

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
November 28, 2018 Minutes**

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: Board President Stamey, Directors Campbell, Kerr, Parker and Yancey

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Interim Chief Selover, Training Chief Aguiar, Director of Human Resources Korthamar Wong, Technology Systems Manager Call, EMS Battalion Chief Duggan, Director of Emergency Communication Pangelinan, Controller Hatfield, Battalion Chief McNamara and District Counsel Ross.

1. CALL TO ORDER

Board President Stamey chaired the meeting and called for order at 1:00 p.m.

2. PLEDGE OF ALLEGIANCE

Board President Stamey 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 Parker moved approval of the Consent Calendar items 5.1 to 5.5 Director Campbell seconded the motion. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Introduction of Cal Fire Chief Jake Hess

Chief Meyer Introduced new Cal Fire Chief Hess providing his background and stated that he is looking forward to working with him.

6.2 Recognition of Cal Fire Chief Derek Witmer on his retirement

Chief Meyer introduced Chief Derek Witmer providing his background while at Cal Fire. Chief Meyer presented him with some gifts from the District and wished him well in his retirement.

At this time in the meeting, the Board took a 10-minute recess.

7. **OLD BUSINESS**

None.

8. **NEW BUSINESS**

None.

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

Battalion Chief McNamara provided an overview of his time at the Camp Fire, stating that Battalion Chief Viera was the Task Force Leader. Some of the issues discussed by Chief McNamara were that garage doors did not open and the lack of sirens.

Battalion Chief McNamara then discussed the Woolsey Fire. Some discussion followed regarding radios and early warning notification besides phones and forest management. Director Yancey thanked BC McNamara and Director Kerr for their time spent at the Camp Fire.

10. **MONTHLY ACTIVITY REPORTS**

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

Chief Phares provided his monthly report highlighting a recent structure fire and how much assistance we provided throughout the state on the recent Camp and Woolsey fires. BC McNamara then gave a short presentation on the recent fires.

Board President Stamey asked about evacuation routes for here in our valley in case of a large fire.

10.2 EMS – Battalion Chief, John Duggan
EMS Report of monthly activities.

Chief Duggan provided his monthly report stating that 680 calls were received with three cardiac patients. Chief Duggan also stated that our first new ambulance will be inspected shortly.

10.3 Logistics – Interim Chief Selover
Logistics Report of monthly activities.

Interim Chief Selover provided the monthly Logistics monthly report discussing landscaping at Station 33 and a water leak at Station 34.

- 10.4 Fire and Life Safety Division – Interim Chief Selover
Fire and Life Safety Report of monthly activities.

Interim Chief Selover discussed the 98.5% annual inspection compliance. Board President Stamey asked about the status of the new roof at Station 31. Chief Selover stated that there have been a few leaks from duct work. Board President Stamey stated that this is disappointing to hear due to the large price tag of the project and lack of timely work. Director Yancey stated that we need to make this project right. Chief Meyer stated that only one payment has been made to the contractor to date.

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

Director of Emergency Communications Pangelinan stated that the District received a grant for ipads and it is a fully funded grant. Director Pangelinan highlighted the Trunk or Treat event stating that over 800 kids participated, and the Mobile Command Unit and an ambulance were present at the event.

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

Director Korthamar Wong highlighted the recent flu shots that were administered to employees and also discussed the new hire survey.

- 10.7 Finance Division – Financial Consultant, Ken Campo/Controller Davina Hatfield
Monthly Finance Report of monthly activities.

Financial Consultant Campo provided a brief financial overview with Controller Hatfield reviewing a power point presentation regarding reserves, cash flow, expenditures, etc. Consultant Campo stated that the audit work is wrapping up. Director Yancey asked if the Ground Emergency Medical Transport (GEMT) 4-year audit process is normal. Consultant Campo stated that audits take place every year and we are trying to catch up, once caught up these audits will occur more frequently.

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

Chief Meyer reported on meetings held with the Peer Support Team and that he has been elected again for 2019 to serve as the President for the CCC County Chiefs and Chair of the Executive Chiefs. Chief Meyer discussed the new Public Safety Building and the plan is to

move forward and will keep the board updated frequently. Chief Meyer also discussed deployment; and the recent issues with PG & E.

11. GOOD OF THE ORDER

Director Yancey stated that she met the new academy attending an auto extrication class. Director Yancey also attended the City of San Ramon Council meeting honoring outgoing Councilmember Sachs.

Director Kerr congratulated Director Yancey on receiving the Citizen of the Year Award from the San Ramon Chamber of Commerce.

Discussion followed by Board and staff regarding PG & E and their cutting power during times of wildfires.

Director Campbell asked about new Station 32 and whether there has been any feedback either positive or negative. Chief Meyer stated that there have been a few complaints early on regarding lighting and the other issue was that the doors should be painted red for visibility, but the Alamo Improvement Association denied the color.

12. UPCOMING CALENDAR OF EVENTS

The Board and staff reviewed the upcoming calendar of events.

13. CLOSED SESSION

13.1 Conference with Legal Counsel – 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)

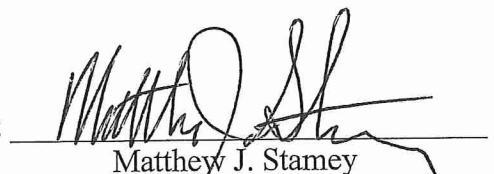
16. ADJOURNMENT

The regular meeting adjourned at 2:31 p.m. The Board adjourned to Closed Session at 2:45 p.m. with the Closed Session and meeting concluding at 4:11 p.m.

Prepared by:


Susan F. Brooks
District Clerk

Approved by:


Matthew J. Stamey
Board President