

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – January 25, 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, Fire Marshal Kiefer, Controller Koran, Director of Emergency Communications Pangelinan, Technology Systems Manager Call, EMS Battalion Chief Duggan, District Counsel Ross and District Clerk Maxwell. Attorney Morin Jacobs handled the Closed Session portion of this meeting.

1. CALL TO ORDER

Board President Parker called the meeting to order at 1:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and one change to the agenda. Agenda Item 8.1 was moved up to directly follow Special Announcements/Presentations/General Business to accommodate the auditor from Vavrinek, Trine, Day & Company. Agenda Item 7.1, immediately followed and no additional changes were made.

4. PUBLIC COMMENTS

Don Reid spoke with praise about Captain Clinton Pruett and his crew members and offered some suggestions about improvements to Station 31.

5. CONSENT CALENDAR

Motion by Director Stamey to approve Consent Items No. 5.1 through 5.8, seconded by Director Kerr. Motion carried with (5) ayes and (0) noes.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

Chief Meyer introduced newly hired Senior Office Assistant, for Training, Amanda Perceval, and welcomed her to the District.

6.1 Introduction of Academy Recruit Class 2016-2 to the Board of Directors.

Captain Jonas Aguiar individually introduced the eight academy recruits, stating that each have perseverance, depth and character. Chief Meyer and the Board welcomed new firefighter/ paramedics

Joshua Scott, Daniel Davis, Salvatore Bautista, Alejandro Flores, Arturo Perez, Steven Reed, Aaron Drake and Taylor Westeren.

6.2 Recognize Captain Paul Ivory for his 30-years of dedication and service.

Paul Ivory is from the East Bay and graduated from Moreau High School in 1984. Initially he started his college career seeking a degree in Engineering. In 1985 he took an Introduction to Fire Service class, which sparked his interest to become a Firefighter. In 1986, he became a Volunteer Firefighter for the Office of Emergency Services, located in Alameda County. He completed the State's curriculum for Firefighter 1 and State EMT certifications. Later that year, he was hired as an Emergency Communications Dispatcher, by then San Ramon Valley Fire Protection District Fire Chief, Mel Deardorf. In 1998, he participated in the District's largest advanced fire academy, to date, with a total of 17 recruits. The recruits referred to themselves as "The Dragon Slayers." In 1991, he was promoted to Engineer and subsequently promoted to Captain in March 2002. Highlights of Captain Ivory's career include working the 1991 Oakland Hills Fire and multiple strike team deployments to Southern California as a Captain on Type 3 strike teams. He has many certifications, among them as a State Certified Fire Officer. He enjoys spending his leisure time hiking, fishing, hunting and spending time with his fiancée Denise (whom was introduced to the Board members) and his German Shorthair Pointer, Rossi.

6.3 Recognize Captain Paul Taylor for his 30-years of dedication and service.

Paul Taylor grew up in Pleasanton. He attended Shasta College Fire Academy and obtained his Associates of Arts degree from Los Positas College. He was hired by the District on January 1, 1987 as a Firefighter. By January, 1992, he was promoted to Engineer. In April 2002, he became a Training Captain and within two-years, he served as a Station Captain for another 10 years. In 2014, he became a Shift Training Captain; a position he currently holds. Additional accomplishments include participation on Firefighter recruitment and promotional Engineer panels. He has served as an Academy Instructor, Fire ROP Instructor, and Driver Operator 1A and 1 B Instructor. He is also a Rescue Team and Honor Guard member and a prior Union Representative. Paul Taylor's wife Wendy and son Ryan were in attendance. Ryan plans to pursue a degree, next Fall, in the Fire Services and his brother, Cameron, is attending Los Medanos College, with plans to become a Police Officer.

6.4 Recognize Engineer Paul Jannissee for his 30-years of dedication and service.

Paul Jannissee worked for the Manteca City Fire Department for just over 2-years, before being hired by the District in March 1989. He had the opportunity to work with his dad, Bill, for the last 7-years of Bill's 30-year career; both on Engine 32, during Bill's last year of service. In 2001, Paul was promoted to Engineer; with the opening of Station 30, where he worked on the formation of the front office and built a workout station. He and his wife Jody have four children; but recently became empty-nesters. Son Travis is an Oakland Firefighter Paramedic, Bryan is the owner of Jannissee Landscaping, Tim is a student at San Diego State and Emily is a Hair Stylist.

At 1:45 p.m., the Board took a brief recess and resumed the meeting at 2:02 p.m.; beginning with Agenda Item Number 8.1.

7. OLD BUSINESS

7.1 Update on Fire Station No. 32.

Chief Meyer welcomed returning guest, John Hogan, the VP of Commercial Construction Pacific-Mountain Contractors. Mr. Hogan relayed that the project has been going very well; but, the recent weather and delays stemming from PG&E and AT&T are suspending progress. The pedestrian bridge plans have gone through multiple redesigns, which resulted in cost reductions and PMC is hoping to receive permits from the County within the next two weeks.

7.2 Consider approving an amendment to the contract for professional services with The Sisters, for an amount not to exceed \$50,000.

Motion by Director Stamey to approve an amendment to the contract for professional services with The Sisters, for an amount not to exceed \$50,000, seconded by Director Campbell. Motion carries with 5 (ayes) and 0 (noes).

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.

Motion by Director Campbell to authorize the progress payment to Pacific Mountain Contractors of California, in the amount of \$305,222.96; with funds allocated in the Annual Budget for Fiscal Year 2016-2017. Motion seconded by Director Kerr. Motion carried with 5 (ayes) and 0 (noes).

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.

Motion by Director Kerr to 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; which is a budgeted expense for FY 2016-2017. Motion seconded by Director Stark. Motion carried with 5 (ayes) and 0 (noes).

8. NEW BUSINESS

8.1 Presentation of the 2016 District Comprehensive Annual Financial Report (CAFR) by independent auditors Vavrinek, Trine, Day & Company.

For information about the District's 2016 CAFR visit: http://firedepartment.org/about/key_documents.asp

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."

➤ Adopt Resolution No. 2017-01 declaring the Old Station 32 property to be surplus District property.

- *Motion made by Director Stamey to adopt Resolution No. 2017-01 declaring the Old Station 32 property to be surplus District property, seconded by Director Stark. Roll call vote taken with Directors Parker, Campbell, Kerr, Stark and Stamey voting in favor of the resolution. Motion carried with 5 (ayes) and 0 (noes).*

- Authorize and direct staff to dispose of the Old Station 32 property, in accordance with State Law and District Policy.
 - *Motion made by Director Stamey to authorize and direct staff to dispose of the Old Station 32 property, in accordance with State Law and District Policy, seconded by Director Kerr. Motion carried with 5 (ayes) and 0 (noes).*
- Direct staff to deposit proceeds from the sale of the Old Station 32 property, into the District's Capital Project Fund.
 - *Motion made by Director Stark to formally table the discussion of the proceeds from the sale of the Old Station 32 property, pending evaluation of the property. Motion seconded by Director Kerr. Motion carried with 5 (ayes) and 0 (noes).*

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.

Motion made by Director Stamey to authorize the reclassification of a Senior Office Assistant position to a Human Resources Generalist position; with an ongoing additional cost expected to be approximately \$23,185 annually. Motion seconded by Director Stark. Motion carried with 5 (ayes) and 0 (noes).

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.

Motion made by Director Stark to 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. Motion seconded by Director Kerr. Motion carried with 5 (ayes) and 0 (noes).

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.

Motion made by Director Campbell to authorize the purchase of twelve (12) Physio-Control LP-15 Monitor/ Defibrillators in an amount not to exceed \$358,500. Motion seconded by Director Stark. Motion carried with 5 (ayes) and 0 (noes). (This FY 2016-2017 purchase was actually budgeted at \$465,662 and staff was able to save the District over one-hundred-thousand dollars).

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.

Deputy Chief Krause provided the Board with an updated Board report that was amended to include tax and delivery costs. Motion by Director Stamey to 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 \$340,843.63 per ambulance, for a total of \$681,687.26; noting the funds are available for this purchase in the Capital Improvement Plan (CIP) FY2016/2017 annual budget. Motion seconded by Director Campbell. Motion carried with 5 (ayes) and 0 (noes).

- 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.

Motion made by Director Stark to 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; which is budgeted in the CIP for FY2016/2017. Motion seconded by Director Stamey. Motion carries with 5 (ayes) and 0 (noes).

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

The Directors commented on correspondence received from District Controller Martin Koran thanking Dispatcher Mary Nelson, for kindly and patiently assisting his young son as he made a 911 call on behalf of his mother. He also thanked the responding crew for keeping his wife calm, minimizing her pain and transporting her to the hospital in comfort. The responding crew included: Captain Terry, Captain Stiner, Engineer Rawitzer and Firefighter/Paramedics Gery and Stevenson. Controller Koran stated that his wife was very pleased with the high level of service and professionalism of the entire team.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Phares spoke about three working Structure Fires that took place in December; two in Danville and one in San Ramon.

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

The District responded to approximately 745 emergency medical incidents since the December 15th Board meeting. Ten of these incidents were in response to cardiac arrest patients. Four of these patients were found to have expired prior to the arrival of the crew and were reported as field deaths. Two patients expired in the emergency room of the receiving hospital after suffering severe traumatic injuries. Three patients were transported to the emergency room after having experience unwitnessed cardiac arrests and were pronounced deceased by the attending physician. One patient was transported to the emergency room with the return of spontaneous circulation, during transport, after having experienced a witnessed cardiac arrest.

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

Deputy Chief Krause reported receiving inspection reports and photos from Facility Maintenance and Repair Inspections utilizing Emergency Construction Services Inc. Staff is in the process of evaluating, prioritizing items and developing a course of action. Staff is evaluating a proposal from W. Jeffrey Heid Landscape Architect for the redesign of landscaping at all stations; to make the landscape drought tolerant and address irrigation issues. District Aides participated in the Driver Operator 1A class which took place earlier in the month. Staff continued vehicle inspections through Alameda County Fire Department Fleet Maintenance; with 90% completed.

10.4 Fire Prevention – Division Chief - Fire Marshal, Christina Kiefer
Fire Prevention Report of monthly activities.

Staff held five Community Emergency Response Team classes and trained 105 citizens; total citizen volunteers trained to date; 1,402. In May 2016, staff held the Annual Fire and Life Safety Training workshop and trained 81 people; made up of caregivers and administrators. Staff held fifteen Autism and Special Needs Training programs and over 400 people participated. Over 5,000 citizens attended the 2016 Emergency Preparedness Fair. A total of 346 Public Education forums were offered; with 22,054 people in attendance. Two-hundred and eleven school presentations took place for grades K through 5, with 11,219 students in attendance. With regard to plan review and inspection activities staff conducted 2,429 inspections, 1817 plan reviews, issued 269 occupancy permits and abated 17,350 properties for hazards.

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

The Emergency Medical Dispatch re-accreditation application has been submitted to the International Academy of Emergency Dispatch; hoping to receive results in four to six weeks. Public Safety Dispatch Interviews have been completed, with one new-hire coming on board in the next two-weeks. Dispatchers participated in a Sonitrol Alarm Testing Drill, for the City of San Ramon. With regard to Technology Systems, staff performed upgrades to the District's desktop and administration server. Tri-tech held a site visit at the Dispatch Center (Station 31) for Columbia 9-1-1 Communications Center Personnel; to show what the new CAD system has to offer. Staff has prepared the 1st quarter hydrant inspection maps for suppression personnel. Staff reviewed technical specifications for website upgrades with Granicus.

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

Staff has been focused on recruiting people to fill the open positions of Human Resources Generalist, Reserve Firefighters and Lateral Firefighter Paramedics. The contracts and required documentation for the new dental and EAP benefits have been completed; benefits became effective January 1, 2017. The contract for the new applicant tracking system, Neogov, is also complete.

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

FC Campo provided a summary of the District's OPEB Trust Fund. The 1st quarter earnings rate was approximately 3.5% (annualized 14%) and the 2nd quarter saw a loss of -0.83% (-3.3 annualized). Total investment earnings as of December 31, 2016 were \$3,685,953. Fiscal Year to Date earnings were at 2.5% (5% annualized); \$313,000.

Controller Koran provided the Monthly Financial Report; dated December 31, 2016. The District's General Fund cash balance of \$55,456,700, is above budget expectations and actual reserves of \$60,784,560 are higher than budget. This means the District's reserves are above Board policy. With regard to the cash balance of all funds combined, the District is better off by \$2.4 million (FY16/17 \$60 million vs. FY15/16 at \$57.6 million) this year than this time last year. As of December 31, 2016, the balance of bond proceeds for Station 32 were \$1.1 million. Salary and benefit expenses for FY16/17 are right in line with budget expectations at \$28,709,563. General Fund Expenditures, in comparison to the previous Fiscal Year, are right on target at \$31,353,280. Current year Ambulance Revenues are at \$1,598,995, which is better than last year. Overall transports, in comparison to last year, are up. General Fund Revenues are in line with budget and ahead of the previous year at \$38,796,459. In December, the District received its 1st property tax payment (55% of the Secured Property Tax) of \$34.2 million. The 2nd installment (40% of the Secured Property Tax) should arrive in April, with the remaining payment (which includes 5% Secured Property Tax, plus any supplemental) is expected in June. Note: The supplemental monies would come from a change in property ownership or new construction.

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

Chief Meyer had nothing additional to report on behalf of the District.

11. GOOD OF THE ORDER

- 11.1 Discuss amending the February 22nd Board meeting date and time.

Board members agreed to keep the Wednesday, February 22nd meeting date and changed the time to 7:00 p.m.

- 11.2 Discuss potential dates for the for the Annual Board Retreat, with consideration to Wednesday March 1st or Thursday, March 2nd.

Board members chose Thursday, March 23rd, at 10:00 a.m., for their Annual Board Retreat.

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.

Closed session held with Attorney Morin Jacob. No reported action was taken under Gov't Code § 54957.1(a)(4).

13. Return to Open Session

Regular session ended:	1:00 p.m.
Closed session began:	4:20 p.m.
Closed session ended:	4:43 p.m.
Regular session open:	4:43 p.m.

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

15. Adjournment

The meeting was adjourned by Board President Parker at 4:43 p.m.

Prepared by: 
Donna Maxwell, District Clerk

Approved by: 
Don Parker, Board President