

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
September 18, 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 Stamey.

Absent: Director Parker, Deputy Chief Drayton

Staff Present: Fire Chief Meyer, Director of Human Resources Korthamar Wong, Technology Systems Manager Call, Director of Emergency Communication Pangelinan, EMS Battalion Chief Duggan, Interim Deputy Chief Selover; Controller Hatfield, Training Battalion Chief Aguiar; 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 2:00 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.

4. PUBLIC COMMENT

There was no public comment.

5. CONSENT CALENDAR

Board President Yancey stated that there was one change to the August Board minutes and asked that Consent item 5.2 be pulled.

Chief Meyer noted one change on Consent item 5.6/16.

Motion by Director Stamey, seconded by Director Kerr to approve consent calendar items 5.1-5.6, excluding consent item 5.2. Motion carried.

Motion by Director Kerr, seconded by Director Stamey to approve consent item 5.2 as amended. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Introduction of New Employee: Laura Begin-EMS Coordinator/Registered Nurse

Chief Meyer introduced new EMS Coordinator Begin, providing her background stating that she has extensive field work behind her and has a passion for her work and education. EMS Coordinator Begin stated that she is very happy to be here at the District. The Board welcomed EMS Coordinator Begin with Board President Yancey presenting her with flowers.

6.2 Introduction of Newly Promoted Employee: Cindy Jackson, Administrative Assistant, Operations.

Chief Meyer introduced newly promoted Administrative Assistant Jackson stating what a positive person she is and is a great fit for the position. The Board congratulated Administrative Assistant Jackson with Board President Yancey presenting her with flowers. Administrative Assistant Jackson thanked everyone for their support.

6.3 Presentation by Judy Lloyd (Senator Glazer's office)

Judy Lloyd from Senator Glazer's office presented a State Senate Resolution recognizing the Emergency Dispatch Center reading several paragraphs from the Resolution. Director of Emergency Communications Pangelinan thanked Ms. Lloyd and stated that she will display the Resolution in the Comm Center. Chief Meyer thanked Ms. Lloyd and Senator Glazer for always being so supportive of the District.

At this time in the meeting, Chief Meyer introduced Battalion Chief McNamara and presented him with his 20-year service award pin saying what a great job he has done for the District these past 20 years. Battalion Chief McNamara thanked everyone. Chief Meyer then called a brief break to take pictures.

7. OLD BUSINESS

7.1 Continued Public Hearing and Proposed Adoption of Ordinance No. 35 requiring notice and cost recovery associated with monitoring work in high fire-risk areas and the deployment of safety and infrastructure protection teams by electric utility companies.

The Public Hearing was opened, no one came forward. The Public Hearing was closed. Chief Meyer stated that the second reading would take place at the October 23, 2019 Board meeting.

8. NEW BUSINESS

8.1 Approval of amendment to the CIP Budget (account 6120) for fiscal year 2019-2020 in the amount of \$175,000 for professional services related to the public safety administration building and training facility.

Chief Meyer provided the background of this item, also asking that the budget amount stated in the staff report be increased by \$100,000. Chief Meyer then discussed the recent community

meeting, and Planning Commission meeting; stating that various sound and traffic as well as other studies would also be done for these projects. Chief Meyer stated that the Planning Commission meeting went well, and it was the consensus that education related to these projects for the homeowners in the affected areas is key.

Motion by Director Crean seconded by Director Stamey to approve the amendment to the CIP budget for fiscal year 2019-2020 in the amount of \$275,000 for professional services related to the public safety administration building and training facility. 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, Frank Drayton
Operations Report of monthly activities

Chief Meyer provided the Operations monthly report, in the absence of Deputy Chief Drayton discussing the recent burn training that occurred thanking Deputy Chief Drayton and Training Chief Aguiar for putting these trainings together. Training Chief Aguiar thanked the other agencies who also helped in the training, and then showed a brief video of the training. Board President Yancey suggested when the District conducts future training, possibly including the Thomas Ranch homeowners so they can see what some of our District training consists of.

Chief Meyer also stated that the District was awarded the Safer Grant which will allow the District to hire additional firefighter/paramedics.

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

EMS Battalion Chief Duggan stated that since last month 420 EMS incidents occurred and that six firefighter/paramedics are finishing their provisional assignments.

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

Interim Deputy Chief Selover stated that the generator replacement project has been completed and that roof work has commenced at Station 31.

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

Interim Deputy Chief Selover highlighted the 73% of inspections that have been completed and how successful the Via Heart Event was that recently took place at Monte Vista High School where 407 teens were screened.

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

Director of Emergency Communications Pangelinan stated that DNI completed the on-site construction assessment with our Fiber provider and a new GIS plotter was recently purchased.

- 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 District recruitments have been on-going and also provided an overview of some of the ICS statistics. Ms. Korthamar Wong also stated that station visits have been held regarding our annual benefit open enrollment. Some discussion then followed regarding workers' compensation.

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

Financial Consultant Campo highlighted his monthly report stating that staff attended a CSMFO chapter meeting and that the title report has been received on old Station 32. Controller Hatfield then provided a power point presentation of District investments, reserves, and general funds.

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

Chief Meyer again discussed the District receiving the \$2.5 million Safer Grant which is wonderful for the District and credited staff for all of the work done in being able to secure this grant. Chief Meyer thanked the Board also stating that the acceptance of this Grant will be brought back at the October board meeting.

11. GOOD OF THE ORDER

Chief Meyer mentioned that a meeting was held with staff and the Station 37 volunteers recently, and that new EMS Coordinator Begin was introduced to the Heart Safe Committee.

Chief Meyer also mentioned that resident Don Reid recently had to call 911 and was extremely pleased with the superior service he received from our District.

Director Crean stated that he would like to attend one of the trainings when Station 37 has their next training.

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 (4 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)

Upon returning from Closed Session, District Counsel indicated with respect to all four matters of potential litigation, there was no reportable action under the common law attorney client privilege and that provided by Government Code Section 54956.9(d)(2).

16. ADJOURNMENT

The regular meeting adjourned at 3:50 p.m. The Board adjourned to Closed Session at 4:00 p.m. with the Closed Session and meeting concluding at 4:32 p.m.

Prepared by:



Susan F. Brooks
District Clerk

Approved by:



Dominique Yancey
Board President