

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR PERSONNEL SUBCOMMITTEE MEETING
Minutes – January 17, 2018**

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: Board President Stamey and Director Yancey

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Human Resources Director Natalie Korthamer Wong, District Clerk Brooks.

1. CALL TO ORDER

Director Stamey called the meeting to order at 3:30 p.m.

2. PUBLIC COMMENT

None.

3. OLD BUSINESS

3.1 Discussion of Retainer, District Legal Counsel.

Chief Meyer provided the background on this item and suggested changes to the agreement with District Counsel to further control costs and avoid duplicate legal costs. Chief Meyer further expressed his willingness to be the point person for the District Legal Counsel, based on direction from the Board. Director Yancey stated that this would require changes to District Counsel's current agreement. Discussion was had regarding revisions to the agreement with District Counsel, and that Chief would ensure the areas of change were consistent with other legal firms the District deals with. Board President Stamey confirmed that Chief Meyer was OK with being the primary point of contact with District Counsel. Chief Meyer acknowledged he was. Chief Meyer was directed to bring this matter before the full board on January 24, 2018 for further discussion to formalize and finalize direction, etc., with a new agreement being the end product.

4. NEW BUSINESS

4.1 Approval of Minutes from the December 4, 2017 Personnel Committee Meeting.

Director Yancey moved approval of the December 4, 2017 minutes. Board President Stamey seconded the motion. Motion carried.

4.2 Discussion of Establishing Chief Financial Officer Position.


Chief Meyer discussed the importance of the CFO position and how that individual would be a trusted and competent member of the District executive staff; and having a strong accounting and finance background is highly desirable. Chief Meyer stated the current Finance Consultant, Ken Campo has agreed to work with the new CFO for the balance of this calendar year and then be available, possibly on retainer, for general consultation and special projects.. Chief Meyer recommended that the subcommittee bring this recommendation to the full board at the regular board meeting on January 24, 2018, and also stated that this position be filled as soon as practicable due to the recent departure of the Financial Controller. Human Resources Director Korthamar Wong provided details regarding the recruitment process for this position, highlighting several interviews will take place. Both Board President Stamey and Director Yancey concurred with staff's proposal and are looking forward to finding a good fit for this position.

Good of the Order

At this time in the meeting Chief Meyer discussed current Board policy calling for a pension analysis and outside legal opinion when there are any changes to employee compensation or positions. The Chief suggested that the Board consider amending the policy such that the analysis and opinion could be done internally instead of having to pay an outside attorney. The Committee directed Chief Meyer bring this item before the full board at a later date for further discussion with the intent to possibly change the current policy.

5. ADJOURNMENT

The meeting adjourned at 4:35 p.m.

Prepared by: 
Susan F. Brooks
District Clerk

Approved by: 
Matthew Stamey
Director/Subcommittee Chair