

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Minutes – August 23, 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 and Stamey

**Staff Present:** Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Director of Human Resources 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**

Deputy Chief Krause led the Pledge of Allegiance.

**3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**

There was a quorum and one change to the agenda. Chief Meyer stated that item number 8.3 under New Business would be tabled until the September board meeting. There were no objections.

**4. PUBLIC COMMENTS**

There was no public comment.

Chief Meyer introduced Deputy District Attorney Dominique Yancey who was in the audience.

**5. CONSENT CALENDAR**

Motion by Director Kerr to approve Consent Items No. 5.1 through 5.14. Motion seconded by Director Campbell. Director Campbell stated that we should all be proud of item number 5.8 paying down the unfunded liability. Motion carried.

**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.

President Parker read a summary of the proclamation. Motion by Director Kerr proclaiming September 11, 2017 as Patriot Day. Motion seconded by Director Campbell. Motion carried.

## **7. OLD BUSINESS**

- 7.1 Approve payment in the amount of \$37,500 to FirstOnScene, LLC., for software maintenance.

Chief Meyer stated that this is the maintenance agreement for the Districts record management system and stated that we are reviewing other vendors also. Motion by Director Kerr, seconded by Director Campbell to approve payment in the amount of \$37,500 to FirstOnScene. Motion carried.

- 7.2 Proposed Amendment to Employment Contract for District Fire Chief.

Human Resources Director/Deputy District Clerk Korthamar Wong provided the background on this item and requested approval for a contract amendment for the Fire Chief. Motion by Director Campbell to approve the amendment to the Fire Chief's employment contract. Director Kerr seconded the motion. Motion carried.

- 7.3 Update on Fire Station No. 32 presented by Chief Meyer.

Chief Meyer stated that the crews moved into the new station on August 8, 2017, then introduced PMC Project Manager David Brown and thanked Mr. Brown and all of his crew for their outstanding work on new station 32. Mr. Brown thanked all of our staff that he worked with complimenting them on a great working relationship. Chief Meyer stated that all parties involved worked well together and also thanked Deputy Chief Krause, Deputy Chief Phares and Financial Consultant Campo. The Board thanked staff and Mr. Brown for all of their hard work.

- 7.4 Discussion and possible approval of Resolution No. 2017-10 Extending the Payment of Salary to Recalled Active Duty SRVFPD Employees.

Chief Meyer introduced this item stating that the current policy does not address some items due to the laws governing the protections of recalled active duty military personnel have been updated since the creation of the District's current military leave policy. Motion by Director Campbell to approve Resolution No. 2017-10 extending the payment of salary to recalled active duty SRVFPD employees. Director Kerr seconded the motion. Motion carried by roll call vote.

## **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.

Legal Counsel Ross discussed the government code dealing with the Board Vacancy due to the resignation of Board Member Stark. Motion by Director Kerr to authorize the posting of the notice of vacancy and to appoint Board President Parker to fill the seat on the Personnel Committee. Director Campbell seconded the motion. Motion carried.

8.2 Discussion and possible approval of Salary and Wage Policy No. 600.

Director of Human Resources Korthamar Wong provided the background of this item asking for approval to have discretion to offer a salary step that is commensurate with a candidates experience therefore, attracting qualified candidates for a difficult to fill classification. Motion by Director Campbell to authorize the update to the Salary and Wage Policy N. 600. Director Kerr seconded the motion. Motion carried.

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.

This item was pulled and will be brought back at the September Board meeting.

**9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW**

There was no comment on correspondence.

**10. MONTHLY ACTIVITY REPORTS**

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

Deputy Chief Phares reviewed his board report highlighting the seven new recruits that were recently hired.

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

EMS Battalion Chief Duggan reviewed his board report stating everyone in EMS is doing a great job and that the EMS Service Award Ceremony is scheduled for December 6, 2017. Chief Meyer stated that the ambulance contract is coming up before the Board of Supervisors in September.

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

Deputy Chief Krause highlighted the move into new Station 32, assessment of the fuel tanks at old Station 32; and that the rodent problem at the 31 Annex has been mitigated.

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

Deputy Chief Krause provided the Fire and Life Safety Division report stating that staff has been involved in e-plan review which has been going good, exterior hazard

abatement; and trained 270 people in hands only CPR. Chief Meyer thanked Deputy Chief Krause and Fire and Life Safety Manager Drayton regarding district inspectors providing great customer service in the District.

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

Chief Meyer provided the Communications Division report in the absence of Director of Emergency Communications Pangelinan. Chief Meyer stated that current recruitment in Dispatch is going well and stated that Dispatcher Calcagno and IS Technician Duncan have been accepted into the Leadership San Ramon Valley Class.

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

Human Resources Director Korthamar Wong stated that HR has been very busy with several District recruitments and that another group of Firefighter/Paramedics will start in October. Ms. Korthamar Wong also stated that there has been an increase in worker's compensation claims.

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

Financial Consultant Campo presented a slide presentation of the financial reports for the past two months. Chief Meyer thanked the Board and Financial Consultant Campo for their flexibility in the District paying down pension liabilities.

- 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 attended a fund-raising event for Leadership San Ramon Valley with Deputy District Attorney Yancey stating that it was a great event and he was honored to be a part of.

Chief Meyer also stated that the District will hold an Open House for new Station 32 sometime in late September, or early October; and also informed the Board that there will be a tour for retirees at new Station 32 on Wednesday, August 30<sup>th</sup> at 9 a.m.

**11. GOOD OF THE ORDER**

11.1 Reschedule date for September Board meeting due to the Annual CSDA and Cal Chiefs Conference.

Motion by Director Kerr to approve the date of Tuesday, September 19, 2017 at 1:00 p.m. for the regular September Board Meeting. Director Campbell seconded the motion. Motion carried.

At this time in the meeting, Board President Parker asked that a moment of silence be observed in honor of City of Oakland Firefighter J.P. Walter who recently passed away.

**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.

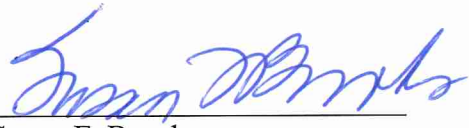
**13. RETURN TO OPPEN SESSION**

Regular session ended: 2:33 p.m.  
Closed session began: 2:30 p.m.  
Closed session ended: 3:31 p.m.  
Regular session opened: 4:52 p.m.

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

**15. ADJOURNMENT**

The meeting was adjourned by President Parker at 4:52 p.m.

Prepared by:   
Susan F. Brooks  
Executive Assistant

Approved by:   
Don Parker, Board President