

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

October 28, 2020 – 1:00 p.m.

*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.

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 PublicComment@srvfire.ca.gov. Please make sure comments are submitted prior to 1 p.m. October 28, 2020.

Zoom for Government by Video:

From a PC, Mac, iPhone, Android, or iPad device click on:

<https://srvfpd.zoomgov.com/j/1613699648?pwd=U0ZrL0xOdFdrTnc0ZWQxTXBRdUFMUT09>

Webinar ID: 161 369 9648

Webinar Passcode: SRVF

By Phone:

Dial-in Number: (669) 254-5252

Meeting ID: 161 369 9648

TELECONFERENCE PARTICIPANTS

BOARD MEMBERS RYAN CREAN, H. JAY KERR, DOMINIQUE YANCEY, VICE PRESIDENT MATT STAMEY, AND BOARD 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 ROLL CALL DUE TO BOARD MEMBERS CREAN, KERR, YANCEY, VICE PRESIDENT STAMEY, AND BOARD 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 via email prior to the meeting to PublicComment@srvfire.ca.gov, which should designate the Agenda Item Number for which the comment is being submitted if the comment pertains to an Agenda Item. All comments received prior to the start of the meeting will be read into the record by the District Clerk during Public

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Comment. *The time allotted for each public comment is determined by the Board President and may be up to a maximum of three (3) minutes.*

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***
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 register for the period September 14, 2020 through October 14, 2020 in the amount of \$2,337,481.44.
- 5.2 Approve the Board Minutes from the September 23, 2020 Regular Board Meeting.
- 5.3 Approve salary, payroll taxes and retirement contributions for the month of September 2020 in the amount of \$4,983,525.49.
- 5.4 Receive and review the Quarterly Investment Report for the quarter ended September 30, 2020.
- 5.5 Approve declaration of Vehicles 302, 335, 395, 387, 397 as Surplus Property.
- 5.6 Approve a contract extension for the financial consulting services agreement with Ken Campo through November 1, 2022.
- 5.7 **Personnel Actions:**

New Hires:

Confirmation of Employment effective September 25, 2020. Approve staff recommendation to hire Jonathan Cook for Public Safety Dispatcher 2, step 4.

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

- 6.1 Public Safety Building Complex Update.

7. **OLD BUSINESS**

- 7.1 Approve amendments to the 2019 District Emergency Operations Plan (EOP) and addition of the Pet and Small Animal Emergencies Standard Operating Guideline (SOG) annex to the EOP; and further authorize the Fire Chief to make minor changes to the EOP and SOG that do not alter their intent, scope, guidance, or direction.

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8. NEW BUSINESS

- 8.1 Authorize District staff to enter into an agreement with Jeff Katz Architecture for architectural services for the Public Safety Complex in an amount not to exceed \$1,635,000 and further authorize Chief Meyer to negotiate amendments to the agreement up to 1.5% of the basic services fixed fee (or \$25,000), and requiring Board approval for cumulative amendments greater than 3.0% (or \$50,000).
- 8.2 Authorize District staff to enter into an agreement with Jeff Katz Architecture for architectural services for Station 34 Improvements in an amount not to exceed \$345,000 and further authorize Chief Meyer to negotiate amendments to the agreement up to 3.0% of the basic services fixed fee (or \$10,000), and requiring Board approval for cumulative amendments greater than 5.0% (or \$17,000).

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/Fleet Division-Deputy Chief Jim Selover
Operations and Fleet Report of monthly activities.
- 10.2 EMS – EMS Coordinator /RN – Laura Begin
EMS Report of monthly activities. COVID-19 update for Contra Costa County.
- 10.3 Fire and Life Safety/Training Division – Deputy Chief Frank Drayton
Fire and Life Safety and Training Report of monthly activities.
- 10.4 Facilities Division – Deputy Chief Frank Drayton
Facilities Report of monthly activities.
- 10.5 Communications/Technology Division – Director of Emergency Communications, Denise Pangelinan
Communications and Technology Report of monthly activities.
- 10.6 Human Resources Division – Human Resources Director Natalie Korthamar-Wong
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

Comments by Board of Directors.

12. UPCOMING CALENDAR OF EVENTS

- Veterans Day – Wednesday, November 11, 2020
- Thanksgiving – Thursday/Friday, November 26 and 27, 2020

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13. CLOSED SESSION

13.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2): 5 potential cases. Facts and circumstances that might result in litigation need not be disclosed.

13.2 CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to California Government Code Section 54957.6
Agency designated representatives: Chief Meyer, Financial Consultant Ken Campo
Employee organization: International Association of Firefighters Local 3546

14. RETURN TO OPEN SESSION

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

16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY NOVEMBER 18, 2020 AT 1:00 P.M.

Prepared by:

DocuSigned by:

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Stephanie E. Sakai, District Clerk

Agenda posted on October 22, 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 at 1500 Bollinger Canyon Road, San Ramon, California or at the scheduled meeting. 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.