

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
STATE OF CALIFORNIA**

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RESOLUTION NO. 2014-13

**AUTHORIZING AN AMENDED AND RESTATED EMPLOYMENT AGREEMENT
WITH FIRE CHIEF HUGH HENDERSON**

WHEREAS, pursuant to Resolution 2010-14, adopted by the Board of Directors of the East Contra Costa Fire Protection District (District) on August 2, 2010, Hugh Henderson was appointed Fire Chief of the District and authorization was granted to execute an Employment Agreement with the Fire Chief; and

WHEREAS, Section 11 of the August 2, 2010 Employment Agreement provides for an annual review of the performance of the Fire Chief; and

WHEREAS, the Board of Directors reviewed the performance of the Fire Chief in November, 2013 and, consistent with all prior evaluations, found his performance to have been Outstanding; and

WHEREAS, the Board of Directors desires to enter into an amended and restated employment agreement with the Fire Chief and to update the job description of the Fire Chief position as shown in Attachment A.

NOW, THEREFORE BE IT RESOLVED that the East Contra Costa Fire Protection District Board of Directors hereby authorizes the Board President to execute on behalf of the District an amended and restated three-year employment agreement with Fire Chief Hugh Henderson in an updated form approved by Legal Counsel to implement the following modifications, effective June 1, 2014:

1. Placing the Fire Chief on the second step of the Fire Chief's salary schedule effective July 1, 2014;
2. Entitling the Fire Chief to advance to the third step of the Fire Chief's salary schedule effective July 1, 2015, subject to the results of a performance evaluation;
3. Providing a vacation allotment of 20 hours per month with maximum accrual of 480 hours;
4. Eliminating the Fire Chief's "bumping rights," which permit him to take a lower position within the District in case of his leaving the Chief position; and
5. Incorporating the updated job description shown in Attachment A.

BE IT FURTHER RESOLVED that the Board President is authorized to take any other actions necessary to give effect to this resolution.

ATTACHMENT A

East Contra Costa Fire Protection District Fire Chief Job Description

I. District Fire and Emergency Response, Fire Prevention Services

1. Respond to major alarms and direct operations at scenes of large fires or other major emergencies.
2. Make tactical decisions based on available resources and environmental context of each incident in light of relative dangers to life safety and property.
3. Direct Emergency Response Operations including fire suppression, emergency medical services, hazardous material, and rescue services.
4. Direct and evaluate Fire District emergency response and fire prevention operations and also on-going advancements to keep pace with industry standards, practices, and technology.
5. Direct Fire Prevention Program including review of subdivision growth, new building construction, enforcement of fire safety codes, exterior hazard control, urban-wildland interface fire prevention programs, public education programs, investigation of fires and submission of reports to proper law enforcement authorities.
6. Serve as Fire Marshal/Fire Code Official.

II. Personnel

1. Direct the organization and staffing of the Fire District, including the Emergency Operations, Fire Prevention and Support Services.
2. Direct the selection, assignment, training, evaluation and discipline of Fire District personnel.
3. Manage internal communications.
4. Manage succession planning and training.

III. Finances

1. Prepare and administer the Fire District's budget.
2. Direct the preparation of capital budgets/specifications for new fire apparatus, buildings and other capital requirements.

3. Administer District contracts, including with Contra Costa Fire, Contra Costa County, Brentwood, Cal Fire, etc.
4. Undertake other procurements as appropriate.

IV. Administration

1. Develop plans for future operations and projected needs of the fire service.
2. Conduct surveys in conjunction with the Insurance Services Office requirements.
3. Direct the maintenance, operation, and utilization of apparatus/equipment.
4. Develop plans for future operations and projected needs of the fire service.
5. Develop and implement Fire District administrative policies.
6. Serve as Clerk of the Board.

V. Public Interface

1. Direct the cooperation of the Fire District with neighboring fire districts and other jurisdictions.
2. Represent (or delegate and supervise representation of) the Fire District by regular attendance at meetings with leaders / key community groups for each jurisdiction in the Fire District, including the Board of Supervisors, City Councils, community advisory committees, City management, County management, and the general public.

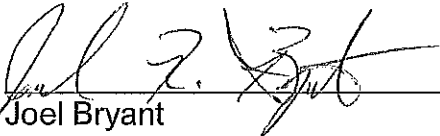
PASSED, APPROVED AND ADOPTED by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 5th day of May, 2014 by the following vote:

AYES: Bryant, Kenny, Johansen, Michaelson, Morgan, Smith, Young

NOES:

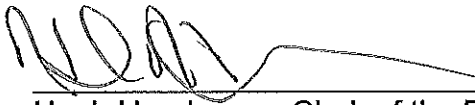
ABSENT: Bouillon, Cooper

ABSTAIN



Joel Bryant
President, Board of Directors

ATTEST:



Hugh Henderson, Clerk of the Board