

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
PERSONNEL SUBCOMMITTEE MEETING**

Wednesday, January 17, 2018 – 3:30 p.m.

Matt Stamey, Chair ~ Dominique Yancey, Director

~MISSION STATEMENT~

In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.

**Meeting location: S.R.V.F.P.D. Administrative Offices – Large Conference Room
1500 Bollinger Canyon Road, San Ramon, CA 94583**

AGENDA

1. CALL TO ORDER

2. PUBLIC COMMENT

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 *et seq.*) and may be limited to three (3) minutes for any person addressing the Board. Please complete a “Request to Speak” form and submit it to the District Clerk.

3. OLD BUSINESS

3.1 Discussion of Retainer, District Legal Counsel.

4. NEW BUSINESS

4.1 Approval of Minutes from the December 4, 2017 Personnel Committee Meeting.
4.2 Discussion of Establishing Chief Financial Officer Position

5. ADJOURNMENT

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on January 11, 2018 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38 and 39 and the San Ramon Valley Fire Protection District's 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.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR PERSONNEL SUBCOMMITTEE MEETING
Minutes – December 4, 2017**

MISSION STATEMENT

In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.

Location: 1500 Bollinger Canyon Road
Administrative Building-Large Conference Room
San Ramon, CA 94583

Board Members Present: Directors Stamey and Yancey

Staff Present: Fire Chief Meyer, Financial Consultant Campo, FLS Manager Drayton, District Clerk Brooks. Inspector Bartusch was in the audience.

1. CALL TO ORDER

Director Stamey called the meeting to order at 10:00 a.m.

2. PUBLIC COMMENT

None.

3. OLD BUSINESS

3.1 Verbal Update on Fire and Life Safety Division – formerly Fire Prevention Reorganization Update.

Chief Meyer stated that in light of the big reorganization in FLSD the division has done a great job. Manager Drayton reviewed the current positions stating how important training is for his staff and is in progress. 1754 annual inspections have been completed to date. Chief Meyer stated that some staff will need additional training to promote and that the new front desk staff may take six months to a year to be completely trained. Chief Meyer stated that the focus now is on Public Education and creating additional efficiency. Manager Drayton stated that there have been some legislative changes which may change the 7th grade CPR program. The Committee discussed the new City Center and the FLSD workload related to that project. Manager Drayton and staff have been meeting with Bishop Ranch and we can be on site if needed as the project progresses. Director Stamey questioned the number of inspections. Manager Drayton stated that we have had 30% more inspections this year than last year. Director Yancey questioned the number of inspectors and full time vs. part time and asked if our employees were cross trained. Chief Meyer stated that currently we are down two inspectors and these positions will be evaluated. One inspector will not be returning. Chief Meyer stated that he is confident in our staff who have all done a great job and if we have to ramp up, we will.

4. NEW BUSINESS

4.1 Approval of Minutes from the May 11, 2017 Personnel Committee Meeting.

Director Stamey moved approval of the May 11, 2017 minutes. Director Yancey seconded the motion. Motion carried.

4.2 Verbal Update on EMS Division Reorganization.

Chief Meyer referred to the last labor agreement regarding sworn firefighters and that two EMS Captains were promoted. Regarding long term emergency medical field, the District has to stay ahead of the curve and that we are a bit short staffed presently. Chief Meyer does not have a recommendation yet as the District is still dealing with 201 rights, LEMSA and that we have to be flexible for the next six months to a year. Current EMS Division staff is doing a great job. Chief Meyer stated that a more definitive plan will be coming and that in the interim the District has help from Triton. Financial Consultant Campo stated that non-sworn staff could provide more continuity i.e., a nurse. Chief Meyer stated that we are currently in good shape. Director Stamey suggested looking at backgrounds of sworn as well as civilian staff.

5. CLOSED SESSION

5.1 Personnel Matter: Review of Legal Counsel Contract (Authorized under Government Code Section 54957).


There was no reportable action.

6. ADJOURNMENT

The regular meeting adjourned at 10:30 a.m.

Closed Session began at 10:35 a.m.

Closed Session adjourned at 11:00 a.m.

Prepared by: 
Susan F. Brooks
District Clerk

Approved by: _____
Matthew Stamey
Director/Subcommittee Chair



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

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Date: January 24, 2018
To: Board of Directors
From: Paige Meyer, Fire Chief
Ken Campo, Interim CFO
Subject: Approval of Chief Financial Officer Position

BACKGROUND

With the recent resignation of the Financial Controller, the District is in need of a qualified, financial professional to lead the Finance Division and provide financial advice/direction to the Board and management staff. As an interim solution, the District has utilized the services of an outside consultant to manage and oversee the financial administration of the District. Given the recent experience with the Financial Controller position, we believe the District would be best served by the recruitment of a higher level financial professional, with expertise in accounting, financial reporting, (fire operations) budgeting and financial management.

The recommendation to the Board at this time is to establish the position of Chief Financial Officer in order to provide strategic, long-range financial leadership and planning for the organization. A competitive salary range for the position would be \$160,000 to \$195,000 depending on qualifications. Also, with the recent departure of our Financial Controller, we recommend the position be filled as soon as practicable.

Attached is a job description of the duties and responsibilities of the recommended CFO position.

FISCAL IMPACT

The recommended salary range for the CFO position Funding for the Financial Controller (\$146,000) position was included in the current budget for a full twelve months. While the recommended salary range for the CFO position is higher than for the Financial Controller, a current year budget adjustment may not be necessary depending on when the CFO position is filled and in which specific salary step within the range the successful candidate is placed.

RECOMMENDATION

Authorize the Fire Chief to proceed with establishment and recruitment of a Chief Financial Officer position with a benefit structure commensurate with other District management positions and with a salary range of \$160,000 to \$195,000.



Chief Financial Officer

Class Code:
CFO

Bargaining Unit: Unrepresented

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Revision Date: Dec 22, 2017

SALARY RANGE

\$13,368.92 - \$16,250.00 Monthly
\$160,427.00 - \$195,000.00 Annually

DEFINITION:

The Chief Financial Officer is a key member of the Management Team and effectively assist in implementing the Fire Chief's vision. The CFO is a strategic and analytical thinker, with creative and collaborative approaches and outstanding interpersonal skills, who is also actively involved in the day-to-day Finance Division functions. The CFO acts with a high degree of integrity and professionalism, maintains confidentiality, possesses excellent technical accounting and budgeting knowledge, particularly in the field and practice of fiscal sustainability, and possesses the ability to build good internal and external working relationships in order to help successfully shape the future of the District.

EXAMPLES OF ESSENTIAL FUNCTIONS:

There are five primary areas of focus for this position:

Strategic Direction: Work in partnership with District management and Local 3546 to identify strategic, organizational, and development objectives and align Finance initiatives and solutions in support of those objectives;

Budget: Manages and directs the development of the District's annual budget and mid-year updates; performs long-range revenue and expenditure projections and identifies trends; responsible for preparation of a Capital Improvement Plan.

Daily Operations: Manages the activities of the Finance Division including the program areas of accounting, purchasing, payroll, financial management, budgets, grants, fee billing, and related financial functions.

Compliance: Ensure District compliance with all applicable Federal, State, and Special District laws and regulations;

Financial Management: Formulates, implements and maintains policies, procedures and appropriate systems (analytical tools, information systems and models or projections of cost behavior) pertaining to budgeting, capital planning, debt management, financial recordkeeping, controls and financial reporting to ensure effective and efficient management of resources.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's Degree from an accredited college or university in public or business administration, accounting, mathematics, finance, or a related field.

Preferred:

Master's Degree from an accredited college or university.

Experience:

At least five (5) years of progressively responsible experience in public or municipal accounting, including two (2) years of Supervisory and/or Management experience in budgeting, accounting or financial management, preferably in a public agency or governmental setting.

Desirable:

Experience in finance in the public-sector field, specific to special Districts; Calif. Certified Public Accountant License.

The Fire District reserves the right to evaluate and consider, at its discretion, combinations of education and experience that tend to indicate an applicant possesses the skills, knowledge, and abilities listed herein.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to use hands and fingers to handle or grasp objects, type on a keyboard, and manipulate office equipment. The employee is frequently required to sit, stand, and walk. The employee is occasionally required to reach with hands and arms, kneel, crouch, or squat.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus. The employee must have the ability to: drive a vehicle, operate a personal computer, read small print on documents, hear and speak well enough to communicate over the telephone and in person.

WORKING CONDITIONS:

Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements, may be required to attend meetings, seminars, and conferences during or after work hours; consistently follow through with duties/assignments and work harmoniously with subordinates and superiors. Report for work on a regular, consistent basis and maintain an acceptable attendance record.