

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)
May 27, 2020 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: Teleconference

Board Members Present: Board President Parker, Directors Crean, Kerr and Yancey.
Board Vice-President Stamey arrived after the Consent Calendar was approved.

Staff Present: Fire Chief Meyer, Deputy Chief Drayton, Director of Emergency Communication Pangelinan, EMS Interim Deputy Chief Duggan, Battalion Chief Aguiar, Battalion Chief Selover, Controller Hatfield, Technology Systems Manager Call, District Counsel Ross, Financial Consultant Campo, HR Generalist Tamori-Ward and District Clerk Brooks and District Clerk Martin.

1. CALL TO ORDER

Board President Parker chaired the meeting and called for order at 1:02 p.m.

2. PLEDGE OF ALLEGIANCE

District Clerk, Sue Brooks led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and there was a change to the agenda.

4. PUBLIC COMMENT

None

5. CONSENT CALENDAR

Chief Meyer noted that Item 5.1 demand register for April 11, 2020 through May 13, 2020 listed voided transactions twice, and an updated version was provided to the Board.

Director Yancey moved approval of the Consent Calendar; Director Kerr seconded the motion. Motion carried by roll call vote, with Vice-President Stamey absent.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

None.

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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. 2020-03.

Chief Meyer noted that Ordinance No. 28 contains the schedule of fees associated with certain services provided by the District and provides for an annual adjustment based upon the CPI which was 2.5% for February 2020. Director Kerr expressed concern about how fee increases may affect small businesses that may be struggling currently during the COVID-19 pandemic and requested that the Board discuss ideas to address the issue at the annual Board Retreat/Budget Study Session on June 10, 2020.

Motion by Director Crean to approve Resolution No. 2020-03. Director Kerr seconded the motion. Motion carried by roll call vote, with Vice-President Stamey absent.

8. NEW BUSINESS

- 8.1 Approve the Interagency Agreement Between San Ramon Valley Fire Protection District and City of San Ramon Regarding Joint Use Public Safety Complex.

Chief Meyer discussed the collaboration between the District and the City of San Ramon to develop a joint Public Safety Complex that would include the San Ramon Police Department, Fire Administration, and Operations Center. This facility would enhance Public Safety services more efficiently and effectively. City of San Ramon City Manager, Joe Gordon joined the meeting via Webex and together with Chief Meyer discussed the benefits of this draft collaborative agreement.

Motion by Director Kerr to approve this interagency agreement in draft form. Vice-President Stamey seconded the motion. Motion carried by roll call vote.

- 8.2 Approval of Reimbursement Resolution No. 2020-04, Joint Public Safety Building and Training Center Projects.

Chief Meyer noted that current conditions in the municipal tax-exempt bond market and favorable bidding environment make this an ideal time to move forward with funding for the Joint Use Public Safety Complex and stated that Resolution No. 2020-04 provides the District the ability to reimburse the Capital outlay fund for expenditures related to the project.

Motion by Vice-President Stamey to approve Resolution No. 2020-04. Director Crean seconded the motion. Motion carried by roll call vote.

- 8.3 Approval of Resolution No. 2020-05, Authorization of Fire Chief to act as Agent with the Federal Emergency Management Agency (FEMA) and the Governor's Office of Emergency Services (CalOES)

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Chief Meyer provided the background for this resolution, stating that in March 2020, Major Declaration FEMA-4482-DR-CA (DR-4482) made Federal emergency aid available for the COVID-19 pandemic. Designation of an Agent with FEMA and CalOES is required for the District to be eligible to receive State and/or Federal funding.

Motion by Director Crean to approve Resolution No. 2020-04 authorizing the Fire Chief to act as an Agent with FEMA and CalOES. Director Yancey seconded the motion. Motion carried by roll call vote.

- 8.4 Authorize the Fire Chief to enter into an Agreement with Delta Dental for the provision of employee dental benefits under the Self-Funded Delta Dental Plan L, effective July 1, 2020.

Chief Meyer discussed several reasons why the District wants to change dental providers from Sun Life to Delta Dental, including complaints from employees about services provided and procedures being denied. For employees, Delta Dental would mean less out of pocket expenses, access to more dentists and a simpler process when dealing with dental offices. Financial Consultant Campo stated that moving to a self-insured plan provides greater ability to “fine tune” the Plan. Director Kerr expressed concern about the increase in cost in selecting Delta Dental. Discussion followed.

Motion by Vice-President Stamey to authorize the Fire Chief to enter into an Agreement with Delta Dental. Director Crean seconded the motion. Motion carried by roll call vote, with Director Kerr dissenting.

- 8.5 Approve Resolution No. 2020-06 specifying requirements for electing members to the Board of Directors for the election on November 3, 2020.

District Clerk Martin stated that in preparation for the upcoming November 3, 2020 election, this Resolution outlines the election requirements by Contra Costa County and must be submitted to the County Elections Department by July 1, 2020. Director Kerr expressed concerns about the cost each candidate would have to pay for their filing statement, and he is concerned it may deter people from running for a seat on our Board. Discussion followed.

Motion by Director Yancy to approve Resolution No. 2020-06. Vice-President Stamey seconded the motion. Motion carried by roll call vote, with Director Kerr dissenting.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

None.

10. MONTHLY ACTIVITY REPORTS

- 10.1 Operations Division-Deputy Chief, Frank Drayton
Operations Report of monthly activities.

Deputy Chief Drayton provided his monthly report of activities for April 2020, including finalizing the floor plan for the Public Safety Building as well as the mailing of weed abatement letters.

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- 10.2 EMS – Battalion Chief, Jim Selover
EMS Report of monthly activities.

Battalion Chief Selover provided his monthly report of activities for April 2020, including highlighting COVID-19 activities and the District's Facility Health Screening policy. A brief status update on COVID-19 was also provided by Laura Begin, EMS Coordinator/RN and Battalion Chief Jonas Aguiar.

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

Interim Deputy Chief Duggan provided his monthly report of activities for April 2020, including completion of the installation of the electronic fuel monitoring equipment at all nine Fire Stations. At this time during the meeting, Director Kerr mentioned using local vendors within our District, if at all possible.

- 10.4 Fire and Life Safety Division – Interim Deputy Chief Duggan
Fire and Life Safety Report of monthly activities.

Interim Deputy Chief Duggan provided his monthly report of activities, noting that District Fire Inspectors will return to work June 1.

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

Director of Emergency Communications Pangelinan provided her monthly report of activities, highlighting the 911 NexGen Phone System Implementation project.

- 10.6 Human Resources Division – Human Resources Generalist Stacy Tamori-Ward
Human Resources Report of monthly activities.

Human Resources Generalist Tamori-Ward highlighted her monthly report of activities discussing the recent Battalion Chief promotional recruitment.

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

Finance Consultant Campo and Controller Hatfield discussed the District's monthly finance activities for April 2020. Finance Consultant Campo thanked Controller Hatfield for her work tracking of COVID-19 expenses.

- 10.8 Fire Chief – Fire Chief, Paige Meyer

Chief Meyer provided his monthly report stating that the administration building will begin reopening next week. Managers continue to work on ways to reopen focused on employee safety. Chief Meyer also stated that as we move forward, he will decide if the District will continue with virtual meetings and/or find ways to have safe in-person

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meetings. Chief Meyer also thanked staff for the good work on submitting their division goals.

11. GOOD OF THE ORDER

11.1 Confirmation of Annual Board Recess for month of July 2020.

The Board confirmed that they will recess for the month of July 2020.

11.2 Reschedule November Board Meeting date to Wednesday, November 18, 2020 (instead of November 25, 2020) due to the Thanksgiving holiday.

The Board confirmed the November Board Meeting date of Wednesday, November 18, 2020.

11.3 Reschedule December Board Meeting date to Wednesday, December 16, 2020 (instead of December 23, 2020) due to the Christmas holiday.

The Board confirmed the December Board Meeting date of Wednesday, December 16, 2020.

12. UPCOMING CALENDAR OF EVENTS

12.1 Annual Board Retreat/Budget Workshop, June 10, 2020, 10:00 a.m. The Roundhouse, San Ramon.

It was the consensus of the Board that the meeting be held at the Roundhouse on June 10, 2020 with safety precautions in effect.

13. CLOSED SESSION

13.1 Possible exposure to litigation (five (5) matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

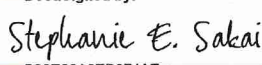
13.2 Personnel Matter: Review annual Fire Chief evaluation and discussion of mutual goals, pursuant to Government Code Section 54957


14. RETURN TO OPEN SESSION

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

16. ADJOURNMENT

The regular meeting concluded at 3:31 p.m.

DocuSigned by:

Prepared by: _____
Stephanie E. Sakai
District Clerk


Approved by: _____
Don Parker
Board President

