

**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, August 23, 2017 – 1:00 p.m.**

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

**~MISSION STATEMENT~**

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

**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 June, 2017 in the amount of \$4,179,763.64.
- 5.2 Approve the salaries, payroll taxes and retirement contributions for the month of July, 2017 in the amount of \$4,353,339.15.
- 5.3 Approve the demand register for the period June 16, 2017 through July 16, 2017 in the amount of \$1,584,546.73.
- 5.4 Approve the demand register for the period July 17, 2017 through August 11, 2017 in the amount of \$18,941,357.19.

- 5.5 Approve the Board minutes from the June 28, 2017 Regular Board meeting.
- 5.6 Approval of payment to the Contra Costa County Auditor Controller for LAFCO dues in the amount of \$36,552.50 for Net Cost Apportionment for Fiscal Year 2017-18.
- 5.7 Approval of Resolution No. 2017-09 Approving a Debt Management Policy for the District.
- 5.8 Approval of \$16,746,000 to CCCERA for prepayment of FY 2017/2018 retirement contributions; \$294,000 to CCCERA for FY 2017/18 pay down of Unfunded Actuarial Accrued Liability; \$461,278 true-up payment to CERBT for FY 2016/17; and \$257,949 per month to CERBT for prefunding FY 2017/18 contributions to the annual required contribution; funds are allocated in the Annual Operating Budgets for FY 2016/17 and FY 2017/18.
- 5.9 Approval of Quarterly Investment Report for the quarter ended June 30, 2017, and receive and review the California Employers' Retiree Benefit trust account summary as of June 30, 2017,
- 5.10 Approve payment of 2013 Certificates of Participation in the amount of \$665,240 and 2015 Certificates of Participation in the amount of \$375,275; funds are allocated in the Annual Operating Budget for Fiscal Year 2017/18.
- 5.11 Approve payment in the amount of \$36,393.60 to Contra Costa County Department of Information Technology for microwave services; funds are allocated in the Annual Operating Budget for Fiscal Year 2017/18.
- 5.12 Approve payment in the amount of \$34,509.02 to VanDermyden Maddux Law Corporation for legal services; funds are allocated in the Annual Operating Budget for Fiscal Year 2017/18.
- 5.13 Approve payment in the amount of \$118,117.00 to the Fire Agencies Insurance Risk Authority (FAIRA) for property and liability insurance for FY 2017-18; funds are allocated in the Annual Operating Budget for Fiscal Year 2017/18.

5.14 **Personnel Actions:**

1. Confirmation of Employment (Cynthia Jackson, temporary Office Assistant I). Approve staff's recommendation to hire Cynthia Jackson at Step 1; effective June 26, 2017.
2. Approve staff's recommendation to award a merit salary increase to Battalion Chief Jim Selover to Step 5; effective July 1, 2017.
3. Approve staff's recommendation to award a merit salary increase to Senior Office Assistant Amanda Perceval to Step 3; effective July 1, 2017.
4. Confirmation of Employment (Pamela Schulenburg, temporary Office Assistant I). Approve staff's recommendation to hire Pamela Schulenburg at Step 1; effective July 5, 2017.
5. Confirmation of Employment (Nicolette Reid, Public Safety Dispatcher). Approve staff's recommendation to hire Nicolette Reid at Step 1; effective July 10, 2017.
6. Confirmation of Employment (Michael Bueno, Firefighter 1). Approve staff's recommendation to hire Michael Bueno at Step 1; effective August 1, 2017.
7. Confirmation of Employment (Liam Clauzel, Firefighter 1). Approve staff's recommendation to hire Liam Clauzel at Step 1; effective August 1, 2017.
8. Confirmation of Employment (Michael Duggan, Firefighter 1). Approve staff's recommendation to hire Michael Duggan at Step 1; effective August 1, 2017.
9. Confirmation of Employment (Casey Good, Firefighter 1). Approve staff's recommendation to hire Casey Good at Step 1; effective August 1, 2017.
10. Confirmation of Employment (Brett Herendeen, Firefighter 1). Approve staff's recommendation to hire Brett Herendeen at Step 1; effective August 1, 2017.
11. Confirmation of Employment (Brandon Hicks, Firefighter 1). Approve staff's recommendation to hire Brandon Hicks at Step 1; effective August 1, 2017.
12. Confirmation of Employment (Ricky Laniohan, Firefighter 5). Approve staff's recommendation to hire Ricky Laniohan at Step 1; effective August 1, 2017.
13. Approve staff's recommendation to award a merit salary increase to Public Safety Dispatcher 2, Megan Williams, to Step 3; effective August 13, 2017.

14. Approve staff's recommendation to award a merit salary increase to Public Safety Dispatcher 2, Angie Calcagno, to Step 6; effective August 25, 2017.

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

- 6.1 Proclamation in Recognition of September 11, 2001, proclaiming September 11, 2017 as Patriot Day. The District owned United States Flags will be displayed at half-staff and a moment of silence observed, on Patriot Day, in memory of those who lost their lives as a result of the terrorist attacks against the United States on September 11, 2001.

**7. OLD BUSINESS**

- 7.1 Approve payment in the amount of \$37,500 to FirstOnScene, LLC., for software maintenance.
- 7.2 Proposed Amendment to Employment Contract for District Fire Chief.
- 7.3 Update on Fire Station No. 32 presented by Chief Meyer.
- 7.4 Discussion and possible approval of Resolution No. 2017-10 Extending the Payment of Salary to Recalled Active Duty SRVFPD Employees.

**8. NEW BUSINESS**

- 8.1 Discussion and consideration for filling the vacancy of a Board of Directors position created by the resignation of Board Member Shawn Stark.
- 8.2 Discussion and possible approval of Salary and Wage Policy No. 600.
- 8.3 Discussion and possible approval of extension agreement with Innovative Claims Solutions for one year and authorization to pay \$110,000 for managing the District's workers' compensation claims.

**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 – Deputy Chief, Derek Krause  
Fire and Life Safety Report of monthly activities.
- 10.5 Communications Division – Director of Emergency  
Communications Denise Pangelinan  
Communication 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 Reschedule of Date for September Board meeting due to Annual CSDA and Cal Chiefs Conference.

**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.

**13. RETURN TO OPEN SESSION**

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

**15. ADJOURNMENT UNTIL THE NEXT REGULARLY SCHEDULED BOARD MEETING OF SEPTEMBER, 2017 (DATE TO BE DETERMINED) AT 1:00 P.M., IN THE BOARDROOM.**

Prepared by:



Natalie Korthamar Wong  
Human Resources Director/Deputy District Clerk

Agenda posted on August 17, 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 Human Resources Director/Deputy District Clerk at (925) 838-6625