

AGENDA
SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Board of Directors Regular Board Meeting

Wednesday April 22, 2020 – 1:00 p.m.

Consistent with California Governor's Executive Order N-29-20 promoting social distancing, there will be no physical or in-person meeting location available to the public. Instead, the meeting will be conducted by teleconference. The meeting will be accessible for all members of the public to attend and give public comment via the District's website, by emailing info@srvfire.ca.gov.

*Don Parker ~ Board President
Matt Stamey, Board Vice-President ~ Ryan Crean, Director
H. Jay Kerr, Director ~ Dominique Yancey, Director*

~MISSION STATEMENT~

In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.

TELECONFERENCE PARTICIPANTS

BOARD MEMBERS RYAN CREAN, H. JAY KERR, DOMINIQUE YANCEY, VICE PRESIDENT MATT STAMEY, AND PRESIDENT DON PARKER WILL PARTICIPATE BY TELECONFERENCE PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20

PURSUANT TO THE RALPH M. BROWN ACT, GOVERNMENT CODE SECTION 54953, ALL VOTES SHALL BE BY ROLE CALL DUE TO BOARD MEMBERS CREAN, KERR, YANCEY, VICE PRESIDENT STAMEY, AND PRESIDENT PARKER PARTICIPATING BY TELECONFERENCE

This meeting will be available to District Residents via the District's website at <https://www.firedepartment.org>

ATTENTION: Members of the public may submit comments on any Agenda Item via email prior to and during the meeting, by email to info@srvfire.ca.gov which should designate the Agenda Item Number for which the comment is being submitted. All comments received prior to the start of item will be read into the record by the District Clerk. The time allotted for each public comment is determined by the Board President and may be up to a maximum of 3 minutes. The District Board will pause after the conclusion of each agenda item to facilitate either telephonic or email comment by members of the public.

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**
4. **PUBLIC COMMENT** *Please see language on Page 1 pertaining to Public Comment*

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 *et seq.*) and may be limited to three (3) minutes for any person addressing the Board. Please email a “Request to Speak” prior to the meeting to the District Clerk: sbrooks@srvfire.ca.gov.

5. **CONSENT CALENDAR**

Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.

- 5.1 Approve the demand registers for the period February 15, 2020, through March 13, 2020 in the amount of \$1,926,264.37 and for the period of March 14, 2020, through April 10, 2020 in the amount of \$3,472,232.54.
- 5.2 Approve the Board minutes from the February 26, 2020 Regular Board Meeting, and District Counsel’s Report Upon Return from Closed Session from February 26, 2020.
- 5.3 Approval of salary, payroll taxes and retirement contributions for the month of February 2020 in the amount of \$4,246,548.55 and for the month of March 2020 in the amount of \$4,238,537.60.
- 5.4 Approval of payment in the amount of \$32,535.00 to Stryker for new LTE modems for Life Pak 15’s.
- 5.5 Approval of payment in the amount of \$41,539.50 to purchase workstations, a laptop, monitors and peripherals.
- 5.6 Authorize payment in the amount of \$31,470 to Baysport Preventative Medical Group for physical examinations for the month of February 2020.
- 5.7 Renew General Banking and Cash Management Services Contract with Bank of the West.
- 5.8 **Personnel Actions:**
Step Increases:
Approve staff recommendation to award the following step increases, effective April 1, 2020:
 1. Deputy Chief Frank Drayton to Deputy Chief, Step 6
 2. Captain David Garcia to Captain 10, Step 6
 3. Captain John Martin to Captain 10, Step 6

Promotions:

Approve staff recommendation to award the following promotions, effective April 1, 2020:

1. Engineer Matt Mariolle to Captain 12, Step 5
2. Engineer Damien Alvarez to Captain 10, Step 5
3. Firefighter Shane Smith to Engineer 6, Step 6
4. Firefighter Michael Armario-Lyons to Engineer 4, Step 6
5. Firefighter Luis Guzman to Engineer 4, Step 6

General Salary Increases:

1. As contained in the Letter of Understanding approved by the Board of Directors, effective April 1, 2020:
 - a. Approve a 4% general salary increase for employees represented by IAFF Local 3546 classified as Captains, Engineers and Firefighters.
 - b. Approve a 3% general salary increase for employees represented by IAFF Local 3546 and 3546A not classified as Captains, Engineers and Firefighters.
2. Approve a 3% general salary increase for non-represented full and part-time employees (excluding the Fire Chief), effective April 1, 2020.

New Hires:

Confirmation of employment, effective April 1, 2020:

1. Approve staff recommendation to hire Rochelle (Shelley) Martin for District Clerk (Executive Assistant – Limited Term).

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Introduction of Shelley Martin, Part-Time District Clerk.

7. OLD BUSINESS

- 7.1 2019-20 Budget Update and approval of budget adjustments listed in the staff report.

8. NEW BUSINESS

- 8.1 Update on COVID 19 Pandemic.
- 8.2 Consideration of Policy Designating Job Classifications as Exempt from the Families First Coronavirus Response Act.
- 8.3 Consideration of Emergency Leave Policy.
- 8.4 Approval of Reimbursement Resolution No. 2020-01 – Station 34 Remodel & Tiller Truck Acquisition.
- 8.5 Approve Resolution No. 2020-02 for the 2020 Exterior Hazard Abatement Program.
- 8.6 Authorization to enter into an agreement with Ramos Oil Company for Bulk Fuel Services.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

10. MONTHLY ACTIVITY REPORTS:

- 10.1 Operations Division-Deputy Chief Frank Drayton
Operations Report of monthly activities.
- 10.2 EMS – Battalion Chief, Jim Selover
EMS Report of monthly activities.
- 10.3 Logistics – Battalion Chief John Duggan
Logistics Report of monthly activities.
- 10.4 Fire and Life Safety Division – Battalion Chief John Duggan
Fire and Life Safety Report of monthly activities.
- 10.5 Communications Division – Director of Emergency Communications, Denise Pangelinan
Communication Report of monthly activities.
- 10.6 Human Resources Division – Human Resources Generalist, Stacy Tamori-Ward
Human Resources Report of monthly activities.
- 10.7 Finance Division – Financial Consultant, Ken Campo
Finance Report of monthly activities.
- 10.8 Fire Chief – Fire Chief, Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

11. GOOD OF THE ORDER

12. UPCOMING CALENDAR OF EVENTS

- 12.1 Memorial Day, Monday, May 25, 2020 (District Holiday)

13. CLOSED SESSION

- 13.1 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 TO THE NEXT REGULAR BOARD MEETING OF MAY 27, 2020

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on April 17, 2020 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts website at www.firedepartment.org.

The San Ramon Valley Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed on the District website at: www.firedepartment.org. In addition, if you would like a copy of any record related to an item on the Agenda, please contact the District Clerk at (925) 838-6661.