

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – December 19, 2012**

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, Price, Stamey and Umont.

Staff Present: Chief Price, Assistant Chief Barton, Administrative Services Director Leete, District Counsel Ross, Fire Marshal Kiefer, Technology Services Manager Call, Finance Supervisor Sasser, Battalion Chief Viera, Union President Mohun, District Clerk Brooks.

1. Call to Order

Vice-President Stamey called the meeting to order at 7:05 p.m.

2. Determination of Quorum and Confirmation of Agenda

There was a quorum and no changes to the agenda.

3. Special Announcements/Presentations/General Business

3.1 Introduction of New Board Members: Gordon Dakin and H. Jay Kerr; and Incumbent Matt Stamey.

Chief Price welcomed and congratulated the new Board members.

3.2 Recognition of 2012 Firefighter of the Year Battalion Chief Mike Picard, and 2012 Employee of the Year Office Assistant Marge Reed.

Chief Price introduced BC Picard and read his nomination for the 2012 Firefighter of the Year. Board President Stamey then presented BC Picard with his 2012 Firefighter of the year award. BC Picard thanked the Board, staff and his family for all of their support.

Chief Price introduced the 2012 Employee of the Year Marge Reed and read her nomination for 2012 Employee of the Year. Board President Stamey then presented Office Assistant Reed with her award. Office Assistant Reed thanked everyone for their support

3.3 Recognition of CERT Communicator of the Year: Sean Medina

CERT Coordinator Bell provided the background of the CERT Communicator of the Year and then presented him with a certificate and plaque. The Board and staff thanked Mr. Medina for his volunteer work.

3.4 Recognition of CERT Leader of the Year: Matthew Ridgers

CERT Coordinator Bell provided the background of the CERT Leader of the Year and then presented him with a certificate and plaque. The Board and staff thanked Mr. Ridgers for his volunteer work.

3.5 Recognition of CERT Instructor of the Year: Chuck Jackson

CERT Coordinator Bell provided the background of the CERT Instructor of the Year, and then presented him with a certificate and plaque. The Board and staff thanked Mr. Jackson for his volunteer work.

3.6 Recognition of San Ramon Valley Emergency Preparedness Citizen Corps Council Volunteer of the Year: Cliff Buxton

CERT Coordinator Bell provided the background of the Citizen Corps Council Volunteer of the Year and then presented him with a certificate and plaque. The Board and staff thanked Mr. Buxton for his volunteer work.

3.7 Recognition of San Ramon Valley Emergency Preparedness Citizen Corps Council Service Award: Joe & Edie Farrell

EMS Coordinator Swartzell introduced Joe and Edie Farrell and provided their background and presented them with a certificate and plaque. Joe Farrell then spoke about being a cardiac arrest survivor, and thanked the Board and staff for all of their support.

At this time in the meeting, the Board took a 10-minute break.

4. Public Comment

Ed Chiverton, an Alamo resident welcomed the new Board and stated that they have a lot of work ahead of them dealing with the challenging financial state the District is facing. The Board thanked Mr. Chiverton for his comments.

Tom Maruyama, Arata Equipment Co., welcomed the new Board and commended the District for recognizing their paid and volunteer staff. The Board thanked Mr. Maruyama for his comments.

John Wyatt, an Alamo resident congratulated the new Board stating that the District is in need of financial stability and a long range plan to get back on track. The Board thanked Mr. Wyatt for his comments.

Don Reid, a Danville resident commended our wonderful volunteers and asked for a response regarding the costs to run our ambulances (fuel, supplies, etc.). The Board thanked Mr. Reid for his comments.

Mike Mohun, Union President welcomed the new board members. The Board thanked Mr. Mohun for his comments.

5. Consent Calendar

Director Dakin had a question about item 5.6 and what the \$82,000 was for. Staff responded to Director Dakin.

Director Price moved approval of Consent Calendar items 5.1-5.7 (1-10). Director Kerr seconded the motion. Motion carried.

6. Old Business

6.1 Discussion regarding District 2012/13 Budget (monthly on-going and periodic review).

Administrative Services Director Leete informed the Board that the District received the December installment of property taxes and that it was slightly less than last year.

6.2 Discussion regarding District staff replacement on Redevelopment Successor Agency Oversight Board for the City of San Ramon and the Town of Danville.

Chief Price provided the background on this item. It was the consensus that the Board address this at the January board meeting when Committee selections for 2013 will be confirmed. Director Dakin suggested that the replacement should be someone with redevelopment expertise.

7. New Business

7.1 Nominations for Board President and Vice-President for 2013.

Director Price nominated Director Stamey for President, no other nominations were suggested. Director Kerr seconded the motion. Director Stamey was confirmed as Board President for 2013.

Director Dakin nominated Director Umont for Vice-President, no other nominations were suggested. Director Kerr seconded the motion. Director Umont was confirmed as Board Vice-President for 2013.

7.2 Presentation of 2012 District Comprehensive Annual Finance Report (CAFR) by Vavrinek, Trine, Day & Company, LLP.

Finance Supervisor Sasser provided the background of this item, then introduced Tse-Ki Lam from Vavrinek, Trine, Day & Company who explained our audit which she stated received a clean opinion.

Director Dakin asked about the placement of the District Counsel on the Organization Chart in the CAFR. Chief Price stated that the correction would be made on the organization chart. Administrative Services Director Leete provided a power point presentation highlighting the CAFR.

Motion by Director Price to accept the 2012 CAFR, the report on Internal Control and Required Communications and the Agreed Upon Procedures Applied to Appropriations Limit Schedule report for the fiscal year ended June 30, 2012. Director Dakin seconded the motion which included the change to the organization chart. Motion carried.

7.3 Discussion of Recommendation for Selection of Firm to Complete Facilities, Fleet and Equipment Reserve Study.

Administrative Services Director Leete provided the background of this item. Director Umont asked if this was imperative this year, Director Dakin asked if we could do this in-house. After some discussion, it was the consensus that this item be tabled to a future meeting at which time a copy of the proposal and attendance from the firm could be available. Director Dakin moved to table this item. Director Umont seconded the motion. Motion carried.

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.

Fire Marshal Kiefer provided the background of this Resolution. Motion by Director Dakin to Adopt Resolution No. 2012-10. Motion seconded by Director Price. Motion carried by roll call vote.

7.5 Authorization to hire Assistant Chief Jack Barton as Per Diem Employee.

At this time in the Meeting, Union President Mohun spoke to this item saying that he disagreed with the recommendation and it will be viewed as double-dipping and would not give those who are eligible for a promotion a chance to promote. Chief Price stated that this would be a temporary contract and a prudent decision during this time of transition. After some discussion, the Board agreed that this item could be discussed in open session to allow for transparency. Director Kerr made a motion to authorize the Fire Chief to offer a post-retirement agreement on a per diem basis to Assistant Chief Barton. There was no second. Motion died.

8. **Correspondence**

No comment.

9. **Monthly Activity Reports**

9.1 Operations – Assistant Chief Barton

Assistant Chief Barton stated that the District is meeting its goals regarding response times. He has been very busy this month with many promotions due to retirements. Five new hires will start on 1/2/13.

9.2 Support Services – Chief Price

Fire Marshal Kiefer responded to this report stating that the EBRCS project is moving forward, and nearly complete and that the weather has caused some delays with work being done on new Station 32. Work in progress includes capping of the well, and hydroseeding work.

9.3 Fire Prevention – Fire Marshal Kiefer

Fire Marshal Kiefer summarized the Public Education totals for the year and briefly discussed the HeartSafe Committee work and the recent Residential Care Facility Working Group training.

9.4 Administrative Services – Administrative Services Director Leete

Administrative Services Director Leete stated that his department has been working on the EBRCS grant, and will be working with five new hires scheduled to begin work January 2, 2013.

9.5 Fire Chief – Fire Chief Price

Chief Price updated the Board regarding the article that will come out in the San Ramon Times this week regarding our response times; the Board of Supervisor's meeting regarding the closing of fire stations in neighboring cities; and an upcoming New Farm Project.

10. **Good of the Order**

Director Dakin stated that being on the Board again, he has noticed that some things are different and some things have stayed the same here at the District.

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

Regular session ended: 10:03 p.m.
Closed session began: 10:13 p.m.
Closed session ended: 11:43 p.m.
Regular session reconvened: 11:43 p.m.

13. Report Upon Return from Closed Session (if applicable)

14. Adjournment

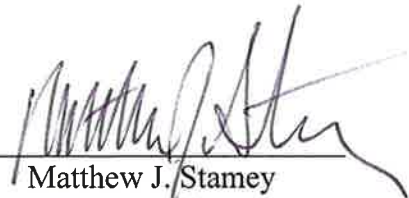
The meeting adjourned at 11:45 p.m., to the next regular meeting of **Wednesday, January 23, 2013.**

Prepared by:



Susan F. Brooks
District Clerk

Approved by:



Matthew J. Stamey
Board President