



**CONTRACT FIRE SERVICES
FOR THE CITY OF EMERYVILLE
SCOPE OF WORK**

SUBMITTED BY:

**THE ALAMEDA COUNTY FIRE
DEPARTMENT**

**Authorized to Commit to Contractual
Arrangements:**

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Scope of Work

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Approach to Providing Full Services

Fire and Emergency Response Service

a. All Fire suppression services to include a minimum of 2 fire engines, staffed with a crew of three, one of whom is a paramedic

ACFD will provide full suppression services including emergency response to fires, medical emergencies, hazardous materials, urban search and rescue, and other emergencies. These suppression services will be provided in Emeryville by staffing two fire engines with a minimum of three personnel each – one on each engine will be a licensed and an accredited paramedic.

b. Disposition of current sworn City employees.

The Alameda County Fire Department will make job offers to all Emeryville Fire Department safety personnel in good standing at the ranks of Firefighter, Engineer, Captain, Fire Inspector, and Fire Chief, if they are active members of the Emeryville Fire Department the day fire protection services are transferred to the Alameda County Fire Department. The following Table (1) was provided by the City and indicates currently employed Emeryville Fire Department Employees.

Table 1: Current Emeryville Fire Department Employees

Job Classification	Employee Last Name	Employee First Name	Date in Classification	Date of Hire Fire Dept	Date of Hire in COE
Fire Chief	Johnston	Kevin	7/1/2010	11/16/2008	11/16/2008
Captain	Cooper	John	7/1/2002	11/1/1986	11/1/1986
Captain	Sanderson	Donrick	10/1/2002	5/1/1987	5/1/1987
Captain	Arenz	John	10/2/2002	2/1/1986	2/1/1986
Captain	Marks	Steven	8/24/2004	7/24/2000	7/24/2000
Captain	Beach	Jason	6/1/2005	8/28/2000	8/28/2000

Job Classification	Employee Last Name	Employee First Name	Date in Classification	Date of Hire Fire Dept	Date of Hire in COE
Captain	Hickey	Steven	1/15/2010	9/7/2006	9/7/2006
Fire Engineer	Conover	Doug	12/15/2002	7/16/1991	7/16/1991
Fire Engineer	O'Neil	Steven	12/16/2002	7/17/2000	7/17/2000
Fire Engineer	Davis	Jerome	12/17/2002	7/31/1989	7/31/1989
Fire Engineer	Miller	Cameron	1/1/2003	3/1/1999	3/1/1999
Fire Engineer	Bluth	Dennis	10/19/2005	10/1/2001	10/1/2001
Fire Engineer	Kennedy	Patrick	10/20/2005	10/1/2001	10/1/2001
Fire Engineer	Hickey	Michael	11/17/2006	11/26/2001	11/26/2001
Fire Engineer	Dwyer	Shannon Kyle	12/1/2006	7/7/2003	7/7/2003
Fire Inspector	Warren	George	7/30/1984	7/30/1984	7/1/1980
Firefighter	Manning	Doug	8/1/1989	8/1/1989	6/2/1980
Firefighter	Bell	Shane	10/22/2001	10/22/2001	10/22/2001
Firefighter	Falkenthal	Tracy	6/23/2003	6/23/2003	6/23/2003
Firefighter	Gundlach	James	7/7/2003	7/7/2003	7/7/2003
Firefighter	Paynter	Chip	9/25/2004	9/25/2004	9/25/2004
Firefighter	Somers	Heather	6/12/2006	6/12/2006	6/12/2006
Firefighter	Sabha	Hamza	11/6/2006	11/6/2006	11/6/2006
Firefighter	Knodel-Sherman	Oliver	1/16/2008	1/16/2008	6/1/2001
Firefighter	Sinkay	James	9/16/2010	9/16/2010	9/16/2010
Firefighter	Baity	Louie	1/5/2011	1/5/2011	1/5/2011

*Worked in a different City department (non-safety) before joining the Fire Department
Date in classification also happens to reflect the date they started in the Fire department.

*Some firefighters possess EMT-P Certification or training but are not one of the 13 compensated paramedics.

Rank Transfer

6 Captains, 8 Engineers and all Firefighters will maintain the rank they held on the day fire protection services are transferred to the Alameda County Fire Department. Acting assignments will not be considered "held rank" and acting Engineers, Captains and Battalion Chiefs will be offered positions at their regular classification, not their acting rank.

Current Emeryville promotional lists will be abolished on the day fire protection is transferred to the Alameda County Fire Department. Personnel who meet the minimum qualifications can participate in ACFD promotional processes that occur after the transfer date.

It is ACFD's intention to hire the current Emeryville Fire Chief, Kevin Johnston. Chief Johnston would serve at the rank of Division Fire Chief (or equivalent) within ACFD and serve as the Assigned Chief Officer to the City.

In addition, it is ACFD's intention to hire the current Emeryville Fire Inspector at the rank of Deputy Fire Marshal and he shall serve as the assigned Deputy Fire Marshal to the City.

Salary Determination

Emeryville personnel who transfer to Alameda County Fire Department will be placed in salary categories based upon their rank and years of service and specialty pay identified under ACFD's current labor agreement with Alameda County Firefighters Association (ACFFA) International Association of Firefighters (IAFF) Local 55 (see contract exhibits). Non-represented personnel who transfer to the ACFD will fall under the pre-determined salary schedules and ordinances.

Seniority Transfer

The seniority of Emeryville personnel who accept positions with the Alameda County Fire Department will be based on the date they became employees with the Emeryville Fire Department. Service time with organizations other than Emeryville will not be considered service time with Alameda County for seniority determination.

Vacation Transfer

The proposed cost assumptions include up to one year of vacation accrual time per employee that may be transferred from the Emeryville Fire Department to the Alameda County Fire Department. If the City chooses to allow an additional 6 months vacation accrual to be transferred to ACFD, up to 18 months of vacation accrual time will be transferred from the Emeryville Fire Department to the Alameda County Fire Department. This is the maximum allowable vacation balance that can be transferred unless an agreement is reached for ACFD to accept additional liability and assuming the employee has earned the accrued leave at date of hire with ACFD. The City is responsible to pay ACFD the additional 6 months vacation accrual transfer within 30 days of the Effective Date of the Agreement.

The amount of vacation will be based on the years-of-service accrual rate at the date of hire. Vacations are accrued as follows:

- a. 7 shifts per year (14 hours/month) until after completion of 4 years of service.
- b. 10 shifts per year (20 hours/month) after completion of 4 years of service until the completion of 14 years of service.
- c. 12 shifts per year (24 hours/month) after completion of 14 years of service and until the completion of 25 years of service.
- d. 13 shifts per year (26 hours/month) for 56-hour/week employees and 28 days per year for 40-hour/week employees, after completion of 25 years of service and annually thereafter.

Note: Employees who work 40 hours per week will accrue vacation proportionately, using a factor of .7143 to calculate.

For additional information about vacation policy, please refer to the labor MOU (included in contract exhibits) in Section 9 and the associated Official Action Guides (OAG).

Sick Leave

The proposed cost assumptions allow for each employee to transfer up to one year of sick leave hours that were accrued while in the employment of the Emeryville Fire Department.

All 56-hour/week employees accrue sick leave at the rate of 7-1/2 shifts per year (15 hours/month); 40-hour/week employees accrue at 16 days per year (10.7 hours/month).

Therefore, 56 hour/week employees may transfer up to 180 hours of sick leave and 40-hour/week employees may transfer up to 128 hours of sick leave.

If agreeable to the City, employees may be allowed to bring sick leave in excess of the 180 or 128 hour levels identified above for CalPERS service credit only.

Additionally, sick leave hours – above the maximum allowable hours transferred as identified above – may be transferred to employment with ACFD and used toward retirement service credits. This bank of hours (referred to as “Time Capsule”) will be accounted for separately, cannot be used as normal sick leave (i.e., regular, family, or catastrophic) under any circumstances, and cannot be cashed-out. The sick leave transferred into the Time Capsule may only be used for service credit upon retirement from ACFD. The City will not have any separate or additional liability for the transferred sick leave including transferred sick leave used for retirement credit.

Station Bidding

The Alameda County Fire Department utilizes a permanent station bid process. Personnel may bid into openings on shifts and at stations based upon their seniority and if they meet the minimum qualification of the opening. The initial bidding process for Emeryville personnel will be limited to Emeryville Fire Stations until full integration and after the last

academy prior to consolidation obtains bidding rights. Battalion Chiefs are placed by the Deputy Chief of Operations and do not maintain bidding rights.

Emeryville personnel, who do not or cannot bid a permanent station initially, will be used to fill daily overtime positions in Emeryville and in other ACFD fire stations when there are no openings in Emeryville stations, until they are allowed to bid a permanent station.

Uniform Requirements

Emeryville personnel will have the option of wearing Emeryville uniforms or Alameda County uniforms until they receive their first uniform allowance from ACFD. ACFD uniform allowances are distributed on July 1 of each year and are prorated based on the amount of time employed by ACFD during the prior 12 months. The uniform allowance is \$825 annually. Uniform pants and safety boots are considered Personal Protective Equipment (PPE) and are purchased by the Department.

Benefits

The Alameda County Fire Department offers a comprehensive benefits package to safety employees that include:

- California Public Employees Retirement System 3%@50 benefit level
- ACFD sponsored 401(a) program
- Voluntary 457 Program
- California Public Employees Retirement System Health Program paid at Kaiser/Bay Area - Sacramento rate
- ACFD contribution toward an IAFF Local #55A sponsored direct reimbursement dental program
- Delta Dental (safety management)
- IRC 125 program (non-management)
- Life Insurance (\$10,000 policy)
- County Cafeteria Plan (safety management)
- Uniform Allowance
- Holiday pay
- ACFD sponsored long-term disability insurance
- Paid vacation
- Paid sick leave
- Haz Mat, Paramedic and EMT differentials

Non-safety employees have similar benefits with a reduced retirement percentage calculator (2% @55). Personnel who transfer to the Alameda County Fire Department will have the opportunity to meet with the ACFD's benefit coordinator who will provide an overview of available benefit options.

Retiree Medical

Employees hired after May 1, 2009 shall be eligible for retiree health insurance subject to the following conditions:

- A minimum of five years of employment with the Alameda County Fire Department.
- PERS service credit with other agencies shall apply as service credit after the five year waiting period.
- The percentage of the Department's contribution payable for post retirement health benefits for any employee of a contracting agency subject to this section shall be based on the member's completed years of credited public agency service at retirement as shown in the following table:

Credited Years of Service	Percentage of Employer Contribution
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
or more	100%

a. Describe the approach to communications with City staff, including meetings and written reports.

The Fire Chief will be available to the City Manager of Emeryville to discuss any topic or issue with contracts or services provided by ACFD. When requested, The Fire Chief will attend City Council Meetings and City Manager Staff and Department Head meetings.

ACFD will also provide an ACO to serve as the primary point of contact and serve as the primary liaison to the City and the City Manager's Office on a daily basis. The ACO will attend City Council Meetings, and if requested attend City Manager Staff and Department Head meetings. The ACO will serve on City appointed committees (i.e., strategic planning, workforce review committees) and participate in the annual budget review and development processes. ACFD intends to utilize Kevin Johnston to serve as the ACO for Emeryville due to his familiarity with the community and city processes.

The ACFD Public Information Officer will collaborate with the Emeryville Police Department Public Information Officer and the City Public Information Officer to disseminate information on any incidents or items that are of interest to the City Staff, Council or community. In addition, for emergency incidents, special events or other

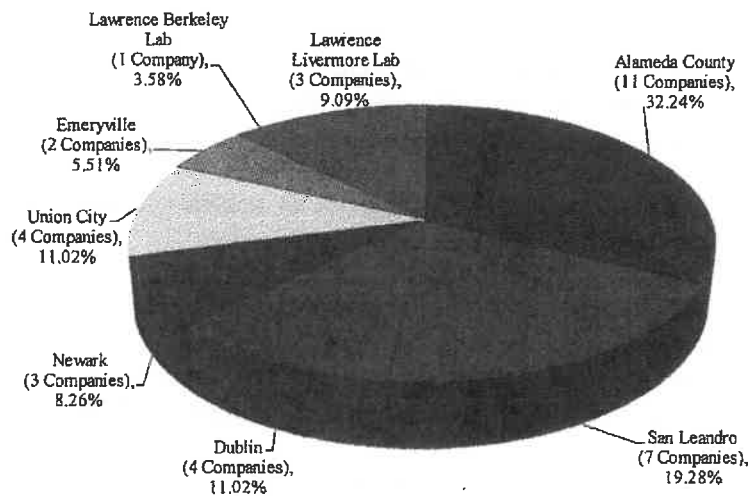
items that are of interest to the media and/or community, the ACFD Public Information Officer will provide an email update to the City Manager and/or to the appropriate City Staff (approved by the City Manager) with a status update of the event.

Finance

Finance and Budget Allocation Model

Alameda County Fire Department's cost allocation model is based on the number of companies as a percentage of total ACFD companies. The base factor is a 3-person company and adjustment factor is applied to any company staffed with more than three personnel. City of Emeryville's allocation is 5.51% based on the size of the organization at the time of consolidation. The following depicts the share allocation model including the City of Emeryville (see Chart 1 below):

Chart 1: Shared Allocation Model with City of Emeryville



The Alameda County Fire Department's budget model utilizes an "allocated cost" and "shared cost" methodology. "Shared cost" expenditures are those that are primarily overhead costs that are shared by all participating jurisdictions. An example of "shared costs" includes chief officers, department-wide service and supplies and administrative staff. Shared cost percentages are determined by the pro-rata share of companies each participating agency has within its jurisdiction.

The "allocated costs" are those expenditures that can be directly attributed to a participating agency. Allocated costs include suppression personnel permanently assigned to the City, Fire Prevention staff assigned to an agency, apparatus purchase, and the repair and maintenance of City-owned apparatus.

The Alameda County budget allocation model allows participating agencies to experience the savings of sharing overhead costs while paying only for the actual number of companies required to protect their jurisdiction and realize future cost reductions with additional consolidations. Efficiencies are realized through the elimination of redundant overhead positions and service level increases due to the depth of resources available in a regional fire protection model. As more agencies join, service levels and depth of resources expand while overhead costs decrease. As a regional provider, ACFD has received over \$6 million in grants over the past five years, and all

contract agencies have benefited from the purchase of radios, rescue boats, thermal imaging cameras, self-contained breathing apparatus, disaster preparedness programs, mobile data computers in fire engines, a mobile communications vehicle, and a variety of homeland security equipment.

Cost Determination

Annual cost determination is based on an established forecast of the Alameda County Fire Department's costs for providing fire protection to the City of Emeryville. These costs include Emeryville's allocation of Alameda County's portion of the shared budget (shared personnel and operational costs), expenses of the 18 assigned captains, engineers and firefighters to Emeryville Fire Stations and 1 Deputy Fire Marshal.

City of Emeryville will be invoiced based on actual expenditures. In the event that the ACFD enters into a contract to provide services to another entity, and the creation of that contract decreases the shared costs allocated to Emeryville, ACFD will modify the City's allocation percentage to accurately reflect the new costs after the new contract is initiated.

Budget adjustments based on the decrease of companies or contract services will be adjusted the next fiscal year in accordance with the approved contract procedure.

Annual budget proposals will be submitted in accordance with the City's budget instructions and timelines. Budget assumptions utilized in the proposed budget will be reviewed and approved by EMOC prior to budget submittal. An annual budget will be submitted to the City for consideration and approval as directed by the City Manager or designated contract administrator.

The ACFD is committed to work closely with our contract agencies to ensure we are meeting the established budgetary guidelines and approval thresholds. The ACFD has been at or under budget for the last five fiscal years by utilizing a number of cost control and accountability measures. After budget adoption, if there is any unforeseen circumstance that may lead to the actual costs exceeding the authorized budget amount, the Fire Chief will convene the Executive Management Oversight Committee and provide the following information:

1. an estimate and breakdown of the increases;
2. sufficient data to support the accuracy and reliability of this estimate;
3. an explanation of the differences between this estimate and the original (or last preceding) estimate for the same services; and,
4. through a collaborative process, work with EMOC to establish budget strategies to address the unanticipated cost increases.

Start-Up Costs

There are inherent start-up costs that are associated with contracting for fire protection to regional fire departments. The Alameda County Fire Department conducted an assessment to determine the start-up costs required to function “administratively” as one fire department on the day the contract is initiated. Fortunately, the assessment revealed that most of our equipment is compatible, if not the same, and the start-up costs are limited to IT connectivity, re-branding of the fire apparatus (adding the Alameda County Fire Department insignias, if approved) providing basic orientation and training for Captains and Engineers and providing ACFD badges and name plates to the Emeryville personnel who transfer to ACFD full integration will require additional costs, but those costs will be captured in the annual operating budgets. It is important to note that the start-up costs associated with radios and personal protective equipment (PPE) is due even if Emeryville maintained its own fire department. In fact, because of the regional model, the City’s start-up costs are less than replacements costs would be as a stand-alone department. This is true because Emeryville will have less reserve apparatus and fewer personnel (18 suppression personnel as opposed to 24).

Table 2: Full Services Start-up Costs

ALAMEDA COUNTY FIRE DEPARTMENT CITY OF EMERYVILLE START-UP COSTS			
ITEM DESCRIPTION	QUANTITY	UNIT COST	ESTIMATED COSTS
APPARATUS & VEHICLE			
Apparatus ACFD Branding	3	\$1,850	\$5,550
Staff Vehicle ACFD Branding ⁽¹⁾	2	\$1,850	\$3,700
Apparatus & Vehicle Subtotal:			\$9,250
STATION			
Station Signs	2	\$5,000	\$10,000
Station Subtotal:			\$10,000
RADIOS			
APEX 6000	4	\$4,367	\$17,468
APX 7500	4	\$5,670	\$22,680
APX 6000	1	\$6,250	\$6,250
APX 7000 XE	7	\$5,796	\$40,572
Miscellaneous Radio Accessories			\$9,800
Radios Subtotal:			\$96,770
STATION ALERTING SYSTEM			
Construction and installation of station alerting systems	2		\$25,400
Station Alerting System Subtotal:			\$25,400
SCBA			
20% Local Match for SCBA Grant			\$14,077

