

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – December 20, 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, FLSD Manager Drayton, Controller Koran, Director of Human Resources Korthamar Wong, Technology Systems Manager Call, EMS Battalion Chief Duggan, Director of Emergency Communications Pangelinan, District Clerk Brooks and District Counsel Ross.

Guests:

1. CALL TO ORDER

President Parker chaired the meeting and called for order at 4:00 p.m.

2. PLEDGE OF ALLEGIANCE

Board President Parker 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

None.

5. CONSENT CALENDAR

Motion by Director Yancey to approve consent item 5.1.-5.7. Motion seconded by Director Stamey.
Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Update on Hemme Station Park by Legal Counsel Ross.

Chief Meyer updated the Board on this item, in the absence of District Counsel Ross stating that Counsel is putting a summary together and the Board will be updated once the summary is complete.

At this time in the meeting Chief Meyer mentioned the new academy discussing the hiring process of this academy and then asked that Captain Aguiar to introduce the latest academy to the Board. Captain Aguiar provided some background of what the academy has been working on to date and reminded everyone that the graduation would take place on Friday, January 19, 2018.

6.2 Recognition of 2017 FF of the Year Mark Anderson; and 2017 Employee of the Year, Ivy Ong

Chief Meyer provided the background of both these nominees, stating that they are voted on by their peers. Chief Meyer asked each nominee to come up to be presented with their awards and introduce their families. The Board congratulated both the 2017 Firefighter of the Year recipient and the 2017 Employee of the Year recipient.

At this time in the meeting, Director of Human Resources Wong introduced the new HR Generalist, John Castanha. The Board welcomed HR Generalist Castanha.

Chief Meyer then stated that Board members Stamey and Kerr were each due for 5 year pins and thanked them for their leadership and presented them with their pins.

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

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.

Fire and Life Safety Manager Drayton provided the background of this report discussing the change orders and stating that staff was able to negotiate a reduction in the original request. Board President Parker thanked Manager Drayton for his report. Motion by Director Campbell to contract with Engeo for Underground Tank Subsurface assessment in an amount not to exceed \$40,689. Director Stamey seconded the motion. Motion carried.

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/blobload.asp?BlobID=4476>

Financial Consultant Campo provided the background of this item and introduced A.J. Major from Vavrinek, Trine, Day & Company who thanked the Board and staff for the good working relationship they shared during the audit process. Mr. Major discussed the audit process and the clean opinion that the District received. Chief Meyer thanked Mr. Major stating that he enjoyed working with his firm.

- 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.

Financial Consultant Campo stated that at the previous Board meeting there was discussion that additional apparatus was needed. Financial Consultant Campo discussed the rates with Bank of America. Director Campbell asked when the equipment would arrive and staff addressed the timing. Motion by Director Stamey to approve Resolution No. 2017-13, authorizing execution of a lease/purchase agreement with Bank of America in an amount not to exceed \$5.5 million. Director Kerr seconded the motion. Motion carried by roll call vote.

- 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.

Finance Controller Koran provided the background of this item. Board President Parker asked if this was in conformance with state law; Chief Meyer concurred. Director of Emergency Communication Pangelinan stated that this action was required for the dispatcher’s due to the fact that they work a 24-hour shift. Motion by Director Kerr to approve 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. Director Stamey seconded the motion. Motion carried by roll call vote.

- 8.4 Nominations for Board President and Vice-President for 2018.

Board President Parker stated that it has been an honor to serve as the Board President for the past year, and proceeded to open the nominations.

President Parker nominated Director Stamey for Board President. Director Yancey seconded the nomination.

Director Stamey nominated Director Kerr for Vice President. Director Parker seconded the nomination.

Director Stamey will become the Board President for 2018, with Director Kerr becoming the Board Vice President for 2018.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

The Board commented on all of the wonderful letters received from residents of the North Bay, thanking the District for their help with the recent fires.

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 recent safety officer classes were cancelled due to recent fires. Battalion Chief McNamara conducted a slide presentation of the recent fires down south. The Board thanked Battalion Chief McNamara for his presentation.

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

EMS Battalion Chief Duggan reviewed his board report informing the Board that 550 calls were received this past month where three patients experienced cardiac arrest with two being helped by bystander CPR. Board President Parker thanked Battalion Chief Duggan for his report.

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

Fire and Life Safety Manager Drayton provided this report in the absence of Deputy Chief Krause. Manager Drayton stated that members of the apparatus committee were out of town in Wisconsin looking at apparatus and meeting with the plant team.

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

Fire and Life Safety Manager Drayton provided this report stating that 510 inspections have been complete to date and that two Permit Technician positions were filled with training of these two positions taking approximately six months. Chief Meyer stated that customer service skills were very important in filling these positions. Manager Drayton discussed types of training the technicians would receive and also discussed cooperation working with the cities on plan reviews. Chief Meyer stated that the District would like to partner with the local cities having a one stop shop to get everything done at one place. Board President Parker asked how many arson inspectors the District has. Manager Drayton said one plus him.

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

Director of Emergency Communications Pangelinan discussed some highlights stating that a 4th Citizens Academy had taken place. Technology Services Manager Call provided a brief overview of the Smart911 program. Director Campbell discussed enhancing mapping and stated that he would like to receive additional information on this program.

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

Human Resources Director Korthamar Wong stated that a new HR Generalist, John Castanha was recently hired and there is a new flexible spending account company available to employees.

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

Financial Consultant Campo stated that final CCCERA rates were received and the District's safety rates would decrease by 2%. Controller Koran reviewed a financial slide presentation for those present.

- 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 visited stations this past month with Director Yancey, discussed a meeting he attended regarding ambulance off load delays and that Controller Koran has accepted a position with another company and his last day at the District would be January 8, 2018. The Board thanked Controller Koran for all of his accomplishments while employed at the District.

11. GOOD OF THE ORDER

- 11.1 Director Yancey reviewed the Personnel Committee meeting agenda from the December 4, 2017 meeting where EMS and FLSD reorganization was discussed. Director Yancey also stated that she recently attended the CCC Fire Commissioner's dinner meeting discussing grants that are available for greenhouse reductions.

Board President Parker stressed the need for a Fire Marshal position here at the District (referring to the Ghost Ship Warehouse fire in Oakland). Chief Meyer stated that a Personnel meeting would be scheduled sometime in January and this item would be agendaized. President Parker also asked for additional communication to the Board regarding any unusual events affecting the District.

Chief Meyer stated that the CEO of San Ramon Regional Hospital, Gary Sloan is retiring.

Director Stamey stated that he recently attended an ECCU conference where there were many health care professionals and referred to 7th grade CPR.

2. 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.

The regular meeting adjourned at 6:47 p.m. The Board adjourned to Closed Session at 6:57 p.m., with the Closed Session and meeting concluding at 7:52 p.m.

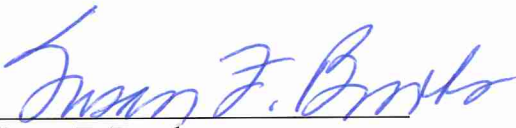
13. CLOSED SESSION

- 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

Approved by: 
Don Parker, Board President