

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
June 10, 2020 Minutes**

**Board of Directors Retreat/Budget Workshop**

*MISSION STATEMENT*

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

**Location:** The Roundhouse-2600 Camino Ramon  
San Ramon, CA 94583

**Board Members Present:** Board President Parker, Directors Crean, Kerr, Stamey and Yancey

**Staff Present:** Fire Chief Meyer, Financial Consultant Campo, Controller Hatfield, Director of Human Resources Korthamar Wong, Technology Systems Manager Call, Deputy Chief Drayton, Director of Emergency Communication Pangelinan, Acting Deputy Chief Duggan, Battalion Chief Selover, Battalion Chief Aguiar, Human Resources Generalist Tamori-Ward, District Clerk Brooks and District Clerk Martin.

**1. CALL TO ORDER**

Board President Parker chaired the meeting and called for order at 10:00 am.

**2.. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**

There was a quorum and no changes to the agenda.

**3. PUBLIC COMMENT**

None.

**4. GENERAL BUSINESS**

4.1 Presentation regarding Earthquake Warning System developed by Pro-teq Systems, Inc.

Mike Price and Rocky Saunders of Pro-teq Systems, Inc. presented the Earthquake Warning System developed by their company for the purpose of reducing earthquake damage and business interruptions prior to and during an earthquake. The presentation was provided previously to the Disaster Preparedness Committee, and the committee directed it be brought before the full Board for consideration and possible inclusion in the FY 2020-21 budget. There were several questions by the Board and discussion followed. Chief Meyer stated that there was no action to be taken at this time.

4.2 Update on Fiscal Year 2019/2020 Goals and discussion of Fiscal Year 2020/21 Goals, Proposed Operating Budget, CIP and Long-Range Financial Forecast.

Chief Meyer provided an overview of the budget. Controller Hatfield reviewed the various funds and financial summary noting that property taxes account for the bulk of the District revenues and that salaries and benefits account for the majority of District spending. Controller Hatfield

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went through the power-point presentation and discussed the Capital Improvement Program, unfunded liabilities (including workers compensation) and revenues and expenditures due to the COVID19 pandemic.

Staff proceeded to review their respective current goals (2019/20) and future (2020/21) goals, division budgets, and answer questions from the Board.

The Board thanked staff for their hard work and dedication to providing this presentation.

The Board then directed discussion regarding Fire Chief and Board goals for next fiscal year for inclusion in the FY 2020-21 budget:

- COVID19 business relief in the form of suspending fees for fire operational permits
- How to best address the emergency service needs of the Morgan Territory and South Walnut Creek/North Alamo response areas
- Enhance opportunities to recruit locally and increase diversity through establishment of a paramedic/firefighter training program
- Appropriate levels of workers' compensation reserves and self-insured retention limit
- Expand DNI technology contract to cover SRV911 Communications Center support and Admin software & licensing
- Strategic alignment of resources: undertake a thorough review of all Divisions to (1) ensure resources are appropriately aligned with core services and (2) to identify efficiencies and savings so as to remain positioned to meet economic challenges resulting from the pandemic/economic shutdown
- Fire Chief to solicit RFQ's (request for qualifications) from legal firms to serve as general legal counsel to the District


5. **GOOD OF THE ORDER**

Direction on goals and proposed budget for adoption on June 24, 2020.

6. **ADJOURNMENT TO THE NEXT REGULARLY SCHEDULED BOARD MEETING AT 1:00 P.M., WEDNESDAY, JUNE 24, 2020.**

The initial portion of the Retreat/Workshop ended at 3:00 p.m., with the Fire Chief and Board goals discussion concluding at approximately 4:00 p.m., at which time the meeting was adjourned.

Prepared by: Stephanie E. Sakai  
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 Stephanie E. Sakai  
 District Clerk

Approved by:   
 Don Parker  
 Board President