

# Tracy Rural County Fire Protection District

## Board of Directors

John Muniz

John Vieira

Pete Reece

Matthew Kopinski

Jeff Ramsey

Raychel Jackson, Clerk of the Board

793 S. Tracy Blvd. #298

Tracy, CA 95376

(209) 834-7269

raychel.jackson@tracyruralfire.org

www.tracyruralfire.org

## Board of Directors – Regular Meeting Agenda Tuesday, May 11, 2021 at 2:00 PM PST

To join the meeting via GoToMeetings:

<https://global.gotomeeting.com/join/606842493>

By phone: [1 \(646\) 749-3122](tel:16467493122)

Access Code: 606-842-493

Due to COVID-19, and in accordance with California Executive Orders N-25-20 and N-29-20, ***the District Board meeting will not be physically open to the public.*** To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by accessing clicking the link above and may provide public comment by sending comments to the Board Clerk via email at [raychel.jackson@tracyruralfire.org](mailto:raychel.jackson@tracyruralfire.org). Please make sure all public comments are submitted prior to 1:00 p.m. May 11, 2021. Comments will then be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to Chair's discretion.

### 1. Roll Call and Pledge of Allegiance

### 2. Public Comment

Please, give your name, entity (if any), and address as well as what agenda item you wish to speak about to the Clerk of the Board so that your comments may be heard at the appropriate time. Comments must be limited to 3 minutes.

### 3. Consent Calendar

- 3.1 Adoption of the May 11, 2021 Agenda
- 3.2 Approval of the April 13, 2021 Minutes
- 3.3 Approval of the April 21, 2021 Special Minutes

### 4. Regular Agenda

- 4.1 Approve May Warrant List
- 4.2 April Monthly Financials
- 4.3 Authorize Chief Bramell in consultation with District Chairperson to negotiate agreement with Dept. of Corrections to provide fire service to (DVI)
- 4.4 Approve to Contract with Hanson Bridger, LLP to Serve as a Consulting Attorney for Land Use for the Tracy Rural Fire District

### 5. Committee Reports

- 5.1 JPA Representative Report
- 5.2 Ad Hoc Committee from Director's Ramsey and Kopinski regarding JPA's Fiscal Sustainability Model Related to Growth Projections Report

# Tracy Rural County Fire Protection District

## Board of Directors

John Muniz  
John Vieira  
Pete Reece  
Matthew Kopinski  
Jeff Ramsey

Raychel Jackson, Clerk of the Board  
793 S. Tracy Blvd. #298  
Tracy, CA 95376  
(209) 834-7269  
raychel.jackson@tracyruralfire.org  
www.tracyruralfire.org

## 6. Informational Update

6.1 Fire Chief's Update

## 7. Public Comment

For any items not on the agenda.

## 8. Board Member Comment

For any items not on the agenda and requests for future agenda items. No action will be taken on any questions or matters raised by the Board at this time

## 9. Closed Session

## 10. Adjournment until Next Regular Session – June 8, 2021

# Tracy Rural County Fire Protection District

## Board of Directors

John Muniz  
John Vieira  
Pete Reece  
Matthew Kopinski  
Jeff Ramsey

Raychel Jackson, Clerk of the Board  
793 S. Tracy Blvd., #298  
Tracy, CA 95376  
(209) 834-7269  
raychel.jackson@tracyruralfire.org  
www.tracyruralfire.org

---

## Board of Directors – Closed Session Agenda Tuesday, May 11, 2021 Following the Regular Meeting

### 1. Roll Call

### 2. Public Comment

Board will vote on limiting total time and individual times per Brown Act §54954.3. (b) (1). At this time, members of the public may only comment on an item appearing on the agenda. Please adhere to the following when addressing the Board: • Individual comments will be limited to 3 minutes or less. • Comments should be directed to the Board as a whole and not directed to individual Board Members

### 3. Adjourn to Closed Meeting

a. Consult with legal counsel regarding existing litigation (*Tracy Rural Fire District v. San Joaquin Local Area Formation Commission*, San Joaquin Superior Court Case No. 2019-9687). One case. Pursuant to California Government Code section 54956.9.

b. Consult with legal counsel regarding existing litigation (*Tracy Rural Fire District v. San Joaquin County EMSA*, San Joaquin Superior Court Case No. 2020-4468). One case. Pursuant to California Government Code section 54956.9.

### 4. Reconvene to Regular Meeting

### 5. Report out of Closed Meeting

# Tracy Rural County Fire Protection District

## Board of Directors

John Muniz  
John Vieira  
Pete Reece  
Matthew Kopinski  
Jeff Ramsey

Raychel Jackson, Clerk of the Board  
793 S. Tracy Blvd. #298  
Tracy, CA 95376  
(209) 834-7269  
raychel.jackson@tracyruralfire.org  
www.tracyruralfire.org

## Board of Directors – Regular Meeting Minutes Tuesday, April 13, 2021 2:00 PM

### 1. Roll Call and Pledge of Allegiance

Director Muniz called the meeting to order at 2:00 pm. All Directors present.

### 2. Public Comment

No public comment.

### 3. Consent Calendar

3.1 Adoption of the April 13, 2021 Agenda

3.2 Approval of the March 9, 2021 Minutes

- Motion was made by Director Kopinski, seconded by Director Ramsey to accept the consent calendar. Motion passed unanimously.

### 4. Regular Agenda

4.1 Approve April Warrant List

- Motion was made by Director Ramsey, seconded by Director Kopinski to approve the March Warrant List. Motion passed unanimously.

4.2 March Monthly Financials

- Motion was made by Director Kopinski, seconded by Director Reece to approve the February Monthly Financials. Motion passed unanimously.

4.3 Approval of Resolution 2021-4: Extending the Contract with HdL Coren & Cone for a Limited Scope of Services to Calculate an Estimate of Property Tax Revenue

- Motion was made by Director Kopinski, seconded by Director Muniz to Approve Resolution 2021-4: Extending the Contract with HdL Coren & Cone for a Limited Scope of Services to Calculate an Estimate of Property Tax Revenue. Roll Call vote: Muniz – aye; Kopinski – aye; Vieira – aye; Reece – no; Ramsey – no; Motion passed.

4.4 Discuss District Apparel

- Motion was made by Director Ramsey, seconded by Director Kopinski for support to research District apparel and provide update at next regular board meeting.

# Tracy Rural County Fire Protection District

## Board of Directors

John Muniz  
John Vieira  
Pete Reece  
Matthew Kopinski  
Jeff Ramsey

Raychel Jackson, Clerk of the Board  
793 S. Tracy Blvd. #298  
Tracy, CA 95376  
(209) 834-7269  
raychel.jackson@tracyruralfire.org  
www.tracyruralfire.org

## 5. Committee Reports

### 5.1 JPA Representative Report

- Director Reece and Ramsey provided a report from the March 20, 2021 JPA board meeting – dispatch service with City of Stockton was approved.

## 6. Informational Update

### 6.1 Fire Chief's Update

- Chief Bramell provided the report on behalf of Chief Bradley, based on the Fire Chief Update dated April 8, 2021, that was emailed to the Board of Directors and staff.
- Chief Bradley appeared via phone (after receiving several phone calls) for clarification on hiring firemen and requested guidance from Board of Directors to continue with the academy and hiring process.

## 7. Public Comment

No public comment.

## 8. Board Member Comment

Director Kopinski congratulated the new promotions of Timothy Rivas to Captain and Shaw Bracha to Engineer.

Directors Kopinski, Muniz and Ramsey congratulated Captain Miller for his service and wished him the best as he retires.

## 9. Closed Session

Chairperson Muniz called the closed session to order at 3:39pm.

## 10. Meeting Adjournment at 4:28 pm.

No action taken.

Signature: *Raychel Jackson*

---

Raychel Jackson, Clerk of the Board  
Tracy Rural County Fire Protection District

Date: April 30, 2021

---

# Tracy Rural County Fire Protection District

## Board of Directors

John Muniz  
John Vieira  
Pete Reece  
Matthew Kopinski  
Jeff Ramsey

Raychel Jackson, Clerk of the Board  
793 S. Tracy Blvd. #298  
Tracy, CA 95376  
(209) 834-7269  
raychel.jackson@tracyruralfire.org  
www.tracyruralfire.org

## Board of Directors – Special Meeting Minutes Tuesday, April 21, 2021 2:00 PM

### 1. Roll Call and Pledge of Allegiance

Director Muniz called the meeting to order at 2:05 pm. All Directors present.

### 2. Public Comment

No public comment.

### 3. Regular Agenda

#### 3.1 Appoint Ad Hoc Committee to Review/Discuss JPA's Fiscal Sustainability Model Related to Growth Projects

- Motion was made by Director Muniz, seconded by Director Vieira to appoint Director Kopinski and Director Ramsey as the Ad Hoc Committee to Review/Discuss JPA's Fiscal Sustainability Model Related to Growth Projects and to provide report at next regular board meeting. Motion passed unanimously.

#### 3.2 Receive a Presentation from Municipal Resource Group Regarding Financial Impacts as a Result of Transitioning Employee from the City of Tracy to the South San Joaquin County Fire Authority

- No action taken. Information only. Board members to provide clerk with any questions to MRG by April 30, 2021.

### 4. Public Comment

No public comment.

### 5. Board Member Comment

No Board Member comment.

### 6. Closed Session

Chairperson Muniz called the closed session to order at 3:10pm.

### 7. Meeting Adjournment at 3:26 pm.

No action taken.

# Tracy Rural County Fire Protection District

## Board of Directors

John Muniz  
John Vieira  
Pete Reece  
Matthew Kopinski  
Jeff Ramsey

Raychel Jackson, Clerk of the Board  
793 S. Tracy Blvd. #298  
Tracy, CA 95376  
(209) 834-7269  
raychel.jackson@tracyruralfire.org  
www.tracyruralfire.org

Signature: *Raychel Jackson*

---

Raychel Jackson, Clerk of the Board  
Tracy Rural County Fire Protection District

Date: April 30, 2021

---

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT -- 49501 -- May 11, 2021

GENERAL OPERATING FUND	AMOUNT	ACCOUNT	VENDOR #
JOHN MUNIZ 11931 MOUNTAIN VIEW ROAD TRACY, CA 95376	\$ 500.00	6226010900	. 000027815
MATT KOPINSKI 33969 S. KOSTER ROAD TRACY, CA 95304	\$ 100.00	6226010900	. 0000101809
PETE REECE 30421 KOSTER ROAD TRACY, CA 95304	\$ 200.00	6226010900	. 0000010849
JEFF RAMSEY 27722 S. Bird Road TRACY, CA 95304	\$ 300.00	6226010900	0000098549
JOHN VIEIRA 19700 SOUTH LAMMERS ROAD TRACY, CA 95304	\$ 200.00	6226010900	. 0000010852
BOWMAN & BERRETH, LLP 1820 WEST KETTLEMAN LANE, SUITE F LODI, CA 95242	\$ 3,381.00	6221005100	. 0000078394
	\$ 882.00	6221005120	GOVERNANCE
	\$ 1,806.00	6221005130	LAFCO
	Total \$ 6,069.00		
Special District Financial Services, LLC 1820 W. Kettleman Lane, Suite F Lodi, CA 95242	\$ 4,000.00	6221023800	. 0000097699
<b>TOTAL FOR GENERAL OPERATING FUND</b>	<b>\$ 11,369.00</b>		



**TRACY RURAL COUNTY FIRE PROTECTION DISTRICT -- 49591 -- May 11, 2021**

<b>CAO RESERVE FUND 49591</b>	<b>AMOUNT</b>	<b>ACCOUNT</b>	<b>VENDOR #</b>
LFM Communications 12770 Knightsbrook Ave Rancho Cordova, CA 95742	\$ 1,707.93	6411001310	Attached W9
Motorola Solutions, Inc. 13104 Collections Center Drive Chicago, IL 60693	\$ 30,792.16	6411001310	. 0000003761
L.N. Curtis & Sons 185 Lennon Lane, Suite 110 Walnut Creek, CA 94598	\$37,757.60	6411001310	. 0000003225
<b>TOTAL CAO FUND 49591</b>	<b>\$ 70,257.69</b>		

**SIGNATURES OF BOARD MEMBERS**

\_\_\_\_\_  
JOHN MUNIZ, CHAIRMAN

\_\_\_\_\_  
JOHN VIEIRA, DIRECTOR

\_\_\_\_\_  
MATT KOPINSKI, DIRECTOR

\_\_\_\_\_  
PETE REECE, VICE CHAIR

\_\_\_\_\_  
JEFF RAMSEY, DIRECTOR

## PAID Monthly Expenses for May 2021 -TRF Operating Account - Bank of Stockton

Description	Date Paid	Amt. Due	Paid
PG&E station 4	5/3/2021	\$ 1,004.33	pd
PG&E station 3	5/3/2021	\$ 824.02	pd
EcoWater System	5/3/2021	\$ 57.00	pd
Delta Disposal	5/3/2021	\$ 270.26	pd
CalNet	5/3/2021	\$ 166.85	pd
CalPERS	5/3/2021	\$ 144.56	pd
Patriot Pest Control	5/3/2021	\$ 136.00	pd
Gate or Door	5/3/2021	\$ 2,218.00	pd
Van Unen Miersma Propane	5/3/2021	\$ 62.00	pd
Dell's Heating & Air Inc.	5/3/2021	\$ 625.00	pd
Marcus Deposition	5/3/2021	\$ 851.50	pd
San Joaquin Valley Air Pollution	4/22/2021	\$ 32.76	pd
ATT - District Phone	4/18/2021	\$ 355.89	pd

<b>Total Paid</b>
\$ 6,748.17

## TRACY RURAL COUNTY FIRE PROTECTION DISTRICT

**Balance Sheet**

As of April 30, 2021

---

	<u>Apr 30, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bank of Stockton-Operating	208,771.97
Fund 49501 - Operations	3,747,133.58
Fund 49512 - Retirement Buyout	146,225.70
Fund 49515 - Fire Facility Fees	433,499.78
Fund 49519 - Emergency Reserve	2,000,000.00
Fund 49591 - Capital Outlay Res	528,348.68
	<hr/>
<b>Total Checking/Savings</b>	7,063,979.71
	<hr/>
<b>Total Current Assets</b>	7,063,979.71
	<hr/>
<b>TOTAL ASSETS</b>	<b>7,063,979.71</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	0.00

**TRACY RURAL COUNTY FIRE PROTECTION DISTRICT**  
**Profit & Loss Budget vs. Actual**  
**July 2020 through April 2021**

	Jul '20 - Apr 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
Income	8,938,953.65	17,769,595.14	-8,830,641.49
<b>Expense</b>			
Apparatus / Equipment	116,170.84	1,020,000.00	-903,829.16
AT&T	0.00	0.00	0.00
Audited Financial Statements	6,725.00	7,000.00	-275.00
Auditors Direct Assessment	14,882.25	15,000.00	-117.75
Auditors PR & AP Charges	109,255.00	120,000.00	-10,745.00
Auditors Tax Admin Charges	0.00	600.00	-600.00
Building Maintenance Fund	10,051.74	300,000.00	-289,948.26
Business Office Services	40,581.00	50,000.00	-9,419.00
Directors Fees	13,600.00	30,000.00	-16,400.00
Elections	0.00	5,000.00	-5,000.00
Fund Transfer	0.00	3,720,000.00	-3,720,000.00
Governance Services	0.00	0.00	0.00
Insurance - General Liability	21,738.00	25,000.00	-3,262.00
Legal Services	190,687.15	288,000.00	-97,312.85
Loan Issue Cost	0.00	0.00	0.00
Membership/Association Dues	3,253.00	10,000.00	-6,747.00
Miscellaneous	34,008.16	50,000.00	-15,991.84
Office Expense	9,933.60	14,000.00	-4,066.40
Professional Services	0.00	0.00	0.00
Retirement	507,004.22	1,289,055.45	-782,051.23
Special Reports	17,813.82	65,800.00	-47,986.18
SSJCFA - JPA	5,832,749.67	6,071,618.00	-238,868.33
Utilities	39,737.53	80,000.00	-40,262.47
Vector Control	35.36		
<b>Total Expense</b>	<b>6,968,226.34</b>	<b>13,161,073.45</b>	<b>-6,192,847.11</b>
<b>Net Ordinary Income</b>	<b>1,970,727.31</b>	<b>4,608,521.69</b>	<b>-2,637,794.38</b>
<b>Net Income</b>	<b>1,970,727.31</b>	<b>4,608,521.69</b>	<b>-2,637,794.38</b>

# Tracy Rural County Fire Protection District

**Board of Directors**  
John Muniz  
John Vieira  
Pete Reece  
Matthew Kopinski  
Jeff Ramsy

Raychel Jackson, Clerk of the Board  
793 S. Tracy Blvd. #298  
Tracy, CA 95376  
P: (209) 834-7269  
Raychel.jackson@tracyruralfire.org  
www.tracyruralfire.org

---

## STAFF REPORT

**Meeting:** Regular Session Meeting  
**Date:** May 11, 2021  
**To:** Board of Directors  
**Prepared by:** Mark Bowman, Legal Counsel  
**Approved by:** John Muniz, Board Chairperson

**Re:** Authorize Chief Bramell in consultation with District Chairperson to negotiate agreement with Dept. of Corrections to provide fire service to (DVI)

---

### RECOMMENDATION

Action Item   X   Non-Action Item           

Authorize Chief Bramell in consultation with District Chairperson to negotiate agreement with Dept. of Corrections to provide fire service to Deuel Vocation Institution Correction Facility (DVI).

### BACKGROUND

South County has been contacted by DVI (state prison) concerning a potential contract to cover the facility once it is decommissioned this summer. Currently, it is a state facility with its own fire department. After its closure a staff of approximately 10 (non-fire) personnel will remain to maintain the facility for up to five years.

### ANALYSIS

Because this facility and related property is within TRFD boundaries, the contract should be between TRFD and DVI (State of California). Chief Bramell has had initial conversations (no negotiations) and would be available to work with TRFD through the contractual process. Currently, as a full functional prison they only respond to about 55 emergencies annually. As a decommissioned prison, the call volume would

be reduced. This contract would not require any additional resources-current resources (personnel, apparatus and fire stations) will be adequate to protect this facility. DVI could also potentially negotiate service with Manteca-Lathrop Fire District. The Dept. of Corrections currently has a contract with Colledgeville Fire Protection District to provide service to the juvenile justice facility in Stockton for a \$100,000 annual fee. Manteca-Lathrop Fire District has fire stations near that area, it's assumed they would also be willing to contract to provide fire protection.

### **FISCAL IMPACT**

None anticipated after initial administrative and logistics arrangements are satisfied.

### **ATTACHMENTS**

None.

# Tracy Rural County Fire Protection District

## Board of Directors

John Muniz

John Vieira

Pete Reece

Matthew Kopinski

Jeff Ramsey

Raychel Jackson, Clerk of the Board

793 S. Tracy Blvd., #298

Tracy, CA 95376

P: (209) 834-7269

Raychel.jackson@tracyruralfire.org

www.tracyruralfire.org

---

## STAFF REPORT

**Meeting:** Regular Session  
**Date:** May 11, 2021  
**To:** Board of Directors  
**Prepared by:** Raychel Jackson, District Clerk  
**Approved by:** John Muniz, Board Chairperson

**Re:** Approve to Contract with Hanson Bridgett, LLP to Serve as a Consulting Attorney for the Tracy Rural Fire District

---

### RECOMMENDATION

Action Item  Non-Action Item

Staff recommends the Tracy Rural Fire District Board of Directors approve the resolution to contract with Hanson Bridgett, LLP to serve as a consulting attorney of the District in accordance with the Tracy Rural Policies and Procedures Article 11.

### BACKGROUND

In April of 2021, the board gave direction with respect to retaining a land use attorney to evaluate land use matters brought before them. It is recommended the firm Hanson Bridgett, LLP serve as a consulting attorney for the District.

### DISCUSSION

Tracy Rural Fire District's Policies and Procedures authorizes the District to perform all acts essential for the exercise of powers including the use of legal advice available to the District, subject to the provisions of the policies and procedures. Article 11.

Staff has worked to identify law firms who specialize in land use for special districts. After contacting a few firms, staff has identified Hanson Bridgett, LLP as a firm that best fits and has the resources to serve this administrative role. Although all firms did present to have similar skill sets and availability, they work with other special districts including fire agencies. Staff's selection process follows Section 4 of the Districts' "Contracting Procedures Ordinance" to identify suitable attorneys which dictates a selection based on professional qualifications rather than a formal bidding procedure.

# Tracy Rural County Fire Protection District

## Board of Directors

John Muniz  
John Vieira  
Pete Reece  
Matthew Kopinski  
Jeff Ramsey

Raychel Jackson, Clerk of the Board  
793 S. Tracy Blvd., #298  
Tracy, CA 95376  
P: (209) 834-7269  
Raychel.jackson@tracyruralfire.org  
www.tracyruralfire.org

---

The other two firms that have been contacted to date are:

Kronick Moskovitz Tiedemann & Girard  
1331 Garden Hwy 2nd Floor  
Sacramento, CA 95833

Bartkiewicz, Kronick & Shanahan  
1011 22nd St.  
Sacramento, CA 95816

Neither legal counsel, not his/her firm, shall represent any Member Agency, unless a conflict waiver has been granted by the District.

## **FISCAL IMPACTS**

The fiscal impact for procuring an attorney to review land use items is within the budgeted amount for attorneys. The attached proposal identifies costs approximations to cover the proposed scope of work.

## **ATTACHMENTS**

1. Proposal of fees – Hanson Bridgett, LLP Proposal
2. Resolution 2021-5 Approve to Contract with Hanson Bridgett, LLP to Serve as a Consulting Attorney for the Tracy Rural Fire District

MICHAEL N. CONNERAN  
PARTNER  
DIRECT DIAL (415) 995-5042  
E-MAIL [mconneran@hansonbridgett.com](mailto:mconneran@hansonbridgett.com)



May 6, 2021

Board of Directors  
Tracy Rural Fire Protection District  
c/o Raychel Jackson  
Clerk of the Board  
793 S. Tracy Blvd. #298  
Tracy, CA 95376

Re: Contract for Legal Services

Members of the Board:

We appreciate your consideration of Hanson Bridgett to provide services to the Tracy Rural Fire Protection District with regard to annexation matters and proceedings before the San Joaquin Local Agency Formation District (LAFCO). Below is brief background information about our firm as well as our relevant experience for the project.

### **About Hanson Bridgett**

Hanson Bridgett was founded in 1958 and currently employs more than 170 attorneys in five offices, including Sacramento, San Francisco, Walnut Creek, Marin County, and Los Angeles. The firm's core practice areas include public agency, health care, business, real estate, labor and employment, employee benefits, construction, intellectual property, litigation, products liability, water, transportation, environmental, and insurance recovery.

### **Relevant Experience**

We are particularly well-qualified to assist the District with this project, given our experience with the annexation and LAFCO process and the representation of fire protection agencies. We enclose a brief proposal, containing more information regarding our experience and backgrounds.

I will be the attorney responsible for this matter. My billing rate is \$430 per hour. I will be assisted by my partner, Shayna van Hoften, at the same hourly rate. When appropriate, we will use attorneys, paralegals, and legal research assistants at different hourly rates to handle work commensurate with their experience and expertise. Attorneys with special expertise in a given area may become involved in your representation from time to time, with your approval.

We look forward to working with you on this project. If we can provide any further information, please do not hesitate to contact me.

Ms. Raychel Jackson  
May 6, 2021  
Page 2

Very truly yours,

A handwritten signature in blue ink, appearing to read "M. Conneran", with a long horizontal flourish extending to the right.

Michael N. Conneran



Proposal to Provide Legal  
Services to

# Tracy Rural County Fire Protection District

---

May 6, 2021

**Michael N. Conneran, *Partner***  
1646 No. California Blvd., Suite 620  
Walnut Creek, CA 94596  
Direct: 415-995-5042  
[mconneran@hansonbridgett.com](mailto:mconneran@hansonbridgett.com)

**Shayna van Hoften, *Partner***  
1646 No. California Blvd., Suite 620  
Walnut Creek, CA 94596  
Direct: 415-995-5880  
[svanhoften@hansonbridgett.com](mailto:svanhoften@hansonbridgett.com)

## Table of Contents

---

Overview .....	1
Experience with Annexation and LAFCO Issues .....	2
Experience with Fire Protection Agencies .....	2
Public Agency Experience .....	4
Proposed Team .....	6
References.....	9
Diversity at Hanson Bridgett .....	9

## Overview

---

Hanson Bridgett is pleased to submit its qualifications to provide special counsel services to the Tracy Rural County Fire Protection District (District). Hanson Bridgett was founded in 1958 and has had a strong presence in the Bay Area since our beginning. We now have more than 170 attorneys in our offices in San Francisco, Walnut Creek, Marin County, Sacramento, and Los Angeles.

Our firm has maintained a distinguished public sector practice for the last 60 years. More than 20 attorneys in the firm are devoted almost exclusively to the representation of public agencies, including fire districts/departments, counties, cities, transit districts, planning agencies, universities, colleges, water districts, harbor districts, community services districts, sanitation districts, hospital districts, joint powers authorities, retirement boards, and associations of local governmental agencies.

We appreciate the important interplay of political, financial, and operational objectives and the supportive role of the attorney within local governments. Through our role as general counsel to several major public agencies, and as special counsel to others, we have extensive experience with issues relating to taxes, assessments, and Propositions 218 and 26; governance and government ethics laws; public infrastructure and procurement; land use, environmental and natural resources law; risk management, dispute resolution, litigation and appellate advocacy; labor and employment, and employee benefits; complex technology procurements, and data security and privacy.

We understand the host of laws under which public agencies must operate in California. Our expertise will help the District to provide the public with transparency, accountability and opportunities for participation; ensure proper handling or mitigation of potential conflicts of interest and compliance with economic disclosure requirements; and develop and maintain governance and administrative policies and procedures to keep up with the latest changes in the public agency statutory and judicially-altered landscape, such as issues related to Public Records Act requests, open meetings, and record retention.

In addition to our substantial public sector work, our colleagues practice in traditional areas of law such as general business, tax and corporate law, construction, real estate, intellectual property law, insurance recovery, litigation, privacy and data security, and technology. All firm attorneys would be available to assist the District, and our clients value our ability to pick up the phone or walk down the hallway to call upon the special expertise of our colleagues when needed.

Specific areas of legal practice that are relevant to the District are described below. The key attorneys who will assist the District's team are identified, along with their individual

qualifications and experience. All are partners or employees of the law firm and members of the State Bar of California. They will be assisted by other partners and associates, as necessary.

## Experience with Annexation and LAFCO Issues

---

In conjunction with the representation of our public agency clients, we have addressed a variety of matters involving Local Agency Formation Commissions. For some agencies, these have involved the standard periodic municipal service and sphere of influence reviews, in which LAFCOs examine the services that agencies provide and consider whether such agencies should be consolidated or dissolved. In some cases, however, the LAFCO proceedings have been much more involved, and have included a contested annexation of an unincorporated area by two cities and the proposed dissolutions of two San Mateo County Districts, one following a serious financial scandal. In each case, acting as special counsel, we were able to successfully achieve our client's desired results by utilizing our thorough knowledge of the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as well as our familiarity with the details of local government finance. In each case, we interacted and negotiated with LAFCO staff and, when necessary, successfully challenged the recommendations of that staff in proceedings before the local LAFCO.

- **City of San Carlos.** We assisted the City of San Carlos in a contested annexation matter involving a large industrial area that was unincorporated, but sought for annexation by its neighboring City, the City of Belmont. While Belmont sought to annex approximately two-thirds of the area, San Carlos ended up annexing two-thirds of it after we presented strong arguments regarding the provision of services and the desires of the property owners to annex to San Carlos.
- **San Mateo County Mosquito Abatement District.** Following a messy embezzlement incident, the local LAFCO proposed the dissolution of the District and the assumption of its functions by the County. We presented arguments regarding the technical skill of the District staff, brought in an auditor to update their financial control systems, and successfully argued that the County would not be solely entitled to the property tax revenues of the District should it dissolve. The District was not dissolved and functions successfully today.
- **San Carlos Harbor Distr** We successfully guided this client through a threatened dissolution process.

## Experience with Fire Protection Agencies

---

Hanson Bridgett has been representing fire prevention and protection agencies in the Bay Area for more than 30 years. In that time, we have provided assistance with a wide range of matters, including the adoption and enforcement of fire codes, the construction and alteration of fire stations, the acquisition of property for fire station sites, adoption of weed and hazard abatement procedures, adoption of the Uniform Public Construction Cost Accounting Act to

streamline public works procurements, adoption and implementation of various cost recovery programs and the procurement of specialized fire apparatus. We have also advised our fire agency clients regarding tax and finance matters, including the establishment of a series of Mello-Roos Community Facilities Districts to fund fire service, creation of multi-jurisdiction impact fee programs and passage of back-to-back fire assessments. We have assisted our clients with regard to the special labor issues that often arise for fire agencies, including grievances, meet-and-confer issues and disability claims. In addition, we have provided support to our clients in negotiating labor agreements. Where necessary, we have represented our clients in litigation and have otherwise provided counsel regarding indemnity, insurance and governmental immunities.

We appreciate the vital function that fire agencies play, as well as the special challenges they face, but we also see the many similarities between the legal and governance needs of fire agencies and other public entity clients, allowing the District to benefit from our experience serving all types of local government agencies.

Examples of our experience are noted below:

- **East Contra Costa Fire Protection District (ECCFPD).** Hanson Bridgett started working with ECCFPD in 2013, when Shayna van Hoften became ECCFPD's second general counsel since ECCFPD separated from Contra Costa County. Over the past eight years, we have focused on helping the agency develop and implement strategic and succession plans; transition from an appointed 9-member board to an elected 5-member board; launch a free-standing prevention bureau; document, update and implement its policies and procedures; acquire and dispose of fire stations and station properties; and identify and pursue possible revenue enhancements. ECCFPD was formed after the passage of Proposition 13 through the merger of several small, rural, volunteer departments, resulting in a dramatically under-resourced fire prevention and emergency response service without access to the level of financial resources needed to meet most state and national standards.
- **Menlo Park Fire Protection District.** Hanson Bridgett was recently engaged as General Counsel to the Menlo Park Fire Protection District. We represent this active fire agency with regarding to a wide range of issues, including governance, labor relations and procurement issues.
- **Half Moon Bay Fire Protection District.** Hanson Bridgett served as General Counsel to the Half Moon Bay Fire Protection District for more than 15 years. We assisted with governance issues, provided labor and employment advice, handled grievances and assisted with labor negotiations, provided counsel for construction of a fire station and procurement of fire engines and associated equipment, developed mutual aid and other intergovernmental agreements, created financing strategies, managed exposure to legal risks and handled or worked with insurance counsel in case of litigation, and performed the other day-to-day and specialty legal services needed for the operations of fire service in this coastal community.

- **City of Millbrae.** As City Attorney for the City of Millbrae, we also serve as legal counsel for that jurisdiction's fire protection services. Over the years, we have assisted as the City has worked cooperatively with neighboring jurisdictions to share a fire chief and other resources, close a City-only facility and enter into a new partnership to build a shared-use fire station. We have also assisted the City with passage of fire suppression assessments.
- **City of San Carlos.** We advised the City of San Carlos when that jurisdiction stood at the cross-roads of having its own fire department, sharing services with other jurisdictions through a joint powers arrangement, hiring another local jurisdiction's fire department or Cal Fire to provide fire protection and suppression services, or even hiring a private service provider. The City relied on us most recently to guide it through a challenging joint powers agreement dissolution involving one neighboring municipality, followed by a highly controversial RFP process resulting in a contract through which another neighboring municipality was selected to provide the City's fire protection and suppression services.
- **San Mateo County.** Over the years, we have developed or contributed to several important intergovernmental agreements for coordinated fire service in San Mateo County. For example, we have reviewed and provided comments from time-to-time on the joint powers agreements for mutual aid and emergency services. We were instrumental in formulating the contractual framework for the Net Six Joint Powers Authority (Fire Net 6) for coordinated emergency dispatch services throughout the County. We also actively participated in developing the county-wide Advanced Life Support Joint Powers Authority for use throughout San Mateo County. In addition, we have negotiated and drafted contract arrangements to provide fire protection services to the Point Montara Fire Protection District.

## Public Agency Experience

---

### 1. District General Counsel Services

Our firm currently provides general counsel services to a long list of public agency clients such as: East Contra Costa Fire Protection District; Menlo Park Fire Protection District City of Millbrae; Golden Gate Bridge, Highway & Transportation District; San Mateo County Transit District (SamTrans); Peninsula Corridor Joint Powers Board (Caltrain); San Mateo County Transportation Authority; Water Emergency Transportation Authority (SF Bay Ferry); Bay Area Water Supply and Conservation Agency; Mid-Peninsula Water District; Purissima Hills Water District; Westborough Water District; Coastside County Water District; West County Wastewater District; Santa Cruz Metro Transit District (METRO); Central Contra Costa Transit Authority (County Connection); Livermore Amador Valley Transit Authority (Wheels); Peninsula Traffic Congestion Relief Alliance (Commute.org); the Sacramento Regional Transit District's five Retirement Boards; and more. We provide special counsel services to countless more public agencies across California.

As general counsel, we are experts in the broad range of public sector laws under which public agencies must operate in California. In particular, we regularly render advice concerning the Brown Act, the California Public Records Act, and the Political Reform Act, as well as records retention requirements and California Tort Claims Act procedures. We regularly assist with the development of administrative codes and rules of procedure, drafting of ordinances and resolutions. We have specialized in the development and delivery of training programs and materials for reinforcing best practices for public officials to safeguard public transparency and accountability in governmental decision making, and provide biennial AB 1234 ethics trainings for local public officials.

## **2. Labor Relations/Negotiations/PERB/Grievances/Management Rights**

Hanson Bridgett's labor and employment group has unmatched experience with public agencies. On a day-to-day basis, we advise clients on a wide range of personnel issues, including recruitment, hiring, employment agreements, salary and benefits, wage-and-hour, discrimination, harassment, and wrongful termination, as well as the development of written personnel policies and procedures.

## **3. Local Government Finance and Fee-Setting**

Hanson Bridgett government attorneys provide advice on fee and rate structures, compliance with Propositions 218 and 26, the Brown Act, budgets and financing. Our attorneys understand the laws regulating local agencies' financial affairs, including raising revenue, investing funds, adopting budgets, and expending public monies. We know our way around the complex case law that has evolved in the wake of taxpayer initiatives (particularly Proposition 13 and Proposition 218) that make setting rates and fees so much more complicated than in years past. We are also experienced in assisting local agency clients in raising capital from private markets and public subventions.

## **4. Employee Benefits**

More than half of Hanson Bridgett's employee benefits practice is for California public retirement systems or public sector entities that sponsor retirement programs for their employees. We represent several of the largest governmental defined contribution plans in California, including the University of California defined contribution plans (401(a), 403(b) and 457(b) plans) and the California Savings Plus Program (the 401(k) and 457(b) plans for state employees).

The Employee Benefits Group advises more than 40 public pension funds and agencies in California. Our clients range from very large defined-benefit and defined-contribution systems (>\$100 million in plan assets) to smaller systems. We represent 14 of the 20 county retirement systems in California. In addition, we represent the University of California with respect to all areas involved in the administration of its more than \$40B defined benefit retirement system

with more than 120,000 members. We also represent the State of California Department of Human Resources ("CalHR," formerly known as the Department of Personnel Administration), providing tax and benefits advice. Collectively, these plans comprise the largest defined-contribution plans in California, covering more than 500,000 individual participants throughout the state. We also provide general counsel services for the five independent Retirement Boards for the pension plans sponsored by the Sacramento Regional Transit District.

## 5. Litigation Experience

Hanson Bridgett is actively engaged in the prosecution and defense of the most challenging and complex cases involving governmental agencies and the public sector. Led by a team of seasoned trial and appellate attorneys, our firm has and is ready to face cases that threaten the very existence and reputation of local and state governments. To say that cases prosecuted and defended by our attorneys are high stakes and high profile is an understatement, particularly because the outcome of these actions can threaten the continued existence of government and the confidence constituents have in their elected officials.

Public sector clients rely on our specialized expertise and expansive knowledge to advise them on the unique challenges they face. Representing public agencies requires experience, savvy, and keen instinct. We are trusted by our clients to deliver not only proven litigation skill, but also a depth of understanding of the unique issues facing the public sector as a whole and public agencies in particular, who are often accountable to multiple boards, the public and community at large, the media, elected officials, and other constituents. We consistently deliver the insight and requisite acute subject-matter expertise to assist public entities in evaluating and resolving disputes, while considering the unique legal, political, and policy issues that are often involved in public sector litigation.

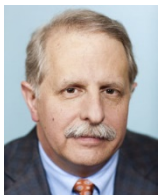
## Proposed Team

---

Hanson Bridgett proposes that Michael Conneran serve as lead counsel for LAFCO matters, and that Shayna Mittler van Hoften serve as the District's General Counsel. Michael and Shayna would have ready access to fire service counsel veteran Joan Cassman, and as-needed support from other members of the firm's Government Group and other sections.

### Proposed Lead Counsel

---



**Michael Conneran (Partner)** currently serves as general counsel to the Tri-Valley–San Joaquin Valley Regional Rail Authority and the Livermore Amador Valley Transit Authority. He has also served as the principal assistant to the city attorney of a Bay Area municipality, where he was responsible for zoning, environmental compliance, code enforcement and telecommunications

regulations. He has extensive experience in the legal obligations of public agencies under statutes governing access to public records, conflict of interest regulations and open meeting laws. He has represented several public agencies in LAFCO proceedings, including the contested annexation of the Harbor Industrial Area by the City of San Carlos.

In addition, Michael represents public agencies in matters involving real estate, transportation, and environmental law. He has played an active role in several acquisitions of railroad rights-of-way on behalf of public transportation agencies. He has advised public and private railroad clients with regarding to regulatory issues arising under federal and state law.

Michael chairs the firm's Municipal & Public Agency Practice Group.



**Shayna Mittler van Hoften (Partner)** serves as General Counsel for East Contra Costa Fire Protection District and for the five retirement boards for employees and retirees of the Sacramento Regional Transit District. She also serves as primary deputy counsel for the San Mateo County Transit District (commonly known as "SamTrans") and San Mateo County Transportation Authority.

Shayna helps government agencies achieve their policy and service goals by providing strategic, but practical counsel, and by being totally invested in their success.

Currently in her eighteenth year with Hanson Bridgett, Shayna advises public sector clients on government ethics and governance laws, public procurements, contracting including negotiating intergovernmental agreements, ADA and other civil rights compliance, implementation of public grant programs, regulatory compliance, administrative procedures, incident/risk management and constitutional matters. She also assists local public agencies by drafting all forms of legislation and regulation.

Shayna frequently advises and trains clients on compliance with the Brown Act, Public Records Act, election laws and conflict of interest laws and regulations. Shayna served as the firm's primary AB-1234-compliant government ethics trainer for more than a decade.

Shayna is a Board President of the Junior State of America Foundation, a national civics education non-profit headquartered in Burlingame.

#### Additional General Counsel Team Members

---



**Joan L. Cassman (Partner)** Named one of the "Top 25 Municipal Lawyers of California" by the *Daily Journal* in December of 2011, Joan has practiced in the field of municipal law for nearly 40 years with Hanson Bridgett.

Joan is the General Counsel for the San Mateo County Transit District and the San Mateo County Transportation Authority. These agencies provide public transportation services and infrastructure on the Bay Area Peninsula, including a \$1.7 billion project to electrify the Caltrain right of way from San Francisco to San Jose.

Since 1989, Joan has served as the City Attorney for the City of Millbrae. In addition, Joan is General Counsel for the Peninsula Traffic Congestion Relief Alliance, a transportation demand management joint powers authority of 17 cities and the County of San Mateo. Joan also has served a number of cities and public agencies as special counsel, including San Carlos, Costa Mesa, Brentwood, San Luis Obispo, Berkeley, San Mateo County Mosquito Abatement District and the Woodside School District. She is one of the Evaluators for the City of San Jose Elections Commission and in that role recommends disposition of complaints alleging ethical violations under the San Jose Municipal Code.

Joan understands the art of serving a client as General Counsel and she understands how local government agencies function. She is often called upon to provide guidance as special counsel when crises occur, such as employee embezzlements. Joan has expertise in a wide spectrum of issues including election law, environmental and real property matters, railroad operations, purchase of service and franchise agreements, public works projects, municipal finance, and government reorganization matters. She has represented both public and private entities in government proceedings involving all aspects of development, contracts, procurement, and bid protests.



**Adam W. Hofmann (Partner)** is an Appellate Specialist, certified by the California Board of Legal Specialization, and serves as the Co-Chair of Hanson Bridgett's appellate practice group. He represents both public and private clients in civil writs, appeals, and mandate proceedings. He has briefed and argued cases in the Ninth Circuit Court of Appeals and every District Court of Appeal in California and has filed merits briefs in two U.S. Supreme Court cases.

Adam is the firm's resident expert on public revenue litigation and advice. For several years, he has advised the Santa Clara Valley Water District on rate-setting and revenue issues and worked on all of the District's rate litigation, including the leading Sixth District Court of Appeal case, *Great Oaks Water Co. v. Santa Clara Valley Water District*. He also serves as special subject matter counsel to other agencies embroiled in rate and fee litigation. In addition, Adam prepared amicus briefs for clients—both associations and individual agencies—on pending Proposition 218 and 26 matters, including the *San Buenaventura v. United Water Management District* and *Jacks v. City of Santa Barbara* cases in the California Supreme Court. He is currently litigating a parcel tax matter on behalf of the City of Oakland.

Adam is an author of the League of California Cities' "Propositions 218 and 26 Implementation Guide" and advises the League regarding revenue litigation and advocacy as a member of the League's Finance Committee. He also served as an adjunct professor teaching courses in local government and land use law at the University of San Francisco School of Law.

## References

---

Brian Helmick, Fire Chief,  
**East Contra Costa Fire Protection District**  
[bhelmick@eccfpd.org](mailto:bhelmick@eccfpd.org)  
925-584-8468

Brian Oftedal, Board President/Director  
**East Contra Costa Fire Protection District**  
[boftedal@eccfpd.org](mailto:boftedal@eccfpd.org)  
925-584-0592

Brent Bernegger, Chief Financial Officer  
**Sacramento Regional Transit District**  
[bbernegger@sacrt.com](mailto:bbernegger@sacrt.com)  
916-557-4671

Tom Williams, City Manager  
**City of Millbrae**  
[twilliams@ci.millbrae.ca.us](mailto:twilliams@ci.millbrae.ca.us)  
650-259-2334

## Diversity at Hanson Bridgett

---

### Mission Statement

- To enhance Hanson Bridgett as a center of legal excellence, business, and a great place to work by increasing the diversity of its members and fostering a culture of inclusion, awareness and acceptance.
- To improve the diversity of our legal communities by supporting and mentoring diverse law school students and lawyers.

### Diversity

---

We feel that a workforce that reflects the needs and interests of our clients and a work environment that provides wide opportunity for people with varied backgrounds is essential. Hanson Bridgett's commitment to diversity begins with the law schools where we seek to recruit

diverse classes of summer associates and support the needs of minority students through the Gerald Marcus Fellowship, which was established in 2002. We also help students from diverse backgrounds prepare for professional careers through the firm's annual 1L Interview Workshop, now in its fourteenth year. Within our firm's daily activities we have joined the effort to provide greater opportunities reflected in the BASF's Goals and Timetables and the No Glass Ceiling Initiative and undertake pro bono activities that protect the rights of underrepresented minorities.

Within our industry we play a leading role in organizations committed to increasing diversity in the profession such as the California Minority Counsel Program (CMCP), Leadership Council on Legal Diversity (LCLD), and Bay Area Lawyers for Individual Freedom (BALIF) and seek to provide meaningful support to bar and community organizations that assist underrepresented communities. Creating and sustaining diversity is a continuing, worthwhile challenge and we have chosen not to be indifferent.

### Hanson Bridgett Women's Impact Network (HBWIN)

While the firm has always encouraged and supported women attorneys to attend events targeted to women, in 2010, the firm also launched HBWIN. HBWIN's initiatives involve regular meetings of all women attorneys in the firm, including women summer associates, and provides mentoring and support to women while they advance through their careers. Topics that have been covered in the HBWIN meetings include: developing leadership skills to help women build successful careers; perspectives on reduced time; investing for your future (with a financial expert); tips for getting and staying organized; how to network more effectively; how to choose your practice area; and serving in firm management - what you should know. The group has also sponsored women attorneys' attendance at leadership events and has hosted various events to bring women together to network and socialize. The women partners of the firm make a sincere and concentrated effort to mentor women associates and have put together events and outings to discuss experiences, challenges, and circumstances unique to women attorneys.

### Diversity Recognition

Our firm is proud to be recognized for the work that we have done in support of the promotion of diversity in the legal field. Below are some recent awards that Hanson Bridgett has received:

- Hanson Bridgett was awarded the Platinum Diversity Award from the Contra Costa County Bar Association. (2020)
- Hanson Bridgett was named one of *Law360's* "Ceiling Smashers," which are the 25 U.S.-based law firms that have the highest percentage of female partners. (2015-2020)
- Hanson Bridgett was recognized with both the 2020 Top Performer and 2020 Compass Award designations at Leadership Council on Legal Diversity's Annual Meeting. (2020)

- Hanson Bridgett was recognized by *Working Mother Media* as one of the Best Law Firms for Women. (2020)
- Hanson Bridgett was ranked #2 on *The American Lawyer's A-List: Female Equity Partner Scoreboard*. (2020)
- Hanson Bridgett Managing Partner-Elect, Kristina Lawson, was nominated for the Inspirator Award at *The Registry's ELEVATE* event. (2020)
- Hanson Bridgett Managing Partner and DIN Chair, Andrew Giacomini and André Campbell respectively, were nominated for the Elevation Award at *The Registry's ELEVATE* event. (2020)
- Hanson Bridgett was nominated for the Break the Ceiling Award: Corporate Leadership at *The Registry's ELEVATE* event. (2020)
- Hanson Bridgett Managing Partner-Elect, Kristina Lawson, was named Influential Women of 2020 by *The San Francisco Business Times*. (2020)
- Hanson Bridgett was ranked #3 for the Best Law Firms for Female Partners by *Law360's* Glass Ceiling Report. (2019)
- Hanson Bridgett was ranked #9 for Best Law Firms for Minority Attorneys by *Law360*, among firms with 150-299 attorneys. (2019)
- Hanson Bridgett was ranked #9 on *The NLJ 500: Women's Scorecard Chart*. (2019)
- Hanson Bridgett was ranked #24 on *The American Lawyer Diversity Scorecard*. (2019)
- Hanson Bridgett was recognized with both the 2019 Top Performer and 2019 Compass Award designations at Leadership Council on Legal Diversity's Annual Meeting in Washington, D.C. (2019)
- Hanson Bridgett was recognized by *Working Mother Media* as one of the 60 Best Firms for Women, Inaugural Hall of Fame. (2019)
- Hanson Bridgett was awarded #2 of Best Law Firms for Female Attorneys by *Law360*. (2019)
- Hanson Bridgett Partner, Kristina Lawson, was awarded *The San Francisco Business Times'* Most Influential Women in the Bay Area. (2019)
- Hanson Bridgett was awarded #7 of Best Law Firms for Minority Equity Partners by *Law360*. (2019)

# Tracy Rural County Fire Protection District

Raychel Jackson, Clerk of the Board  
793 S. Tracy Blvd. #298  
Tracy, CA 95376  
P: (209) 834-7269  
www.tracyruralfire.org

---

## Resolution No. 2021-05

### **Approve to Contract with Hanson Bridgett, LLP to Serve as a Consulting Attorney for the Tracy Rural Fire District**

**WHEREAS**, the District seeks to approve to contract with Hanson Bridgett, LLP to serve as a consulting attorney for the Tracy Rural Fire District; and

**WHEREAS**, The District seeks to select a legal counsel to represent the legal needs of the District in accordance with Article 11 of the District's Policies and Procedures; and

**WHEREAS**, The District solicited legal counsel firms specializing in special district in compliance with the Districts Ordinance No, 2020-01; and

**WHEREAS**, The District received a proposal from Hanson Bridgett, LLP to provide legal services; and

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Tracy Rural County Fire Protection District that:

The District does hereby authorize the contract with Hanson Bridgett, LLP to Serve as a Consulting Attorney for Land Use for the Tracy Rural Fire District.

Motion passed.

Passed, approved, and adopted this 11th day of May, 2021.

---

Chairman of the Board

ATTEST:

---

Raychel Jackson, Clerk of the Board