

**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.

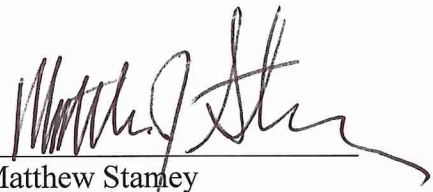
6. ADJOURNMENT

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