

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – April 26, 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 Campbell, Stamey and Kerr

Participated via teleconference: Director Don Parker 114 Avenida Las Palmas, Rancho Mirage CA 92270; phone; 925-389-6600. Director Stark, Oakland Fire Department, Station 8, 463 51st Street, Oakland, CA 94609; phone: 925-788-4648

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 Manger Drayton, District Counsel Ross and District Clerk Maxwell.

1. CALL TO ORDER

Vice President Campbell chaired the meeting and called for order at 1:59 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

Ross Smith spoke about his concern for electronic disturbances and asked how the District plans to address this issue.

5. CONSENT CALENDAR

Motion by Director Campbell to approve Consent Items No. 5.1 through 5.7, seconded by Director Kerr. Motion carried with (4) ayes, (0) noes and (1) absent for vote, Director Stark.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

Chief Meyer introduced District C.E.R.T. Coordinator Danielle Bell, who shared that April 2017 is National Autism Awareness Month. [The first National Autism Awareness Month was declared by the Autism Society in April 1970]. She also provided information from the Autism Society, with regard to law enforcement and medical emergency personnel's interaction with people on the Autism spectrum. For more information visit: <http://www.autism-society.org/living-with-autism/how-the-autism-society-can-help/safe-and-sound/tips-for-first-responders> Danielle has been in the process of training District

suppression personnel and local law enforcement about how to approach people with autism and behaviors they may observe when dealing with an individual on the Autism Spectrum.

- 6.1 Question and answer session with Alyce H. Rados, President of Carpenter/Robbins Commercial Real Estate, Inc., with regard to the appraisal and eventual sale of 1101 Stone Valley Road, Alamo; formally Fire Station 32.

Director Campbell recused himself from Agenda Item 6.1; citing conflict of interest and left the Boardroom. Director Kerr stepped in to Chair the meeting. Question and answer session with John Robbins, Principal and Alyce H. Rados, President, both of Carpenter/Robbins Commercial Real Estate, Inc. proceeded, with Director Campbell returning for Agenda Item 6.2.

- 6.2 Proclamation of the San Ramon Valley Board of Directors recognizing the week of May 21 – 27, 2017 as Emergency Medical Services Week.

The Board of Directors proclaimed the week of May 21 – 27, 2017, as Emergency Medical Services Week.

7. OLD BUSINESS

- 7.1 Update on Fire Station No. 32.

Chief Meyer provided this update. PG&E is active on site and ready to go. AT&T is going through the permit process with the County; approximately two-weeks. Most of the concrete has been poured; but the driveways are on hold until AT&T installation. Color will be added to the stone wall. Foliage and trees will be added to the landscape to screen less desirable looking items from view.

- 7.2 Open Public Hearing as set forth in the annual exterior hazard abatement program notices mailed on April 7, 2017, stipulating April 26, 2017 at 2:00 p.m., as the date, time and place provided for the purpose of receiving public comment to show cause why exterior abatement standards are not applicable to the property.

Ross Smith reported not receiving any abatement notices from the District and staff was directed to follow up with him. There was no additional public comment and the hearing was closed.

- 7.3 Authorize staff to make a payment to TriTech Software Systems for software maintenance in the amount of \$87,566.13. Funds are allocated in the Annual Budget for Fiscal Year 2016-2017.

Motion by Director Stamey to authorize the payment to TriTech Software Systems for software maintenance in the amount of \$87,566.13. Motion seconded by Director Kerr. Motion carried with (5) ayes and (0) noes.

- 7.4 Consider approving the Side Letter Agreement, between the San Ramon Valley Fire Protection District and IAFF Local 3546, dated April 26, 2017, and authorize the Fire Chief to sign the agreement. The cost for these recommended changes were included in the 2016/2017 FY budget.

Motion by Director Stamey to approve the Side Letter Agreement, between the San Ramon Valley Fire Protection District and IAFF Local 3546, dated April 26, 2017, and authorize the Fire Chief to sign the agreement. Motion seconded by Director Kerr. Roll call vote taken. Motion carried with 5 (ayes) and 0 (noes).

- 7.5 Authorize staff to make a payment to the Alameda County Fire Department for the authorized repair work, to Truck 512, in the amount of \$38,743.97. Funds are available in the Fleet annual FY 16/17 budget for these repairs.
- 7.6 Authorize payment to Hi-Tech Emergency Vehicle Service for the authorized repair work, to Truck 34, in the amount of \$38,524.53. Funds are available in the Fleet annual FY 16/17 budget for these repairs in accordance with offset by savings in Fleet Capital.
- 7.7 Authorize payment to Hi-Tech Emergency Vehicle Service for the authorized repair work, to Truck 35, in the amount of \$20,756.82. Funds are available in the Fleet annual FY 16/17 budget for these repairs in accordance with offset by savings in Fleet Capital.

Agenda Items 7.5, 7.6 and 7.7 were presented simultaneously by Deputy Chief Krause. Motion by Director Stamey to authorize staff to make a payment to the Alameda County Fire Department for the authorized repair work, to Truck 512, in the amount of \$38,743.97. Motion seconded by Director Kerr. Motion carried with 5 (ayes) and 0 (noes). Motion by Director Kerr to make a payment to Hi-Tech Emergency Vehicle Service for the authorized repair work, to Truck 34, in the amount of \$38,524.53. Motion seconded by Director Stamey. Motion carried with 5 (ayes) and 0 (noes). Motion by Director Stamey to authorize payment to Hi-Tech Emergency Vehicle Service for the authorized repair work, to Truck 35, in the amount of \$20,756.82. Motion seconded by Director Kerr. Motion carried with 5 (ayes) and 0 (noes).

8. NEW BUSINESS

- 8.1 Consider the adoption of three separate transparency policies for the District:

Agenda Preparation and Board Meeting Policy

Policy for Handling Public Records Act Requests

Code of Ethics

Controller Koran presented the three transparency policies to the Board. Motion by Director Stamey to adopt the Agenda Preparation and Board Meeting Policy, the Policy for Handling Public Records Act Requests and the Code of Ethics policy. Motion seconded by Director Stark. Roll call vote taken. Motion carried with 5 (ayes) and 0 (noes). All three transparency policies were adopted by the Board of Directors.

- 8.2 Consider the reclassification of one Fire and Life Safety Division Inspector to one Fire and Life Safety Plans Examiner.

Deputy Chief Krause submitted this report. Motion by Director Stark to reclassify one Fire and Life Safety Division Inspector to one Fire and Life Safety Plans Examiner. Motion seconded by Director Parker. Motion carried with 5 (ayes) and 0 (noes).

- 8.3 Authorize the District to amend its' Master Equity Lease Agreement with Enterprise Fleet Management to include the acquisition of the five (5) FLSD staff vehicles, in an amount not to exceed \$29,871 per year for the term of the lease, and to contract with WATTCO for the purchase and installation of emergency equipment, for a one-time amount not to exceed \$19,500. Emergency equipment up fitting costs and new vehicle lease costs are budgeted in the CIP for Fiscal Year

2016/17. Savings accrued through the refined vehicle selection process will save \$32,645 under the budgeted amount.

Motion by Director Campbell to authorize the District to amend its' Master Equity Lease Agreement with Enterprise Fleet Management to include the acquisition of the five (5) FLSD staff vehicles, in an amount not to exceed \$29,871 per year for the term of the lease, and to contract with WATTCO for the purchase and installation of emergency equipment, for a one-time amount not to exceed \$19,500. Motion seconded by Director Stamey. Motion carried with 5 (ayes) and 0 (noes).

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Chief Meyer spoke briefly about the thank you email he received from Mrs. Yancey, about assistance she received from Firefighter/Paramedic Terrazas. The Board appreciated the actions of FF/PM Terrazas.

10. MONTHLY ACTIVITY REPORTS

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

Engineer Gendron coordinated the annual ladder testing process; 141 ladders total. Seven ladders from that total are slated for repair. DC Phares greatly appreciated Engineer Gendron's work on this project. The Hydrogen Fuel Training has been completed. [According to the Department of Energy: The mission of the Hydrogen and Fuel Cells Program is to reduce petroleum use, greenhouse gas emissions, and air pollution and to contribute to a more diverse and efficient energy infrastructure by enabling the widespread commercialization of hydrogen and fuel cell technologies. The Program's key goals are to advance these technologies—through research, development, and validation efforts—to be competitive with current technologies in cost and performance, and to reduce the institutional and market barriers to their commercialization. For more information visit: <https://www.hydrogen.energy.gov/mission.html>]. Battalion Chief Bruno Spani assisted in the training of Station 37 volunteers; Wildland Training, Pump and Roll Operation. Suppression staff participated in a joint apprenticeship career day; held both in Livermore and Sacramento. Crews conducted a full trench rescue response and OSHA was very complimentary about how they handled the challenging situation. Marsh Creek Road is now open for one-way traffic, with a 5 MPH limit.

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

The District responded to approximately 540 emergency medical incidents since the March Board of Directors Meeting. Two of these incidents were in response to witnessed cardiac arrests, where bystander CPR was initiated prior to the arrival of District resources. In response to on-scene Advanced Life Support intervention; including the deployment of an Autopulse device, one patient exhibited a return of spontaneous circulation prior to being transported to the emergency room. The patient experienced full recovery, minus any reported deficit. Station 37 volunteers receive quarterly training on the use of the Autopulse device.

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

Facilities staff managed the fungi-mitigation project from testing through restoration. [As a regulated business, the District is required to review and submit information regarding the Hazardous Materials Business Plan, Hazardous Waste Generator, Underground Storage Tanks, Aboveground Petroleum Storage Act, and/or California Accidental Release Prevention Programs annually. Contra Costa Health Services Hazardous Materials Programs (CCHSHMP) requires the annual Certified Unified Program Agency (CUPA) data to be submitted through the California Environmental Reporting System (CERS) between January 1, 2017 and March 1, 2017]. District staff facilitated the annual Hazardous Materials Facilities Inspections, as required, and submitted the report to CUPA. Logistics staff assisted with the coordination of the Masons' Time Capsule Ceremony. Director Stamey thanked Director Parker for orchestrating the event. Fleet staff conducted a State-of-the-Fleet meeting with the Alameda County Fire Department Repair Manager to evaluate the District's preventative maintenance program.

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

Electronic plan review submittals have exceeded paper submittals for the sixth consecutive month with 68.3% of March submittals in electronic form and a 3-month rolling average of 70.4% digital. To date the District has received 49 surveys regarding electronic plan submittal and all have been positive. Plan review and construction inspections continue to be the priority to support the active construction projects. Remaining time is being used to follow up on open inspections to accomplish compliance and close out the inspection. New inspections are being focused on Residential Care Facilities; the highest potential loss of life. In March, 160 compliance inspections and 114 construction inspections were completed. Hands Only CPR training was conducted at Stone Valley Middle School where 217 7th grade students and staff learned Hands only CPR and AED use. The training was conducted by 10 volunteers consisting of Heart Safe volunteers and District personnel. Staff visited four elementary schools and made Fire Safety presentations to students ranging from grades 1-5; a total of 1,985 students. Staff conducted a basic first aid and fire safety house training for 20 Cub Scouts as part of their advancement requirements. Staff conducted Grad Night planning meeting with representatives from each school that hosts a grad night or promotional party. Planning meetings are used to review fire safety requirements and best practices for events. A meet and greet with the Sunset Development Group took place to ensure they are receiving the best possible customer service.

Deputy Chief Krause also provided an updated status report about the Fire and Life Safety Division Reorganization. The Plans Examiner job description has been finalized and recruitment is underway in conjunction with Human Resources (to fill existing opening). The Permit Technician job description has been finalized and recruitment is underway in conjunction with Human Resources (to fill existing opening). The new reporting structure and approval process has been established. Work schedules, overtime and leave request expectations have been communicated and calendar sharing has been executed. The rebranding of FLS badges, business cards, name plates are underway. Individual interviews with each FLSD member to review job descriptions and assignment have been completed. An audit of current projects and assignments are underway. The technology hardware and software needs, and inspection criteria tools to improve inspection efficiency and effectiveness is underway. FLS staff vehicle replacement specifications are under evaluation. Staff is reviewing the Contract Inspector project with providing agency representatives. FLS work practices and policies under currently under review.

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

Communications staff reviewed “text to 911” implementation requirements and are planning to go live, with other County communications agencies simultaneously; possibly September 2017. Dispatchers provided dispatch orientation to new police recruits. Technology Systems Manager Call and a professional GIS analyst completed the GIS analysis for the Annual Exterior Abatement Program.

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

Staff participated in two Cal-JAC Firefighter Career Expo job fairs. The event in Livermore had over 550 attendees and the event in Sacramento had over 650 attendees; thank you to Deputy Chiefs Krause and Phares, Engineers Morales, Rivers and O’Connor, and Firefighter/ Paramedics Hubbard and N. Smith for their assistance at these events. HR staff processed six retirements in March 2017. HR staff hosted and participated in the Liebert Cassidy Whitmore Fire Management Academy. In attendance were multiple employees and representatives from other agencies.

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

FC Campo provided an account summary for the District’s OPEB Trust Fund. After a stellar 1st quarter in which the earnings rate was approximately 3.5% (annualized 14%), the 2nd quarter saw a loss of -0.83% (-3.3 annualized) and the 3rd quarter gained 4.39% (17.5% annualized). Fiscal Year to Date earnings are 7.1% (9.5% annualized). Overall, since the initial contribution (on June 29, 2009) into the OPEB Trust with \$3,500.00, the average annualized earnings were 8.94% with a Total Assets of \$15.2 million.

Controller Koran provided the monthly finance report; dated March 31, 2017. The District’s General Fund reserves met expectations with the cash balance of \$42.1 million and reserves at \$43.8 million, respectively. Cash balances are at \$47.9 million, which is an increase of \$5.1 million compared to last year. The second installment of property taxes was received on April 17, 2017; a total of \$24.7 million. Salaries and Benefits are at \$43.4 million; in line with budget expectations. General Fund expenditures for fiscal year 16/17, in comparison to budget and the 15/16 prior year, illustrates we are right on target. Ambulance fee revenues are as calculated, at \$2.48 million and better than last year. Transports are up compared to last year. The District received the 1st installment of the GEMT; \$32,000 dollars.

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

A moment of silence was taken in memory of former District Chaplain Ellie Hoekenga and former

District Fire Chief Michael Blodgett. Chief Meyer spoke about the Celebration of Life for Ellie, which took place on April 22nd and Chief Blodgett's Celebration of Life, held the following day. Chief Meyer and staff attended the Knights of Columbus dinner, honoring Firefighter of the Year, Brain Olson. Chief Meyer spoke about the recent State of the Town event, hosted by Danville Mayor Renee Morgan. Chief Meyer shared information about the Navigator Conference, which he attended with the Director of Emergency Communications Pangelinan and Technology Manager Call, and relayed how valuable he found the conference to be, encouraging future attendance by other District staff.

11. GOOD OF THE ORDER

11.1 Board selection of a date for the Annual Budget Workshop

The Board selected Tuesday, May 30th, 10:00 a.m. as their date for the Annual Budget Workshop.

11.2 Board confirmation of recess for the month of July, 2017.

The Board of Directors will be at recess for the month of July, 2017.

12. CLOSED SESSION

12.1 Possible exposure to litigation (4 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

12.2 Potential Personnel Action – Position, Fire Marshal (C. Kiefer) pursuant to Government Code Section 54957.

13. Return to Open Session

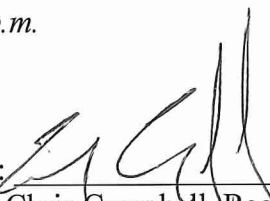
Regular session ended:	4:15 p.m.
Closed session began:	4:28 p.m.
Closed session ended:	5:35 p.m.
Regular session open:	5:35 p.m.

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

15. Adjournment

The meeting was adjourned by Vice President Campbell at 5:35 p.m.

Prepared by: 
Donna Maxwell, District Clerk

Approved by: 
Chris Campbell, Board Vice President