

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – June 28, 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, Vice-President Campbell, Directors Kerr, Stamey and Stark.

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Director of Emergency Communications Pangelinan, Director of HR Korthamar Wong, Technology Systems Manager Call, EMS Battalion Chief Duggan, FLS Manager Drayton, Executive Assistant Brooks and District Counsel Ross.

1. CALL TO ORDER

President Parker chaired the meeting and called for order at 1:00 p.m.

2. PLEDGE OF ALLEGIANCE

Director Stark led the 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

Don Reid, a District resident, spoke regarding the new Station 32 event held earlier in June thanking the Board, Chief Meyer, Deputy Chief Krause and the cadets for a wonderful event. Board President Parker thanked Mr. Reid for his kind comments.

5. CONSENT CALENDAR

Motion by Director Stamey to approve Consent Items No. 5.1 through 5.7. Motion seconded by Director Campbell. Motion carried. Counsel Ross had a comment regarding Closed Session notes from the April 24, 2017 board meeting, noting the correct Government Code that should have been used.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Introduction of Dan Rich and Clayton Wiedemann for their Life Saving Efforts.

Chief Meyer provided a brief recap of this incident inviting CHP Captain Christopher Sherry up to present awards to Mr. Rich and Mr. Wiedemann. Chief Meyer and President Parker then presented the two gentlemen with life saving awards from the District. Mr. Rich and Mr. Wiedemann both thanked the CHP and the Fire District for the recognition. The two men received a standing ovation from those present.

- 6.2. Recognition of 45 years of Service – San Ramon Valley Fire Protection District Volunteer Roger Lake.

Chief Meyer presented Volunteer Lake's background and present him with pins commemorating his 45 years of service with the District. Volunteer Lake provided his background with the District and thanked the Board and staff for all of their support. Volunteer Lake then received a standing ovation from those present.

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

7. OLD BUSINESS

- 7.1 Update on Fire Station No. 32.

Chief Meyer thanked everyone for attending the tour and BBQ of the new Station 32 earlier in June. Chief Meyer stated that the station is set to open sometime in mid-July. Director Stamey asked when the dedication/open house might occur, Chief Meyer stated that sometime after Labor Day there would be an open house and ribbon cutting for the new Alamo station. Staff will advise the Board members of the date as soon as a date is chosen.

8. NEW BUSINESS

- 8.1 Discussion and possible adoption of the 2017-18 Annual Operating Budget and Capital Improvement Program. The 2017-18 Proposed Budget can be found on the District's website at: http://www.firedepartment.org/about/key_documents.asp .”

Chief Meyer stated that two workshops were held regarding the budget, one with the employees and one with the Board of Directors. Financial Consultant Campo stated that there is a \$1.3 million increase in the budget due to a higher property tax check received with these funds to help pay down the District's unfunded liability.

Motion by Director Stamey, seconded by Director Campbell to approve the 2017/18 Annual operating Budget. Motion carried by roll call vote.

Motion by Director Stark, seconded by Director Stamey to approve the 2017/18 Capital Improvement Program. Motion carried by roll call vote.

- 8.2 Discussion and possible authorization to contract with ENGEO for underground tank subsurface assessment in an amount not to exceed \$37,800.

Chief Meyer stated that even though the District is retaining the old Station 32 site, this assessment is still required. Staff and the Directors discussed the plan for this assessment.

Deputy Chief Krause stated that he has been working with the Regional Water Quality Control Board stating that in 2004 the tanks were removed but there was never closure on this issue.

Motion by Director Stamey for authorization to contract with ENGEO for the services outlined in the staff report, not to exceed \$37,800. Motion seconded by Director Campbell. Motion carried.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

There was no comment regarding correspondence.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Phares reviewed his report briefly updating those present on the I-Quest and EVOC trainings held recently.

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

EMS Chief Duggan provided a brief recap of his monthly report.

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

Deputy Chief Krause provided a brief recap of his monthly report highlighting the work done on the Station 31 kitchen remodel.

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

Deputy Chief Krause provided a recap of the FLSD board report. Chief Meyer stated that the recent reorganization in this department seems to be going very well. There was some discussion regarding occupancy inspections and Manager Drayton addressed those comments. Director Kerr thanked Manager Drayton and Deputy Chief Krause for a job well done out in the field.

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

Director Pangelinan stated that a full time dispatcher was recently hired; and the recent meeting held with the City of San Ramon and our Board went very well and stated she would be posting a video shortly of this meeting.

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

Director Korthamar Wong stated that Human Resources has been very busy this past month with recruitments for Firefighter/Paramedic. Director Korthamar Wong stated that she will be bringing a report to the Board at the August Board meeting regarding Board Compensation.

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

Financial Consultant Campo thanked the Board for adopting the 2017/18 Budget. Controller Koran showed a power point presentation of the District financials; and also, thanked the IT department for their help with the submittal of information needed for the CSDA Certificate of Transparency.

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

Chief Meyer stated that he recently attended an Alamo Municipal Advisory Committee meeting with Deputy Chief Krause. Chief Meyer also stated that ten applicants have tested and accepted the position of Firefighter/Paramedic. Regarding the 4th of July, Chief asked that if any Board members would like to participate in the parade to please advise staff.

11. GOOD OF THE ORDER

None.

12. CLOSED SESSION

There were no items for closed session for this meeting.

13. RETURN TO OPPEN SESSION

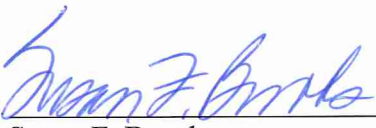
N/A

14. REPORT UPON RETURN FROM CLOSED SESSION (IF APPLICABLE)

N/A

15. ADJOURNMENT

The meeting was adjourned by President Parker at 2:55 p.m.

Prepared by: 
Susan F. Brooks
Executive Assistant

Approved by: 
Don Parker, Board President