

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – June 26, 2013**

MISSION STATEMENT

In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.

Location: 1500 Bollinger Canyon Road
Administrative Building-Boardroom
San Ramon, CA 94583

Board Members Present: Directors Dakin, Kerr, Stamey and Umont.

Board Members Absent: Director Price

Staff Present: Fire Chief Meyer, Administrative Services Director Leete, District Counsel Ross, Fire Marshal Kiefer, Finance Supervisor Sasser, Technology Systems Manager Call, Battalion Chief Viera, Union Representative Atkin, District Clerk Brooks.

1. Call to Order

President Stamey called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

President Stamey led the Pledge of Allegiance.

3. Determination of Quorum and Confirmation of Agenda

There was a quorum. Board President Stamey asked that Consent Calendar Item 5.4 be moved to Old Business.

4. Public Comment

Jim Delano who is a District resident and owns a business in San Ramon was present to discuss District fees related to item 8.3 when the Board got to that agenda item.

5. Consent Calendar

Director Dakin moved approval of Consent Calendar items 5.1-5.6 (1-2) with the exception of Consent Calendar item 5.4 which was moved to Old Business. Director Kerr seconded the motion. Motion carried.

6. Special Announcements/Presentations/General Business

None.

7. **Old Business**

- 7.1 Open Public Hearing for the purpose of receiving public comment to show cause why hazard abatement orders should not be enforced.

No resident spoke to this item. Fire Marshal Kiefer stated that the program is going well.

- 7.2 Adoption of Annual Operating Budget for Fiscal Year 2013-2014.

Board President Stamey wanted to have an opportunity for members of the audience to speak to this item. Chief Meyer stated that staff has worked hard with labor and the unrepresented employees to take care of some of the fiscal issues the District is facing in order to present a balanced budget. Chief Meyer credited staff for their help in balancing the budget.

8. **New Business**

- 8.1 Discussion and possible approval of Excess Workers Compensation Insurance for 2013-14.

Administrative Services Director Leete provided the background on this item stating that we purchase excess workers compensation insurance in the event of a catastrophic event. Director Dakin mentioned he provided a broker name with contact information to Administrative Services Director Leete.

Motion by Director Kerr, seconded by Director Dakin to authorize staff to proceed with the acceptance of the excess workers' compensation insurance policy with Safety National Casualty Corp. Motion carried.

- 8.2 Discussion and possible approval of the purchase of Fire Chief Command Vehicle.

Battalion Chief Viera provided information on the requirements of the Chief's Command Vehicle stating there would be additional costs to outfit the vehicle.

Motion by Director Dakin, seconded by Director Kerr to approve the purchase and payment of one 2014 Chevrolet Tahoe in the amount of \$42,149 with the build-out/outfit not to exceed a net price of \$12,500. Motion carried.

- 8.3 Open Public Hearing regarding Ordinance No. 28 adopting the District Fee Schedule.

Resident and business owner Jim Delano spoke to this Ordinance stating that some years he was charged fees and some years he would not be charged fees in his business and how the increased fees will affect him. The Board thanked Mr. Delano for his concerns. Fire Marshal Kiefer provided the background stating that a fee study was done in 2010 and that this year she looked to our neighboring agencies for cost comparisons. Chief Meyer stated that the increase in revenue with the fee study did not make a difference in

our balancing the District budget and that we are not asking outside of what is acceptable. Director Dakin discussed local business owners who live in our District and pay taxes and he did not want them to be hit too hard with fees. Director Dakin also asked that the Board be made aware of any comments that come through regarding the increase in fees. Due to a conflict of interest, Director Kerr recused himself from the decision regarding the fees.

Motion by Director Dakin to introduce and read in title only District Ordinance 28, continue the matter for final adoption, schedule a public hearing on July 24, 2013 and authorize the District Clerk to publish notices of such public hearing and also provide a copy for public examination. Motion seconded by Director Umont and carried by roll call vote.

8.4 Discussion and possible approval of new perimeter fence at new Station 32 in an amount not to exceed \$10,000.

Fire Marshal Kiefer explained that currently there is a chain link fence around new Station 32, due to the residents complaining that this is unsightly; a new redwood fence will be constructed. The issue of landscaping was also discussed and Chief Meyer stated that the fence will go up first, and then landscaping of this site can be discussed. Motion by Director Dakin, seconded by Director Kerr to approve the installation of a new perimeter fence in an amount not to exceed \$10,000. Motion carried.

8.5 Discussion and possible approval of amendment to contract with LCA Architects for an additional amount of \$1,200.00 for modifications to the design of new Station 32.

Fire Marshal Kiefer stated that this additional amount was to explore the undergrounding of power poles. Motion by Director Dakin, seconded by Director Kerr to recommend amending the LCA contract for an additional amount of \$1,200 for a total contract amount of \$257,200. Motion carried.

8.6 Discussion and possible approval of amendment to contract with LCA Architects for an additional amount of \$7,785.00 for redesigned features of new Station 32.

Fire Marshal Kiefer explained the reasons for the additional services. After lengthy discussion, the Board decided that additional clarification was needed therefore; this item would be brought back at the July Board meeting.

8.7 Report by Finance Committee from May 23, 2013 Finance Committee meeting.

Director Kerr stated that at the May 23rd Finance Committee meeting, the following items were discussed: goals for Fire Chief and Board, the budget and the Debt Management Policy.

8.8 Consider staff's recommendation to award the bid for videographer services in the amount of \$33,550.00, as part of UASI grant awarded to the SRVEPCCC.

Fire Marshal Kiefer provided the background stating that staff is recommending awarding the bid for the training video to Leonard Nelson Video. Motion by Director Dakin, seconded by Director Kerr to award the bid for videographer services in the amount of \$33,500.00 to Leonard Nelson Video. Motion carried.

8.9 Discussion and possible adoption of modifications to the Standards of Cover.

Battalion Chief Viera provided the background of this item stating that the Standards of Cover was adopted in 2009, and recommended that the Board adopt the modification to the Standards of Cover adding the Wilderness Management zone designation. Director Dakin complimented Training Chief Duggan on his report. Motion by Director Dakin to adopt the modifications to the Standards of Cover, seconded by Director Kerr. Motion carried.

9. Correspondence

The Board complimented the individual employees noticed in the correspondence this month.

10. Monthly Activity Reports

10.1 Operations – Battalion Chief Viera

Battalion Chief Viera stated that Captain Aguiar is helping out with the recruit academy, and that interviews were being held for the vacant EMS Specialist position. Battalion Chief Viera also stated that fire trail grading has been occurring on the trails throughout the District.

10.2 Support Services – Battalion Chief Viera

Battalion Chief Viera stated that Support Services is finishing up year end projects and will be evaluating the generator at Station 39.

10.3 Fire Prevention – Fire Marshal Kiefer

Fire Marshal Kiefer updated the Board on the International Code Council Hearings which several staff members attended, the Executive Fire Officer program which she attended and that the Exterior Hazard Abatement program is going well.

10.4 Administrative Services – Administrative Services Director Leete

Administrative Services Director Leete stating his department has been working on grants and finalizing the budget. The Board discussed the two cases of pneumonia listed in the Administrative Services monthly report, and asked that exposure reports be filed.

10.5 Fire Chief – Fire Chief Meyer

Fire Chief Meyer stated that he attended an Alamo Rotary Meeting, Fallen Heroes event, City of San Ramon Council meeting for introduction and also met with Fitch & Associates, regarding the EMS Study. Chief Meyer also thanked everyone for attending his badge pinning ceremony on June 7th.

11. Good of the Order

Fire Chief Meyer complimented Senior Office Assistant Debbie Faria for her work with the City of San Ramon Transportation Department and their 511 program to secure two new free bike racks to be installed in front of the Fire District Administrative Offices.

Director Umont read a newspaper article regarding ambulance costs and stated that he would like to see a report on the cost per person here in our District for ambulance services.

12. Closed Session

- 12.1 Status of labor negotiations between the District and the San Ramon Valley Firefighters Association under the provisions [Authorized under Government Code §54957.6 and 54954.5(e)].
- 12.2 Personnel Matter: Request for Leave Without Pay [Pursuant to Government Code § 54957].
- 12.3 Existing litigation [Pursuant to Government Code §54956.9(d)(1)]:
 - 1). City of Brentwood, et al v. Robert Campbell, in his Official Capacity of Auditor Controller of Contra Costa County, et al, Contra Costa Superior Court Case No. N11-1029.
 - 2). “Contra Costa County Deputy Sheriffs Association v. Contra Costa County Employees’ Retirement Association, Contra Costa County Superior Court Case No. MSN12-1870.”
- 12.4 Conference with District Counsel – Potential Litigation (2 matters). [Pursuant to Government Code §54956.9(d)(2)]. Facts and circumstances that might result in litigation need not be disclosed.
- 12.5 Personnel Matter: Discuss terms and conditions and possible action of Assistant Chief position [Pursuant to Government Code § 54957 and 54954.5(e)]

Board Minutes

June 26, 2013

13. **Return to Open Session**

Regular session ended: 8:55 p.m.
Closed session began: 9:06 p.m.
Closed session ended: 10:45 p.m.
Regular session reconvened: 10:45 p.m.

14. **Report Upon Return from Closed Session (if applicable)**

15. **Adjournment**


The meeting adjourned at 10:50 p.m.

Prepared by:



Susan F. Brooks
District Clerk

Approved by:



Matthew J. Stamey
Board President