

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)  
June 24, 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:** Directors Crean, Kerr, Stamey and Yancey. Board President Parker joined the teleconference later in the meeting.

**Staff Present:** Fire Chief Meyer, Deputy Chief Drayton, Director of Emergency Communication Pangelinan, EMS Interim Deputy Chief Duggan, Battalion Chief Aguiar, Battalion Chief Selover, Retired Deputy Chief Lon Phares, Controller Hatfield, EMS Coordinator Begin, 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**

Vice President Stamey chaired the meeting and called for order at 1:09 p.m. President Parker was able to join the meeting prior to the Pledge of Allegiance.

**2. PLEDGE OF ALLEGIANCE**

Director of Emergency Communications Pangelinan 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 as noted in Item 5.

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

Chief Meyer noted that Item 5.2, District Counsel's Report Upon Return from Closed Session from May 27, 2020, was not included in the packet and would be brought back to a future meeting.

Director Stamey moved approval of the Consent Calendar; Director Kerr seconded the motion. Motion carried by roll call vote.

**6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS**

6.1 COVID-19 After Action Review (AAR) for the District's Initial Response Efforts from March 1 – June 1, 2020.

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Chief Meyer introduced Retired Deputy Chief Lon Phares who reviewed the COVID-19 After Action Report, outlining the Fire District's initial response efforts. Some of the successes discussed were internal communications and transparency, temporarily suspending all non-essential training in favor of specific Pandemic virus-related training, proactive acquisition of Anti-Body Testing, acquisition of alternative PPE and proactive creation of new policies, workflows, forms and training videos. Challenges that were discussed were external transparency concerns, accuracy of information by other agencies, and utilizing staff working from home. Director Stamey suggested that future COVID-19 plans include other agencies and school districts.

## **7. OLD BUSINESS**

### **7.1 FY 2020-2021 Excess Workers' Compensation Insurance Renewal.**

Chief Meyer noted that at the Board Retreat meeting, Board Members requested staff look at different costs associated with the workers' compensation insurance fund. Financial Consultant Campo provided information regarding the District's self-insured workers' compensation insurance, noting claims expenses are budgeted under district-wide expenses and paid as claims occur. The District purchases excess workers' compensation insurance for claims exceeding the self-insured retention (SIR) limit and maintains a reserve fund for the liability associated with claims. The District requested our broker to seek quotes for excess insurance with various SIR amounts. Obtaining insurance with a higher SIR, the district would be able to have a savings of \$50,000.00.

Motion by Director Kerr to approve the renewal of excess workers' compensation insurance with Safety National Casualty Corporation at the self-insured retention level of \$3.5 million and related premium payment in the of \$204,133 and that the \$50,000.00 savings be deposited into the workers' compensation reserve fund. Director Stamey seconded the motion. Motion carried by roll call vote.

### **7.2 Amendment No. 5 to the Employment Agreement between the San Ramon Valley Fire Protection District and Fire Chief Paige Meyer.**

Financial Consultant Campo noted that the Personnel Subcommittee met on May 18, 2020 and conducted a comprehensive review of Chief Meyer's job performance for the period April 1, 2019 through April 30, 2020. The Personnel Committee reported their findings and recommendations to the Board during the Closed Session portion of the May 27, 2020, Board meeting. The Board determined that Chief Meyer had met and/or exceeded the Board's expectation in all performance areas and further established performance goals for the next fiscal year. The Board then directed staff to prepare Amendment No. 5 to the employment agreement that provides for a four percent salary increase effective April 1, 2020.

Motion by Director Yancey to consider and approve Amendment No. 5 to the employment agreement between the San Ramon Valley Fire Protection District and Chief Meyer. Director Kerr seconded the motion. Motion carried by roll call vote.

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## 8. NEW BUSINESS

- 8.1 Open Public Hearing regarding the Adoption of the 2020-2021 Annual Operating and Capital Budgets. The 2020-2021 Proposed Budget can be found on the District's website at [www.firedepartment.org](http://www.firedepartment.org)

Chief Meyer noted that he was proud to present the balanced budget for FY 2020-2021. Controller Hatfield reviewed the budget, including discussion on emergency service/disaster preparedness needs and continued success in the future for the District. Controller Hatfield also discussed CIP funding and district-wide expenses. Financial Consultant Campo discussed the financial forecast, property tax revenues, salaries and benefits.

President Parker opened the Public Hearing, having no comments, the Public Hearing was closed.

Motion by Director Kerr to approve the Adoption of the 2020-2021 Annual Operating and Capital Budgets. Director Crean seconded the motion. Motion carried by roll call vote.

- 8.2 Adoption of Resolution No. 2020-07 establishing the appropriations limit for Fiscal Year 2020-2021 at \$181,252,019.00.

Consistent with prior years, the fiscal year 2020-2121 appropriations limit was calculated using data provided by the California Department of Finance. Detailed calculations were presented to the Board in the Appropriations Spending Limit Worksheet.

Motion by Kerr to approve Resolution No. 2020-07. Director Yancey seconded the motion. Motion carried by roll call vote (noting that at this time President Parker was unable to vote, as he lost the teleconference connection momentarily).

- 8.3 Suspension of Annual Operating Permit Fees for Certain Commercial Businesses.

Interim Deputy Chief Duggan reported that the COVID-19 Pandemic has adversely impacted local economies, and that small business owners in the San Ramon Valley are not immune to negative changes. At the June 11, 2020 Retreat and Budget Workshop, Board members expressed a desire to grant temporary economic relief to the District's small business owners by means of suspending the invoicing and collection of Annual Operating Permit Fees for the Fiscal Year 2020/21. The suspension would not be extended to governmental agencies, utilities or large commercial establishments, such as big-box or national retailer, nor would it apply to fees for development related services. Deputy Chief Duggan noted that inspections would still take place, but the businesses would not receive a bill for the services. Chief Meyer noted that there will be a press release regarding this action.

Motion by Director Yancey to approve the suspension of Annual Operating Permit Fees for Certain Commercial Businesses. Director Crean seconded the motion. Motion carried by roll call vote, with Director Kerr recusing.

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## **9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW**

There were several letters of appreciation and support from members of the community.

## **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 May 2020, including the completion of Fire Investigation Interviews for one vacancy, working with FLSD on Weed Abatement Guidelines and supporting local law enforcement agencies with EMS and Fire resources for planned and unplanned protests throughout the District.

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

Battalion Chief Selover provided his monthly report of activities for May 2020, including COVID-19 activities, EMS Academy 2020-1 planning and AHA courses, and internal program implementation. EMS Coordinator Begin reviewed in depth the COVID-19 activities, including the definition of “spike” and “surge”, noting that the highest risk areas were Care Facilities. Areas that continue to be looked at are, reopening of businesses, hospital occupancy, and contact tracers. EMS Coordinator Begin noted that people are hesitant to talk about where they may have come in contact with the virus for job security reasons. Chief Meyer noted EMS Coordinator Begin is continuing to provide communications to our community in regard to the COVID-19 pandemic.

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

Interim Deputy Chief Duggan provided his monthly report of activities for May 2020, including updating Station 38 Physical Fitness Room remodel, outfitting four Type VI fire engines, completing third party evaluation of repair costs related to T34 collision damage and completing the annual fire pump testing of all District fire apparatus.

- 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 for May 2020, including plan reviews and inspections, approximately 6,500 information letters were sent to District property owners regard weed abatement requirements, and FLSD personnel received training necessary to safely and effectively inspect all publicly owned fire hydrants June 22, 2020.

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

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Director Pangelinan provided her monthly report for activities for May 2020, noting the Rapid Deploy Site Evaluation that should be going “live” next week. Some of the features of this deployment will be the ability to better track cell phone callers in motion, chat room capability, research phone numbers to previous residences. Communications also created 2020 Exterior Hazard Abatement web app to support annual inspections.

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

Human Resources Generalist Tamori-Ward provided her monthly report for activities for May 2020, noting the onboarding of two District Aides, announcing the internal suppression recruitment and interviews for the Fire Investigator team, coordination of EMS Liaison and Dispatcher interviews. Human Resources also participated in a virtual meeting demo with two (electronic) document management companies.

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

Finance Consultant Campo noted that Finance’s monthly activities were discussed in Item 8.1 – Adoption of the Annual Budget.

10.8 Fire Chief – Fire Chief, Paige Meyer

Chief Meyer thanked staff for all of their hard work during these times, Finance for working so diligently on the Annual Budget and Retired Deputy Chief Phares for his work on the AAR.

Chief Meyer, staff and Board members wished happy birthday to Deputy Chief Drayton and Communications Director Pangelinan.

Chief Meyer congratulated Battalion Chief Aguiar on his 15 years of service with the San Ramon Valley Fire Protection District.

**11. GOOD OF THE ORDER**

Retired Deputy Chief Lon Phares reported that he and all Contra Costa agencies had a teleconference with P.G.&E. to review the Public Safety Power Shutoff (PSPS) improvements for the 2020 fire season. The main focus of the discussion is smaller shutoffs, shorter shutoffs, and providing smarter information to utility users. Other ideas discussed were establishing Community Resource Centers during a shut-offs and new implementing sectioning devices and system enhanced vegetation removal. P.G.&E. also discussed providing more timely and accurate information to their customers.

Board Counsel Ross discussed Assembly Constitutional Amendment (ACA) #11. This amendment expands current portability of home assessed value to apply statewide and includes home protection for seniors, severely disabled, families and victims of wildfire or Natural Disasters Act. Fundamentally, the amendment would provide backfill funding for counties and underfunded fire districts. Funding would come from closing existing loopholes such as disallowing the homeowner’s exemption for second

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homes and would cap principal residence of a transferor at \$1 million dollars. At this time, this amendment has not negative revenue affect for the San Ramon Valley Fire Protection District.

Retiring District Clerk, Sue Brooks thanked staff and Board members for their support throughout her years working for San Ramon Valley Fire Protection District. Everyone wished her well on her new journey and thanked her for dedication.

**12. UPCOMING CALENDAR OF EVENTS**

- July 4, 2020 – Holiday
- Reminder – the Board will recess for the month of July 2020

**13. CLOSED SESSION**

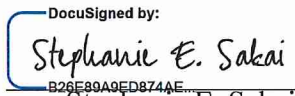
13.1 Possible exposure to litigation (six (6) matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

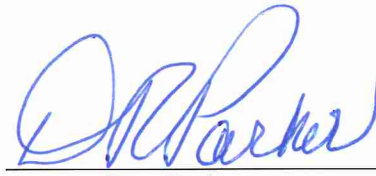
**14. RETURN TO OPEN SESSION**

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

**16. ADJOURNMENT**

The regular meeting concluded at 6:05p.m.

Prepared by:   
Stephanie E. Sakai  
District Clerk

Approved by:   
Don Parker  
Board President