

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
February 27, 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, Director of Human Resources Korthamar Wong, Technology Systems Manager Call, Deputy Chief Drayton, Director of Emergency Communication Pangelinan, Interim Chief Healy, Controller Hatfield, District Counsel Ross and District Clerk Brooks.

1. CALL TO ORDER

Board President Yancey chaired the meeting and called for order at 1:01 p.m.

2. PLEDGE OF ALLEGIANCE

Board President Yancey led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum. Chief Meyer asked that agenda item 6.1 be moved after 6.5; and that item 11.1 be moved from Good of the Order to 10.7.

4. PUBLIC COMMENT

Don Reid a Danville resident spoke to the Board regarding whether District staff needed body cameras, Tesla cars catching fire and the need for valley buildings i.e., high schools to have building numbers on them for ease to locate. The Board thanked Mr. Reid for his comments.

5. CONSENT CALENDAR

Board President Yancey asked that item 5.2 (District Counsel's report from Closed Session from January 30, 2019) be pulled.

Board President Yancey stated that the times in District Counsel's report reflected the same times as the previous Board meeting and asked that he please correct his report and bring it back for the March Board meeting. District Counsel Ross stated that he would bring a corrected copy of his notes from the January 2019 Board meeting back for approval at the March Board meeting.

Director Stamey moved approval of the Consent Calendar items 5.1 to 5.6 with the exception of 5.2. Director Kerr seconded the motion. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Introduction of Dispatch Supervisors Latasha Bouzek and Stephen Rodwell

Chief Meyer invited Supervisor Rodwell up introducing him and providing his background. Chief Meyer stated that he is a great addition to the Dispatch Center. Supervisor Rodwell thanked Chief Meyer and the Board for the opportunity to be promoted.

Chief Meyer then invited Supervisor Bouzek up and introduced her and provided her background stating that she brings a balanced perspective to the Dispatch Center. Supervisor Bouzek thanked Chief Meyer and the Board for the opportunity to be promoted.

6.2 Recognition of Employee of the Year – Cindy Jackson

Chief Meyer introduced Ray Jackson former Chief of the Vallejo Fire Department.

Chief Meyer invited Fire and Life Safety Division Permit Technician Jackson up providing her background stating her customer service skills have been a great service to the District, deserving this award. Board President Yancey presented Ms. Jackson with the 2018 Employee of the Year Award. Ms. Jackson thanked staff and the Board.

6.3 Recognition of Dispatcher of the Year – Trisha Klink

Chief Meyer invited Dispatcher Klink up providing her background stating what a great job she does as a Dispatcher. Board President Yancey presented Dispatcher Klink with the 2018 Dispatcher of the Year Award. Dispatcher Klink thanked staff and the Board.

6.4 Recognition of Firefighter of the Year – Ben Wylie

Chief Meyer invited Captain Wylie up providing his background stating that he is a second-generation firefighter, and this is the second time he has received this award. Chief Meyer stated that Captain Wylie does the gold leafing on District apparatus. Board President Yancey presented Captain Wylie with the 2018 Firefighter of the Year Award. Captain Wylie thanked staff and the Board.

6.5 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>

Financial Consultant Campo introduced this item and then introduced Mr. White from Vavrinek, Trine, Day & Co., who then provided the Board with some highlights from the CAFR, stating that some accounting rules had changed then discussed pension and OPEB liabilities. A question and answer followed with the Board then thanking Mr. White for his presentation.

7. OLD BUSINESS

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

Special District Counsel Tom Willis was introduced and stated that this Public Hearing was to receive input from the community regarding the creation of a District Board District-Based Electoral System. Board President Yancey reviewed the upcoming process and confirmed the next three Public Hearing dates. Staff corrected the date of March 26, 2019, stating that this date should be March 27, 2019. Demographer Michael Wagaman was introduced and presented a power point detailing the process and criteria for drawing the district-area boundary maps. Questions and answers from the Board were responded to discussing overlapping areas with other entities involved, costs involved which the District would need for budgeting purposes. Demographer Wagaman stated that the Board's input and direction was very important in this process, with the ultimate goal being a District Ordinance be adopted.

8. NEW BUSINESS

None.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

9.1 There was no comment on correspondence.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Phares highlighted the recent Active shooter training held and that staff would be working with San Ramon Police also on the same training. Some of the recent events that happened in the District regarding this were also discussed.

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

Chief Meyer provided the monthly EMS report highlighting the 540 medical incidents that staff responded to this past month and that controlled substance inventory software products have been evaluated by staff.

10.3 Logistics – Deputy Chief Drayton
Logistics Report of monthly activities.

Deputy Chief Drayton stated that HVAC preventative maintenance programs have been completed at District facilities.

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

Deputy Chief Drayton discussed recent CPR, AED and Train the Trainer classes that had been held and that annual inspection compliance is at 6.9%.

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

Communications Director Pangelinan highlighted the recent accreditation packet that was completed and that she is awaiting to hear about this accreditation also highlighting the new District website. The Board stated that they liked the new website and thanked staff for their hard work on this project.

- 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 wellness fitness exams that took place receiving positive feedback from employees.

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

Financial Consultant Campo will update the Board on Finance activities at the March Board meeting.

Committee Chair Kerr provided the update on this Finance Committee meeting where the reserve fund policy was discussed as well as the proposed Public Safety Building making sure we can afford the proposed building. The mid-year budget was also discussed where staff stated that the District is on track. Director Kerr stated that additional information would come back at the March board meeting.

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

Chief Meyer would update the Board on monthly activities at the March Board meeting.

11. GOOD OF THE ORDER

- 11.1 Finance Committee Update by Committee Chair Kerr

This update was covered under item 10.7.

11.2 Facilities Committee Update by Committee Chair Stamey

Committee Chair Stamey stated that the subcommittee met, and the outcome of that meeting was that a workshop be held with the other Board members, so they can review the plan also and ask any questions they might have. Staff will forward suggested dates to the Board for this workshop.

11.3 EMS Committee Update by Committee Chair Parker

Committee Chair Parker stated that the subcommittee met discussion the upcoming RN position asking that the job description be brought back at the March Board meeting for approval. Chief Meyer stated that this would be a civilian position and discussed the EMS liaison positions where there would be up to three personnel per shift involved. Chief Meyer stated that this this would result in a savings to the District of approximately \$400,000.

11.4 Discussion and review of District Board Handbook.

Board President Yancey thanked District Clerk Brooks for putting the handbook together and asked that it be updated yearly.

12. UPCOMING CALENDAR OF EVENTS

The Board and staff reviewed the upcoming calendar of events. Director Yancey mentioned other upcoming events, which staff will note on the March agenda.

13. CLOSED SESSION

13.1 Conference with Legal Counsel – 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.

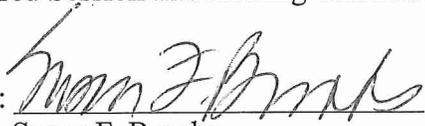
14. RETURN TO OPEN SESSION

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

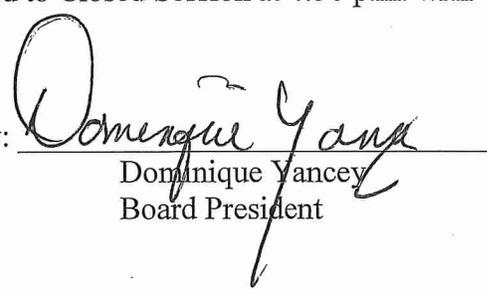
16. ADJOURNMENT

The regular meeting adjourned at 4:40 p.m. The Board adjourned to Closed Session at 4:50 p.m. with the Closed Session and meeting concluding at 5:21 p.m.

Prepared by:


Susan F. Brooks
District Clerk

Approved by:


Dominique Yancey
Board President