

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
May 22, 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, Director of Human Resources Korthamar Wong, Technology Systems Manager Call, Deputy Chief Drayton, EMS Battalion Chief Duggan, Interim Deputy Chief Selover; Controller Hatfield, District Counsel Ross, Financial Consultant Campo and District Clerk Brooks.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

San Ramon Valley Rotary President Valerie Munoz 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 one comment card regarding weed abatement from Mr. Schardt, 841 Hawthorne Drive, Walnut Creek, CA.

5. CONSENT CALENDAR

Director Kerr asked that Consent Calendar item 5.4 be pulled for discussion.

Director Parker moved approval of the consent calendar items 5.1, 5.2, 5.3, 5.5 and 5.6. Director Stamey seconded the motion. Motion carried.

Chief Meyer mentioned the tax payment the District made. Financial Consultant Campo explained the agreement with the City of San Ramon regarding sales tax and out of state purchases.

Regarding item 5.4 Chief Meyer explained the approval of the contract amendment with One Concern regarding seismic events where the contract shows a bump up in 20/21 and that the District can cancel this contract anytime with 90 days' notice. Director Kerr thanked Chief Meyer for the clarification.

Director Kerr moved approval of Consent Calendar item 5.4. Director Stamey seconded the motion. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Recognition of San Ramon Valley Rotary's Fundraising for the California Fire Foundation at Giannis Tips for Change.

Chief Meyer introduced San Ramon Valley Rotary President Munoz along with Rotary member Dani Gregory. The Rotary presented a check for \$2006.00 which Chief Meyer accepted on behalf of the California Fire Foundation stating how happy he was to accept check on behalf of the CFF. Ms. Munoz provided background on the check which the Cal Fire Foundation would receive. Board President Yancey thanked Ms. Gregory and Ms. Munoz for their dedication and presented them with a certificate of recognition.

Chief Meyer then recognized resident Don Reid on his birthday. The Board and those present sang Happy Birthday to Mr. Reid.

7. OLD BUSINESS

- 7.1 Open Public Hearing to Consider Annual CPI Adjustment to Service Fees and Charges Contained within Ordinance No. 28, and adoption of Resolution No. 2019-03.

Board President Yancey opened the Public Hearing. No one came forward.

Chief Meyer provided the background of simple Resolution that is done every year.

Board President Yancey closed the Public Hearing.

Motion by Vice-President Parker to approve Resolution No. 2019-03. Director Kerr seconded the motion. Motion carried by roll call vote.

8. NEW BUSINESS

- 8.1 Open Public Hearing as set forth in the annual exterior hazard abatement notices mailed on April 12, 2019, stipulating May 22, 2019 at 1:00 p.m., 1500 Bollinger Canyon Road, San Ramon, California, as the date, time and place provided for the purpose of receiving public comment to show cause why exterior hazard abatement standards are not applicable to the appellant's property.

Board President Yancey opened the Public Hearing.

There was one speaker card from Bill Schardt, a Walnut Creek resident and weed abatement contractor. Mr. Schardt stated that due to the recent rains he has not been able to get out and do weed abatement. Mr. Schardt stated that usually prior to May 15 all work could be done if the weather was dry, but rains hindered the work stating that the first week in June will be when they can start again. Mr. Schardt stated that in certain rainy years the abatement deadline should be

on a sliding scale stating that May 31 this year is not realistic and asked that the District work with him on abatement.

Chief Meyer stated that our weed abatement flyers have standard language every year and that in the last two years weather/fire weather has changed. Chief Meyer stated that the District always works with homeowners and contractors and understands all the challenges of homeowners and will be reasonable with requests as they come up.

Board President Yancey closed the Public Hearing and thanked Mr. Shardt for his comments.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

- 9.1 Chief Meyer mentioned the thank you card that was received from former Director Roxanne Lindsay stating that during copying it looked like some of the wording was cut off. The District Clerk stated she will be very cautious copying correspondence in the future.

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 live burns scheduled for May and June 2019. Chief Drayton also stated that the District Haz Mat team held a training session in Antioch.

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

EMS Battalion Chief Duggan stated that 675 medical incidents were responded to this past month.

- 10.3 Logistics – Interim Deputy Chief Jim Selover
Logistics Report of monthly activities.

Interim Chief Selover stated that the Hazardous Materials Business Plan is complete, and that maintenance repairs/concrete, landscape work is also complete. Interim Chief Selover also stated that the outfitting of new District Engines is complete.

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

Chief Drayton highlighted staff completed inspections at 33% of the year and that 536 plan reviews were received and completed. Chief Drayton stated that the weed abatement deadline in the county will be moved back a week or two and the District would work with anyone that contacts us regarding abatement of high risk first then low risk properties. Director Kerr stated that the San Ramon Resource Fair and pancake breakfast was wonderful and thank all involved.

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

Technology Systems Manager Call provided the Communications report highlighting the First 15 Minutes Mock scenario recently took place; and that computers in all fire stations have been updated. A question came up about the District’s new Instagram account and who is monitoring the account. Technology Manager Call stated that Director of Emergency Communications Pangelinan and her staff are monitoring the account. Chief Meyer commented that he reviews and approves all posts to the account.

- 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 feedback on the District hiring application process and new hires has been great and our on-line application process has also received positive feedback. The recent Recruitment Fair attended by staff was well received.

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

Financial Consultant Campo highlighted his monthly report – GEMT and quality assurance fees were discussed. The annual state controllers report has been done for calendar year 2018 and the annual request from Transparent California on public agency compensation has also been complete.

Controller Hatfield provided the monthly power point presentation explaining the different district funds; and that District revenues are up due to the recent property tax payment.

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

Chief Meyer referred to the flyer staff provided dealing with wildland training in Windemere stating this burn might concern some residents due to the amount of smoke it will cause. Chief Meyer stated that we trying to educate the public, so they know about this training event. Chief Meyer stated he attended a Red Cross event at Round hill Country Club in Alamo “Sound the Alarm” and he has had meetings with Contra Costa County Supervisors regarding 201 rights and these meetings are going well. Chief Meyer also met with Supervisor Candace Anderson and the County Public Works department regarding the Hemme property in Alamo, stating the District will work with them and would bring this item back to Board as more information becomes available.

11. GOOD OF THE ORDER

11.1 Confirmation of Annual Board Recess for month of July 2019.

The Board confirmed the Board meeting recess in July 2019.

Reschedule Board Meeting dates for November and December 2019, due to the Thanksgiving and Christmas holidays.

The Board agreed to the following revised dates for the November and December 2019 Board meetings which are as follows:

Wednesday, November 20, 2019 (instead of November 27, 2019)

Wednesday, December 18, 2019 (instead of December 25, 2019)

Chief Meyer also asked that the regular September 25, 2019 Board meeting date be rescheduled due to the Annual Cal Fire Chief's Conference September 24-26, 2019. The new September 2019 Board meeting date is as follows:

Wednesday, September 18, 2019 at 1 p.m. (instead of September 25, 2019)

12. UPCOMING CALENDAR OF EVENTS

The Board and staff reviewed the upcoming calendar of events.

Chief Meyer stated that San Ramon Police Chief Craig Stevens has asked to schedule public meetings regarding the new public safety building. Dates would be June 3, 4 and 5th. All of these meetings would be from 6-7 p.m., as follows:

Monday June 3, 2019 San Ramon Valley Fire, Boardroom

Tuesday June 4, 2019 Dougherty Valley Community Center, small theater

Wednesday June 5, 2019 San Ramon City Hall, EOC training classroom

Due to the above meetings, the date for the annual budget workshop would be pushed back. Chief Meyer stated that these presentations will be done with the District fire board and San Ramon City Council to get public feedback and input. District staff will be in attendance providing the presentation and taking notes on feedback received.

At this time, Chief Meyer asked for a new date in June for the annual budget workshop, suggesting the morning of the regular June board meeting – June 26th. It was confirmed that the Board Budget Workshop would be held at 10:30 a.m. on Wednesday, June 26. Lunch would be provided, followed by the regular June Board meeting at 1 p.m.

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.

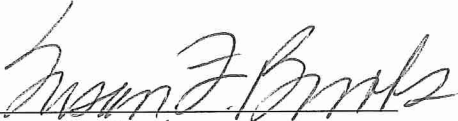
14. RETURN TO OPEN SESSION

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

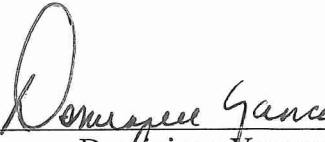
16. ADJOURNMENT

The regular meeting adjourned at 2:15 p.m. The Board adjourned to Closed Session at 2:24 p.m. with the Closed Session and meeting concluding at 3:20 p.m.

Prepared by:


Susan F. Brooks
District Clerk

Approved by:


Dominique Yancey
Board President