

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
January 30, 2019 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 Yancey, Directors Crean, Kerr, Parker and Stamey

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

1. CALL TO ORDER

Board President Yancey chaired the meeting and called for order at 1:05 p.m.

2. PLEDGE OF ALLEGIANCE

Colonel Grunwald 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

Don Reid, District resident addressed the Board on three issues: Blocker fees, District equipment at Paradise fire and incident at restaurant in Walnut Creek with ambulance.

5. CONSENT CALENDAR

Board President Yancey pulled item 5.4 requesting that this item once corrected be brought back to the Board at the February Board meeting.

Director Stamey moved approval of the Consent Calendar items 5.1 to 5.3; and 5.5 to 5.7. Director Parker seconded the motion. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Verbal Presentation by Captain Falkenstrom regarding Firefighters Crossing Borders.

Deputy Chief Phares introduced Captain Falkenstrom to those present. Captain Falkenstrom provided a slide presentation of his time in Mexico working with Firefighters Crossing Borders. This non-profit organization donates equipment to poorer countries that can no longer be used in other Fire Districts. Captain Falkenstrom thanked the Board and staff for all of their support of his participation working with this organization.

6.2 Presentation by Colonel Grunwald to District

Colonel Grunwald thanked the District and staff for sacrifices made while Chief Drayton was deployed and provided a brief background of some of the responsibilities Chief Drayton was in charge of while away. Colonel Grunwald presented the District with a Certificate of Appreciation, and Chief Drayton presented Chief Meyer with a shadow box with items related to his time in the Middle East.

6.3 Recognition of El Cerrito Fire Chief Lance Maples.

Chief Meyer introduced retired El Cerrito/Kensington Fire Chief Lance Maples and presented him with a plaque recognizing his 13 years as a Fire Chief and his many accomplishments during his career. Chief Maples spoke thanking the Board and staff for the recognition highly praising our Fire District. The Board congratulated Chief Maples on his retirement and wished he and his wife well.

6.4 Recognition of Director Stamey for serving as Board President in 2018.

Chief Meyer thanked Director Stamey for serving as Board President in 2018 and presented him with a recognition plaque. Board President Yancey thanked Director Stamey also. Director Stamey thanked the Board and staff for this recognition.

****At this time in the meeting, the Board took a 15-minute recess to view new District ambulance.****

7. OLD BUSINESS

7.1 Consideration of Resolution of Intent to Initiate Transition from At Large to District-Based Board member Elections.

District Council Ross stated that the staff report implements the direction given at the December Board meeting and summarized the staff report. Director Stamey moved adoption of Resolution of Intent to initiate transition from At Large District-Based Boardmember Elections. Director Kerr seconded the motion. Motion carried by roll call vote. Lengthy discussion followed with Counsel stating that this item would be brought back to the board in the next four months at each Board meeting.

Attorney Scott Rafferty representing the Bay Area Voting Rights Initiative was present and provided a background of the petition to comply with California Voting Rights Act (CVRA). Mr. Rafferty agreed to put in writing an extension past the April 30, 2019 deadline. Fees were discussed with total cost being approximately \$130,000 for legal fees and demographer. Director Kerr asked

Counsel Ross if his fees were included in the \$130,000 and Counsel Ross stated that yes, they were. Mr. Rafferty stated that due to the efficiency of the five groups, his fee could be less than \$30,000.

8. NEW BUSINESS

8.1 Adoption of 2019 Emergency Operations Plan.

Chief Meyer introduced Interim Chief Healy stating that this issue would come up once again when the Board discusses the addition of a new Subcommittee – Disaster Preparedness. Chief Meyer stated that the last EOP was adopted in 2011. Chief Healy introduced Consultant Duncan Siebert who would be assisting in this project. Chief Healy stated that if staff has any comments or changes on this plan, those comments could be emailed. It was the direction of the Board that this item be brought back at a future board meeting for adoption once the newly established Disaster Preparedness subcommittee meets on this item.

8.2 Purchase of Four (4) Emergency Standby Generators & Transfer Switches in the amount of \$253,297.

Interim Chief Selover provided the background of this item stating that the current generators are at the end of their useful lives and need to be replaced. Motion by Director Parker to approve the purchase of four emergency standby generators and transfer switches in the amount of \$253,297. Director Kerr seconded the motion. Motion carried.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

9.1 No comment.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Phares highlighted the January academy graduation and some of the recent training that has taken place. Director Kerr asked about District staff being familiar with the new City Center, and Deputy Chief Phares stated crews have gone through the new building.

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

EMS Chief Duggan highlighted the 680 emergency medical incidents this past month; and also thanked the Board for the new ambulances and gurneys that have been provided for the District.

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

Interim Chief Selover stated that this past month on-going preventative maintenance has taken place within the District.

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

Interim Chief Selover stated that 100% of inspections have occurred of all state mandated and permitted buildings within the District.

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

Communications Director Pangelinan highlighted recent events that took place within the District this past month and stated that Board photos should be up outside the Boardroom before the February Board Meeting. Director Kerr mentioned the recent CERT Policy Advisory Committee meeting and earthquake software. Chief Meyer referred to the newly formed Disaster Preparedness Committee that will meet and discuss this topic.

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

Human Resources Director Korthamar Wong highlighted the recent station visits discussing District benefits and that the meetings were successful.

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

Financial Consultant Campo stated that the District portfolio is doing well stating that the stock market recovered in January. Controller Hatfield discussed District property taxes and ambulance revenues.

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

Chief Meyer thanked Deputy Chief Phares for his work on the recent event – Battle of the Axe Tournament and that it was very well received in the high schools.

Chief Meyer also stated that Board subcommittee meetings will be scheduled for some time in February.

11. GOOD OF THE ORDER

11.1 Selection of Date for Annual Board Retreat:

- Tuesday, March 5, 2019 – 10 a.m.
- Wednesday, March 6, 2019 – 10 a.m.
- Thursday, March 7, 2019 – 10 a.m.
- Monday, March 11, 2019 – 10 a.m.

The Board decided on the date of Tuesday, March 5, 2019 at 10 a.m. for the Annual Board Retreat.

11.2 Discussion of addition of Board Subcommittee: Disaster Preparedness.

The Board agreed to a new Disaster Preparedness subcommittee with Director Parker being the Chair and Director Kerr serving on the subcommittee also.

11.3 Announcements of Standing Committee Assignments for 2019 by Board President Yancey.

Standing Committee Assignments for 2019 were assigned and accepted by the Board as follows:

Standing Committees:

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|------------------------|---|
| Personnel/HR: | Chair, Director Parker and Director Kerr |
| Finance: | Chair, Director Kerr and Director Stamey |
| Fire and Life Safety | Chair, Director Parker and Director Crean |
| Facilities: | Chair, Director Stamey and Board President Yancey |
| EMS | Chair, Director Parker and Director Crean |
| Disaster Preparedness: | Chair, Director Parker and Director Kerr |
| CERT/PAC: | Director Kerr |

Director Kerr mentioned an upcoming CERT Training Exercise to be held on February 1, 2019.

Board President Yancey reminded the Board of the free AB1234 training offered by CSDA through mid-March, and also mentioned a fundraising event on April 1, 2019 at Gianni’s Restaurant in San Ramon as well as a Chinese New Year event on Friday, February 8, 2019 at Charlotte Wood Middle School.

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 3:36 p.m. The Board adjourned to Closed Session at 3:46 p.m. with the Closed Session and meeting concluding at 5:10 p.m.

Prepared by: *Susan F. Brooks*
Susan F. Brooks
District Clerk

Approved by: *Dominique Yancey*
Dominique Yancey
Board President