

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Board of Directors Regular Board Meeting

Wednesday, December 19, 2012 – 7:05 p.m.

*Gordon Dakin, Director ~ H. Jay Kerr, Director ~ Jennifer Price, Director
Matthew J. Stamey, Director ~ Glenn Umont, Director*

~MISSION STATEMENT~

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

Meeting location: **S.R.V.F.P.D. Administrative Offices - Boardroom**
1500 Bollinger Canyon Road, San Ramon, CA 94583

AGENDA

- 1. CALL TO ORDER**
- 2. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**
- 3. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS**

- 3.1 Introduction of New Board Members: Gordon Dakin and H. Jay Kerr; and Incumbent Matt Stamey.
- 3.2 Recognition of 2012 Firefighter of the Year Battalion Chief Mike Picard, and 2012 Employee of the Year Office Assistant Marge Reed.
- 3.3 Recognition of CERT Communicator of the Year: Sean Medina
- 3.4 Recognition of CERT Leader of the Year: Matthew Ridgers
- 3.5 Recognition of CERT Instructor of the Year: Chuck Jackson
- 3.6 Recognition of San Ramon Valley Emergency Preparedness Citizen Corps Council Volunteer of the Year: Cliff Buxton
- 3.7 Recognition of San Ramon Valley Emergency Preparedness Citizen Corps Council Service Award: Joe & Edie Farrell

****At this time in the meeting, the Board will take a 10-minute break****

- 4. PUBLIC COMMENT**

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 *et seq.*) and may be limited to three (3) minutes for any person addressing the Board. Please complete a "Request to Speak" form and submit it to the District Clerk.

- 5. CONSENT CALENDAR**

Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.

- 5.1 Approve the salaries, payroll taxes and retirement contributions for the month of November, 2012 in the amount of \$3,538,248.59.
- 5.2 Approve the demand register for the period November 10, 2012 through December 9, 2012, in the amount of \$2,194,618.75.
- 5.3 Approve the minutes from the November 26, 2012 regular Board meeting.
- 5.4 Authorization for approval of payment to State of California for FY 2012-13 Worker's Compensation Self-Insurance Assessment in the amount of \$41,286.62.
- 5.5 Authorization for approval of payment to Red Cloud, Inc., in the amount of \$36,345.00 for installation of mobile radios.
- 5.6 Authorization for approval of payment to Carone and Company, Inc., for construction services for Station 32 demolition and grading in the amount of \$82,064.33.
- 5.7 Personnel Actions:
 1. Approve staff's recommendation to promote FF/PM Jonas Aguiar from Step 5, to Fire Captain, Step 2, effective December 1, 2012.
 2. Approve staff's recommendation to promote FF/PM Sean O'Dwyer from Step 5, to Fire Captain, Step 2, effective December 1, 2012.
 3. Approve staff's recommendation to promote FF/PM Erik Falkenstrom from Step 5, to Engineer/PM, Step 5, effective December 1, 2012.
 4. Approve staff's recommendation to promote Fire Captain Lon Phares from Step 5, to Battalion Chief, Step 1, effective December 10, 2012.
 5. Approve staff's recommendation to promote Engineer Martin Rossen from Step 5, to Fire Captain, Step 4, effective December 10, 2012.
 6. Approve staff's recommendation to promote FF/PM Mike Mohun from Step 5, to Fire Captain, Step 2, effective December 10, 2012.
 7. Approve staff's recommendation to promote FF/PM Scott Sauve from Step 5, to Fire Captain, Step 2, effective December 10, 2012.
 8. Approve staff's recommendation to promote FF/PM Jon Sinclear from Step 5, to Fire Captain, Step 2, effective December 10, 2012.
 9. Approve staff's recommendation to promote FF/PM Grant Sparkes from Step 5, to Engineer/PM, Step 5, effective December 10, 2012.
 10. Approve staff's recommendation to promote FF/PM Scott Balch from Step 5, to Engineer/PM, Step 5, effective December 10, 2012.

6. OLD BUSINESS

- 6.1 Discussion regarding District 2012/13 Budget (monthly on-going and periodic review).
- 6.2 Discussion regarding District staff replacement on Redevelopment Successor Agency Oversight Board for the City of San Ramon and the Town of Danville.

7. NEW BUSINESS

- 7.1 Nominations for Board President and Vice President for 2013.
- 7.2 Presentation of 2012 District Comprehensive Annual Finance Report (CAFR) by Vavrinek, Trine, Day & Company, LLP.

- 7.3 Discussion of Recommendation for Selection of Firm to Complete Facilities, Fleet and Equipment Reserve Study.
- 7.4 Consider Adoption of Resolution No. 2012-10 establishing with the Contra Costa County Recorder's office the assessment of property taxes in the form of liens for properties abated by the District.
- 7.5 Authorization to hire Assistant Chief Jack Barton as Per Diem Employee.

8. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

9. MONTHLY ACTIVITY REPORTS FOR NOVEMBER, 2012

- 9.1 Operations/Training Division/Special Operations-Assistant Chief Barton
Standards of Cover Policy Compliance Report.
- 9.2 Support Services-Chief Price
Support Services Report of monthly activities.
- 9.3 Fire Prevention – Fire Marshal Jamison
Fire Prevention Report of monthly activities.
- 9.4 Administrative Services – Administrative Services Director Leete
 - a). Monthly Finance Activities/Reports
 - b). Monthly Human Resources Activities/Reports
- 9.5 Fire Chief – Chief Price
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

10. GOOD OF THE ORDER

11. CLOSED SESSION

- 11.1 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)].
- 11.2 Conference with District Counsel – Potential Litigation
Possible exposure to litigation (one matter). [Pursuant to Government Code §54956.9(b)(2) and 54954.5(c)]. Facts and circumstances that might result in litigation need not be disclosed. [Pursuant to Government Code§54956.9(b)(3)(A)].
- 11.3 Conference with District Counsel – Potential Litigation Workers Compensation Claim No. SRV1200032, dated 12/2/11 Richard Perry vs. San Ramon Valley Fire Protection District [Authorized under Government Code § 54956.9(b)].
- 11.4 Personnel Matter: Fire Chief-Classification of Duties: Continuity [Authorized under Government Code § 54954.5 (e) and 54957].

12. RETURN TO OPEN SESSION

13. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

14. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, JANUARY 23, 2013 AT 7:00 P.M.

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on December 13, 2012 at the District's Administration Building and the San Ramon Valley Fire Protection District's website at www.firedepartment.org

The San Ramon Valley Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 1500 Bollinger Canyon Road, San Ramon, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact District Clerk Sue Brooks at (925) 838-6661.