

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – November 15, 2017**

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: Board President Parker, Directors Campbell, Kerr, Stamey and Yancey

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

Guests: Ross Smith, Sharon Burke, Mr. and Mrs. D. Reid

1. CALL TO ORDER

President Parker chaired the meeting and called for order at 1:00 p.m.

2. PLEDGE OF ALLEGIANCE

Financial Consultant Ken Campo led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and no changes to the agenda.

4. PUBLIC COMMENT

District Resident Ross Smith spoke to the Board regarding our e-notify system and seismic warning systems related to opening of our fire house garage doors in case of an earthquake. Board President Parker stated that there is a device where doors can be raised prior to an earthquake. Staff stated that the upgrading of our website might have interfered with our e-notify system.

District Resident Sharon Burke discussed Hemme Station Park.

District Resident Don Reid passed on a comment regarding the District's great ambulance service.

Chief Meyer and the Board thanked these residents for their comments.

5. CONSENT CALENDAR

Director Kerr pulled consent calendar item 5.1, the check register item related to legal fees.

Director Stamey discussed consent item 5.3 stating that regarding our purchasing policies, that we are doing a much better job effectively negotiating with vendors.

Motion by Director Stamey to approve Consent Items No. 5.2-5.7. Motion seconded by Director Yancey. Motion carried.

Director Kerr wanted to be sure we are not duplicating our efforts regarding legal fees noticing that the fees were particularly high this past month. Regarding personnel matters, Director Kerr stated that they are not part of Counsel's retainer. District Counsel Ross stated that he would address this issue in closed session.

Motion by Director Kerr to approve consent item 5.1. Motion seconded by Director Stamey. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

At this time in the meeting, Chief Meyer called up Deputy Chief Krause and presented him with his 25-year service pin. The Board congratulated Chief Krause for his years of service to the District.

Chief Meyer also recognized Training Captain Spani as he too just completed 25 years with the District. The Board congratulated Captain Spani also.

7. OLD BUSINESS

7.1 Approval of purchase of twelve (12) Physio-Control LP-15 Monitor/Defibrillators in an amount not to exceed \$365,000.

EMS Battalion Chief Duggan provided and explained the background for this purchase. Motion by Director Stamey to approve the purchase of twelve Physio Control defibrillators in an amount not to exceed \$365,000. Motion seconded by Director Kerr. Motion carried.

8. NEW BUSINESS

8.1 Approval of reclassification of Human Resources Generalist from "Non-Exempt" to "Exempt" including 40 hours of paid administrative leave as part of the compensation package.

Human Resources Director Korthamar Wong stated that currently the HR Generalist is a non-exempt position and is requesting this reclassification stating that staff in this position exercise independent judgement and would not be eligible for overtime if the position is reclassified to exempt. Board President Parker asked if there were any union issues with this reclassification, Ms. Korthamar Wong stated no as this is a non-represented position. Director Stamey asked if Meyers Nave has weighed in on this issue and Ms. Korthamar Wong indicated he had.

Motion by Director Stamey to approve the reclassification of the Human Resources Generalist from non-exempt to exempt and to include 40 hours of paid administrative leave as part of the compensation package. Motion seconded by Director Campbell. Motion carried.

8.2 Approval of Resolution No.2017-11 authorizing the Initiation of Proceedings to Enter into a Financing Lease to Finance Equipment.

Chief Meyer provided the background on this item introducing Nicki Tallman from Brandis Tallman to provide a brief overview and answer any questions the Board might have. Chief Meyer stated that this purchase will have a positive impact on our CIP and allow for flexibility in our fleet. Director Campbell asked if at the end of the lease term the rigs would be ours and Finance Consultant Campo concurred. Ms. Tallman stated that the results of this item would come back to the board. Motion by Director Stamey to approve Resolution No. 2017-11. Motion seconded by Director Yancey. Motion carried by roll call vote.

8.3 Approval of purchase of Ballistic Protective Equipment in an amount not to exceed \$45,000.

Chief Phares provided the background of this item stating that this one of his department goals for 2017/2018 and due to all the recent events in the country the timing is perfect. Chief Phares showed the Board samples of the helmet and vest and commented that there will also be joint training with the police departments. Director Yancey stated that this is a great idea. Board President Parker asked if we have policies developed for this equipment and suggested external velcro markings be used on the vests. Chief Phares concurred. Motion by Director Yancey to approve this purchase in an amount not to exceed \$45,000. Director Stamey seconded the motion. Motion carried.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Board members commented on all of the positive correspondence in this month's packet mainly thanking us for helping with the north bay fires. Board President Parker complimented all of our personnel.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Phares reviewed his board report stating that academy graduation is scheduled for January 19, 2018 at the AT & T building here in San Ramon. Chief Phares also stated this past month i-Quest training has taken place as well as the fourth quarter training module, auto extrication.

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

EMS Battalion Chief Duggan reviewed his board report informing the Board that staff responded to approximately 410 incidents this past month with two incidents cardiac arrest related. Lengthy discussion followed by the board and staff regarding the fire danger on the westside of our District, specifically Alamo. Chief Meyer stated that communication is key and that more education is needed to get out to residents regarding points of exit, defensible space and water supply. Chief Phares stated that plans have been discussed relating to the Ready, Set, Go format and that the District does have good fire trail access. Director Kerr stated that residents need to be educated and now is a good time due to all of the recent fires.

- 10.3 Logistics – Deputy Chief, Derek Krause
Logistics Report of monthly activities.

Deputy Chief Krause highlighted his attendance at several conferences and that the punch list of items at new Station 32 is almost complete. The only issue was regarding the concrete floors in the station.

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

Deputy Chief Krause provided the Fire and Life Safety Division report stating that our E-plan reviews continue to be positive and all of our state mandated inspections should be complete by the end of the year. Chief Krause also stated two permit technicians have been hired with starting dates in December.

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

In Director of Emergency Communications Pangelinan's absence Chief Meyer reported that Director Pangelinan was voted by the San Ramon Chamber of Commerce as Employee of the Year, with a dinner honoring her as well as others in different categories on Thursday, December 7, 2017. Chief Meyer also stated that our reserves were a great help with the recent north bay fires.

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

Human Resources Director Korthamar Wong stated that Human Resources has been extremely busy with recruitments and is also focusing on workers compensation. Board President Parker inquired as to whether employees choose their own physician. Director Wong stated that employees can pre-designate their own doctor.

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

Financial Consultant Campo stated that there were no October financials in the packet due to the early date of this board meeting, they will be included in the December Board packet along with the CAFR. Financial Consultant Campo stated that he attended a CSDA regional meeting where the topic was reallocation of property taxes. Director Kerr asked how this became a CSDA issue and Consultant Campo stated through the Tax Payer's Association.

- 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 attended the 100 Club Annual meeting as well as the Annual Retiree luncheon this past week. Chief Meyer also updated the Board regarding EBRCs and the cost of radios. Chief Meyer thanked those who attended the grand opening of new Station 32 and informed the Board that he has been elected the Chair of the Contra Costa County Executive Chiefs again. Chief Meyer passed out new ball caps for the Board, thanking Training Assistant Perceval who organized the ordering of these caps.

11. GOOD OF THE ORDER

- 11.1 CSDA Update provided by Controller Koran, issues addressed were Little Hoover Commission review, LAFCO, transparency, Redevelopment Oversight board, Financial Planning, and SB96 changes to Public Works registration requirements.

Director Stamey asked staff to look into fixing or replacing the Board chairs in the boardroom and that he attended the CSDA conference and Streets Smart program this past month.

Director Yancey attended the survivors luncheon stating what a lovely event it was, thanking Battalion Chief Duggan for organizing the event. Director Yancey also complimented Inspectors Castro and Vanek who provided training on Hands Only CPR.

2. UPCOMING CALENDAR OF EVENTS

Thursday and Friday, November 23 and 24, 2017 – Thanksgiving Holiday, District offices closed.

Thursday, December 7, 2017 – San Ramon Chamber of Commerce Business and Community Awards Dinner, 5:30 p.m., Bridges Golf Club.

Thursday, December 14, 2017 – Assemblywoman Catherine Baker Holiday Open House 6-8 p.m.

Wednesday, December 20, 2017 – Monthly Board Meeting, 4:00 p.m.

Monday, and Tuesday December 25 and 26, 2017 – Christmas Holiday, District offices closed.

The regular meeting adjourned at 3:10 p.m. The Board adjourned to Closed Session at 3:30 p.m. with the Closed Session and meeting concluding at 4:00 p.m.

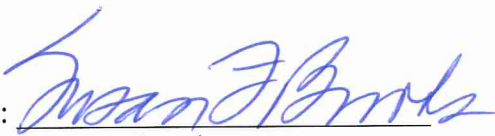
13. CLOSED SESSION

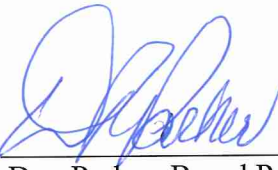
- 13.1 Possible exposure to litigation (3 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

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

16. ADJOURNMENT TO THE NEXT REGULARLY SCHEDULED BOARD MEETING AT 1:00 P.M. WEDNESDAY, DECEMBER 20, 2017 IN THE BOARDROOM.

Prepared by: 
Susan F. Brooks
District Clerk

Approved by: 
Don Parker, Board President