

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – March 24, 2010**

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: President Lindsay, Directors Dickson, Linari, Price and Stamey.

Staff Present: Chief Price, Assistant Chief Collins, Assistant Chief Hart, Fire Marshal Jamison, Administrative Services Director Leete, Finance Supervisor Sasser, Technology Systems Manager Call, District Counsel Ross, Battalion Chief Barton, and District Clerk Brooks.

1. Call to Order

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

2. Pledge of Allegiance

Board President Lindsay led the Pledge of Allegiance.

3. Determination of Quorum and Confirmation of Agenda

There was a quorum and no changes to the agenda.

4. Public Comment

None.

5. Consent Calendar

Director Dickson moved approval of consent calendar items 5.1-5.6 (1-2). Director Linari seconded the motion. Motion carried.

Board President Lindsay came back to this item stating that she had one correction to the February 24, 2010 minutes under item 8.2 – wording should read: Steve Morgan was the Special Districts for Contra Costa County representative to LAFCO.

Director Price moved reconsideration of consent item 5.3 for possible correction. Director Stamey seconded the motion. Motion carried.

6. Special Announcements/Presentations/General Business

6.1 Recognition of Assistant Chief Collins – CFO Designation and EMS Coordinator Swartzell – CMO Designation.

Chief Price invited Assistant Chief Collins and EMS Coordinator Swartzell up to the podium. Chief Price presented the background of these two designations and stated the importance of these designations in our accreditation process and that our Strategic Plan includes wording supporting these leadership programs. Chief Price stated how proud he was of both Assistant Chief Collins and EMS Coordinator Swartzell. The Board also congratulated them.

7. Old Business

- 7.1 Continuation – Memo from LAFCO Executive Director Regarding Independent Special District Selection Committee meeting of April 19, 2010 – Special District Vacancy and Call for Nominations.

Director Stamey volunteered to attend the April 19, 2010 Special District Selection Committee meeting as the Districts designee. District Clerk Brooks will notify LAFCO of Director Stamey's attendance at the April 19th meeting.

- 7.2 Discussion of and possible approval to execute a contract with Heathorn Service Company for the Heating and Air Conditioning Replacement Project at Station 31 in the amount of \$28,568.00.

Assistant Chief Hart presented this item stating that there were six bidders at the pre-bid conference (with all six bidding) with the high bid coming in at \$44,000. Director Linari asked what the life span is of these units. Assistant Chief Hart responded that the life span is up to 25 years. Motion by Director Linari to execute a contract with Heathorn Service Company for the Heating and Air Conditioning Replacement Project at Station 31 in the amount of \$28,568.00. Motion was seconded by Director Stamey. Motion carried.

- 7.3 Discussion of and possible approval to execute a contract with Western Machine Electric for a Mobile Generator in the amount of \$51,210.00.

Assistant Chief Hart presented this item stating that the low bid was nonresponsive and that \$50,000 was allocated for this item in the capital budget. Assistant Chief Hart explained that the mobile generator would be used as a back-up generator at our fire stations, the Communications Center, and the EOC at Administration. Motion by Director Price to approve a contract with Western Machine Electric for a mobile generator in the amount of \$51,210.00. Motion seconded by Director Linari. Motion carried.

8. New Business

- 8.1 Discussion regarding selection of alternate date for August, 2010 Board meeting.

The Board tentatively agreed on the date of Wednesday, August 18, 2010 for the regular August Board meeting. Directors Linari and Price would not be available this date. President Lindsay, Directors Stamey and Dickson would be available. Staff will work with the Board to see if there is another date that might work for the entire Board to be available.

9. Correspondence

The Board briefly discussed the correspondence included from Meyers Nave regarding Moraga/Orinda pensions, and the nice customer satisfaction card received regarding Office Assistant Phares. Chief Price stated that improving customer feedback is included as a performance indicator in our Self Assessment Manual.

10. Monthly Activity Reports

10.1 Operations - Assistant Chief Collins

Assistant Chief Collins provided the monthly Operations report stating it was a quiet month.

10.2 Support Services - Assistant Chief Hart

Assistant Chief Hart provided the monthly Support Services report stating that due to all the rain days in February, work was slowed down at the Station 36 Annex site. Director Price asked what the enhancements to CAD were. Technology Systems Manager Call responded.

10.3 Fire Prevention – Fire Marshal Jamison

Fire Marshal Jamison provided the monthly Fire Prevention report highlighting the upcoming April 24 Smoke Detector Event working with five local rotary groups. Chief Jamison also stated that Code Compliance Officer Wendel is working on an Administrative Citation Program.

10.4 Administrative Services - Administrative Services Director Leete

Administrative Services Director Leete provided the monthly Administrative Services report stating that two dispatcher positions have been filled and his department has been working on the upcoming budget. Director Stamey asked how the credit card review is going. Administrative Services Director Leete stated that a District credit card policy has been implemented. Board President Lindsay questioned the large percentage listed under unemployment insurance.

10.5 Fire Chief - Chief Price

Chief Price stated that he attended several meetings this past month: the Danville Town Council meeting, and a meeting/presentation with the Alamo Women's Club where the Chief discussed Station 32, and a meeting with the San Ramon Valley Republican Women's Club where he discussed pensions.

a. Status Update on District Accreditation

Assistant Chief Collins provided an update on the accreditation conference held in Florida that he, Captain Duggan and Captain Grayson attended earlier in March and how informative it was. Assistant Chief Collins also stated that he was contacted by our peer team leader who confirmed their site visit the week of May 10, 2010. Assistant Chief Collins asked if the Board could keep their schedules open that week as the team may want to meet with them. Assistant Chief Collins stated that staff is

now heavy into the review process and that the hearings in August will be before an 11-member Commission.

b. Attendance at Conference in Chicago, August, 2010

After some discussion, the Board agreed that Board President Lindsay would attend the Accreditation Conference in Chicago the week of August 23, 2010 with staff. Director Price was interested, but did her schedule could not guarantee her attendance. Director Stamey stated that he would be willing to be an alternate if needed.

c. District Fire Line Newsletter

Chief Price suggested that in the 2010/2011 budget we save money by uploading our District Fire Line newsletter to our website, instead of printing and mailing it out. This would be an approximate savings of \$20,000 annually. We will be producing an edition in this budget cycle to be delivered to residents in early June. Chief Price stated that in previous years we sent the newsletter out twice a year, and then due to budget constraints they were mailed once a year. Some of the comments from the Board discussion were to make the newsletter “greener”, use recycled paper, and possibly prepare a survey regarding using the internet vs. paper outreach. The Board agreed that we could try this and when the economy gets better, we could go back to printed versions of the newsletter, possibly getting sponsors for ads in our newsletter and/or apply for a grant. Chief Price mentioned that we can discuss this further at our Board budget workshop on May 10, 2010.

11. Good of the Order

Tom Koch, Project Manager for the New Farm development in the Tassajara Valley approached the Board stating that he appreciated the Board’s patience in working with him on a recent project.

Director Stamey stated that the Special District Seminar he and Board President Lindsay attended earlier this month was very worthwhile and informative, especially that he is a new board member, and that he would pass on his notes to the rest of the Board.

Chief Price informed the Board that he has been accepted to the Navel Post Graduate School Military Leadership Program with a full scholarship. This would be a one-week commitment four times a year and that the program is held in Monterey, CA.

Director Dickson asked if the District had a policy dealing with displaced firefighters that lose their job due to lay-offs. Legal Counsel Ross and Chief Price will look into this further.

12. Closed Session


- 12.1 Conference with District Counsel – Potential Litigation
Possible exposure to litigation (two matters)
[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)]
- 12.2 Conference with Real Property Negotiators
Negotiator: Chief Richard Price
Property Location: A). APN 223-020-018-6 [Pursuant to Government Code § 54956.8]
- 12.3 Conference with District Counsel-Potential Litigation Workers Compensation Claim No. SRV0800018 dated 9/15/07; Damon Pellegrini vs. San Ramon Valley Fire Protection District [Authorized under Government Code § 54956.9(b)]

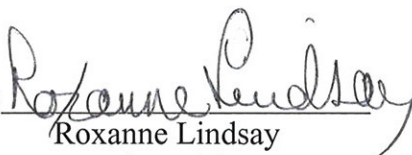
13. Return to Open Session

Regular session ended:	8:15 p.m.
Closed session began:	8:25 p.m.
Closed session ended:	8:30 p.m.
Regular session reconvened:	8:30 p.m.

14. Adjournment

The meeting adjourned at 8:35 p.m. to the next regular board meeting of **Wednesday, April 28, 2010 at 7:00 p.m.**

Prepared by: 
Susan F. Brooks
District Clerk

Approved by: 
Roxanne Lindsay
Board President