

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)  
JANUARY 26, 2022 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 Crean, Vice President Kerr, Directors Stamey, Parker and Lee.

**Board Member Absent:** None.

**1. CALL TO ORDER**

President Crean called the meeting to order at 1:30 p.m.

**2. PLEDGE OF ALLEGIANCE**

District Staff led the Pledge of Allegiance.

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

President Crean 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 Stamey to 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 Update on Public Safety Complex.

Chief Meyer introduced the Public Safety Complex (PSC) video presentation. Deputy Chief Drayton updated the Board on the San Ramon Police Department and Fire Administration delays and target completion dates. In response to Director Kerr's question, Deputy Chief Drayton said there has only been one complaint of debris which was quickly cleaned up. President Crean, Director Stamey, and Director Lee complimented the good work being accomplished.

**7. OLD BUSINESS**

7.1 Recommendations for Surplus Disposition.

Deputy Chief Drayton proposed staff recommendations for the donation of such surplus apparatus to the College of Siskiyous, Smartsville Fire District, Indian Valley Fire Department, Cordelia Fire Protection District and the Search Dog Foundation. Chief Meyer confirmed that this has been vetted to make sure the donations are properly being distributed to smaller fire agencies with limited resources. In response to Director Stamey's question, Chief Meyer and Deputy Chief Drayton confirmed the equipment being distributed has expired lifecycles, that the District follows the Surplus Equipment Policy and vetting process, and that the recipients take the risk of the equipment "as is" and release the District of all responsibilities. President Crean thanked staff for vetting this process and acknowledged the service being provided to fire agencies.

Motion by Director Lee to declare units # E-531, E-632, E-659, T-827 and Medic 704 as surplus property and, consistent with past Board action regarding surplus apparatus, approve the donation of E-531 to the College of the Siskiyous, E-659 to the Smartsville Fire District, E-545 and Medic 704 to the Indian Valley Fire Department, E-632 to the Cordelia Fire Protection District and T-827 to the Search Dog Foundation to be used as a prop; seconded by Director Stamey. Motion carried unanimously by roll call vote.

## **8. NEW BUSINESS**

8.1 Adopt Resolution No. 2022-03 of the Board approving Equipment Lease Financing, to refinance outstanding lease obligations, and authorize execution and delivery of related agreements.

Chief Meyer stated the cost of repairs and maintenance for the District fleet has skyrocketed and that based on direction from the Facilities Subcommittee and the Board, the District determined it would be in the best interests of the community for the District to adopt an accelerated fleet purchase program over a five-year term. Chief Meyer introduced Rick Brandis (Oppenheimer) and Julie Wunderlich (Jones Hall). Financial Consultant Ken Campo stated that Bank of America agreed to drop the rate on the District's 2018 equipment financing which made their proposal for the 2020 equipment financing the most advantageous for the District. Director Stamey stated this was a job well done with very competitive terms. President Crean thanked Finance for their forward thinking for the District.

Motion made by Director Parker to approve Resolution No. 2022-2 approving lease financing in the aggregate principal amount of not to exceed \$14,000,000 to finance acquisition of fire protection equipment and to refinance outstanding lease obligations, authorizing the execution and delivery of related agreements and approving related matters; seconded by Vice President Kerr. Motion carried unanimously by roll call vote.

8.2 Approval of Agreement with Jeff Katz Architecture for Training Facility Project.

Chief Meyer stated the District would like to solidify the plans for the Training Facility Project which would replace the Fire District Administrative Building at 1500 Bollinger Canyon Road. Chief Meyer complimented Architect Jeff Katz's ability to collaboratively work with the Board and citizens on past projects. Deputy Chief Drayton presented site plan slides. President Crean supports the District becoming more self-sufficient in its operations.

Motion made by Director Stamey to authorize staff to enter into an agreement with Jeff Katz Architecture for architectural services in an amount not to exceed \$965,000 and provide Chief Meyer the authority to negotiate amendments to the agreement while it is in progress up to 3% of the basic services fixed fee (or \$25,000); seconded by Director Lee. Motion carried unanimously by roll call vote.

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

Letters of appreciation and support from the community were received and acknowledged. Chief Meyer thanked Director Pangelinan and Lucas for helping with the Santa Parade. Director Lee commented the kids appreciated the firefighters and the community appreciates the service provided by the paramedics. President Crean said he appreciates the District at community outreach opportunities with such enthusiasm and supporting the community and thanked the staff.

**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 December 2021, including updates regarding Single-Role Paramedic course curriculum, Firefighter II Flammable Liquid and Gas Training Module, COVID-19 vaccination clinic, and staff COVID infections and staffing. In response to Vice President Kerr's inquiry, Chief Selover hopes to return to the Mental Health Training upon conclusion of the Fire Academy in March. President Crean complimented the Bishop Ranch training event and acknowledged the staff's hard work, including District Aides, to get this accomplished. Vice President Kerr further thanked Deputy Chief Drayton and the command staff for taking care of the Board members, City Council, and the Mayor attending the training event.

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

Deputy Chief Selover provided the monthly activities report for December 2021, including updates regarding COVID-19 activities, including monitoring and testing, COVID-19 booster vaccination clinics, and 4<sup>th</sup> Quarter Contra Cost County EMS Training. President Crean stated it is important to extend testing to employees' immediate family members as a courtesy and precautionary measure.

**10.3 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 December 2021, including updates regarding plan reviews and compliance inspections, Danville Emergency Manager meeting, Bay Area CERT Group Meeting, and OES Operational County Meeting. In response to Director Lee's inquiry, Deputy Chief Drayton confirmed there were 30 inspections in December. In response to Vice President Kerr's inquiry, Deputy Chief Drayton believes the Fire and Life Safety Division will be able to accommodate inspections despite the growth and development in the community.

**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 December 2021, including updates regarding engine and truck specifications, Alamo MAC meeting, FARIA Tower/Wiedemann site and Scholarship interviews. He went on to recognize the Apparatus Committee and three mechanic coordinators' hard work producing the truck specifications before the price hike which saved the District

an additional 5%. President Crean said it's important to recognize the hard work of all the committees and their ability to work through the chain of the command.

10.5 Communications and Technology Division – Director of Emergency Communications, Denise Pangelinan

Communications and Technology Report of monthly activities.

Director of Emergency Communications Denise Pangelinan provided the monthly activities report for December 2021, including updates regarding Emergency Fire Dispatch Re-Accreditation, EOC article, the "Santa on a Fire Truck" event, EMS Academy Training, ImageTrend crossover training, dispatch orientation for the San Ramon Police Department, and transitioning of monthly statistics to the GIS Analyst. Director Pangelinan introduced David Parnell of DNI to discuss mitigating District cyber threats. In response to Director Stamey's inquiry, Mr. Parnell confirmed the phones and iPads are managed and protected on a daily basis. In response to Vice President Kerr's inquiry, Mr. Parnell confirmed the District implements mandatory training for employees and recommends best practices to protect the District. Director Lee thanked Director Pangelinan and Mr. Parnell for their hard work and vigilance in protecting the District and she would be interested in a more detailed presentation.

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

District Counsel Brendlen provided the monthly activities report for December 2021, including updates regarding recruitment and backgrounds, EMS Academy, harassment prevention training, Annual Wellness Fitness Exams, and Records Retention and Management system. In response to President Crean's inquiry, District Counsel Brendlen confirmed the Annual Wellness Fitness Exams are completed for all field employees and Admin employees.

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

Financial Consultant Campo provided the monthly activities report for December 2021, including updates regarding review of investment options for public agencies and Faria Tower Agreements. Chief Financial Officer Hatfield presented the monthly financial presentation covering Property Tax Revenue, General Fund revenues and expenditures, COVID-19 expenditures and FEMA reimbursements, overtime analysis, and ambulance revenue and transports. In response to Stamey's inquiry, CFO Hatfield confirmed the District has not received COVID reimbursement funds, only some CARES funding.

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 December 2021, including updates regarding behind the scenes work and further solidifying the relationship with the City of San Ramon City Manager and Police Chief relative to the) joint Communications Center agreement, Firefighter Paramedic and Single Role Paramedic recruitment and new hires, and working with Station 37 volunteers collaboratively including offering the Auxiliary Volunteer Program. Chief Meyer extended his gratitude to Deputy Chief Selover for working remotely despite having COVID-19. In response to Director Lee's inquiry, Chief Meyer cannot confirm the exact number of auxiliary volunteers at this time until after the Annual Wellness

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Fitness Exams. Chief Meyer reports the Auxiliary Volunteer Program has been well received because it gives volunteers the ability to continue serving their community.

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

11.1 Comments by Board of Directors.

President Crean recognized the accomplishments of Engineer Chris Eberle to Captain and Firefighter Grant Dakin to Engineer.

11.2 Report on District Standing Committee Assignments for 2022.

President Crean thanked the Board for their support in his position as President this next year. President Crean announced the following 2022 Committee Assignments:

- Personnel Committee: Chair Don Parker; Member Ryan Crean
- Finance & HR Committee: Chair Jay Kerr; Member Michelle Lee
- Facilities Committee: Chair Matt Stamey; Member Don Parker
- Fire & Life Safety: Chair Michelle Lee; Member Matt Stamey
- EMS: Chair Ryan Crean; Member Michelle Lee
- Citizen Corp / CERT: Member Jay Kerr
- Disaster Preparedness: Chair Don Parker; Member Jay Kerr

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

12.1 Next Regular Board Meeting, February 23, 2022 at 1:00 p.m.

12.2 Town of Danville Council Meeting, February 15, 2022 at 5:00 p.m.

12.3 District Holiday – President’s Day, February 21, 2022.

12.4 CERT PAC Meeting, February 25, 2022 at 9:00 a.m.

President Crean announced the above events on the upcoming calendar. In response to Director Parker’s inquiry, Chief Meyer confirmed the February 23, 2022 Regular Board Meeting will be a teleconference Zoom meeting. Chief Meyer noted the District’s upcoming presentations for the Board of Supervisors to update on the Mental Health Project, ISO rating, and the EOC and Communications Center, and with the City of San Ramon. Chief Meyer said the Board Members are invited to attend these Zoom meetings if they wish.

The Board took a recess at 3:22 p.m. and entered Closed Session at 3:35 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): 1 potential case. Facts and circumstances that might result in litigation need not be disclosed.

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13.2 REORGANIZATION UPDATE

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

14. **RETURN TO OPEN SESSION**

The Board returned to Open Session at 4:38 p.m.

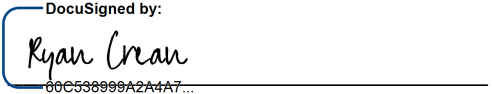
15. **REPORT UPON RETURN FROM CLOSED SESSION (if applicable)**

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

16. **ADJOURNMENT**

The regular meeting concluded at 4:40 p.m.

Prepared by:   
Stephanie Brendlen  
District Clerk

Approved by:   
Ryan Crean  
Board President