

**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, January 25, 2017 – 1:00 p.m.**

*Donald Parker ~ Board President ~ Chris Campbell, Board Vice President ~  
H. Jay Kerr, Director ~ Matthew J. Stamey, Director ~ Shawn Stark, Director*

**~MISSION STATEMENT~**

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

**Standing Committees:** **Personnel/HR:** Chair, Director Stamey and Director Stark; **Finance:** Chair, Director Kerr and Director Stamey; **Facilities:** Chair, Director Stamey and Director \*Campbell (\*Parker for Station 32 discussions); **EMS:** Director Stark and Director Campbell; **CERT/PAC:** Director Kerr

**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 salaries, payroll taxes and retirement contributions for the month of December 2016 in the amount of \$4,087,198.43.
- 5.2 Approve the demand register for the period of December 7, 2016 through January 15, 2017 in the amount of \$2,799,434.10.

- 5.3 Approve the Board minutes from the December 15, 2016 Regular Board meeting.
- 5.4 Approve the Board minutes from the January 13, 2017 Special Closed Session meeting.
- 5.5 Authorize staff to replace up to (33) standard 2.5-inch fire hydrants with a model 64 steamer hydrant with a 4.5-inch outlet connection. The 2016/2017 Operations Budget contains \$53,625 for this program, which is sufficient to cover this year's anticipated replacement cost.
- 5.6 Authorize payment to the State of California for the Workers' Compensation Insurance Self-Insurance Assessment for Fiscal Year 2016-2017, in the amount of \$36,187.83.
- 5.7 Receive and review the investment report for the quarter ended December 31, 2016 and receive and review the California Employers' Retiree Benefit Trust statement for the quarter ended December 31, 2016.
- 5.8 Personnel Actions:

Per amended Letter of Understanding (LOU) between the SRVFPD and IAFF Local 3546, approved by the Board on December 15, 2016:

1. Approve 2.5 % salary increase for Fire Life and Safety Division Code Compliance Officers Debbie Vanek, Rian Evitt and Roy Wendel and Fire Prevention Specialist Joyce Castro; effective January 1, 2017.
2. Approve Fire Inspector/Investigator and Deputy Fire Marshall will no longer be responsible for standby coverage outside of that employees' regular work schedule and, as a result, will no longer receive the two and one-half percent (2.5%) Standby Pay that was previously rolled into their Base Pay. However, an incentive pay compensation in the amount of two and one-half percent (2.5%) per month of salary shall be provided to incumbent Fire Inspectors/Investigators and Deputy Fire Marshal in recognition of Fire Investigation recall duties as described in the Letter of Understanding dated December 15, 2016.

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

- 6.1 Introduction of Academy Recruit Class 2016-2 to the Board of Directors.
- 6.2 Recognize Captain Paul Ivory for his 30-years of dedication and service.
- 6.3 Recognize Captain Paul Taylor for his 30-years of dedication and service.
- 6.4 Recognize Engineer Paul Jannissee for his 30-years of dedication and service.

## **7. OLD BUSINESS**

- 7.1 Update on Fire Station No. 32.
- 7.2 Consider approving an amendment to the contract for professional services with The Sisters, for an amount not to exceed \$50,000.

- 7.3 Authorize the progress payment to Pacific Mountain Contractors of California, in the amount of \$305,222.96. Funds are allocated in the Annual Budget for Fiscal Year 2016-2017.
- 7.4 Authorize the second payment to Motorola, in the amount of \$43,742.37, for the purchase of portable radios, approved by the Board in October 2016. This is a budgeted expense for FY 2016-2017.

**8. NEW BUSINESS**

- 8.1 Presentation of the 2016 District Comprehensive Annual Financial Report (CAFR) by independent auditors Vavrinek, Trine, Day & Company.
- 8.2 Three actions are required for this matter with regard to 1101 Stone Valley Road, Danville; APN 197-270-025-4; also known as the “Old Station 32.”
  - 1. Adopt Resolution No. 2017-01 declaring the Old Station 32 property to be surplus District property.
  - 2. Authorize and direct staff to dispose of the Old Station 32 property, in accordance with State Law and District Policy.
  - 3. Direct staff to deposit proceeds from the sale of the Old Station 32 property, into the District’s Capital Project Fund.
- 8.3 Authorize the reclassification of a Senior Office Assistant position to a Human Resources Generalist position. The ongoing additional cost is expected to be approximately \$23,185 annually.
- 8.4 Authorize staff to enter into a contract with Granicus, in an amount not to exceed \$25,000, to upgrade the District’s public and intranet websites. This is a budget expense for FY 2016-2017.
- 8.5 Authorize the purchase of twelve (12) Physio-Control LP-15 Monitor/ Defibrillators in an amount not to exceed \$358,500. This FY 2016-2017 budgeted expense for this purchase is \$465,662.
- 8.6 Authorize staff to negotiate a contract with Leader Industries for the purchase and delivery of two (2) Horton ambulances per District specifications, including independent equipment purchases and installation into finished ambulances, for a cost not to exceed \$323,606 per ambulance, for a total of \$647,212. The funds are available for this purchase in the Capital Improvement Plan (CIP) FY2016/2017 annual budget.
- 8.7 Authorize the District to amend its’ Master Equity Lease Agreement with Enterprise Fleet Management to include the acquisition of two (2) Command Staff vehicles, in an amount not to exceed \$14,914 per year for the term of the lease, and to contract with WATTCO for the purchase and installation of emergency equipment and radios, for a one-time amount not to exceed \$77,131,38. Budgeted in the CIP for FY2016/2017.

**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 – Fire Marshal Christina Kiefer  
Fire and Life Safety Report of monthly activities.
- 10.5 Communications Division – Director of Emergency Communications, Denise Pangelinan  
Communications 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**

- 11.1 Discuss amending the February 22<sup>nd</sup> Board meeting date and time.
- 11.2 Discuss potential dates for the for the Annual Board Retreat, with consideration to Wednesday March 1<sup>st</sup> or Thursday, March 2<sup>nd</sup>.

**12. CLOSED SESSION**

- 12.1 Possible exposure to litigation (2 matters) pursuant to Government Code Section 54966.9(b)(2).  
Facts and circumstances that might result in litigation need not be disclosed.

**13. RETURN TO OPEN SESSION**

**14. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)**

**15. ADJOURNMENT UNTIL THE NEXT REGULAR BOARD MEETING, SCHEDULED FOR FEBRUARY 22, 2017 IN THE BOARDROOM.**

Prepared by:



Donna Maxwell, District Clerk

Agenda posted on January 20, 2017 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 and the San Ramon Valley Fire Protection District's website at [www.firedepartment.org](http://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.