



Council Minutes (Amended)

March 12, 2024

Attendees – Sue Hertless, Rev Jeremy Serrano, Renee Reis, Tracey Rentner, Scott Etzel, Susan Mezger (Metzger), Greg Buchholz, Anessa Hileman

Excused: Mike Henry, Julie Kim

Meeting call to order at 7:02p by Renee Reis

Opening Prayer by Rev. Jeremy Serrano

Recognitions: Nancy Judge and Kathy Reis for cleaning Narthex, Narthex bathrooms, Altar; Karen Mahshi for her sustained efforts to host Fellowship Time after Sunday services

Correspondence: John and Edith Yeh for baby gift from congregation

Old Business:

Motion made to accept February 18, 2024 meeting minutes as corrected. Motion seconded. No discussion. Motion carried. One abstention. Seven ayes.

New Business:

Finance: Utilities – PG&E bill was higher than anticipated. Investigation into thermostat use from groups. Next Finance Committee Meeting will be in May.

Social Ministry: Review of Contra Costa Fire Protection District Report dated 11/15/2023. Planning for outreach events: Easter Brunch (volunteers needed to cook, serve), Mother's Day (tea lights in the shape of a heart with rose petals inside honoring mothers on altar; heart shaped cookies for Fellowship Time after service), Spring Clean-Up. Review of landscaping quote from AB Gardening to clean brush (to discourage the unhoused from storing personal belongings in bushes). Quote included labor, debris box, debris removal.

Holding Hands Montessori (HHM) Pre-School: Legal Representation Issues – cost, Corporate Statement of Information is outdated and needs to be updated. Tracey Rentner to update form once we gain access via Secretary of State website. Council to review draft Lease and give comments to Scott Etzel no later than 3/26 for him to submit to HHM. General review of draft lease and draft lease addendum.

Evangelism – Worship & Music: 13 people are interested in Bell Ministry. Meetings 4/7 (after O'Shea baby shower) and 4/14 post services at 12:00pm

Motion made to adjourn meeting. Motion seconded. Discussion: None. Motion carried.

Meeting adjourned at 8:25p.

Reports Attached: Finance Committee Meeting 3/10/2024 minutes, January 2024 Balance Sheet, January 2024 Profit/Loss Statement; Social Ministry Report

Respectfully submitted,
Tracey Rentner
Council Secretary



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Respectfully submitted,
Tracey Rentner
Council Secretary

Finance Committee Meeting Minutes – March 10, 2024

Present - Anessa Hileman, Greg Buchholz, Marcia Sander, Reyanne Freeman, Linda Rodemsky, Vicki Smiglewski, Sherry Chaplin, Jon Moss

Call to Order - The meeting was called to order at 11:10 AM

Recognitions – 1) Three new teams of counters: Greg & Kristi Buchholz, Anessa Hileman & Marcia Sander, Sue Hertless & Vicki Smiglewski; 2) Sue Hertless for training the counters in February, 2024; 3) Susan Metzger for her work with GSLC deposits and for being the courier between GSLC and St. Matthew every week; 4) Scott Etzel and Mike Henry for researching PGE bill increases.

Minutes - The minutes of the January 7, 2024 meeting were approved.

Financial Statements - The committee reviewed and discussed the January 31, 2024 financial statements and committee reports.

Cell Tower Income Update - Letter received from SBA Steel stating work is completed on the emergency generator and they will now be paying an increase of \$500/month retroactive to July, 2023. Mike Henry and Greg Buchholz are still working with T-Mobile to confirm their cell tower payments to GSLC.

Utility Expense-PGE – Scott Etzel and Mike Henry researched the spike in cost for GSLC PGE bill. They concluded that one reason for the increase may be that the N/A group meeting in Fellowship Hall may forget to turn off lights/heat after their meeting. The N/A group has been contacted and reminded that it is important to turn utilities off before leaving the building. One option may be to install programmable thermostats in Fellowship Hall.

Youth Event-ELCA Youth Gathering – The committee reviewed the budget for the youth gathering to be held in New Orleans, Louisiana this summer.

Thrivent Grant – WELCA is the recipient of a \$485 grant from Thrivent.

Next Meeting - No Finance Committee meeting is scheduled in April, 2024. The next meeting is scheduled for Sunday, May 5, 2024 at 11:15 AM.

Adjournment - The meeting was adjourned at 11:55 AM

Respectfully Submitted,

Marcia Sander

Statement of Financial Position for Period 1 - January
Company#: 2 Name: Good Shepherd Lutheran Church
Fiscal Year Beginning 1/1/2024

<u>Account</u>	<u>1/31/24</u>
Bank of America Checking (0287)	\$54,916.25
Bank of America Debit Card (8614)	<u>\$5,662.90</u>
CASH	\$60,579.15
Vanguard STAR Fund (0056)	\$155,357.43
Vanguard Wellington Fund (0521)	\$163,512.90
Valuation Adjustment (0056/0521)	<u>\$11,343.05</u>
SECURITIES	\$330,213.38
Vanguard Endowment MMF (2222)	\$38,069.49
Vanguard Endowment Well (2222)	\$57,373.83
Valuation Adjustment (2222)	<u>\$34,596.39</u>
ENDOWMENT SECURITIES	\$130,039.71
CURRENT ASSETS	<u>\$520,832.24</u>
TOTAL ASSETS	<u>\$520,832.24</u>
Bank of America Visa (9201)	\$3,043.83
FICA (SS) Taxes Withheld	(\$0.01)
Medicare Taxes Withheld	\$0.02
Payroll non-cash clearing account	(\$1,255.85)
Capital Expenditure Reserve	\$14,895.00
Deposits received	<u>\$1,357.00</u>
CURRENT LIABILITIES	\$18,039.99
TOTAL LIABILITIES	<u>\$18,039.99</u>
Capital Improve. & Maint. Fund	\$4,818.54
FFF Building Fund	\$28,312.83
Flowers Fund	\$147.70
Memorials Fund	\$11,579.79
Fellowship Committee Fund	\$3,050.92
Youth Fund	\$25,478.79
Archive Reserve Fund	\$100.00
El Salvador School Scholarship Fund	\$2,061.29
Resurrection Church Fund	\$6,149.11
Winter Nights Fund	\$768.89
Community Christmas Dinner Fund	\$0.00
Friends Feeding Friends Fund	\$36,140.81
Ebenezer Fund	<u>\$548.02</u>
TEMPORARILY RESTRICTED	\$119,156.69
General Fund Equity	<u>\$383,635.56</u>
UNRESTRICTED	<u>\$383,635.56</u>
NET ASSETS	<u>\$502,792.25</u>
TOTAL LIABILITIES AND NET	<u>\$520,832.24</u>

Budgeted Financial Statement for Period 1 - January

GSLC Income Statement

Company#: 2 Name: Good Shepherd Lutheran Church

<u>Account #, Description</u>	<u>Actual for Period</u>	<u>Budget for Period</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Budget Annual</u>
REVENUE					
5 Contributions-Cash/Check/EF	\$6,904.99	\$9,000.00	\$6,904.99	\$9,000.00	\$115,000.00
CONTRIBUTIONS	\$6,904.99	\$9,000.00	\$6,904.99	\$9,000.00	\$115,000.00
15 Cell Tower Rental Income	\$8,312.98	\$6,413.00	\$8,312.98	\$6,413.00	\$76,955.00
16 Facilities use income	\$805.03	\$667.00	\$805.03	\$667.00	\$8,000.00
20 Interest/Dividend income	\$0.00	\$2,083.00	\$0.00	\$2,083.00	\$25,000.00
OTHER INCOME	\$9,118.01	\$9,163.00	\$9,118.01	\$9,163.00	\$109,955.00
TOTAL REVENUE	\$16,023.00	\$18,163.00	\$16,023.00	\$18,163.00	\$224,955.00
EXPENSES					
23 Licenses & Taxes	\$464.00	\$67.00	\$464.00	\$67.00	\$800.00
25 Altar Guild	\$0.00	\$17.00	\$0.00	\$17.00	\$200.00
26 Maintenance & Repairs	\$0.00	\$31.00	\$0.00	\$31.00	\$375.00
27 Supplies	\$0.00	\$75.00	\$0.00	\$75.00	\$900.00
WORSHIP	\$464.00	\$190.00	\$464.00	\$190.00	\$2,275.00
PERSONNEL EXPENSES					
30 Salaries & Wages	\$6,616.00	\$6,826.00	\$6,616.00	\$6,826.00	\$81,918.00
31 Payroll Taxes	\$103.78	\$104.00	\$103.78	\$104.00	\$1,245.00
33 Employer Retirement Contril	\$0.00	\$767.00	\$0.00	\$767.00	\$9,200.00
38 Housing Allowance	\$250.00	\$250.00	\$250.00	\$250.00	\$3,000.00
39 Pastor Social Security Offse	\$416.74	\$417.00	\$416.74	\$417.00	\$5,000.00
40 Supply Pastor	\$0.00	\$146.00	\$0.00	\$146.00	\$1,750.00
Compensation	\$7,386.52	\$8,510.00	\$7,386.52	\$8,510.00	\$102,113.00
42 Insurance	\$0.00	\$125.00	\$0.00	\$125.00	\$1,500.00
43 Workers Comp Insurance	\$0.00	\$75.00	\$0.00	\$75.00	\$895.00
44 Employer Provided Housing	\$0.00	\$417.00	\$0.00	\$417.00	\$5,000.00
Benefits & Insurance	\$0.00	\$617.00	\$0.00	\$617.00	\$7,395.00
45 Literature and Study Materia	\$0.00	\$17.00	\$0.00	\$17.00	\$200.00
49 Continuing Education	\$0.00	\$83.00	\$0.00	\$83.00	\$1,000.00
50 Discretionary Fund	\$0.00	\$17.00	\$0.00	\$17.00	\$200.00
51 Auto Expense Reimburseme	\$0.00	\$25.00	\$0.00	\$25.00	\$300.00
TOTAL PERSONNEL EXPI	\$7,386.52	\$9,269.00	\$7,386.52	\$9,269.00	\$111,208.00
CONGREGATION					
54 Education, Seminar & Confe	\$0.00	\$83.00	\$0.00	\$83.00	\$1,000.00
56 Other Business Expenses	\$0.00	\$150.00	\$0.00	\$150.00	\$1,800.00
TOTAL CONGREGATION	\$0.00	\$233.00	\$0.00	\$233.00	\$2,800.00

Budgeted Financial Statement for Period 1 - January

GSLC Income Statement

Company#: 2 Name: Good Shepherd Lutheran Church

<u>Account #, Description</u>	<u>Actual for Period</u>	<u>Budget for Period</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Budget Annual</u>
ADMINISTRATION					
60 Maintenance & Repairs	\$305.61	\$308.00	\$305.61	\$308.00	\$3,700.00
62 Bookkeeping Services	\$900.00	\$900.00	\$900.00	\$900.00	\$10,800.00
63 Organist	\$250.00	\$250.00	\$250.00	\$250.00	\$3,000.00
64 Postage and Shipping	\$0.00	\$6.00	\$0.00	\$6.00	\$75.00
65 Supplies	\$310.45	\$42.00	\$310.45	\$42.00	\$500.00
67 Evangelism	\$0.00	\$167.00	\$0.00	\$167.00	\$2,000.00
68 Technology	\$85.00	\$167.00	\$85.00	\$167.00	\$2,000.00
69 Banking Activities	\$20.60	\$15.00	\$20.60	\$15.00	\$175.00
TOTAL ADMINISTRATION	\$1,871.66	\$1,855.00	\$1,871.66	\$1,855.00	\$22,250.00
PLANT OCCUPANCY					
71 Insurance	\$10,276.04	\$9,190.00	\$10,276.04	\$9,190.00	\$9,190.00
72 Licenses & Taxes	\$0.00	\$542.00	\$0.00	\$542.00	\$6,500.00
75 Gardening	\$545.00	\$545.00	\$545.00	\$545.00	\$6,540.00
76 Janitorial	\$330.00	\$330.00	\$330.00	\$330.00	\$3,960.00
77 Supplies	\$97.90	\$58.00	\$97.90	\$58.00	\$700.00
78 Property Committee	\$424.61	\$698.00	\$424.61	\$698.00	\$8,382.00
82 Utilities-Fire Alarm	\$60.00	\$30.00	\$60.00	\$30.00	\$360.00
83 Utilities-Gas & Electric	\$2,834.90	\$2,916.63	\$2,834.90	\$2,916.63	\$35,000.00
84 Utilities-Telephone&Internet	\$149.40	\$149.13	\$149.40	\$149.13	\$1,790.00
85 Utilities-Garbage	\$640.90	\$641.63	\$640.90	\$641.63	\$7,700.00
86 Utilities-Water	\$1,077.86	\$525.00	\$1,077.86	\$525.00	\$6,300.00
Utilities	\$4,763.06	\$4,262.39	\$4,763.06	\$4,262.39	\$51,150.00
TOTAL PLANT OCCUPAN	\$16,436.61	\$15,625.39	\$16,436.61	\$15,625.39	\$86,422.00
PLANT, OCCUPANCY & A	\$18,308.27	\$17,480.39	\$18,308.27	\$17,480.39	\$108,672.00
TOTAL EXPENSES	\$26,158.79	\$27,172.39	\$26,158.79	\$27,172.39	\$224,955.00
REVENUES OVER (UNDEI	(\$10,135.79)	(\$9,009.39)	(\$10,135.79)	(\$9,009.39)	\$0.00
108 Community Christmas Din	\$3.20	\$0.00	\$3.20	\$0.00	\$0.00
109 Fellowship Committee	\$79.00	\$0.00	\$79.00	\$0.00	\$0.00
110 El Salvador School Scholar	\$775.00	\$0.00	\$775.00	\$0.00	\$0.00
114 Resurrection Church, El Sa	\$421.43	\$0.00	\$421.43	\$0.00	\$0.00
118 Friend Feeding Friends	\$3,146.00	\$0.00	\$3,146.00	\$0.00	\$0.00
123 Capital Improvements	\$217.00	\$0.00	\$217.00	\$0.00	\$0.00
124 Youth	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00
Restricted Contributions	\$5,091.63	\$0.00	\$5,091.63	\$0.00	\$0.00
128 El Salvador Scholarships	(\$15,045.00)	\$0.00	(\$15,045.00)	\$0.00	\$0.00
130 Friend Feeding Friends	(\$2,949.64)	\$0.00	(\$2,949.64)	\$0.00	\$0.00
136 Flowers	(\$172.09)	\$0.00	(\$172.09)	\$0.00	\$0.00
137 Fellowship Committee	(\$67.00)	\$0.00	(\$67.00)	\$0.00	\$0.00
141 Youth	(\$2,666.56)	\$0.00	(\$2,666.56)	\$0.00	\$0.00
Restricted Expenses	(\$20,900.29)	\$0.00	(\$20,900.29)	\$0.00	\$0.00
RESTRICTED ACCOUNTS	(\$15,808.66)	\$0.00	(\$15,808.66)	\$0.00	\$0.00
148 Unrealized Gains/Losses, S	\$1,547.18	\$0.00	\$1,547.18	\$0.00	\$0.00
NET INCOME	(\$24,397.27)	(\$9,009.39)	(\$24,397.27)	(\$9,009.39)	\$0.00



Date: 3/7/2024

Team: Social Ministry

Name: Scott Etzel

SOCIAL MINISTRY REPORT (FEBRUARY 2024)

SPECIAL RECOGNITIONS:

Karen Mahsi for her sustained efforts to host fellowship time after Sunday services.

PAST EVENTS/ ACCOMPLISHMENTS:

Friends Feeding Friends (FFF) summary for February 2024

February was another busy month for FFF. We provided food for 4,449 people. Thank you to all who donated fresh produce. The clients have really enjoyed the oranges and lemons. If anyone can donate onions, we would greatly appreciate it. The food bank has been out of onions for almost 6 weeks. Also, thanks to those who donated cat food and dog food.

FFF provided household furnishings to cover 41 individuals!! We also linked furniture donors with caseworkers who needed items for their clients. Since we no longer have any furniture volunteers, we found a more creative way to get clients what they need. Everyone wins this way.

For the adult shelter, we provided a lunch of Cowboy Stew and fresh fruit salad. We also donated cold drinks, grooming supplies, new clothing, backpacks, condiments, coffee creamer and sweetener.

We spent more than 2 weeks (2-3 hours a day) applying for a Unique Entity Identification (UEI) number and a FEMA grant. This year, in order to apply for the FEMA grant under the food bank, we had to first obtain a UEI. This was through the federal government and it necessitated uploading several church documents that clearly defined our history, date of incorporation, entity name, address, good standing from the California Secretary of State's office etc. With each uploaded document, we had to wait for a reply. It was a long process. The good news is that we now have the UEI and we won't have to apply for it again next year.

Finally, FFF clients are in need of kitchen and bath towels, pillowcases, sheets and blankets if anyone can help. Thank you!

- Current church financial liabilities designated for FFF in Balance Sheet are:
 - \$20,821.13 – FFF Building Fund (as of January 31, 2024)
 - \$36,140.81 – FFF Fund (as of January 31, 2024)
 - \$5,662.90 - FFF Debit Card (8614) balance (as of January 31, 2024)

Senior Food Program

GSLC partnered with the Food Bank of Contra Costa and Solano Counties to provide free groceries to seniors age 55 or older on the first and third Thursdays in February (1st and 15th).

Holding Hands Montessori Preschool

- Received quotes from five plumbing contractors for installation of new water heater in the Sanctuary building. Worked with Mike Henry to select best contractor from the five for doing this work.
- Received a draft lease document package from preschool principals and sent to council for review and comment.

Date: 3/7/2024

Team: Social Ministry

Name: Scott Etzel

- Performed a search for legal counsel with experience and specialization in leases, and sent findings to church council for review and comment.

American Red Cross Blood Drives

Dates for American Red Cross Blood Drives at Good Shepherd in 2024 are planned as follows;

- Thursday, June 13th
- Thursday, August 22nd
- Thursday, October 10th
- Thursday, December 12th

Diablo Valley Literacy Council (DVLC)

- DVLC has plans to conduct tutor training on Saturday, March 9th at Good Shepherd.

UPCOMING EVENTS/GOALS:

- Negotiate lease terms with preschool.
- Install new water heater in Sanctuary building.
- Begin work on improvements to Sanctuary basement necessary for preschool.

LONG TERM GOALS: [Events or goals that extend beyond 2 months. Include dates.]

- Preschool moved in and classes start August 1st 2024.

CONCERNS: [Any concerns for the upcoming months]

- A fire department official walked sanctuary basement on November 15th as a part of a proposed preschool on campus and identified several fire and life safety code violations in that area.
- FFF: Temporary loss of kitchen use by FFF while it is remodeled in early 2024. This includes daily food distribution during week (if not moved by then) as well as cooking for shelter meals once per month on Saturdays.
- FFF: Storage of household goods and furnishings in Luther Hall, and in some rooms on second floor of office building over capacity preventing access in the event of an emergency such as a fire or electrical issue. Note: Significant progress was made in clearing access lanes in the main room on second floor of office building in Spring of 2022.

OTHER COMMENTS: [Any other comments]

- None

COUNCIL ACTION ITEMS:

- Decide on follow up to fire department inspection report and notice of violations.



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

4005 Port Chicago Highway, Suite 250 • Concord, CA 94520-1180
Telephone: (925) 941-3300 • Fax: (925) 941-3309 • www.cccfpd.org

Business Name: Holding Hands Montessori
Attn: Julia Wolfe
4000 CLAYTON RD
CONCORD, CA, 94521

Attn:
1401 21ST STREET
SUITE R, SACRAMENTO, CA, 95811
Inspection
Number: CCCFP-2023-0001954

In accordance with the requirements of the California Health & Safety Code §13870 and Contra Costa County Fire Code Ordinance 2022-11, you are hereby ordered to immediately correct all violations as noted below upon receipt of this notice. A reinspection will be conducted to ensure compliance. Every person who fails to take immediate corrective action is guilty of a misdemeanor, which is punishable by imprisonment in the county jail not exceeding six months, or by a fine not exceeding one thousand dollars (\$1,000.00), or by both (§13871 H&S).

Third and subsequent inspections conducted to ensure compliance may result in a re-inspection fee being assessed to the business or business owner.

A fire and life safety inspection was conducted on **11/15/2023 16:31:44**. In the course of the inspection, it was determined that:

VIOLATIONS HAVE BEEN FOUND TO EXIST

Inspection Results

BUILDING & EMERGENCY ACCESS:

! Required

ITEM: Provide address numbers and letters for building identification, minimum 4 inches in height, of a contrasting color, and plainly visible from the street.

CODE: CFC - 505.1 - Address identification. - New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

! Required

ITEM: Rooms containing fire protection equipment (FACP) or other utilities shall be clearly identified/labeled.

CODE: CFC - 509.1 - Identification. - Fire protection equipment shall be identified in an approved manner. Rooms containing controls for air-conditioning systems or fire protection systems shall be identified for the use of the fire department. Approved signs required to identify fire protection system equipment and equipment location shall be constructed of durable materials, permanently installed and readily visible.

! Required

ITEM: Properly label utility equipment, electrical panels, and gas shut-offs. All utility rooms are clearly labeled to their respective equipment.

CODE: CFC - 509.1.1 - Utility identification. - Where required by the fire code official, gas shutoff valves, electric meters, service switches and other utility equipment shall be clearly and legibly marked to identify the unit or space that it serves. Identification shall be made in an approved manner, readily visible and shall be maintained.

EMERGENCY PLANNING & PREPAREDNESS:

! Required

ITEM: Emergency evacuation maps posted in all occupied areas.

CODE: CFC - 403.4.1.1 - Emergency Pre-Fire Planning. - Each school principal, district superintendent or day nursery manager shall, in cooperation with the enforcing agency, prepare procedures to be followed in case of fire or other emergency. They should include the following: 1.Posting of the telephone number of the fire department in the office and/or at the main switchboard. 2.Assignment of a responsible person to call the fire department upon notification of any fire or activation of the alarm system for any reason other than fire drills. 3.Posting in a conspicuous place in each classroom or assembly area a plan showing paths of travel to evacuate the room in case of emergency and including an alternate route. 4.Posting in each classroom instructions to be followed by the teacher. These should include: 4.1. Maintaining of order during evacuation. 4.2. Removal of roll call book and calling of roll when designated evacuation area is reached.

FIRE EXTINGUISHERS:

! Required

ITEM: Fire extinguishers shall be manually inspected at least monthly. Provide annual certification for all fire extinguishers. Extinguishers shall be maintained, fully charged, operable, and kept in their designated places at all times when they are not being used. They shall have a current inspection tag, safety pin, be damage-free, and gauge shall indicate it is fully charged.

CODE: CFC - 906.2 - General requirements. - Portable fire extinguishers shall be selected, installed and maintained in accordance with this section and California Code of Regulations, Title 19, Division 1,

Chapter 3. Exceptions: 1.The distance of travel to reach an extinguisher shall not apply to the spectator seating portions of Group A-5 occupancies. 2.Thirty-day inspections shall not be required for portable fire extinguishers that are supervised by a listed and approved electronic monitoring device, provided that all of the following conditions are met: 2.1.Electronic monitoring shall confirm that extinguishers are properly positioned, properly charged and unobstructed. 2.2.Loss of power or circuit continuity to the electronic monitoring device shall initiate a trouble signal. 2.3.The extinguishers shall be installed inside of a building or cabinet in a noncorrosive environment. 2.4.Electronic monitoring devices and supervisory circuits shall be tested when extinguisher maintenance is performed. 2.5.A written log of required hydrostatic test dates for extinguishers shall be maintained by the owner to verify that hydrostatic tests are conducted at the frequency required by California Code of Regulations, Title 19, Division 1, Chapter 3. 3.In Group I-3, and in mental health areas of Group I-2, portable fire extinguishers shall be permitted to be located at staff locations. [California Code of Regulations, Title 19, Division 1, §565.1(a) through (c)] Classification of Hazards. (a) Light (Low) Hazard. Locations where the total amounts of Class A combustible materials, including furnishings, decorations and contents, is of minor quantity. These shall include buildings or rooms occupied as offices, classrooms, churches, assembly halls, etc. This classification anticipates that the majority of the contents are either noncombustible or so arranged that a fire is not likely to spread rapidly. Small amounts of Class B flammables used for duplicating machines, art departments, etc., are included provided that they are kept in closed containers and safely stored. (b) Ordinary (Moderate) Hazard. Locations where the total amounts of Class A combustibles and Class B flammables are present in greater amounts than expected under Light (Low) Hazard occupancies. These occupancies could consist of offices, classrooms, mercantile shops and allied storage, light manufacturing, research operations, auto showrooms, parking garages, workshop or support service areas of Light (Low) Hazard occupancies, and warehouses containing Class I or Class II commodities. (c) Extra (High) Hazard. Locations where the total amount of Class A combustibles and Class B flammables are present, in storage, production use, and/or finished product over and above those expected and classed as Ordinary (Moderate) Hazards. These occupancies could consist of woodworking, vehicle repair, aircraft and boat servicing, individual product display showrooms, product convention center displays, storage and manufacturing processes such as painting, dipping, coating, including flammable liquid handling. Also, included in warehousing of, or in-process storage of other Class I and Class II commodities. [California Code of Regulations, Title 19, Division 1, §565.2(a) through (e)] Selection by Hazard. (a) Extinguishers shall be selected for the specific class or classes of hazards to be protected in accordance with the following subdivisions (b), (c), (d) and (e). (b) Extinguishers for protecting Class A hazards shall be selected from the following: Water-type, halogenated agent types, multipurpose dry chemical and wet chemical type. (c) Extinguishers for protection of Class B hazards shall be selected from the following: carbon dioxide, dry chemical types, halogenated agent types and water-type and water chemical extinguishers rated for Class B hazards. (d) Extinguishers for protection of Class C hazards shall be selected from the following: carbon dioxide, dry chemical types, halogenated agent types and water mist types rated for Class C. Carbon dioxide extinguishers equipped with metal horns are not considered safe for use on fires in energized electrical equipment and, therefore, are not classified for use on Class C hazards. (e) Extinguishers and extinguishing agents for the protection of Class D hazards shall be of types approved for use on the specific combustible metal hazard. [California Code of Regulations, Title 19, Division 1, §566(a) through (f)] Application for Specific Hazards. (a) Class B Fire Extinguishers for Pressurized Flammable Liquids and Pressurized Gas Fires. Fires of this nature are considered to be a special hazard. Class B fire extinguishers containing agents other than dry chemical are relatively ineffective on this type of hazard due to stream and agent characteristics. Selection of extinguishers for this type of hazard shall be made on the basis of recommendations by manufacturers of this specialized equipment. The system used to rate extinguishers on Class B fires (flammable liquids in depth) is not applicable to these types of

hazards. It has been determined that special nozzle design and rates of agent application are required to cope with such hazards. Caution: It is undesirable to attempt to extinguish this type of fire unless there is reasonable assurance that the source of fuel can be promptly shut off. (b) Fire extinguishers provided for the protection of cooking appliances that use combustible cooking media (vegetable or animal oils and fats) shall be listed and labeled Class K fires. (c) Three-dimensional Class B Fires. A three-dimensional Class B fire involves Class B materials in motion such as pouring, running or dripping flammable liquids and generally includes vertical as well as one or more horizontal surfaces. Fires of this nature are considered to be a special hazard. Selection of extinguishers for this type of hazard shall be made on the basis of recommendations by manufacturers of this specialized equipment. The system used to rate extinguishers on Class B fires (flammable liquids in depth) is not directly applicable to this type of hazard. (d) Water Soluble Flammable Liquid Fires (Polar Solvents). Extinguishers used for the protection of water soluble flammable liquids, such as alcohols, acetones, esters, ketones, etc., shall be selected in accordance with Section 565.2. AFFF-type and FFFP-type fire extinguishers shall not be used for the protection of water soluble flammable liquids, such as alcohols, acetone, esters, ketones, etc., unless specifically referenced on the extinguisher nameplate. (e) Electronic Equipment Fires. Extinguishers for the protection of delicate electronic equipment shall be selected from the following: carbon dioxide type or a halogenated agent type, or a distilled water mist type with a minimum Class A:C Rating. (f) In patient care areas and sleeping rooms of health care facilities, fire extinguishers, including the agents and expelling means, should be selected and utilized that would not be detrimental to patients and are appropriate for the type of fire expected, such as distilled water mist type fire extinguishers with a minimum 2-A:C rating. [California Code of Regulations, Title 19, Division 1, §567.8] Installation Temperatures. Water-type (water, AFFF, FFFP) extinguishers shall not be installed in areas where temperatures are outside the range of 40°F to 120°F (4°C to 49°C). Other types shall not be installed in areas where temperatures are outside the range of -40°F to 120°F (-40°C to 49°C). Fire extinguishers shall not be exposed to temperatures outside of the range shown on the fire extinguisher label. Exceptions: 1. Where fire extinguishers are installed in locations subject to temperatures outside these ranges, they shall be of a type approved and listed for the temperature to which they are exposed, or they shall be placed in an enclosure capable of maintaining the stipulated temperature range. 2. Fire extinguishers containing plain water only can be protected to temperatures as low as -40°F (-40°C) by the addition of an antifreeze stipulated on the extinguisher nameplate. Calcium chloride solutions shall not be used in stainless steel fire extinguishers. 3. Some fire extinguishers are approved or listed for use at temperatures as low as -65°F (-54°C). [California Code of Regulations, Title 19, Division 1, §574.1] Frequency of Inspection. Fire extinguishers shall be manually inspected when initially placed in service. Thereafter, extinguishers shall be manually inspected at least monthly by the building owner, occupant or his/her authorized agent, or electronically monitored. Fire extinguishers shall be inspected at more frequent intervals when circumstances require, as determined by the Authority Having Jurisdiction. [California Code of Regulations, Title 19, Division 1, §574.2] Inspection Procedures. (a) In addition to California Code of Regulations, Title 19, Division 1, Section 574.1, fire extinguishers shall be manually inspected in accordance with this section if they are located where any of the following conditions exist: (1) High frequency of fires in the past. (2) Extra (high) hazard areas. (3) Location that makes fire extinguishers susceptible to mechanical or physical damage. (4) Exposure to abnormal temperatures or corrosive atmospheres. (b) Manual inspection of extinguishers shall include a check of at least the following items: (1) Located in designated place. (2) No obstruction to access or visibility. (3) Operating instructions on nameplate legible and facing outward. (4) Safety seals and tamper indicators not broken or missing. (5) Examine for obvious physical damage, corrosion, leakage or clogged nozzle. (6) Pressure gauge reading or indicator in the operable range or position. (7) Fullness determined by weighing or hefting. (8) For wheeled units, the condition of tires, wheels, carriage, hose and nozzle shall also be checked. (9) For nonrechargeable extinguishers using push-to-test pressure indicators, test the

indicator. (c) Electronic monitoring shall include monitoring of the following items: (1) Located in the designated place. (2) No obstruction to access or visibility. (3) Pressure gauge reading or indicator in the operable range or position. [California Code of Regulations, Title 19, Division 1, §567.1] Operating Conditions. Portable extinguishers shall be maintained in a fully charged and operable condition, and kept in their designated places at all times when they are not being used. [California Code of Regulations, Title 19, Division 1, §574.3] Corrective Action. When an inspection of any extinguisher reveals a deficiency in any of the conditions listed in Title 19, Division 1, Sections 574.2(b)(c), immediate corrective action shall be taken. [California Code of Regulations, Title 19, Division 1, §574.4] Nonrechargeable Extinguishers. When an inspection of any nonrechargeable fire extinguisher reveals a deficiency in any of the conditions listed in (3), (4), (5), (6), (7) or (9) of Title 19, Division 1, Section 574.2(b), it shall be discharged and removed from service. Exception: Nonrechargeable extinguishers containing a halon agent shall be removed from service, not discharged, and returned to the manufacturer or local fire extinguisher distributor having the capability of recovering the halon agent. [California Code of Regulations, Title 19, Division 1, §575.10] Out of Service. Fire extinguishers removed from service for maintenance or recharge shall be replaced by fire extinguishers suitable for the type of hazard protected and shall be of at least equal rating. [California Code of Regulations, Title 19, Division 1, §591.5] Replacement Extinguishers. Portable fire extinguishers shall not be removed from the premises for hydrostatic testing or any other purpose, without first replacing the extinguisher with a unit rated for the hazard being protected. The customer's original unit shall be returned within 60 calendar days. [California Code of Regulations, Title 19, Division 1, §596.7(a) and (b)] Removal of Tag. (a) No person shall remove any tag, collar or label required by Title 19, Division 1, Chapter 3, Article 9 from a portable fire extinguisher except when service is performed. (b) No person shall deface, modify or alter any tag collar or label required by California Code of Regulations, Title 19, Division 1, Chapter 3, Article 9 to be attached to any portable fire extinguisher. [California Code of Regulations, Title 19, Division 1, §574.5(a) through (c)] Inspection Record Keeping. (a) The fire extinguisher owner shall maintain records of all fire extinguishers inspected, including those extinguishers that were found to require corrective actions. Records shall be maintained until next required maintenance. (b) At least monthly, the date the manual inspection was performed and the initials of the person performing the inspection shall be recorded on a tag or label attached to the fire extinguisher, or an inspection checklist maintained on file, or an electronic system (e.g., bar coding) that provides a permanent record. (c) Fire extinguishers being inspected via electronic monitoring, whereby the extinguisher causes a signal at a control unit when a deficiency in any of the conditions listed in California Code of Regulations, Title 19, Division 1, Section 574.2(c) occurs, shall provide record keeping in the form of an electronic event log at the control panel.

FIRE ALARM SYSTEMS:

! Required

ITEM: Provide annual certification of building fire alarm systems. Fire alarm shall be maintained in an operable condition and tested annually per NFPA 72. Licensed contractors providing service shall upload required certification reports to the Contra Costa County Fire Protection District at www.thecomplianceengine.com.

CODE: CFC - 907.8 - Inspection, testing and maintenance. - The maintenance and testing schedules and procedures for fire alarm and fire detection systems shall be in accordance with Sections 907.8.1 through 907.8.4 and NFPA 72. Records of inspection, testing and maintenance shall be maintained.

COMMENTS:

ITEM: COMMENTS

RESULT: Occupant load for day care center

REMARK: Based on the square footage, the occupant load for the day care center would be at 23 children of ages 3 years or older.

Invoice Number(s)			
CCCFP-2023-0001374			

Inspection Signatures

Occupancy Contact Signature

Unable to sign:

Discussed on site

Inspector Signature



Julia Wolfe
Inspection Contact
925-222-5934
julia@hhmont.org
4000 Clayton Rd, Concord, 94521

Steve Aubert
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925-250-5758
saube@cccfd.org

CIVIL LIABILITY
CALIFORNIA STATE HEALTH AND SAFETY CODE

13871

- (a) Any citation issued by a district for violation of a fire prevention code or a district ordinance may be processed pursuant to subdivision (d) of Section 17 of the Penal Code.
- (b) Every person who fails or refuses to correct or eliminate a fire or life hazard after written order of a district board or its authorized representative is guilty of a misdemeanor.
- (c) Every person who falsely personates a member of a district board or an officer or employee of a district is guilty of a misdemeanor.
- (d) Every misdemeanor is punishable pursuant to Section 19 of the Penal Code.

CCCFPD ORDINANCE 2012-03

An Enforcement Officer may impose an administrative fine on an Owner if the violation has not been corrected as specified in the notice of violation. The amount of the fine will be one hundred dollars (\$100.00) for a first violation, five hundred dollars (\$500.00) for a second violation of the same Code section within one year, and one thousand dollars (\$1000.00) for each additional violation of the same Code section within one year. Acts, omissions or conditions in violation of the Code that continue, exist or occur during separate ten-day periods constitute separate violations and offenses for each ten-day period.

CRIMINAL LIABILITY
CALIFORNIA PENAL CODE 19

Except in cases where a different punishment is prescribed by any law of this state, every offense declared to be a misdemeanor is punishable by imprisonment in the county jail not exceeding six months, or by fine not exceeding one thousand dollars (\$1,000), or by both.