

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – September 19, 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 Kerr and Stamey

Board Members Absent: Director Campbell

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 1:00 p.m.

2. PLEDGE OF ALLEGIANCE

Former Director Shawn Stark led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

3.1 Discussion and approval of Personnel Committee's recommendation to fill the vacancy created by the resignation of Director Shawn Stark; followed by the Administration of Oath of Office for new Board Member.

Director Stamey provided the background of the Personnel Committee meeting, stating that there were four exceptional candidates to replace Director Stark. The Personnel Committee recommended appointing Dominique Yancey to the Board of Directors. Motion by Director Kerr, seconded by Director Stamey to appoint Dominique Yancey to the Board. Motion was approved by roll call vote, with Director Campbell absent. Chief Meyer welcomed Director Yancey to the District and presented her with a District pin, providing her background to those present. Human Resources Director/Deputy District Clerk Korthamar Wong administered the Oath of Office to Director Yancey. Director Yancey spoke stating how proud she is to be appointed to the Board of Directors and introduced her family.

4. PUBLIC COMMENTS

Don Reid addressed the Board regarding ambulance fees, stating that they should be increased. The Board thanked Mr. Reid for his comments.

5. CONSENT CALENDAR

Director Yancey asked that item 5.2 be pulled at this time.

Motion by Director Stamey to approve Consent Items No. 5.1, 5.3, 5.4 and 5.5. Motion seconded by Director Kerr. Director Stamey questioned the large utility expense at Station 35 and asked that staff look into these high utility charges. Deputy Chief Krause addressed this issue. Motion carried.

At this time Director Stamey moved to approve Consent Item 5.2. Director Kerr seconded the motion. Director Yancey abstained. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Proclamation in Recognition of Fire Prevention Week, October 8-14, 2017.

President Parker read a summary of the proclamation. Motion by Director Stamey proclaiming Fire Prevention Week October 8-14, 2017. Motion seconded by Director Kerr. Motion carried.

6.2 Recognition of Retiring Chaplain Jim Hoekenga.

Chief Meyer introduced Chaplain Jim Hoekenga providing the background of his many years of service to the District and presented him with a retirement award. Chief Meyer then introduced Nick Vleisides who would be taking Chaplain Hoekengas place. Chaplain Vleisides thanked Chaplain Hoekenga for all he has done for the District. Chaplain Hoekenga said a few words and thanked the Board and staff for all they have done for him.

Chief Meyer thanked HR Generalist Martin for her help with putting together the recognition awards and refreshments for Chaplain Hoekenga.

6.3 Recognition of Former Board Director Shawn Stark.

Chief Meyer introduced former Director Shawn Stark, presenting him with a plaque and thanking him for his service and leadership to the District while he served on the Board. Former Director Stark thanked the Board and staff.

At this time in the meeting, the Board took a 10-minute recess.

The meeting resumed at 2:00 p.m.

7. OLD BUSINESS

7.1 Discussion and possible approval of extension agreement with Innovative Claims Solutions for two years and authorization to pay \$108,443 for managing the District's workers' compensation claims. Funds are allocated in the Annual Operating Budget for Fiscal Year 2017/18.

Chief Meyer provided the background of this item, stating that he had a meeting with representatives from ICS and that staff was seeking approval for a two-year contract in the

amount of \$100,287. Motion by Director Stamey to approve the agreement with ICS for *a two year contract in the amount of \$100,287 for the 2017/2018 year*. Director Kerr seconded the motion. Motion carried.

- 7.2 Discussion and possible approval for staff to develop a contract with HGAC Buy consortium for the purchase and delivery of five (5) Road Rescue ambulances for a total cost not to exceed \$1,698,750. Funding for the purchase is available through the Capital Improvement Program.

Deputy Chief Krause provided the background of this item. Chief Meyer discussed the weight of the units and stated that funding is available in the Capital Improvement Program for this purchase. Director Yancey stated that the staff report was clear and precise. Chief Meyer thanked Deputy Chief Krause and Fire and Life Safety Manager Drayton on their work on doing the research for obtaining these ambulances. Motion by Director Stamey to purchase five Road Rescue ambulances for a total cost not to exceed \$1,698,750. Director Kerr seconded the motion. Motion carried.

8. NEW BUSINESS

None.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

The Board discussed the letter in correspondence regarding the amputation and complimented staff on a job well done.

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 out of County mutual aid has tripled in the past few months, and that the Engineer's written test had just taken place.

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

EMS Battalion Chief Duggan reviewed his board report informing the Board that there would be a ceremony recognizing the ten-year-old who saved his father from drowning, at the City of San Ramon Council Chamber on the evening of October 10th.

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

Deputy Chief Krause highlighted the involvement of the Apparatus Committee and research they had worked on for procurement of the new ambulances. Chief Krause also stated the lighting issue has been addressed at new Station 32.

- 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 Eplan reviews are still going strong and that staff has been busy with Public Education activities and have finalized the Exterior Hazard Abatement program for the year.

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

Director of Emergency Communications Pangelinan reported that recruitment is underway for a Dispatch Supervisor and that the Smart 911 software has been upgraded.

- 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 that she and Chief Meyer had met with ICS regarding the District's workers' compensation claims and the upcoming contract with them.

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

Financial Consultant Campo presented a slide presentation of the financial reports for July, and that August and September financials would be brought to the Board in October. Staff has been working with the auditors and preparing the CAFR.

- 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 a tour and breakfast was held for our retirees and the Rotary Club hosted a lunch at new Station 32. Chief Meyer also stated that the encroachment permit had been received for the pedestrian bridge at new Station 32. Director Stamey asked if a date had been set for the Grand Opening of new Station 32 and Chief Meyer stated that staff would contact all board members to come up with a date in late October.

11. GOOD OF THE ORDER

- 11.1 Selection of Board Director to fill the openings on the EMS and Personnel Committee left vacated by the resignation of Director Stark.
Director Yancey was assigned to the EMS and Personnel subcommittees due to the resignation of Director Stark.

Director Yancey thanked the Board and staff for their warm welcome of her to the Board.

Director Kerr stated that he attended a Streets Smarts meeting discussing receiving a grant for young drivers.

Director Stamey stated that he attended a Redevelopment Oversight Committee meeting regarding the former Mudd's property discussing the purchase of the land.

12. CLOSED SESSION

- 12.1 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.

13. RETURN TO OPPEN SESSION


Regular session ended: 3:04 p.m.
Closed session began: 3:14 p.m.
Closed session ended: 4:12 p.m.
Regular session opened: 4:12 p.m.

14. REPORT UPON RETURN FROM CLOSED SESSION (IF APPLICABLE)


15. ADJOURNMENT

The meeting was adjourned by President Parker at 4:15 p.m.

Prepared by:


Susan F. Brooks
Executive Assistant

Approved by:


Don Parker, Board President