

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)
FEBRUARY 24, 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, Financial Consultant Campo, Controller Hatfield, Deputy Chief Selover, Battalion Chief Aguiar, EMS RN Begin, Technology Systems Manager Call, Information Systems Technician Phil Duncan, District Counsel/District Clerk Sakai.

Others Present: None.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

District Staff 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

There was no public comment.

5. CONSENT CALENDAR

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

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 COVID-19/Vaccination Clinic Update.

Chief Meyer provided an overview of what the District has been able to accomplish with COVID-19 testing and vaccines; and how those efforts extended to the larger Contra Costa County and beyond to ensure equity for the purposes of diversity, needs, and vaccinating high-risk individuals.

EMS RN Begin then provided a detailed presentation outlining the District's efforts in COVID-19 testing, vaccination, and the District's vision for the next steps. Battalion Chief Aguiar further discussed the District COVID-19 vaccine initiative to vaccinate within the County. Chief Meyer and Battalion Chief Aguiar responded to Director's Lee's inquiry regarding teacher vaccinations by stating that the District has reached out to teachers to be on the standby list, and offered to vaccinate teachers in the same way as it was handled the law enforcement community, fire, and First Responders. Director Parker informed the Board that the community has provided positive feedback on the District's efficiency and competency at these clinics. Director Gallinatti further said he is proud of the Chief and the team in these efforts as leaders in the administering vaccinations. President Stamey also commended the Chief and the team for their unprecedented and productive work on this. Director Lee stated that the District inspires confidence in the local community, the district, and other cities. Vice President Crean further acknowledged the District's high level of professionalism and communication provided to the Board with regard to the vaccinations.

6.2 Public Safety Building Complex Update from Facilities Subcommittee.

Chief Meyer, Deputy Chief Drayton and Director of Communications Pangelinan provided an overview of the Facilities Subcommittee meeting regarding the Public Safety Complex (PSC) Board Room. Facilities Subcommittee Chair Director Parker commented he was pleased with the progress of the Board Room. Chief Meyer responded to Director Gallinatti's inquiry if the Board Room will be rented out to other organizations by informing the Board that the use of the Board Room will be limited to the Board's use, District events, and events the Board ultimately deems appropriate. Vice President Crean complimented the Subcommittee and staff for its work on this. President Stamey felt the Subcommittee accomplished a lot in what he felt was a valuable meeting.

7. **OLD BUSINESS**

None.

8. **NEW BUSINESS**

8.1 Authorize staff to enter into a contract with Central Square for installation and configuration of services for Microsoft SQL Server AlwaysOn in an amount not to exceed \$33,120.00.

Director of Communications Pangelinan and Technology Systems Manager Call outlined the purpose of the Central Square contract and the services provided under that contract. Director of Communications Pangelinan and Technology Systems Manager Call responded to Director Lee's concern if there was data corruption hitting both servers by informing the Board that the District has an offsite disaster recovery system. They also responded to President Stamey's question about power loss by confirming that there are redundant power sources to accommodate power loss.

Motion by Director Gallinatti to authorize staff to enter into a contract with Central Square for installation and configuration of services for Microsoft SQL Server AlwaysOn in an amount not to exceed \$33,120.00; seconded by Vice President Crean. Motion carried unanimously by roll call vote.

- 8.2 Authorize staff to enter into a contract with Central Square for installation and configuration or services for server rehosting in an amount not to exceed \$49,175.00.

Director of Communications Pangelinan and Technology Systems Manager Call outlined the purpose of the Central Square contract and the services provided under that contract.

Motion by Director Gallinatti to authorize staff to enter into a contract with Central Square for installation and configuration or services for server rehosting in an amount not to exceed \$49,175.00; seconded by Director Parker. 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.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Selover provided the monthly activities report for January 2020, including updates regarding vaccination clinic support which included aid to hospitals with severe COVID-19 outbreaks.

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

Deputy Chief Selover provided the monthly activities report for January 2021, including updates regarding the COVID-19 activities update.

- 10.3 Training Division – Deputy Chief Jim Selover
Training Report of monthly activities.

Deputy Chief Selover provided the monthly activities report for January 2021, including updates regarding personnel reassigned to assist with COVID-19 vaccinations, Battalion Chief Duggan's tremendous job in organizing local clinics in collaboration with County Health, and the Scholarship program. President Stamey said he is pleased to see the positive impact of the Scholarship program as it benefits the recipients.

- 10.4 Fire and Life Safety Division – Deputy Chief Frank Drayton
Fire and Life Safety Report of monthly activities.

Deputy Chief Drayton provided the monthly activities report for January 2021, including updates regarding plan review, construction inspections, and compliance inspections. Deputy Chief Drayton said Staff is continuing to work on confirmation of COVID-19 infections in local Residential Care Facilities. Deputy Chief Drayton responded to President Stamey's inquiry about the HAM radio room in the new PSC by informing the Board that this involve upgrades to comply with the national standards.

10.5 Fleet and Facilities Division – Deputy Chief Frank Drayton
Fleet and Facilities Report of monthly activities.

Deputy Chief Drayton provided the monthly activities report for January 2021, including updates regarding the Public Safety Complex, Station 34 renovation, fleet preventative maintenance repairs, and the ladder truck build. Director Gallinatti stated he appreciates the District website showing the progress of the truck being built.

10.6 Communications and 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 January 2021, including updates regarding Image Trend Records Management System (RMS), COVID-19 vaccine clinic technology, and assistance to the Fire and Life Safety Division on the Exterior Hazard Abatement mailer.

10.7 Human Resources Division – District Counsel, Stephanie E. Sakai
Human Resources Report of monthly activities.

District Counsel Sakai provided the monthly activities report for January 2021, including updates regarding District Aide recruitment interviews and on-boarded recruits, upcoming Captain and Engineer Promotional Examinations, 2021 employment law poster and DOL OSHA form compliance in District buildings, and assistance to EMS in COVID-19 vaccine clinics. Chief Meyer and Director of Emergency Communications Pangelinan responded to Director Lee's inquiry about the status of the Performance Evaluation Program informing the Board that DNI has recently provided the District with the final login for testing flow.

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

Financial Consultant Campo provided the monthly activities report for January 2021, including updates regarding COVID-19 operations expenses and potential reimbursements, and incorporation of the tentative agreements with Labor into a consolidated MOU. Chief Meyer appreciates this consolidation and noted the Board will receive copies of the MOU prior to finalizing. Controller Hatfield presented the Power Point presentation of the District's financial report for January 2021. Financial Consultant Campo reviewed the Quarterly Investment Report presentation which was included in the Consent Calendar. Financial Consultant Campo and Controller Hatfield responded to President Stamey's inquiry about turnaround time for strike team reimbursements by informing the Board that the turnaround time is about 60-90 days, and of this year's total expected reimbursement of \$1.8 million, \$720,000 has been received to date.

10.9 Fire Chief – Fire Chief, Paige Meyer

Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

Chief Meyer provided a monthly report for January 2021, including updates regarding the Faria tower project allowing full coverage for the District radio system, bolstering communication for the Emergency Operations Center (EOC) and the rest of the area it throughout the County. Chief Meyer also informed the Board that Assemblymember Bauer-Kahan is moving forward with legislation mirroring the Board's (PG&E) Ordinance No. 35 with endorsements from the Cal Fire Chiefs Association and FDAC. Chief Meyer acknowledges the Board's impact in creating the discussion for this statewide legislation. Chief Meyer also reported the recent Leadership San Ramon graduation and commended the graduates, including Juan Pedreno from GIS, for their perseverance and working together as a group with the community through the challenges of the Pandemic.

11. GOOD OF THE ORDER

11.1 Set Date for Annual Board Retreat.

The Board scheduled April 20, 2021 as the date for the annual Board Retreat.

11.2 Information Regarding COVID-19 Vaccination Clinics.

- **Fire POD- Point of Distribution (San Ramon) – Second Doses Only**
February 25th and March 4th
- **Mobile Clinic – Second Doses Only**
March 2nd (Pittsburg), 9th, 15th and 16th

President Stamey pointed noted dates for the COVID-19 Vaccination Clinics.

11.3 Comments by Board of Directors.

The Board had no comments.

12. UPCOMING CALENDAR OF EVENTS

12.1 Upcoming 2021 CERT PAC Meetings.

- **Scheduled for May 14th, August 13th and November 12th at 9:00 a.m.**

President Stamey announced the dates for the upcoming CERT PAC Meetings.

12.2 Fiscal Year 2021-2022 budget adoption, June 29, 2021 Board Meeting.

President Stamey noted the upcoming Fiscal Year 2021-2022 budget adoption is scheduled for the June 29, 2021 Board Meeting.

The Board took a recess at 3:06 p.m. and entered Closed Session at 3:20 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 – REORGANIZATION UPDATE

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

14. RETURN TO OPEN SESSION

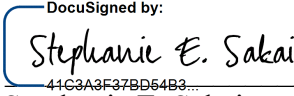
The Board returned to Open Session at 4:10 p.m.


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

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

16. ADJOURNMENT

The regular meeting concluded at 4:10 p.m.

Prepared by: 
Stephanie E. Sakai
District Clerk

Approved by: 
Matt Stamey
Board President