

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
April 17, 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, and Parker

Absent: Director Stamey

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

1. CALL TO ORDER

Board President Yancey chaired the meeting and called for order at 1:03 p.m.

2. PLEDGE OF ALLEGIANCE

EMS Battalion Chief Duggan 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

There was no public comment.

5. CONSENT CALENDAR

Director Parker moved approval of the consent calendar. Director Kerr seconded the motion. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Cardiac Save Recognition

EMS Battalion Chief Duggan provided the background of this incident, then invited Mr. and Mrs. Smith up to be recognized. Chief Meyer stated that on behalf of the entire organization, our

crews did a great job. Board President Yancey presented Mr. and Mrs. Smith with certificates and also provided the crews with certificates. The consensus of the Board was that a great job was done by our crews on this incident and thanked them. The Board then recessed for 10 minutes for time to take pictures.

7. **OLD BUSINESS**

None.

8. **NEW BUSINESS**

8.1 Approval of DNI Contract

Chief Meyer provided background of this item, discussing technology and the areas the District needs to address. As part of the audit several issues were taken care of. Staff did great job at looking at savings which are approximately \$34,000-\$35,000. Chief Meyer stated that the services of DNI were evaluated also and that the term of this agreement would be five years. Emergency Communications Director Pangelinan stated that either more staffing was needed, or work needed to be contracted out. By contracting out, staff felt that DNI was the best fit for the District. DNI's role in Disaster Preparedness was also discussed.

Motion by Director Crean to enter into an agreement with Definitive Networks, Inc., for IT professional services in an amount not to exceed \$40,000 per month, for a term of 60-months. Motion seconded by Director Kerr. Motion carried.

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, Frank Drayton
Operations Report of monthly activities

Deputy Chief Drayton provided his monthly report highlighting FF/Paramedic interviews that were done in March. The Engineers Academy also took place in March. Director Crean thought staff taking part in this interview process was a good thing.

Training Chief Aguiar provided the training update discussing Safer Grants and all the training that occurred during month was highlighted.

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

EMS Battalion Chief Duggan stated that 380 emergency medical incidents took place. Crews did a great job on all of those calls. EMS Chief Duggan also discussed working with law enforcement on some calls with great cooperation with all agencies.

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

Deputy Chief Drayton stated that Chief Selover would provide the monthly report which included preventative maintenance and Station 35 landscaping taking place. Deputy Chief Drayton also stated that (4) Four Type I engines were delivered to Golden State apparatus.

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

Chief Drayton highlighted that plan review to date is at 0 plan review in que. The District Plan review section is doing great and annual inspections going well also. CERT team class 85 was recently completed.

The annual Senior pancake Breakfast was discussed as well as the San Ramon Resource Fair. which is a joint event with the City of San Ramon.

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

Director of Emergency Communications Pangelinan highlighted that Accreditation was awarded and staff will be traveling to Maryland to accept the award the last week in April. Communications also assisted the San Ramon Police Academy with their recruitment. Director Pangelinan stated that National Public Safety Communications Week is this week.

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

Director of Human Resources Korthamar Wong stated that FF/Paramedic interviews were held at the San Ramon Community Center and thanked the District Operations staff their help with the recruitment.

- 10.7 Finance Division – Controller Davina Hatfield
Monthly Finance Report of monthly activities.

Controller Hatfield provided the monthly power point presentation and monthly report stating that Finance also helped with the Safer Grant application and that District auditors were on site for their fieldwork project this past month. The auditors will complete the District audit in the beginning of September. Ms. Hatfield then presented a power point of monthly updates in the District various funds. Ambulance revenue and transports also discussed.

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

Chief Meyer informed the Board that he would like direction to consider looking at our surplus engines and equipment and having these surplus items donated. The past two years have been devastating in various counties due to all of the wildland fires and he gets requests frequently for surplus equipment. Director Parker stated that this issue can become political and felt it would be best if the Board reviewed requests, instead of the Fire Chief. Chief Meyer clarified that he would bring these requests before the Board in the future asking if the Board be would be comfortable with handling these requests. Director Crean thinks this would be a good thing for the District to do and that the Board look at proposals as they come in regarding agencies that are really in need of surplus equipment. The Board provided direction to staff that they would look at these requests on a case by case basis.

11. GOOD OF THE ORDER

Board President Yancy stated that the retirement event held last month for Deputy Chief Phares was a wonderful event.

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 (3 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.
13.2 Annual Fire Chief Evaluation and Discussion of mutual goals, pursuant to Government Code Section 54957.


14. RETURN TO OPEN SESSION

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


16. ADJOURNMENT

The regular meeting adjourned at 2:18 p.m. The Board adjourned to Closed Session at 2:26 p.m. with the Closed Session and meeting concluding at 4:05 p.m.

Prepared by:


Susan F. Brooks
District Clerk

Approved by:


Dominique Yancey
Board President