

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
Board of Directors Regular Board Meeting**

**Members of the San Ramon Valley Fire Protection District Board of Directors who cannot attend this meeting in person will participate in the regular board meeting through teleconferencing pursuant to Government Code Section 54953**

**Monday, April 30, 2018 – 1:00 p.m.**

*Matthew Stamey ~ Board President  
H. Jay Kerr, Board Vice-President ~ Chris Campbell, Director  
Don Parker, Director ~ 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 - Boardroom  
1500 Bollinger Canyon Road, San Ramon, CA 94583**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**
- 4. 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.

**5. CONSENT CALENDAR**

Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.

- 5.1 Approve the demand register for the period March 17, 2018, through April 18, 2018 in the amount of \$1,180,177.72.
- 5.2 Approve the Board minutes from the Regular March 28, 2018 Regular Board Meeting; and approve the minutes from the April 18, 2018 Board Retreat.
- 5.3 Approval of salary and payroll taxes and retirement contributions for the month of March 2018 in the amount of \$4,525,214.77.

- 5.4 Authorization to amend Master Equity Lease Agreement with Enterprise Fleet Management for acquisition of three command vehicles.
- 5.5 Authorization of a \$78,000 annual subscriber payment to EBRCSA.
- 5.6 Approval the continued appointment of Susan F. Brooks as District Clerk subject to the 960 hour/fiscal year constraint for retired annuitants.
- 5.7 Approval of contract with Ken Campo for consulting services commencing May 1, 2018, and ending November 1, 2020.
- 5.8 Authorization of payment to TriTech Software Systems for software maintenance and support in the amount of \$109,554.67.
- 5.9 Authorization of a progress payment to ENGEO for environmental remediation review services in the amount of \$25,270.67.
- 5.10 Authorization to enter into a contract with Jeff Katz Architecture to develop a Public Safety Facility concept plan not to exceed \$80,000.
- 5.11 Authorization to enter into an agreement with Definitive Networks, Inc., for mobile technology hardware and support services in an amount not to exceed \$16,500 per month.
- 5.12 Review the Quarterly Investment Report for the quarter ended March 31, 2018.
- 5.13 **Personnel Actions:**

### **Promotions**

March 1 through April 30, 2018

#### **Deputy Chief**

1. Approve staff recommendation to award a Promotion to Frank Drayton, Fire and Life Safety Manager to Deputy Fire Chief/Fire Marshal, Step 3; effective April 1, 2018.

#### **Training Captain**

2. Approve staff recommendation to award a Promotion to Jonas Aguiar, Captain 2 to Training Captain 8, Step 6; effective April 1, 2018.

#### **Captain**

3. Approve staff recommendation to award a Promotion to Benjamin Wylie, Engineer 2 to Captain 2, Step 5; effective April 1, 2018.
4. Approve staff recommendation to award a Promotion to Demian Bannister, Firefighter 5 to Captain 10, Step 3; effective April 1, 2018.
5. Approve staff recommendation to award a Promotion to David Garcia, Firefighter 5 to Captain 10, Step 3; effective April 1, 2018.
6. Approve staff recommendation to award a Promotion to John Martin, Firefighter 5 to Captain 10, Step 3; effective April 1, 2018.
7. Approve staff recommendation to award a Promotion to Eric Sabye, Engineer 4 to Captain 10, Step 5; effective April 1, 2018.

#### **Engineer**

8. Approve staff recommendation to award a Promotion to Christopher Conley, Firefighter 5 to Engineer 4, Step 6; effective March 1, 2018.
9. Approve staff recommendation to award a Promotion to Scott Dwyer, Firefighter 5 to Engineer 4, Step 6; effective April 1, 2018.
10. Approve staff recommendation to award a Promotion to Nathan Smith, Firefighter 5 to Engineer 4, Step 6; effective April 1, 2018.
11. Approve staff recommendation to award a Promotion to Brian Olson, Firefighter 5 to Engineer 4, Step 6; effective April 1, 2018.
12. Approve staff recommendation to award a Promotion to Anthony Romero, Firefighter 5 to Engineer 4, Step 6; effective April 1, 2018.

13. Approve staff recommendation to award a Promotion to Christopher Stevenson, Firefighter 5 to Engineer 4, Step 6; effective April 1, 2018.
14. Approve staff recommendation to award a Promotion to Michael Bakalar, Firefighter 6 to Engineer 5, Step 6; effective April 1, 2018.

**Appointment**

1. Approve staff recommendation to appoint Donna Marhenke, Board Clerk, to Fire and Life Safety Inspector 1, Step 6; effective April 1, 2018.

**Merit Salary Increases and New Hires**

April 1 through April 30, 2018

Personnel Actions:

**Merit Increases**

1. Approve staff recommendation to award a merit salary increase to Firefighter 5, Jason Alaga, to Step 2; effective April 1, 2018.
2. Approve staff recommendation to award a merit salary increase to Firefighter 5, Chad Bower, to Step 2; effective April 1, 2018.
3. Approve staff recommendation to award a merit salary increase to Firefighter 5, Sean Carrillo, to Step 2; effective April 1, 2018.
4. Approve staff recommendation to award a merit salary increase to Firefighter 5, Joseph Corbett, to Step 2; effective April 1, 2018.
5. Approve staff recommendation to award a merit salary increase to Firefighter 5, Albert Glancy, to Step 2; effective April 1, 2018.
6. Approve staff recommendation to award a merit salary increase to Firefighter 5, Garrett McIntyre, to Step 2; effective April 1, 2018.
7. Approve staff recommendation to award a merit salary increase to Firefighter 5, Michael Price, to Step 2; effective April 1, 2018.
8. Approve staff recommendation to award a merit salary increase to Public Safety Dispatcher 2, Dina Khanachet Taylor, to Step 5; effective April 1, 2018.
9. Approve staff recommendation to award a merit salary increase to Public Safety Dispatcher 2, Stephen Rodwell, to Step 5; effective April 1, 2018.
10. Approve staff recommendation to award a merit salary increase to Public Safety Dispatcher 2, Nathan Sill, to Step 5; effective April 1, 2018.

**New Hires**

1. Confirmation of Employment. Approve staff recommendation to hire Davina Hatfield as Finance Controller, Step 6; effective April 9, 2018.

**General Salary Increase**

1. Approve a 3% general salary increase for non-represented employees, including part-time Dispatchers and CERT Coordinator employees, as approved by the Board of Directors on March 22, 2017. The following non-represented classifications are included: Deputy Fire Chief, Director of Emergency Communications and Finance Controller. The following non-represented classifications are excluded

from receiving this increase: Fire Chief, Human Resources Director, Technology Systems Manager and Chief Financial Officer.

**6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS**

6.1 Presentation of donation from Local 3546 to Muscular Dystrophy Association.

**7. OLD BUSINESS**

7.1 Finalize changes to goals presented at April 18, 2018 Board Retreat.

7.2 Consideration of amendment to agreement for Legal Counsel services.

**8. NEW BUSINESS**

8.1 Public Hearing to consider Approval of Resolution No. 2018-03 Increasing the First Responder Assessment without Transport Fee and Ambulance Transport Fees and Charges.

8.2 Public Hearing to consider Approval of Resolution No. 2018-04 increasing Existing Schedule of Fees.

8.3 Approval of Resolution No. 2018-05 approving amendments to the Districts Conflict of Interest Code.

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

**10. MONTHLY ACTIVITY REPORTS:**

10.1 Operations Division-Deputy Chief, Lon Phares  
Operations Report of monthly activities.

10.2 EMS – Battalion Chief, John Duggan  
EMS Report of monthly activities.

10.3 Logistics – Deputy Chief, Frank Drayton  
Logistics Report of monthly activities.

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

10.5 Communications Division – Director of Emergency Communications, Denise Pangelinan  
Communication Report of monthly activities.

10.6 Human Resources Division – Human Resources Director, Natalie Korthamar Wong  
Human Resources Report of monthly activities.

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

10.7(a) 2017-2018 Budget Review

10.8 Fire Chief – Fire Chief, Paige Meyer  
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

**11. GOOD OF THE ORDER**

- 11.1 Selection of Date for Board Budget Workshop.
- 11.2 Confirmation of month of July for summer recess.

**12. UPCOMING CALENDAR OF EVENTS**

- May 10, 2018 – Street Smarts Advisory Committee Meeting-San Ramon City Hall-noon
- May 12, 2018 – Senior Pancake Breakfast – 8:30 a.m. (Alcosta Senior and Community Center).
- May 22-23, 2018 – Special District Legislative Days Sacramento
- May 23, 2018 – 1:00 p.m. Regular Board Meeting
- May 28, 2018 – Memorial Day Holiday

**13. CLOSED SESSION**

- 13.1 Possible exposure to litigation (3 matters) pursuant to Government Code Section 54956.9(d)(2).  
Facts and circumstances that might result in litigation need not be disclosed.

**14. RETURN TO OPEN SESSION**

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

**16. ADJOURNMENT TO THE BOARD RETREAT ON WEDNESDAY MAY 23, 2018 AT 1:00 P.M.**

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on April 25, 2018 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts website at [www.firedepartment.org](http://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.