

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes –April 30, 2018 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: 1500 Bollinger Canyon Road
Administrative Building-Boardroom
San Ramon, CA 94583

Board Members Present: Directors Campbell, Kerr, Parker and Yancey

Board Members Absent: Board President Stamey

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, FLSD Manager Drayton, Director of Human Resources Korthamar Wong, Technology Systems Manager Call, EMS Battalion Chief Duggan, Director of Emergency Communications Pangelinan, Controller Hatfield, District Clerk Brooks and District Counsel Ross.

1. CALL TO ORDER

Board Vice-President Kerr chaired the meeting and called for order at 1:04 p.m.

2. PLEDGE OF ALLEGIANCE

Board Vice-President Kerr led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and changes to the Consent Calendar as noted below.

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

Chief Meyer stated that he would like to move item 5.9 to Old Business and item 5.10 to New Business. Item 5.11 should be deleted from this agenda, to be brought back at the May Board meeting and that item 5.7 under merit increase should be deleted.

Director Parker moved approval of the Consent Calendar as amended. Director Yancey seconded the motion. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

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

Chief Meyer opened this item complementing our firefighters on the great job they did at raising money for this organization. Captains Mike Mohun and Eric Sabye provided background of this fundraising effort and were proud to present a check in the amount of \$6,000 to the MDA. Veronica, representing the MDA thanked everyone for the generous donation.

7. OLD BUSINESS

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

Chief Meyer stated that handouts were available showing the goal changes that were made at the Board retreat and that these goals would be revisited at the Board Budget workshop.

- 7.2 Consideration of amendment to agreement for Legal Counsel services.

Chief Meyer provided the background of this item outlining the changes directed by the Board and thanking Legal Counsel Ross for a good working relationship with the District. Motion by Director Parker to approve the amendment to the agreement for Legal Counsel services. Director Campbell seconded the motion. Motion carried.

- 7.3 Authorization of a progress payment to ENGEO for environmental remediation review services in the amount of \$25,270.67.

This item was removed from the Consent Calendar and placed on Old Business by Chief Meyer. Deputy Chief Drayton stated that the progress payment was for hydrogeological testing at old Station 32 pursuant to contract approved by the Board in December 2017. Motion by Director Yancey to authorize progress payment to ENGEO for environmental remediation review services in the amount of \$25,270.67. Director Parker seconded the motion. Motion carried.

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.

The Public Hearing was opened with no one coming forward, then the Public Hearing was closed. Director Parker moved approval of Resolution No. 2018-03. Motion was seconded by Director Campbell. Motion carried by roll call vote.

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

The Public Hearing was opened with no one coming forward, then the Public Hearing was closed. Motion by Director Campbell to approve Resolution No. 2018-04. Motion was seconded by Director Parker. Motion carried by roll call vote.

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

Legal Counsel Ross provided the background of this item stating that changes were necessary due to the addition and deletion of several positions at the District, therefore the Conflict of Interest Code needed to be amended. Motion by Director Parker to approve Resolution No. 2018-05. Director Campbell seconded the motion. Motion carried by roll call vote.

- 8.4 Authorization to enter into a contract with Jeff Katz Architecture in an amount not to exceed \$80,000 to develop a concept plan for a joint Public Safety Facility with the City of San Ramon.

This item was pulled from the Consent Calendar by Chief Meyer. Chief Meyer stated that this item was discussed at the recent Board Retreat and noted that the City of San Ramon is very supportive of this endeavor with the District. Deputy Chief Drayton stated that he has worked with Jeff Katz Architecture and that they are a nationally recognized architect with extensive public safety experience. Motion by Director Yancey to authorize a contract with Jeff Katz Architecture to develop a Public Safety Facility concept plan not to exceed \$80,000. Motion seconded by Director Parker. Motion carried.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

The Board commented on the complimentary letter received regarding our Plans Examiner Roy Wendel.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Phares reviewed his board report discussing the Multi agency drill held at Camp Parks and also complimented Battalion Chief Selover on the great job he did working on the recent Captains academy.

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

EMS Battalion Chief Duggan reviewed his board report informing the Board that he is working closely with the new interim EMS Captain Megan O'Connor. Director Parker thanked Chief Duggan for all his hard work.

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

Deputy Chief Drayton reviewed his report with the Board with an update on some of the water issues at several of our stations and that the issues have been taken care of.

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

Deputy Chief Drayton provided his monthly report stating that the City Center is still on track to open in November and that interiors on being done presently. Chief Drayton complimented his staff on a great job working with the schools on our Public Education Program.

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

Director of Emergency Communications Pangelinan discussed some highlights stating that text to 911 is up and running and that additional community outreach would be done. Director Yancey offered help with outreach if needed.

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

Human Resources Director Korthamar Wong reported on the recent interviews and promotions her staff has worked on and that she attended an informational meeting with CCCERA.

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

At this time, Chief Meyer introduced the District's new Controller, Davina Hatfield to members of the public that were in attendance.

Financial Consultant Campo reviewed the monthly financial reports and also thanked Don and Jean Reid for their help in recovering strike team funds due the District. The Board thanked Mr. and Mrs. Reid for their help.

Financial Consultant Campo discussed the recommended budget adjustments included in the Finance packet. Director Yancey moved to approve the budget adjustments listed in the staff report. Director Parker seconded the motion. Motion carried.

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

Chief Meyer informed the Board that he is very happy to have District Clerk Brooks and Financial Consultant Campo stay on with the District and stated that Donna Marhenke has been promoted to Inspector. Chief Meyer also thanked staff for all of the hard work that was put into getting ready and attending the recent Board retreat. Chief Meyer,

Deputy Chiefs Drayton and Phares attended a recent Town of Danville meeting regarding Disaster Preparedness. Board President Stamey also attended this meeting.

11. GOOD OF THE ORDER

11.1 Selection of Date for Board Budget Workshop.

The date of Tuesday, June 5, 2018 at 10 a.m. was decided upon for the Board Budget workshop.

Due to the Legislative Days Conference in Sacramento on May 23rd, the Board agreed to move the regularly scheduled Board meeting of May 23, 2018 from 1:00 p.m. to 3:00 p.m.

Chief Meyer asked that a Finance Committee meeting be scheduled. The date of Wednesday, May 30, 2018 at 10 a.m. was confirmed.

Director Yancey thanked Danielle Bell and her team for the CERT drill she attended and that she also attended a Special District Leadership Academy; and will also participating in the Livermore/Pleasanton Hook and Ladder run in June.

11.2 Confirmation of month of July for summer recess.

The Board provided direction to staff and agreed to the month of July as a summer Board recess.

12. UPCOMING CALENDAR OF EVENTS

Chief Meyer reviewed some of the upcoming events with the Board and staff.

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.

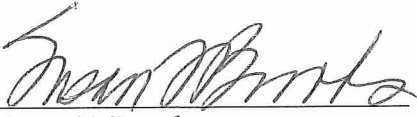
ADJOURNMENT

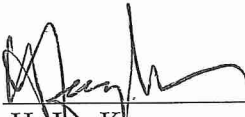
The regular meeting adjourned at 2:34 p.m. The Board adjourned to Closed Session at 2:45p.m., with the Closed Session and meeting concluding at 3:18 p.m.

14. RETURN TO OPEN SESSION

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

16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING OF WEDNESDAY, MAY 23, 2018 AT 3:00 P.M., 1500 BOLLINGER CANYON ROAD, SAN RAMON.

Prepared by: 
Susan F. Brooks
District Clerk

Approved by: 
H. Jay Kerr
Board Vice-President