

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – November 16, 2016**

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 Parker, Campbell, Stamey, Kerr and Stark

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Deputy Chief Krause, Acting Fire Prevention Manager Wendel, Controller Koran, Director of Emergency Communications Pangelinan, Technology Systems Manager Call and District Clerk Maxwell. District Counsel Ross was not present. Attorney Morin Jacobs handled the Closed Session portion of this meeting.

1. CALL TO ORDER

Board President Parker called the meeting to order at 7:00 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

None.

5. CONSENT CALENDAR

Motion by Director Campbell to approve Consent Items No. 5.1 through 5.5, seconded by Director Kerr. Motion carried with (5) ayes and (0) noes.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

7. OLD BUSINESS

7.1 Update on Fire Station No. 32.

Update presented by Chief Meyer. PG&E contracts for gas, permanent power, and the pole relocation have been paid for, signed and submitted to PG&E. The gas tie has been rescheduled. PG&E has not been responsive to the scheduling for the pole relocation or permanent power and staff has been working aggressively in dealing with them, to move forward. Deputy Chief Krause and Chief Meyer attended the most recent Alamo Municipal Advisory Council (MAC) meeting and received positive feedback, with regard to the construction and development of Fire Station 32. Director Parker spoke briefly about the

addition of a Time Capsule, accompanied by “cornerstone ceremony” facilitated by the Masons of California; details to be discussed at a date, yet to be determined.

- 7.2 Authorize the progress payment to Pacific Mountain Contractors of California, in the amount of \$251,489.33. Funds are allocated in the Annual Budget for Fiscal Year 2016-2017.

Motion by Director Stamey to authorize a progress payment to Pacific Mountain Contractors of California, in the amount of \$251,489.33, with funds allocated in the Annual Budget for Fiscal Year 2016-2017, seconded by Director Stark. Motion carried with (5) ayes and (0) noes.

- 7.3 Authorize the operating payment to the East Bay Regional Communications System Authority (EBRCSA), in the amount of \$79,800. This is a budgeted expense for Fiscal Year 2016-2017.

Motion by Director Kerr to authorize an operating payment to the East Bay Regional Communications System Authority (EBRCSA), in the amount of \$79,800; noting that this is a budgeted expense for Fiscal Year 2016-2017. Motion seconded by Director Stamey. Motion carried with (5) ayes and (0) noes.

8. NEW BUSINESS

None.

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

Firefighter Paramedic Recruits toured the Tesla plant, located in Livermore, where they were given the opportunity to practice extrication techniques on Tesla vehicles. Battalion Chief testing will take place on Friday, November 18th, which will lead to a list for future promotions to the position. Command and Control training for each shift is underway; focusing primarily on aggressive and safe fire ground operations. Director Kerr inquired about the status of the volunteers at Station 37. District Reserves are being training to provide back-up support, as needed.

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

Battalion Chief Duggan reported that the District had responded to 360 medical calls since the previous Board meeting, which took place on October 27, 2016. By November 9th, crews had responded to two cardiac arrest incidents; with one patient expiring on scene. The second patient went into cardiac arrest in front of a co-worker. The co-worker initiated CPR prior to the arrival of the crew. Return of Spontaneous Circulation of the patient occurred prior to ambulance transportation to San Ramon Regional Medical Center. As of November 9th, it was expected that the patient would make a full recovery. BC Duggan said he was appreciative of

HR Director Korthamar Wong's and staff's facilitation of flu shots to all employees. Director Kerr asked about the Contra Costa EMS workshop, EMS staff recently attended. In cooperation with Contra Costa County EMS, staff worked on the 2017 Treatment Guidelines. The District is responsible to provide this updated training to crews before January 1, 2017.

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

On October 8th there was an Apparatus Committee Meeting to evaluate Fleet Management software options and discuss future ambulance purchases. On October 20th, District Aides and Fleet staff assisted with the preparation and logistics for the Retiree Breakfast. Also on October 20th, staff held a Fleet Needs Meeting to evaluate fleet needs and lease options and sought feedback from stakeholders in Prevention, Rounds and EMS. Vehicle #551, a 1983 Ford, was declared as surplus, went to auction and subsequently sold for \$12,100, plus tax; \$13,128.50 total. Director Kerr inquired about the October 11th meeting with a landscape architect. Staff met with a landscape architect to discuss the redesign of landscaping at all stations; taking into consideration the level of maintenance required, aesthetics and drought resistance features.

10.4 Fire Prevention – Acting Fire Prevention Manager - Roy Wendel
Fire Prevention Report of monthly activities.

Acting Fire Prevention Manager, Roy Wendel, presented this month's Fire Prevention report of monthly activities. An electronic-plan conversion chart was included in the Board report submitted by AFPM Wendel, which showed a 41% increase in electronic plans submittal between the months of May through October. Staff has found that this new process saves the customer and the District a significant amount of time and money. In an effort to encourage electronic submittals, e-Plan submittal notifications, with instructions, are being handed out when plans are returned to customers. The District website now also includes information and instructions on how to submit a plan electronically. Current fee schedules and fire sprinkler requirements have also been added to the website. [For more information visit: http://www.firedepartment.org/fire_prevention/submitting_plans.asp]. The initial inspection on all state mandated schools and multi-family occupancies have been completed. Inspectors are currently working on follow up items to close out open inspections items and this should be completed by the end of the year.

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

A conditional job offer was presented to one dispatch candidate; background underway. Staff is in the process of working on the EMD re-accreditation application, which should be completed by December. Enhancements to the CAD, Mobile and GIS systems continue. Staff enjoyed a recent visit by a couple who crew members provided assistance to in 1997. The couple wanted to thank the crew again, almost 20 years later, and said they were doing well.

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

HR Director Korthamar Wong was not in attendance, so Chief Meyer provided the HR report of monthly activities. Staff conducted a survey of the newly recruited Firefighter/Paramedics, with regard to their experience during the hiring process. All eight gave an “excellent” rating. All questions were answered to their satisfaction. The interviews and practical assessments were relevant to the position and the job bulletin provided sufficient information. Staff also assisted with the new hires with the Open Enrollment process and Flexible Spending accounts.

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

FC Campo reported that the audit is on track and should be completed in December. Staff is finishing up the annual application for the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program). A meeting has been scheduled for December 15th to look into possible solar projects for the District.

Controller Koran provided the overview of the monthly Financial Report; dated October 31, 2016. General Fund reserves are at \$35,996,604 which is above Board policy. With regard to Cash Balances, after adjusting for the balance of bond proceeds and the Station 32 construction costs of \$650,000, the District is better off by \$150,000, in comparison to this time last year. Controller Koran stressed the importance of dry period funding. Salary and benefit expenses, currently at \$18,914,722, are in line with budget expectations. General Fund Expenditures for FY 2016/17 are right on target at \$20,755,467. Ambulance revenues for the current year are \$1,013,278 and are lagging behind the FY 2015/16 revenues; however, these revenues are inconsistent from month-to-month due to insurance company payment delays. According to the District’s 3rd party billing company, \$295,000 in payments are pending from insurance companies. The number of ambulance transports are up compared to last year. Director Stamey inquired about a way to track call volume. Staff will add a bar graph to the Ambulance Revenue chart that would depict the number of calls received. The General Fund revenues for FY 2016/17 of \$3,182,180 are in line with the prior year. On October 24th, the District received the current year unsecured property taxes in the amount of \$1.74 million. Based on this amount, the District should receive approximately \$1.86 million of unsecured property tax in FY 2016/17, which equates to \$128,000 of additional revenue compared to budget.

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

Chief Meyer welcomed Elaine Schroth, former Executive Director of the Leadership of San Ramon Valley program, as she was seated in the audience. Chief Meyer recently had the opportunity to assist with the “Government Day,” session of the 10-month program. Chief Meyer assisted Stockton Fire Department in their recruitment process for Deputy Chief. Chief Meyer and Deputy Chief Phares spoke about the 1st annual “Battle of the Axe,” a wrestling tournament created by a

Dougherty Valley High School Coach, that will include all four high schools, within the San Ramon Valley.

11. GOOD OF THE ORDER

The January 25, 2017 Board meeting, previously scheduled for 7:00 p.m., was rescheduled by the Board to 2:00 p.m. Director Campbell told the Board and staff that he was proud to be a part of the Board of Directors and the SRVPFD. He said he often receives compliments from people in the Alamo community about the response of District crews. Director Kerr spoke about an injury accident involving a former member, who reported that he too was happy with the response and care he received. Director Parker asked his fellow Board members to think about which subcommittees they would be interested in participating on for the 2017 calendar year and that he will be in contact with each of them.

12. CLOSED SESSION

- 12.1 Labor Negotiations: Conference with Labor Negotiators Natalie Korthamar Wong and Ken Campo Employee Organization Local 3546 (2 matters) [Pursuant to Government Code Section 54957.8].
- 12.2 Possible exposure to litigation (3 matters) pursuant to Government Code Section 54966.9(b)(2). Facts and circumstances that might result in litigation need not be disclosed.

No action taken on agenda items 12.1 and 12.2, per Attorney Jacob.

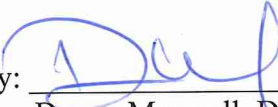
13. Return to Open Session

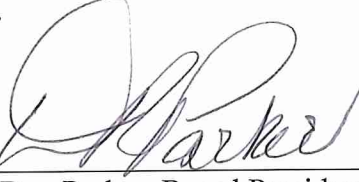
Regular session ended:	8:11 p.m.
Closed session ended:	9:20 p.m.
Adjourned:	9:20 p.m.

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

15. Adjournment

The meeting was adjourned by Board President Parker at 9:20 p.m.

Prepared by: 
Donna Maxwell, District Clerk

Approved by: 
Don Parker, Board President