

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Board of Directors Budget Workshop and 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**

May 25, 2016

10:00 a.m. Board Budget Workshop
and
1:30 p.m. Regular Board Meeting

*Chris Campbell, Director ~ Gordon Dakin, Director ~ H. Jay Kerr, Director ~
Donald Parker, 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.

Standing Committees: **Personnel/HR:** Chair, Director Stamey and Director Parker; **Finance:** Chair, Director Kerr and Director Campbell; **Facilities:** Chair, Director Stamey and Director Parker; **CERT/PAC:** Director Kerr

Meeting location: S.R.V.F.P.D. Administrative Offices - Boardroom
1500 Bollinger Canyon Road, San Ramon, CA 94583

BUDGET WORKSHOP AGENDA

10:00 a.m.

- 1. CALL TO ORDER**
- 2. DETERMINATION OF QUORUM AND CONFIRM AGENDA**
- 3. PUBLIC COMMENT**

Public Comment at the Budget Workshop, which is considered a Special Meeting, is limited to the items described in this notice (Agenda Items No. 4.1 and 4.2), pursuant to [Cal. Gov. Code § 54954.3 (a)].

- 4. BUDGET WORKSHOP**
 - 4.1 Review and discussion of proposed Annual Budget for Fiscal Year 2016/2017.
 - 4.2 Review and discussion of the 7/1/2015 OPEB Actuarial Report.
- 5. ADJOURNMENT UNTIL THE REGULAR BOARD MEETING AT 1:30 P.M.**

REGULAR BOARD MEETING AGENDA

1:30 p.m.

- 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 April 2016, in the amount of \$3,800,679.36.
- 5.2 Approve the demand register for the period of April 16, 2016 through May 13, 2016, in the amount of \$1,570,550.34.
- 5.3 Approve the Board minutes from the April 27, 2016 Regular Board meeting, including District Counsel's Report Upon Return from Closed Session.
- 5.4 Approve payment, in the amount of \$45,564.53, to Allstar Fire Equipment to replace 21 sets of structural firefighting turnouts. This is a budgeted expense for 2015/2016.
- 5.5 Personnel Actions:
 1. Approve staff's recommendation to award a merit salary increase to Captain Michael Ybarra, to Step 5; effective June 1, 2016.
 2. Approve staff's recommendation to award a merit salary increase to Dispatcher Lisa Blackburn, to Step 5; effective June 1, 2016.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Recognition of Captain Scott Carrillo, for his 30-years of dedication and service to the District.

7. OLD BUSINESS

- 7.1 Update on Fire Station No. 32.
- 7.2 Request authorization to make a progress payment, in the amount of \$76,551.00, to TriTech Software Systems. Funds are allocated in the Annual Budget for Fiscal Year 2015-2016.
- 7.3 Request authorization to make a progress payment, in the amount of \$42,661.35, to LCA Architects for professional services performed through the month of April, 2016. Funds are allocated in the Annual Budget for Fiscal Year 2015/2016.
- 7.4 Request authorization to make a progress payment, in the amount of \$329,044.09, to Pacific Mountain Contractors of CA, Inc. (PMC), for construction of new Fire Station No. 32. Funds are allocated in the Annual Budget for Fiscal Year 2015/2016.

- 7.5 Authorize staff to make a progress payment to Emergency Construction Services in the amount of \$31,500.00. Costs for this portion of the upgrade are included in the Capital Improvements Budget, with a cost share agreement with the San Ramon Police Department.
- 7.6 Authorize staff to enter into an amended cell site lease agreement with New Cingular Wireless PCS, LLC, for an extended term of (10) years beyond the current lease, with initial monthly rental of \$5,000.00, increasing by (3%) per year, effective August 1, 2019.
- 7.7 Open Public Hearing as set forth in the annual exterior hazard abatement notices stipulating the owner/resident may appear in person before the Board of Directors at the May or June 2016 Board Meeting, to show just cause why this order should not be enforced. The date and time of District Board meetings can be found at www.firedepartment.org.

8. NEW BUSINESS

- 8.1 Authorize staff to award a contract to WATTCO for emergency equipment for (5) Command vehicles, in an amount not to exceed \$149,634.81. Costs for emergency equipment are included in the Annual Budget for Fiscal Year 2015/2016.
- 8.2 Discussion and possible approval of Resolution 2016-03, increasing the First Responder Assessment without Transport Fee and the Ambulance Transport fees and charges contained within Ordinance No. 30; requires a majority roll call vote.
- 8.3 Discussion and possible approval of Resolution No. 2016-05, adopting an increase in an existing schedule of fees contained in Ordinance No. 28; requires a majority roll call vote.
- 8.4 Discussion and possible approval of Resolution No. 2016-06, specifying the requirements for electing members to the SRVFPD Board of Directors; election taking place on November 8, 2016. Funding in the amount of \$110,000, will be included in the District's Fiscal Year 2016-2017 budget for projected Contra Costs County Election Services; requires a majority roll call vote.

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/Logistics – Deputy Chief, Derek Krause
EMS/Logistics Report of monthly activities.
- 10.3 Fire Prevention – Division Chief-Fire Marshal, Christina Kiefer
Fire Prevention Report of monthly activities.
- 10.4 Communications Division – Director of Emergency Communications, Denise Pangelinan
Communications Report of monthly activities.
- 10.5 Human Resources Division – Director of Human Resources, Natalie Korthamar Wong
a). Monthly Human Resources Activities/Reports
- 10.6 Finance Division – Financial Consultant, Ken Campo and Controller, Martin Koran
a). Monthly Finance Activities/Reports

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

11. GOOD OF THE ORDER

12. CLOSED SESSION

- 12.1 Labor Negotiations: Conference with Labor Negotiators Chief Paige Meyer and Ken Campo Employee Organization Local 3546 (two matters) [Pursuant to Government Code Section 54957.8].
- 12.2 Possible exposure to litigation (two matters) pursuant to Government Code Section 54956.9(b)(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 REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, JUNE 22, 2016 AT 7:00 P.M. IN THE BOARDROOM.

Prepared by:



Donna Maxwell, District Clerk

Agenda posted on May 19, 2016 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.

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 District Clerk at (925) 838-6661.