

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Minutes – February 22, 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:** Directors Parker, Campbell, Stamey, Kerr and Stark

**Staff Present:** Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Director of Emergency Communications Pangelinan, Technology Systems Manager Call, EMS Battalion Chief Duggan, District Counsel Ross and District Clerk Maxwell.

**1. CALL TO ORDER**

*Board President Parker called the meeting to order at 7:00 p.m.*

**2. PLEDGE OF ALLEGIANCE**

**3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**

*There was a quorum and no changes were made to the agenda.*

**4. PUBLIC COMMENTS**

*None.*

**5. CONSENT CALENDAR**

*Motion by Director Stark to approve Consent Items No. 5.1 through 5.7, seconded by Director Kerr.  
Motion carried with (5) ayes and (0) noes.*

**6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS**

6.1 Mid-Year Budget Presentation, Financial Consultant Ken Campo and Controller Martin Koran.

*Recommended in the mid-year budget staff report, included the following adjustments:*

<i>Property Tax +\$2,258,000</i>	<i>Insurance -\$244,000</i>
<i>Reimbursements from State +\$130,000</i>	<i>Services/Supplies +\$369,000</i>
<i>Overtime +\$1,496,000</i>	<i>Transfer to CIP+\$300,000</i>
<i>Pension -\$59,000</i>	

*These adjustments would result in a \$526,000 net increase to the fund balance. Motion made by Director Campbell to approve the mid-year budget adjustments, recommended by staff in the Mid-Year Budget*

*Report 2016-17, dated February 22, 2017. Seconded by Director Kerr. Motion carried with 5 (ayes) and 0 (noes).*

## **7. OLD BUSINESS**

### **7.1 Update on Fire Station No. 32.**

*Chief Meyer provided this update. The PG&E issues are heading toward resolution and may result in a cost savings for the District. The AT&T matter has been resolved. The architect, Carl Campos, will be submitting the permit application for the new bridge design to the county by next week. Recent rains have saturated the grounds; consequently, the move-in date may be postponed until April.*

## **8. NEW BUSINESS**

## **9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW**

*Director Stamey commented on a letter from Assemblywoman Catharine Baker, congratulating Chief Meyer for receiving the inaugural "Community Service Award" from the Rotary Club of Alamo. Directors Kerr and Stamey spoke about multiple letters Chief Meyer received from participants of the January 27-29, 2017 T3 CERT training class; commenting that CERT Coordinator Danielle Bell is a great representative for the District.*

## **10. MONTHLY ACTIVITY REPORTS**

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

*The graduation ceremony for Recruit Class 2016-2 took place on January 27, 2017. Each recruit has completed their paramedic provisions and are all on-line. OES conducted an on-site inspection and inspection of records. Captains Taylor and Wood did a great job assisting during these inspections. The next Hazardous Materials Unit inspection will take place in 2022. Deputy Chief Phares spoke about a recent accident where a vehicle plunged into a creek and landed upside down in the water; full from recent rains. Two citizens went into action and pulled the young driver safely from the vehicle. [The District and the California Highway Patrol will recognize these individuals for their life saving efforts at a later Board meeting]. Director Kerr inquired about an increase in auto aide responses to Alameda County. DC Phares stated that District units are usually the closest life-saving personnel available.*

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

*The District responded to approximately 590 emergency medical incidents since the January 25th Board of Directors Meeting. Three of these incidents were in response to patients that had experienced a witnessed cardiac arrest. Two of those patients were found non-breathing and pulseless upon our arrival on scene. These patients were transported to a local Emergency Room, minus any change in their condition. After having arrived at the ER, both patients were pronounced deceased by an attending physician. One patient was found non-breathing and pulseless upon our arrival on scene, and experienced a Return of Spontaneous Circulation (ROSC) because of Advanced Life Support (ALS) interventions. This patient was transported to the ER via ambulance and arrived with a strong pulse and improved vital signs. BC Duggan developed an EMS testing component for the Lateral Firefighter*

*recruitment process. He also assisted Human Resources staff with the hiring and training process.*

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

*Staff dealt with facility issues related to extreme rains and weather anomalies. Facility, Maintenance and Repair inspections were addressed and prioritized. District Aides assisted with the Academy Graduation on January 27th. Staff met with Carpenter Robbins Real Estate to discuss the condition and value of the existing Fire Station 32 property and other projects. Chief Meyer added an appraiser has been secured and that he hopes to have an appraisal for next month's Board meeting. Regarding Fleet services, vehicle inspections through Alameda County are 100% complete. Staff is in the process of planning a "State of Fleet Meeting" with Alameda County staff soon.*

10.4 Fire Prevention – Deputy Chief, Derek Krause  
Fire Prevention Report of monthly activities.

*Electronic plan review conversion continues to be well received by District customers, based on feedback results. Electronic plan review submittals have increased for the fourth consecutive month, with 74.5% of January submittals in electronic forms, out of a total 102 submittals. The three-month rolling average of submittals is 68% digital. To date, the District has received 42 feedback surveys regarding electronic plan review submittal and all have been positive. Customers can now submit simplified plans for review anytime of the week electronically or walk in during normal over the counter hours and Tuesday and Thursday mornings. This allows staff to review the plans on the spot and increases efficiency by bypassing the normal turnaround time with the convenience of electronic submittal, thus reducing project costs. Plan review and construction inspections continue to be a priority to support the active construction projects. New inspections are focused on Licensed Care Facilities. In January, ninety-one compliance inspections and sixty-nine construction inspections were completed. HeartSafe volunteers and District personnel trained approximately 200 7th graders and staff at Los Cerros Middle School. Additionally, ten school district staff members were trained on AED use by one of the school nurses that has been participating in HeartSafe activities; allowing District staff more time to conduct more inspections.*

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

*The Communications Center achieved EMD Re-Accreditation, through 2019. Staff worked on updating Communications Center policies, procedures and training manuals. IT staff tested the CAD, version 5.7.34, in preparation for an upgrade. The GIS was updated and a new map was rolled into production for CAD and Mobile.*

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

*Chief Meyer provided this update. The District received 76 applications for Lateral Firefighter Paramedic positions, with five candidates succeeding to the Chief's interview. Three candidates were offered a position and will participate in the next Academy; around September 2017. Amanda Perceval is now onboard as a Senior Office Assistant, for the Training Division. Eighty-six applications were received for the Human Resources Generalist position; interviews were held and Jennifer Huey was selected to fill the position. Fifty-five applications were received for the position of Reserve Firefighter, interviews are pending.*

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

*In addition to the 2016-17 Mid-Year Budget Review and updated Long-Term Forecast shared earlier in the meeting, FC Campo reported that staff had completed and submitted the State Controller's Office Local Government Financial Transactions Report for FY2015-16, by the new statutory filing deadline of January 31, 2017. Controller Koran reported that staff is continuing to work on the application for the Special District Leadership Foundation's Certificate of Transparency; to promote the Board's commitment to transparency in the operations and governance of the District.*

- 10.8 Fire Chief – Fire Chief, Paige Meyer  
Verbal report on monthly meetings, seminars, committee meetings, and other  
District related activities.

*Chief Meyer noted the absence of Don and Jeanne Reid, adding that Mr. Reid was doing better and that the District extends our best to them. Chief Meyer spoke about the recent loss of Retired Engineer Pete Camacho and asked the Board adjourn in his memory.*

## **11. GOOD OF THE ORDER**

- 11.1 The March 23rd Board Retreat will take place at San Ramon City Hall, located at 7000 Bollinger Canyon Road, San Ramon; beginning promptly at 10:00 a.m.

## **12. CLOSED SESSION**

- 12.1 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.
- 12.2 Labor Negotiations: Conference with Chief Paige Meyer and Labor Negotiator Ken Campo, with regard to Employee Organization Local 3546 (one matter) [Pursuant to Government Code Section 54957.6]

**13. Return to Open Session**

Regular session ended: 8:40 p.m.  
Closed session began: 8:55 p.m.  
Closed session ended: 9:37 p.m.  
Regular session open: 9:37 p.m.

**14. Report Upon Return from Closed Session (if applicable)**

*District Counsel Ross stated that with respect to Closed Session Agenda Item No. 12.1 there was reportable action for the two matters considered.*

*First, with respect to a Claim for damages from George and Anne Mandel, Date of Loss, January 9, 2017 in the amount of \$1,900, the Board unanimously rejected the Claim 5-0.*

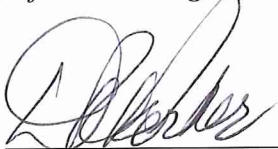
*Second, with respect to a Claim for damages from Jeri Lee, Date of Loss, January 28, 2017, the Board also unanimously rejected the Claim by a vote of 5-0.*

*District Counsel Ross stated that with respect to Agenda Item 12.2 – Labor Negotiations: Conference with Chief Paige Meyer and Labor Negotiator Ken Campo, with respect to Employee Organization Local 3546, there was no reportable action under the provisions under Government Code Section 54957.6.*

**15. Adjournment**

*The meeting was adjourned by Board President Parker, in memory of Retired Engineer Pete Camacho.*

Prepared by:   
Donna Maxwell, District Clerk

Approved by:   
Don Parker, Board President