

RODEO HERCULES FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING

January 13, 2016

Wednesday, 7:00 p.m.
Hercules City Hall
111 Civic Drive
Hercules, CA 94547

1. CALL TO ORDER/ROLL CALL

Chairperson Bartke called the January 13, 2016 regular meeting of the Rodeo-Hercules Fire Protection District Board of Directors to order at 7:00 p.m.

DIRECTORS PRESENT

Members Present:

Prather, Wheeler, Williams, Mills, Chair Bartke

DIRECTORS ABSENT

None

OTHERS PRESENT

C. Hanley, R. Pio Roda, K. Corcoran, members of the public, members of RHFD

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

Attorney Richard Pio Roda mentioned the closed session items on the agenda.

4. ADJOURN TO CLOSED SESSION (No Recording Devices are Permitted)

Reconvene at 7:46 p.m. No reportable actions taken in closed session.

6. CONFIRMATION OF AGENDA

No changes to agenda.

Director Wheeler commented regarding 15/16 budget, he believed there would be a midyear budget in January and it's not on the agenda. Chief Hanley will address the issue after warrants are reviewed.

5. BOARD CORRESPONDENCE

Chair Bartke read a letter from the South Lake County Fire Protection District Board of Directors regarding the response to the Valley Fire, with a Certificate enclosed.

8. PUBLIC COMMUNICATIONS

None.

9. CONSENT CALENDAR

Wheeler would like to remove three items on consent calendar.

A. Approval of Meeting Minutes of the October 28, 2015 Regular Meeting

Director Wheeler comments regarding condition of minutes. Believes that minutes are not complete. Doesn't think it says exactly what the citizens says and believes minutes are being censored. Thinks if they are going to be put on the internet, more of what citizens are saying should be put in the minutes. Feels the same about November minutes.

B. Approval of Meeting Minutes of the November 11, 2015 Regular Meeting

Chair Bartke comments that minutes are the most detailed they've been since she's been on the board. Reminds the board they are action minutes.

Director Wheeler comments that board is word for word, citizens' comments are not word for word. Wants citizens to not feel like they are being overlooked.

Director Mills makes mention of referencing to minutes add to the website.

Director Wheeler makes motion to approve minutes October and November 2015 with changes

made.

John Mills second motion.

All in favor.

Motion passes.

C. Review of Warrants

Director Wheeler sought clarification on some of the bills paid since November. wants to see breakdown of counsel bills. Would like copies of attorney fees in board packets. Can be provided as attorney confidential documents.

Director Wheeler would like to continue getting the Budget Control worksheets in the board packets.

Chief Hanley comments on working on rectifying the budget, with reimbursements to overtime account, worker's compensation reimbursement, and payments to CCCERA. A midyear budget report and budget detail reports will be forthcoming in February. Chief Hanley also explains the difference between warrants and journal entries.

10. COST RECOVERY AND FEE ADOPTION-Moved to February 2016 Board Meeting

Moved to February.

11. UPDATE ON DISTRICT DRAFT FINANCIAL CONDITION LETTER-See October Agenda.

Chief Hanley summarizes that Director Wheeler requested a brochure that could be carried around or used for speaker points. Information was taken from previous documents and put into brochure format. The draft financial condition pamphlet included in board packets, and it can be changed.

Director Wheeler likes the brochure and thinks it's a good tool for members of the board. Gives concise detail of the condition of the district. Something to work from to explain why district is in position they are in.

Director Prather would like a week before it goes to print to give something else that's easier to read and less wordy.

The plan is to send to county print shop and ask to fine tune the document, bullet points and an FAQ section can be added.

Director Wheeler comments that this is what he was looking for.

Director Williams feels a bullet point format would be better.

Director Mills comments if we could get a more generic e-mail address.

Director Wheeler thinks it's a good tool for members of the board. Gives concise detail of the condition of the district. Something to work from to explain why district is in position they are in.

12. REQUEST TO CONTRA COSTA COUNTY FOR PROPOSITION 172 MONIES — Update.

Chief Hanley comments that he is in the process of finishing up letter. It will be sent before the end of the month.

Chair Bartke would like a copy of the letter forwarded to the Board members when it is sent.

13. Draft RFP—Financial Consultation Services.

- A. Discussion and Possible Action: The Board of Directors will review a Staff Report and recommendation to consider a request for proposals for financial consultation services. {Action Item}

Chief Hanley—biggest struggles of the district in the last 5 years has been a losing problem—the District is losing revenue, and losing refinery money. With last lawsuit and reducing general fund staffing and raised retirement rates, the district is going to have to take some extreme measure to generate revenue or lower costs.

Chief Hanley goes over the staff report for the RFP—the District can enter a contract not able to meet district's requirements we need to go out and look at revenue measures fee studies, what projections will be, new developments, what can be narrowed, what can be leveraged, other steps taken. A disinterested third party evaluation would be beneficial to district to help solve some of these problems. Property tax and revenues structured to continue to make the problem worse. District doesn't get property taxes unless there are significant changes.

Chief Hanley believes CCCERA rates are excessive. Pension obligation bond or something to remedy that problem long term is needed. A financial advisor is needed to come in and look at all these things sooner rather than later.

Director Wheeler supports a financial advisor to be able to go to the public and say it's an outside party who looked at the finances and advise on what the next steps should be.

Director Williams agrees, thinks if the public hears it from outside party it would be

good.

Director Prather supports having a financial advisor come in to review things. Thinks it's a good idea to get a lot of ideas from third parties.

Director Mills makes a motion to start process to get a financial consultant to work with the District. Director Williams second.

All in favor.

Motion carries.

Director Wheeler would like three-person panel on ad hoc to review financial consultant.

14. Draft RFP-Polling Services

- A. Discussion and Possible Action: The Board of Directors will review a Staff Report and recommendation to issue a request for proposals to conduct polling services. {Action Item}

Chief Hanley summarizes previous polling service actions. Since there is a short term sunset to the current benefit assessment that took 3 years to run revenue measure, we should bring in consultants to begin polling process. With a Primary in June and Presidential election in November, we need to lock up a good consultant and begin the process because it takes a long time to get it done. Simply issuing a Request for Proposal and determining the costs to getting it going may or may not lead to a contract with that consultant to run a revenue measure, but it's a lengthy process, and it should be done concurrently with a financial advisor so they can work with a business manager or with a financial analyst.

Director Wheeler comments on page 2, project overview, special election or letter ballot. Director Wheeler does not want to see a letter ballot and would be against it.

Vincent Wells makes a public comment that if district is going to move forward, would like answer to draft what message is going to be. Questions whether doing poll first and then hiring a consultant is the way to go.

Chief Hanley responds that the intent of the RFP is to have consultant work with district to develop the poll to determine feasibility and then determine what measure will be employed.

Wells—usually with the questions that you poll there's some kind of coordination

you take the poll, find out what the interests are, and then run the measure based on the polling.

Director Wheeler believes that's exactly what's being asked based on the RFP draft—someone to come forward to create the dynamics of the paperwork that would be put out.

Director Wheeler makes motion for staff to proceed with the RFP

Williams seconds motion.

All in favor.
Motion passes.

15. FIRE CHIEF REPORT

Chief Hanley provided the Fire Chief report which is incorporated as part of these Minutes.

Additionally, a lot of toys went to Salvation Army—thank you to Marcus Faumui for running program, and Director Wheeler's contribution.

Donovan Kiel has been nominated as Firefighter of the Year. He will be honored at the February 20th Crab Feed hosted by Pinole Rotary Club.

16. STAFF REPORTS

No reports.

17. BOARD REPORTS

a. Policies and Procedures Sub-committee.

Director Wheeler reports –layout not ready yet.

b. Live Broadcast Sub-committee.

Director Prather made contact with Dave Snell-no upper level decision. Has supervisor's name to be able to contact. Director Wheeler asks Director Prather to send the information to the Chief so the Chief can send the information out.

Director Prather Mentions video on how to do snake calls—snake calls went down and tells anecdote re snake call in Pinole.

Director Mills—comments on trip he took to Seattle, firefighters there gave candy canes out to public. Wonders if we can do that here as community outreach. Thanks Carole Jobe for getting cookies to the firefighters at Christmas time.

Director Williams thanks the RHFD crew for responding to family members. Always maintain professionalism, respond quickly. Thank you.

Director Wheeler thanks the crew for coming to get the toys at the toy drive party in December. It was a good representation from the fire department. A large amount of toys collected to help community.

Director Wheeler attended County Commissioners meeting, discussion re ambulance service. Thanked the firefighters for Christmas tree lighting. Hercules pasta feed raised 15k for senior center remodel, thanked Chief for donation. and the firefighters that attended pasta feed.

Director Wheeler would like something on agenda regarding meeting location. Has been approached and the city is more than willing to work with the Board regarding meetings at city hall agenda.

Chair Bartke would like a consensus regarding the location of board meetings

Director Wheeler-approached by new mayor and willing to work with us. Director Mills would like meetings to go back to Station 76. Politically, it's important to be separate from the city and have our meetings at our station. There's not a great need to have it at the city with so many empty seats.

Director Williams can go either way. Thinks the comment that the city is willing to work with us is pretty vague.

Director Wheeler said the city wants staff to come and talk to City Manager. Comments at the city have been that they will work with us.

Director Williams states that due to the budget crisis, she doesn't want to expend any additional monies if we don't have to. Meetings aren't televised at this time.

Chief Hanley comments that while we are putting out RFPs asking for finance manager seeing 172 funding, arguably we should work close with the city of Hercules—in the end they are going to carry the vote. There is a larger number of voters in Hercules, it doesn't hurt to go month to month. We will need assistance of city of Hercules and elected officials, since one of the reasons we are in the financial situation we are in has to do with the city of Hercules.

Director Prather would like to keep meetings at city hall and have them televised—it would be a huge outreach to think long term.

Chair Bartke would like the meetings to be at Station 76, but can see the points made. For February, the meeting will be at city hall.

Director Wheeler asks about documentation regarding record retention update. Attorney says State laws updated and will be working with administrative assistant.

Director Wheeler would like office hours posted on the door. Thanks the staff for placing audio recording on the website.

18. LOCAL 1230 CORRESPONDENCE

Jerry Short was previous representative for department, he's now filled West County Department representation. Mentions that Jack Clapp is the new union district representative.

Jerry Short comments that the union stands behind board, glad to see fiscal plan to get district under control before we run out time with the grant funded positions. There is a 50% reduction in service without grant funded positions-hope to come to a solution once and for all. Thanks the board for support.

19. ADJOURNMENT

Chair Bartke adjourns meeting at 8:41p.m.

Audio from this board meeting can be heard at <http://rhfd.org/board-meetings/>



John Mills, Board Secretary

Rodeo Hercules Fire Protection District

MEMORANDUM

Date: January 13, 2016
To: BOARD of DIRECTORS, Rodeo Hercules Fire District
From: CHARLES HANLEY, Fire Chief *CHH*
Subject: FIRE CHIEF'S REPORT

CCRFCC/EBRSA No Report Reporting: Chief Hanley

CCCERA -- The Rodeo Hercules Fire District requested a reset of the amortization period to 30 years. Fire District staff provided additional information including fiscal year income statement and balance sheet, copies of the Strategic Plan, Business Plan and grant funding awards. Segal Consulting developed an actuarial to present to the retirement board. This item was brought before the retirement board on 11/11/15.

Cal. Gov't. Code §31453.6 "...the board of retirement may, at the request of the board of supervisors, adopt a funding period of 30 years to amortize unfunded accrued actuarial obligations, as determined by their actuary or by an actuary employed by the board of investments...The board of retirement may deny a request when the request would subject the fund to an unsound financial risk..." Closed Session Reporting: Chief Hanley, General Counsel

Risk Management -- Repairs to Engine 75A are complete and the apparatus has been returned to the District and will be placed in ready reserve status. Reporting: Chief Hanley

Contract for Service/RFI -- Request for Information -- No Report. Reporting: Chief Hanley

Labor Relations -- Closed Session Reporting: Chief Hanley, General Counsel

Hercules RDA -- No report. Reporting: Chief Hanley, General Counsel

Fire Stations/Training Facility -- The recruit firefighters have completed their eighteen month probationary period. Reporting: Chief Hanley

Grants -- The payment request for grant number EMW-2013-FH-00267 in the amount of \$84781.11 has been approved. Reporting: Chief Hanley

Incident Activity - Reporting: Chief Hanley

Structure Fire	130 Bedford Ct	Hercules
Structure Fire	1000 Mariposa St	Rodeo
Structure Fire	205 Devonwood Pkwy	Hercules
Structure Fire	1551 Sycamore Ave	Hercules
Structure Fire	807 Windward Dr	Rodeo
Structure Fire	380 Joan Vista	El Sobrante
Structure Fire	7 Sobrante Ct	El Sobrante
Vehicle Accident	3385 Pinole Valley Rd	Pinole
Vehicle Accident	SR 4/E	Franklin Canyon
Vehicle Accident	SR 4/W Claeys Ln	Rodeo

Battalion 7/Contra Costa Fire Agencies – CON Fire promoted Lewis Broschard to Deputy Chief. Personnel participated in 4th Quarter EMS & Co. Performance Standards Reporting: Chief Hanley

Fire Prevention – Strategy 2014.6 Plan review of construction in Hercules. Reporting: Chief Hanley

- Sprinkler tests for Aventine Project
- Bidirectional public safety radio system plan review is completed (Aventine)
- Extensive fire alarm work is underway (Aventine)
- Fire hydrant plans approved (Muir Pointe)
- Parker Ave – 4 single family homes and a duplex under construction
- YMCA of the East Bay at 200 Lake Ave adding 30 preschoolers
- 750 Alfred Nobel (Tenant Improvement)
- 43 Sprinkler inspections at Alexandria (San Pablo & Gardenia Loop)
- Inspection of Phillips Refinery new Deluge Sprinkler for their hydrogen piping system
- A new adult care facility has opened at 937 California
- Inspected Taco Bell for the County Health Department after a recent fire

Fiscal Stabilization – The following activities are ongoing:

- Requesting funding through BAAQMD, CARB and SB 535 for Fire District operations
 - No report
- Requested CCCERA reset the current UAAL amortization period to 30 years
 - Closed Session
- Requesting a Fire District share of Proposition 172 funding
 - No report
- Requesting a change to the base property tax distribution from P66 refinery
 - No report
- Board to consider a request for one time funding from P66 COA
 - Awaiting results of pending litigation
 - No Report
- Benefit Assessment and resulting legal actions
 - No Report
- Contract for Service Analysis
 - No Report
- SAFER Grant
 - Ongoing
 - Two vacancies

Reporting: Chief Hanley

Community Outreach/Activities – Annual Toy Drive was successful and barrels were placed at:

Hannah Ranch School	Lupine School	Ohlone School	Rodeo Hills School
Hercules High School	Hannah Ranch Child Care	Ohlone Child Care	City Hall
Hercules Comm. Center	Hercules Swim Center	Hercules Senior Center	True Value Hardware
St. Patrick's Elementary	Bio Rad Facilities	Station 75 (Rodeo)	Station 76 (Hercules)