

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
Minutes – February 25, 2009**

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: Dickson, Linari, and Lindsay

Absent: Administrative Services Director Leete, Training Chief Krause, Directors Sandy and Price

Staff Present: Chief Price, Assistant Chief Collins, Assistant Chief Hart, Fire Marshal Jamison, District Counsel Ross, Finance Supervisor Philapil, Technology Systems Manager Call, Union President Keel, Battalion Chief Viera, Special Operations BC Mike Picard, EMS Coordinator Andy Swartzell, EMS Specialist Chris Eberle, District Clerk Brooks.

1. Call to Order

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

2. Pledge of Allegiance

President Dickson led the Pledge of Allegiance.

3. Determination of Quorum and Confirmation of Agenda

There was a quorum.

4. Consent Calendar

- 4.1 Approve the salaries, payroll taxes and retirement contributions for the month of January, 2009 for \$3,160,139.29.
- 4.2 Approve the demand register for the period January 15, 2009 through February 17, 2009 in the amount of \$836,784.01.
- 4.3 Approve the minutes from the January 28, 2009 regular board meeting including District Counsel's closed session report.
- 4.4 Implementation of Revised Job Classification (EMS Coordinator/Reclassification of EMS QI Coordinator to EMS Coordinator).
- 4.5 Authorization for payment of \$62,931.40 to Aztec Consultants for remaining retention for Fire Station No. 31, Apparatus Building.
- 4.6 Authorization for payment of \$155,278.00 to W.A. Thomas Co., Inc., for Progress Payment No. 13 for the construction of Fire Station No. 36.

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- 4.7 Authorization for payment of \$119,615.61 to Contra Costa County Elections Department for November 4, 2008 General Election Fees.
- 4.8 Authorization of sale and/or disposition of District 1992 Ford Aerostar.
- 4.9 Personnel Actions:
 - 1. Approve staff's recommendation for the merit salary increase for Fire Prevention Specialist Kim French to Step 4, effective 2/12/09.
 - 2. Approve staff's recommendation for a merit salary increase for Fleet Mechanic Richard Nogueira to Step 3, effective 2/1/09.

Director Lindsay moved approval of the consent calendar items 4.1-4.9 1-2. Director Linari seconded the motion. Motion carried.

5. Public Comment

None

6. Special Announcements/Presentations/General Business

- 6.1 Badge Pinning Ceremony for EMS Specialist Chris Eberle.

Chief Price stated that this change is part of the EMS reorganization approved by the Board, making this position a safety position. Board President Dickson presented EMS Specialist Eberle with his badge, which his mom then pinned on him. Chief Price and President Dickson presented the family with gifts. The Board congratulated EMS Specialist Eberle.

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

7. Old Business

None

8. New Business

- 8.1 Discussion and possible adoption of new Strategic Plan for the period of 2008-2013.

Chief Price presented the background of this item to the Board stating that this Plan has been in the works for the past year, and that he was asking for the Board's recommendation to adopt the Strategic Plan for 2008-2013. Chief Price stated that he is currently working on the District Business Plan also.

Motion by Director Lindsay to adopt the Strategic Plan for the period 2008-2013. Director Linari seconded the motion. Motion carried.

- 8.2 Discussion and possible action on "Executive Management Team" designation and role in closed session matters.

Chief Price presented the background of this item to the Board stating that this was mainly a housekeeping issue to allow clarity that all Chief direct reports would attend Board closed session meetings.

Motion by Director Lindsay to designate the Fire Chief and four senior managers with direct reporting authority to the Fire Chief as the "Executive Management Team", and authorize these five members to attend closed session matters before the Board unless otherwise directed. Director Linari seconded the motion. Motion carried.

8.3 Discussion and possible authorization to lease 9399 Fircrest Lane Office Building to Proposed Lessee, IAFF Local 3546

Assistant Chief Hart provided the background of this item to the Board, stating that staff is in the final stages of cleaning up the office and that the Union has requested to lease this office space for \$1.50 per square foot, and was seeking authorization for this from the Board.

Motion by Director Lindsay to authorize a lease agreement with Local 3546 for office space at 9399 Fircrest Lane, for \$1.50 per square foot. Director Linari seconded the motion. Motion carried.

8.4 Discussion and selection of date for May Board Budget Workshop

Chief Price and District Clerk Brooks suggested several dates for a budget workshop. The Board agreed to the date of Tuesday, May 12, 2009 from 1-5 p.m. for a Board Budget Workshop.

9. Correspondence

Director Linari asked staff for details regarding the correspondence from a local business regarding permit fees. Fire Marshal Jamison stated that several permits for this business were the reason for the high fees.

Director Lindsay complimented staff on the correspondence regarding the fire on Ramona Way in Alamo.

10. Monthly Activity Reports

10.1 Operations – Assistant Chief Collins

Assistant Chief Collins provided the monthly Operations report and also highlighted the apparatus status report that was included in the packet.

10.2 Support Services – Assistant Chief Hart

Assistant Chief Hart provided the monthly Support Services report to the Board highlighting the new Station 36 "substantial completion" – Milestone reached Feb. 18, 2009 stating that the contractor has met all of their contractual obligations and that the District would take possession of this facility soon. Assistant Chief Hart also stated that the mechanics are now doing pump-testing in-house.

10.3 Training – Division Chief Krause

Assistant Chief Collins provided the monthly Training Division report to the Board in Chief Krause's absence, stating that tiller truck training is an ongoing endeavor.

10.4 Fire Prevention – Fire Marshal Jamison

Fire Marshal Jamison provided the monthly Fire Prevention report highlighting what went well, especially the Grad Night event. Director Lindsay suggested involving the residents with the Diablo Fire Safe Council.

Director Linari asked if there were programs in place for businesses that were having a hard time paying their inspection fees. Fire Marshal Jamison stated that yes, they are working on reviewing fee collections.

10.5 Administrative Services-Administrative Services Director Leete

Finance Supervisor Philapil provided the monthly update to the Board and those present. Director Lindsay asked how the employees listed in the illness/injury report were doing. Chief Price would forward her an update on these employees.

10.6 Fire Chief – Chief Price

Chief Price informed the Board of a variety of meetings he had attended this past month and highlighted the SUASI Grant of \$12,000 the District received for Damage Assessment Guides. Chief Price stated that Shana Jones is no longer using space at our district admin. office, and thanked our staff for allowing her the space these past few months.

11. Good of the Order

Director Lindsay stated that Chief Price has been attending and speaking at several valley functions and complimented him on the wealth of information he is getting out to valley residents.

12. Closed Session

12.1 Conference with District Counsel – Potential Litigation

Possible exposure to litigation (one matter)

[Pursuant to Government Code §54956.9(b)(2) and 54954.5(e)]. Facts and circumstances that might result in litigation need not be disclosed. [Pursuant to Government Code § 54956(b) (3)(A)]

12.2 Conference with Real Property Negotiators

Negotiators: Assistant Chief Steve Hart/Chief Richard Price

Property Locations:

A). APN# 198-132-017-7/Danville Boulevard, Alamo, CA

B). 4701 Camino Tassajara, Danville, CA

[Authorized under Government Code §54956.8 and 54954.5(e).]

12.3 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).]

13. Return to Open Session

Regular session ended:	8:05 p.m.
Closed session began:	8:20 p.m.
Closed session ended:	9:17 p.m.
Regular session reconvened:	9:17 p.m.

14. Adjournment

The meeting adjourned at 9:20 p.m. to the next Regular Board Meeting of March 25, 2009.

Prepared by: 
Susan F. Brooks, District Clerk

Approved by: 
Board President Nick Dickson