

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – October 25, 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, Director of Emergency Communications Pangelinan, Technology Systems Manager Call, EMS Battalion Chief Duggan, FLS Manager Drayton, Executive Assistant Brooks and District Counsel Ross.

1. CALL TO ORDER

President Parker chaired the meeting and called for order at 1:05 p.m.

2. PLEDGE OF ALLEGIANCE

Director Campbell 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

Resident Don Reid spoke to the Board regarding a group of firefighters his nephew was included in that came into town a few weeks ago on their way back from fighting the recent fires. The District hosted lunch for them. Mr. Reid was so greatly appreciative. The Board thanked Mr. Reid for his comments and stated they were glad to help.

5. CONSENT CALENDAR

Director Yancey pulled Consent Items 5.1 and 5.2.

Motion by Director Stamey to approve Consent Items No. 5.3-5.9. Motion seconded by Director Campbell. Motion carried.

Director Yancey had a question regarding the water invoice for Station 31 on the check register. Director Yancey also made a change to the minutes from the September 19, 2017 Board meeting.

Motion by Director Yancey to approve Consent item 5.1. Director Stamey seconded the motion. Motion carried.

Motion by Director Yancey to approve Consent item 5.2 Director Kerr seconded the motion. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Recognition of Engineer Mark Brauer for 30 Years of Service

Chief Meyer asked Engineer Brauer to come up to the podium and provided his background. Director Parker presented Engineer Brauer a flat badge in a wallet in recognition of his 30 years of service with the District. Engineer Brauer spoke briefly thanking the Board and staff for their support during his 30 years here at the District.

6.2 Proclamation – Former Danville Police Chief Steve Simpkins.

Chief Meyer asked Former Police Chief Simpkins up to the podium and provided his background. Director Parker read a summary of a Proclamation prepared for Chief Simpkins by the District. Chief Simpkins thanked the Board and Chief for the recognition.

At this time in the meeting, the Board recessed for a 10-minute break.

The meeting reconvened at 1:40 p.m.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 Approval to purchase Emergency Fire Dispatch software from Priority Dispatch in the amount of \$64,200.

Director of Emergency Services Pangelinan provided the background of this item stating that this software would help in standardizing protocols for processing 911 calls and that the cost also includes training for dispatchers. Motion by Director Stamey, seconded by Director Yancey to authorize payment in the amount of \$64,200 to Priority Dispatch for Emergency Fire Dispatch Software. Motion carried.

8.2 Approval to purchase four sets of extrication tools consisting of one each NFPA 1936 2015 compliant Hurst S700E2 Edraulic cutter, S555E2 Edraulic spreader, battery bank charger, with two spare batteries each, from L.N. Curtis, for an amount not to exceed \$96,039.40.

Deputy Chief Krause provided the background of this item stating that these tools would ensure more mobility and flexibility. Discussion followed regarding training, best practices and that patient care comes first. Chief Meyer stated that battery operated tools are effective and that these tools are just

being replaced in our ambulances. Director Campbell wanted to ensure that there would be no interruptions with medical assists and that we are not use getting these tools because we need the best. Motion by Director Campbell, seconded by Director Stamey to approve the purchase of four sets of extrication tools, from L.N. Curtis, in and amount not to exceed \$96,039.40. Motion carried.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Director Kerr commended Firefighter Shane Smith regarding his deployment to Texas to help with Hurricane Harvey as a Hazardous Materials Specialist. Director Kerr also commended Engineer Jeff Ho who was also deployed.

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 crews were busy fighting fires in the North Bay, sending as many resources as we could without compromising our District. Chief Meyer congratulated staff for doing an excellent job fighting these fires as well as juggling the regular day to day activities at the District. Director Kerr stated that he attended a conference at UC on managing the risks and needs of first responders in critical incidents involving animals.

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

EMS Battalion Chief Duggan reviewed his board report informing the Board that the District responded to approximately 580 emergency calls in the past month and four incidents were responding to patients who experienced cardiac arrests. Chief Meyer thanked Battalion Chief Duggan.

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

Deputy Chief Krause highlighted the Apparatus Committee and their work on helping with the ambulance purchase. Chief Krause stated that he is also working with EBMUD and homeowner’s associations regarding the high-water usage at Station 35.

- 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 E-review inspections are still going great and that 70% of our annual inspections have been complete. Chief Meyer stated that Fire and Life Safety is doing more work now with less staff and doing a great job. Chief Meyer also stated that Danielle Bell, CERT Coordinator was deployed to the fires in the North Bay and has done a fantastic job.

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

Director of Emergency Communications Pangelinan reported that nine dispatchers worked 24/7 dealing with the Tubbs fire and that our Communications Unit was staged at the Sonoma fairgrounds helping out with the 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 are also busy working with all District Divisions to improve Telestaff.

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

Financial Consultant Campo stated that the auditors have completed their field work associated with the audit of the District financials. He presented a slide of the District's CERBT (Retiree Health Care Trust) account status as well as the CERBT strategy investment report. Finance Controller Koran presented the monthly financial report.

- 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 looking into ambulance costs and will provide additional information to the board at a future board meeting. Chief Meyer stated how proud he was of all of our staff responding to all of the recent fires.


11. GOOD OF THE ORDER

- 11.1 Chief Meyer reminded everyone that the Grand Opening/Ribbon Cutting of new Station 32 would be held on Saturday, October 28, 2017 from 10-12 noon. Director Stamey asked the Leadership San Ramon Valley group in attendance to introduce themselves. Director Kerr stated that he attended an international conference in Davis dealing with best practices handling animals in a disaster. Director Yancey stated that she has and will be meeting with management staff to learn more about each department. Director Yancey also attended various District events this past month.

15. ADJOURNMENT

The meeting was adjourned by President Parker at 3:10 p.m.

Prepared by: 
Susan F. Brooks
District Clerk

Approved by: 
Don Parker, Board President