

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Board of Directors Regular Board Meeting**

Members of the San Ramon Valley Fire Protection District Board of Directors who cannot attend this meeting in person will participate in the regular board meeting through teleconferencing pursuant to Government Code Section 54953

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

*Donald Parker ~ Board President
Chris Campbell, Board Vice-President ~ H. Jay Kerr, Director
Matthew J. Stamey, Director ~ Dominique Yancey, Director*

~MISSION STATEMENT~

In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.

**Meeting location: S.R.V.F.P.D. Administrative Offices - Boardroom
1500 Bollinger Canyon Road, San Ramon, CA 94583**

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**
- 4. PUBLIC COMMENT**

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 *et seq.*) and may be limited to three (3) minutes for any person addressing the Board. Please complete a “Request to Speak” form and submit it to the District Clerk.

5. CONSENT CALENDAR

Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.

- 5.1 Approve the demand register for the period November 6, 2017, through December 10, 2017 in the amount of \$1,996,309.98.
- 5.2 Approve the Board minutes from the Regular November 15, 2017 Regular Board Meeting and District Counsel’s Report Upon Return from Closed Session from November 15, 2017.
- 5.3 Approval of salary and payroll taxes and retirement contributions for the month of October, 2017 in the amount of \$4,688,609.26.

- 5.4 Approval of salary and payroll taxes and retirement contributions for the month of November, 2017 in the amount of \$4,699,789.39.
- 5.5 Authorize staff to replace the final (28) 2.5-inch fire hydrants in the District with a model 64 steamer hydrant containing a 4.5-inch outlet connection. The 2017/2018 Operations Budget contains \$54,965 for this program, which is sufficient to cover this year's replacement cost.
- 5.6 Authorize payment to the State of California for the Workers' Compensation Insurance Self-Insurance Assessment for Fiscal Year 2017-18 in the amount of \$62,783.

5.7 **Personnel Actions:**

Merit Increases:

- 1. Approve staff's recommendation to award a merit salary increase to District Clerk (Executive Assistant), Donna Marhenke, to Step 6; effective December 1, 2017.

New Hires:

- 1. Confirmation of Employment (Lisa Augusto, on-call, part-time Public Safety Dispatcher). Approve staff's recommendation to hire Lisa Augusto at \$41.10 per hour; effective November 27, 2017.
- 2. Confirmation of Employment (John Castanha, Human Resources Generalist). Approve staff's recommendation to hire John Castanha at Step 6; effective December 1, 2017.
- 3. Confirmation of Employment (Stephanie Lopez, Fire and Life Safety Permit Technician). Approve staff's recommendation to hire Stephanie Lopez at Step 1; effective December 4, 2017.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Update on Hemme Station Park by Legal Counsel Ross
- 6.2 Recognition of 2017 Firefighter of the Year Mark Anderson; and 2017 Employee of the Year, Ivy Ong.

7. OLD BUSINESS

- 7.1 Approval of contract with Engeo, Inc., for Underground Tank Subsurface assessment – Additionally Required evaluation in the amount not to exceed \$40,689.

8. NEW BUSINESS

- 8.1 Presentation of the 2017 Comprehensive Annual Financial Report (CAFR) by independent auditors Vavrinek, Trine, Day & Company.
<http://www.firedepartment.org/civica/filebank/blobdload.asp?BlobID=4476>
- 8.2 Consideration of Resolution No. 2017-13 Authorizing Execution of a Lease/Purchase Agreement with Bank of America in the amount not to exceed \$5.5 million, and approving related documents and actions.
- 8.3 Approval of Resolution No. 2017-12 adding public safety dispatchers to the list of District employees authorized to receive overtime on a "portal to portal" basis when assigned to an emergency under the State mutual aid system.
- 8.4 Nominations for Board President and Vice-President for 2018.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

10. MONTHLY ACTIVITY REPORTS:

- 10.1 Operations Division-Deputy Chief, Lon Phares
Operations Report of monthly activities.
- 10.2 EMS – Battalion Chief John Duggan
EMS Report of monthly activities.
- 10.3 Logistics – Deputy Chief, Derek Krause
Logistics Report of monthly activities.
- 10.4 Fire and Life Safety Division – Deputy Chief, Derek Krause
Fire and Life Safety Report of monthly activities.
- 10.5 Communications Division – Director of Emergency
Communications Denise Pangelinan
Communication Report of monthly activities.
- 10.6 Human Resources Division – Human Resources Director Natalie Korthamar Wong
Human Resources Report of monthly activities.
- 10.7 Finance Division – Financial Consultant, Ken Campo and Controller, Martin Koran
Finance Report of monthly activities.
- 10.8 Fire Chief – Fire Chief, Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

11. GOOD OF THE ORDER

12. UPCOMING CALENDAR OF EVENTS

- Monday and Tuesday, December 25 and 26, 2017 – Christmas Holiday, District offices closed.
- Monday, January 1, 2018 – New Year’s Day, District offices closed.
- Tuesday, January 9, 2018 – noon – CCC Board of Supervisors Annual Luncheon.
- Monday, January 15, 2018 – Martin Luther King Day* - District floating holiday.
- Friday, January 19, 2018 – 3:00 p.m. Academy Graduation, Roundhouse, San Ramon.
- Wednesday, January 24, 2018 – 1:00 p.m. – Regular Board Meeting.

13. CLOSED SESSION

- 13.1 Possible exposure to litigation (2 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, JANUARY 24, 2018 IN THE BOARDROOM.

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on December 14, 2017 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts website at www.firedepartment.org.

The San Ramon Valley Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 1500 Bollinger Canyon Road, San Ramon, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the District Clerk at (925) 838-6661.