

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)  
JANUARY 27, 2021 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 Stamey, Vice President Crean, Directors Parker, Lee and Gallinatti.

**Board Member Absent:** None.

**Staff Present:** Fire Chief Meyer, Deputy Chief Drayton, Director of Emergency Communications Pangelinan, Deputy Chief Selover, Controller Hatfield, Technology Systems Manager Call, District Counsel and District Clerk Sakai, Financial Consultant Campo, HR Director Wong, Information Systems Technician Phil Duncan.

**Others Present:** Architect Jeff Katz, City of San Ramon Police Chief Stevens, Auditor Phillip White.

**1. CALL TO ORDER**

President Stamey called the meeting to order at 1:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

District Honor Guard led the Pledge of Allegiance.

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

President Stamey declared a quorum of the Board was present; and there were no changes to the Agenda.

**4. PUBLIC COMMENT**

Police Chief Craig Stevens expressed appreciation to the District for its distribution of the COVID-19 vaccines and thanked Chief Meyer for his persistence in taking the lead as the driving force in the San Ramon Valley. He and other police chiefs have been impressed with the District staff's efficiency and professionalism. Chief Stevens also thanked the Board for its support to make this happen. President Stamey acknowledged Chief Meyer's leadership and thanked the staff for a job well done.

**5. CONSENT CALENDAR**

Motion by Director Parker to approve Consent Calendar Items 5.1 through 5.7; seconded by Director Lee. Motion carried unanimously by roll call vote.

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

6.1 Public Safety Building Complex Update and Fire Station 34 Renovation.

Architect Jeff Katz provided an update on the Public Safety Complex (PSC), and stated bidding will likely take place in mid-February with bid award by March. Chief Meyer announced a Facilities Subcommittee will be created to discuss the Boardroom. Mr. Katz then provided an update on the Fire Station 34 Renovation, stating that construction will start in the fall. Director Parker asked if the roof will support solar and Mr. Katz confirmed all construction projects must be solar ready.

- 6.2 Presentation of District's Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended June 30, 2020, by Phillip White, CPA with Eide Bailly.

Financial Consultant Ken Campo introduced Eide Bailly Auditor Phil White to report on the details of the audit. Director Parker complimented the Finance Division on a job well done on CAFR. Director Lee inquired about the decrease in OPEB liability. Mr. White attributed funding and plan performance impacting liability and anticipates the liability to continue to go down.

## **7. OLD BUSINESS**

- 7.1 Approval of Changes to the Memorandum of Understanding 3546-A.

Chief Meyer indicated a tentative agreement had been reached on changes to the existing MOU between the District and Local 3546-A (Battalion Chiefs). Chief Meyer then provided details on the terms of the tentative agreement. Chief Meyer also reported that Executive Staff is working on a Compensation Policy that will help guide future negotiations with Local 3546-A. Financial Consultant Campo stated that the District's 10-year forecast is included in the next Agenda item and informed the Board that 3546-A MOU changes are incorporated into the financial forecast.

Motion by Director Lee to approve changes to the Memorandum of Understanding 3546-A; seconded by Director Parker. Motion carried unanimously by roll call vote.

## **8. NEW BUSINESS**

- 8.1 Approval of Changes to the Memorandum of Understanding between San Ramon Valley Fire Protection District and Local 3546 IAFF.

Chief Meyer indicated a tentative agreement had been reached on a new MOU between the District and Local 3546 IAFF. Chief Meyer then provided details on the terms of the tentative agreement. Chief Meyer stated that the District is undergoing a reorganization analysis with efficiency and financial savings impacts while administration remains responsive to community needs. Financial Consultant Ken Campo stated that the financial impacts of the new MOU are incorporated into the District's 10-year financial forecast attached to the Staff Report. Director Lee commented on the written reprimands and that these will help improve the good of the individual and the District. Vice President Crean stated employees are the District's most valuable investment and being able to establish a process for employee development is important for the District, and that he the MOU and the reorganization efforts. President Stamey also sees this new MOU as an investment in the District's future and appreciates the work creating the MOU in light of the complexity of the issues. Vice President Cream stated he would like to see a clean version of the new MOU document. Chief Meyer assured the Board he will finalize the MOU in detailed form for the Board and public.

Motion by Director Parker to approve changes to the Memorandum of Understanding between San Ramon Valley Fire Protection District and Local 3546 IAFF; seconded by Director Gallinatti. Motion carried unanimously by roll call vote.

8.2 Approval of Salary Adjustments for Unrepresented and Executive Staff Employees.

Chief Meyer introduced the recommended changes in compensation for non-represented and executive staff employees and discussed in detail the terms of those changes. Financial Consultant Campo stated the increase is a 5% across-the-board wage increase for non-represented employees and a 4% wage increase for Deputy Chiefs.

Motion by Vice President Crean to approve Salary Adjustments for Unrepresented and Executive Staff Employees; seconded by Director Gallinatti. Motion carried unanimously by roll call vote.

8.3 Approval of Amendment No. 6 to Fire Chief Employment Agreement with the San Ramon Valley Fire Protection District.

Financial Consultant Campo introduced Amendment No. 6 to the Fire Chief Employment Agreement with the District and discussed the details of the amended terms. Mr. Campo noted the Board had previously conducted a performance review of the Chief under Closed Session at the December 16, 2020, Board meeting. Mr. Campo stated that the terms are front loaded with no further increases through the term of the contract. Director Gallinatti stated the Chief deserves the amended terms, especially in light of what he's taking on with the District reorganization. Director Lee agreed that the Chief is taking on more expectations and emphasized the community's approval of his performance. President Stamey recognized the importance of the reorganization for the District's future and the need to create an incentive for Chief Meyer to continue his hard work to accomplish the gigantic expectations. Vice President Crean congratulated Chief Meyer.

Motion by Vice President Crean to approve Amendment No. 6 to Fire Chief Employment Agreement with the San Ramon Valley Fire Protection District; seconded by Director Lee. Motion carried unanimously by roll call vote.

8.4 Consideration and Approval, by simple motion, of the Board Compensation and Benefits Policy.

Chief Meyer introduced the Board Compensation and Benefits Policy and emphasized the importance of the Board's role in the health, welfare, and public safety of the community and its ultimate responsibility for overseeing the District's administration. Chief Meyer stated the last changes were made in 2005. Chief Meyer and Financial Consultant Ken Campo discussed the details of the policy. Vice President Crean and Director Parker acknowledged the generosity of the District and appreciation for developing the policy; but were not inclined to avail themselves of the benefits. Director Lee inquired about the financial impact for the District and Mr. Campo said this would not have a material financial impact on the District.

Motion by Director Parker to approve the Board Compensation and Benefits Policy; seconded by Director Gallinatti. Motion carried by roll call vote with Director Lee abstaining.

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

There were several letters of appreciation and support from members of the community; many related to the district administered COVID-19 vaccine clinics.

Chief Meyer stated that 70% of the vaccinations were to those from outside of the District, and the District has offered its assistance in helping with vaccinations throughout the community. He commended the entire staff in implementing the vaccine program. President Stamey expressed his belief that the District has set a positive example for the County and the State in providing a world-class operation for vaccinations.

## **10. MONTHLY ACTIVITY REPORTS**

10.1 Operations/Fleet Division-Deputy Chief Jim Selover  
Operations and Fleet Report of monthly activities.

Deputy Chief Selover provided the monthly activities report for December 2020, including updates regarding working on new ImageTrend records management system, preventative maintenance activities, and annual pump testing.

10.2 EMS Division – Deputy Chief Jim Selover  
EMS Report of monthly activities.

Deputy Chief Selover provided the monthly activities report for December 2020, including updates regarding transports and COVID-19 activities. Deputy Chief Selover stated that the Fire Chief has been the driving force for vaccinations. Fire Chief Meyer commended Deputy Chief Selover, EMS, and staff for doing an amazing job handling the vaccination clinics. Chief Meyer reiterated the District's commitment to assist with administering vaccinations throughout the larger Contra Costa County community as long as needed.

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 the monthly activities report for December 2020, including updates regarding Plan reviews and construction inspection, FLSD inspector established goals for completing inspections, Residential Care Facility Work Group, canine handler training, and COVID-19 vaccine clinics.

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

Deputy Chief Drayton provided the monthly activities report for December 2020, including updates regarding landscape contracting, the Public Safety Complex, and Station 34 Renovation.

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

Director of Emergency Communications Pangelinan provided the monthly activities report for December 2020, including updates regarding ImageTrend, the dispatcher Zoom presentation, holiday light video, COVID-19 vaccines and mobile communication center, and the EMS FAQ and new contact information on the District website.

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

Human Resources Director Korthamar-Wong provided the monthly activities report for December 2020, including updates regarding the Recruit Training program, District 457 retirement account benefits, and program review of PARS Alternative Retirement System.

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

Financial Consultant Campo provided the monthly activities report for December 2020, including updates regarding the Eide Bally external financial statement audit and FEMA information for the District's SAFER grant. Financial Consultant Campo also acknowledged Controller Hatfield's dedicated work on the audit and FEMA calculations for the SAFER grant. Controller Hatfield presented the Power Point presentation of the District's financial report for December 2020. Director Lee complimented Controller Hatfield for her hard work.

10.8 Fire Chief – Fire Chief, Paige Meyer  
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

Chief Meyer announced that the District will begin mobile vaccinations at local Residential Care Facilities throughout the County for the low-income and high-risk individuals, which is being featured on local news media. Chief Meyer informed the Board that he met with Assemblymember Bauer-Kahan who is looking at legislation which gives fire departments some control over utility companies such as PG&E, allowing fire departments to get information from and to work with utility companies. Chief Meyer then updated the Board on the District's scholarship program. The District is currently working with NCTI and colleges on creating feeder programs to create easier paths for scholarship recipients.

President Stamey said he appreciates the District's vaccination efforts and the innovation with mobile vaccinations. Director Lee said the service to the community goes beyond just the physical vaccinations, helping to alleviate COVID-19 burdens on individuals and the community.

## **11. GOOD OF THE ORDER**

11.1 Report on District Standing Committee Assignments for 2021.

President Stamey informed the Board that Director Lee will represent the District on the Citizen Core Council in place of Vice President Crean.

The Facilities Subcommittee will discuss the new PSC Boardroom on February 11, 2021 at 10 am. Fire Chief Meyer will send out the Zoom invites.

11.2 Comments by Board of Directors.

The Board had no comments.

## **12. UPCOMING CALENDAR OF EVENTS**

- Monday, February 15, 2021 – President’s Day

The Board took a recess at 3:45 p.m. and entered Closed Session at 4 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 – FINAL DISTRICT REORGANIZATION PRESENTATION

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

## **14. RETURN TO OPEN SESSION**

The Board returned to Open Session at 5:25 p.m.

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

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

## **16. ADJOURNMENT**

President Stamey took a moment to reflect on the memory of his former friend and District Director Ken Sandy who recently passed away. Mr. Sandy served on the District’s Board for 16 years and served the local community for many more years. The regular meeting concluded at 5:27 p.m.

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

Approved by: \_\_\_\_\_  
Matt Stamey  
Board President