator training qualifications.

Reporting: Chief Craig

Facilities – The District has started the process of receiving estimates for the concrete replacement around Fire Station 76, and estimates for leveling the classroom.

Reporting: Chief Craig

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

Reporting: Chief Craig

Incident Activity – The District still is seeing a reduction in EMS calls but a higher than average increase in significant emergency incidents involving vehicle accidents. A portion of the decrease in EMS responses can be attributed to emergency medical dispatching and recommendations to patients to call their primary care physicians.

Reporting: Chief Craig

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

Reporting: Chief Craig

Community /Wildfire Prevention –. Fuel reduction and creation of defensible space in the wildland-urban interface areas of the District will begin operations around May 18th. Distribution of weed abatement notices to the public as well as all homeowner association has already started. The District encourages all homeowners to have their weed abatement completed by July 1st. Staff will continue to prepare for this year's wildland fire season by continuing to work with homeowners, city officials, and homeowner associations, to address wildfire prevention and wildfire risk management.

Reporting: Chief Craig

Apparatus –All-District first line apparatus went through a decontamination process that was provided through Contra Costa County Fire District. Both new pieces of apparatus are in their primary stages of manufacturing. Communication was made with the apparatus suppliers, and they currently gave no indication of a delay in delivery. The lease agreement for the apparatus will be presented to the board during the June Board meeting. District Staff have negotiated an equipment exchange with Phillips Refinery for surplus Engine 75A.

Reporting: Chief Craig

Fiscal Stabilization – Fire Facilities Fee CPI increase for FY20/21 is 5.6% and will be presented for adoption to the Hercules City Council and the County Board of Supervisors. The FY2020/21 budget is being developed using these parameters: budget only verified revenues, keep all program allocations the same as our current budget, and add a program for infectious disease control, and only use a 2% increase for FY22/23. The draft budget will be presented for adoption at the June regular board meeting and then pass a final budget with adjustments in September. All expenditures, including employee costs related to COVID-19, are tracked through software programs.

Reporting: Chief Craig

Community Activities –Phillips 66 Community Advisory Panel by Zoom meeting,

Reporting: Chief Craig

Commendations/Awards/Notables – In May, Kim Corcoran completed 5 years as an employee of the District.

Reporting: Chief Craig

New Development – Currently, all projects within Hercules meet the state guidelines on essential construction projects. Inspection on these projects is still completed using virtual technology.

Reporting: Chief Craig