

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – October 27, 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, Stamey, Kerr and Stark

Board Member Absent: Director Campbell

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

1. CALL TO ORDER

Board President Parker called the meeting to order at 5:59 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

Don Reid spoke about how impressed he was with an emergency medical response, he and his wife witnessed, handled by Captain Pruett, Captain Barragan, Captain Mohun, Engineer Sabye and Firefighter/ Paramedic Bannister.

5. CONSENT CALENDAR

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

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Introduction and Oath of Office to new Board Director, Shawn Stark.

Chief Meyer introduced newly appointed Director Shawn Stark and his family. Director Stark has a Bachelor of Arts in Political Science, graduating with High Honors, from UC Berkeley. He

is currently a Captain with the Oakland Fire Department, where he has been employed for almost 18 years. He also serves as Political Director for the International Association of Firefighters, Local 55; since January 2006. He presently volunteers as an Executive Board Member for the Alameda County Central Labor Council and as a Charity Fund Board Member for the IAFF, Local 55.

6.2 Special recognition for Public Safety Dispatch Angie Calcagno.

Public Safety Dispatcher Angie Calcagno was recognized by Director of Emergency Communications, Denise Pangelinan, and Chief Meyer for a 911 call she handled on September 29th. This call involved a reported man with a gun, wearing a ski mask, outside the caller's home. Dispatcher Calcagno asked the 911 caller numerous pertinent questions and kept her on the phone until police arrived. Details of the incident and a recording of the 911 call was posted on the San Ramon Police Department's Facebook page and Board members were able to listen to the call in its entirety. [For more information about the call and to listen to the 911 recording visit <https://www.facebook.com/sanramonpolice>].

At this time, the Board took a brief recess, from 6:29 p.m. to 6:37 p.m.

7. **OLD BUSINESS**

7.1 Update on Fire Station No. 32.

Chief Meyer reported that the construction of Fire Station No. 32 is on time and on budget. The addition of the bridge was not included in the initial project and therefore, not included in the initial timeline. Staff has been working with PG&E addressing electrical issues across the bridge. Neighbors of the new station are concerned about the bright red color along the trim and Chief Meyer assured the Board that staff will continue to communicate with the neighbors, the Alamo MAC and the AIA about the final color.

7.2 Adopt Resolution 2016-07, establishing with the Contra Costa County Recorder's office the assessment to property taxes in the form of liens for the abatement of one property as evidenced in the attachment Exhibit A, provided by staff. (Majority vote required)

Motion by Director Stamey to Adopt Resolution 2016-07, establishing with the Contra Costa County Recorder's office the assessment to property taxes in the form of liens for the abatement of one property as evidenced in the attachment Exhibit A, provided by staff. Motion seconded by Director Stark. A roll-call vote was taken, with Directors Parker, Kerr, Stamey and Stark in favor of the adoption. Motion carried with (4) ayes and (1) absence.

8. **NEW BUSINESS**

8.1 Open public hearing to conduct the second reading of proposed Ordinance No. 34; an ordinance of the San Ramon Valley Fire Protection District setting forth the adoption of the 2015 Edition of the International Fire Code by reference with amendments thereto.

Adopt the provisions contained in the 2016 California Fire Code and the 2015 International Fire

Code, published by the International Code Council; including appendix chapters B, C, F, H and K with certain additions, deletions and amendments thereto, and repeal San Ramon Valley Fire Protection District's Ordinance Number 29. (Majority vote required)

Board President Parker opened the public hearing. There was no public comment about proposed Ordinance No. 34. Public hearing closed and a motion was made by Director Stamey to adopt the provisions contained in the 2016 California Fire Code and the 2015 International Fire Code, published by the International Code Council; including appendix chapters B, C, F, H and K with certain additions, deletions and amendments thereto, and repeal San Ramon Valley Fire Protection District's Ordinance Number 29. Motion seconded by Director Kerr. A roll-call vote was taken with Directors Parker, Stark, Stamey and Kerr in favor of the adoption of Ordinance No. 34. Motion carried with (4) ayes and (1) absence.

8.2 Discussion and possible approval of amendments to the 2016 Biennial Conflict of Interest Code.

Motion by Director Stamey to approve the amendments to the District's 2016 Biennial Conflict of Interest Code, as presented in the staff report, for submission to the Contra Costa County Board of Supervisors. Motion seconded by Director Stark. Motion carried with (4) ayes and (1) absence.

8.3 Authorize staff to purchase eight Motorola APX 7000 XE portable radios from Motorola, in an amount not to exceed \$53,464.46. This is a budgeted expense for Fiscal Year 2016-2017.

Motion by Director Stark to purchase eight Motorola APX 7000 XE portable radios from Motorola, in an amount not to exceed \$53,464.46. Motion seconded by Director Kerr. Motion carried with (4) ayes and (1) absence.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Director Parker spoke about a thank you letter received from Mark in Danville. He praised the responding crew for how they handled a call at his residence.

Director Stamey spoke about the thank you email from a 73-year-old woman on behalf of herself and her 84-year-old husband. He found the letter very poignant and was impressed by the continued compassion responding crews consistently demonstrate when responding to the calls of this couple.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Phares provided the Board with an update about the testing for the position of Battalion Chief. On October 20th, station crews and communications staff participated in the Great Shakeout, [a worldwide practice which began in California in 2008]. The academy is in its 4th week and progressing really well. DC Phares praised the instructors contributing to this academy class.

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

Deputy Chief Krause said he is working with Valley Plumbing to design a proper drainage system for Station 31; in an effort to comply with the environmental requirements set by the Contra Costa County Sanitary District. Staff continues to work on preventative maintenance and repairs on all District vehicles. Retired District Mechanic, Dan Rhodes, has been contracted to assist with maintenance and repairs, as needed. Alameda County Fire Department Mobile Mechanic will be conducting 90-day inspections on all District vehicles. There was a discussion with the Board about the cost effectiveness of filling the vacant mechanic position versus contracting out as needed. Staff will analyze the situation and come up with a permanent solution for the Board to consider.

10.3 EMS – Battalion Chief John Duggan
EMS Report of monthly activities.

Battalion Chief Duggan reported that the District responded to 480 requests for emergency medical service this month. Seven of these events were cardiac arrest patients; 3 patients had expired on scene, 1 patient was transferred to the hospital and expired in the Emergency Room and 2 patients experienced a Return of Spontaneous Circulation while on-scene and were admitted to an Intensive Care Unit. Deputy Chief Phares, Firefighter/ Paramedic Rivers, and Firefighter/ Paramedic Eberle will all be recognized at the Annual Survivors Luncheon, taking place on November 17th.

10.4 Fire Prevention – Acting Fire Prevention Manager - Roy Wendel
Fire Prevention Report of monthly activities.

Acting Fire Prevention Manager, Roy Wendel, presented this month's Fire Prevention report of monthly activities. The District has received 23 survey responses to date, all responses indicate that customers are satisfied with the electronic plan review process. ConFire and Brighton Michigan Fire contacted Acting Plans Examiner Rian Evitt to find out how they too could implement an electronic plan review program at their agencies. In total, there were 100 state mandated inspections, inclusive of schools and multi-family occupancies; with 7 schools and one multi-family dwelling remaining. During the Emergency Preparedness Fair, held in September, Fire Code Compliance Office Vanek and CERT Coordinator Bell facilitated the training of AED and Hands Only CPR to 440 people.

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

DEC Pangelinan reported the following: Public Safety Dispatcher Recruitment has opened for full-time and part-time positions. A review of the EMD policy has been initiated for re-accreditation. The roles and responsibilities for the Los Vaqueros Emergency Call Boxes have been reviewed with ConFire; the District has one box in its jurisdiction and the County has four boxes. Configuration of the audio Logger has been completed. The District Firewall has been upgraded and encryption has been installed on two Dispatch workstations. CAD and Mobile have been upgraded to versions 5.7.27. The Communications Reserves enjoyed participating in this year's Moonlight on the Mountain Event and the Emergency Preparedness Fair.

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

HR Director Korthamar Wong said that eight firefighter/paramedic candidates received final offers and have already gone through the new hire process, making them ready to start the academy, on-time, without any interruption. Nine District employees attended employee relations training that focused on Performance Management and Anti-discrimination, Harassment and Retaliation. Staff conducted a survey of District Aides, with regard to the District's new hire recruitment process. Seven District Aides responded, with all giving a ranking of "excellent" with regard to their experience during the hiring process. HR and Facilities staff held a breakfast for District retirees, which was well received.

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

FC Campo said that the District's Independent auditors completed field work associated with the audit of District financials. The District has retained NBS Government Finance Group to update the District's Cost Allocation Plan and submit the Ground Emergency Medical Transport (GEMT) costs reports for additional Medicare reimbursement. The first quarterly invoice to the City of San Ramon, pursuant to the Dispatch Service Agreement, has been submitted for payment. The account summary for the OPEB Trust Fund, dated September 30, 2016, reflects approximately \$3.8 million in investment earnings.

Controller Koran provided the monthly Financial Report for September 30, 2016. The District's General Fund reserves for Fiscal Year 2016/17 are higher than budgeted due to additional revenues at the end of June. This means District reserves are above Board policy. With regard to cash balances, the District is better off by \$1.2 million after adjusting for the balance of bond proceeds. Actual salary and benefit expenses for 2016/17 are in line with budget expectations at \$14,078,184. General Fund Expenditures for 2016/17 are right on target at \$15,473,382. Ambulance Revenues for FY 2016/17 are lagging behind last year's revenues. This is possibly because these revenues are inconsistent from month-to-month due to insurance company payment delays. General Fund revenues for FY 2016/17 are currently in line with the budget. In December, the District will receive its first property tax payment; the second payment in April, and the final cleanup payment expected in June.

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

Chief Meyer welcomed students from the current Leadership San Ramon Valley Class; which included District employee Rebecca Gilman, and he spoke about the leadership retreat, which took place at the Amador Rancho Community Center and Park, located in San Ramon. Chief Meyer will serve as Chairman for the Contra Costa County Executive Fire Chiefs, beginning in January

2017. Chief Meyer and Director Stamey spent an evening with members from the Dougherty Valley/San Ramon Rotarians.

11. GOOD OF THE ORDER

Directors Stamey and Kerr spoke about the recent California Special Districts Association conference they attended in San Diego with Controller Koran and District Clerk Maxwell.

12. CLOSED SESSION

12.1 Labor Negotiations: Conference with Labor Negotiators Natalie Korthamar Wong and Ken Campo Employee Organization Local 3546 (1 matter) [Pursuant to Government Code Section 54957.8].

12.2 Possible exposure to litigation (2 matters) pursuant to Government Code Section 54966.9(b)(2). Facts and circumstances that might result in litigation need not be disclosed.

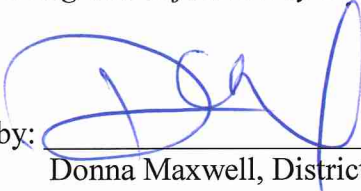
13. Return to Open Session

Regular session ended:	7:41 p.m.
Closed session began:	7:55 p.m.
Closed session ended:	8:22 p.m.
Adjourned:	8:22 p.m.

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

15. Adjournment

The meeting was adjourned by Board President Parker at 8:22 p.m.

Prepared by: 
Donna Maxwell, District Clerk

Approved by: 
Don Parker, Board President