1. CALL TO ORDER/ROLL CALL

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

Directors Absent: None

Director Gabriel called the meeting to order at 7:10 p.m.

2. PLEDGE OF ALLEGIANCE (7:50)

3. ANNOUNCEMENTS (08:22)

None.

4. CONFIRMATION OF AGENDA (08:33)

No action taken.

5. BOARD CORRESPONDENCE (08:47)

Grand Jury Report: “Wildfire Preparedness in Contra Costa County” was distributed. Direction to staff to prepare a response for approval at August board meeting.

6. PUBLIC COMMUNICATIONS (15:04)

None.

7. CONSENT CALENDAR (15:32)

Director Prather made a motion to approve the meeting minutes from the May 13, 2020 regular meeting; June 10, 2020 special meeting, and June 10, 2020 regular meeting, seconded by Director Covington.

ROLL CALL VOTE:

PRATHER: Yes
COVINGTON: Yes
GABRIEL: Yes
HILL: Absent from Vote
THORPE: Yes

Motion passed. 4-0.
8. REVIEW THE NEED FOR THE PURCHASE OF REPLACEMENT QUINT AND PUMPER (DIRECTOR PRATHER) (20:20)

No action taken.

9. DISCUSSION AND POSSIBLE ACTION TO APPROVE LEASE AGREEMENT FOR PURCHASE OF PIERCE TYPE I ENGINE AND SMEAL 100’ LADDER TRUCK-RESOLUTION 2020-07AUTHORIZING THE EXECUTION AND DELIVERY OF AN INSTALLMENT SALE AGREEMENT AND AUTHORIZING AND DIRECTING CERTAIN ACTIONS IN CONNECTION WITH THE ACQUISITION OF FIRE TRUCKS (52:45)

Director Hill made a motion to approve Resolution 2020-07; seconded by Director Thorpe.

ROLL CALL VOTE:

PRATHER: No
COVINGTON: Yes
GABRIEL: Yes
HILL: Yes
THORPE: Yes

Motion passed. 4-1.

10. STRATEGIC PLANNING (1:03:04)

Direction to staff to poll board members for a Saturday workshop; discussion on items to be placed on workshop agenda.

Public Comment:

Vince Wells.

11. FIRE CHIEF REPORT (1:59:45)

No action taken.

12. STAFF REPORTS (2:07:08)

None.

13. BOARD MEMBER REPORTS (2:07:11)

LAFCO meeting canceled for July.

14. MEASURE O OVERSIGHT COMMITTEE REPORT (2:07:22)

None.

15. AD HOC BOARD COMMITTEE REPORTS (2:08:01)
a. Reserve Program ad hoc committee (Prather & Thorpe)-none.
b. Strategic Planning ad hoc committee (Gabriel & Prather)-none.
c. Budget ad hoc committee (Covington & Hill) –none

16. LOCAL 1230 CORRESPONDENCE (2:08:40)

Jerry Short-would like to participate in strategic planning.

17. REQUESTS FOR FUTURE AGENDA ITEMS (2:10:52)

None.

18. ADJOURNMENT

Meeting adjourned at 9:13 p.m.

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

_________________________________
Board Secretary
1. CALL TO ORDER/ROLL CALL

Directors Present: Prather (arrived at 9:20 a.m.), Covington, Gabriel, Thorpe (arrived at 9:18 a.m.)

Directors Absent: Hill

Director Gabriel called the meeting to order at 9:08 a.m.

2. PLEDGE OF ALLEGIANCE

3. CONFIRMATION OF AGENDA

Director Gabriel made motion to add Staff Reports to agenda. Seconded by Director Hill.

ROLL CALL VOTE

| Prather: Absent | Covington: Yes | Hill: Yes | Thorpe: Absent | Gabriel: Yes |

Motion passed 3-0.

4. STAFF REPORTS

Life saving measures by Captain Coleman, Engineer Ballard, and Firefighter Paolini.

5. PUBLIC COMMUNICATIONS

None.

6. WORKSHOP-STRATEGIC PLANNING

Board discussion regarding strategic planning topics.

Direction was given to staff to explore consolidation, research expenditures, retention and recruitment issues.

Items tabled to August 12 meeting:

- Discussion regarding MRG’s role in facilitating strategic planning sessions
- Schedule of future strategic planning workshops.
Public comment: Jerry Short
Getachew Demeku-Ousman

7. ADJOURNMENT

Meeting adjourned at 12:32 p.m.

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

______________________________
Board Secretary
1. CALL TO ORDER/ROLL CALL

Directors Present: Prather, Covington, Gabriel, Thorpe

Directors Absent: Hill

Director Gabriel called the meeting to order at 7:21 p.m.

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

None.

4. CONFIRMATION OF AGENDA

No action taken.

5. BOARD CORRESPONDENCE

None.

6. PUBLIC COMMUNICATIONS

None.

7. CONSENT CALENDAR

No action taken.

8. PUBLIC HEARING: DISCUSSION AND POSSIBLE ADOPTION OF RESOLUTION 2020-08 ADOPTING FINAL OPERATING BUDGET FOR FISCAL YEAR 2020-21

Motion by Director Gabriel to adopt Resolution 2020-08, seconded by Director Covington.

ROLL CALL VOTE:

PRATHER: Abstain
COVINGTON: Yes
GABRIEL: Yes
HILL: Absent
THORPE: Yes

Motion passed. 3-0-1.

9. DISCUSSION AND POSSIBLE ACTION TO APPROVE RESPONSE TO GRAND JURY REPORT: “Wildfire Preparedness in Contra Costa County”

Director Covington made a motion to approve response to Grand Jury report; seconded by Director Prather.

ROLL CALL VOTE:

PRATHER: Yes
COVINGTON: Yes
GABRIEL: Yes
HILL: Absent
THORPE: Yes

Motion passed. 4-0.

10. STRATEGIC PLANNING-CONTINUED FROM WOKSHOP

Direction to staff to get a contract proposal from Municipal Resource Group and bring back to board for review.

Direction to staff was given to explore options for consolidation.

Item 10B: Formulate schedule of strategic planning tabled to September meeting.

Public Comment:

Jeff Miller

11. FIRE CHIEF REPORT

No action taken.

12. STAFF REPORTS

None.

13. BOARD MEMBER REPORTS

LAFCO: Director Gabriel will review meeting recording once available.

14. MEASURE O OVERIGHT COMMITTEE REPORT

None.
15. AD HOC BOARD COMMITTEE REPORTS

a. Reserve Program ad hoc committee (Prather & Thorpe)-none.

b. Strategic Planning ad hoc committee (Gabriel & Prather)-none.

c. Budget ad hoc committee (Covington & Hill) –none.

Motion by Director Prather to dissolve budget ad hoc committee. Seconded by Director Gabriel.

ROLL CALL VOTE:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prather</td>
<td>Yes</td>
</tr>
<tr>
<td>Covington</td>
<td>Yes</td>
</tr>
<tr>
<td>Gabriel</td>
<td>Yes</td>
</tr>
<tr>
<td>Hill</td>
<td>Absent</td>
</tr>
<tr>
<td>Thorpe</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Motion passed. 4-0.

16. LOCAL 1230 CORRESPONDENCE

Jerry Short commented regarding consolidation.

17. REQUESTS FOR FUTURE AGENDA ITEMS

A. Suggest additional ideas in regard to consolidation (Director Prather)

Motion by Director Prather to put item 17A on September agenda. Seconded by Director Thorpe.

ROLL CALL VOTE:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prather</td>
<td>Abstain</td>
</tr>
<tr>
<td>Covington</td>
<td>Yes</td>
</tr>
<tr>
<td>Gabriel</td>
<td>Abstain</td>
</tr>
<tr>
<td>Hill</td>
<td>Absent</td>
</tr>
<tr>
<td>Thorpe</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Motion failed.

☐ Reserve fund for equipment and apparatus

Motion by Director Gabriel add agenda item for reserve fund for equipment and apparatus on future agenda; seconded by Director Covington

ROLL CALL VOTE:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prather</td>
<td>Abstain</td>
</tr>
<tr>
<td>Covington</td>
<td>Yes</td>
</tr>
<tr>
<td>Gabriel</td>
<td>Yes</td>
</tr>
</tbody>
</table>
HILL: Absent
THORPE: Yes

Motion passed. 3-1.

18. ADJOURNMENT

Meeting adjourned at 9:03 p.m.

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

_________________________________
Board Secretary
<table>
<thead>
<tr>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Memo</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/2020</td>
<td>W4102379UH</td>
<td>American Messaging</td>
<td>August 2020</td>
<td>2110 · Communications</td>
<td>-50.41</td>
</tr>
<tr>
<td>08/01/2020</td>
<td>AUG2020</td>
<td>The Standard</td>
<td>August 2020</td>
<td>1060 · Group Insurance</td>
<td>-550.00</td>
</tr>
<tr>
<td>08/01/2020</td>
<td>23106</td>
<td>IEDA INC</td>
<td>August 2020</td>
<td>2310 · Professional/Specialized Servic</td>
<td>-1,642.00</td>
</tr>
<tr>
<td>08/01/2020</td>
<td>July2020</td>
<td>Greg Kennedy</td>
<td>July 2020</td>
<td>2310 · Professional/Specialized Servic</td>
<td>-2,000.00</td>
</tr>
<tr>
<td>08/02/2020</td>
<td>2020-KC</td>
<td>Kimberly Corcoran</td>
<td>amazon-mic for zoom meetings</td>
<td>2100 · Office Expenses</td>
<td>-49.55</td>
</tr>
<tr>
<td>08/02/2020</td>
<td>2020-KC</td>
<td>Kimberly Corcoran</td>
<td>Go Daddy-annual renewal for rhfd.org</td>
<td>2100 · Office Expenses</td>
<td>-21.17</td>
</tr>
<tr>
<td>08/02/2020</td>
<td>287291133577ZX08</td>
<td>First Net</td>
<td>07/03-08/02</td>
<td>2110 · Communications</td>
<td>-204.94</td>
</tr>
<tr>
<td>08/03/2020</td>
<td>SEPT2020</td>
<td>American River Benefit Administrators</td>
<td>September 2020</td>
<td>1060 · Group Insurance</td>
<td>-738.99</td>
</tr>
<tr>
<td>08/03/2020</td>
<td>2020-67</td>
<td>Streamline Automation Systems, LLC</td>
<td>Annual Fees</td>
<td>2310 · Professional/Specialized Servic</td>
<td>-3,015.00</td>
</tr>
<tr>
<td>08/03/2020</td>
<td>2749839</td>
<td>Amazon</td>
<td>Parcel Lock Box (for Measure O forms)</td>
<td>2100 · Office Expenses</td>
<td>-271.86</td>
</tr>
<tr>
<td>08/04/2020</td>
<td>83722735</td>
<td>Bound Tree</td>
<td>Line medic packs</td>
<td>2140 · Medical Supplies</td>
<td>-194.79</td>
</tr>
<tr>
<td>08/04/2020</td>
<td>63623674</td>
<td>Bound Tree</td>
<td>Line medic Packs</td>
<td>2140 · Medical Supplies</td>
<td>-1,203.31</td>
</tr>
<tr>
<td>08/04/2020</td>
<td>83722737</td>
<td>Bound Tree</td>
<td>COVID supplies</td>
<td>2140 · Medical Supplies</td>
<td>-123.29</td>
</tr>
<tr>
<td>08/04/2020</td>
<td>83722736</td>
<td>Bound Tree</td>
<td>Medical Supplies</td>
<td>2140 · Medical Supplies</td>
<td>-158.89</td>
</tr>
<tr>
<td>08/04/2020</td>
<td>2251439</td>
<td>Amazon</td>
<td>headphones</td>
<td>2100 · Office Expenses</td>
<td>-10.86</td>
</tr>
<tr>
<td>08/04/2020</td>
<td>077042</td>
<td>Kel-Aire</td>
<td>August 2020</td>
<td>2281 · Maintenance of Buildings</td>
<td>-390.30</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>31021</td>
<td>9741</td>
<td>Plan check</td>
<td>9741 · Fire Prevention Plan Review</td>
<td>5,260.00</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>154102</td>
<td>FASIS</td>
<td>4850 Reimbursement</td>
<td>1011 · Permanent Salaries</td>
<td>2,598.86</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>154490</td>
<td>FASIS</td>
<td>4850 Reimbursement</td>
<td>1011 · Permanent Salaries</td>
<td>2,598.86</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>154103</td>
<td>FASIS</td>
<td>4850 Reimbursement</td>
<td>1011 · Permanent Salaries</td>
<td>2,502.76</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>154489</td>
<td>FASIS</td>
<td>4850 Reimbursement</td>
<td>1011 · Permanent Salaries</td>
<td>2,502.76</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>153927</td>
<td>FASIS</td>
<td>4850 Reimbursement</td>
<td>1011 · Permanent Salaries</td>
<td>1,299.43</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>40636</td>
<td>9741</td>
<td>Plan review</td>
<td>9741 · Fire Prevention Plan Review</td>
<td>1,160.00</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>1049</td>
<td>9741</td>
<td>Plan Review</td>
<td>9741 · Fire Prevention Plan Review</td>
<td>486.00</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>64662311</td>
<td>9980</td>
<td>Unclaimed property Refund</td>
<td>9980 · Miscellaneous Revenue</td>
<td>349.66</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>30411</td>
<td>9980</td>
<td>Fire Recovery USA</td>
<td>9980 · Miscellaneous Revenue</td>
<td>217.60</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>9980</td>
<td>9980</td>
<td>Fire report</td>
<td>9980 · Miscellaneous Revenue</td>
<td>5.00</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>August 2020</td>
<td>American River Benefit Administrators</td>
<td>August 2020</td>
<td>1060 · Group Insurance</td>
<td>-738.99</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>0453DC2A-JUL</td>
<td>Health Care Dental</td>
<td>July 2020</td>
<td>1060 · Group Insurance</td>
<td>-2,643.24</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>528407-AUG</td>
<td>EBMUD</td>
<td>76-06/01-07/30</td>
<td>2120 · Utilities</td>
<td>-303.45</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>528495-AUG</td>
<td>EBMUD</td>
<td>76-06/01-07/30</td>
<td>2120 · Utilities</td>
<td>-867.88</td>
</tr>
<tr>
<td>08/05/2020</td>
<td>0453DCAUG</td>
<td>Health Care Dental</td>
<td>August 2020</td>
<td>1060 · Group Insurance</td>
<td>-2,772.78</td>
</tr>
<tr>
<td>Date</td>
<td>Vendor/Account Number</td>
<td>Description</td>
<td>Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------</td>
<td>--------------------------------------------------</td>
<td>------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/05/20</td>
<td>3344334 Kansas State Bank</td>
<td>FY2020-21 payment for 2014 pumper &amp; 2017 vehicle</td>
<td>-80,400.68</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/06/20</td>
<td>JV021400 Contra Costa County Auditor-Controller</td>
<td>Investment Services 4th Quarter</td>
<td>-1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/06/20</td>
<td>2020SJ Skye Johnson</td>
<td>Paramedic License Renewal</td>
<td>-225.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/06/20</td>
<td>2020-BS Brian Solidum</td>
<td>Strike Team Leader</td>
<td>-165.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/07/20</td>
<td>83727589 Bound Tree</td>
<td>Medical Supplies</td>
<td>-92.16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/10/20</td>
<td>2021-0057 LAFCO</td>
<td>Educational Supplies &amp; Courses</td>
<td>-4,301.16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/10/20</td>
<td>9860550318 Verizon Wireless</td>
<td>20-21 Fees</td>
<td>-19.16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/12/20</td>
<td>5183799518JUL P.G.&amp;E.</td>
<td>07/11-08/10</td>
<td>-278.07</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/13/20</td>
<td>401723667TRUUP P.G.&amp;E.</td>
<td>True up charges</td>
<td>-5,191.63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/13/20</td>
<td>401723667TRUUP P.G.&amp;E.</td>
<td>07/09-08/09</td>
<td>-258.59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/17/20</td>
<td>225854 All Star Fire Equipment</td>
<td>FireAde Foam</td>
<td>-1,794.38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/18/20</td>
<td>20-001 Ted Todd</td>
<td>Pre-employment polygraph</td>
<td>-400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/18/20</td>
<td>September 2020 Vision Service Plan</td>
<td>September 2020</td>
<td>-491.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RODEO-HERCULES FIRE PROTECTION DISTRICT
MEMORANDUM

TO: BOARD of DIRECTORS
FROM: Bryan Craig, FIRE CHIEF
DATE: September 12, 2020
RE: Appropriations Limit for the 2020-21 Fiscal Year in Accordance With Proposition III and Article XIII B

QUESTION:
Should the Board of Directors of the Rodeo Hercules Fire District adopt an Appropriations Limit of $16,102,808 for Fiscal Year 2020-21 as calculated by the Department of Finance, State of California in accordance with State Law?

BACKGROUND:
In 1979, Proposition 4 known as the Gann Initiative was approved by the voters. As a result, Article XIII B of the State Statute (Government Code Section 7900-10) was enacted and it requires that each year thereafter, the governing body of each local jurisdiction shall establish its appropriations (spending) limit for the following year. The determination of the appropriations limit is considered to be a legislative act and should be adopted at a regular meeting.

Proposition III, which was approved by the voters in 1990, further amends Article XIII B, and Board action is necessary to implement the amendments effective for the 2020-21 fiscal year.

The Proposition III amendments specify that the appropriations limit may now increase annually by the following factor selections:

* The change in population for City or County (whichever is higher)
* The change in the California per capita income or the growth in the non-residential assessed valuation due to new construction within the City (whichever is higher)

Other requirements include the District adoption of the annual adjustment factors selected or calculation and the review of the Appropriations Limit Calculation during the annual financial audit process.

In accordance with Proposition III amendments, staff has calculated the 2020-21 Appropriations Limit using the County population change and the California per Capita Personal Income Change factors.

RECOMMENDATION:
Staff recommends adoption of an annual Appropriations Limit of $16,102,808 for Fiscal Year 2020-21 as calculated by the Department of Finance, State of California in accordance with State Law.

Attachment: Exhibit A-Appropriations Limit Calculation

RHFDSEPT9012
EXHIBIT A
ANNUAL APPROPRIATIONS LIMIT
2020-21 FISCAL YEAR

RADIO
CONVERSION

California per Capita Personal Income* 3.73 = 1.0373

Hercules Population Change - 0.16%
Unincorporated Population Change - 0.06%

Conversion Calculation 1.00129 x 1.0373 = 1.0386%

Previous Amounts Adopted:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1985/86</td>
<td>$1,189,754</td>
</tr>
<tr>
<td>1986/87</td>
<td>$1,355,605</td>
</tr>
<tr>
<td>1987/88</td>
<td>$1,543,085</td>
</tr>
<tr>
<td>1988/89</td>
<td>$1,698,782</td>
</tr>
<tr>
<td>1989/90</td>
<td>$1,993,690</td>
</tr>
<tr>
<td>1990/91</td>
<td>$2,307,098</td>
</tr>
<tr>
<td>1991/92</td>
<td>$2,606,203</td>
</tr>
<tr>
<td>1992/93</td>
<td>$2,664,581</td>
</tr>
<tr>
<td>1993/94</td>
<td>$2,804,737</td>
</tr>
<tr>
<td>1994/95</td>
<td>$2,875,135</td>
</tr>
<tr>
<td>1995/96</td>
<td>$3,044,767</td>
</tr>
<tr>
<td>1996/97</td>
<td>$3,216,491</td>
</tr>
<tr>
<td>1997/98</td>
<td>$3,439,716</td>
</tr>
<tr>
<td>1998/99</td>
<td>$3,611,702</td>
</tr>
<tr>
<td>1999/00</td>
<td>$3,947,229</td>
</tr>
<tr>
<td>2000/01</td>
<td>$4,154,853</td>
</tr>
<tr>
<td>2001/02</td>
<td>$4,452,085</td>
</tr>
<tr>
<td>2002/03</td>
<td>$4,551,169</td>
</tr>
<tr>
<td>2003/04</td>
<td>$4,853,822</td>
</tr>
<tr>
<td>2004/05</td>
<td>$5,221,256</td>
</tr>
<tr>
<td>2005/06</td>
<td>$5,800,294</td>
</tr>
<tr>
<td>2006/07</td>
<td>$6,158,172</td>
</tr>
<tr>
<td>2007/08</td>
<td>$6,549,215</td>
</tr>
<tr>
<td>2008/09</td>
<td>$6,942,168</td>
</tr>
<tr>
<td>2009/10</td>
<td>$7,042,135</td>
</tr>
<tr>
<td>2010/11</td>
<td>$6,972,390</td>
</tr>
<tr>
<td>2011/12</td>
<td>$7,259,611</td>
</tr>
<tr>
<td>2012/13</td>
<td>$7,735,944</td>
</tr>
<tr>
<td>2013/14</td>
<td>$8,495,526</td>
</tr>
<tr>
<td>2014/15</td>
<td>$11,567,508</td>
</tr>
<tr>
<td>2015/16</td>
<td>$12,581,754</td>
</tr>
<tr>
<td>2017/18</td>
<td>$14,218,328</td>
</tr>
<tr>
<td>2018/19</td>
<td>$14,801,279</td>
</tr>
<tr>
<td>2019/20</td>
<td>$15,504,340</td>
</tr>
</tbody>
</table>
APPROPRIATIONS LIMITATIONS calculation per Department of Finance, State of California, memo dated May 1, 2020

$ 15,504,340 x 1.0386 = $16,102,808

SUMMARY:
Rodeo-Hercules Fire Protection District APPROPRIATIONS LIMITATION
Fiscal Year 2020-21= $16,102,808

Calculation by

______________________________
Kimberly Corcoran
Administrative Services Officer

* Per State of California Department of Finance
RODEO-HERCULES FIRE PROTECTION DISTRICT
MEMORANDUM

Date: September 9, 2020
To: Board of Directors
From: Bryan Craig, Fire Chief
Subject: Service Proposal from Municipal Resource Group LLC to provide Strategic Plan assistance.

BACKGROUND:

During the August 12, 2020 Board of Directors meeting, staff was given direction to seek a proposal from Municipal Resource Group for assistance with developing a strategic plan for the Fire District. The Fire District currently is under contract with MRG for financial oversight and consulting.

DISCUSSION:

Within the attached document from MRG are several Tasks that are presented. Each of the Tasks has an associated cost and can be selected individually or in their entirety by the Board of Directors.

QUESTION:

After selection of appropriate tasks described within the proposal from MRG, direct staff to expand its current contract with MRG that accomplishes the Board of Director’s goals in regard to developing and implementing a strategic plan.

ATTACHMENTS:

MRG Proposal to Provide Strategic Plan assistance for the Rodeo Hercules Fire District.
Rodeo Hercules Fire District Strategic Planning Overview
Based on initial conversation with Chief Craig
August 25, 2020

Overview
The District Board has expressed its interest in assessing the District and developing a strategic plan for the District’s future activities. MRG has prepared the following brief outline of a recommended approach to meet the Board’s goals. The services will be conducted by Mike Oliver, Brian Kelly and Michele Rodriguez.

Key Tasks—MRG will:

Task 1:
Complete a high level assessment of the District’s financial position and project revenues and expenditures for the next five years. MRG will also proved an analysis of the District’s revenues relative to the District’s current and projected operating costs.

Task 2:
MRG will develop an assessment of current service demands and future service demands due to projected growth in resident population and business activity.

Task 3:
A review of the Department’s current physical assets (facilities and equipment) and a projection of their adequacy over the five year timeframe. An assessment of potential need for a third station proximate to developing residential and commercial areas will also be developed.

Task 4:
A review and analysis of the current functionality of the Battalion Seven and its applicability/adequacy to address future growth.

Task 5:
A review and assessment of the procedural and legal processes and issues and the potential benefits and liabilities the District may encounter if the District were to merge
with the Contra Costa Consolidated Fire District or enter into an alternative service arrangement.

MRG will prepare an overview level report for each of the five tasks outlined above. In completing the various Tasks, MRG will review the reports with staff and provide an update/presentation to the Board. The final report will also be reviewed with staff and presented to the Board.

Projected Costs
Based on the five tasks described above, the project is estimated to cost $17,770.00. The itemized task costs are listed below:

- **Task 1—Financial Assessment**
  $3,610.00

- **Task 2—Future Service Demand Assessment**
  $3,620.00

- **Task 3—Review of Physical Assets/Assessment of Need for Additional Facilities**
  $3,120.00

- **Task 4—Review and Analysis of Battalion Seven**
  $2,580.00

- **Task 5—Review and Assessment of Potential Consolidation/Service Contract**
  $4,540.00

- **Miscellaneous Costs**
  $300.00

- **Total Cost**
  $17,470.00
TO: Board of Directors, RODEO HERCULES FIRE PROTECTION DISTRICT
FROM: Bryan Craig, FIRE CHIEF
DATE: September 9, 2020
RE: Capital Plan

BACKGROUND:
During the August 12, 2020 regular District Board Meeting, the Board of Directors requested Staff to outline a Capital plan for the Fire District. In preparation for creating a Capital plan, the following information from the State Auditor-Controller was collected regarding their recommendation on developing a plan.

RECOMMENDATION:
A process should be agreed upon for creating and managing the capital plan. This process should include the following steps:

- Developing a capital planning process
- Identify what types of assets and expenditures will be included in the capital plan.
- Create a current asset inventory.
- Decide how long a period of time the capital plan should encompass.
- Prioritizing capital projects
- Develop a specific timetable for creating and reviewing the capital plan.
- Determine who will be participating in the planning process (elected officials, department heads, etc.), and at what points in the process.
- Formally approve by resolution the plan annually and make sure it is evaluated regularly in future

Possible Capital Plan Items:
- Apparatus
- Facilities
- Technology
- EMS Equipment
- Emergency Response Equipment

QUESTION:
Should Staff develop a Capital plan based on the following criteria and recommendations from the District Board of Directors?
MEMORANDUM

To: BOARD of DIRECTORS, Rodeo Hercules Fire District
From: Bryan Craig, Fire Chief

Subject: FIRE CHIEF'S REPORT
Date: September 9, 2020

CCCERA

Contra Costa County Employees Retirement Association

The AB197 lawsuit for terminal pay was heard before the Supreme Court on May 5, 2020. “CCCERA does not anticipate implementing any changes until after the decision is thoroughly studied and the process continues, as ordered, at the trial court level, which may take several months.”

https://www.cccera.org/post/ab-197

Reporting: Chief Craig

Labor Relations – Personnel - All COVID-19 safety precautions remain in place. Crew safety and protection remain our most significant concern. Crews are strictly following CDC, County Health, and the Medical Director’s guidelines on personal protective equipment, EMS responses, and decontamination. Personnel currently monitor their own health before, when arriving and during their duty shift. Personal protective equipment supplies and burn rates are being monitored and tracked in house. Crews have now been supplied with washable gowns to try and extend our gown supplies. The District is currently following recommended CDC guidelines in response to employee illness and or exposure to COVID-19. The District now has three employees out on worker's compensation leave unrelated to COVID-19. The District presented conditional offers of employment for a firefighter and paramedic. Both offers were accepted and the individuals are currently in background investigations.

Reporting: Chief Craig

Fire Stations/Training Facility – District offices are now open with specific requirements for all public entering the building. Group training is still suspended, along with public education functions. Telephone calls to the business line have now been routed to Administrative Services Officer Kim Corcoran's cell phone anytime the front office is not staffed.

Probationary employees are continuing their training and Task Book signoffs.

Reporting: Chief Craig

Facilities – Phase 1 of 4 of the concrete removal and replacement project for Station 76 is complete with the removal and replacement of the driveway. Phase 2 will be the resurfacing, expansion, and ADA code adjustments of the parking lot.

Reporting: Chief Craig

Grants/Reimbursements – The LUCUS device grant has been submitted to AFG, and awardees should be announced sometime in September. Currently, there is no indication that the pandemic will have any effect on federal grants. If the Fire District is not awarded the AFG for LUCAS devices, the devices will be purchased using Fire Facilities fees. The District has submitted its application to FEMA and received authorization to begin the process for submitting reimbursements.

Reporting: Chief Craig
Incident Activity – Response activity has returned to normal to slightly above average call volume. The District responded to a 15-acre second alarm grass fire that originated from a vehicle fire located on eastbound Highway 80. During the heat event, the District was able to staff engine for District coverage and send an Engine for initial attack to the LNU Lightening Complex fire. During the siege, the District’s staffing level was at 14 of 18 members on duty. This is a testament to the dedication of our personnel that they continue to show time and again. Battalion Chief Darren Johnson also responded as a Field Observer to the SCU Lightening Complex Fire. See attached incident report for August.

Reporting: Chief Craig

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

Reporting: Chief Craig

Community/Wildfire Prevention – Fuel reduction and creation of defensible space in the wildland-urban interface areas is completed. Distribution of weed abatement notices to the public as well as all homeowner associations has already started. Staff will continue to prepare for this year's wildland fire season by continuing to work with homeowners, city officials and homeowner associations to address wildfire prevention and wildfire risk management.

Reporting: Chief Craig

Fleet Management – Both new pieces of apparatus are still on schedule to be delivered in early December.

Reporting: Chief Craig

Fiscal Stabilization – July 1, 2020 marked the first day of the new fiscal year. Staff will continue to monitor and track all spending. Staff is training on the new Purchase request software program to replace its current outdated system.

Reporting: Chief Craig

Community Activities – Attended Phillips 66 Community Advisory Panel and Rodeo Municipal Advisory Panel by Zoom meeting. I will be making a presentation before the Hercules City Council on September 22nd.

Reporting: Chief Craig

Commendations/Awards/Notables – This month marks the 19th anniversary of the September 11th terrorist attacks. All Rodeo-Hercules members will be presented the 9/11 remembrance ribbon, and members who were on duty or in the fire service on September 11, 2001 will be presented challenge coins commemorating that day.

Reporting: Chief Craig

New Development – Currently, all projects within Hercules meet the state guidelines on essential construction projects. All inspections are now conducted in person. 2525 Bay Front Boulevard, the first of four apartment buildings at the waterfront project have begun occupancy.

Reporting: Chief Craig
## Incident Type Count Report

**Date Range:** From 8/1/2020 To 8/31/2020  
**Selected Station(s):** All

<table>
<thead>
<tr>
<th>Incident Type is blanks</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>67</td>
<td>24.54%</td>
</tr>
<tr>
<td><strong>Total - incident type left blank</strong></td>
<td>67</td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total for Station</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>67</td>
<td><strong>24.54%</strong></td>
</tr>
</tbody>
</table>

### Station: 75

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - Fire, other</td>
<td>1</td>
<td><strong>0.37%</strong></td>
</tr>
<tr>
<td>111 - Building fire</td>
<td>2</td>
<td><strong>0.73%</strong></td>
</tr>
<tr>
<td>118 - Trash or rubbish fire, contained</td>
<td>1</td>
<td><strong>0.37%</strong></td>
</tr>
<tr>
<td>132 - Road freight or transport vehicle fire</td>
<td>1</td>
<td><strong>0.37%</strong></td>
</tr>
<tr>
<td>140 - Natural vegetation fire, other</td>
<td>1</td>
<td><strong>0.37%</strong></td>
</tr>
<tr>
<td>142 - Brush, or brush and grass mixture fire</td>
<td>2</td>
<td><strong>0.73%</strong></td>
</tr>
<tr>
<td>143 - Grass fire</td>
<td>1</td>
<td><strong>0.37%</strong></td>
</tr>
<tr>
<td>150 - Outside rubbish fire, other</td>
<td>3</td>
<td><strong>1.10%</strong></td>
</tr>
<tr>
<td>151 - Outside rubbish, trash or waste fire</td>
<td>1</td>
<td><strong>0.37%</strong></td>
</tr>
<tr>
<td><strong>Total - Fires</strong></td>
<td>13</td>
<td><strong>13.27%</strong></td>
</tr>
</tbody>
</table>

| 321 - EMS call, excluding vehicle accident with injury | 57 | **20.88%** |
| 322 - Vehicle accident with injuries | 3 | **1.10%** |
| 324 - Motor vehicle accident with no injuries | 2 | **0.73%** |
| **Total - Rescue & Emergency Medical Service Incidents** | 62 | **63.27%** |

| 500 - Service Call, other | 1 | **0.37%** |
| 5410 - Snake problem | 1 | **0.37%** |
| 550 - Public service assistance, other | 1 | **0.37%** |
| 553 - Public service | 1 | **0.37%** |
| 561 - Unauthorized burning | 1 | **0.37%** |
| **Total - Service Call** | 5 | **5.10%** |

| 611 - Dispatched & cancelled en route | 10 | **3.66%** |
| 651 - Smoke scare, odor of smoke | 2 | **0.73%** |
| **Total - Good Intent Call** | 12 | **12.24%** |

| 700 - False alarm or false call, other | 3 | **1.10%** |
| 733 - Smoke detector activation due to malfunction | 1 | **0.37%** |
| 740 - Unintentional transmission of alarm, other | 1 | **0.37%** |
| 744 - Detector activation, no fire - unintentional | 1 | **0.37%** |
| **Total - Fals Alarm & False Call** | 6 | **6.12%** |

| **Total for Station** | 98 | **35.90%** |

### Station: 76

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - Fire, other</td>
<td>1</td>
<td><strong>0.37%</strong></td>
</tr>
<tr>
<td>111 - Building fire</td>
<td>1</td>
<td><strong>0.37%</strong></td>
</tr>
<tr>
<td>131 - Passenger vehicle fire</td>
<td>1</td>
<td><strong>0.37%</strong></td>
</tr>
<tr>
<td>132 - Road freight or transport vehicle fire</td>
<td>1</td>
<td><strong>0.37%</strong></td>
</tr>
<tr>
<td>141 - Forest, woods or wildland fire</td>
<td>1</td>
<td><strong>0.37%</strong></td>
</tr>
<tr>
<td>142 - Brush, or brush and grass mixture fire</td>
<td>1</td>
<td><strong>0.37%</strong></td>
</tr>
<tr>
<td>143 - Grass fire</td>
<td>1</td>
<td><strong>0.37%</strong></td>
</tr>
<tr>
<td>Incident Type</td>
<td>Description</td>
<td>Count</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td><strong>Station; 76 - (Continued)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total - Fires</td>
<td>7</td>
</tr>
<tr>
<td>321</td>
<td>EMS call, excluding vehicle accident with injury</td>
<td>49</td>
</tr>
<tr>
<td>322</td>
<td>Vehicle accident with injuries</td>
<td>4</td>
</tr>
<tr>
<td>341</td>
<td>Search for person on land</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total - Rescue &amp; Emergency Medical Service Incidents</strong></td>
<td>54</td>
</tr>
<tr>
<td>444</td>
<td>Power line down</td>
<td>1</td>
</tr>
<tr>
<td>4631</td>
<td>Vehicle accident Cancelled en route</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total - Hazardous Conditions (No fire)</strong></td>
<td>2</td>
</tr>
<tr>
<td>511</td>
<td>Lock-out</td>
<td>1</td>
</tr>
<tr>
<td>522</td>
<td>Water or steam leak</td>
<td>1</td>
</tr>
<tr>
<td>5410</td>
<td>Snake problem</td>
<td>2</td>
</tr>
<tr>
<td>553</td>
<td>Public service</td>
<td>2</td>
</tr>
<tr>
<td>554</td>
<td>Assist invalid</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td><strong>Total - Service Call</strong></td>
<td>16</td>
</tr>
<tr>
<td>611</td>
<td>Dispatched &amp; cancelled en route</td>
<td>22</td>
</tr>
<tr>
<td>651</td>
<td>Smoke scare, odor of smoke</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total - Good Intent Call</strong></td>
<td>26</td>
</tr>
<tr>
<td>735</td>
<td>Alarm system sounded due to malfunction</td>
<td>1</td>
</tr>
<tr>
<td>743</td>
<td>Smoke detector activation, no fire - unintentional</td>
<td>1</td>
</tr>
<tr>
<td>745</td>
<td>Alarm system sounded, no fire - unintentional</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total - Fals Alarm &amp; False Call</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total for Station</strong></td>
<td>108</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>273</td>
</tr>
</tbody>
</table>
California Statewide Fire Summary
August 31, 2020

Over 16,000 firefighters continue to battle 18 major fires and lightning complexes across California. Firefighters continue to make good progress with increased containment figures on all of the fires, and even full containment on two of the large wildfires. As progress is made, many of the evacuation orders have been lifted or downgraded. However, nearly 40,000 people remain evacuated from the current wildfires.

Since the lightning siege that started on Saturday, August 15, 2020, there have been nearly 14,000 lightning strikes. During this time-period, there have been more than 875 new wildfires, which have now burned over 1.46 million acres. In this siege, there have been seven reported fatalities and over 2,800 structures destroyed.

Seasonable weather conditions continue to aid firefighters in their efforts towards containment at lower elevations. Above 2,000 feet firefighters are still seeing low humidity without recovery at night. Warmer conditions are expected
over the weekend and Isolated thunderstorms are still possible in the upper portion of northern California and the Sierra Nevada Mountain Range. A heat advisory is in effect for the northern most counties. A Red Flag Warning for interior Del Norte County, and Northeast Humboldt counties remains in place through 11 AM this morning due to gusty winds and low humidity.

Californians need to take steps to prevent sparking a wildfire. To learn more ways to prevent sparking a wildfire visit [www.ReadyForWildfire.org](http://www.ReadyForWildfire.org).

Fires of Interest:

**CAL FIRE Incidents**

LNU Lightning Complex Fire, Napa County *(more info…)*
Napa, Lake, Sonoma, Solano, and Yolo Counties
State DPA, SRA, Napa County
*375,209 acres, 63% contained
*Hennessey (merged fires) 317,909 acres, 62% contained
*Wallbridge 54,940 acres, 64% contained
*Meyers 2,360 acres, 99% contained
*1,198 structures destroyed
*Evacuations in place
*CAL FIRE IMT-2 in command

SCU Lightning Complex Fire, Contra Costa, Alameda, Santa Clara and Stanislaus Counties *(more info…)*
Contra Costa, Alameda, Santa Clara and Stanislaus Counties
*383,157 acres, 60% contained
*20 fires in the complex, several have merged together
*Canyon/Reservoir (merged) 380,053 acres 60% contained
*Deer 3,104 acres 100% contained
*Evacuations and road closures in place
*104 structures destroyed
* CAL FIRE IMT-6 in command

CZU August Lightning Fire, San Mateo and Santa Cruz Counties *(more info…)*
San Mateo and Santa Cruz Counties
*84,860 acres, 39% contained
*Warnell Fire has now merged into CZU Lightning
*Evacuations in place
*1,361 structures destroyed
*CAL FIRE IMT-3 is in command

**BTU/TGU Lightning Complex Fire, Butte and Glenn Counties** (more info...)
Butte, Tehama and Glenn Counties
*59,229 acres, 40% contained
*Elkhorn 39,620 acres, 40% contained
*Ivory/Doe 16,100 acres, 90% contained
*Potters (5-4) 927 acres, 97% contained
*CAL FIRE IMT-4 in command

**River Fire, Monterey County** (more info...)
East of Salinas
*48,088 acres, 95% contained
*30 structures destroyed
*Repopulation is complete
*CAL FIRE IMT-1 in command

**Carmel Fire, Monterey County** (more info...)
South of Carmel
*6,905 acres, 97% contained
*73 structures destroyed
*Repopulation is complete
*CAL FIRE IMT 1 Team in command

**Moc Fire, Tuolumne County** (more...) FINAL
Moccasin
*2,857 acres, 100% contained

**Federal Incidents**

**Lake Fire, Los Angeles County** (more info...)
Southwest of Lake Hughes
* 31,089 acres, 87% contained
*Structures threatened

**August Complex, Tehama County** (more...)
Grindstone Canyon, Elk Creek
*236,288 acres 20% contained
*Includes the Hull Fire and Doe Fire

Dolan Fire, Monterey County (more info…)
Ventana Wilderness – Los Padres National Forest
* 29,434 acres, 25% contained

Apple Fire, Riverside County (more info…)
Cherry Valley
*33,424 acres, 95% contained

North Complex Fire, Plumas County (more info…)
Southwest of Susanville - Plumas National Forest
* 62,017 acres, 37% contained
*Evacuations in place
*Includes the Sheep and Claremont Fire
*CA IMT Team 1 is in command

Loyalton, Vegetation Fire, Sierra County (more info…)
East of Loyalton – Tahoe National Forest
*47,029 acres, 93% contained

Red Salmon Complex – Shasta-Trinity National Forest (more info…)
Northeast of Willow Creek, CA
*23,969 acres, 42% contained

SQF Complex, Tulare County (more info…)
East of Giant Sequoia National Monument/ Golden Trout Wilderness
*36,562 acres, 0% contained
*Castle and Shotgun Fires merged into this complex

W-5 Cold Springs, Lassen County (more info…)
East of Madeline.
*80,483 acres, 54% containment

Dome, San Bernardino County (more info…)
Mojave National Preserve
*43,273 acres, 95% contained
Blue Jay/Wolf Fire, Mariposa County (more info…)
Yosemite National Forest
*774 acres, 15% contained

Woodward Fire, Marin County (more info…)
Point Reyes National Seashore
*4,465 acres 17% contained

**Contract County**
Johnson, Vegetation Fire, Los Angeles County (more info) FINAL
East of Elizabeth Lake
290 acres, grass and brush, 100% contained

###