

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)
DECEMBER 16, 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: President Parker, Vice President Stamey, Directors Crean, Lee and Gallinatti.

Board Member Absent: None.

Staff Present: Fire Chief Meyer, Deputy Chief Drayton, Director of Emergency Communications Pangelinan, Battalion Chief Duggan, Deputy Chief Selover, Professional Advisor Lon Phares, Controller Hatfield, EMS Coordinator Begin, Technology Systems Manager Call, District Counsel and District Clerk Sakai, Financial Consultant Campo, HR Director Wong, Information Systems Technician Phil Duncan, Battalion Chief Aguiar.

Others Present: Jeff Katz, Jay Kerr, Dominique Yancey, Joe Gorton, Dave Hudson, Judy Lloyd, Mike Mohun, Morin Jacob.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE AND OATH OF OFFICE

Deputy Chief Frank Drayton led the Pledge of Allegiance. Fire Chief Meyer introduced new Directors Lee and Gallinatti and incumbent Stamey, providing a long list of experience for each. District Clerk Sakai administered the Director Oath of Office to new Directors Lee and Gallinatti and incumbent Stamey. Each Director signed their Oaths of Office. President Parker congratulated Directors Lee, Gallinatti and Stamey. Directors Lee, Gallinatti and Stamey each provided brief comments.

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

Motion by Vice President Stamey to approve Consent Calendar Items 5.1 through 5.5. Director Lee seconded the motion. Motion carried unanimously by roll call vote.

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6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Appreciation for Director Kerr's service to the District.

President Parker and Chief Meyer each expressed their gratitude for Director Kerr's dedication to the District. Chief Meyer introduced the following individuals to express their appreciation for Director Kerr's commitment and dedication to the District:

- Former District Director Dominique Yancey acknowledged Director Kerr's commitment to the District.
- City Manager of San Ramon Joe Gorton presented Director Kerr with a Kerr Way street sign from the City of San Ramon for his commitment to the community and dedication to the District.
- Mayor Dave Hudson reminisced on his decades working with Director Kerr and Director Kerr's commitment to the community.
- Senior District Representative Judy Lloyd presented Director Kerr with a Senate Resolution from California State Senator Glazer for his 8 years of public service to the District. Representative Lloyd also recognized Director Kerr's role in SB 1308 and support of animal evacuations during emergencies.
- International Association of Firefighters Local 3546 Mike Mohun presented Director Kerr with a plaque for his commitment to the Board and service to the citizens; thanking Director Kerr for being a part of the family.

Chief Meyer presented Director Kerr with a shadow box and firefighter's helmet on behalf of the District. Chief Meyer spoke on behalf of the District's Executive Staff, calling Director Kerr a "rock" always making the "right decisions." Chief Meyer further thanked Director Kerr for his leadership, being a mentor, his drive to save lives, and keeping the community's best interests in mind which has saved lives and will continue to save lives. President Parker, Vice President Stamey and Directors Crean, Gallinatti and Lee also acknowledged Director Kerr's commitment to the District, community, and animals.

Director Kerr responded to each recognition with thankfulness. Director Kerr said it's been an honor serving with his fellow Board members, especially Director Crean who has been a mentor to him while serving on the Board. Director Kerr called Chief Meyer a "true leader" recognizing that the District could be better and continually setting goals in the interests of the District resulting in its transformation. Director Kerr acknowledged that the District has been turned around with a current solid financial status, acknowledging Financial Consultant Ken Campo and Controller Davina Hatfield's imperative role in those changes. Finally, Director Kerr further thanked Battalion Chief Duggan for his support during his father's passing.

President Parker announced a 5-minute break until 2:18 p.m.

6.2 Public Safety Building Complex Update.

President Parker introduced a presentation from Architect Jeff Katz. Mr. Katz provided an update on the Public Safety Complex. The team is working rapidly and Mr. Katz feels very good about the status of the plans, and looks forward to getting feedback from the District and City next week. There were no questions for Mr. Katz.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 Nominations for Board President and Vice President for 2021.

President Parker nominated Director Stamey for President for 2021. The motion was seconded by Director Crean. Motion carried unanimously by roll call vote.

Director Stamey nominated Director Crean for Vice President for 2021. The motion was seconded by Director Lee. Motion carried unanimously by roll call vote.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

There were several letters of appreciation and support from members of the community. President Parker acknowledged the nice notes from young children thanking firefighters for their work.

Director Crean recognized Karen Rasmussen's recent letter and her history with the District.

10. MONTHLY ACTIVITY REPORTS

10.1 Operations/Fleet Division-Deputy Chief Jim Selover

Operations and Fleet Report of monthly activities.

Deputy Chief Selover provided his monthly activities report for November 2020, including evaluation of operational procedures, work with EMS on COVID-19 policies and procedures, and ImageTrend new report management software.

10.2 EMS Division – Deputy Chief Jim Selover

EMS Report of monthly activities. COVID-19 update for Contra Costa County.

Chief Meyer introduced the EMS Division team (EMS Coordinator/RN Begin, Deputy Chief Selover, Battalion Chief Duggan) responsible for the COVID-19 presentation. He further acknowledged the hard work delegated to the EMS Division and their great job in preparing for a difficult winter and staying well-informed about vaccines and testing. Deputy Chief Selover introduced EMS Coordinator/RN Begin who presented a COVID-19 Response Briefing for Contra Costa County which showed a quick increase of COVID-19 cases and hospitalizations in the past three weeks. The County moved from the Orange Tier to the widespread Purple Tier, possibly caused by the return to school and the opening of indoor retail and personal services such as hair and nail salons. The EMS Division also has seen a large spike in COVID-19 cases since Thanksgiving caused by gatherings over the holiday and the opening of indoor capacity to greater than 25%. The County has more than doubled its COVID-19 cases in a 2-week period; the Contra Costa County hospitals are wavering between a 16-18% ICU-capacity. When the hospitals fall below 15% ICU-capacity, the State will consider this a surge. EMS Coordinator/RN Begin further noted an increase in COVID-19 testing. There have 13 deaths in the community, 7 of which were related to residential care facilities. Largest age group for infections is between 19 and 30 year-olds, but the deaths occur in a case population of greater than 61 years old. Currently, for COVID-19 identification and prevention, the EMS Division has been working with the District's Medical Director Dr. Malcolm Johnson on exploring testing options for both COVID-19 and influenza. Officially, the first (nearly) 10,000 vaccines in Contra Costa

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County went to the residential care facilities and the acute care hospitals (in particular ICUs and emergency rooms). According to the County Health Officer, the second round will arrive in the beginning of January and the District is slotted to receive its vaccines during that time and will begin vaccinations at that time. The District is currently in the process of its logistics plan for the safe administration of the vaccines. Battalion Chief Aguiar then presented a report on COVID-19 testing, including utilizing a private local company to conduct testing until District testing was in place, establishing District in-house rapid testing allowing faster employee testing and surveillance testing on all District employees, and obtaining PCR testing for the District. The District performed its first PCR COVID-19 test this morning. Battalion Chief Aguiar also reviewed District PPE availability and EMS Division next steps for COVID-19 vaccine administration and monitoring of COVID-19 CDC recommendations. Director Lee commended the EMS Division for their continued efforts. Director Crean asked EMS Coordinator/RN Begin the District's reasoning for the Moderna vaccine over the Pfizer vaccine. EMS Coordinator/RN Begin said the side effects are virtually the same (sore arm, flu-like systems) and Moderna had better storage time. Chief Meyer acknowledged the EMS Division could not rely on the County to assist the District and the District has instead taken a self-reliant and aggressive position not to rely solely on the County.

10.3 Fire and Life Safety/Training Division – Deputy Chief Frank Drayton
Fire and Life Safety and Training Report of monthly activities.

Deputy Chief Drayton provided his monthly activities report for November 2020, including the continued priority of the plan review and construction inspections (and for the last year the construction inspections have had less than a 24-hour wait time). Deputy Chief Drayton further reported that the FLSD personnel continue to participate in a focused survey of the 54 licensed residential care facilities that operate in the District to identify any locations where either a resident and/or caregiver has received a confirmed COVID-19 diagnosis. He also reported the canine handlers completion of two to three Rescue Canine Training modules and initiation of the 2020-21 EMS Academy for seven Recruit Firefighters. President Parker asked about the number of dogs. Deputy Chief Drayton confirmed 2 dogs that have completed training with 2 more steps which will then make them FEMA rescue dogs. He said the District has no arson-training dogs, although the District has access to these dogs. He also confirmed that the dogs reside the firefighter handlers.

10.4 Facilities Division – Deputy Chief Frank Drayton
Facilities Report of monthly activities.

Deputy Chief Drayton provided his monthly activities report for November 2020, including completion of the District's annual waste audits, completion of the Best Management Practice Periodic Compliance Report for Station 36, and continued work on design criteria for Station 34. Vice President Stamey asked if there's a solution for the microwave tower. Director of Emergency Communications Denise Pangelinan confirmed the District is currently working on this solution.

10.5 Communications/Technology Division – Director of Emergency Communications, Denise Pangelinan
Communications and Technology Report of monthly activities.

Director of Emergency Communications Pangelinan provided her monthly activities report for November 2020, including updating on ImageTrend RMS Configuration build data migration, upgrading of

computers at the District Training Site, developing an Apparatus Decontamination Training video, producing a farewell video for Director Yancey's final Board meeting, assigning iPads to EMS personnel for ImageTrend Elite testing, attending the East Bay Regional Communications System Authority (EBRCS) TAC meeting, and running of the District's Academy on Zoom. Director Pangelinan stated a plan was recently finalized for data migration. Although data migration is complex with a lot of pieces to migrate, Director Pangelinan is confident all data will be migrated. Vice President Stamey asked about the logistics of the microwave tower. Director Pangelinan reported that the District having new equipment installed in the new building, including a new tower being built at a new tower location which will provide better coverage at the Bollinger and Crow Canyon area. The tower will be a 5-foot pole with a new microwave which will not be obtrusive to the public. Chief Meyer said the tower will provide full-coverage to the San Ramon Valley, specifically to the Faria project. Chief Meyer shared this has been quite a big undertaking and acknowledges that all involved parties are working together well. Finally, Director Pangelinan discussed EBRCS and its purpose to establish communication between multiple jurisdictions during the event of a major incident. Chief Meyer stated he is an EBRCS board member, EBRCS is a good system, and that Vallejo was recently added on EBRCS. Director Lee welcomed the opportunity to receive more information about EBRCS from Chief Meyer.

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

Human Resources Director Korthamar-Wong provided her monthly activities report for November 2020, including coordinating background checks for Firefighter Paramedic Recruits, preparing a District's Engineer promotional exam, and selection of a document vendor for scanning and storage of personnel files.

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

Financial Consultant Campo provided his monthly activities report for November 2020, stating that the District looks good for this fiscal year and appears to be on-track. Financial Consultant Campo stated he hoped to be presenting the annual Comprehensive Annual Financial Report to the Board, but the District's auditor was infected with COVID-19 and has delayed its preparation. However, the auditor has committed to get the Report completed by the deadline December 31, 2020. Financial Consultant Campo also reported the District will receive \$42 million in property tax revenues tomorrow. Controller Hatfield presented the Power Point presentation of the District's financial report for November 2020, including the 2020 Strike Team activity highlighting overtime costs and State reimbursement for overtime and administrative costs and use of apparatus, and reimbursement for COVID-19 expenditures. Vice President Stamey commented he appreciated the clarity on the 2020 Strike Team resources. Director Gallinatti asked whether the District will receive full reimbursement for the Strike Teams and Financial Consultant Campo stated that the District receives (portal-to-portal) reimbursement for the time the employee leaves the District until the time when the employee returns. Chief also confirmed the Strike Team gets time off based on workload, if necessary up to 12-hours off after returning.

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10.8 Fire Chief – Fire Chief, Paige Meyer

On behalf of the District, Chief Meyer recognized the retirements of Councilman Phil O’Loane and Mayor Bill Clarkson and wished them well. Chief Meyer was elected to be the EBRC Vice Chair and will oversee Joe Calabrigo and Scott Perkins. He is honored to serve with Mr. Calabrigo and Mr. Perkins. Chief Meyer stated he will represent the District on the Danville Greater Area Chamber of Commerce. Finally, Chief Meyer reported that the District had to suspend the current Fire Academy due to COVID-19 and that the District felt it was appropriate to redirect the Fire Academy Recruits to EMS Provisionals. Therefore, the Recruits were reviewed and evaluated as District Paramedics. Also, the District is utilizing the Recruits for vaccination purposes (trained to provide vaccines to the District). Chief Meyer also announced the District has reached out to the County to become an active participant in vaccinations within the District to alleviate the Pandemic for the healthcare and first responder communities. Finally, in his efforts to keep people safe, Chief Meyer discussed his monthly District employee conference calls which have been scheduled to avoid face-to-face time at the stations and the spread of COVID-19.

11. GOOD OF THE ORDER

11.1 Street Smarts Fire Board Representative.

President Parker asked if there was anyone interested in this position. Director Crean agreed to be the new District’s Street Smarts Fire Board Representative.

11.2 Comments by Board of Directors.

President Parker asked if there were any comments. Director Gallinatti thanked the Board for the opportunity to serve the District.

12. UPCOMING CALENDAR OF EVENTS

- Friday, January 1, 2021 – New Year’s Day
- Monday, January 18, 2021 (Floating Holiday) – Martin Luther King Day

The Board took a recess at 3:25 p.m. and entered Closed Session at 3:40 p.m.

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): 2 potential cases. Facts and circumstances that might result in litigation need not be disclosed.

13.2 PERSONNEL – DISTRICT REORGANIZATION REPORT

Pursuant to California Government Code Section 54957(b)(1).

13.3 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

13.4 PERSONNEL – EXECUTIVE STAFF COMPENSATION

Pursuant to California Government Code Section 54957(b)(1).

13.5 PERSONNEL – FIRE CHIEF

Pursuant to California Government Code Section 54957(b)(1).

14. RETURN TO OPEN SESSION

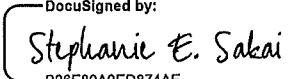
The Board returned to Open Session at 6:40 p.m.

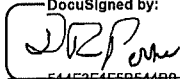
15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

President Parker announced there was no reportable Board action from Closed Session.

16. ADJOURNMENT

The regular meeting concluded at 6:45 p.m.

Prepared by: 
Stephanie E. Sakai
District Clerk

Approved by: 
Don Parker
Board President