



**A PROCLAMATION OF THE BOARD OF DIRECTORS OF THE
RODEO-HERCULES FIRE PROTECTION DISTRICT
RECOGNIZING CARLO GRANZELLA AS FIREFIGHTER OF THE YEAR 2023**

WHEREAS, Carlo Granzella began his career with the Rodeo-Hercules Fire District as a Firefighter in September 2020; and

WHEREAS, to assist in filling district needs, Carlo rapidly acquired training and developed skills needed to act as Engineer and was promoted to Engineer just two years later in September 2022; and

WHEREAS, Carlo worked diligently to complete his engineer probation in a timely manner and is now recognized as one of the district's top Engineers, able to act as a captain; and

WHEREAS, Carlo worked diligently to become an Acting Captain, serving regularly in the role as Captain and having nearly completed all of his Company Officer level courses; and

WHEREAS, Carlo is continuously seeking ways to better serve the district by serving in multiple collateral assignments including the apparatus committee and spearheading the update of the apparatus replacement schedule; and

WHEREAS, Carlo prides himself in training with his fellow firefighters and assisting with a variety of special events and public interactions and serves as an informal leader within the district; and

WHEREAS, Carlo's dedication to duty, integrity, attention to detail, and initiative prompted his fellow firefighters to select him for Firefighter of the Year 2023;

NOW, THEREFORE, the Board of Directors of the Rodeo-Hercules Fire Protection District hereby recognizes Fire Engineer Carlo Granzella as the 2023 Firefighter of the Year.

Dated this 14th day of February 2024

Delano Doss, Board Chair



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

**REGULAR BOARD MEETING MINUTES
 JANUARY 10, 2024**

1. **CALL TO ORDER/ROLL CALL** Meeting called to order at 7:00 pm. Directors Marie Bowman, Delano Doss, Steve Hill, Charles Davidson and Robyn Mikel present.
2. **PLEDGE OF ALLEGIANCE** (00:28)
3. **DISTRICT REORGANIZATION** (00:49) Elections of Board Chair and Vice Chair. For the Chair position, Director Davidson nominated Director Bowman. Motion Failed (2-3).

Roll Call Vote

Bowman	Yes
Doss	No
Hill	No
Davidson	Yes
Mikel	No

Director Hill nominated Director Doss as Board Chair. Motion passed (3-2)

Roll Call Vote

Bowman	No
Doss	Yes
Hill	Yes
Davidson	No
Mikel	Yes

For the Vice-Chair position, Director Davidson nominated Director Mikel. Motion failed (2-3)

Roll Call Vote

Bowman	Yes
Doss	No
Hill	No
Davidson	Yes
Mikel	No

Director Doss nominated Director Bowman as Vice-Chair. Motion passed (5-0)

Roll Call Vote

Bowman	Yes
Doss	Yes
Hill	Yes
Davidson	Yes
Mikel	Yes

4. **2024 ANNUAL CALENDAR** (10:30)
5. **ANNOUNCEMENTS OF DISTRICT EVENTS** (11:34) Letter from CCCFPD Chief Lewis Broschard to Chief Ramirez thanking the district for providing coverage for Con Fire stations so their personnel could attend Firefighter John Martinez’s funeral. Adjournment of today’s meeting will be in honor of Firefighter Martinez. Open house-style orientation for firefighter/paramedic applicants January 16 and 18.
6. **CONFIRMATION OF THE AGENDA** (14:45) Vice Chair Bowman moves to approve the agenda. Seconded by Director Hill. Motion carried.

Roll Call Vote

Bowman	Yes
Doss	Yes
Hill	Yes
Davidson	Yes
Mikel	Yes

7. **REVIEW OF CORRESPONDENCE TO THE BOARD** (15:30) See agenda item 5 for CCCFPD letter.
8. **PUBLIC COMMUNICATIONS ON ITEMS NOT ON THIS AGENDA** (15:50) None.
9. **CONSENT CALENDAR** (16:48) Motion made by Vice Chair Bowman. Seconded by Director Mikel. Motion passes 5-0.

Roll Call Vote

Doss	Yes
Bowman	Yes
Hill	Yes
Davidson	Yes
Mikel	Yes

10. **PRESENTATION ON FIRE PREVENTION FEES** (18:18) Chief Ramirez and Fire Marshal Bill Lellis discuss methodology/fee changes for new fee schedule, taking into consideration direct and indirect costs. Will bring updated fee structure back to the board at future meeting after noticing the county and city.
11. **LOCAL HAZARD MITIGATION PROGRAM** (44:20) In order to qualify for certain grants, the district needs to have a local hazard mitigation plan. County level approval sometime around May.
12. **AUTO AID SERVICES AGREEMENT WITH CROCKETT-CARQUINEZ FIRE PROTECTION DISTRICT** (47:50) RHFDD has been exchanging aid with CCFD for around 15 years; agreement will formalize what has already been in place. Being reviewed by County Board of Supervisors.

Public Comment

Darren Johnson

Motion made by Director Mikel to approve agreement with Crockett-Carquinez Fire District. Seconded by Vice-Chair Bowman. Motion passes 5-0.

Roll Call Vote

Doss	Yes
Bowman	Yes
Hill	Yes
Davidson	Yes
Mikel	Yes

13. **GRANT WRITING AND ADVOCACY AGREEMENT (56:00)** Introduction of Townsend Public Affairs via PowerPoint.

Public Comment

Tanya Little

Motion made by Chair Doss to approve grant writing agreement, Resolution 2024-02; seconded by Vice-Chair Bowman. Motion passes 5-0.

Roll Call Vote

Doss	Yes
Bowman	Yes
Hill	Yes
Davidson	Yes
Mikel	Yes

14. **BATHROOM RENOVATIONS AND ADDITIONAL FUNDING REQUEST (1:10:44)** Chief Ramirez discussed bathroom renovations. Mold discovered at station 76 bathroom requiring remodel of adjoining administrative bathroom; requesting additional funds to cover the unforeseen cost. Motion made by Vice-Chair Bowman to provide \$15,000 in additional funding, with the total cost not to exceed \$102,300. Seconded by Director Hill. Motion passed 5-0.

Roll Call Vote

Doss	Yes
Bowman	Yes
Hill	Yes
Davidson	Yes
Mikel	Yes

15. **CSDA KEY LEARNINGS SURVEY REPORT (1:13:48)** Recommendation to move forward with a workshop with a moderator to help board prioritize key learnings and determine next steps; meeting to be held at a special meeting. Moderator will be made available at no cost through the district's membership with CSDA. Motion made by Vice-Chair Bowman to hold said special meeting on February 21. Seconded by Director Mikel. Motion passes 5-0.

Roll Call Vote

Doss	Yes
Bowman	Yes

Hill	Yes
Davidson	Yes
Mikel	Yes

16. **REVIEW MEASURE O BALLOT TAX FOR CONSIDERATION OF CONVERSION TO UNIT TAX** (1:19:30) Measure O currently only collects taxes from single family homes. Changing the property tax to a per-unit basis would require amending the calculation method and would also require a ballot measure approved by voters. Cost of a ballot measure could be roughly \$75,000. Ad Hoc committee created with Directors Bowman and Davidson serving.

Public Comment

Maureen Brennan
 Tanya Little
 Vince Wells
 Tara Shaia

17. **FIRE CHIEF’S REPORT** (1:45:02) Recruitment for firefighter/paramedic under way and the application period is open. There are 5 candidates for the upcoming engineer’s exam. Captain Skye Johnson talked about some of the notable calls in December. Training with Con Fire. Measure X request for radios and alerting systems countywide were not approved. Waiting to hear back regarding other grants. Station remodels, new alerting systems coming soon. Phillips 66 issued \$99,625 check to fund lease of the quint. Blood pressure screenings for seniors to begin again. Mid-year budget review next month.
18. **STAFF REPORTS** (1:56:20) Chief Ramirez announced Carlo Granzella was chosen by his peers as the Firefighter of the Year for 2023.
19. **BOARD MEMBER REPORTS** (2:00:05) Strategic Plan ad hoc committee meeting with Chief Mike Despain. January 31 meeting will feature presentation by LAFCO and Chief Broschard from Con Fire. Budget committee looking forward to Auditor’s Report in February. Website committee: font size adjustment forthcoming. Discussion about proper way to present information re: strategic plan to Hercules City Council meetings.
20. **MEASURE O OVERSIGHT COMMITTEE** (2:11:50) Chairperson Maureen Brennan sent email to committee members to reinstate regular meeting schedule. Next meeting February 14.
21. **LOCAL 1230 COMMENT** (2:14:00) John Bischoff congratulated Engineer Granzella on behalf of Local 1230. Thanked Chief Ramirez and the board for prioritizing station repairs. Vince Wells thanked the district for its support regarding the funeral for Con Fire firefighter John Martinez, former Chair Bowman’s support for needed station repairs and congratulated Chair Doss on his appointment to board chair.
22. **REQUEST FOR FUTURE AGENDA ITEMS** (2:18:11)
- Public hearing on fire prevention fees
 - Presentation on local hazard mitigation program
 - Mid-year budget report
 - Ask county to retroactively waive fees on 178 parcels within district
 - Receive annual audit report for FY 22-23

- Measure O audit report
- EMS presentation
- Follow-up on onboarding process for directors and Measure O committee members
- Ask Measure O unit conversion ad hoc committee to make recommendations to board/possible consultants/update on their presentation to the Measure O committee
- Firefighter of the year proclamation

23. **ADJOURNMENT** Meeting adjourned at 9:23 pm in memory of firefighter John Martinez.

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

JANUARY 31, 2024

1. **CALL TO ORDER/ROLL CALL** Meeting called to order at 6:02 p.m. Directors Delano Doss, Marie Bowman, Steve Hill, Charles Davidson and Robyn Mikel present.
2. **PLEDGE OF ALLEGIANCE** (00:45)
3. **LAFCO PRESENTATION** (1:30)
 Lou Ann Texeira presented on LAFCO's role in forming, dissolving, and consolidating local agencies, establishing spheres of influence and service boundaries, and making decisions that are quasi-legislative and not appealable except to the courts. He highlighted the progress of the third round wastewater and the second round county service area, and discussed the progress of municipal service reviews addressing fire and emergency services. Currently, LAFCO is recruiting for a public member, alternate commissioner, updating their directory of local agencies, and processing an application to dissolve the Alamo Lafayette Cemetery district.

Public Comment

Robert Baum
 Jan Callaghan
 Maureen Brennan

4. **CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT OVERVIEW** (19:45)
 Chief Lewis Broschard provided an update on Confire's station locations and future plans. He mentioned that stations 90 and 94 are in the planning stages, with bids for contractors and architects about to be issued. Chief Broschard clarified that Confire is a separately funded government entity, sharing its board of directors with the county. He highlighted the deep staffing levels and robust fleet of Confire, which allowed them to maintain operations during the pandemic. Chief Broschard also discussed the organization's commitment to employee health and wellness, including an upcoming comfort K-9 program and physical therapy services. He announced that Confire was awarded a 2.5 million dollar state grant for expanding and maintaining health and wellness for their members.

Chief Brian Helmick presented an overview of the fire department's operations and addressed the board and public questions. He emphasized the challenges faced by the department due to structural deficits and the importance of community engagement. Chief Helmick shared his experiences as the first hired employee of the newly consolidated East Contra Costa FPD and proposed the idea of consolidation or annexation as a potential solution. He highlighted the need for a five-year plan to improve service levels and the importance of investing in the health and wellness of firefighters. He also discussed the complex process of annexation and the potential benefits of being part of the largest fire district in the county.

Public Comment

Robert Baum

5. **REQUEST FOR PROPOSAL DEVELOPMENT (1:37:53)**

Chief Mike Despain discussed the development of a proposal for a potential contract for service. He emphasized that the request for proposals (RFP) is a tool to outline expectations and requirements for potential partners. He mentioned that they have contacted all viable agencies within the region and only two have expressed interest. Chief Despain also clarified that the RFP is specifically for option B, which involves partnerships, and not for options A and C, which involve investment for local control and annexation respectively. He also highlighted that the RFP allows agencies to propose variations in the scope of work, making it a flexible tool for potential partnerships.

The team deliberated on the strategic plan, specifically focusing on the request for proposal (RFP) process. Chief Despain emphasized the importance of leaving no stone unturned in the search for a viable service partner and the need to definitively answer whether there is any interest in a contract for service. The team also discussed the possibility of breaking down the RFP into more manageable options, such as B and C, to make it easier for potential partners to understand and respond to. There was also a discussion about the potential impact of annexation on the RFP process. The team agreed that it would be beneficial to have clear and distinct options in the RFP to avoid confusion.

Public Comment

Tanya Little
Vince Wells
Robert Baum

Motion made by Vice Chair Bowman to continue to discuss items 5 and 6 at a special meeting on February 21, 2024. Seconded by Director Hill with a friendly amendment to schedule a workshop to arrive at board consensus on the issue and give the contractor direction on how to proceed.

Roll Call Vote (5-0)

Doss	Yes
Bowman	Yes
Hill	Yes
Davidson	Yes
Mikel	Yes

6. **AGENCY SUSTAINABILITY SELECTION PROCESS (2:27:22)**

The conversation surrounded the use of a method for scoring or evaluating an RFP. The method involves determining core components of importance and weighing them, with high, medium, or low priority. The board would then evaluate the responses based on these weights. The method aims to make subjective material as objective as possible.

7. **ADJOURNMENT (8:36 p.m.)**

7800| General Fund Rodeo Hercules Fire District
Transmittal Report
January 2024

2:05 PM
 02/09/2024

Date	Num	Name	Memo	Account	Amount
Jan 24					
01/01/2024	W4102379YA	American Messaging	January 2024	2110 · Communications	-38.24
01/01/2024	24440	IEDA INC	January 2024	2310 · Professional/Specialized Servic	-1,820.02
01/01/2024	01012024	The Standard	January 2024	1060 · Group Insurance	-580.00
01/10/2024		9741	False Alarm Fees	9741 · Fire Prevention Plan Review	1,828.00
01/10/2024		U.S. Bank	Cal Card Rebate	9980 · Miscellaneous Revenue	333.13
01/10/2024		9741	Plan Review	9741 · Fire Prevention Plan Review	125.00
01/10/2024		9980	Phillips 66 Grant Funds	9980 · Miscellaneous Revenue	99,625.00
01/10/2024		FASIS	4850 Reimbursement	1011 · Permanent Salaries	2,544.34
01/10/2024		Charles Hanley	Premium Reimbursement	1061 · Group Insurance-Retiree	744.59
01/10/2024		Kaiser Permanente	Medical Reimbursement	1061 · Group Insurance-Retiree	32.70
01/10/2024		Matthew Greiner	Premium Reimbursement	1060 · Group Insurance	306.57
01/10/2024	76-4017223667-JAN1	P.G.&E.	75-12/9/23-01/08/24	2120 · Utilities	-584.66
01/10/2024	9953954695	Verizon Wireless	12/10-01/10	2110 · Communications	-19.06
01/11/2024	256083	J.W. Enterprises	JAN 2024	2310 · Professional/Specialized Servic	-359.00
01/11/2024	75-5183799518-0129	P.G.&E.	75-12/11-01/09/2024	2120 · Utilities	-291.80
01/12/2024	54820	CSG Consultants	11/25-12/29/23	2310 · Professional/Specialized Servic	-4,630.00
01/16/2024	1JAN 2024	T Mobile	12/16/23-01/15/24	2110 · Communications	-136.70
01/18/2024	85221835	Bound Tree	Medical Supplies	2140 · Medical Supplies	-597.98
01/19/2024	2833-1789984	O'Reilly	Antifreeze	2272 · Central Garage Gas/Oil	-87.36
01/21/2024	9954786786	Verizon Wireless	12/22-01/21/24	2110 · Communications	-592.58
01/23/2024	361		LAIF Interest 2nd Quarter	9181 · Earnings on Investments	21,198.48
01/24/2024	75-9173373209-FEB1	P.G.&E.	75-12/22/23-01/23/24	2120 · Utilities	-285.97
01/24/2024	213324	Meyers Nave	December 2023-Fees	2310 · Professional/Specialized Servic	-3,470.00
01/24/2024	213324	Meyers Nave	December 2023-Costs	2310 · Professional/Specialized Servic	-47.82
01/25/2024	1509	Jack Clancy Associates	2024 Fire Engineer Examination	2310 · Professional/Specialized Servic	-8,500.00
01/25/2024	75-25344100-jan	EBMUD	75-11/18/23-01/23/24	2120 · Utilities	-486.60
01/29/2024	75-538431001-JAN	EBMUD	75-11/18/23-01/23/24	2120 · Utilities	-340.56

Date	Num	Name	Memo	Account	Amount
01/31/2024	128	Greg Kennedy	January 2024	2310 · Professional/Specialized Servic	-3,680.00

Jan 24



RODEO-HERCULES FIRE PROTECTION DISTRICT

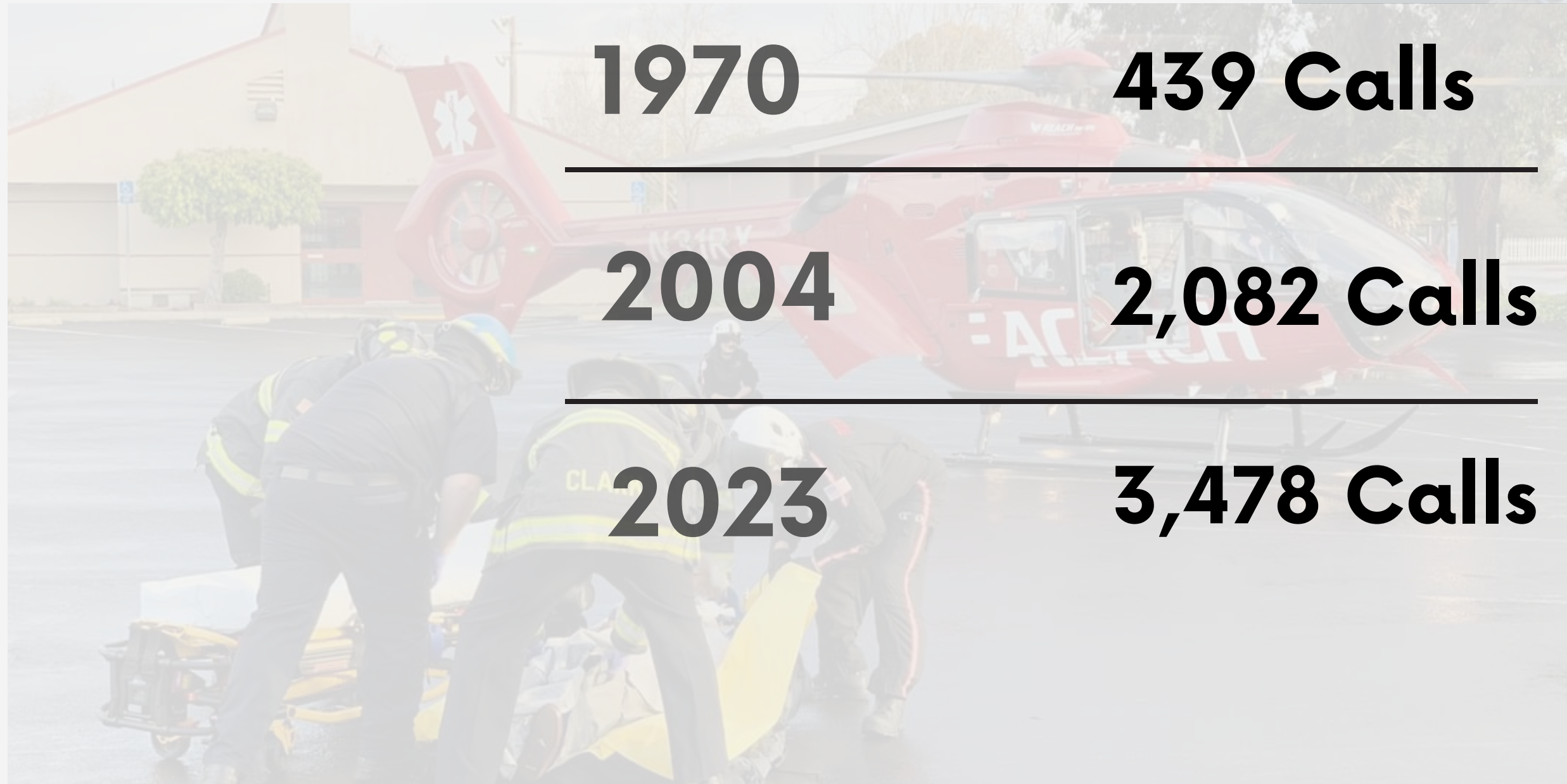
EMERGENCY MEDICAL SERVICES

PRESENTED BY
CAPTAIN/PARAMEDIC
JACK CLAPP



RHFD

TOTAL CALL VOLUME



BLS V. ALS

Basic Life Support v. Advanced Life Support

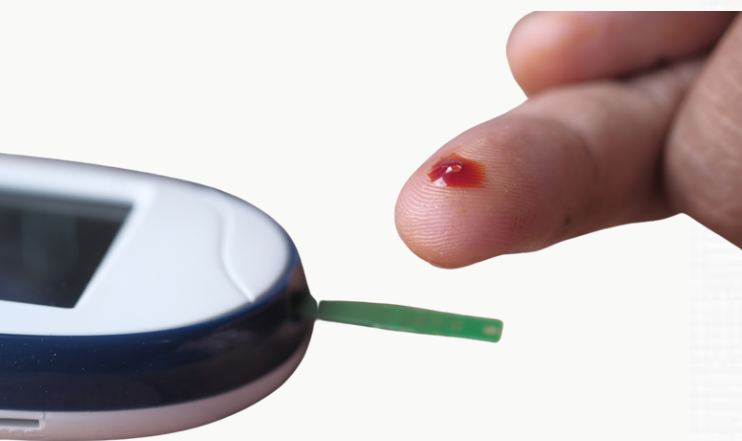
BLS (EMT-Basic)

- CPR
- Artificial ventilations
- Oxygen administration
- Basic airway management
- Spinal immobilization
- Vital signs
- Bandaging/splinting
- Obstetrics
- Blood Glucose monitoring

ALS (EMT-Paramedic)

Can provide all BLS skills plus:

- EKG monitoring
- Manual defibrillation
- Advanced airway management
- External transcutaneous pacing
- Fluid therapy
- Needle chest decompression
- Administration of critical care medications



EMS CALLS AS A PERCENTAGE OF ALL CALLS*

1975

33.7%

2004

58.9%

2023

73.3%

**portion of EMS calls responded to by AMR exclusively*



WHOSE JOB IS IT?

Roles and Responsibilities





WHAT IS THE LEMSA?

**Local Emergency Medical
Services Agency**

The background of the slide features a semi-transparent image of emergency vehicles. On the left, the side of a red fire truck is visible, with the word "ENGINE" and the number "2" printed on it. On the right, the front of a red ambulance is shown, with its emergency lights illuminated. The overall scene is set outdoors, possibly at a fire station or emergency scene.

OUR SYSTEM

- **How our System Works**
- **Challenges within our County System**
- **Challenges within the RHFD System**

QUESTIONS?



RODEO-HERCULES FIRE PROTECTION DISTRICT**MEMORANDUM**

TO: Board of Directors, RODEO-HERCULES FIRE PROTECTION DISTRICT
FROM: Rebecca Ramirez, INTERIM FIRE CHIEF
DATE: February 14th, 2024
RE: Mid-Year Budget Report for FY 2023-24

The attached reports summarize the Fire District's financial position through the first two quarters/mid-year, ending December 31, 2023. Substantive information from the County financial ledger is illustrated in the Fire District Chart of Accounts. This report is created by Fire District staff with the support and assistance of the Board appointed third party independent advisor from Strategic Advisory Services.

BACKGROUND:

The Fire District Board of Directors adopts the current year budget on or before the September 30th deadline. Throughout the fiscal year, the staff develops quarterly budget analysis reports for the Fire District Board of Directors. The purpose of the budget report is to provide an overview of the Fire District's financial condition and forecast trends which may necessitate adjustments.

MID YEAR RESULTS:

To date, the Fire District's approach to revenue projections are exceeding estimates. While most expenditure variations are within normal limits the line items for salary, retirement, legal fees, and utilities are tracking much higher than expected.

EXPENDITURE ANALYSIS (AS OF DECEMBER 31, 2023):

Salary and benefits through December 31st are approximately 54% expended, which is 4% overspent. The line items for personnel salaries and retirement contributions are higher than expected. In the long run, the District will face a structural deficit that is an imbalance between revenue and expenditures.

Permanent Salaries are presently 52.8% expended, which is 2.8% over projections. After a deep dive analysis it appears this overage is primarily due to a clerical error which occurred during initial preliminary budget preparation causing 11 months of salary to be included in the budget instead of 12 months. Approximately \$241,000 should have been included.

The second area of concern is retirement contribution. Retirement contributions are based upon dollar figures provided to the District by CCCERA. Generally speaking, this expenditure is not within the District's ability to control. The actual monthly contributions have well exceeded the

budgeted amount. As of December 31, 2023, the retirement contributions are presently 55.1% expended, which exceeds the budgeted amount. If we run this line item at the current rate, we will be short by approximately \$263,194. The costs were based on a December 31, 2022 valuation and since that time the assumptions have changed. CCCERA has recognized the issue that fluctuations have caused in many districts and are proposing a different method for smoothing the spikes.

The workers compensation line item is fully paid for the year making it appear overspent at 100%. There could be a minor true up invoice at the end of the fiscal year based on historical information.

Overtime expenses for backfill are about 53.1% expended, which is in line with expectations. Strike Team reimbursements continue to positively off set expenditures.

Supplies and services are 41.35% expended and are tracking well. Some large expenses such as apparatus lease and insurance costs are fully expended for the year and/or have expected reimbursement which will balance over the year.

Legal expenses are currently 80% expended (\$50,000 budgeted, \$40,062 spent) It is anticipated that by June 30th, legal expenses will be more than 100% expended.

Utilities are approximately 79% expended (\$41,495 budgeted, \$32,901 spent) It is anticipated that by June 30th, utility expenses will be more than 100% expended.

Capital

As of December 31st, the district had not yet incurred any capital outlay. Capital projects including the bathrooms and the alerting systems are well underway, but invoices were not paid within the reporting period. Due to a variety of factors (City of Hercules offset, possible grant award), the capital budget is expected to be well underspent by the end of the FY.

See Expenses Table on Page 3.

REVENUE ANALYSIS:

Property Tax is the primary source of revenue for the General Fund. Property taxes stand at approximately 99% received. Total revenue at the end of the year will exceed the budgeted amount. The Fire District is on track to receive its anticipated secured property tax revenue for fiscal year 2023-24. The Fire District expects nominal additional revenues from the County Assessor's office between now and the end of the budget year. If present trends continue the revenues are expected to be higher than anticipated by the fiscal year end. The increased revenue is expected to be approximately \$152,694

See Revenue Table on Page 4.

OPTIONS

Each budget has its own unique challenges, but the common trend in each year's budget process is to ensure that the District exercises fiscal responsibility with taxpayer dollars and does so with a long range outlook beyond a single budget year horizon. Therefore, the Board has two options under these circumstances.

There are a several ways to manage the expected deficit, two of which are described below:

1. The Board could choose to make a mid-year adjustment by transferring approved unspent capital funds in the amount of \$195,000 to account for a portion of the expected deficit. Additionally, \$339,194 amount could be transferred from the fund balance to bridge the remaining gap. Additionally, the Fire Chief would implement reasonable cost savings that do not impact operations, firefighter, and civilian safety. If this option is chosen staff would return in March with an amended budget and corresponding resolution.
2. The Board could choose to make no adjustment and allow the fund balance to be drawn down on an as needed basis as the salary and retirement line deficits occur in real time. Additionally, the Fire Chief would implement reasonable cost savings that do not impact operations, firefighter, and civilian safety. If this option is chosen, no additional action is required.

RECOMMENDATION:

Staff recommend the Board discuss and provide direction and/or take action.

**RODEO HERCULES FIRE PROTECTION DISTRICT
EXPENDITURES for All FUNDS
FY2023-2024 BUDGET**

DESCRIPTION	GL CODE	ADOPTED BUDGET FY2023-24	YTD ACTUAL THRU 12.31.23 FY2023-24	% EXPENDED ADOPTED	AMORTIZED	% AMORTIZED
Holiday Pay	1001	218,393	108,058	49.5%	\$ 108,058	49.48%
Permanent Salaries	1011	2,822,138	1,489,818	52.8%	\$ 1,479,750	52.43%
Strike Team Reimbursement	1011		\$ (10,068)			
Drill/Temporary Salaries	1013	49,000	23,680	48.3%	\$ 23,680	48.33%
Overtime	1014	-	-		\$ -	
FLSA	1014-01	137,277	74,751	54.5%	\$ 74,751	54.45%
Backfill/Ancillary	1014-02	681,363	361,509	53.1%	\$ 361,509	53.06%
Strike Team	1014-03		92,218		\$ 92,218	
Strike Team-FLSA	1014-04		4,246		\$ 4,246	
Strike Team Reimbursement	1014-05		(136,792)		\$ (136,792)	
Deferred Compensation	1015	14,400	12,900	89.6%	\$ 7,200	50.00%
FICA	1042	58,000	36,678	63.2%	\$ 36,678	63.24%
Retirement	1044	2,560,962	1,410,087	55.1%	\$ 1,410,087	55.06%
Group Insurance	1060	660,757	256,301	38.8%	\$ 256,301	38.79%
Group Insurance-Retiree	1061	360,000	159,947	44.4%	\$ 159,947	44.43%
Unemployment Insurance	1063	1,000	716	71.6%	\$ -	0.00%
Worker's Compensation Ins.	1070	441,129	441,129	100.0%	\$ 220,565	50.00%
TOTAL SALARIES AND BENEFITS		\$ 8,004,419	4,325,178	54.0%	\$ 4,098,198	51.20%
Office Expenses	2100	34,750	15,219	43.80%	\$ 15,219	43.80%
Books/periodicals/subscriptions	2102	4,000	157	3.93%	\$ 157	3.93%
Communications	2110	217,915	33,081	15.18%	\$ 108,958	50.00%
Utilities	2120	41,495	32,901	79.29%	\$ 32,901	79.29%
Small Tools and Equipment	2130	10,500	464	4.42%	\$ 464	4.42%
Medical supplies	2140	26,500	1,894	7.15%	\$ 1,894	7.15%
Food	2150	4,420	427	9.66%	\$ 427	9.66%
Clothing & personal supplies	2160	13,440	6,840	50.89%	\$ 6,840	50.89%
Household expenses	2170	9,100	2,831	31.11%	\$ 2,831	31.11%
Publications and legal notices	2190	1,300	454	34.92%	\$ 454	34.92%
Memberships	2200	13,482	13,210	97.98%	\$ 6,605	48.99%
Rents and leases	2250	203,660	199,127	97.77%	\$ 99,563	48.89%
Repair & service equipment	2270	41,920	10,905	26.01%	\$ 10,905	26.01%
Vehicle repair services	2271	100,000	32,028	32.03%	\$ (10,090)	-10.09%
Reimbursements	2271		\$ (42,118.00)			
Gas & oil supplies	2272	32,100	5,514	17.18%	\$ 5,514	17.18%
Vehicle maintenance-tires	2273	15,000	6,301	42.01%	\$ 6,301	42.01%
Maint. Radio & electrical equip.	2276	7,380	1,295	17.55%	\$ 1,295	17.55%
Maintenance building & grounds	2281	36,500	3,468	9.50%	\$ 3,468	9.50%
Employee travel expenses	2303	5,400	1,287	23.83%	\$ 1,287	23.83%
Professional/Specialized services	2310	410,864	194,664	47.38%	\$ 194,664	47.38%
Data processing service	2315	4,200	19,793	471.26%	\$ 19,793	471.26%
Data processing supplies	2316	323	-	0.00%	\$ -	0.00%
Information security	2326	4,620	395	8.55%	\$ 395	8.55%
Insurance	2360	97,509	36,066	36.99%	\$ 48,754	50.00%
Firefighting supplies	2474	98,458	4,878	4.95%	\$ 4,878	4.95%
Recreation/Physical Fitness	2476	2,600	-	0.00%	\$ -	0.00%
Educational Supplies & Courses	2477	32,763	11,920	36.38%	\$ 11,920	36.38%
Other Special Departmental Expenses	2479	4,270	7,163	167.75%	\$ 7,163	167.75%
Interest on Notes & Warrants	3520	1,000	-	0.00%	\$ -	0.00%
Tax Assessments	3530	23,000	19,455	84.59%	\$ 11,500	50.00%
Total Services & Supplies Expenses		1,498,469	619,619	41.35%	\$ 594,060	39.64%
Total Operational Expenses		\$ 9,502,888	\$ 4,944,797	52.03%	\$ 4,692,258	49.38%
FLSA SETTLEMENT COSTS		\$ 280,000.00	\$ 278,373.53			

**RODEO HERCULES FIRE PROTECTION DISTRICT
REVENUE ALL FUNDS
FY2023-2024 MIDYEAR THROUGH 12/31/2023**

DESCRIPTION	GL CODE	ADOPTED	ACTUALS	ADOPTED	ACTUAL THRU	% REC'D	PROJECTED REVENUE FY23/24
		BUDGET FY2022-2023	FY2022-2023	BUDGET FY2023-2024	12.31.2023		
Prop. Taxes-Current secured	9010	3,855,500	4,101,008	4,224,038	4,313,555	102%	\$ 4,313,555
Prop. Tax-Supplemental	9011	85,000	185,917	181,557	23,301	13%	\$ 181,557
Prop. Tax-Unitary	9013	78,900	83,712	84,000	85,763	102%	\$ 85,763
Prop. Tax-Current Unsecured	9020	137,000	148,524	135,000	175,646	130%	\$ 175,646
Prop Tax-Prior-Secured	9030	(14,285)	(17,614)	(17,614)	(25,136)	143%	\$ (25,136)
Prop Tax-Prior-Supplemental	9031	(5,860)	(10,406)	(10,406)	(12,039)	116%	\$ (12,039)
Prop Tax-Prior-Unsecured	9035	590	(442)	(816)	908	-111%	\$ 909
TOTAL PROPERTY TAXES		4,136,845	4,490,699	4,595,759	4,561,998	99%	\$ 4,720,255
Benefit District	9066	1,362,081	1,361,582	1,361,582	1,363,968	100%	\$ 1,363,968
TOTAL BENEFIT DISTRICT		1,362,081	1,361,582	1,361,582	1,363,968	100%	\$ 1,363,968
H/O Prop Tax Relief	9385	29,956	26,693	29,000	-	0%	\$ 29,000
Other In Lieu Taxes	9580	-	183	183	182	99%	\$ 182
RDA NonProp-Tax Pass Thru	9591	523,503	555,796	639,165	281,965	44%	\$ 639,165
Earnings on Investment	9181	6,000	35,374	35,374	35,149	99%	\$ 70,000
Fire Prevention Plan Review	9741	17,000	14,468	11,887	2,739	23%	\$ 5,000
Misc. Current Services	9980	23,000	11,283	15,000	8,877	59%	\$ 15,000
Other Revenue/Measure H	9895	92,161	86,388	86,388	-	0%	\$ 86,388
TOTAL INTERGOVERNMENTAL		691,620	730,185	816,997	328,912	40%	\$ 844,735
Measure O	9066	2,584,204	2,584,326	2,645,510	2,683,079	101%	\$ 2,645,510
TOTAL MEASURE O		2,584,204	2,584,565	2,645,510	2,683,079	101%	\$ 2,645,510
Grant Funds	9980	-	99,750	99,750	-		\$ 99,750
Stale Dated Check	9975		3,988		-1926		\$ (1,926)
Misc. State Aid	9435				0		
Indemnifying Proceeds	9969				0		
Development Impact Fee	9980		-		0		
TOTAL OTHER REVENUE		-	103,738	99,750	(1,926)		\$ 97,824
TOTAL REVENUE		8,774,750	9,270,769	9,519,598	8,936,031	94%	\$ 9,672,292

TASK	ESTIMATED COST	PRIORITY LEVEL	PROJECTED COMPLETION	INCLUDED IN FY23/24 BUDGET
STATION 76 ROOF*	\$ 35,000	1	FY23-24	YES
ALERTING SYSTEM 75/76	\$ 220,000	1	FY23-24	YES
COMMUNICATION EQUIPMENT**	\$ 70,000	1	FY23-24	YES
STATION 76 BATHROOM REMODEL	\$ 35,000	1	FY23-24	YES
STATION 75 BATHROOM REMODEL	\$ 50,000	1	FY23-24	YES
STATION 76 PAINT INTERIOR	\$ 15,000	2	Spring 2024	YES
CONCRETE FLOOR REHAB 75	\$ 9,000	2	Summer 2024	YES
CONCRETE FLOOR REHAB 76	\$ 9,000	2	Summer 2024	YES
CARPET REPLACEMENT 75	\$ 7,500	2	Summer 2024	YES
CARPET REPLACEMENT 76	\$ 7,500	2	Summer 2024	YES
REPLACE CONCRETE/TANK 76*	\$ 90,000	2	Summer 2024	YES
STATION 76 KITCHEN REMODEL	\$ 35,000	3	FY24-25	NO
STATION 75 KITCHEN REMODEL	\$ 35,000	3	FY24-25	NO
STATION 76 APP BAY PAINTING	\$ 12,000	3	FY24-25	NO
TRAINING ROOM PAINTING/FLOORING	\$ 25,000	3	FY24-25	NO
COST OVERRUN	\$ 15,000			YES
	\$ 670,000			

FY 2023-24 COSTS:

\$ 563,000



MID-YEAR (Q2) BUDGET

Rodeo-Hercules Fire Protection District

EXPENDITURES: SALARIES & BENEFITS

AGENDA ITEM 12

	GL	ADOPTED BUDGET	YTD ACTUAL THRU 12.31.23	% EXPENDED ADOPTED	AMORTIZED	% AMORTIZED
DESCRIPTION	CODE	FY2023-24	FY2023-24			
Holiday Pay	1001	218,393	108,058	49.5%	\$ 108,058	49.48%
Permanent Salaries	1011	2,822,138	1,489,818	52.8%	\$ 1,479,750	52.43%
Strike Team Reimbursement	1011		\$ (10,068)			
Drill/Temporary Salaries	1013	49,000	23,680	48.3%	\$ 23,680	48.33%
Overtime	1014	-	-		\$ -	
FLSA	1014-01	137,277	74,751	54.5%	\$ 74,751	54.45%
Backfill/Ancillary	1014-02	681,363	361,509	53.1%	\$ 361,509	53.06%
Strike Team	1014-03		92,218		\$ 92,218	
Strike Team-FLSA	1014-04		4,246		\$ 4,246	
Strike Team Reimbursement	1014-05		(136,792)		\$ (136,792)	
Deferred Compensation	1015	14,400	12,900	89.6%	\$ 7,200	50.00%
FICA	1042	58,000	36,678	63.2%	\$ 36,678	63.24%
Retirement	1044	2,560,962	1,410,087	55.1%	\$ 1,410,087	55.06%
Group Insurance	1060	660,757	256,301	38.8%	\$ 256,301	38.79%
Group Insurance-Retiree	1061	360,000	159,947	44.4%	\$ 159,947	44.43%
Unemployment Insurance	1063	1,000	716	71.6%	\$ -	0.00%
Worker's Compensation Ins.	1070	441,129	441,129	100.0%	\$ 220,565	50.00%
TOTAL SALARIES AND BENEFITS		\$ 8,004,419	4,325,178	54.0%	\$ 4,098,198	51.20%

PERMANENT SALARY

	ADOPTED BUDGET	YTD ACTUAL THRU 12.31.23	% EXPENDED ADOPTED
DESCRIPTION	FY2023-24	FY2023-24	
Permanent Salaries	2,822,138	1,489,818	52.8%

ISSUE

- During initial budget preparation a clerical error caused the salary line to be underestimated

EXPLANATION

- 11 months were calculated instead of 12

RESULT

- \$241,000 left out of the budget. This line item will be overspent if not adjusted.

RETIREMENT

	ADOPTED BUDGET	YTD ACTUAL THRU 12.31.23	% EXPENDED ADOPTED
DESCRIPTION	FY2023-24	FY2023-24	
Retirement	2,560,962	1,410,087	55.1%

ISSUE

- CCCERA provided an estimate, the estimate was not accurate.

EXPLANATION

- A change in assumptions has caused increase.

RESULT

- Calculations show monthly contribution to be 88% of Salary per/month during first 6 months. Using that to forecast, this line item will be overspent if not adjusted (approximately \$263,194).

EXPENDITURES: SERVICES & SUPPLIES

DESCRIPTION	GL CODE	ADOPTED BUDGET FY2023-24	YTD ACTUAL THRU 12.31.23 FY2023-24	% EXPENDED ADOPTED	AMORTIZED	% AMORTIZED
Office Expenses	2100	34,750	15,219	43.80%	\$ 15,219	43.80%
Books/periodicals/subscriptions	2102	4,000	157	3.93%	\$ 157	3.93%
Communications	2110	217,915	33,081	15.18%	\$ 108,958	50.00%
Utilities	2120	41,495	32,901	79.29%	\$ 32,901	79.29%
Small Tools and Equipment	2130	10,500	464	4.42%	\$ 464	4.42%
Medical supplies	2140	26,500	1,894	7.15%	\$ 1,894	7.15%
Food	2150	4,420	427	9.66%	\$ 427	9.66%
Clothing & personal supplies	2160	13,440	6,840	50.89%	\$ 6,840	50.89%
Household expenses	2170	9,100	2,831	31.11%	\$ 2,831	31.11%
Publications and legal notices	2190	1,300	454	34.92%	\$ 454	34.92%
Memberships	2200	13,482	13,210	97.98%	\$ 6,605	48.99%
Rents and leases	2250	203,660	199,127	97.77%	\$ 99,563	48.89%
Repair & service equipment	2270	41,920	10,905	26.01%	\$ 10,905	26.01%
Vehicle repair services	2271	100,000	32,028	32.03%	\$ (10,090)	-10.09%
Reimbursements	2271		\$ (42,118.00)			
Gas & oil supplies	2272	32,100	5,514	17.18%	\$ 5,514	17.18%
Vehicle maintenance-tires	2273	15,000	6,301	42.01%	\$ 6,301	42.01%
Maint. Radio& electrical equip.	2276	7,380	1,295	17.55%	\$ 1,295	17.55%
Maintenance building & grounds	2281	36,500	3,468	9.50%	\$ 3,468	9.50%
Employee travel expenses	2303	5,400	1,287	23.83%	\$ 1,287	23.83%
Professional/Specialized services	2310	410,864	194,664	47.38%	\$ 194,664	47.38%
Data processing service	2315	4,200	19,793	471.26%	\$ 19,793	471.26%
Data processing supplies	2316	323	-	0.00%	\$ -	0.00%
Information security	2326	4,620	395	8.55%	\$ 395	8.55%
Insurance	2360	97,509	36,066	36.99%	\$ 48,754	50.00%
Firefighting supplies	2474	98,458	4,878	4.95%	\$ 4,878	4.95%
Recreation/Physical Fitness	2476	2,600	-	0.00%	\$ -	0.00%
Educational Supplies & Courses	2477	32,763	11,920	36.38%	\$ 11,920	36.38%
Other Special Departmental Expenses	2479	4,270	7,163	167.75%	\$ 7,163	167.75%
Interest on Notes & Warrants	3520	1,000	-	0.00%	\$ -	0.00%
Tax Assessments	3530	23,000	19,455	84.59%	\$ 11,500	50.00%
Total Services & Supplies Expenses		1,498,469	619,619	41.35%	\$ 594,060	39.64%

TOTAL OPERATIONAL EXPENSES VS. BUDGETED

DESCRIPTION	FINAL BUDGET	YTD ACTUAL THRU 12/31/23 FY2023-24	MIDYEAR EXPENDED %	MIDYEAR AMORTIZED	% AMORTIZED
TOTAL OPERATING EXPENSES	9,502,888	4,944,797	52.03%	\$ 4,692,258	49.38%

CAPITAL

STATION 76 ROOF	\$ 35,000	FY23-24
ALERTING SYSTEM 75/76	\$ 220,000	FY23-24 In progress
COMMUNICATION EQUIPMENT	\$ 70,000	FY23-24
STATION 76 BATHROOM REMODEL	\$ 35,000	FY23-24 Complete
STATION 75 BATHROOM REMODEL	\$ 50,000	FY23-24 In progress
STATION 76 PAINT INTERIOR	\$ 15,000	Spring 2024
CONCRETE FLOOR REHAB 75	\$ 9,000	Summer 2024
CONCRETE FLOOR REHAB 76	\$ 9,000	Summer 2024
CARPET REPLACEMENT 75	\$ 7,500	Summer 2024
CARPET REPLACEMENT 76	\$ 7,500	Summer 2024
REPLACE CONCRETE/TANK 76	\$ 90,000	Summer 2024

FY 2023-24 APPROVED CAPITAL BUDGET: \$ 563,000

Capital funds had not yet been withdrawn as of 12/31/2023

CAPITAL

STATION 76 ROOF	\$ 35,000	FY23-24
ALERTING SYSTEM 75/76	\$ 220,000	FY23-24
COMMUNICATION EQUIPMENT	\$ 70,000	FY23-24
STATION 76 BATHROOM REMODEL	\$ 35,000	FY23-24
STATION 75 BATHROOM REMODEL	\$ 50,000	FY23-24
STATION 76 PAINT INTERIOR	\$ 15,000	Spring 2024
CONCRETE FLOOR REHAB 75	\$ 9,000	Summer 2024
CONCRETE FLOOR REHAB 76	\$ 9,000	Summer 2024
CARPET REPLACEMENT 75	\$ 7,500	Summer 2024
CARPET REPLACEMENT 76	\$ 7,500	Summer 2024
REPLACE CONCRETE/TANK 76	\$ 90,000	Summer 2024

FY 2023-24 APPROVED CAPITAL BUDGET: \$ 563,000

FUNDS AVAILABLE FOR REALLOCATION

STATION 76 ROOF	\$ 35,000
REPLACE CONCRETE/TANK 76	\$ 90,000
COMMUNICATION EQUIPMENT	\$ 70,000

\$ 195,000

TOTAL REVENUE COLLECTED VS. BUDGETED

DESCRIPTION	ADOPTED BUDGET FY2023-2024	ACTUAL THRU 12.31.2023	% REC'D	PROJECTED REVENUE FY23/24
TOTAL PROPERTY TAXES	4,595,759	4,561,998	99%	4,720,255
TOTAL BENEFIT DISTRICT	1,361,582	1,363,968	100%	1,363,968
TOTAL INTERGOVERNMENTAL	816,997	328,912	40%	844,735
TOTAL MEASURE O	2,645,510	2,683,079	101%	2,645,510
TOTAL OTHER REVENUE	99,750	(1,926)	N/A	97,824
TOTAL REVENUE	9,519,598	8,936,031	94%	9,672,292

The increased revenue is expected to be approximately \$152,694

OPTIONS

1. Mid-year adjustment by reallocating capital funds and fund balance transfer to cover the forecasted deficit.
2. Make no adjustment and allow the fund balance to be drawn down on an “as needed” basis as the salary and retirement line deficits occur in real time.

RODEO-HERCULES FIRE PROTECTION DISTRICT**MEMORANDUM**

TO: Board of Directors, RODEO - HERCULES FIRE DISTRICT

FROM: Rebecca Ramirez, INTERIM FIRE CHIEF

DATE: February 14th, 2024

SUBJECT: Multi-Jurisdictional Local Hazard Mitigation Plan

BACKGROUND

Hazard mitigation planning is the basis for a community's long-term strategy to reduce disaster risk and losses through the ongoing evaluation and analysis of an ever-changing environment. The Multijurisdictional Local Hazard Mitigation Plan (MJLHMP) identifies the County's known natural and human caused disaster risks. It provides a plan for departments, special districts, stakeholders, and the community to decrease risk and loss through various mitigation efforts. The MJLHMP creates the framework for risk-based decision making to reduce loss of life and injuries as well as lessen damage to property and the economy from future disasters.

Responding to federal mandates in the Disaster Mitigation Act of 2000 (Public Law 106-390), Contra Costa County Office of Emergency Services (OES) previously developed and is now updating its MJLHMP. As part of FEMA's approval process, mitigation plans must be reviewed and updated every five (5) years and formally adopted by each participating jurisdiction's governing body. The 2024 Contra Costa County MJLHMP will replace the County's previous plan, adopted in 2018. The Plan is a living document where minor changes (e.g., add new mitigation actions) can be made in between updates.

The MJLHMP:

- Systematically assesses local natural and human-caused hazards, such as flooding, drought, wildfire, landslides, severe weather, terrorism, cyber threats, pandemic, and the impact of climate change.
- Identifies mitigation actions that will be implemented by the County and its planning partner jurisdictions to reduce the level of injury, property damage, and community disruption that might otherwise result from such hazards.
- Pools resources from throughout the County and creates a uniform local hazard mitigation plan that can be consistently implemented.
- Ensures eligibility for Federal Emergency Management Agency (FEMA) and Cal OES grants.

FEMA approved and locally adopted mitigation plans are a requirement for local governments, (including special districts) to be eligible for projects funded under the Hazard Mitigation Assistance (HMA) grant programs including - Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and

Communities (BRIC) Program, Flood Mitigation Assistance (FMA) Program, Hazard Mitigation Grant Program Post Fire, and other FEMA programs, including the Rehabilitation of High Hazard Potential Dams (HHPD). If the District does not participate in the local mitigation plan and local adoption, the District will not be eligible for hazard mitigation grants.

DISCUSSION

To improve preparedness and to qualify for funding opportunities staff recommend the district become a participating agency in the MJLHMP. Each Plan Participant has a section referred to as an “Annex” which comprises Volume 2 of the Contra Costa County Hazard Mitigation Plan. The Annex focuses specifically on the District, and also includes District specific mitigation actions. This is the District’s opportunity to review the final draft of the District’s Annex before it is included into the master document and prior to Public Comment.

The Rodeo-Hercules Fire Protection District Annex seeks to identify District-specific hazards, impacts, and vulnerabilities to ensure that the countywide planning effort is inclusive of the District’s specific risks and concerns and capabilities. Additionally, specific district mitigation actions inform the overall strategy of the County to mitigate risk and identify potential mitigation funding efforts.

NEXT STEPS

The District will need to provide all feedback and changes to the County by February 19th. The public comment period will open after all plan participant review is complete. At that time, the County will share the information for the CalOES/FEMA review and adoption timeline. The goal is to have the Plan submitted to the State by the end of February/early March. The plan must be adopted by the District to be eligible for hazard mitigation grant funding. This is done after the Plan is approved by the State/FEMA sometime in late spring.

RECOMMENDATION

Staff recommend the Board review the draft Rodeo-Hercules Fire Protection District Annex and provide feedback and/or revisions for submittal to the Contra Costa County.

Attachments:

1. Rodeo-Hercules Fire Protection District Annex

CHAPTER 1. RODEO-HERCULES FIRE PROTECTION DISTRICT

1.1. LOCAL PLANNING TEAM

The Rodeo-Hercules Fire Protection District Local Planning Team was comprised of the members listed on **Table 1-1**.

Table 1-1. Rodeo-Hercules Fire Protection District Local Planning Team Members

Name	Title	Department
Rebecca Ramirez	Fire Chief	Rodeo-Hercules Fire Protection District
<u>Tammy Thomas</u>	<u>Administrative Assistant</u>	<u>Rodeo-Hercules Fire Protection District</u>
<u>Darren Johnson</u>	<u>Battalion Chief</u>	<u>Rodeo-Hercules Fire Protection District</u>

1.2. JURISDICTION PROFILE

The Rodeo-Hercules Fire Protection District (RHFPD) is located on the shores of San Pablo Bay, 30 minutes northeast of San Francisco. The District provides fire protection, and emergency medical aid to the unincorporated area of Rodeo and the City of Hercules. The District’s staff consists of up to 23 active personnel. RHFPD is an independent fire district serving an area of approximately 32 square miles. The District contains a major oil refinery (Phillips 66), numerous underground fuel pipelines, two (2) major rail lines and the Interstate 80 (I-80) Freeway.

RHFPD is an all-hazards fire district providing traditional structural fire protection, wildland firefighting, Advance Life Support (ALS) level medical first response (MFR), technical rescue (i.e., auto extrication, high-angle and low-angle rescue, water rescue, and hazardous materials response). The District deploys its apparatus and personnel from two (2) fire stations and has an Insurance Services Office (ISO) Public Protection Classification (PPC) Class 2 rating. The District also provides code enforcement, fire inspections, plan reviews, fire cause investigations, and public education and prevention programs.

1.2.1. Population

RHFPD provides service to a total population of approximately 35,573. The area includes the City of Hercules with a population 25,920 as of July 1, 2022,¹ and the Town of Rodeo in the unincorporated area of Contra Costa County with a population of 9,653 as of April 1, 2020.²

1.2.2. Brief History

In the early 1920s, Frank Del Monte became the first Fire Chief for the Rodeo Volunteer Fire Department. He was succeeded by Sam Kramer and later by Tom Lewis, whose force possessed, in addition to buckets, a hand-drawn hose cart.

¹ United States Census Bureau. (2022). Quick Facts: City of Hercules. Retrieved from <https://www.census.gov/quickfacts/fact/table/herculescitycalifornia/>.

² United States Census Bureau. (2020). Quick Facts: Town of Rodeo. Retrieved from <https://www.census.gov/quickfacts/fact/table/rodeocdpcalifornia/>.

By 1927, the need for an official, larger firehouse became apparent, and the whole community pitched in to make it possible. Lots were purchased and the notes guaranteed by community members. In April of 1927, the original brick firehouse on Third Street held official dedication ceremonies.

The firehouse was built 10 years later, the importance of the growing Department was well recognized, and in April 1937, the official Rodeo Fire District was formed in Contra Costa County, with a Board of Commissioners to govern it. The first Commissioners were James Guthrie, Jerry Mahonie, and S.J. Claeys.

Although Rodeo had a full-time paid firefighter on duty for some time, in 1946, the Board of Commissioners approved an order to have a firefighter on duty at all times to provide added protection to the community. With the safety of the community always in mind, the Department continually added to its apparatus and firefighting equipment. In 1949, the Department joined with other fire districts in Contra Costa County in a three-way radio communication system.

1.2.3. Governing Body Format

The residents of the RHFPD elect five (5) board members from the community as their governing body. Board members are all elected at large and must reside within the District's boundaries during their entire term. All elections are nonpartisan. Terms are four (4) years in length, and Directors have no term limits.

The Board of Directors selects and appoints the Fire Chief who serves as the chief executive officer of the District. The Fire Chief directs and coordinates the various functions and divisions within the organization, administers the budget, and makes reports and recommendations to the Board. The Fire Chief is an at-will position (under contract) with authority to hire, fire, promote, and transfer all district employees

1.3. DEVELOPMENT TRENDS

RHFPD currently maintains two (2) fire stations. Fire Station 75 was originally built in 1937 and remodeled in 1991. Station 76 was built in 1991. Combined, the two (2) stations average 57 years of age.

The maximum fire station staffing capacity of each facility is limited to either three (3) or four (4) personnel. The District has eight (8) apparatus bays and the overall condition of both of its fire stations are rated as "Good." Both stations have sprinkler systems installed.

RHFPD cannot meet the increased call load in the communities served with existing personnel and equipment levels without relying on mutual aid agreements and automatic aid agencies. ~~The District acknowledges the need for a third fire station and additional firefighters to provide emergency services for a growing population, reduce response times, and alleviate staffing shortages at the current stations~~

1.4. CAPABILITY ASSESSMENT

Federal regulations require hazard mitigation plans to identify goals for reducing long-term vulnerabilities to the identified hazards in the planning area (Section 201.6(c)(3)(i)). A critical step in the development of specific hazard mitigation actions and projects is assessing existing authorities, policies, programs, and resources and capabilities to use or modify local tools to reduce losses and vulnerability from profiled hazards.

A capability assessment was conducted for RHFPD and participating jurisdictions' authorities, policies, programs, and resources. Goals and mitigation actions were developed using input from this assessment.

The Local Planning Team assessed the District’s capabilities that can contribute to the reduction of long-term vulnerabilities to hazards. The capabilities include the following categories:

- Planning and Regulatory Capabilities
- Administrative and Technical Capabilities
- Financial Capabilities
- Education and Outreach Capabilities

Additionally, ways to expand on and improve these existing policies and programs to integrate hazard mitigation into the day-to-day activities and programs of the District were considered.

1.4.1. Planning and Regulatory Capabilities

These include local ordinances, policies, and laws to manage growth and development (e.g., land use plans, capital improvement plans, transportation plans, emergency preparedness and response plans, building codes, and zoning ordinances). The description section of each Planning and Regulatory Capability includes a paragraph on expansion, implementation, and improvement.

Table 1-2. Planning and Regulatory Capabilities

The Fire Protection District Law (Health & Safety Code §13800, et seq.)			
The law is the source of statutory authority for more than 380 fire protection districts and serves as a guiding document for governance and allows the district to be formed to plan, mitigate, and provide emergency services to protect its citizens and reduce the impacts of disasters.			
Expansion, Implementation, and Improvement: The law will continually be evaluated to address emerging needs to ensure the safety and protection of its residents.			
Updated	1987	Hazards Addressed	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire
District Resolutions and Ordinances			
In compliance with pertinent laws and statutory requirements promulgate and enact local resolutions and/or ordinance as a municipal legislative enactment for the betterment and benefit of the Fire District. The District’s resolutions and ordinances can be accessed via the following link: https://www.rhfd.org/resolutions-ordinances .			
Expansion, Implementation, and Improvement: The resolutions and ordinances will be reviewed based on developing trends in identified hazards and mitigation measures that can make them more effective at preventing losses.			
Updated	2023	Hazards Addressed	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire

Strategic Plan			
<p>The Rodeo-Hercules Fire Protection District (RHFPD) Strategic Plan was an intentional process by which RHFPD surveyed the industry trends; evidence-based practices; the customer's needs and wants; the current and future available resources, and the current and future capabilities of the District to determine performance gaps. Once these gap were identified, the agency determined organizational objectives, supporting goals and critical tasks necessary to close or eliminate the performance gaps.</p> <p>Expansion, Implementation, and Improvement: The Strategic Plan will be reviewed based on developing trends in identified hazards and mitigation measures that can make them more effective at preventing losses.</p>			
Updated	2024	Hazards Addressed	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire
California Fire Code and Local Amendments			
<p>The District adopted the 2022 California Fire Code (California Code of Regulations, Title 24, Part, 9 [based on the 2021 International Fire Code published by the International Code Council] The California Fire Code (CFC) contains regulations consistent with nationally recognized and accepted practices for safeguarding life and property from fire and explosion, dangerous conditions arising from the storage, handling, and use of hazardous materials and devices, and hazardous conditions in the use or occupancy of buildings or premises.</p> <p>To ensure new construction and tenant improvements meet or exceed local standards to secure life safety related to building construction features and systems used to prevent ignition and fire spread as well as facilitate occupant escape.</p> <p>Expansion, Implementation, and Improvement: The Fire Code must be modified and updated to reflect changes in development.</p>			
Updated	2022	Hazards Addressed	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire
County Climate Action Plan (CAP)			
<p>The Contra Costa County Climate Action Plan (CAP), adopted in December 2015, is the County's strategic approach to reduce greenhouse gas (GHG) emissions from sources throughout the unincorporated area. The CAP reflects the County's programs and actions to decrease energy use, improve energy efficiency, develop renewable energy, reduce vehicle miles traveled, increase multi-modal travel options, expand green infrastructure, reduce waste, and improve the efficiency of government operations. The lead department is Contra Costa County Department of Conservation and Development.</p> <p>Expansion, Implementation, and Improvement: The CAP will be updated in parallel with the General Plan. While the General Plan will provide the long-term resiliency framework of goals and policies, the CAP will provide strategic implementation programs to show how the County will reduce GHG emissions in support of the State's adopted reduction targets for 2030 and 2050, reducing GHG emissions 40% below 1990 levels by 2030, with consideration of the State's long term goal to reduce GHG emissions to 80% below 1990 levels by 2050.</p>			
Updated	2015 (<i>Update is in progress</i>)	Hazards Addressed	Climate Change, Drought, Flood, Sea Level Rise, Severe Weather, Wildfire

Contra Costa Hazardous Materials Plan / Hazardous Material Business Plan			
Addresses the storage, use, and emergency planning for hazardous materials and extremely hazardous substances in the community and businesses. The lead agency is Contra Costa Health Services, Hazardous Materials Program Office, Contra Costa County Fire Protection District.			
Expansion, Implementation, and Improvement: This Hazard Mitigation Plan will support mitigation measures compatible with the County Hazardous Materials Plan to reduce potential hazardous materials releases.			
Updated	2009	Hazards Addressed	Hazardous Materials Incidents
City of Hercules Emergency Operations Plan (EOP)			
The Emergency Operations Plan (EOP), in collaboration with the Rodeo-Hercules Fire Protection District, coordinates their response to major emergencies and disasters. The EOP identifies operational strategies and plans for managing inherently complex and potentially catastrophic events. This Plan is regularly updated by staff and approved by the City Council. The lead department is the City of Hercules Police Department.			
Expansion, Implementation, and Improvement: This Hazard Mitigation Plan will be used as an essential tool to update the City EOP. California Office of Emergency Services (Cal OES) requires that EOPs describe applicable hazards as part of the Plan. The latest Hazard Mitigation Plan hazard descriptions will be included. Mitigation actions that are preparedness and response in nature will be analyzed for applicability for inclusion in the description of EOP processes and procedures.			
Updated	2024 planned update	Hazards Addressed	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire
Alameda and Contra Costa County Regional Wildfire Prevention Plan			
The Contra Costa Resource Conservation District (CCRCD) and the Alameda City Resource Conservation District (ACRCD) worked jointly with funding from the Coastal Conservancy to develop a Regional Priority Plan (RPP) for Contra Costa and Alameda counties. The goal of the RPP process was to identify regional natural resource concerns that could be exacerbated by catastrophic wildfire and develop projects or other methods to remedy those issues ahead of the next wildfire event. The planning process started in November 2020 and completed in September 2022. The lead department is Contra Costa County Fire Protection District, in collaboration with Rodeo-Hercules Fire Protection District.			
Expansion, Implementation, and Improvement: This Hazard Mitigation Plan and Regional Wildfire Prevention Plan should be aligned where mitigation actions in this Hazard Mitigation Plan support the goals of the Regional Wildfire Prevention Plan. The wildfire analysis in this Hazard Mitigation Plan can inform updates and revisions to the Wildfire Prevention Plan.			
Updated	2022	Hazards Addressed	Wildfire
Contra Costa County Community Wildfire Protection Plan (CWPP)			
The Contra Costa County Wildfire Protection Plan (CWPP), updated in 2019, provides an analysis of wildfire hazards and risk in the wildland urban interface (WUI) in Contra Costa County. The Plan follows the standards for CWPPs established by the Federal Healthy Forest Restoration Act. The lead department is Contra Costa County Fire Protection District, in collaboration with Rodeo-Hercules Fire Protection District.			
Expansion, Implementation, and Improvement: This Hazard Mitigation Plan and County Community Wildfire Protection Plan should be aligned where mitigation actions support the goals of the CWPP. The wildfire analysis in this Hazard Mitigation Plan can inform updates and revisions to the CWPP.			
Updated	2019	Hazards Addressed	Wildfire

Commented [YÁ1]: What year was the City of Hercules EOP last updated?

Commented [RR2R1]: 2024, it is presently being updated.

1.4.2. Administrative and Technical Capabilities

The administrative and technical capabilities include community (i.e., public and private) staff and their skills and tools, which can be used for mitigation planning and implementation. This capability includes

engineers, planners, emergency managers, GIS analysts, building inspectors, grant writers, and floodplain managers. Small communities may rely on other government entities, such as counties or special districts, for resources. These capabilities may be used to support mitigation activities. **Table #** lists administrative and technical capabilities.

Table 1-3. Administrative and Technical Capabilities

Information Technology (IT) and Geographic Information System (GIS)	
Information technology (IT) and Geographic Information Systems (GIS) provide the technical resources and support necessary to operate all of the applications relating to the District's information resources; respond to the service needs to all departments based on Districtwide priorities as established by the Fire Chief; responsible for the training and effective use of all District technology computer hardware, software, and peripherals; provide internal coordination of technology efforts Districtwide including substantial interface with all technology vendors to assure cost-effective, secure, and reliable technologies compatible with the long-range needs of the District; provide high-quality spatial data.	
Expansion and Improvement: Acquire and conduct training for GIS technicians on the latest versions of ArcGIS.	
Department	IT contractor(s)/consultant(s), Rodeo-Hercules Fire Protection District.
Risk Management	
Risk Management provides services to assist the District in managing their risk of injury to employees, District property, and the public at large; purchase insurance for District and act in an advisory capacity with respect to workers' compensation, public liability, District property, and District contracts.	
Expansion and Improvement: Continue to have the Risk Manager provide input to support the analysis of potential losses due to hazards. Update this Hazard Mitigation Plan based on current insurance values.	
Department	Fire Service Risk Management (through Contra Costa County), Rodeo-Hercules Fire Protection District
District Counsel	
Contracted Legal Services to ensure laws, ordinances, statutes, and other governing best practices are followed. To limit legal exposure and advise the District related to possible litigation.	
Expansion and Improvement: Continue to have the District Counsel provide input to support the analysis of potential losses due to hazards.	
Department	Myers Nave (Legal Consultant)
Contra Costa County Emergency Medical Services (EMS) Authority	
In Contra Costa County Health and Human Services Emergency Medical Services, emergency medical response is provided by a network of agencies of which Rodeo-Hercules Fire Protection District is a part. The EMS Division of Contra Costa Health works with these partners to ensure everyone involved in an emergency response is specially trained and properly equipped. The Rodeo-Hercules Fire Protection District maintains an active Interagency Agreement with Contra Costa County to provide pre-hospital emergency medical first responder services within the District's primary service area.	
Expansion and Improvement: <u>Continue to work with the LEMSA to improve EMS service to the community, improve outcomes, and ensure first responders receive the support and equipment needed to provide the highest level of EMS. Update the interagency agreement as needed.</u>	
Department	Contra Costa County Health and Human Services
Grant Writing and Advocacy Services	
Provide grant research, writing, legislative advocacy, and post award management for the District.	
Expansion and Improvement: Increase staff and funding streams to support all grant programs.	
Department	Townsend (Public Affairs Consultant), Rodeo-Hercules Fire Protection District Board and Staff

Contracted Emergency Medical Services (EMS) Oversight and Continuous Quality Improvement	
<p>To provide high quality basic life support (BLS) and advanced life support (ALS) emergency medical services (EMS) to District citizens and ensure competent, well-trained personnel, continuing quality improvement and training must be delivered on a regular and reoccurring basis.</p> <p>Additionally, the District must have an exposure control program which requires an Infectious Control Officer to ensure the District is compliant with all laws, regulations, mandates and best practices (National Fire Protection Agency standard on Fire Department Infection Control, Bloodborne Pathogens standard 29 CFR 1910.1030) related to bloodborne pathogens and infectious disease control including training, policies, records management, workplace practices, post exposure management including on call response and reporting.</p> <p>Expansion and Improvement: Having internal personnel to assist and/or run the Program as well as updated equipment <u>as well as provide reliable state of the art equipment to limit loss.</u></p>	
Department	Greg Kennedy (EMS Consultant), Rodeo-Hercules Fire Protection District
Consultant Services to Provide Fire Prevention Services	
<p>In order to become more consistent with inspections and mandated reporting, increase capacity and resilience, and better serve the community, Rodeo-Hercules Fire Protection District contracts with a fire prevention services through an outsourced contract for service. Mandated life safety inspections and other community risk reduction and fire prevention services.</p> <p>Expansion and Improvement: Hire additional <u>personnel, consultants, or contractors</u> to support fire prevention mitigation.</p>	
Department	CSG (Prevention Consultant), Rodeo-Hercules Fire Protection District

1.4.3. Financial Resources

Table 1.4 contains a list of financial capabilities available to the District. These financial resources may be used to support mitigation activities based on procedures for each resource.

Table 1-4. Financial Resources

Special Assessment and Measure H	
<p>Revenue from Measure H and Special Assessment are used for program operations and specific projects. The revenue consists of fees, property tax, sales tax, transient occupancy tax, and franchise tax, as applicable, that can be used for general purposes.</p> <p>Expansion and Improvement: Hazard mitigation projects may be considered during the annual budgeting process for funding from the Special Assessment and Measure H.</p>	
Administrator	Department Specific Rodeo-Hercules Fire Protect District Administration; Contra Costa County Auditor-Controller's Office
Special Revenue Funds	
<p>The Rodeo Hercules Fire Protection District operates one (1) Special Revenue Fund funded by Measure O which is a parcel tax. Special Revenue Funds are used to account for revenue derived from specific taxes or other revenue sources that are restricted by law or administrative action to be expended for specified purposes.</p> <p>Expansion and Improvement: Focus Administered Special Funds on projects that provide mitigation to natural hazards.</p>	
Administrator	Rodeo-Hercules Fire Protect District Administration; Contra Costa County Auditor-Controller's Office

Development Impact Fees	
<p>The Rodeo Hercules Fire Protection District operates two (2) Development Impact Fees funds which are used to account for revenue derived from development projects to adequately defray all or a portion of the cost to mitigate the impacts of development.</p> <p>Expansion and Improvement: Focus Development Impact Fees on projects that provide mitigation to natural hazards.</p>	
Administrator	Rodeo-Hercules Fire Protect District Administration; Contra Costa County Auditor-Controller's Office
Prevention Fees	
<p>Consistent with Proposition 218 and the Fire District Law of 1987 allows for fees commensurate with actual costs to deliver services to be reimbursed.</p> <p>Expansion and Improvement: Focus Prevention Fees on projects that provide mitigation to natural hazards.</p>	
Administrator	CSG (Prevention Consultant), Rodeo-Hercules Fire Protection District
Community Development Block Grant (CDBG)	
<p>The Community Development Block Grant (CDBG) Program provides funding for eligible senior activities such as in-home care, art classes, counseling, and home-delivered meals. The United States Department of Housing and Urban Development (HUD) also provides Disaster Recovery Assistance in the form of flexible grants to help cities, counties, and states recover from Presidentially Declared Disasters, especially in low income areas, subject to the availability of supplemental appropriations.</p> <p>Expansion and Improvement: Where applicable, CDBG should be used to fund mitigation projects that enhance the resiliency of low income and underserved communities.</p>	
Administrator	Rodeo-Hercules Fire Protection District Fire Chief and Staff
Hazard Mitigation Grant Program (HMGP)	
<p>The Hazard Mitigation Grant Program (HMGP) provides support for post-disaster mitigation plans and projects.</p> <p>Expansion and Improvement: Train staff <u>or consultants</u> on notice of intent (NOI) procedures and track opportunities on the Cal OES mitigation website to initiate applications for grant funding.</p>	
Administrator	Federal Emergency Management Agency, Rodeo-Hercules Fire Protection District Fire Chief and Staff
Building Resilient Infrastructure and Communities (BRIC)	
<p>Building Resilient Infrastructure and Communities (BRIC) provides support for pre-disaster mitigation plans and projects.</p> <p>Expansion and Improvement: Train staff <u>or consultant</u> on notice of intent (NOI) procedures and track opportunities on the Cal OES mitigation website to initiate applications for grant funding.</p>	
Administrator	Federal Emergency Management Agency, Rodeo-Hercules Fire Protection District Fire Chief and Staff
Flood Mitigation Assistance (FMA) Grant Program	
<p>The Flood Mitigation Assistance (FMA) Grant Program mitigates structures and infrastructure with repetitive losses.</p> <p>Expansion and Improvement: Train staff on <u>or consultant</u> notice of intent (NOI) procedures and track opportunities on the California OES mitigation website to initiate applications for grant funding.</p>	
Administrator	Federal Emergency Management Agency, Rodeo-Hercules Fire Protection District Fire Chief and Staff

1.4.4. Education and Outreach Capabilities

Table 1 lists the District's education and public outreach capabilities. These capabilities include fire safety programs, hazard awareness campaigns, public information, and communications offices. Education and outreach capabilities can be used to inform the public about current and potential mitigation activities.

Table 1-5. Education and Outreach Resources

District Emergency/Disaster Readiness Website	
https://www.rhfd.org/emergency-alerts-activation-and-resources	
Rodeo Hercules Fire Protection District has educational material on making an emergency plan, stocking supplies, staying informed and getting involved. Information on wildfire preparedness, sandbag, Contra Costa County Community Alerting, Zone Haven FEMA Ready Gov and others. Link to information on earthquake preparedness, heat risk, storm readiness, run hide fight/active shooter, fire home safety (i.e., risk awareness and preparedness information).	
Expansion and Improvement: Develop a District program to provide Community Emergency Response Team (CERT) training.	
Lead Organization	Rodeo-Hercules Fire Protection District, City of Hercules Police Department, Contra Costa County Office of Emergency Services
District Social Media Accounts	
https://www.facebook.com/RHFPD	
https://www.instagram.com/rodeoherculesfd/	
The District uses its social media accounts to post information to collect input on updating this Hazard Mitigation Plan. These social media accounts can have links to other District webpages that provide details on mitigation projects and activities. They can also provide information and links to County, State and Federal emergency preparedness sites that provide information on individual and family preparedness.	
Expansion and Improvement: Develop a comprehensive program to utilize social media to reach out to communities in the District to provide information on mitigation activities. Conduct an annual survey to solicit input. Provide information and conduct the survey in English and Spanish.	
Lead Organization	Rodeo-Hercules Fire Protection District
County Public Safety and Emergency Information	
https://www.contracosta.ca.gov/5435/Public-Safety-Emergency-Info	
Provides resources and links for public safety and emergency information in Contra Costa County.	
Expansion and Improvement: Provide additional links to other organizations such as FEMA and PG&E.	
Lead Organization	Contra Costa County Office of Emergency Services
County Community Emergency Response Team (CERT) Coalition	
The Community Emergency Response Team (CERT) Program is a 20-hour all risk, all hazard training offered by the County's Fire Department. This valuable course is designed to help you protect yourself, your family, your neighbors, and your neighborhood before, during, and after an emergency.	
Expansion and Improvement: Support Community Emergency Response Team (CERT) development by providing training, support, and equipment. A trained CERT will improve resilience from and disaster preparedness for the hazards that may impact the District and region.	
Lead Organization	Contra Costa County Cities Citizen Corps
Community Warning System (CWS)	
The Community Warning System (CWS) can alert residents and businesses within Contra Costa County that are impacted by or are in danger of being impacted by an emergency. The CWS message will include basic information about the incident and what specific protective actions (e.g., shelter in place, lockdown, evacuate, avoid the area) are necessary for life safety and health.	
Expansion and Improvement: Coordinate community evacuation drills using the CWS to implement the	

exercise. Conduct post exercise information fairs at evacuation collection points.	
Lead Organization	Contra Costa Sheriff's Office

1.5. HAZARD MITIGATION PLAN INTEGRATION

The information on hazards, risk, vulnerability, and mitigation contained in this Hazard Mitigation Plan is based on the best available data at the time of the Plan update. Plan integration consists of the incorporation of hazard mitigation into other relevant planning mechanisms (e.g., general planning and capital improvement planning). It includes the integration of natural hazard information and mitigation policies, principles, and actions into local planning mechanisms and vice versa. Additionally, plan integration is achieved through the involvement of key staff and community officials in collaborative hazard mitigation planning.

1.5.1. Existing Plan Integration

RHFPD did not participate in the previous iteration of the Contra Costa County Hazard Mitigation Plan.

1.5.2. Potential Future Integration

As the Hazard Mitigation Plan is implemented, the District will use information from the Plan as the best available science and data on hazards. The capability assessment presented in Section 1.5.2 of this Annex identifies codes, plans, and programs that provide opportunities for integration. The countywide and local action plans developed for this Hazard Mitigation Plan are related to plan integration. The capability assessment identified plans and programs, listed in Table 1-6, that do not currently integrate goals and recommendations of this Plan but provide opportunities to do so in the future.

Table 1-6. Potential Future Integration

Planning Initiative	Description
County General Plan (Environmental Hazard Element)	The Environmental Hazards Element contains an evaluation of natural and human-caused conditions that may pose certain health and safety hazards to life and property in the District, along with a comprehensive program to mitigate those hazards. Inherent in this Element is a determination of "acceptable risk." This determination is based on defining how safe is safe enough, balancing the severity of the hazard, costs, feasibility of hazard mitigation, and expected benefits. In most cases, the level of acceptable risk is widely shared throughout the State and nation. For example, the standard for protection from flooding is a national standard. Standards for protection of structures from earthquake damage are based on the provisions of the Uniform Building Code. This Element addresses constraints to development from geologic and seismic conditions, noise, wildfire, flooding, and hazardous materials. Portions of this Hazard Mitigation Plan with the associated mapping will be considered for inclusion into the General Plan as an Appendix and referenced in this Element. Also, the update will include assuring compliance with Assembly Bill 2140 and Senate Bill 379.
District Strategic Plan	The Strategic Plan was developed with the primary goal of helping RHFPD communicate more effectively to the community in how best they can evaluate and improve the performance of their fire department and plan for the future. This Plan uses three (3) levels of evaluation; strategic objectives, outcomes, and goals to help the reader understand the relationship between the lower-level goals with the higher-level outcomes.

Planning Initiative	Description
2021 Fire District Annexation Feasibility Study	The Study includes a comprehensive analysis of the District's financial, staffing, support programs, and operational capabilities related to the feasibility of annexation of the East Contra-Costa Fire Protection District and RHFPD into Contra-Costa County Fire Protection District. The Study also includes Contra-Costa County's Local Agency Formation Commission (LAFCO) Service and Sphere Review Requirements found in CGC sections 56430 and 56425.

Commented [RR3]: It is my understanding that this review was not officially accepted and endorsed by the District. It should be removed. The present plan is likely more relevant. The LAFCO MSR could be inserted in this general section. YOU could also insert the business plan and the updated strategic plan when they are published and posted likely this month.

1.6. SIGNIFICANT HAZARD HISTORICAL OCCURENCES

A complete risk assessment, including past incidents, for each identified hazard of concern can be found in Volume 1 of this Plan. This section provides information on significant hazard events that uniquely impacted RHFPD.

Commented [YÁ4]: Please identify any significant past events that have significantly affected the District.

1.7. NATIONAL FLOOD INSURANCE PROGRAM

As a special district, the RHFPD is not eligible to participate in FEMA's National Flood Insurance Program (NFIP).

1.8. HAZARD VULNERABILITY AND IMPACT ASSESSMENT

Exposure and vulnerability to certain hazards affect the entire County and others are geographically defined. Although the entire County may be vulnerable to these hazards, their impacts may vary based on existing community conditions (e.g., underserved, or functional access needs populations may be more susceptible based on certain conditions, vulnerabilities, or needs).

A complete risk assessment for each identified hazard of concern is in Volume 1 of this Plan. Table # provides information on a several key vulnerabilities for RHFPD.

Table 1-7. Hazard Vulnerability and Impact Assessment

Hazards	Vulnerability and Impact
Landslides	Rodeo Hercules Fire Station (1680 Refugio Valley Road) is located in a high landslide risk area. Numerous shallow landslides of various sizes are present in Hercules, particularly in the southeastern part of the City of Hercules.
Wildfire	Homes within one (1) mile of a natural area are considered part of an ember zone, where wind driven embers can be a risk to property. Most of the eastern portion of the City of Hercules is located within the ember zone with large areas of the City directly adjacent to high wildfire severity zones.

1.9. HAZARD RISK RANKING

Table # presents the local hazard ranking for RHFPD of all hazards of concern listed in Volume 1 of this Plan. This ranking summarizes how hazards vary for this jurisdiction. As described in detail in Volume 1, the ranking process involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property, and the economy.

Table 1-8. Hazard Risk Ranking

Hazard Event	Probability Factor	Sum of Weighted Extent Factors	Sum of Weighted Vulnerability Factors	Sum of Weighted Impact Factors	Consequence Score	Total Risk Score (Probability x Consequence)
Earthquake	2	18	17	36	71	68
Landslide	3	9	9	22	40	59
Heavy Rain (Severe Weather)	3	9	14	15	38	56

Hazard Event	Probability Factor	Sum of Weighted Extent Factors	Sum of Weighted Vulnerability Factors	Sum of Weighted Impact Factors	Consequence Score	Total Risk Score (Probability x Consequence)
Flood (Urban/Flash Flood)	2	15	12	29	56	55
Wildfire	2	12	12	31	55	54
Severe Thunderstorm (Severe Weather)	3	6	16	14	36	54
Strong Winds / Damaging Winds (Severe Weather)	3	9	11	16	36	54
Heat Wave / Extreme Heat	3	9	10	15	34	51
Utility Interruptions	3	9	7	18	34	51
Drought	2	18	12	20	50	50
Flood (Riverine / Creek)	2	12	7	29	48	48
Hazardous Materials Incidents	2	15	9	16	40	41
Climate Change	2	9	12	15	36	38
Sea Level Rise	2	12	6	17	35	37
Cybersecurity Incidents	2	12	7	13	32	34
Active Shooter Incidents	2	9	5	15	29	32
Terrorism (Weapons of Mass Destruction)	1	18	11	27	56	31
Dam and Levee Failure	1	18	6	31	55	30
Tsunami	1	6	6	22	34	20
Tornado (Severe Weather)	1	6	6	14	26	16

1.10. MITIGATION ACTIONS

This section includes the mitigation actions that were developed to address identified risks and vulnerabilities to hazards identified in this Plan. This Plan serves only to recommend mitigation measures based on the potential for risk reduction and available funding. Implementation of mitigation actions is dependent on risk reduction priorities, feasibility, and available funding. It is also dependent on the cooperation and support of the jurisdiction and/or department responsible for each action item.

RHFPD agreed upon **nine (9)** mitigation actions that apply to the jurisdiction’s properties where they have jurisdictional responsibility and authority. The District did not participate in the previous reiteration of the Contra Costa County Hazard Mitigation Plan; therefore, all mitigation actions are new. A summary of the District’s mitigation actions status is listed in **Table #.**

Table 1-9. Rodeo-Hercules Fire Protection District Mitigation Actions Summary

Status		Mitigation Action Total	
Ongoing		0	
In Progress/In Work		0	
Not Started		0	
Delayed/Deferred		0	
New		9	
TOTAL		9	
Completed		0	
Deleted/No Longer Needed		0	
Mitigation Actions per Hazard			
Climate Change	9	Landslide	9
Dam and Levee Failure	8	Sea Level Rise	8
Drought	8	Severe Weather	7
Earthquake	7	Tsunami	8
Flood	8	Wildfire	8
Other Hazards of Concern: Hazardous Materials Incidents (7), Utility Interruptions (7), Active Shooter Incident (7), Terrorism (7)			

These shared actions, some of which address all hazards, help to meet the following requirements:

- Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure?
- Does the Plan include one (1) or more action(s) per jurisdiction for each hazard identified within the risk assessment?

A detailed explanation of the Mitigation Strategy can be found in Section #.# of Volume 1.

Mitigation Action	Implement a Community Emergency Response Team (CERT) Program to ensure training, support, and equipment. Additionally, to improve resilience from and disaster preparedness for the hazards that may impact the District and region, and trains residents in basic disaster response skills (e.g., fire safety, light search and rescue, team organization, and disaster medical operations).				
Action Number	RH-1	Year Initiated	2024	Prioritization Score	33/40
Goal(s) / Objective(s) Addressed	Goals: 1, 4, 5 Objectives:	Hazard(s) Mitigated	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire, Hazardous Materials Incidents, Utility Interruptions, Active Shooter Incidents, Terrorism		
Project Status	New	If Deleted/No Longer Needed, provide reason.		N/A	
Benefits (Loss Avoided)	High				
Lead Agency / Organization	Rodeo-Hercules Fire Protection District	Supporting Agency / Organization (If applicable)	N/A		
Additional Participating Jurisdictions (If applicable)	N/A				
Project Duration	Long Term	Estimated Cost	Low		
Potential Funding Source	Private/Non-Profit Funds, State Special Funds, HMGP, BRIC, FMA, CDBG, FEMA PA	If Other, you <u>must</u> identify a funding source.		N/A	
		Please provide further detail on Potential Funding Source.	The District is exploring all possible funding sources.		
Implementation Priority	High	Integration Ideas (Optional)			

Mitigation Action	Provide equipment, apparatus, and support for Wildfire mitigation efforts to include, but not limited to, the development of a mitigation plan, implement fuels management and reduction with replantation of indigenous fire restive plants, map vulnerable areas, retrofit and or require/encourage fire resistive construction, create defensible space, around structures, chipper program, fire awareness program, weed abatement.				
Action Number	RH-2	Year Initiated	2024	Prioritization Score	33/40
Goal(s) / Objective(s) Addressed	Goals: 1, 2, 3, 4, 5 Objectives:		Hazard(s) Mitigated	Climate Change, Drought, Landslide, Wildfire	
Project Status	New	If Deleted/No Longer Needed, provide reason.		N/A	
Benefits (Loss Avoided)	High				
Lead Agency / Organization	Rodeo-Hercules Fire Protection District	Supporting Agency / Organization (If applicable)	Contra Costa County Fire Protection District		
Additional Participating Jurisdictions (If applicable)	N/A				
Project Duration	Ongoing	Estimated Cost	Medium		
Potential Funding Source	Local Budgeted Funds, Local of State Special Taxes, Private/Non-Profit Funds, State Special Funds, HMGP, BRIC, FMA, CDBG, FEMA PA	If Other, you must identify a funding source.	N/A		
		Please provide further detail on Potential Funding Source.	N/A		
Implementation Priority	High	Integration Ideas (Optional)			

Mitigation Action	Implement a water response and rescue program to include, but not limited to, equipment, training, and support during water related disasters and incidents.				
Action Number	RH-3	Year Initiated	202 7 ⁵	Prioritization Score	33/40
Goal(s) / Objective(s) Addressed		Goals: 1, 2, 4, 5 Objectives:	Hazard(s) Mitigated	Climate Change, Dam and Levee Failure, Flood, Sea Level Rise, Tsunami	
Project Status	New		<i>If Deleted/No Longer Needed, provide reason.</i>	N/A	
Benefits (Loss Avoided)	High				
Lead Agency / Organization	Rodeo-Hercules Fire Protection District	Supporting Agency / Organization (If applicable)	Contra Costa County Fire Protection District		
Additional Participating Jurisdictions (If applicable)	N/A				
Project Duration	Ongoing	Estimated Cost	Medium		
Potential Funding Source	Local Budgeted Funds, Local or State Special Taxes, Private/Non-Profit Funds, State Special Funds, HMGP, FMA, FEMA PA		<i>If Other, you must identify a funding source.</i>	N/A	
			Please provide further detail on Potential Funding Source.	N/A	
Implementation Priority	Moderate High	Integration Ideas (Optional)			

Mitigation Action	Integrate interoperable and reliable communication equipment including portable and mobile radios and all associated equipment to coordinate disaster response.				
Action Number	RH-4	Year Initiated	2024	Prioritization Score	39/40
Goal(s) / Objective(s) Addressed	Goals: 1, 2, 3, 4, 5 Objectives:	Hazard(s) Mitigated	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire, Hazardous Materials Incidents, Utility Interruptions, Active Shooter Incidents, Terrorism		
Project Status	New	<i>If Deleted/No Longer Needed, provide reason.</i>	N/A		
Benefits (Loss Avoided)	High				
Lead Agency / Organization	Rodeo-Hercules Fire Protection District	Supporting Agency / Organization (If applicable)	N/A		
Additional Participating Jurisdictions (If applicable)	N/A				
Project Duration	Short Term	Estimated Cost	Medium		
Potential Funding Source	Local Budgeted Funds, Local or State Special Taxes, Private/Non-Profit Funds, State Special Funds, HMGP, FMA, FEMA PA	<i>If Other, you must identify a funding source.</i>	N/A		
		<i>Please provide further detail on Potential Funding Source.</i>	N/A		
Implementation Priority	High	Integration Ideas (Optional)			

Mitigation Action	Ensure that all the Rodeo-Hercules Fire Protection District staff who may be assigned the role of Incident Commander at an emergency/disaster incident have received Incident Command System (ICS) training; and ensure that employee training records are securely maintained.				
Action Number	RH-5	Year Initiated	2025	Prioritization Score	38/40
Goal(s) / Objective(s) Addressed	Goals: 1, 2, 3, 4, 5 Objectives:	Hazard(s) Mitigated	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire, Hazardous Materials Incidents, Utility Interruptions, Active Shooter Incidents, Terrorism		
Project Status	New	<i>If Deleted/No Longer Needed, provide reason.</i>	N/A		
Benefits <i>(Loss Avoided)</i>	Medium				
Lead Agency / Organization	Rodeo-Hercules Fire Protection District	Supporting Agency / Organization <i>(If applicable)</i>	N/A		
Additional Participating Jurisdictions <i>(If applicable)</i>	N/A				
Project Duration	Ongoing	Estimated Cost	Medium		
Potential Funding Source	Local Budgeted Funds	<i>If Other, you must identify a funding source.</i>	N/A		
		Please provide further detail on Potential Funding Source.	Local Budget, Staff Time		
Implementation Priority	High	Integration Ideas <i>(Optional)</i>			

Mitigation Action	Ensure that mandated training is provided to employees who require advanced knowledge and application of the Incident Command System (ICS); and ensure that employee training records are securely maintained. These include, but are not limited to, primary and alternate EOC Section Chiefs and senior field personnel, ICS-300, ICS-400, and the FEMA Professional Development Series.				
Action Number	RH-6	Year Initiated	2025	Prioritization Score	38/40
Goal(s) / Objective(s) Addressed	Goals: 1, 2, 3, 4, 5 Objectives:	Hazard(s) Mitigated	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire, Hazardous Materials Incidents, Utility Interruptions, Active Shooter Incidents, Terrorism		
Project Status	New	<i>If Deleted/No Longer Needed, provide reason.</i>	N/A		
Benefits <i>(Loss Avoided)</i>	Medium				
Lead Agency / Organization	Rodeo-Hercules Fire Protection District	Supporting Agency / Organization <i>(If applicable)</i>	N/A		
Additional Participating Jurisdictions <i>(If applicable)</i>	N/A				
Project Duration	Ongoing	Estimated Cost	Medium		
Potential Funding Source	Local Budgeted Funds	<i>If Other, you must identify a funding source.</i>	N/A		
		Please provide further detail on Potential Funding Source.	Local Budget, Staff Time		
Implementation Priority	High	Integration Ideas <i>(Optional)</i>			

Mitigation Action	Enhance technical equipment for a training room that could serve as a District Operations Center (DOC) or an alternative Emergency Operations Center (EOC).				
Action Number	RH-7	Year Initiated	2025	Prioritization Score	38/40
Goal(s) / Objective(s) Addressed	Goals: 1, 2, 3, 4, 5 Objectives:	Hazard(s) Mitigated	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire, Hazardous Materials Incidents, Utility Interruptions, Active Shooter Incidents, Terrorism		
Project Status	New	<i>If Deleted/No Longer Needed, provide reason.</i>	N/A		
Benefits (Loss Avoided)	High				
Lead Agency / Organization	Rodeo-Hercules Fire Protection District	Supporting Agency / Organization (If applicable)	City of Hercules Police Department		
Additional Participating Jurisdictions (If applicable)	N/A				
Project Duration	Short Term	Estimated Cost	Low		
Potential Funding Source	Local Budgeted Funds, Local or State Special Taxes, Private/Non-Profit Funds, State Special Funds, HMGP, BRIC, FMA, CDBG, FEMA PA	<i>If Other, you must identify a funding source.</i>	N/A		
		Please provide further detail on Potential Funding Source.	N/A		
Implementation Priority	High	Integration Ideas (Optional)			

Mitigation Action	Enhance Fire States for surge capacity, sustainable deployment, apparatus bay doors, kitchen and cooking areas, training room, office capacity, and capacity for housing additional personnel in during large scale events.				
Action Number	RH-8	Year Initiated	2025	Prioritization Score	35/40
Goal(s) / Objective(s) Addressed	Goals: 1, 2, 5 Objectives:	Hazard(s) Mitigated	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire, Hazardous Materials Incidents, Utility Interruptions, Active Shooter Incidents, Terrorism		
Project Status	New	<i>If Deleted/No Longer Needed, provide reason.</i>	N/A		
Benefits (Loss Avoided)	Medium				
Lead Agency / Organization	Rodeo-Hercules Fire Protection District	Supporting Agency / Organization (If applicable)	City of Hercules Police Department		
Additional Participating Jurisdictions (If applicable)	N/A				
Project Duration	Short Term	Estimated Cost	Medium		
Potential Funding Source	Local Budgeted Funds, Local or State Special Taxes, Private/Non-Profit Funds, State Special Funds, HMGP, BRIC, FMA, CDBG, FEMA PA	<i>If Other, you must identify a funding source.</i>	N/A		
		<i>Please provide further detail on Potential Funding Source.</i>	N/A		
Implementation Priority	High	Integration Ideas (Optional)			

Mitigation Action	Provide cardiac monitors and other essential and lifesaving equipment for first responders to increase the survival rate of victims during emergencies and disasters.				
Action Number	RH-9	Year Initiated	2024	Prioritization Score	40/40
Goal(s) / Objective(s) Addressed	Goals: 1, 5 Objectives:	Hazard(s) Mitigated	Climate Change, Dam and Levee Failure, Drought, Earthquake, Flood, Landslide, Sea Level Rise, Severe Weather, Tsunami, Wildfire, Hazardous Materials Incidents, Utility Interruptions, Active Shooter Incidents, Terrorism		
Project Status	New	<i>If Deleted/No Longer Needed, provide reason.</i>	N/A		
Benefits (Loss Avoided)	High				
Lead Agency / Organization	Rodeo-Hercules Fire Protection District	Supporting Agency / Organization (If applicable)	N/A		
Additional Participating Jurisdictions (If applicable)	N/A				
Project Duration	Short Term	Estimated Cost	Medium		
Potential Funding Source	Local Budgeted Funds, Local or State Special Taxes, Private/Non-Profit Funds, State Special Funds, HMGP, BRIC, FMA	<i>If Other, you must identify a funding source.</i>	N/A		
		<i>Please provide further detail on Potential Funding Source.</i>	N/A		
Implementation Priority	High	Integration Ideas (Optional)			

**CONSULTING SERVICES AGREEMENT BETWEEN
THE RODEO HERCULES FIRE PROTECTION DISTRICT AND
M.E.D. ENTERPRISES INC.
FOR
FIRE DISTRICT ANALYSIS AND OPTIONS FOR PROTECTING SERVICE LEVELS**

THIS AGREEMENT for fire district services is made by and between the Rodeo Hercules Fire Protection District (“District”) and M.E.D. Enterprises, Inc. (“Consultant”) (together sometimes referred to as the “Parties”) as of May 11, 2023 (the “Effective Date”).

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to District the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on May 11, 2024, or the date of completion of the Scope of Work in Exhibit A whichever is later, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the District’s right to terminate the Agreement, as referenced in Section 8.
- 1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that District, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from District of such desire of District, reassign such person or persons. Consultant acknowledges and agrees that the persons named in its proposal, as described in Exhibit A, shall be assigned to the District’s engagement.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Subsection 1.2 above and to satisfy Consultant’s obligations hereunder.
- 1.5 **Reserved**

Section 2. COMPENSATION. District hereby agrees to pay Consultant a sum not to exceed twenty-seven thousand five hundred fifty dollars and no cents (\$27,550.00), notwithstanding any contrary indications that may be contained in Consultant’s proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant’s proposal, attached as Exhibit A, regarding the amount of compensation, this Agreement shall prevail. District shall pay Consultant for services rendered pursuant to this Agreement at the time and in the

manner set forth herein. The payments specified below shall be the only payments from District to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to District in the manner specified herein. Except as specifically authorized by District in writing, Consultant shall not bill District for duplicate services performed by more than one person.

Consultant and District acknowledge and agree that compensation paid by District to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. District therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 Invoices. Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identification of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At District's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder;
- The Consultant's signature;
- Consultant shall give separate notice to the District when the total number of hours worked by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours within a 12-month period under this Agreement and any other agreement between Consultant and District. Such notice shall include an estimate of the time necessary to complete work described in Exhibit A and the estimate of time necessary to complete work under any other agreement between Consultant and District, if applicable.

- 2.2 Monthly Payment.** District shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. District shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.
- 2.3 Final Payment.** District shall pay the last 10% of the total sum due pursuant to this Agreement within 60 days after completion of the services and submittal to District of a final invoice, if all services required have been satisfactorily performed.
- 2.4 Total Payment.** District shall pay for the services to be rendered by Consultant pursuant to this Agreement. District shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. District shall make no payment for any extra, further, or additional service pursuant to this Agreement.
- In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.
- 2.5 Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit B.
- 2.6 Reimbursable Expenses.** There are no reimbursable expenses.
- 2.7 Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.8 Payment upon Termination.** In the event that the District or Consultant terminates this Agreement pursuant to Section 8, the District shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets to verify costs incurred to that date.
- 2.9 Authorization to Perform Services.** Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. District shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

District shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with District employees and reviewing records and the information in possession of the District. The location, quantity, and time of furnishing those

facilities shall be in the sole discretion of District. In no event shall District be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

Section 4. INSURANCE REQUIREMENTS. Before fully executing this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to District of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work to the District. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's proposal. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence that such insurance is in effect to District. VERIFICATION OF THE REQUIRED INSURANCE SHALL BE SUBMITTED AND MADE PART OF THIS AGREEMENT PRIOR TO EXECUTION. Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

4.1 Workers' Compensation.

4.1.1 General Requirements. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than \$1,000,000 per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of the Contract Administrator.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the District for all work performed by the Consultant, its employees, agents, and subcontractors.

4.1.2 Submittal Requirements. To comply with Subsection 4.1, Consultant shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section; and
- b. Waiver of Subrogation Endorsement as required by the section.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General Requirements. Consultant , at its own cost and expense, shall maintain commercial general liability insurance for the term of this Agreement in an amount not less than \$1,000,000 and automobile liability insurance for the term of this Agreement in an amount not less than \$1,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum Scope of Coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001, Code 1 (any auto). No endorsement shall be attached limiting the coverage.

4.2.3 Additional Requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. District, its officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired, or borrowed by the Consultant .
- c. Consultant hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to affect this waiver of subrogation.
- d. For any claims related to this Agreement or the work hereunder, the Consultant's insurance coverage shall be primary insurance as respects the District, its 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.

4.2.4 Submittal Requirements. To comply with Subsection 4.2, Consultant shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section;
- b. Additional Insured Endorsement as required by the section;
- c. Waiver of Subrogation Endorsement as required by the section; and
- d. Primary Insurance Endorsement as required by the section.

4.3 Professional Liability Insurance.

4.3.1 General Requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than \$1,000,000 covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim.

4.3.2 Claims-Made Limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least 5 years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant shall purchase an extended period coverage for a minimum of 5 years after completion of work under this Agreement.
- d. A copy of the claim reporting requirements must be submitted to the District for review prior to the commencement of any work under this Agreement.

4.3.3 Additional Requirements. A certified endorsement to include contractual liability shall be included in the policy.

4.3.4 Submittal Requirements. To comply with Subsection 4.3, Consultant shall submit the Certificate of Liability Insurance in the amounts specified in the section.

4.4 All Policies Requirements.

- 4.4.1 Acceptability of Insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.
- 4.4.2 Verification of Coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish District with complete copies of all Certificates of Liability Insurance delivered to Consultant by the insurer, including complete copies of all endorsements attached to the policies. All copies of Certificates of Liability Insurance and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the District does not receive the required insurance documents prior to the Consultant beginning work, it shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete copies of all required insurance policies at any time.
- 4.4.3 Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the written approval of District for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of the District, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- 4.4.4 Wasting Policies.** No policy required by this Section 4 shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).
- 4.4.5 Endorsement Requirements.** Each insurance policy required by Section 4 shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice has been provided to the District.
- 4.4.6 Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
- 4.5 Remedies.** In addition to any other remedies District may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, District may, at its sole option exercise any of the following remedies, which are alternatives to other remedies District may have and are not the exclusive remedy for Consultant's breach:
- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
 - Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or

- Terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES. Refer to the attached Exhibit C, which is incorporated herein and made a part of this Agreement.

Section 6. STATUS OF CONSULTANT.

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of District. District shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subsection 1.3; however, otherwise District shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other District, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by District, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of District and entitlement to any contribution to be paid by District for employer contributions and/or employee contributions for PERS benefits.
- 6.2 Consultant Not an Agent.** Except as District may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind District to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

- 7.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws and regulations applicable to the performance of the work hereunder, including but not limited to the Americans with Disabilities Act, and any copyright, patent or trademark law. Consultant's failure to comply with any law(s) or regulation(s) applicable to the performance of the work hereunder shall constitute a breach of contract.
- 7.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which District is bound by the terms of such fiscal assistance program.
- 7.4 Licenses and Permits.** Consultant represents and warrants to District that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to District that Consultant and

its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from District.

- 7.5 Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

- 8.1 Termination.** District may cancel this Agreement at any time and without cause upon written notification to Consultant .

Consultant may cancel this Agreement upon 30 days' written notice to District and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; District, however, may condition payment of such compensation upon Consultant delivering to District any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the District in connection with this Agreement.

- 8.2 Extension.** District may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if District grants such an extension, District shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, District shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

- 8.3 Amendments.** The Parties may amend this Agreement only by a writing signed by all the Parties.

- 8.4 Assignment and Subcontracting.** District and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to District for entering into this Agreement was and is the professional reputation and competence of Consultant . Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.
- 8.5 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between District and Consultant shall survive the termination of this Agreement.
- 8.6 Options upon Breach by Consultant .** If Consultant materially breaches any of the terms of this Agreement, District's remedies shall include, but are not limited to, the following:
- 8.6.1** Immediately terminate the Agreement;
 - 8.6.2** Retain the reports, work papers and any other work product prepared by Consultant pursuant to this Agreement;
 - 8.6.3** Retain a different Consultant to complete the work described in Exhibit A not finished by Consultant and charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that District would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

- 9.1 Records Created as Part of Consultant's Performance.** All reports, work papers, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the District. Consultant hereby agrees to deliver those documents to the District upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the District and are not necessarily suitable for any future or other use. District and Consultant agree that, until final approval by District, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both Parties.
- 9.2 Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents

evidencing or relating to charges for services or expenditures and disbursements charged to the District under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

- 9.3 Inspection and Audit of Records.** Any records or documents that Subsection 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the District. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of District or as part of any audit of the District, for a period of 3 years after final payment under the Agreement.

Section 10. MISCELLANEOUS PROVISIONS.

- 10.1 Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and costs in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 Venue.** In the event that either party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.
- 10.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.
- 10.6 Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of District or whose business, regardless of location, would place

Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any District official in the work performed pursuant to this Agreement. No officer or employee of District shall have any financial interest in this Agreement that would violate California Government Code Section 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the District. If Consultant was an employee, agent, appointee, or official of the District in the previous 12 months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of California Government Code Section 1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the District for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of California Government Code Section 1090 *et seq.*, and, if applicable, will be disqualified from holding public office in the State of California.

- 10.8 Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.
- 10.9 Contract Administration.** This Agreement shall be administered by Kimberly Corcoran ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.
- 10.10 Notices.** Any written notice to Consultant shall be sent to:

Michael Despain
President/CEO
M.E.D. Enterprises Inc.
3225 McLeod Dr., Suite 100
Las Vegas, NV 89121

Any written notice to District shall be sent to:

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

- 10.12 Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A, B, and C represents the entire and integrated agreement between District and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

<u>Exhibit A</u>	Scope of Services
<u>Exhibit B</u>	Compensation Schedule & Reimbursable Expenses
<u>Exhibit C</u>	Indemnification

10.13 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

SIGNATURES ON FOLLOWING PAGE

The Parties have executed this Agreement as of the Effective Date. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

RODEO HERCULES FIRE DISTRICT

DocuSigned by:

Darren Johnson

821F4353E4E8411...

INTERIM FIRE CHIEF DARREN JOHNSON

M.E.D. ENTERPRISES INC.

DocuSigned by:

Michael Despain

57F56046E6DE4E2...

MICHAEL DESPAIN

Attest:

DocuSigned by:

Kimberly Corcoran

653390444FEA4D6...

Kimberly Corcoran, District Secretary

EXHIBIT A

SCOPE OF SERVICES

The scope of services is as attached, amended as follows:

1) Page 2, (underlined language is added to existing): “Analyze current organizational systems and programs for any gaps, including gaps identified in Exhibit A, Administrative Responsibilities and Gap Analysis Matrix, and provide options, recommendations and cost estimates to the Board for narrowing any gaps, (aka Protecting Service Levels project), including the analysis of all reasonable proposed partners (Pros and Cons).”

2) Page 2, Add a seventh bullet to the SOW: “Provide consistent and reliable methods to generate revenue.”

3) Page 2, Under Project Deliverables, clarify first project deliverable description by adding: “Work to begin with SOW bullet number 1.”

4) Page 2, Under Project Deliverables, make second deliverable description read (underlined language added): “See list of proposed services above. Additional services to be performed as needed and only as directed by the Board.”

5) Page 3, Obligations of the Rodeo-Hercules, Fire District: The Board point of contact is the Strategic Plan Ad Hoc Committee.

EXHIBIT B

COMPENSATION SCHEDULE & REIMBURSABLE EXPENSES

(Included in Exhibit A)

EXHIBIT C

INDEMNIFICATION

Consultant shall indemnify, defend with counsel acceptable to District, and hold harmless District and its officers, elected officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Consultant's performance of the services called for or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the active negligence or willful misconduct of District.

The Consultant's obligation to defend and indemnify shall not be excused because of the Consultant's inability to evaluate Liability or because the Consultant evaluates Liability and determines that the Consultant is not liable to the claimant. The Consultant must respond within 30 days to the tender of any claim for defense and indemnity by the District. If the Consultant fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due the Consultant under and by virtue of this Agreement as shall reasonably be considered necessary by the District, may be retained by the District until disposition has been made of the claim or suit for damages, or until the Consultant accepts or rejects the tender of defense, whichever occurs first.

5349586.1

Possible Update to Measure O Ordinance

Feb. 14 RHFD Regular Board Meeting, Agenda Item 16

The Measure O Oversight Ad Hoc took direction from the Board at the January regular meeting to find a consultant to assist the Board in determining whether it would be financially viable to convert the existing per-parcel tax to a per-unit tax.

Converting the Measure O Ordinance to a tax on dwelling units provides the following advantages:

- Stabilizing the District's funding while increasing revenue.
- Resolves fairness issue: the current parcel tax means a large multi-unit apartment complex pays the same amount as a single-family home, even though the apartment complex is likely to generate more calls for service than the single-family home. Measure O should apply the tax for Fire and EMS services to each household within the RHFD.
- Direction from State is to increase density by building apartments and condominiums rather than single-family homes. Hercules has approved and is building high-density complexes with a slower density growth in Rodeo. Multi-unit complexes tend to have a greater need for services due a higher rate of residents.
- Adding to the tax base helps to offset the senior exemptions to Measure O tax.

Hercules City Manager in 2016 suggested to then-Chief Craig that the District change the proposed measure from a parcel tax to a unit tax in order for the District to obtain additional resources. The District was under pressure to keep both stations open, and did not make the change before getting Measure O to voters.

A court case, Leland Traiman v. Alameda Unified School District, makes it possible for District to move in this direction. The appeals court ruled that the school district could convert a parcel tax to a unit tax, so long as the tax applied uniformly for all classes of taxpayers, with no distinction between residential and commercial properties or between homes and apartments.

RECOMMENDATION:

Ad Hoc solicited quotes from 4 potential consultants within this highly specialized field. We are recommending for the Board's consideration the Lew Edwards Group -- who successfully assisted the RHFD in passing the Measure O ballot measure in 2016 -- to begin Phase 1:

- Assess if it is financially viable to convert Measure O Ordinance from a parcel to unit tax.
- Poll District (Communities of Rodeo and Hercules)

They are familiar with the Hercules City Council, County Board of Supervisors, County Elections Department (staff, policies, procedures), our Community and Labor, County Assessor's Office,

District Counsel; in short all of the key players, policies and procedures to conduct a successful campaign.

The Lew Edwards Group is the California leader in successful sales tax measures and provides a full range of Ballot Measure Preparation and Informational Communications services for counties, cities, and special district measures of all types.

They have enjoyed 26 years of success, passing over \$42 Billion in California finance measures at a 95%+ win rate for repairing K-12 classrooms, expanding college facilities, protecting funding for local city services, and improving libraries, parks and infrastructure. Catherine Lew prides herself on her firm's award-winning service to every client, diverse agencies that range dramatically in size and strategic needs.

The Lew Edwards group is the only consultant that brings a complete team to the Board to assess the viability of modifying the Measure O ordinance from parcel to unit to deliver a successful campaign (if approved for Phase 2) on the November 2024 ballot.

Funds can be allocated from reserves should the Board make the decision to modify the Measure O ordinance. We also received a bid from SCI Consulting Group, a solid company but without the track record of managing the Measure O campaign for our District.

Respectfully submitted,

Directors Bowman and Davidson
Measure O Oversight Ad Hoc

Attachments: 3

January Presentation to Board

Measure O Ordinance

Information on Lew Edwards Group

SCI Consulting Group Bid

Phase 1

- Assess if it is financially viable to convert Meas O from a Parcel to
- Poll District (Communities of Rodeo and Hercules)

Link to Measure O Ordinance

Add Jan Presentation/document as supporting documentation

<https://www.rhfd.org/files/9067ab182/Full+Text+of+Measure+O.pdf>

Phase 2

- Assessing community support through public opinion research
- Developing an informational communications plan to expand community awareness of fiscal/service needs
- Finalizing a planning timeline and budget
- Draft ballot measure
- Helping to identify other professionals as needed for our team
- Assist the Board in making presentation to City of Hercules and CCC BOS for approval of ballot measure
- Training Board and staff on external Speakers' Bureau activities and other informational outreach
- Developing an earned/social media/web-based strategy and content
- Developing informational collaterals
- Providing Rapid Response services
- Providing input to the Board on voter handbook materials

Here are the names of possible consultants ; am awaiting cost to perform initial analyses:

Lew Edwards Group

<https://lewedwardsgroup.com/>

SCI Consulting Group

<https://sci-cg.com/>

Spectrum Campaigns

<https://www.spectrumcampaigns.com>

Probolsky Research

<https://www.probolskyresearch.com>

Agenda Item # 16:**Review Measure O Ballot Tax for Consideration of Conversion to Unit Tax. (DISCUSSION AND POSSIBLE ACTION)**

Currently, only single-family homes pay the on-going flat fee *parcel* tax for Measure O and not for each single apartment *unit*. In other words, Measure O does not uniformly apply the tax for Fire and EMS services to every individual household within the RHFD.

The district has within its scope the ability to modify Measure O to charge its current flat fee *parcel* tax, instead, to a per *unit* tax for each unit within a multi-unit apartment building. In other words, an updated Measure O tax measure for the November 5th 2024 election would propose a change in Measure O to charge the fire/EMS tax from a parcel tax to a tax for each and every one of the multiple individual *apartment units*. Charging a per unit tax on a parcel is *not* prohibited

To charge the tax per unit would amend the calculation method, and would require a ballot measure approved by the voters.

If the Board were so inclined, and presumably after professional analysis, the Board could initiate a ballot measure to amend the calculation method of Measure O to one that is similar, in intention of *uniformity*, to the tax measure that was charged by the Alameda Unified School District for their Measure A. In a recent appeals court case, Leland Traiman v. Alameda Unified, the court overturned an April 2022 decision by Alameda County Superior Court Judge Julia Spain, who ruled that “Measure A violated a state law that requires parcel taxes be set at a uniform rate”.

Locally, with several large-scale new developments being established in Hercules in the former redevelopment district near to the waterfront, the Measure O *parcel* tax no longer applies uniformly to all residences within the Rodeo-Hercules Fire District. In Leland Traiman, the appeals court ruled that Measure A satisfied the legal requirement that a parcel tax should be applied uniformly for all classes of taxpayers (with no distinction between residential and commercial properties or between homes and apartments). In the case of an updated Measure O unit tax (versus RHFD’s current parcel tax), it would be applied uniformly for all classes of taxpayers, homeowners and apartment dwellers, alike, thus apparently satisfying the legal uniformity requirement.

Therefore, the method to remedy the *non-uniform application* of Measure O is to set taxes at a uniform rate for all residences and that would be as a *per unit tax* (as opposed to a parcel tax). As it currently stands, Rodeo-Hercules single-family households are subsidizing fire and EMS services for apartment residents and/or apartment building owners. Under an updated Measure O, accessory dwelling units (ADUs) would also be assessed for a unit tax.

Note also that recent State and local governmental policies, in fact, encourage the increased rate of construction of large multi-unit apartments, especially in the Bay Area. Note that multi-storied apartment building that require expensive 100-foot ladder trucks and each apartment can have hundreds of separate units.

IMPORTANT NOTES:

- 1) We would need a *consultant* to change Measure O.
- 2) If the measure was not passed, that Measure O would remain *intact*.
- 3) The last day to place a measure on the ballot is on August 9, 2024

Financials:

The cost for the ballot measure would be \$2.50-\$4.00 per voter in the district. Currently, RHFPD has 22,734 active voters within the district (according to Candidate Services at the Contra Costa County Elections division). The cost for a ballot measure to update Measure O would be in the vicinity of \$75,000.

The potential revenue generated yearly in an updated Measure O unit tax measure:

Aventine 147; The Grand 231; Exchange 172; Blocks MPO (Ground has been broken) 287
(Existing Total: 837 units = ~ \$210,000/ year immediately)

Future apartments units near to the Hercules waterfront (note that these financial figures are very approximate and are likely overstated because of various development considerations):

Blocks ABCD (“The Bowl”) 461
Hilltown 598
Bayfront Blvd 305
(Future Total: 1364 units = ~ \$340,000/ year – future/ projected construction)

Total ~ \$550,000 / year (for current and future apartment developments)

Therefore, a unit tax would raise between \$200 thousand initially and potentially, one-half million dollars per year for RHFD. Furthermore, the cost of an updated Measure O ballot measure is minor as compared to the County’s administrative cost for doing the measure in November.

**Legal Ruling (answer with legal references provided by Microsoft Bing/ChatGPT):
Leland Traiman v. Alameda Unified School District:**

The case of Leland Traiman v. Alameda Unified School District involved a dispute over Measure A, a tax approved by voters in the Alameda Unified School District in 2020. The tax was levied on improved parcels at a rate of \$0.265 per building square foot, not exceeding \$7,999 per parcel.(1,2) In April 2022, Alameda County Superior Court Judge Julia Spain ruled that the tax was not applied uniformly and invalidated it,(1,2) However, this decision was overturned by the California Court of Appeals, First District, Fifth Division on August 3, 2023.

The appeals court ruled that Measure A satisfied the legal requirement that a parcel tax should be applied uniformly for all classes of taxpayers, with no distinction between residential and

commercial properties or between homes and apartments. (2) This ruling gives school districts and community colleges more latitude to design a parcel tax. (2) The court’s decision is precedent-setting and binding across the state on any Superior Court that considered a similar challenge to another tax,(2) This ruling provides districts with flexibility and clarity2. The plaintiff, Leland Traiman, was awarded \$374,960 in attorney fees pursuant to Code of Civil Procedure section 1021.51. The District appealed this decision. (1,2)

- 1) Traiman v. Alameda Unified Sch. Dist. From Case text: Smarter Legal Research. <https://casetext.com/case/traiman-v-alameda-unified-sch-dist>
- 2) Appeals court upholds parcel taxes based on square footage with a ceiling. Decision for Alameda Unified gives districts more options to design a parcel tax. <https://edsource.org/2023/appeals-court-upholds-parcel-taxes-based-on-square-footage-with-a-ceiling/695289>
- 3) CERTIFIED FOR PUBLICATION: IN THE COURT OF APPEAL OF THE STATE OF CALIFORNIA FIRST APPELLATE DISTRICT; DIVISION FIVE **LELAND TRAIMAN, Plaintiff and Respondent, v. ALAMEDA UNIFIED SCHOOL DISTRICT, Defendant and Appellant.** Filed 8/3/23. (A164935, A166022; Alameda County Super. Ct. No. RG20061550). <https://cases.justia.com/california/court-of-appeal/2023-a164935.pdf?ts=1691103661>

Elections Services; Candidate Services; Contra Costa County Elections
<https://www.contracostavote.gov/> Phone: 925-335-7800

Candidate Nomination Period	July 15, 2024 – August 9, 2024
Last day to place a measure on the ballot	August 9, 2024
Local measure letter assigned	August 12, 2024
Randomized alphabet drawing for ballot placement	August 15, 2024
Deadline for Primary Arguments For/Against	August 21, 2024
Deadline for Rebuttal Arguments	August 26, 2024
Vote by Mail Mailing	October 7, 2024
Voter Registration Deadline	October 21, 2024
Last Day to Request Vote by Mail Ballot	October 29, 2024

Election Day	November 5, 2024
Certification Deadline	December 5, 2024

**FULL TEXT OF
MEASURE O**

ORDINANCE NO. 2016-1

AN ORDINANCE OF THE RODEO HERCULES FIRE PROTECTION DISTRICT TO AUTHORIZE THE LEVY OF A SPECIAL TAX FUNDING REPLACEMENT MEASURE TO FINANCE FIRE PROTECTION AND EMERGENCY SERVICES AND AUTHORIZING AN INCREASE IN THE APPROPRIATIONS LIMIT FOR THE RODEO HERCULES FIRE PROTECTION DISTRICT;

THE PEOPLE OF THE RODEO HERCULES FIRE PROTECTION DISTRICT DO HEREBY ORDAIN AS FOLLOWS:

Section 1. Authority, Purpose and Intent.

Pursuant to the authority of Sections 13911 and 13913 of the California Health and Safety Code, and other applicable law, there is hereby levied and assessed a special tax by the Rodeo Hercules Fire Protection District on all parcels of real property in the Rodeo Hercules Fire Protection District for each fiscal year.

Section 2. Special Tax Imposed.

A special tax funding replacement measure for the purpose specified in Section 4 of this ordinance shall be imposed on all parcels of real property in the Rodeo Hercules Fire Protection District for each fiscal year, commencing with fiscal year 2017-2018. The maximum amount of the special tax for fiscal year 2017-2018 shall be \$216.00 per parcel. Beginning with fiscal year 2017-2018 and for each fiscal year thereafter, the maximum amount of the special tax shall increase by the lesser of (i) three percent or (ii) the percentage by which the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose Area published by the Bureau of Labor Statistics of the United States Department of Labor, or any successor to that index, increased in the twelve months prior to March of the calendar year in which the adjustment is made. In no event shall the special tax for any parcel for any year be less than the amount established for the preceding year. If or when applicable, for parcels divided by Tax Rate Area lines, the amount of the special tax for the portion of the parcel within Contra Costa County shall be calculated the same as set forth above. For properties wholly within Contra Costa County and divided by Tax Rate Area lines into multiple parcels, the property shall be taxed as a single parcel.

The records of the Contra Costa County Assessor as of March 1st of each year shall determine each parcel to be charged and the person or entity financially responsible for the calculation and payment of the special tax applicable to that parcel in the following fiscal year.

For the purposes of this ordinance, the term "parcel" shall mean a parcel of real property having a separate assessor's parcel number as shown on the last equalized assessment roll of Contra Costa County.

Section 3. Annual levy; Public Hearing.

The Board of Directors shall annually by an affirmative vote of at least a majority of its members establish the amount of the special tax levy, in an amount that does not exceed the maximum amount specified in Section 2 of this ordinance. The special tax funding replacement measure shall not be measured by value of the property.

The Board of Directors shall conduct a public hearing regarding the proposed annual levy of the special tax funding replacement measure during the budget hearing for the applicable year. Notice of the public hearing shall be published in accordance with District procedures at least ten (10) days prior to the hearing.

Section 4. Special Fund, Use of Tax Proceeds, Annual Report, District Formation of an independent 2016 Special Tax Funding Replacement Measure Oversight Committee

The proceeds of the special tax funding replacement measure imposed by this ordinance shall be placed in a special account or fund to be used solely for any lawful purpose permissible to Fire District's pursuant to California Health and Safety Code section 13800 et seq., including but not limited to enhancing the existing level of fire prevention, emergency fire protection and paramedic response services through increasing staffing levels to operate and maintain the District's fire stations, maintaining and when necessary replacing fire protection and lifesaving equipment and apparatus to optimal levels of function and performance, and to fund capital improvements.

The Fire Chief, or his designee, including but not limited to the District's chief fiscal officer, shall file an annual report with the Board. The annual report shall at a minimum, report upon the following: (a) The amount of tax proceeds collected and expended; and (b) The status of any project required or authorized to be funded in accordance with this section.

The Board of Directors shall form and appoint members to an independent 2016 Special Tax Funding Replacement Measure Independent Oversight Committee who shall receive, review, and advise the Board upon the Annual Report. At a minimum, members of the Oversight Committee shall be residents or property owners within the District, and registered to vote.

Section 5. Collection.

The special tax replacement funding measure imposed by this ordinance shall be collected in the same manner,

on the same dates, and shall be subject to the same penalties and interest as other charges and taxes fixed and collected by the County of Contra Costa on behalf of the Rodeo Hercules Fire Protection District. Said special tax replacement funding measure, together with all penalties and interest thereon, shall constitute a lien upon the parcel upon which it is levied until it has been paid, and said special tax, together with all penalties and interest thereon, shall, until paid, constitute a personal obligation to the Rodeo Hercules Fire Protection District by the persons who own the parcel on the date the tax is due.

Section 6. Amendment.

The Board of Directors shall be empowered to amend this ordinance by an affirmative vote of at least a majority of its members to carry out the general purposes of this ordinance, to conform the provisions of this ordinance to applicable state law, to modify the methods of collection, or to assign the duties of public officials under this ordinance.

In no event shall the Board of Directors amend this ordinance to increase the maximum amount of the special tax established in section 2 of this ordinance, unless approved by two-thirds of the voters voting thereon.

Section 7. Exemptions.

The special tax funding replacement measure shall not be imposed upon any parcel that is exempt from the special tax pursuant to any provision of the Constitution, California State law, or any paramount law. The special tax funding replacement measure shall not be imposed upon any parcel owned and occupied by a person or persons 65 years of age or older. The special tax funding replacement measure shall not be imposed upon any parcel occupied by a person or persons financially responsible for paying the property tax upon the parcel who is 65 years of age or older. A qualified owner or occupant must file an application for the exemption with the District no later than January 31 annually. The Board of Directors by resolution may adopt exemptions to the special tax imposed by this ordinance.

Section 8. Appropriations Limit.

The appropriations limit of the Rodeo Hercules Fire Protection District established under Article XIII B, Section 6 of the California Constitution shall be increased by the proceeds received from the special tax funding replacement measure imposed by this ordinance.

Section 9. Exemption from CEQA

This Ordinance is exempt from the California Environmental Quality Act (Public Resources Code §§ 21000 et seq., "CEQA," and 14 Cal. Code Reg. §§ 15000 et seq., "CEQA Guidelines"). The special tax authorized by this Ordinance is a special tax that can only be used to fund the projects,

facilities, and services described in the Ordinance but does not approve any specific projects or services. As such, under CEQA Guidelines section 15378(b)(4), the special tax is not a project within the meaning of CEQA because it creates a government funding mechanism that does not involve any commitment to any specific project or service that may result in a potentially significant physical impact on the environment. If revenue from the tax were used for a purpose that would have such effect, the District would undertake the required CEQA review for that particular project or service. Therefore, pursuant to CEQA Guidelines Section 15060, review of the Ordinance under CEQA is not required. Prior to commencement of any project or service funded by the special tax, any necessary environmental review required by CEQA shall be completed. The District shall perform CEQA analysis for the project prior to approving the project or service, if the project or service requires analysis under CEQA.

Section 10. Severability.

If any provision of this ordinance or the application thereof to any person or circumstances is held invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect any other provision or applications, and to this end the provisions of this ordinance are declared to be severable. The Board of Directors, and the electorate by referendum, do hereby declare that they would have adopted this ordinance and each section, subsection, sentence, clause, phrase, part or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, parts or portions thereof, be declared invalid or unconstitutional.

Section 11. Effective Date.

This ordinance shall be adopted and become effective only if approved by two-thirds of the voters voting thereon, at an election to be held on November 8, 2016.

Section 12. Termination.

This Ordinance shall continue unless and until it is rendered null and terminated by a vote of the voters of the District. Notwithstanding the previous sentence, Section 5, relating to collection and enforcement of liens or obligations for the special tax procedures shall continue in full force and effect until all such collections have been completed.



*Proposal to Provide Fiscal Sustainability Services
for the
Rodeo Hercules Fire Protection District*

February 8, 2024

Board Vice Chair Marie Bowman
 Rodeo Hercules Fire Protection District
 1680 Refugio Valley Road
 Hercules, CA 94547



Dear Vice Chair Bowman:

Thank you for reaching out to our firm to explore a potential second collaboration with The Lew Edwards Group (Lead Consultant) and our polling subcontractor, FM3 Research. As you requested, this document provides information on what a second collaboration could potentially look like, if preserving the option of a November 2024 ballot measure.

Since our last collaboration with the District, our team has now passed a combined total of more than \$89 Billion in California Revenue Measures of all types with an enactment rate of 95% and has represented a combined total of nearly 500 public entities. The following are some of the many qualities that our team continues to offer to the Rodeo Hercules Fire Protection District (RHFD):

- ✓ The California leaders in all types of potential fire protection district funding, including fees, taxes, special and benefit assessments, including successful fire protection district measures enacted during today's polarized communications environment;
- ✓ Demonstrated success within your District, enacting Measure O with 78.15% of the vote in 2016 as well as seven successful measures in the City of Hercules, most recently in the 2022 election cycle;
- ✓ Nationally recognized, award-winning Community Outreach programs that consolidate community consensus around fire safety service priorities; and
- ✓ Excellent, accurate and on-point polling services that provide RHFD with a full assessment of all of its revenue enhancement options.

Due to significant demand, LEG currently represents returning clients or new clients in a position to sole source our services. We would welcome a second successful collaboration with RHFD.

Warmly,

Catherine Lew, Esq.
 President/CEO, The Lew Edwards Group
 510-594-0224 x 261 / Catherine@lewedwardsgroup.com

FIRMS ON THE TEAM: EXPERIENCE & QUALIFICATIONS

The Lew Edwards Group (Lead Consultant)

The Lew Edwards Group (LEG), established in 1997, is a California leader in providing successful revenue measure planning services to public agencies throughout California, including counties, fire, school and special districts, community college districts, cities, and selected nonprofit and private sector clients. LEG has passed more than \$42 Billion in California revenue ballot measures with a 95% success rate, many of which have succeeded at the more difficult, two-thirds requirement level.

Success within your District Boundaries

Working with FM3 Research, it was LEG's privilege to represent your District on the successful enactment of Measure O in 2016 with 78.15% of the vote. Our scope of services included:

- ✓ Lead Project Management services collaborating closely with the District General Manager and District Counsel, including updates to the Board
- ✓ Overall project strategy and facilitation
- ✓ Public opinion research assessment of revenue options
- ✓ Development of an informational community outreach plan
- ✓ Production of informational District Election updates and voting information, with the independent review of District Counsel

LEG/FM3 has also provided Lead Consulting services for seven successful measures in the City of Hercules, a significant constituency for RHFD reflecting 76% of the likely District vote, including:

- Measure O, a successful ½ cent sales tax enacted in June 2012
- Measure N, a successful authorization for sale of Hercules Municipal Utility in June 2012
- Measure A, a 2% utility users tax enacted in June 2014
- Measure B, the extension of the sales tax in November 2015
- Measure C, the extension of the utility users tax in November 2015
- One Landscape Lighting Assessment District enactment in 2018
- Measure N, the extension of the utility users tax in November 2022

Award-Winning Experts in District Revenue Consulting

LEG experts are exceptionally skilled in providing highly effective services to its public entities. Direct mail produced by LEG for its districts has been recognized on multiple occasions in the prestigious national Pollie Awards for excellence.

LEG experts are enthusiastic, readily accessible to our clients, and experienced in serving the needs of districts and their constituents, who expect and deserve nothing short of outstanding professional service.

An Alameda County-based firm, Team LEG has 27 years of experience in revenue planning, communications, direct mail, and coalition-building. Besides your District’s Measure O following are some of LEG’s successful safety or 911 revenue measures:

ALAMEDA COUNTY FIRE DEPARTMENT	ENACTED FIRE SAFETY BOND
APPLE VALLEY FIRE PROTECTION DISTRICT*	ENACTED FIRE SAFETY PARCEL TAX
CERES FIRE DEPARTMENT*	ENACTED FIRE/POLICE TAX
CLOVIS FIRE DEPARTMENT*	ENACTED FIRE/POLICE TAX
DESERT HOT SPRINGS POLICE DEPT.*	ENACTED PUBLIC SAFETY TAX
ESCONDIDO FIRE DEPARTMENT*	ENACTED FIRE/POLICE BOND
DINUBA FIRE DEPARTMENT*	ENACTED FIRE/POLICE TAX
GALT POLICE DEPARMENT*	ENACTED PUBLIC SAFETY TAX
HUMBOLDT FIRE PROTECTION DISTRICT 1	ENACTED FIRE ASSESSMENT INCREASE
LA MESA FIRE DEPARTMENT*	ENACTED FIRE/POLICE BOND
LOS BANOS FIRE DEPARTMENT*	ENACTED FIRE/POLICE TAX
MANTECA FIRE DEPARTMENT*	ENACTED FIRE/POLICE TAX
PORTERVILLE FIRE DEPARMENT*	ENACTED FIRE/POLICE TAX
REEDLEY FIRE DEPARTMENT*	ENACTED FIRE/POLICE TAX
SANGER FIRE DEPARTMENT*	ENACTED FIRE/POLICE TAX
SARATOGA FIRE PROTECTION DISTRICT	ENACTED FIRE SAFETY BOND
SELMA FIRE DEPARTMENT*	ENACTED FIRE/POLICE TAX
SOUTHERN MARIN FIRE PROTECTION DIST*	ENACTED FIRE SAFETY PARCEL TAX
STOCKTON FIRE DEPARTMENT*	ENACTED FIRE/POLICE TAX
VISALIA FIRE DEPARTMENT*	ENACTED FIRE/POLICE TAX
LATHROP-MANTECA FPD*	ENACTED TAX (share w/City of Lathrop)
MTN COMMUNITY MEDICAL SERVICES*	ENACTED EMERGENCY ROOM TAX (2)
PALM DRIVE HEALTHCARE DISTRICT	ENACTED EMERGENCY ROOM TAX
PALOMAR POMERADO HEALTH DIST*	ENACTED EMERGENCY ROOM BOND

LEG has also provided strategic revenue planning services to the Fresno County Fire Protection District, Menlo Park Fire Protection District, TwentyNine Palms Fire Protection District, Pasadena Fire Department, and San Bernardino County Fire Department.

Parcel/Special Taxes, Special District, or Assessment Measures

Besides the 2018 LLAD enactment in the City of Hercules, LEG has quarterbacked the following projects:

City of Arcadia	ENACTED Benefit Assessment District
Centinela Valley HSD – JPA	ENACTED Parcel Tax
City of Ceres	ENACTED Prop. 218 Revenue Rate Increase
Cordova Recreation & Park Dist.	ENACTED Community Facilities District Increase
City of Belmont	ENACTED Community Facilities District Tax
City of Burlingame	ENACTED Benefit Assessment District Fee
Emery Unified School District	ENACTED Parcel Taxes (2)
County of Fresno*	ENACTED 2/3s Requirement Special Tax
City of Gardena	ENACTED Benefit Assessment District Increase
City of Grover Beach	ENACTED 2/3s Requirement Bond
McKinleyville CSD	ENACTED Special District Tax Renewals
Napa County Open Space Distr.	ENACTED establishment of Special District
Oakland Unified School District	ENACTED Parcel Taxes (4)
City of San Jose*	ENACTED Parcel Tax
San Leandro Unified SD	ENACTED Parcel Tax
City of San Ramon*	ENACTED Benefit Assessment District Increase
Santa Clara County Library	ENACTED Special District Tax Renewal
City of Sausalito	ENACTED Prop. 218 Revenue Rate Increase
Sausalito-Marin City Spec. Dist.	ENACTED Prop. 218 Revenue Rate Increase
Tahoe-Truckee Unified SD*	ENACTED Parcel Taxes
Vallejo Flood & Wastewater Dist	ENACTED Prop. 218 Revenue Rate Increase
City of Wildomar*	ENACTED Parcel Tax

Clients within Contra Costa County

City of Antioch*	ENACTED Revenue Enhancement Measure
California Teachers Association	Direct Mail Services
Contra Costa County CCD	ENACTED Bond Measure
City of Concord	ENACTED Revenue Enhancement Measures (3)
City of El Cerrito	ENACTED Revenue Enhancement Measures (3)
IAFF 1245	Advisory Services
Los Medanos Healthcare District	Communications/Community Engagement Services
City of Martinez*	ENACTED Revenue Measure
Town of Moraga	ENACTED Revenue Enhancement Measure
City of Pinole	ENACTED Revenue Enhancement Measures (2)
City of Pleasant Hill	ENACTED Revenue Enhancement Measure
City of Richmond	Media Services
City of San Pablo	City- Pomo Indian Tribe communications services
City of San Ramon	ENACTED Revenue Enhancement Measure
City of Walnut Creek	Advisory Services
W.CC Int. Waste Mgt. Authority	Communications Services

*Projects conducted with FM3 Research

FM3 Research (Polling Subcontractor)

Fairbank, Maslin, Maullin, Metz & Associates (FM3 Research or FM3) has been conducting public policy-oriented opinion research since 1981 on issues of major economic and social concern. As a California-based company, FM3 is a medium-sized research firm with 24 full-time employees working out of its Oakland and Los Angeles offices. FM3 provide its clients with a level of personal attention and service often associated with much smaller organizations, while also providing rapid project turnaround and more sophisticated data analysis and presentations tailored to client needs that one might expect from larger firms.

FM3 has extensive experience conducting research for revenue-enhancement measures to fund and fire protection service and infrastructure. FM3 has worked on several dozen public local public safety revenue measures over the years and is well-versed in assessing how voters view general public safety and emergency services issues. FM3's research has been used to help pass local revenue measures to provide dedicated funding for fire protection services in communities throughout California, including the cities of **Ceres, Desert Hot Springs, Dinuba, Los Banos, Long Beach, Manteca, Porterville, Sanger, Selma, Stockton, Reedley and Visalia.**

FM3 has served as the public opinion research firm for the **Los Angeles County Fire Protection District** since 1997, when the firm's research contributed to the passage of **Proposition E**, which secured the required two-thirds voter approval for renewing the Special Benefit Assessment District that funds local fire protection services for the 48 cities that contract for fire protection with Los Angeles County. FM3 has also conducted ballot measure feasibility research on behalf of the **Sacramento Metropolitan Fire District, the Lathrop-Manteca Fire District, the Fresno County Fire Protection District, the Barstow Fire Protection District, the Southern Marin Fire Protection District** and the **South Santa Clara County Fire District**. FM3 assisted the **Marin County Fire District** in passing a successful parcel tax to support paramedic services, and in 2014 helped the **Marin Emergency Radio Authority** pass a similar parcel tax measure to provide funding for upgrading Marin County's 9-1-1 emergency communications and dispatch system.

FM3 has also worked on successful public safety bond measures in the cities of **Corte Madera, Escondido, La Mesa, Larkspur, Los Angeles, San Francisco, and San Jose**. In the City of San Francisco, the firm's research has helped provide more than \$812 million authorized over two separate bond elections for modernizing and upgrading the **San Francisco Fire Department's Auxiliary Water Supply System (AWSS)**, the City's network of high-pressure hydrants, pipes and cisterns created to protect San Franciscans in the event that a catastrophic earthquake disables the City's primary water sources.

Besides being LEG's partner on many of the clients cited on preceding pages, FM3 has also represented the following Contra Costa-based clients:

East Bay Regional Park Dist. ENACTED Parcel Tax Measure

City of Orinda
W. Contra Costa USD

ENACTED Bond and Revenue Measures (3)
ENACTED Bond Measure

In addition to providing research for successful local finance measures, FM3 has conducted long-term research in Contra Costa County for clients including public agencies such as the **Contra Costa County Flood Control & Water Conservation District**, the **Bay Area Rapid Transit District (BART)**, the **Contra Costa Mosquito & Vector Control District**, the **Metropolitan Transportation Commission**, the **Port of Oakland**, and the **Oakland Zoo**.

FM3 also has conducted long-standing research among Contra Costa County residents and voters for private sector clients including environmental groups such as **Resources Legacy Fund** and **The Sierra Club**, labor unions such as **IBEW**, **SEIU** and **AFSCME**, nonprofit healthcare providers such as **Sutter Health** and **Stanford Lucile Packard Children's Hospital**, foundations such as **The California Endowment**, and select corporate clients such as **Calpine**.

SCOPE OF SERVICES

Introduction

LEG functions as the Lead Consultant to its successful districts and prides itself on providing individualized, quality service to each of its clients.

In 2016, LEG was ultimately responsible for quarterbacking RHFD's successful planning effort from start to finish. LEG experts will review RHFD's current demographics, county and local election trends and our archival District planning files. It is not unusual for our team to review hundreds of media clippings and online materials dating back over an entire decade. LEG's breadth and depth of experience in scores of successful revenue enhancement campaigns provides significant institutional knowledge and an archive of "best practices" over LEG's many successful revenue projects and experiences.

After debriefing with RHFD about its current budget challenges and revenue needs, LEG will offer strategic insights into the best types of mechanisms to consider and assess, and how to be successful. LEG then works with FM3 to develop a tailored voter or property owner survey, and independently analyzes the results to assess risks and opportunities. LEG's award-winning communications approach is then developed and refined to suit your District's 2024 needs, including a plan to expand community awareness of current service needs and funding challenges.

In the past, RHFD identified the following Scope of Services:

Background Preparation

- Review RHFD consolidation and governance history to identify potential areas of emphasis
- Review any available data relevant to recent elections in the District

Public Opinion Research to Assess Viability

- Develop a survey instrument for an opinion poll and sampling which includes a statistically relevant cross section of RHFD communities
- Solicit input from the Board of Directors
- Conduct the survey, interpret data and results
- Meet with RHFD Staff to review results, answer questions and discuss implications/related issues
- Provide a written report summarizing the results for the Board of Directors
- Discuss revenue enhancement strategies, service priorities and next steps in the report to the Board of Directors

Follow-Up Strategies and Public Information

- Assist RHFD in developing a community outreach effort to highlight key information of interest to the public
- Provide advice on identifying and communicating with key stakeholder groups
- Assist District Counsel in refining the design of a proposed revenue enhancement measure

If selected to partner with your District, our team could provide similar services if an adequate timeframe exists to do so, should your District

Background Preparation

If retained as your 2024 consulting partner, LEG will initiate efforts through a Kickoff meeting and schedule subsequent, consistent planning sessions with RHFD. Our planning efforts throughout the process are designed to use RHFD's time efficiently and well, while providing important Project Management leadership to ensure that all timetables and benchmarks are met within RHFD's optimal timeframe. LEG prides itself on a team-building approach.

Efficient planning sessions will be scheduled. With the input of all participants, LEG can develop meeting agendas, facilitate sessions, and coordinate the timely deployment of all tasks and assignments consistent with a timetable, agreed-upon strategy/work plan, and budget.

Public Opinion Research

Polling subcontractor FM3 Research would develop a survey instrument for a voter or property owner opinion survey that samples a statistically representative cross-section. As in 2016, this research will:

- ✓ Gauge attitudes and preferences across a variety of demographic categories of fire safety services and fiscal needs.
- ✓ Advise RHFD of its potential 2024 revenue enhancement options.
- ✓ Inform the development of the District's Public Education/Outreach Program.

- ✓ Identify the messages and concerns that resonate with your community.

As in 2016, FM3 would conduct the survey using dual-mode telephone/internet data collection methodology. Utilizing this approach will provide District voters with the greatest number and variety of opportunities to participate in the survey, significantly increasing the likelihood of ultimately completing interviews with a sufficient sample of District.

The survey will focus on and evaluate the issues pertinent to your 2024 situation, while tracking historical data collected in 2016 so commonalities, trends, and deviations can be identified. Several drafts of the survey will be developed by FM3 to ensure that we're focusing on the issues desired by the District. Please note that depending on the mechanism chosen, some engineering assessment work may be necessary, which is a specialized service by different District vendor-partners.

Following the survey, LEG and FM3 will evaluate survey results and advise RHFD on what its feasible revenue enhancement options are. FM3 will prepare a report summarizing the results, which will include breakdowns of the data by key demographic and community characteristics. LEG will also prepare a Strategic Memorandum that includes a candid assessment of overall viability; recommended tax threshold; community service priorities; optimal election timing; and necessary project action steps. In addition to these reports, our organizations will prepare a user-friendly PowerPoint presentation for RHFD staff and Board so that all parties can easily understand, discuss and ask questions about the findings.

Post-Polling

In order to ensure that the District is well positioned for all of its potential revenue enhancement options consistent with the broader community's priorities, LEG will provide overall direction and project management for RHFD's follow up project execution, including RHFD's informational Communications Outreach Plan.

The Communications Outreach Program is designed to build additional community awareness and to engage, involve, and inform your public and Key Stakeholders about RHFD's budget and revenue needs and proposed revenue solution/s. LEG will recommend a Communications Outreach Plan that highlights key information of interest to RHFD's community and Key Stakeholders. The Plan typically includes the following components:

Development of Communications Messages. RHFD's Communication Outreach Program is the most important method of educating your Key Stakeholders and public and raising awareness of your budget and service needs and proposed revenue solution.

Community Education/Outreach Materials: Examples of LEG's nationally recognized, award-winning communications products are in the Appendix to this proposal including selected project materials from our 2016 collaboration.

Community Meeting Outreach Plan: Following the completion of your survey, LEG will recommend a community outreach plan directed to key community and stakeholder organizations. In other Fire Districts represented by LEG, District Open Houses and other community forums at local fire stations have been important communications opportunities. If this format is desired LEG can develop the meeting concept/agenda, presentation/invitation materials, and training/talking points to RHFD representatives for these types of outreach sessions.

Ballot Measure Refinement: LEG will collaborate with the District’s financial advisors/experts on the proper wording and structure of any proposed revenue enhancement ballot measure, to address the public’s concerns and priorities. In addition, LEG will work closely with the District’s designated legal counsel to refine any balloting materials and develop other submittals so that they are understandable to the average person. RHFD’s legal counsel will draft, finalize, and officially transmit all official documents to the Registrar of Voters related to your measure, but our team will collaborate with Counsel to help prepare these materials in an effective and timely fashion.

Rapid Response Needs: LEG will recommend message points and materials to assist in rapid response to dynamic media or citizen inquiries as necessary and will craft appropriate rapid responses as necessary to address changing external nuances.

2024 TASK 1 COSTS: TOTAL BID NOT TO EXCEED \$51,250

Please note that consistent with our past collaboration with the District and industry standards LEG does not charge, invoice, or track its work on an hourly or time/materials basis. The below Task 1 costs are the equivalent of pricing that has been updated since we last collaborated with you in 2016.

LEG Professional Services \$15,000

- LEG’s current professional services rate is \$6,500/month.
- Other entities are generally taking approximately 10 weeks to complete this phase.
- This is necessary in your case as if a General Election flexibility is desired and services are launched in March, we’re already approaching the end of May/early June to complete Task 1.

Public Opinion Research Survey \$36,250

- Interviews of approximately 20 minutes to up to 400 respondents with phone, email, and text invitations (please note that this pricing assumes a voter not property owner survey)
- Phone interviews would have English and Spanish bilingual capability

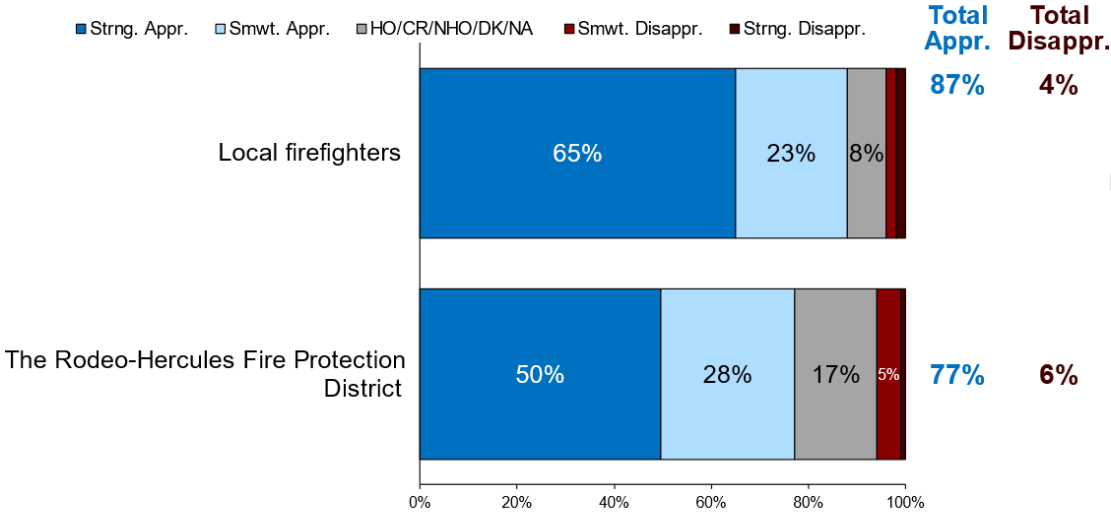
In closing, we want to thank you and the Rodeo Hercules Fire District for reaching out to our team for a potential second collaboration. As we are technically full for the cycle but maintaining limited space for returning clients, it would be important to let us know prior to the Primary Election whether we will be onboarding to serve your needs this year, as we have a waiting list. Again, thank you so much! Selected samples are in the Appendix to this draft reference proposal

APPENDIX

Selected 2016 Polling Graphs

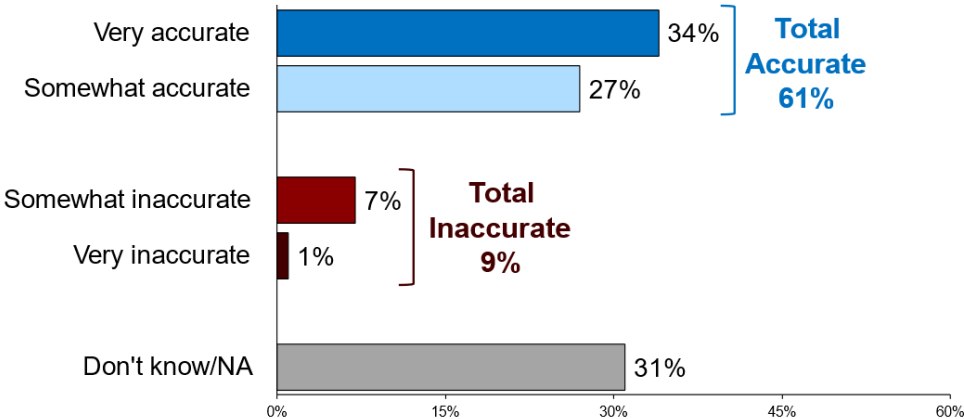
The District and local fire fighters are perceived very favorably.

I am going to mention a few people and organizations. For each one please tell me if you approve or disapprove of the job they are doing.



Three-in-five recognized RHFD's role in emergency medical response.

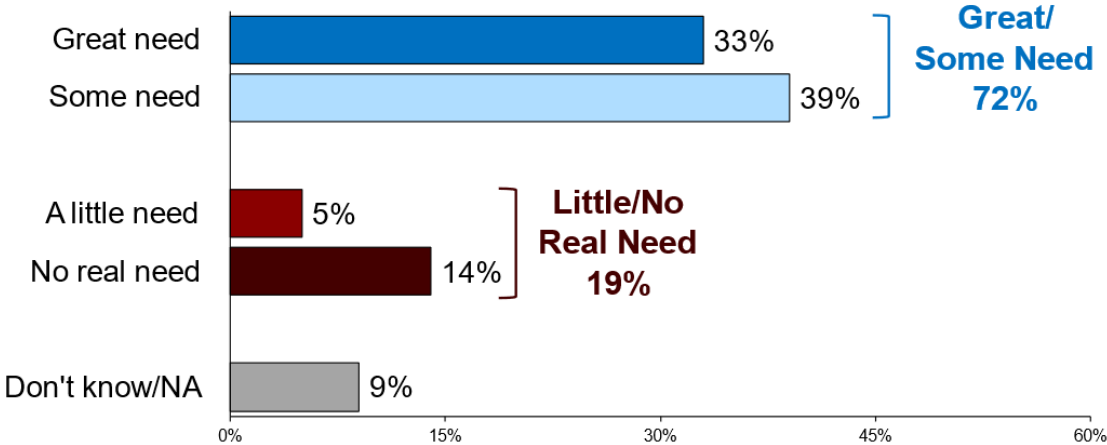
The majority of 911 calls responded to by the Rodeo-Hercules Fire Protection District are related to medical emergencies.



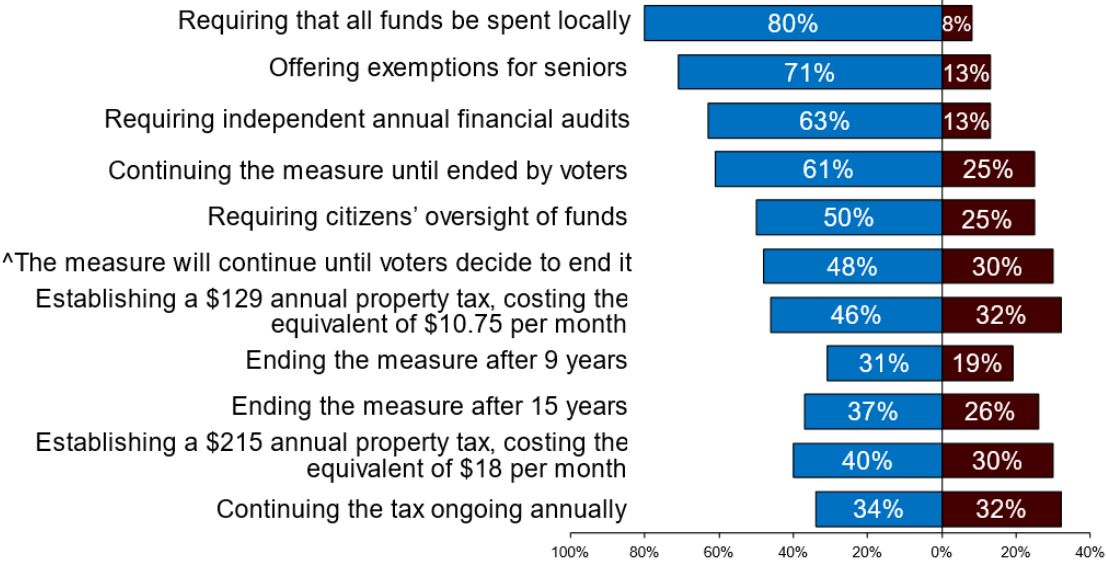
I would like to read you a series of statements that people have made about the Rodeo-Hercules Fire District. Please tell me if you believe it is accurate or inaccurate.

Nearly three-quarters said there is an additional need for funding for fire and emergency response services.

Would you say that to provide and maintain fire and emergency medical services, the Rodeo-Hercules Fire District has a great need for additional funding, some need, a little need, or no real need for additional funding?

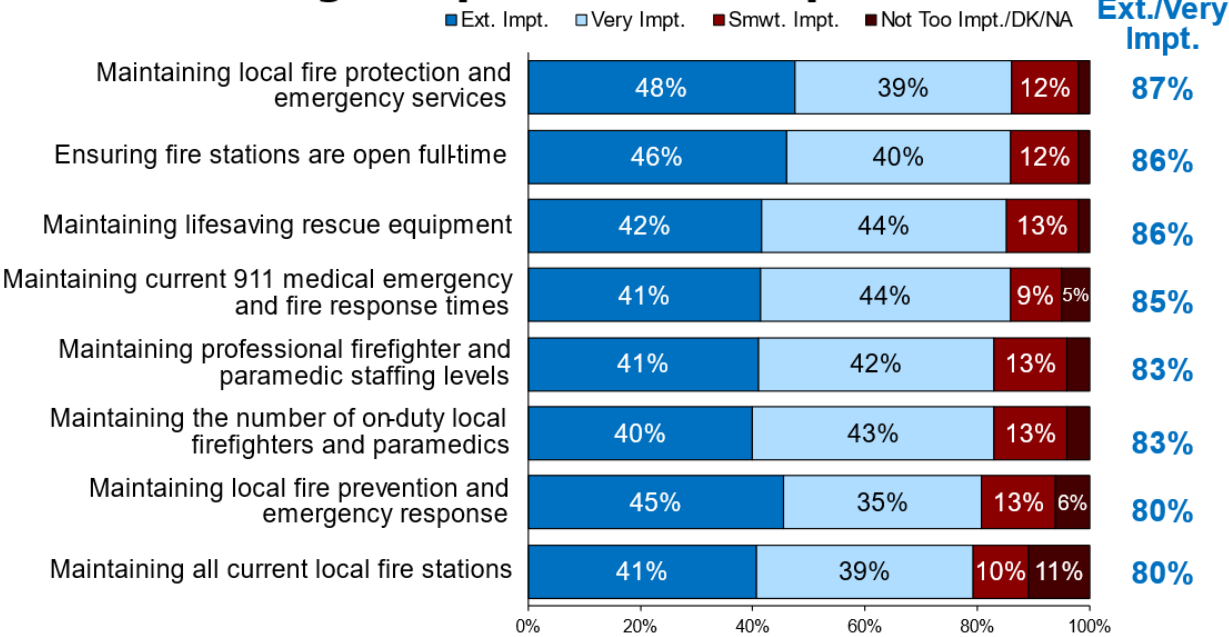


Requiring funds be spent locally and offering exemptions to seniors are priorities of interest in the conceptual measure



I am going to read you some different potential aspects of this ballot measure.

Maintaining fire protection and emergency services and ensuring fire stations are open full-time were the highest priorities to respondents.



Fairbank, Maslin, Maulin, Metz & Associates **THE LEW EDWARDS GROUP** *I am going to read you a list of some specific projects or provisions that this measure might fund.* 15

Educational Statements about the Measure

(MASS CASUALTY INCIDENT) With an oil refinery, freeway, and railway in our community, we are at risk of experiencing a tragic incident, such as an explosion that could have thousands of victims. We need this measure to maintain both of our fire stations and professional firefighters essential to quality response in these types of emergencies.

^(RESPONSE TIMES – HEALTH IMPACT) The American Heart Association says brain deterioration starts 4 to 6 minutes after a person stops breathing, but the average 911 response time in Rodeo-Hercules Fire Protection District is over 7 minutes. Most 911 emergencies in our community are medical, such as heart attacks and strokes; this measure is needed to make sure residents receive emergency medical care quickly. Without this measure these response times will increase even more, risking the safety of our community.

(FUNDING REPLACEMENT) Local funding in our District is scheduled to expire. This measure simply replaces essential funding to maintain our local Fire Protection and Emergency Medical Services. This measure is essential to maintaining neighborhood safety by preventing the closure of our local fire stations.

(BEST PRACTICE) National best practice standards recommend 39 firefighters and 3 fire stations for a community our size. With only 6 on-duty firefighters at any given time and 2 fire stations, our Fire District is falling severely short. To make matters worse, if this measure does not pass, we will only be able to afford 3 on-duty firefighters, risking the safety and health of our community.

Fairbank, Maslin, Maulin, Metz & Associates **THE LEW EDWARDS GROUP** *I am going to read you some statements...* 18

Selected Engagement Samples



COMMUNITY UPDATE

Dear Resident:

Lathrop faces tough challenges. The economic recession, declining revenues and continual State raids on local funds threaten Lathrop's ability to provide important community services.

Over the past 3 years, Lathrop has been forced to cut \$8.3 million dollars and reduce the workforce by 35% – impacting city services including police protection and 911 emergency response. The Lathrop Manteca Fire District has also faced workforce reductions due to declining revenues, which directly impacts firefighting and fire protection.

Priorities we want to continue addressing include:

- Maintaining 9-1-1 response, fire protections, and emergency medical response
- Proactively responding to gang violence
- Preventing residential property and auto-related crimes
- Maintaining Senior Services
- Restoring recently eliminated police officer positions

Unfortunately, we are unable to address Lathrop's ongoing public safety and community service priorities without additional funding. We are currently evaluating ways to keep taxpayer funds local to address these service priorities.

What community services are important to you? Please complete the attached Community Survey and return it today!

Sincerely,




City Manager Stephen Salvatore
City of Lathrop

Fire Chief Gene Neely
Lathrop - Manteca Fire District

COMMUNITY FEEDBACK SURVEY

WE WANT TO HEAR FROM YOU! Please review the following items and rank them in importance from 1-8, with 1 being the most important.

- Maintaining 9-1-1 emergency response times
- Proactively responding to gang violence
- Maintaining emergency medical response
- Preventing residential property and auto-related crimes like burglary and robbery
- Maintaining firefighting and fire protection services
- Maintaining Senior Services
- Maintaining Youth Services
- Restoring recently eliminated police officer positions that patrol the community

I have these questions/comments:

Keep me informed

Name: _____

Address: _____

City/State/Zip: _____

Phone (day): _____

Phone (eve): _____

Email: _____



390 Towne Centre Drive
Lathrop, CA 95330

PRECISE STANDARD
U.S. POSTAGE
PAID
ADMAA



Let us know what your community priorities are for Lathrop by completing the attached Community Feedback Survey TODAY!

We want to hear from you...



What Are Your Community Priorities for Lathrop?

PLACE
STAMP
HERE

CITY OF LATHROP
City Manager's Office
390 Towne Centre Drive
Lathrop, CA 95330



390 Towne Centre Drive
Lathrop, CA 95330



Lathrop's Top Community Priorities are...



Thank you to those of you who provided feedback. Community priorities we must continue to address include:

- Maintaining 9-1-1 response, fire protections, and emergency medical response
- Proactively responding to gang violence
- Preventing residential property and auto-related crimes
- Maintaining Senior Services
- Restoring recently eliminated police officer positions

To learn more about Lathrop's effort to address these issues visit:

www.ci.lathrop.ca.us

REPORT TO RESIDENTS

Dear Resident:

The economic recession, declining revenues and continual State raids on local funds are impacting Lathrop's ability to provide necessary police, fire, and other community services.

Over the past several weeks we have received input from Lathrop residents about what community services they want maintained. Residents indicated the following community services were important to them:

- Maintaining 9-1-1 response, fire protections, and emergency medical response
- Proactively responding to gang violence
- Preventing residential property and auto-related crimes
- Maintaining Senior Services
- Restoring recently eliminated police officer positions

One of the options being considered is a local revenue measure to provide a reliable, locally-controlled source of funds to help preserve the City's long-term financial stability and maintain community services – funds that cannot be taken by Sacramento. We will keep you informed.

Sincerely,

Stephen Salvatore
City Manager Stephen Salvatore
City of Lathrop

Gene Neely
Fire Chief Gene Neely
Lathrop - Manteca Fire District

Important Facts about Lathrop's Community Needs and Priorities

Q: What is the issue?

A: The economic recession, declining revenues and continual State raids of local funds are making it increasingly difficult to address Lathrop's community service needs. Over the past 3 years, Lathrop has cut \$8.3 million dollars and reduced its workforce by 35%.



Q: How do we address these challenges?

A: Unfortunately, Lathrop does not currently have enough funding to address Lathrop's ongoing public safety and community service priorities. One of the options being considered is a local revenue measure to create a reliable, locally-controlled source of funds to help maintain community priorities – funds that cannot be taken by Sacramento.

Q: Is Public Safety affected?

A: Yes, Lathrop has been forced to reduce police protection services. The Lathrop Manteca Fire District closed a fire station and made cuts impacting firefighting, fire protection and emergency medical response.

Q: What are Lathrop's major challenges?

A: Crime and public safety are major issues for our community. Our public safety challenges include:

- Over 400 documented gang members and associates in the City of Lathrop.
- 18% fewer police officers than the FBI recommends for a city of Lathrop's size.
- Firefighter staffing levels that are significantly below the national standard.
- Closure of one of the community's four fire stations.



Q: How can I find out more information?

A: For more information about Lathrop's effort to address community needs and priorities, visit www.ci.lathrop.ca.us.



Selected Measure O Samples – note that the FPPC environment has shifted since 2016, necessitating a continued careful approach with appropriate legal review.



1680 Refugio Valley Rd
Hercules, CA 94547



**ANNOUNCEMENT FOR VOTERS:
Rodeo-Hercules Fire Protection District's
Measure O is on Your November Ballot**

November 8, 2016 is Election Day. You should have received your state Voter Information Guide, which provides information on the 17 statewide propositions on your ballot.

In addition to items at the state and national level, there is also Measure O, Rodeo-Hercules Fire Protection District Save Local Fire Stations Measure.

**To learn more about Measure O, visit:
<http://rhfd.org/measure-o-5>**

**For more information about
how to vote, visit: cocovote.us**

Provided for information purposes only. The Rodeo-Hercules Fire Protection District does not advocate a yes or no vote on this measure.



Information about Measure O

**RODEO HERCULES FIRE PROTECTION DISTRICT
RESOLUTION NO. 2016-4 (Excerpted)**

WHEREAS, for the better part of the last seven years the Rodeo Hercules Fire Protection District has seen significant loss of revenue, primarily due to loss of property value in the merged City of Hercules redevelopment area, involuntary tax shifts and reassessment of the Phillips 66 Refinery. Revenue to the Fire District is primarily derived from property based sources, and is used to support emergency response, prevention and support activities within the Fire District; and

WHEREAS, Fire protection districts are an autonomous unit of local government with sovereignty over internal fiscal issues but are restricted by law to specific revenue sources. Fire districts have specifically enumerated police powers but limited authority to raise revenue and collect fees to cover the actual costs of providing service or the impact of additional service needs; and...

WHEREAS, benefit assessments are used by local governments to pay the costs of providing fire suppression, flood control and other services to a particular community. These charges are based on the concept of assessing only those properties that directly benefit from the services or improvements financed...

WHEREAS, given these State takeaways and with funding scheduled to expire, the Rodeo Hercules Fire Protection District needs a funding replacement to save local fire stations and maintain and protect fire protection and emergency response services to minimize loss of life and property value in the event of fire and medical emergencies; and

WHEREAS, this funding replacement if approved by voters simply replaces essential funding to maintain our local Fire Protection and Emergency Medical Services; and

WHEREAS, most 9-1-1 emergencies in our community are medical, such as heart attacks and strokes and this funding replacement measure, if enacted, would help residents receive emergency medical care quickly; and

WHEREAS, without a funding replacement response times will increase; and

WHEREAS, with an oil refinery, freeway, and railway in Rodeo-Hercules Fire Protection District, we are at risk of experiencing an incident, such as an explosion that could have thousands of victims; and

WHEREAS, if adopted by voters this funding replacement would help maintain both of our fire stations and professional firefighters essential to quality response in these types of emergencies; and

WHEREAS, national best practice standards recommend 39 firefighters and 3 fire stations for a community our size and with only 6 on-duty firefighters at any given time and 2 fire stations, our Fire District is falling short of this standard; and

WHEREAS, without a funding replacement the Fire Protection District will only be able to afford 3 on-duty firefighters, pushing the District even further away from best practice standards for a community our size; and

WHEREAS, approving the associated ordinance establishing the tax funding will maintain and protect fire protection and emergency response services in the Rodeo Hercules Fire Protection District; and

WHEREAS, approving the associated ordinance establishing the tax will help ensure rapid response times for fire and emergency services are maintained; and

WHEREAS, the District wishes to continue to address fire safety and emergency response priorities that the public has identified such as maintaining 911 emergency response times, firefighter/paramedic staffing levels, maintaining fire protection and lifesaving equipment and keeping both of the District's fire stations open full time; and

WHEREAS, if the voter-approved funding is not approved, the District's 911 emergency response times may be detrimentally affected because of reduced staffing, it will be more difficult to maintain fire protection and lifesaving equipment to optimal levels and the District will have to close one of the two fire stations; and

WHEREAS, approving the ordinance establishing the tax will require independent financial audits and yearly reports to the community to ensure that all funds are spent as locally promised; and

WHEREAS, approval of the ordinance will ensure that all money raised will be utilized specifically for local fire protection and paramedic response services; and

WHEREAS, if approved by the voters, Measure O funds will remain in the Rodeo Hercules Fire Protection District and cannot be taken away by the State; and

WHEREAS, in an effort to assure that essential fire protection and paramedic response services continue to be provided to citizens at a necessary and minimum level and additional funding be provided for maintaining fire protection and lifesaving equipment, and staffing levels are maintained to keep the District's two fire stations open full-time, the Board of Directors directed Staff and the General Counsel to prepare a proposed ordinance ("Ordinance") providing for the RODEO-HERCULES FIRE PROTECTION DISTRICT SAVE LOCAL FIRE STATIONS MEASURE, for consideration by the voters on the November 8, 2016 ballot...

For the full text of Measure O and related documents, visit rhfd.org and click on the Measure O link.



1680 Refugio Valley Rd
Hercules, CA 94547



Important Information for Rodeo-Hercules Fire Protection District Voters



Measure O, the Rodeo-Hercules Fire Protection District Save Local Fire Stations Measure, is on your November 8, 2016 ballot. Measure O exempts seniors and includes fiscal accountability provisions such as the creation of a citizens oversight committee and independent financial audits. If passed by voters, all funds remain local.

October 24, 2016: Last day to register to vote for the November 8, 2016 election.

November 1: Last day to file application to request vote-by-mail ballot by mail.

November 8: Election Day. Polls open at 7:00am and close at 8:00pm.

If you have questions about where to vote or your absentee ballot please call the Registrar of Voters at: **(925) 335-7800**.

To learn more about Measure O, visit: <http://rhfd.org/measure-o-5>

Public Service Announcement Rodeo-Hercules Fire Protection District Measure O is on Your Ballot

<p>RODEO-HERCULES FIRE PROTECTION DISTRICT SAVE LOCAL FIRE STATIONS MEASURE. To prevent closing local fire stations, maintain local fire protection/emergency services, rapid 9-1-1 emergency response times, firefighter/paramedic staffing levels, and lifesaving rescue equipment, shall Rodeo-Hercules Fire Protection District replace an expiring property assessment with an \$18 monthly parcel tax to maintain stable local funding until ended by voters, that cannot be taken by the State, providing \$2,500,000 annually, exempting seniors, with citizen oversight, independent annual audits, all funds staying local?</p>	YES
	NO

Provided for informational purposes only. This mailing does not advocate a yes or no vote on this measure.

For more information about how to vote, visit: **cocovote.us**

DRAFT

Monday, January 29, 2024

Submitted via email:

mariebowman@pacbell.net

Marie Bowman, Vice Chair/Board Director
Rodeo-Hercules Fire District
1680 Refugio Valley Road
Hercules, CA 94547

Re: Proposal for Feasibility Study, Special Tax Analysis, and Public Opinion Survey for a November 5, 2024 Special Tax Measure

Dear Vice Chair Bowman:

SCI Consulting Group ("SCI") is pleased to submit this brief proposal for conducting a feasibility analysis, special tax analysis, and public opinion research for the Rodeo-Hercules Fire District ("District"). We understand the District aims to assess the viability and community support for a potential special tax. The primary objectives of this project include generating an unbiased and statistically accurate measure of support for the proposed tax and devising an effective roadmap for success. Additionally, the District is interested in exploring alternatives to the traditional "flat parcel tax," such as a building square footage method.

Our initial step involves collecting and analyzing pertinent financial information, conducting special tax methodology work, and performing due diligence. Based on the outcomes of this preliminary work, the District can then decide whether to proceed with a public opinion survey to gauge community support for the proposed special tax measure.

As a consulting firm established in 1985, **SCI Consulting Group** is widely recognized for its expertise in public finance, particularly in assisting California fire districts in funding new services and improvements. We boast a success rate of approximately 90% for local funding measures encompassing entire cities, counties, or special districts, with over 200 successful revenue measures. Our success is grounded in the meticulous design of special tax measures, marked by a robust methodology and specialized, accurate survey and opinion research. This approach ensures our clients obtain the most precise and predictive findings, empowering them to make well-informed decisions concerning local funding measures.

WORK PLAN AND APPROACH

Based on our current understanding of the project, the technical analysis, and services needed by the District, we propose the following scope of work and approach:

Task 1: Initial Research, Planning, and Feasibility Analysis

1. Review the District's Master Plan, Operations Budget, Capital Improvement Plan, and other technical studies and plans.

2. Review the District's Measure O parcel tax and fire assessments.
3. Hold a project kick-off meeting to discuss the District's goals and objectives, annual revenue needs, and potential special tax methodologies.
4. Develop a detailed timeline, task list, and deliverables for the project.
5. Work with the District to interview and retain a pollster for public opinion research and a survey of registered voters regarding the proposed measure.
6. Deliverables:
 - a. Information request list
 - b. Project kick-off meeting (Virtual)
 - c. Project timeline

Task 2: Special Tax Analysis

1. Prepare a database with relevant parcel information using the latest District Assessor's records and other parcel data.
2. Research improved taxable parcels with missing building square footage and residential units, as necessary.
3. Determine special tax rates under various annual revenue requirements and tax methodologies.
4. Project annual special tax revenue under various alternatives.
5. Prepare a detailed breakdown of tax burden by land use classification.
6. Prepare a list of parcel owners with the highest tax burden.
7. Provide a technical memorandum summarizing findings and recommendations.
8. Virtual or in-person meetings with the District, District Board, City of Hercules, County of Contra Costa, and key stakeholders.
9. Deliverables:
 - a. Project meeting (Virtual)
 - b. Technical memorandum summarizing special tax analysis (PDF)
 - c. Slide deck of initial findings and recommendations (PPT)
 - d. District Board Presentation (In-Person)
 - e. Internal and external stakeholder outreach meetings as necessary (In-Person or Virtual)

Task 3: Public Opinion Research and Survey Support

1. In conjunction with the District and the pollster, develop survey instrument(s) for a proposed special tax measure.
2. Meet with the District, the District Board, and stakeholders virtually or in person, as necessary.
3. As necessary, provide additional technical analysis and practical advice to the District regarding the proposed special tax measure.
4. In conjunction with the District and the public opinion survey firm, present the survey results to the Board and public.
5. Deliverables:
 - a. Project meeting (Virtual)
 - b. Board meeting presentation with pollster (In-Person)
 - c. Special Tax Measure Timeline
 - d. Preliminary Outreach Strategy
 - e. Special Tax Measure Cost Estimate

In-Person Meetings. We anticipate needing at least two (2) in-person as part of Task 2 and Task 3 services. Additional in-person meetings requested by the District will be billed at our hourly billing rates for the duration of the project, with travel time billed at 50% of the hourly billing rate. All other project meetings will be conducted remotely via video or voice conference.

DISTRICT RESOURCES

SCI will carry out all tasks specified in the Work Plan and any other related services, as appropriate. The District would be responsible for the following:

- Designate a District point of contact to act on its behalf regarding the Work Plan.
- Meet or participate in video or voice conference calls periodically with SCI as needed.
- Provide information and documentation regarding the District's funding needs, as requested.
- Assist with planning, review, and coordination of action items.

ADDITIONAL SERVICES

In the event that the survey indicates sufficient support, and the District decides to move forward with the special tax measure, the District may need assistance in coordinating and preparing election materials, coupled with additional community outreach efforts. Our specialized special tax election services may include the comprehensive preparation of all necessary election materials, collaboration with the County Elections Department, and implementation of an informational outreach plan.

It's important to emphasize that this proposal does not cover these services, but we are readily available to furnish a proposal at the District's request. Any supplementary costs related to a special tax election, encompassing County Election expenses, should also be considered.

TENTATIVE TIMELINE

We anticipate that the initial research, the kick-off meeting, the special tax analysis, and the selection and retaining of the pollster will take approximately one month to two months to complete. The timeline will, in part, depend on the availability of District staff and the required financial information. The public opinion research and survey task would take approximately two months. A more detailed timeline, task list, and deliverables will be developed at the project kick-off meeting in Task 1. We anticipate the proposed special tax measure will be called for the Consolidated General Election on November 5, 2024.

PROJECT TEAM

SCI will adopt a team-oriented strategy for this project, fostering close collaboration with the District, the pollster, and other essential stakeholders. This team-based approach ensures a synergistic effort where all parties work cohesively to formulate and execute an effective and successful game plan. If selected, Blair Aas, Vice President, will assume the roles of project manager and principal-in-charge. The remaining SCI team's composition will be finalized before the Task 1 project kick-off meeting.

It is anticipated that the District will directly engage with the selected pollster.

Blair Aas and his team do not have any work commitments that would interfere with their responsiveness and ability to complete the project within a reasonable timeframe.

ACCOUNTABILITY AND WARRANTIES

Our approach to the project would be based on close interaction and coordination with District staff and other key stakeholders. If selected, SCI would provide comprehensive services that limit the District's time and resources by following solid project management principles. We will ensure that the project deliverables will be of the highest quality, legally defensible, timely, and on budget.

The District or SCI may end the engagement without cause with reasonable written notice. In the event that the engagement is canceled, payment shall still be due for all work performed, including any portion of a task, by SCI through the date of the notification of cancellation.

OTHER INFORMATION

Employment Policies. SCI Consulting Group ensures compliance with all civil rights laws and other related statutes. SCI does not and shall not discriminate against any employee in the workplace, against any applicant for such employment, or against any other person because of race, religion, sex, color, national origin, handicap, age, or any other arbitrary basis.

Conflict of Interest Statements. SCI has no known past, ongoing, or potential conflicts of interest for working with the District, performing the Work Plan, or any other service for this project.

Independent Contractor. SCI shall perform all services included in this proposal as an independent contractor if selected.

Insurance Requirements. SCI carries professional errors and omissions insurance in the amount of \$2 million per occurrence and \$2 million aggregate. SCI also carries general liability insurance in the amount of \$2 million per occurrence and \$4 million aggregate. SCI will provide proof of insurance upon request.

FEE SCHEDULE / MANNER OF PAYMENT

In consideration of the work accomplished, as outlined in the Work Plan, SCI shall be compensated as detailed below. Our professional fees are based on our understanding of the District's needs and the level of effort we expect is necessary to complete the Work Plan successfully. Payments shall be due and payable upon submission of an invoice for each completed task, as detailed below.

TASK	FEE	
Task 1: Initial Research, Planning, and Feasibility Analysis	\$4,250	Fixed
Task 2: Special Tax Research and Analysis	\$14,750	Fixed
Task 3: Public Opinion Research and Survey Support	\$3,750	Fixed
Incidental Costs	\$500	NTE
Subtotal, SCI Services	\$23,750	
Public Opinion Research and Survey (Retained Pollster)	\$28,750 - \$35,000	ESTIMATE
TOTAL PROJECT	\$52,000 - \$58,750	

The Work Plan includes up to two (2) in-person meetings for Tasks 2 and 3. As necessary and at the discretion of the District, SCI will attend additional in-person meetings at our 2024 hourly billing rates for the project's duration. Our hourly billing rates are \$227 for the Project Manager, \$211 for Senior Consultants, \$178 for Consultants, \$135 for Project Analysts, and \$76 for Support Staff. Travel time for attendance at additional in-person meetings shall be invoiced at 50% of the hourly billing rate.

Customary incidental expenses, including travel, lodging, printing, postage, data, or other out-of-pocket costs, shall be billed at actual cost plus 10% not to exceed \$500 without prior authorization from the District. Mileage expenses shall be billed at the IRS-approved rate.

We look forward to the opportunity to assist the District with this important project and stand ready to proceed. Please get in touch with me if you would like to discuss any aspect of our proposal. I can be reached at 707-816-9101 or via email at blair.aas@sci-cg.com.

Sincerely,



Blair E. Aas
Vice President / Principal

cc: Chief Ramirez, Rodeo-Hercules Fire District

Rodeo-Hercules Fire Protection District
MEMORANDUM

To: Board of Directors, Rodeo-Hercules Fire District
From: Rebecca Ramirez, Interim Fire Chief
Subject: Fire Chief's Report
Date: February 14, 2024

Labor Relations /Personnel

The recruitment for Firefighter Paramedic closed on February 9th. Interviews to be held in March. Engineer promotional process is complete.

Reporting: Chief Ramirez

Operations

- 1/1: E75 responded to a residential structure fire in Hercules. 4 adults were displaced. 1 sent to the hospital for smoke inhalation. The fire started in an upstairs bedroom. Spread to the adjoining bedroom, laundry room and attic. Extensive smoke damage to the rest of the upstairs.
- 1/25: E75 responded to a reported structure fire with smoke detector activation and smoke in the residence, one occupant. Upon arrival units found and quickly extinguished a small fire in a downstairs bedroom and assisted with evacuation of smoke. Quick response limited the spread of the fire.
- 1/30: Q76 and E75 were responded to a rollover vehicle accident. Upon arrival units found a two-vehicle accident, one vehicle with significant damage. Initially three patients were found, of which one was transported with what appeared to be minor injuries.
- 1/31: Q76 responded to the scene of a hit and run accident-causing minor/moderate damage to two vehicles. The vehicle carrying two passengers that were struck by a suspected carjacking suspect had moderate front end damage. The occupants were assessed on scene and released.
- 02/1: In preparation and response for the recent storms, the region deployed a Task force locally which included E376 and BC Johnson as Strike Team Leader. The deployment is fully reimbursable.
- 02/3: Q76 and BC Johnson serving as B7 responded mutual aid to El Sobrante for a structure fire with one trapped occupant. The occupant was rescued and transported where she succumbed to her injuries.
- 02/07: Q76, E75, E78, B7 and 7500 responded to assist Phillips 66 with an onsite leak. Unified command was established. The leak was contained, and the leaking equipment repaired.

Reporting: Captain Cochnauer

Training

Both Quint 76 and Engine 75 participated in a large area search drill at the old Longs building in Pinole with our Battalion 7 partners. Diversity training with regional partners. Phillips 66 fire brigade personnel, Con Fire B7,

and RHF D personnel participated in a post incident analysis and training.

Reporting: Captain Cochnauer

Facilities/Equipment

Station 76-bathroom remodel complete. Remodeling of Station 75 bathrooms is beginning. The station alerting systems have been received and will begin installation.

Reporting: Chief Ramirez

Fleet Management

Engine 75 Pierce is back in the shop for warranty issues. Unknown ETA. Quint 76A is back in the shop for multiple water leaks, moderate plumbing fixes, and leaking transfer case.

Reporting: Captain Cochnauer

Grants/Reimbursements

Assistance for Firefighting Grant funding opportunity has opened. Staff will submit for cardiac monitors and portable radios. Matching funds are within the present budget.

Reporting: Chief Ramirez

Community Risk Reduction

Hercules blood pressure screening begins the second Wednesday of every month at 11am at the Hercules Senior Center. Dates and times for Rodeo pending. Thanks to collaborative efforts with staff and Directors Davidson and Bowman, Board meetings now have fully integrated AI, closed captions and summary of topics as well as full transcripts available on request.

Reporting: Chief Ramirez

Prevention

A new software platform with "First Due" for tracking and billing of prevention fees is being configured. Implementation is likely in March. Updated fees to come to the board for public hearing in March. Meeting and plan check for new townhomes project at the Hercules Bayfront underway. Meeting soon with developers of Franklin Canyon RV Resort project. Meeting with city of Hercules to discuss preparation for Fourth of July event at the bayfront. Inspection of all elementary schools in Rodeo and Hercules complete by CSG contractors. Prevention is planning to meet with suppression personnel to discuss electrical utility (solar panel/energy storage) firefighter safety and suppression tactics.

Reporting: Chief Ramirez

Fiscal Stabilization

Annual audit is underway and will be presented in March. Defer to quarterly budget presentation.

Reporting: Chief Ramirez

Community Activities/Meetings

Crews held an outreach workshop for new hires on January 16th and 18th. The response was positive and has resulted in additional applications being submitted. Chief attended CAP 66 and RMAC monthly meetings.

Reporting: Chief Ramirez



M E M O R A N D U M

To: Rebecca Ramirez, Fire Chief, Rodeo Hercules Fire District

From: Cori Takkinen, Vice President, Townsend Public Affairs, Inc.
Christine Rose, Senior Associate, Townsend Public Affairs, Inc.
Sammi Maciel, Associate, Townsend Public Affairs, Inc.

Date: February 3, 2023

Subject: Grants and Funding Monthly Report

Overview

The purpose of this memo is to provide a monthly outline of upcoming funding opportunities and grant programs that could potentially meet the District's funding needs in the near future. This memo is not a comprehensive list of all grants that are currently available, but ones that you may be able to submit competitive applications for relevant priority projects.

Future Opportunities

January kicked off the State's budget negotiation process, which began with the Governor's budget proposal release on January 10. Key takeaways from the Administration's budget proposal included a \$37+ billion projected deficit and discussions about declaring a budget state of emergency in order to draw down on budget reserves. While the budget proposal serves as an important benchmark for the state's fiscal health predictions, it is important to know that formulating a final budget agreement is an iterative process that will require negotiations and concessions between both houses of the Legislature and the Governor.

Over the next few weeks, the Legislature will hold informational hearings to discuss various parts of the Governor's proposal before releasing the text of their budget bills and priorities. Typically, the Legislature has advocated for creative methods to maintain existing spending levels such as drawing from reserves, passing short term taxes, and passing statewide revenue bond measures. The Governor, on the other hand, has typically advocated for fiscal prudence, modest cuts, and maintaining cash reserves in case budget conditions worsen. Overall, the Legislature and the Governor will have until July to enact a budget, with revisions that can carry on into the summer months. Additionally, the budget situation is always subject to change, should April tax revenues come in higher than expected.

State Capitol Office ▪ 925 L Street ▪ Suite 1404 ▪ Sacramento, CA 95814 ▪ Phone (916) 447-4086 ▪ Fax (916) 444-0383
Federal Office ▪ 600 Pennsylvania SE ▪ Suite 207 ▪ Washington, DC 20003 ▪ Phone (202) 546-8696 ▪ Fax (202) 546-4555
Southern California Office ▪ 1401 Dove Street ▪ Suite 330 ▪ Newport Beach, CA 92660 ▪ Phone (949) 399-9050 ▪ Fax (949) 476-8215
Central California Office ▪ 744 P Street ▪ Suite 308 ▪ Fresno, CA 93721 ▪ Phone (949) 399-9050 ▪ Fax (949) 476-8215
Northern California Office ▪ 300 Frank Ogawa Plaza ▪ Suite 204 ▪ Oakland, CA 94612 ▪ Phone (510) 835-9050 ▪ Fax (510) 835-9030

Current Applications

Name	Amount Requested	Project	Status/Deadline
Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG)	TBD	Regional request for radios. Local request for monitors.	Due March 8, 2024

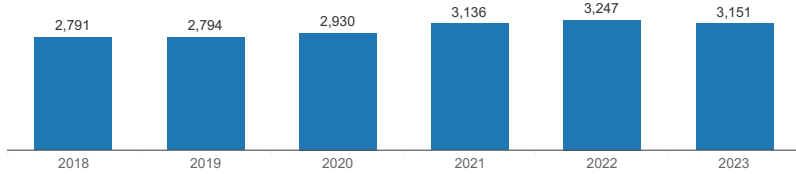
Looking Ahead: Grant Program Highlights

Name	Awards & Match	Description	Timeline
California Governor’s Office of Emergency Services (Cal OES) Hazard Mitigation Grant Program (HMGP)	Letter of Intent Required 25% Match Required	The HMGP funding opportunity provides support for communities to implement mitigation activities to reduce risk to life and property from natural hazards. In California, natural hazards include wildfire, earthquake, drought, extreme weather, flooding, and other impacts of climate change. HMGP funding can also support the development of Local Hazard Mitigation Plans (LHMP) and project scoping activities.	NOI Deadline: February 16, 2024
Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG)	No Award Maximum 5-15% Match Required Based on Population	Administered by the Federal Emergency Management Agency, the program provides funding to help fire departments with critically needed resources to protect the public; to train emergency personnel, and to foster interoperability and support community resilience, as well as enhance through direct financial assistance, the safety of the public and to provide a continuum of support for emergency responders regarding fire, medical, and all hazard events.	Application closes March 8, 2024
Federal Emergency Management Agency (FEMA)	No Award Maximum	The FEMA SAFER grant program assists local fire departments with staffing and deployment	NOFO Expected

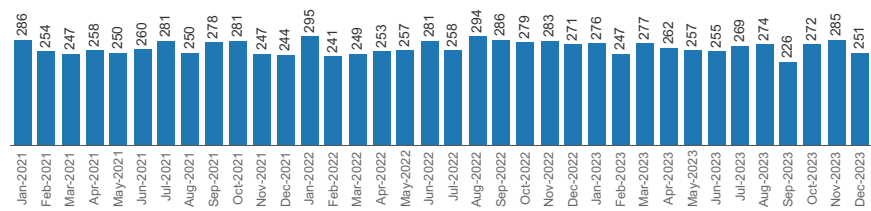
<p><u>Staffing for Adequate Fire and Emergency Response (SAFER)</u></p>	<p>35% Match Required</p>	<p>capabilities to respond to emergencies and assure that communities have adequate protection from fire and fire-related hazards.</p>	<p>February/March 2024</p>
<p>Gary Sinise Foundation</p> <p><u>Strengthen our Defenders Grant</u></p>	<p>No Min/Max No Match</p>	<p>Through the Gary Sinise Foundation's First Responders Outreach, we provide help to critical funding for emergency relief, training, and essential equipment to ensure these heroes perform to the best of their abilities.</p>	<p>Ongoing</p>
<p>Firehouse Subs</p> <p><u>Firehouse Subs Grant Program</u></p>	<p>\$10-25K Average Award No Match Required</p>	<p>The Firehouse Subs Program provides funding to purchase equipment or provide training for firefighters in areas where the restaurant chain operates.</p>	<p>Next round open April 4, 2024</p>

Rodeo Hercules - December 2023 - Incident Snapshot

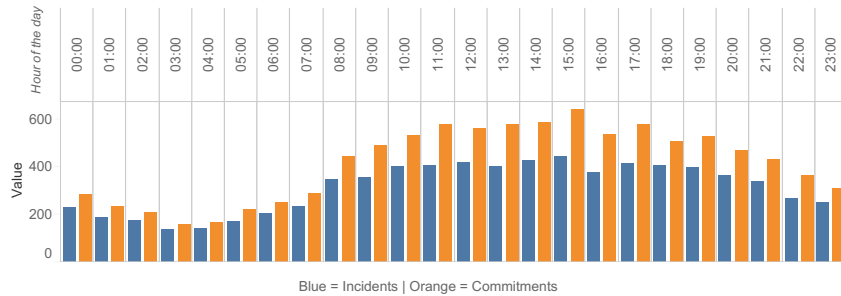
Number of Incidents Year to Date Year-Over-Year - January to December



Number of Incidents by Month (Last 36 Months)

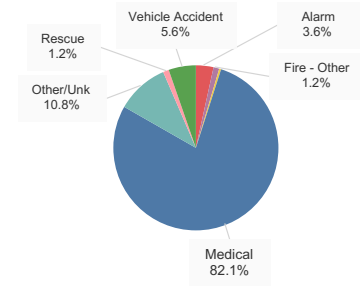


Number of Incidents and Number of Engine and Truck Commitments by Hour of Day Over 36 Months



Number of Incidents by Type - 2023

	Incidents	% of Total
Alarm	9	3.6%
Fire - Other	3	1.2%
Fire - Vegetation	1	0.4%
Medical	206	82.1%
Other/Unk	27	10.8%
Rescue	3	1.2%
Vehicle Accident	14	5.6%
Grand Total	251	100.0%



Average Times for Engines and Trucks Responding to Fire Emergencies in Rodeo Hercules When First On Scene – Last 12 Months Including December 2023

Duration	Benchmark	Compliance	Average	Count
Call Processing	00:01:30	59.3%	00:01:27	118
Turnout	00:01:50	52.3%	00:01:48	107
Travel			00:04:56	116
Total Response			00:08:02	118
Response	00:06:00	51.3%	00:06:37	117

Average Turnout Times for Units E75 and Q76 by Day/Night and Personal Protection Equipment Over the Last 12 Months

PPE	Unit ID	Time of Day	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023
PPE	E75	Day	00:01:22	00:01:24	00:01:25	00:01:25	00:01:28	00:01:33	00:01:23	00:01:33	00:01:12	00:00:49	00:01:22	00:00:42
		Night	00:02:28	00:04:38	00:02:33	00:02:20	00:02:25	00:03:36	00:02:37	00:01:55	00:02:17			
PPE	Q76	Day	00:01:32	00:01:35	00:02:26	00:01:22	00:01:22	00:01:19	00:01:39	00:01:22	00:01:13	00:01:13	00:01:51	00:00:36
		Night	00:02:18	00:02:29	00:02:19	00:02:15	00:02:07	00:02:03	00:02:38	00:02:36	00:02:11	00:01:52	00:02:31	00:02:26
Not PPE	E75	Day	00:01:37	00:01:53	00:01:47	00:01:42	00:01:19	00:01:17	00:01:19	00:01:15	00:01:34	00:01:27	00:00:59	00:01:50
		Night	00:02:50			00:02:06	00:02:37	00:02:42	00:03:05	00:02:30	00:02:07	00:01:30		00:01:40
Not PPE	Q76	Day	00:01:40	00:01:25	00:01:34	00:01:54	00:01:17	00:01:02	00:01:37	00:01:17	00:01:28	00:01:09	00:01:37	00:01:10
		Night	00:02:07			00:02:50		00:02:28	00:01:19	00:01:28	00:01:57	00:02:42	00:02:18	00:02:11
Grand Total			00:01:43	00:01:53	00:01:50	00:01:44	00:01:35	00:01:33	00:01:43	00:01:36	00:01:33	00:01:27	00:01:33	00:01:14

Average Times for Engines and Trucks Responding to EMS Emergencies in Rodeo Hercules When First On Scene – Last 12 Months Including December 2023

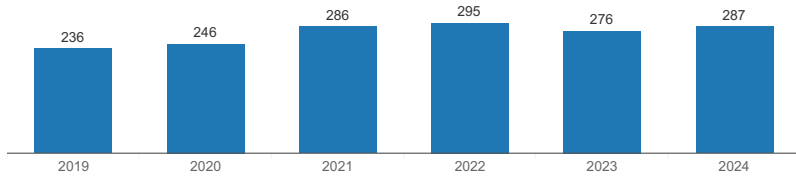
Duration	Benchmark	Compliance	Average	Count
Call Processing	00:01:00	30.93%	00:01:38	818
Turnout	00:01:30	40.70%	00:01:44	747
Travel			00:04:21	818
Total Response			00:07:37	818
Response	00:05:40	42.84%	00:06:04	817

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

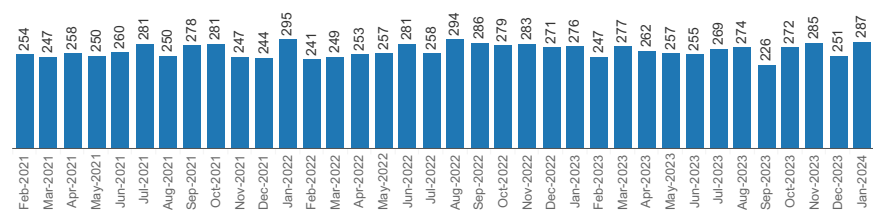
Jurisdiction	Given	Received
CCCFPD	138:42:12	99:46:20
Crockett	41:42:55	45:09:37
El Cerrito	00:25:56	01:03:11
Richmond	04:54:57	00:31:38
Other	00:00:00	05:59:10
Grand Total	185:46:00	152:29:56

Rodeo Hercules - January 2024 - Incident Snapshot

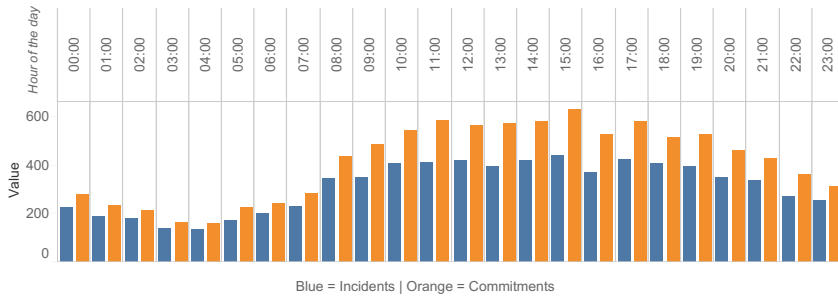
Number of Incidents Year to Date Year-Over-Year - January



Number of Incidents by Month (Last 36 Months)

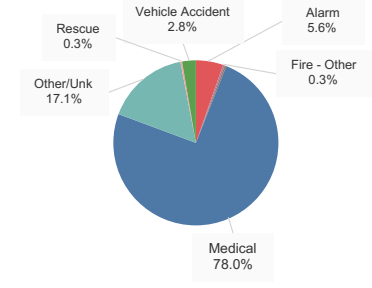


Number of Incidents and Number of Engine and Truck Commitments by Hour of Day Over 36 Months



Number of Incidents by Type - 2024

Incident Type	Incidents	% of Total
Alarm	16	5.6%
Fire - Other	1	0.3%
Fire - Structure	1	0.3%
Medical	224	78.0%
Other/Unk	49	17.1%
Rescue	1	0.3%
Vehicle Accident	8	2.8%
Grand Total	287	100.0%



Average Times for Engines and Trucks Responding to Fire Emergencies in Rodeo Hercules When First On Scene – Last 12 Months Including January 2024

Duration	Benchmark	Compliance	Average	Count
Call Processing	00:01:30	59.1%	00:01:28	115
Turnout	00:01:50	54.3%	00:01:45	105
Travel			00:04:54	113
Total Response			00:08:00	115
Response	00:06:00	50.9%	00:06:35	114

Average Turnout Times for Units E75 and Q76 by Day/Night and Personal Protection Equipment Over the Last 12 Months

PPE	Unit ID	Time of Day	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
PPE	E75	Day	00:01:24	00:01:25	00:01:25	00:01:28	00:01:33	00:01:23	00:01:33	00:01:12	00:00:49	00:01:22	00:00:42	00:01:21
		Night	00:04:38	00:02:33	00:02:20	00:02:25	00:03:36	00:02:37	00:01:55	00:02:17				
PPE	Q76	Day	00:01:35	00:02:26	00:01:22	00:01:22	00:01:19	00:01:39	00:01:22	00:01:13	00:01:13	00:01:51	00:00:36	00:01:17
		Night	00:02:29	00:02:19	00:02:15	00:02:07	00:02:03	00:02:38	00:02:36	00:02:11	00:01:52	00:02:31	00:02:26	00:02:10
Not PPE	E75	Day	00:01:53	00:01:47	00:01:42	00:01:19	00:01:17	00:01:19	00:01:15	00:01:34	00:01:27	00:00:59	00:01:50	00:01:55
		Night	00:02:06	00:02:37	00:02:42	00:02:42	00:02:42	00:03:05	00:02:30	00:02:07	00:01:30		00:01:40	00:01:29
Not PPE	Q76	Day	00:01:25	00:01:34	00:01:54	00:01:17	00:01:02	00:01:37	00:01:17	00:01:28	00:01:09	00:01:37	00:01:10	00:01:11
		Night	00:02:50				00:02:28	00:01:19	00:01:28	00:01:57	00:02:42	00:02:18	00:02:11	00:02:23
Grand Total			00:01:53	00:01:50	00:01:44	00:01:35	00:01:33	00:01:43	00:01:36	00:01:33	00:01:27	00:01:33	00:01:14	00:01:29

Average Times for Engines and Trucks Responding to EMS Emergencies in Rodeo Hercules When First On Scene – Last 12 Months Including January 2024

Duration	Benchmark	Compliance	Average	Count
Call Processing	00:01:00	30.39%	00:01:38	737
Turnout	00:01:30	41.84%	00:01:43	674
Travel			00:04:23	737
Total Response			00:07:39	737
Response	00:05:40	41.17%	00:06:05	736

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
CCCFPD	143:02:56	90:13:26
Crockett	41:50:39	42:30:39
El Cerrito	00:00:00	01:03:11
Richmond	05:45:34	00:31:38
Other	00:00:00	05:59:10
Grand Total	190:39:09	140:18:04

LIST OF FUTURE RHFD AGENDA ITEMS Feb 7 2024

Meeting Date	Agenda Item Description	Priority (Legal or RHFD Required, Board Priority, Closed Session, Board Other, Staff Other)	Responsible Party (Board, Staff, Counsel, etc.)	Report (R), Presentation (P), Resolution (RES), Contract (C), RFP	Item Type (Action, Discussion, Receipt of Report, Information, Public Hearing, etc.)	Comments (Requested by, Updates, etc.)
Oct. 18	Chief's Performance Evaluation	Closed Session	Board, Counsel	N/A	N/A	DONE. Completed by Board Nov 8, Eval signed by Chief Dec 18
	Prevention Fees	Legal	Staff	N/A	Discussion	No report, information and discussion only. Public Hearing for Fee Approval in March.
	Benefit Assessment Protest	Legal	Staff	R	Public Hearing, Action	DONE. Assessment rates approved in May: RES NO. 2023-03
	CPRA Minor Procedure Updates	Legal	Staff	R	Information	DONE. Procedure updates per Aug. Board meeting. Accepted by Board.
	Emergency Bathroom & Renovations Stations 76 & 75 and Emergency Care Quality Assurance & Support Services Agreement	Board Priority & Legal	Staff, Counsel	R, RES, C	Action	DONE. Station 76 & 75 bathroom emergency repairs & renovations, EMS medical care quality assurance and support services. (Nurse Greg) Approved by Board.
	Management of Agenda Items and 2024 Annual Calendar	Board Priority	Bowman	P	Discussion & Action	DONE. Future agenda items format, including quarterly presentation to Board and 2024 annual admin. calendar (Info.) approved by Board. Calendar to be in Jan Board packet and quarterly presentation beginning Feb.

Nov. 8	Update on Possible Meas O Waiver of Zero Value Parcels	Legal	Staff, Counsel	R, P, RES	Action	Moved from Oct. to Nov. because data needed from County. Resolution only if needed to support changes to Meas O. Follow-up from Aug. Board meeting. Completed-no changes. Staff to follow-up with County on waiver of late fees by county for the 178 parcels. Update TBD.
	Review of Strategic Plan & Business Implementation Plan	Board Priority	Board	P	Action	DONE. Possible approval of brochures for distribution. Approved by Board. SP Ad Hoc to coordinated distribution with Chief.
	Procurement of Station Alerting Systems	Board Priority, Legal	Staff, Counsel	R, RES, RFP, C	Action	DONE. Approved by Board. District did not receive Meas X funds for alerting system. Chief to move forward with purchase in Dec. Update at Jan Bd meeting in Chief's report; system to be installed in Jan.
	District EMS Responsibilities	Legal	Staff	P	Information	Board seeking clarification of District Responsibilities. Per Chief request move to Feb 2024.
	District Process for Onboarding Directors & Meas. O Committee Members	Board Priority	Saff	R	Information	Onboarding of Directors & Meas O committee members to ensure legal requirements are met, individuals and Board are aware of when their term ends. Update moved to Feb per Chief's request.

	Role of General Counsel & Board Management of Interactions with Counsel	Board Other	Counsel	R	Information	DONE. Director's request.
	Transcription of RHFD Minutes	Board Other	Davidson	R	Discussion & Action	DONE. Info. on transcription of Board Mins. Software. Director Davidson to coordinate with Chief. Review with Mr. Pio Roda for legal compliance; he had no concerns. Directors Bowman and Davidsn met with Chief, Tammy and Kimberly to review options. Director Davidson and Tammy to review options and share with Chief, who will purchase the service (nominal fee) if requested and report out via Chief's report in Feb. Admin. will maintain existing process for preparation of minutes; will use free Zoom transcription options as needed. Board may request a Zoom summary or transcription by request.
	Measure O Fire Service Parcel Tax for Bayfront High-Rise Apartments Re: "Leland Traiman v. Alameda Unified"	Board Other	Davidson	R	Discussion & Action	DONE. Mr. Pio Roda is reviewing the Courts ruling on Leland Traiman v. Alameda Unified and its possible applicability to Meas. O. Director Davidson will share Mr. Pio Roda's opinion & options for Board consideration in Jan. Ad Hoc created to review possible Meas. O ordinance options.
	First Quarter Budget Review	Board Priority	Staff	R & P	Information	DONE. Supporting payroll documents from County available Oct. 16 as payroll info. not available till Oct. 12.

Nov. 29	Special Meeting: Strategic Plan Workshop	Board Priority	Consultant Mike Despain	P	Discussion & Action	Hold date & time. Despain led workshop, 6PM-8PM. Moved to Dec 13.
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Dec. 13	Special Meeting: Strategic Plan Workshop	Board Priority	Consultant Mike Despain	P	Discussion & Action	DONE. Hold date & time. Despain led workshop 6PM-8PM.
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Jan. 10	Consideration of Meas. O Assessment to Unit vs. Parcel	Board Priority, RHFD	Director Davidson	R	Action	DONE. Ad Hoc created for recommendation of a consultant to assist Board in analysis and feasibility.
	Financial Stability Considerations for Special Districts	Board Priority	Board, RHFD	R, P, RES,	Action	DONE. Gathering info. from State & National Chapters & Business Affiliates; they hire grant writing agencies. Board Alternate Funding Ad Hoc to present with Chief Agreement to hire a grant writing company to meet various District needs. Board approved hiring TPA.
	District Reorganization	Legal, Board Priority	Board		Action	DONE. Selection of Chair and Vice-Chair
	Annual Calendar	Board Priority	Board	Calendar	Informational	DONE. Annual Calendar prepared in coordination with Chief. Approved by Board at Oct meeting. To be included in Jan. Board packet
	Bathroom Renovations and Additional Funding Request	Board Priority, RHFD	RHFD	R, Estimates	Action	DONE. Approved by Board.

	CSDA Key Learnings Survey Report	Board Priority	Board	R	Informational	DONE. Ad Hoc will recommend moderator for Board workshop on Feb. 21.
	Local Hazard Metigation Program	Board, Legal, RHFD, State	Staff	R, P, RES	Informational	DONE. District coordinating with City of Hercules. Presentation in January. Future updates TBD by Chief.
	Presentation of Fire Prevention fees	Board, Legal, RHFD, State	Staff	R, P, RES	Informational	DONE. Public Hearing in Feb. or Mar.
	Auto Aid services agreement with Crockett-Carquinez Fire Protection District	Board, Staff, Legal	Staff	R,	Action	DONE. Approved by Board.

Jan. 31	Special Meeting Strategic Plan	Board Priority	Consultant and Ad Hoc	R, P	Discussion & Possible Action	DONE. Meeting 6pm-8pm. Waiting direction from Mr. Pio Roda on whether a PH is required as Board is considering modifying OPS standards. PH requires 30 day public notice. No PH required.
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Feb. 14	Receive Mid-Year Budget Report	Board, Legal, RHFD, State	Staff	R, P, RES	Informational	Update from Chief.
	Firefighter of the year proclomation	Board	Staff	P	Proclomation	Proclomation of FFOTY by Board Chair
	Local Hazard Mitigation Program	Board Priority, Staff, Legal	Staff	R	Info. & Discussion.	District coordinating with City of Hercules. Chief verbal report in Jan. Presentation in February.
	Quarterly Report on Future Agenda Items	Board Priority, Staff	Staff and Chair	R	Info. & Discussion.	Quarterly report approved by Board. Chair to coordinate with Chief discuss moving it to monthly reporting.
	Modification to agreement with M.E.D. Enterprises	Board, Staff, Legal	Board	N/A	Discussion poss act	Discuss possible modifications to contract
	Measure O Ordinance revisions	Board, Legal, RHFD, State	Board, AdHoc	N/A	Discussion poss act	
	CSDA Key Learning workshop	Board, AdHoc governance	Board, AdHoc	N/A	Discussion poss act	
	District EMS Responsibilities	Legal	Staff	P	Information	Board seeking clarification of District Responsibilities. Per Chief request move to Feb 2024.

Feb. 21	Special Meeting Stratific Plan RFP	Board Priority	Consultant and Ad Hoc	R, P	Discussion & Possible Action	CSDA workshop moved to Mar. 27
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Mar. 13	Public Hearing Fire Prevention Fees	Board, Legal, RHFD, State	Staff	R, P, RES	Action	Upon Board approval staff to coordiante City & County approvals.
	Receive 2022-2023 Annual Audit Report	Board, Legal, RHFD, State	Consultant, Staff	R, P	Board Recieves Report	
	Receive 2022-2023 Measo O Annual Audit Report from Chief	Board, Legal, RHFD, State	Staff	R, P	Board Recieves Report	
	Uplate to District Process for Onboarding Directors & Meas. O Committee Members	Board Priority	Saff	R	Information	Onboarding of Directors & Meas O to ensure legal requirements are met, individuals and Board are aware of when their term ends. Update moved to Feb per Chief's request.
	Possible Update on Waiver of Meas. O Parcel Late Fees	Legal	Staff, Counsel	R, P, RES	Action	Follow-up from Aug. Board meeting. Moved from Oct. to Nov. because data needed from County. Resolution only if needed to support changes to Meas O. Completed-no changes. Staff to follow-up with County on waiver of late fees by county for the 178 parcels. Update TBD.

AGENDA ITEM 22

Mar. 27	Special Meeting CSDA Key Learnings	Board Priority	Consultant and Ad Hoc	Workshop	Discussion & Possible Action	Workshop facilitated by moderator who will assist Board in prioritizing and implementing key learnings. Moved from Feb. 21.
Apr. 10	Weed Abatement		Staff		Discussion and Possible Action	