

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Board of Directors Regular Board Meeting**

Wednesday, November 28, 2018 – 1:00 p.m.

*Matthew Stamey ~ Board President
H. Jay Kerr, Board Vice-President ~ Chris Campbell, Director
Don Parker, Director ~ Dominique Yancey, Director*

~MISSION STATEMENT~

In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.

**Meeting location: S.R.V.F.P.D. Administrative Offices - Boardroom
1500 Bollinger Canyon Road, San Ramon, CA 94583**

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**
- 4. PUBLIC COMMENT**

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 *et seq.*) and may be limited to three (3) minutes for any person addressing the Board. Please complete a “Request to Speak” form and submit it to the District Clerk.

5. CONSENT CALENDAR

Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.

- 5.1 Approve the demand register for the period October 15, 2018, through November 16, 2018 in the amount of \$1,504,328.96.
- 5.2 Approve the Board minutes from the October 24, 2018 Regular Board Meeting; and District Counsel’s Report Upon Return from Closed Session from October 24, 2018.
- 5.3 Approval of salary, payroll taxes and retirement contributions for the month of October 2018 in the amount of \$4,366,852.23.
- 5.4 Approval of Contract with BaySport, Inc., for Annual Wellness Fitness Program Services.

5.5 **Personnel Actions:**

Merit Increases:

1. Approve staff recommendation to award a merit salary increase to Deputy Chief, Frank Drayton, to Step 4; effective October 1, 2018.
2. Approve staff recommendation to award a merit salary increase to Public Safety Dispatcher 1, Juan Casillas, to Step 3; effective December 1, 2018.
3. Approve staff recommendation to award a merit salary increase to Permit Technician, Cynthia Jackson, to Step 3; effective November 1, 2018.

Promotions:

1. Approve staff recommendation to award a promotion to Ivy Ong, Accounting Technician to Senior Accounting Technician, Step 5; effective November 1, 2018.
2. Approve staff recommendation to award a promotion to Arlene Hartono, Accounting Technician to Senior Accounting Technician, Step 5; effective November 1, 2018.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Introduction of Cal Fire Chief Jake Hess.
- 6.2 Recognition of Cal Fire Chief Derek Witmer on his retirement after 30 years of service.

7. OLD BUSINESS

8. NEW BUSINESS

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

10. MONTHLY ACTIVITY REPORTS:

- 10.1 Operations Division-Deputy Chief, Lon Phares
Operations Report of monthly activities.
- 10.2 EMS – Battalion Chief, John Duggan
EMS Report of monthly activities.
- 10.3 Logistics – Interim Chief Selover
Logistics Report of monthly activities.
- 10.4 Fire and Life Safety Division – Interim Chief Selover
Fire and Life Safety Report of monthly activities.
- 10.5 Communications Division – Director of Emergency Communications, Denise Pangelinan
Communication Report of monthly activities.
- 10.6 Human Resources Division – Human Resources Director, Natalie Korthamar Wong
Human Resources Report of monthly activities.
- 10.7 Finance Division – Financial Consultant, Ken Campo
Finance Report of monthly activities.

10.8 Fire Chief – Fire Chief, Paige Meyer

Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

11. GOOD OF THE ORDER

12. UPCOMING CALENDAR OF EVENTS:

- Wednesday, December 5, 2018 – Promotional Ceremony – Village Theater, Danville-6:00 p.m.
- Thursday, December 6, 2018 – San Ramon Chamber and Community Awards Ceremony Honoring Director Yancey – Citizen of the Year, 5:30 p.m. The Bridges Golf Club, San Ramon
- Monday, December 17, 2018 – 1:00 p.m. – Regular Board Meeting

13. CLOSED SESSION

- 13.1 Possible exposure to litigation (5 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR MONDAY DECEMBER 17, 2018 AT 1:00 P.M.

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on November 20, 2018 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts website at www.firedepartment.org.

The San Ramon Valley Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 1500 Bollinger Canyon Road, San Ramon, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the District Clerk at (925) 838-6661.