

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Minutes – June 22, 2016**

**Board of Directors Regular Board Meeting**

*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 Parker, Kerr, Campbell and Stamey

**Board Member Absent:** Director Dakin

**Staff Present:** Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Deputy Chief Krause, Fire Marshal Kiefer, Controller Koran, Director of Emergency Communications Pangelinan, Technology Systems Manager Call, Director of Human Resources Korthamar Wong, District Counsel Ross and District Clerk Maxwell.

**1. CALL TO ORDER**

*Vice President Parker called the meeting to order at 7:01 p.m.*

**2. PLEDGE OF ALLEGIANCE**

**3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**

*There was a quorum and no changes were made to the agenda.*

**4. PUBLIC COMMENTS**

*None*

**5. CONSENT CALENDAR**

*Motion by Director Stamey to approve Consent Items No. 5.1 through 5.6, seconded by Director Campbell. Motion carried with (4) ayes and (1) absence.*

**6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS**

- 6.1 Recognized Engineer David Bonnie, for his 30-years of dedication and service to the District.
- 6.2 Recognized Engineer Jack Sheppard, for his 30-years of dedication and service to the District.
- 6.3 Recognized Captain Steve Cochran, for his 30-years of dedication and service to the District.
- 6.4 Recognized Station 37 Volunteers for their dedication and service to the District.

*At this time, the Board took a brief recess, from 7:57 p.m. to 8:15 p.m.*

## 7. OLD BUSINESS

### 7.1 Update on Fire Station No. 32.

*Chief Meyer provided the update. Training Captain Spani has been instrumental in sharing overhead photos/videos from the site. The Chief recently met with a local reporter on site to discuss the progress of the build. Staff is still working through some safety issues with the pre-cast wall. Staff is also working with the site architect and construction manager to create a bridge (over the adjacent stream) which will be safe for the public to cross and ascetically pleasing. The Board directed Chief Meyer to continue working with LCA Architects and Pacific Mountain Contractors of California, Inc. toward a resolution for the bridge.*

### 7.2 Authorize staff to make two progress payments, each in the amount of \$38,275.00, to TriTech Software Systems.

*Motion by Director Stamey to authorize staff to make two progress payments, in the amount of \$38,275.00, to TriTech Software Systems, with funds allocated in the Annual Budget for Fiscal Year 2015-2016. Seconded by Director Kerr. Motion carried with 4 ayes and 1 absence.*

### 7.3 Authorize staff to make a progress payment in the amount of \$591,393.74, to Pacific Mountain Contractors of CA, Inc. Funds are allocated in the Annual Budget for Fiscal Year 2015-2016.

*Motion by Director Kerr to authorize staff to make a progress payment, in the amount of \$591,393.74, to Pacific Mountain Contractors of California, Inc., with funds allocated in the Annual Budget for Fiscal Year 2015-2016. Seconded by Director Stamey. Motion carried with 4 ayes and 1 absence.*

### 7.4 Open Public Hearing as set forth in the annual exterior hazard abatement program for the purpose of receiving public comment to show cause why exterior hazard abatement orders should not be enforced.

*Director Parker opened the hearing for public comment, with nobody appearing to speak about the annual exterior hazard abatement program. The hearing was closed, with no further comments from Board.*

## 8. NEW BUSINESS

### 8.1 Consider transferring the District's share of proceeds from the sale of land held by the former Danville Redevelopment Agency from the General Fund to the Capital Projects Fund. The transfer of the \$433,653.52 in proceeds would reduce the unencumbered, unassigned balance in the General Fund; and would more appropriately allocate one-time money for a one-time use.

*Motion by Director Stamey to approve the transfer of \$433,653.52, from the General Fund to the Capital Project Fund, reducing the unencumbered, unassigned balance in the General Fund and more appropriately allocating the one-time money, for a one-time use. Seconded by Director Kerr. Motion carried with 4 ayes and 1 absence.*

- 8.2 Discussion and possible adoption of 2016-17 Annual Operating Budget and Capital Improvement Program. The 16/17 Proposed Budget can be found on the District's website at: <http://www.firedepartment.org/civica/filebank/blobload.asp?BlobID=4231>

*Motion by Director Stamey to adopt the 2016-17 Annual Operating Budget and 12-year Capital Improvement Program, stipulating the inclusion of the following 2015/16 estimated changes: the one-time revenue of \$434,000, from the Danville Redevelopment Agency and subsequent transfer to the District's Capital Improvement Plan; the \$85,000 Property Tax Share Agreement with the City of San Ramon; and, \$750,000 in additional overtime. Motion seconded by Director Campbell. Motion carried with 4 ayes and 1 absence.*

- 8.2 Consider authorizing staff to enter into an agreement with DNI to provide PCR evaluation services to all District PCRs generated over a limited trial period of six (6) months, for an amount not to exceed \$4,800 per month. The proposed EMS budget for FY 16-17 includes sufficient funding for independent PCR review services during the trial period. Services would not commence until after July 1, 2016.

*Motion by Director Stamey to authorize staff to enter into an agreement with DNI to provide PCR evaluation services of all District PCRs generated over a limited trial period of six months, for an amount not to exceed \$4,800 per month. Motion seconded by Director Kerr. Motion carried with 4 ayes and 1 absence.*

## **9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW**

*Board members discussed correspondence which relayed that the District received a Certificate of Excellence in Financial Reporting, for the 15<sup>th</sup> consecutive year and thanked FC Campo and Controller Koran for their hard work. Director Stamey spoke about correspondence received from Joe & Edie Farrell, with regard to "hands only" CPR/AED training that the crew at Station 33 offered over the SF Bay Area CPR weekend; 181 citizens were trained.*

## **10. MONTHLY ACTIVITY REPORTS**

- 10.1 Operations Division-Deputy Chief, Lon Phares  
Operations Report of monthly activities

*Deputy Chief Phares told the Board that Battalion Chief McNamara was in Southern California assisting with the Border Fire in the capacity of Resource Officer. He also spoke about two recent fires; a working structure fire in San Ramon and a vegetation fire that occurred in Blackhawk, at the same time. He appreciated Deputy Chief Krause's efforts as the Incident Commander for the Blackhawk fire. Four out of five recruits have completed their provisional assignments, with the fifth one finishing shortly.*

- 10.2 EMS/Logistics – Deputy Chief, Derek Krause  
EMS/Logistics Report of monthly activities.

*Deputy Chief Krause spoke about a cardiac arrest incident which took place on May 28, 2016. Crews arrived on scene and learned that an off-duty nurse had pulled a six-year-old child from the bottom of the swimming pool, initiated CPR, and the child was coughing up water and crying. The child continued to improve while being transported to the hospital. Deputy Chief Krause relayed that the nurse's*

*actions spoke volumes about the value of citizen CPR and empowering the public to take action. The District's EMS Committee is currently working on an EMS training program, specifically tailored for pool areas.*

10.3 Fire Prevention – Division Chief-Fire Marshal, Christina Kiefer  
Fire Prevention Report of monthly activities.

*Fire Marshal Kiefer told the Board that 59 plans were submitted electronically in the month of May. Director Parker inquired about an archive for plans. At this time, plans are screened by staff and then sent to a vendor for scanning. The Heartsafe committee, led by Debbie Vanek and Joyce Castro, sponsored a total of 5 locations over the SF Bay Area CPR Weekend, for "hands only" CPR/AED training; with a total of 562 people trained. Exterior Hazard Abatement inspections began on June 15<sup>th</sup>. Notices for non-compliant properties will be provided advising property owners that properties are required to be in compliance by July 1<sup>st</sup>. The following priorities have been established for the annual inspection program, for the 2016 calendar year: 1. State Mandated Annual Inspections 2. Licensed Care Facilities 3. Businesses with Operational Permits 4. Other occupancies (generally business and mercantile).*

10.4 Communications Division – Director of Emergency Communications, Denise Pangelinan  
Communications Report of monthly activities.

*Dispatch personnel completed V13 Emergency Medical Dispatch Training. They also received instruction from San Ramon Police Department staff, with regard to the integration of police and medical dispatch. An overview of the San Ramon Valley 911 Communications Center will be provided in a joint meeting between the SRVFPD Board Members, City of San Ramon Officials and San Ramon Police on Tuesday, June 28, 2016.*

10.5 Human Resources Division – Human Resources Director Natalie Korthamar Wong  
Human Resources Report of monthly activities.

*Firefighter/ Paramedic recruitment is underway. In total, over 600 potential candidates were notified about the recruitment. Recruitment for District Aide has also began. A total of 14 candidates participated in the Captain's promotional assessment center; with the new eligibility list updated and effective through June 14, 2018. Staff met with the District's ADP account manager to discuss improvements and efficiencies, to the existing system. Staff met with ICS representatives, the District's third party workers' compensation administrator, to review the District's Worker's compensation procedures to ensure an effective use of the system. The non-represented handbook, to ensure compliance with current practice and laws, is in the process of being updated and will go to management staff and legal review by July 2016.*

- 10.6 Finance Division – Financial Consultant, Ken Campo and Controller, Martin Koran  
Monthly Finance Report of monthly activities.

*FC Campo told the Board that Finance staff has been focused on the preparation and presentation of the FY 2016/2017 Proposed Budget, 10-Year Financial Plan and 12-Year Capital Improvement Plan to Employees and the Board. Finance submitted an updated salary survey to the Governor's Office of Emergency Services (CalOES) reflecting the FY15/16 salary and staffing changes approved by the Board. The survey is the basis for cost recovered for Strike Team deployments. Additionally, the Administrative Rate was recalculated at 19.65%. Annually updating the salary and administrative rate ensures the District is fully reimbursed when assisting the state and other agencies.*

*Controller Koran provided a brief overview of the monthly financial report for May 31, 2016. The District's actual cash balance is above budgeted reserves, with actual reserves continuing to remain above Board policy. After adjusting for the balance of bond proceeds, the District is better off by \$3.1 million this year, in comparison to this time last year. Since March, expenses related to Over Time have increased, primarily because of backfill due to Workers' Compensation Claims and the District's position to aggressively settle Workers' Comp claims. Additionally, the District is expecting to receive \$488,000 in OT reimbursements from the State. With regard to General Fund Expenditures, the District is trending over budget as a result of OT and Workers' Comp, hence the request for an increase in the 2015/2016 budget by \$750,000. Ambulance Revenues are on track and performing better than budgeted and the prior year. General Fund Revenues are currently on track to budget and ahead of the prior year. The District is expecting a final property tax payment in June to bring total revenue in line with the budget expectation of \$66.3 million.*

- 10.7 Fire Chief – Fire Chief, Paige Meyer  
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

*Chief Meyer thanked Director Parker and the District staff, who accompanied him at the 7<sup>th</sup> Annual Fallen Heroes Celebrity Golf & Bocce Ball Tournament, at Diablo Country Club, on June 6<sup>th</sup>. Chief Meyer was excited to report that EMS Senior Office Assistant Rebecca Gilman and Battalion Chief Jim Selover, will be attending Leadership of San Ramon Valley, Class of 2017, which starts in September. Chief Meyer, Deputy Chief Phares and Deputy Chief Krause have rotated taking HR Director Korthamar Wong to visit the crews at each station.*

## **11. GOOD OF THE ORDER**

*Director Stamey spoke about a recent car show, where he handed out an award on behalf of the District. Director Kerr spoke about a Street Smarts event he attend earlier in the afternoon with Fire Code Compliance Officer Roy Wendel.*

## **12. CLOSED SESSION**

- 12.1 Labor Negotiations: Conference with Labor Negotiators Natalie Korthamar Wong and Ken Campo Employee Organization Local 3546 (one matter) [Pursuant to Government Code Section 54957.8].

12.2 Possible exposure to litigation (two matters) pursuant to Government Code Section 54956.9(d)(2), with Morin Jacobs. Facts and circumstances that might result in litigation need not be disclosed.

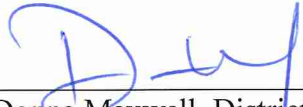
**13. Return to Open Session**

Regular session ended:	9:50 p.m.
Closed session began:	10:00 p.m.
Closed session ended:	11:20 p.m.
Adjourned:	11:20 p.m.

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

**15. Adjournment**

*The meeting was adjourned by Board Director Don Parker, Vice President, at 11:20 p.m.*

Prepared by:   
Donna Maxwell, District Clerk

Approved by:   
Don Parker, Board Vice-President

William D. Ross  
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File No: 45/3

June 23, 2016

**VIA ELECTRONIC TRANSMISSION**

[dmaxwell@srvfire.ca.gov](mailto:dmaxwell@srvfire.ca.gov)

The Honorable Don Parker, Vice President  
and Members of the District Board of Directors  
San Ramon Valley Fire Protection District  
1500 Bollinger Canyon Road  
San Ramon, California 94583

Re: Report Upon Return From Closed Session; District Board of Directors, Regular Meeting, June 22, 2016

Dear Vice President Parker and Members of the District Board:

This communication sets forth reportable action, if any, of the Board of Directors ("Board") of the San Ramon Valley Fire Protection District ("District") consistent with provisions of the Ralph M. Brown Open Meeting Act (Government Code section 54950 *et seq.*), resulting from the Closed Session of the June 22, 2016 Regular District Board Meeting. President Gordon Dakin was not present at the meeting.

Your Board convened in Open Session at 7:01 p.m. addressing the matters on the Open Session Agenda concluding at 9:50 p.m. and then convened in Closed Session at 10:00 p.m., modifying the matters to be considered under Agenda Item No. 12.2 from two to four matters. Only the Board members and District Counsel William Ross and Special Counsel Morin Jacob participated in the fourth matter under Agenda Item No. 12.2 which commenced at 10:23 p.m.

There were two items agendized for Closed Session consideration:

12.1 Labor Negotiations: Conference with Labor Negotiators Chief Paige Meyer and Ken Campo Employer Employee Organization Local 3546 (two matters) [Pursuant to Government Code Section 54957.8].

12.2 Possible exposure to litigation (two matters) Pursuant to Government Code section Sections 54956.9(b)(2). Facts and circumstances that might result in litigation need not disclosed.

The Honorable Don Parker, Vice President  
and Members of the District Board of Directors  
San Ramon Valley Fire Protection District  
June 23, 2016  
Page 2

With respect to Agenda Item No. 12.1, there was no reportable action under the provisions of Government Code Section 54957.8.

With respect to Agenda Item No. 12.2, four matters were considered. With respect to the first three matters, which involved workers' compensation matters there was Board direction but there was no reportable action under the common law attorney-client privilege and that provided by Government Code section 54956.9(b)(2).

With respect to the fourth matter considered, it was indicated by District Counsel that he could be a prospective witness in the matter and that therefore he could not participate in that matter and that Ms. Jacob was Special Counsel to the Board on that matter. After that indication to the Board he removed himself from the Closed Session at 10:26 p.m.


The Closed Session concluded at 11:20 p.m.

Upon returning to Open Session, it was indicated that a written report upon return from Closed Session would be prepared consistent with the provisions of Government Code section 54957.1 for the matters agendized for Closed Session consideration. Your Board then adjourned at 11:20 p.m.

This communication should be added to the Agenda for review under the Consent Calendar of your next Regular or Special Meeting.

If there are any questions concerning its content, it may be taken off the Consent Calendar at that time or our office may be contacted in the interim.

Very truly yours,



William D. Ross

WDR:sr

cc: Donna Maxwell, District Clerk

Morin Jacob, Esq.  
District Special Counsel