

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

Wednesday, February 27, 2019 – 1:00 p.m.

Dominique Yancey ~ Board President
Don Parker, Board Vice-President ~ Ryan Crean, Director
H. Jay Kerr, Director ~ Matthew Stamey, 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 January 17, 2019, through February 14, 2019 in the amount of \$2,868,981.21.
- 5.2 Approve the Board minutes from the January 30, 2019 Regular Board Meeting; and District Counsel’s Report Upon Return from Closed Session from January 30, 2019.
- 5.3 Approval of salary, payroll taxes and retirement contributions for the month of January, 2019 in the amount of \$4,228,971.02.
- 5.4 Approval of Contract with Concern EAP for Employee Assistance Program for a total amount not to exceed \$48,000 for the District’s Employee Assistance Program.
- 5.5 Approval to pay Motorola for the purchase of the required TDMA upgrades in the amount of \$66,464.00.

5.6 **Personnel Actions:**
Step Increases:

1. Approve staff recommendation to award a step increase to Deputy Chief, Frank Drayton, to Step 5; effective March 1, 2019.
2. Approve staff recommendation to award a step increase to Fire and Life Safety Permit Technician, Stephanie Caughey, to Step 3; effective March 1, 2019.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Presentation of the District's Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2018 by Phil White, CPA and Audit Partner with Vavrinek, Trine, Day & Co.: <https://firedepartment.org/home/showdocument?id=1942>
- 6.2 Introduction of Dispatch Supervisors Latasha Bouzek and Stephen Rodwell
- 6.3 Recognition of Employee of the Year – Cindy Jackson
- 6.4 Recognition of Dispatcher of the Year – Trisha Klink
- 6.5 Recognition of Firefighter of the Year – Ben Wylie

7. OLD BUSINESS

- 7.1 **Public Hearing** for Public Input Regarding Creation of a District Based Electoral System Pursuant to Elections Code Section 10010.

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 – Deputy Chief Drayton
Logistics Report of monthly activities.
- 10.4 Fire and Life Safety Division – Deputy Chief Drayton
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

- 11.1 Finance Committee Update by Committee Chair Kerr
- 11.2 Facilities Committee Update by Committee Chair Stamey
- 11.3 EMS Committee Update by Committee Chair Parker
- 11.4 Discussion and review of District Board Handbook.

12. UPCOMING CALENDAR OF EVENTS

- March 5, 2019 – Board Retreat 10 a.m. – The Roundhouse, San Ramon
- March 28, 2019- Danville State of the Town Luncheon, Crow Canyon Country Club

13. CLOSED SESSION

- 13.1 Possible exposure to litigation (3 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 WEDNESDAY, MARCH 27, 2019 AT 1:00 P.M.

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on February 21, 2019 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.