

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – January 24, 2018 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 Stamey, Directors Campbell, Kerr, Parker and Yancey

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Deputy Chief Krause, FLSD Manager Drayton, Director of Human Resources Korthamar Wong, Technology Systems Manager Call, EMS Battalion Chief Duggan, Director of Emergency Communications Pangelinan, District Clerk Brooks and District Counsel Ross.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Board President Stamey 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

None.

5. CONSENT CALENDAR

At this time in the meeting, Board President Stamey asked that consent calendar item 5.6 be moved to Old Business as there was a Resolution included which should be a roll call vote by the Board.

Motion by Director Yancey to approve consent item 5.1.-5.5 and 5.7-5.9. Motion seconded by Director Campbell. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Announcement of Standing Committee Assignments for 2018 by Board President Stamey.

Board President Stamey stated that the committee assignments had been chosen for the year 2018, and an updated roster was included in the packet with this current information.

At this time in the meeting Chief Meyer introduced Stacy Tamori, the new HR Generalist. Ms. Tamori thanked the Board for the warm welcome and stated that she is happy to be here at the District.

7. OLD BUSINESS

7.1 Report on Antique Fire Pumper.

Chief Meyer provided the background of this item stating that Training Captain Spani brought this project to his attention. There was lengthy discussion on this item with the main discussion being about District volunteers working on District projects and the liability this involves as well as other issues. The Board concurred that a policy should be drafted so that if something like this comes up in the future the District will have a written policy to protect all parties involved.

Director Campbell suggested that the restored pumper be part of the valley events, i.e., Hot Summer Nights, the Annual 4th of July parade, stating that residents would enjoy seeing this restored vehicle.

District resident Don Reid addressed the Board stating that the cost of the work that has been done on the pumper is well worth the cost, as he does have experience in working and being very familiar with this kind of work.

Motion by Director Yancey to approve compensating Michael French in the amount of \$9,000 for his efforts in restoring the District's 1930 Fire Pumper, with the District establishing a policy that addresses warranties, formality and release of liability for future projects should they arise. Motion seconded by Director Kerr.

7.2 Discussion of Retainer, District Legal Counsel.

Board President Stamey carried this item stating that the Personnel Committee met earlier in the month discussing legal services and how we currently have several providers. It was the consensus that District Legal Counsel now report directly to the Fire Chief, as the Board is not as involved in the day to day activities within the District as much as the Fire Chief is. Also discussed were any items worked on outside Legal Counsel's retainer, must be approved by the Fire Chief in writing. The Board directed staff to review the items discussed at the meeting and draft a new retainer to be reviewed by other outside legal firms the District now deals with.

7.3 Approval of the Side Letter Agreement between the San Ramon Valley Fire Protection District and IAFF Local 3546, dated January 24, 2018, and authorize the Fire Chief to sign the agreement.

Human Resources Director Korthamar-Wong provided the background related to the Plans Examiner position. stating that there is no financial impact. Chief Meyer stated that this would create more flexibility within the District. Director Yancey stated that there are District Attorney AdHoc meetings with other staff at the County dealing with fire investigation issues and

encouraged someone from the District to attend these meetings to exchange information. Motion by Director Campbell to approve the Side Letter Agreement, dated January 24, 2018 and authorize the Fire Chief to sign the Agreement. Director Kerr seconded the motion. Motion carried.

- 7.4 Possible approval of Resolution No. 2018-01 establishing fines pursuant to Ordinance No. 24 and repealing Resolution No. 2013-10.

Chief Krause provided the update on this item stating that with the adoption of the 2016 Fire Code, a few changes had to be made to the code reference numbers. Director Yancey noted there were no increase in fees themselves. Motion by Director Parker to approve Resolution No. 2018-01 establishing fines pursuant to Ordinance No. 24 and repealing Resolution No. 2013-01. Motion seconded by Director Kerr. Motion carried by roll call vote.

8. NEW BUSINESS

- 8.1 Memo from LAFCO Executive Director, Lou Ann Texeira – Election Notice and Call for Nominations for Special District Representative.

District Clerk Brooks provided the background of this item to the Board. It was the consensus that Board President Stamey be the voting delegate. District Clerk Brooks will forward this information to LAFCO. There were no nominations from the District for the LAFCO vacancies.

- 8.2 Discussion and possible approval of establishing a Chief Financial Officer Position.

Chief Meyer introduced this item stating that due to the Controller recently resigning, this is a prime opportunity to recruit for a Chief Financial Officer and emphasized how fortunate we have been to have Financial Consultant Campo here at the District for five years. Board President Stamey stated that getting a competent employee is a must and thanked Financial Consultant Campo for his commitment. Chief Meyer stated the current Finance Consultant, Ken Campo has agreed to work with the new CFO for the balance of this calendar year and then be available, possibly on retainer, for general consultation and special projects. Motion by Director Parker to authorize Fire Chief to proceed with establishment and recruitment of a CFO position with a benefit structure commensurate with other District management positions and with a salary range of \$160,000 to \$195,000. Director Yancey seconded the motion. Motion carried.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

The Board commented on all the nice letters still coming in from the Napa fires.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Phares reviewed his board report stating that there was a recent structure fire in Danville and that the Academy graduation was held on Friday, January 19, 2018.

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

EMS Battalion Chief Duggan reviewed his board report informing the Board that the District responded to about 605 emergency medical incidents this past month and stated that there has been an increased volume of flu cases. Director Parker suggested the addition of more hand sanitizer stations might help.

- 10.3 Logistics – Deputy Chief, Derek Krause
Logistics Report of monthly activities.

Deputy Chief Krause reviewed his report stating that the Type 1 Engine Subcommittee met to discuss their research and findings from a recent site visit.

- 10.4 Fire and Life Safety Division – Deputy Chief, Derek Krause
Fire and Life Safety Report of monthly activities.

Deputy Chief Krause provided his monthly report stating that the two Fire and Life Safety Division Permit Technicians have been trained and are doing well.

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

Director of Emergency Communications Pangelinan discussed some highlights stating that the last Dispatcher trainee has been released and that apparatus headset and audio receiver inspections have been completed.

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

Human Resources Director Korthamar Wong stated that Open Enrollment has been completed and the District has a new vendor for our Flexible Spending Plan and that enrollment in this plan has increased.

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

Financial Consultant Campo reviewed a power point showing investment earnings stating that the market is doing well and that information regarding ambulance transport rates would come back to the Board at a future meeting.

- 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 attended a Board of Supervisors meeting where the Ambulance RFP was presented and that Director Yancey attended the meeting also. Chief Meyer also stated that Supervisor Anderson has been a great advocate of the District regarding this issue.

11. GOOD OF THE ORDER

11.1 Selection of date for annual Board Retreat at San Ramon City Hall

The date of April 18, 2018 from 10 a.m. to 2:00 p.m. was confirmed for the Annual Board Retreat to be held at San Ramon City Hall in the first-floor conference room.

At this time in the meeting, Director Kerr stated that he had a conflict with a daytime meeting for the regular February Board meeting. The Board decided on a time of 7 p.m. for the regular Wednesday, February 28th Board meeting, instead of 1 p.m.

12. UPCOMING CALENDAR OF EVENTS

Monday, February 19, 2018 – Presidents Day Holiday
Friday, February 23, 2018 – 9:30 a.m. – CERT PAC Meeting
Wednesday, February 28, 2018 – 7:00 p.m. – Regular Board Meeting.

The regular meeting adjourned at 3:05 p.m. The Board adjourned to Closed Session at 3:15p.m., with the Closed Session and meeting concluding at 3:42 p.m.

13. CLOSED SESSION


13.1 Possible exposure to litigation (2 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 REGULARLY SCHEDULED BOARD MEETING AT 7:00 P.M. WEDNESDAY, FEBRUARY 28, 2018 IN THE BOARDROOM.

Prepared by:


Susan F. Brooks
District Clerk

Approved by:


Matt Stamey
Board President