1. CALL TO ORDER/ROLL CALL

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

Directors Absent: None

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

2. PLEDGE OF ALLEGIANCE (00:20)

3. ANNOUNCEMENTS (00:45)

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

Chief Craig announced passing and services for Bill Fernando.

4. CONFIRMATION OF AGENDA (03:55)

None.

5. BOARD CORRESPONDENCE (04:03)

None.

6. PUBLIC COMMUNICATIONS (04:07)

None.

7. CONSENT CALENDAR (04:48)

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

8. BADGE PINNING (06:28)

Firefighter Jesus Garcia was sworn in.

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

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

**Roll Call Vote:**
*Prather: Yes*
*Covington: Yes*
*Gabriel: Yes*
*Hill: Yes*
*Thorpe: Yes*

Motion passed 5-0.

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

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

11. **BATTALION 7 AGREEMENT (33:20)**

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

**Roll Call Vote:**
*Prather: No*
*Covington: Yes*
*Gabriel: Yes*
*Hill: Yes*
*Thorpe: Yes*

Motion passed 4-1.

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

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

**Roll Call Vote:**
*Prather: Abstain*
*Covington: Yes*
*Gabriel: Yes*
*Hill: Yes*
*Thorpe: Yes*

Motion passed 4-0, with Director Prather abstaining.

13. **FIRE CHIEF REPORT (51:45)**

A. LAFCO-none.

14. **STAFF REPORTS (56:18)**
15. BOARD MEMBER REPORTS (56:24)

   a. LAFCO-looking for another representative.

   Director Covington nominated Director Gabriel, seconded by Director Hill.

   **Roll Call Vote:**
   - Prather: Yes
   - Covington: Yes
   - Gabriel: Yes
   - Hill: Yes
   - Thorpe: Yes

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

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

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

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

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

   Jerry Short commented.

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

   - Livestreaming Board Meetings
   - Social Media Policy

20. ADJOURNMENT (1:29:54)

   Meeting adjourned at 8:47 p.m.

Audio from this board meeting can be heard at [www.rhfd.org](http://www.rhfd.org)
Number in parenthesis is time stamp where agenda item begins.

________________________
Board Secretary
<table>
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<th>Memo</th>
<th>Account</th>
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RODEO-HERCULES FIRE PROTECTION DISTRICT

MEASURE O OVERSIGHT COMMITTEE
MEMBERSHIP APPLICATION

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELIZABETH GENAI</td>
<td>411 GARRETSON</td>
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<table>
<thead>
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<th>Home Phone</th>
<th>Mobile Phone</th>
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<td>510-245-2012</td>
<td>510-776-7443</td>
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<tr>
<th>Email</th>
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<tbody>
<tr>
<td><a href="mailto:E615@YAHOO.COM">E615@YAHOO.COM</a></td>
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<tr>
<th>GENERAL MEMBERSHIP REQUIREMENTS</th>
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<tr>
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SIGNATURE OF APPLICANT
By signature, the Membership Application answers, current resume, including experience, how you feel you would contribute to the Oversight Committee and personal statement are true and complete to the best of my knowledge.

NAME: ELIZABETH GENAI

SIGNATURE: ELIZABETH GENAI

DATE: 2/18/23
Elizabeth Genai
(H) 510-245-2012 | egie5@yahoo.com | 411 Garretson Avenue, Rodeo, CA 94572 | (C) 510.776.7443

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

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

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

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

EXPERIENCE
Host, Cashier, Chevy's Restaurant, March 2015-Present
Emeryville, CA
- Facilitates prompt and accurate seating and service of all guests.
- Provides friendly and courteous service to all guests.
- Supports other areas of the restaurant in set up, cleanup, prep work and equipment maintenance.
- Maintains safe food handling standards at all times.
- Ensures tables are kept neat by clearing away dirty dishes, wiping down surfaces and refreshing glasses or beverages.
- Records orders and partners with team members to serve food and beverages.
- Emphasizes fast, friendly customer service.
- Accurately makes change for cash transactions.
- Transports dirty tableware from dining room to dishwashing area for proper cleaning.
- Answers phones politely and promptly while accurately recording and confirming reservations.

Office Clerk, Community Housing Innovations Inc., July 2013-March 2015
Richmond, CA
Elizabeth Genai
(H) 510-245-2012 | egie5@yahoo.com | 411 Garretson Avenue, Rodeo, CA 94572 | (C) 510.776.7443

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

Program Coordinator, Senior Services of America, May 2011-June 2013
Concord, CA
- Directed educational, informational, therapeutic and recreational programs and oversaw program development, coordination and administration.
- Maintained compliance with company and legal requirements.
- Fostered relationships with community members to help define programming needs and strengthen organizational standing in the community.
  Completed quarterly and yearly audits.
- Maximized employee retention by creating positive work environment.
- Provided ancillary support to compile and prepare program, financial and year-end reports.
- Collaborated with Program Manager to establish program curriculum and goals.
- Oversaw day-to-day activities, including organizational leadership, recruitment, office maintenance and supply and inventory management.
- Wrote recommendations for exceptional employees.
- Managed and directed 32 individuals within the organization.

Messenger Throughout Northern California, September 1977 - 1992
- As a messenger I picked up and carried envelopes, packages and other items to specific locations.
- Plan the best routes for the deliveries.
- Needed to act as problem solvers at times.

EDUCATION AND TRAINING
Vocational School Certificate Computer Software
Computer Software, Heald College - Central Administrative Office, Walnut Creek CA 1996
My interest in RHFD started after I had lived in Rodeo for a couple of years. I didn’t realize there was not an active firehouse in Rodeo. When they opened the Rodeo firehouse, there was a general cheer from Rodeo. I started hearing about Measure O and the Oversight Committee. It seemed Rodeo was ruled by Hercules and I wanted Rodeo to have a voice. At the time I worked Wednesday night and couldn’t make the meetings. I found out the OC meets on Wednesday afternoon. I could be part of it.

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

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

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<tbody>
<tr>
<td>JACOB DUAN</td>
<td>820 4TH ST Rodeo, CA</td>
</tr>
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<tr>
<th>Home Phone</th>
<th>Mobile Phone</th>
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<tr>
<td>510-861-5851</td>
<td>510-861-5851</td>
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Email: JACOB@MAGTRUCKING.COM

GENERAL MEMBERSHIP REQUIREMENTS

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

NAME: JACOB DUAN

SIGNATURE: [Signature]

DATE: 9-10-2020
Hi Kim,
I’m including Lori Martin on this email
Unfortunately I think you will need to reschedule your board meeting next Wednesday because we have a special planning commission meeting that night at 7pm. After you discuss with Lori let me know the new date and I will make sure David is there. We were talking about this today.

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

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

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

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

Hi Bill:

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

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

Thank you!
Kimberly Corcoran
Administrative Assistant/Board Clerk
Rodeo-Hercules Fire Protection District

1680 Refugio Valley Road
Hercules, CA 94547

--
Bill Griffith
G-Tech SF
(510) 764.3127
bill.griffith@gtechsf.com
BACKGROUND:
In October 2016, the District replaced its outdated server that utilized a tape backup system with a server that utilized a digital backup under the recommendation of its then-IT person. When Precision IT was hired by the District, and performed its initial audit of District hardware, it was discovered that our server was undersized in capacity to meet the current or future needs of the District. This under sizing of capacity has caused numerous system failures and is an obstruction to workflow. Measures have been taken to extend the life of our current server, however, it is now out of warranty and has passed its end of life for our current environment.

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

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

RECOMMENDATION:
For the Board of Directors to approve the allocation of up to $18,527 from the unassigned fund balance to replace the failing server as recommended by Precision IT. This is an action item.
To:  BOARD of DIRECTORS, Rodeo Hercules Fire District
From:  Bryan Craig, Fire Chief BC
Subject:  FIRE CHIEF’S REPORT
Date:  March 11, 2020

Contra Costa County Employees Retirement Association  – No additional updates
   Reporting:  Chief Craig

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

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

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

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

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

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

Community /Wildfire Prevention  – Staff will continue to prepare for this year’s wildland fire season by continuing working with homeowners, city officials, homeowner associations, to address wildfire prevention and wildfire risk management.
   Reporting:  Chief Craig
Apparatus – All District apparatus are currently in service. The apparatus committee for the Type 1 Engine completed its preliminary specifications approval allowing the district to move forward with ordering of the apparatus. The lease agreement for the apparatus will be presented to the board 6 months prior to the delivery of the first apparatus.

Reporting: Chief Craig

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

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

Reporting: Chief Craig

Commendations/Awards/Notables – No additional report.

Reporting: Chief Craig

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

Reporting: Chief Craig