

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)
APRIL 28, 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 Selover, Deputy Chief Drayton, Director of Emergency Communications Pangelinan, District Counsel/District Clerk Sakai, Financial Consultant Campo, Controller Hatfield, Battalion Chief Duggan, Technology Systems Manager Call, Information Systems Technician Phil Duncan.

1. CALL TO ORDER

Vice President Crean called the meeting to order at 1:02 p.m.

2. PLEDGE OF ALLEGIANCE

District Staff led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

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

4. PUBLIC COMMENT

District Clerk Sakai read into record an email from Don Reid thanking the District.

5. CONSENT CALENDAR

Motion by President Stamey to approve Consent Calendar Items 5.1 through 5.4; seconded by Director Lee. Motion carried unanimously by roll call vote.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Recognition of Communications Reserve Chris Suter for his 45 years of service with the District.

Chief Meyer welcomed Communications Reserve Chris Suter, Sr. and Chris Suter, Jr. and recognized Chief Suter for his 45 years of service by sharing Chief Suter's 45 years of distinguished service with the District, including pioneering the District Communications Reserves program. Director of Emergency Communications Pangelinan shared her gratitude for Chief Suter and his contributions to the District. Chief Suter thanked the Board and District for the recognition. Vice President Crean thanked Chief Suter

for his service and said he has been inspired to extend service after his career. Director Parker shared the District has grown in 45 years with Chief Suter's contributions and that Chief Suter is a legacy. Director Lee congratulated Chief Suter for his record of service. Director Gallinatti offered his congratulations to Chief Suter. President Stamey acknowledged Chief's Suter innovative contributions to the District.

7. OLD BUSINESS

7.1 Approval of payment to Contra Costa County in the amount of \$150,000 for reimbursement of underground tank removal costs.

Chief Meyer informed the Board that the District entered into a purchase and sale agreement to transfer District surplus property to the County for use as a park and agreed to contribute \$150,000 toward the cost of subsequently discovered underground fuel tank needing removal for the property to be used as a park. Chief Meyer responded to Director Lee's inquiry about requesting cost recovery from the prior landowner by confirming the District will look into statute of limitations and cost of recovery.

Motion by Director Gallinatti for approval of payment to Contra Costa County in the amount of \$150,000 for reimbursement of underground tank removal costs; seconded by President Stamey. Motion carried unanimously by roll call vote.

8. NEW BUSINESS

8.1 Authorize the purchase of one Pierce Manufacturing, Inc. 2100-gallon water tender from Golden State Fire Apparatus for a cost not to exceed \$317,127.

Deputy Chief Drayton informed the Board the District's 1982 water tender has reached the end of its service life and needs to be replaced.

Motion by Director Lee to authorize the purchase of one Pierce Manufacturing, Inc. 2100-gallon water tender from Golden State Fire Apparatus for a cost not to exceed \$317,127; seconded by Director Gallinatti. 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. Vice President Crean appreciates the correspondence, including those from the children within the District.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Selover provided the monthly activities report for March 2021, including updates regarding vaccination clinics and Engineer Promotional. Vice President Crean appreciates the Staff's efforts in supporting the vaccination clinics.

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

Deputy Chief Selover provided the monthly activities report for March 2021, including updates regarding COVID-19 activities and COVID-19 vaccine administration and District Aid paramedic internship. Director Lee noted the Director of OES (Office of Emergency Services) recognized fire departments for their efforts in vaccination administration. Vice President Crean commended the Chief and Staff's early involvement in vaccination administration.

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

Deputy Chief Drayton provided the monthly activities report for March 2021, including updates regarding plan review and 63 inspections and weed abatement. Director Lee informed the Board of the \$25 million OES (Office of Emergency Services) grants administered by Cal Fire set aside for weed abatement and encouraged the District to research those grants.

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

Deputy Chief Drayton provided the monthly activities report for March 2021, including updates regarding fleet evaluation with Enterprise, Station 36 relocation project, and Contra Costa County Fire Prevention Officers meeting. In the future, Vice President Crean would like to see the integration of the Mechanic Coordinator position and development of those roles within the District.

10.5 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 March 2021, including updates regarding CAD/RMS rehost and SQL Server Always On, demo for new equipment inventory system, review of specifications for a new admin phone system, and updated EFD/EMD software.

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

District Counsel Sakai provided the monthly activities report for March 2021, including updates regarding on-boarding of the new District Counsel and Medical Director, coordinating Engineer Promotional, coordinating Mechanic Coordinator interviews and Eligibility List, assisting with Captain Promotional Assessment, and recruiting for Social Media Liaison, Rescue Team Coordinator and Hazardous Materials Coordinator.

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

Financial Consultant Campo provided the monthly activities report for March 2021, including updates regarding the CalPERS CERBT account and fire mitigation measures from Cal OES (Office of

Emergency Services) grant opportunities through Cal Fire.

Controller Hatfield presented the monthly Power Point presentation including estimated COVID-19 reimbursement from FEMA in the amount of \$1,389,766. Director Lee thanked Controller Hatfield for her efforts in seeking the reimbursements. Vice President Crean thanked Financial Consultant Campo for the additional information about wildlife interface and the applicable grants.

10.8 Fire Chief – Fire Chief, Paige Meyer

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

Chief Meyer provided his monthly report for March 2021, including District ambulance rights, Measure X tax funds and equitable distribution, Community Conversations by Councilmember Zafar, COVID-19 vaccination administration, and Public Safety Complex project. Chief Meyer identified the need for discussion of facility issues and requested that the Facilities Subcommittee be included in those conversations.

11. GOOD OF THE ORDER

11.1 Report on attendance of FDAC Conference (April 13-14).

Director Lee reported she attended the FDAC Conference which included the impact of COVID-19 on human resources, bill tracking, fuel reduction measures, vegetation management (including \$25 million OES grants administered by Cal Fire), mutual aid system, 30 county emergency declarations in 2020, Next gen 911, funding of cameras at high points, fire prediction and modeling tools, evacuation plans, and mental health awareness.

11.2 Comments by Board of Directors.

Director Parker asked if the Board would resume in-person Board meetings in light of recent CDC recommendations. Chief Meyer anticipates Governor Orders effective June 15, 2021, which would likely support an in-person meeting; at the very least the August regular Board meeting will be in-person. Vice President Crean noted the District will also follow County's Public Health guidelines.

12. UPCOMING CALENDAR OF EVENTS

12.1 Reschedule Annual Board Retreat.

The Board decided that the Annual Board Retreat will be rescheduled to June 2, 2021 at 10 a.m.

12.2 Upcoming 2021 CERT PAC Meetings.

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

Vice President Crean announced the dates for the upcoming CERT PAC Meetings.

12.3 Public Safety Complex Groundbreaking Ceremony, June 3, 2021 at 10:30 a.m.

12.4 Board Budget Workshop, June 15, 2021 at 10 a.m.

Board Minutes April 28, 2021

Page 5 of 5

Vice President Crean confirmed the Board Budget Workshop on June 15, 2021 at 10 a.m. with the goal to be in-person.

12.5 Fiscal Year 2021-2022 Budget adoption, June 29, 2021 Board Meeting.

Chief Meyer noted the upcoming Fiscal Year 2021-2022 Budget adoption is scheduled for regular Board meeting on June 23, 2021, not June 29, 2021.

The Board took a recess at 2:22 p.m. and entered Closed Session at 2:32 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.

14. RETURN TO OPEN SESSION

The Board returned to Open Session at 4:31 p.m.

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

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

16. ADJOURNMENT

The regular meeting concluded at 4:31 p.m.

Prepared by: 
Stephanie E. Sakai
District Clerk

Approved by: 
Ryan Crean
Board Vice President