

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS BUDGET WORKSHOP AND REGULAR MEETING
Minutes – May 25, 2016**

Board of Directors Budget Workshop and 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 Dakin, Parker, Kerr, Campbell and Stamey

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Deputy Chief Krause, Fire Marshal Kiefer, Controller Koran, Director of Emergency Communications Denise Pangelinan, Technology Systems Manager Steve Call, Director of Human Resources Natalie Korthamar Wong, District Counsel Ross and District Clerk Maxwell.

BUDGET WORKSHOP MINUTES

10:00 a.m.

1. CALL TO ORDER

President Dakin called the meeting to order at 10:03 a.m.

2. DETERMINATION OF QUORUM AND CONFIRM AGENDA

There was a quorum and while there were no changes to the agenda, there was a change to the Board package material. With regard to the General Fund 10-Year Cash Flow chart, an updated chart was provided to the Board and the public, addressing CCCER's May 24, 2016 changes to actuarial assumptions for both price inflation and wage inflation.

3. PUBLIC COMMENT

Public Comment at the Budget Workshop, which is considered a Special Meeting, is limited to the items described in the notice, pursuant to [Cal. Gov. Code § 54954.3 (a)].

None.

4. BUDGET WORKSHOP

4.1 Review and discussion of proposed Annual Budget for Fiscal Year 2016/2017.

Financial Consultant Campo provided the Board with an overview of the Annual Operating Budget for FY 2016/2017; material provided in the Board packet at:

<http://www.firedepartment.org/civica/filebank/blobdload.asp?BlobID=4238>.

FC Campo relayed that the District's focus will be to maintain long-term fiscal sustainability, complete high profile projects; specifically, the Consolidated Dispatch Center and the new Fire Station 32, and ensure that all of these changes will have the desired outcome, meeting the needs of the residents, customers and employees. The projected revenue is for FY 16/17 is \$68.9 million, with a projected \$68.0 million in expenses.

The Board took a short recess from 12:08 p.m. to 12:33 p.m.

4.2 Review and discussion of the 7/1/2015 OPEB Actuarial Report.

Financial Consultant Campo provided an overview of the Other Post-Employment Benefits (OPEB) Valuation as of July 1, 2015; supporting documentation also located at:

<http://www.firedepartment.org/civica/filebank/blobdload.asp?BlobID=4238> FC Campo said that the District has prefunded retiree medical obligations by paying the Annual Required Contribution (ARC), as prefunding the OPEB ensures the sustainability and security of the benefit into the future. Actuarial valuations are required to be performed biannually for financial reporting purposes and to determine the ARC. There are two components of the benefit provided to pre-Medicare retirees; Explicit subsidy, which is the portion of the retiree medical premium paid by the District (i.e., 92% of capped premium) and Implicit subsidy, which is the difference between expected retiree claims and the premium charged for the retiree coverage. Implicit subsidy results from CalPERS premiums for active employees and pre-Medicare retirees set on a pooled basis. Change in actuarial standards requires implicit subsidy to be recognized for the first time in this valuation.

A discussion, as to whether the District should continue to fully pay the ARC, including prefunding of the new Implicit Subsidy ensued. Points considered included that it is viewed favorably by lenders and rating agencies and it would allow the District to accumulate assets at a faster pace and pay down unfunded liability sooner. This information, previously shared with the Finance Subcommittee, had the full support of Directors Kerr and Campbell. Directors Dakin, Stamey and Parker concurred and direction was given to staff to proceed in this direction; continuing to fully pay the ARC.

Budget Workshop ended: 12:58 p.m.

5. ADJOURNMENT UNTIL THE REGULAR BOARD MEETING AT 1:30 P.M.

REGULAR BOARD MEETING MINUTES

1:30 p.m.

Board Members Present: Directors Dakin, Parker, Kerr, Campbell and Stamey

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Technology Systems Manager Steve Call, Director of Human Resources Natalie Korthamar Wong, District Counsel Ross and District Clerk Maxwell.

1. CALL TO ORDER

President Dakin called the meeting to order at 1:31 p.m.

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a determination of a quorum of the Board and no changes were made to the agenda.

4. PUBLIC COMMENTS

EMS Battalion Chief John Duggan introduced Mr. Bob Colores a Vietnam Veteran, who went into cardiac arrest in March, 2013. Mr. Colores had come to the Board meeting to thank the men who provided life-saving emergency medical care to him that day and transported him to the hospital. He credited the Dispatcher and responding crews for saving his life and assisting in the prevention of long-term brain damage. Crew members present at the Board meeting were Dispatcher Ben Duclos, Captain Sean O'Dwyer, Engineer Scott Fulwood and Engineer Joe Bradley. Crew members, not able to attend the Board meeting, but were also on the call: Captain Tom Andersen, Engineer Ben Wylie, Firefighter/Paramedic Tom McKenzie, Firefighter/Paramedic Chris Cunningham, and Firefighter/Paramedic Demian Bannister.

5. CONSENT CALENDAR

Director Dakin reminded the Board that he was not allowed to vote on items that involve Chief Meyer, due to a conflict of interest; Political Reform Act and other laws. Therefore, he pulled Consent Calendar Agenda Item 5.1, which read "Approve the salaries, payroll taxes and retirement contributions for the month of April 2016, in the amount of \$3,800,679.36," for Directors Stamey, Kerr, Campbell and Parker to discuss and left the Boardroom. Vice President Parker asked for a motion on Agenda Item 5.1 and Director Kerr made a motion to approve, which was seconded by Director Campbell. Motion carried with (4) ayes and (1) recusal. Director Dakin returned to the room.

Motion made by Director Parker to approve Consent Calendar Agenda Items No. 5.2 through 5.5, seconded by Director Stamey. Motion carried with (5) ayes and (0) noes.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

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

Chief Meyer introduced 30-year District employee, Captain Scott Carrillo to the Board. Captain Carrillo started as a volunteer firefighter, in 1979, for the Fairview Fire Protection District. In 1986, after serving as a full-time Firefighter with both Fairview and the City of Alameda Fire, he was hired by the District as a full-time Dispatcher. He attended and graduated from the District's EMT/Firefighter Academy the following year and was promoted to Engineer by July, 1991. In June, 2002, he was promoted to Captain. During his tenure with the District, he served as a SCBA Coordinator, assisted with a couple firefighter academies, served on the Wellness/Fitness Committee and is currently serving his second term on the E-Board. He has two children, Nick, who is graduating from UC Irvine and considering a career in Law Enforcement and Natalie, who is in her 3rd year at Sacramento State. Chief Meyer and Director Dakin thanked Captain Carrillo for his dedication and service to the District.

At this time, the Board took a brief recess, from 1:31 p.m. to 1:39 p.m.

7. OLD BUSINESS

- 7.1 Update on Fire Station No. 32.

Chief Meyer and Deputy Chief Krause answered questions pertaining to the status update, submitted by Fire Marshal Kiefer. The oversight of Fire Station 32 will be transitioned from the Fire Marshal to the Fire Chief by the end of this month.

- 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.

Motion by Director Stamey to authorize a progress payment, in the amount of \$76,551.00, to TriTech Software Systems, seconded by Director Kerr. Motion carried with (5) ayes and (0) noes.

- 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.

Motion by Director Kerr to authorize a progress payment, in the amount of \$42,661.35, to LCA Architects, seconded by Director Stamey. Motion carried with (5) ayes and (0) noes.

- 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.

Motion made by Director Parker to authorize a progress payment, in the amount of \$329,044.09, to PMC, seconded by Director Campbell. Motion carried with (5) ayes and (0) noes.

- 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.

Motion by Director Campbell to approve the final payment to Emergency Construction Services, in the amount of \$31,500.00, as worded in the staff report. Motion amended to approve payment to Emergency Construction Services, in the amount of \$31,500.00, seconded by Director Stamey. Motion carried with (5) ayes and (0) noes.

- 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.

Motion by Director Stamey 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, seconded by Director Parker. Motion carried with (5) ayes and (0) noes.

- 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.

Director Dakin opened the Public Hearing, with nobody appearing to speak about the annual exterior hazard abatement matter. Public Hearing was closed, with no additional discussion by the Board.

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.

Motion by Director Campbell to award a contract to WATTCO for emergency equipment for (5) Command vehicles, in an amount not to exceed \$149,634.81, seconded by Director Kerr. Motion carried with (5) ayes and (0) noes.

- 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.

Director Dakin read Resolution 2016-03 aloud; title only. Motion made by Director Parker to adopt resolution 2016-03, as recommended by staff, seconded by Director Stamey. A roll-call vote was taken with Directors Kerr, Campbell, Dakin, Parker and Stamey all voting in favor. Motion passed with (5) ayes and (0) noes.

- 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.

Director Dakin read Resolution 2016-05 aloud; title only. Motion made by Director Stamey to adopt resolution 2016-05, as recommended by staff, seconded by Director Parker. A roll-call vote was taken with Directors Kerr, Campbell, Parker and Stamey all voting in favor. Director Dakin abstained from voting. Motion passed with (4) ayes and (0) noes and (1) abstention.

- 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.

Director Dakin read Resolution 2016-06 aloud; title only. The Board then clarified which action the Board would like to take, in the event of a tie vote in the November 8, 2016 General Election; the winner shall be determined by lot at a time and place designated by the Board. Motion made by Director Stamey to adopt resolution 2016-06, as recommended by staff, seconded by Director Campbell. A roll-call vote was taken with Directors Kerr, Campbell, Parker and Stamey in favor and Director Dakin abstaining from the vote. Motion carried with (4) ayes and (0) noes and (1)

abstention.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Director Stamey appreciated the letters to Fire Prevention Specialist, Joyce Castro, from the 1st graders at Vista Grande School. Director Dakin concurred. In response to a thank you letter about Fire Code Compliance Officer, Debbie Vanek, from the Director of the Ombudsman Services of Contra Costa, Nicole Howell, Director Kerr stated, "Vanek's efforts are well recognized." The remaining Board members agreed.

10. MONTHLY ACTIVITY REPORTS

10.1 Operations Division-Deputy Chief Phares Operations Report of monthly activities.

Deputy Chief Phares spoke briefly about the success of the recent pancake breakfast, coordinated by Firefighter/ Paramedic Hubbard, sponsored by the Union and staffed with District employees. Three-hundred seniors and their family members were served.

Twenty-five new fire hydrants, previously approved by the Board of Directors, have since been placed.

10.2 EMS/Logistics – Deputy Chief Krause EMS/Logistics Report of monthly activities.

Deputy Chief Krause told the Board about a cardiac arrest incident, which took place on April 1st. Crews responded to the report of a 70-year-old male in cardiac arrest, following a complete airway obstruction. The obstruction was removed by crews and a return of spontaneous circulation was obtained shortly after the procedure. The patient was transported to the hospital. Responding crew members were: Captain Eric Stiner, Engineer Alex Simi, Firefighter/ Paramedic John Martin, Captain Bruno Spani, Captain Matt Terry and Firefighter/Paramedic Demian Bannister.

10.3 Fire Prevention – Division Chief, Fire Marshal Kiefer Fire Prevention Report of monthly activities.

Fire Chief Meyer covered the Fire Prevention Report of monthly activities. On April 20th, Fire Prevention Specialist Joyce Castro and CERT Coordinator Danielle Bell, offered a home fire safety class to 10 special needs adults as part of a Transitional Adult Class. The participants were also given a tour of Station 38. Fire Prevention Specialist Castro and Acting Plans Examiner Rian Evitt offered a Youth Fire-Setter Intervention Class, in response to a request made by the Alameda County Probation Department. On May 10th, Code Compliance Officer Debbie Vanek and members of the Residential Care Facility Working Group held the 7th Annual RCF Fire and Life Safety Workshop. Chief Meyer conveyed how proud he was of CCO Vanek and assisting staff. The Electronic Plan Review Survey has been modified to include a "like" or "don't like" selection to encourage additional feedback. Director Dakin inquired about the Annual Inspection Program, noting that it was only at 14.9% completed; year to date. Deputy Chief Krause to follow-up with Fire Marshal Kiefer, about the long-term forecast with regard to these inspections.

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

Chief Meyer and Technology Systems Manager Call provided this update on behalf of DEC Pangelinan. The mobile configuration has been completed and both IT staff and Suppression personnel are happy with the software. GIS Analyst Joan Rickard is working on resolving some mapping issues. The IT Division is being reassigned to fall under the Communications Division. The Dispatch Supervisors successfully completed their CAD Supervisor Training. The dispatch transition from the CCCSO to the District, for the San Ramon Police Department is scheduled for May 31, 2016.

10.5 Human Resources Division – Director of Human Resources, Natalie Korthamar Wong
Monthly Human Resources Activities/Reports

Director of Human Resources, Natalie Korthamar Wong, provided the update for the Human Resources Division. Fourteen candidates participated in the internal promotional recruitment process for the position of Fire Captain. Three new hires were processed for the positions of Public Safety Dispatcher, Fire Prevention Office Assistant II and Human Resources Director; all positions had a May 1st start date. Through an internal promotion, a vacant EMS Senior Office Assistant position was filled. The recent Firefighter/ Paramedic graduates were given their station assignments; effective May 1st. Three Public Safety Dispatchers successfully completed their training and were assigned to their shifts in the Communications Center.

10.6 Finance Division – Financial Consultant, Ken Campo and Controller, Martin Koran
a). Monthly Finance Activities/Reports

FC Campo told the Board that the Finance Division completed and submitted the required State Controller's Office Government Compensation Report for calendar year 2015; prior to the April 30, 2016 deadline. (The Budget Workshop, having taken place earlier in the day, had already covered the District's finances in detail.) Controller Koran provided a summary of revenues and expenditures to the Board, noting that there were no significant changes and the budget is on track. With regard to cash balances, the District is better off by \$2 million, compared to this time last year.

10.7 Fire Chief – Fire Chief Meyer

Verbal report on monthly meetings, seminars, committee meetings, and other District relate activities.

Fire Chief Meyer thanked Directors Parker, Stamey and Kerr for attending the graduation of the new firefighter/paramedic recruits. The Employee Budget Workshop was successful and a good way to keep staff informed as to the District's finances. Chief Meyer and FC Campo have scheduled a meeting with San Ramon City Manager Greg Rogers, to discuss fire mitigation measures for the new City Center and a property tax agreement between the City of San Ramon and the Fire District.

11. GOOD OF THE ORDER

Director Kerr spoke about his attendance at the CSDA Legislative Days conference. Director Parker spoke briefly about recent media reports with regard to firefighters living within the Districts they serve.

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.

Neither Director Dakin, nor Fire Chief Meyer were present for Closed Session. Please refer to District Counsel's Report Upon Return from Closed Session, attached.

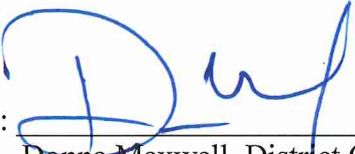
13. Return to Open Session

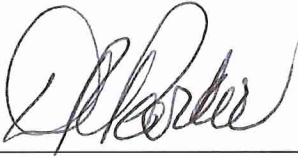
Regular session ended: 3:02 p.m.
Closed session began: 3:08 p.m.
Closed session ended: 3:27 p.m.
Regular session reconvened: 3:27 p.m.

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

15. Adjournment

The meeting was adjourned by Board Director Don Parker, Vice President, at 3:27 p.m.

Prepared by: 
Donna Maxwell, District Clerk

Approved by: 
Don Parker, Board Vice-President