

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – September 27, 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, Fire Marshal Kiefer, Controller Koran, Director of Emergency Communications Pangelinan (partial attendance), Technology Systems Manager Call, Director of Human Resources Korthamar Wong and District Clerk Maxwell.

1. CALL TO ORDER

Board President Parker called the meeting to order at 1:59 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 Stamey to approve Consent Items No. 5.1 through 5.5, seconded by Director Stark.
Motion carried with (5) ayes and (0) noes.*

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Recognition of the District's appreciation for the Yeandle family's donation of a 1930 Autocar Fire-Engine.

Battalion Chief Duggan provided the known history about the circa 1930s Autocar Fire Engine to the Board. He explained how the Engine once belonged to the District, when it was known as Danville Fire and how it was subsequently sold at auction. The late Thomas Yeandle housed the Engine for many years on his private island, located in Clear Lake. John Yeandle, Thomas Yeandle's son, appeared before the Board and shared some memories about his father and the Engine. John and his brother, Gene, returned the Engine to the District in the form of a historic donation. BC Duggan and Chief Meyer presented John Yeandle with a large in-service photo of the Engine, from when it belonged to Danville Fire, in recognition of the District's appreciation for the Engine's return.

6.2 Recognition of Retired Dispatcher Polly Moniz for her years of dedication and service.

Chief Meyer spoke about how Dispatch Supervisor Polly Moniz' touched so many lives during her 27 years of service with the District. Not just through her work dispatching calls, but how she would reach out to citizens helping them through some very traumatic and emotional times. She volunteered with the Care Group arranging meals, making handmade blankets, offering flowers and an endless myriad of other items; all greatly appreciated by her fire family. Polly was married to a former SRVFPD Chaplain, who passed away in 2012 and the Chief described them both as assets to the District. Polly told the Board that while she missed the District, she is really enjoying retirement. Chief Meyer and Director Parker presented Polly with a retirement plaque, noting the District's appreciation for her many years of service.

At this time, the Board took a brief recess, from 2:30 p.m. to 2:34 p.m.

6.3 Proclamation in recognition of Fire Prevention Week, October 9, 2016 through October 15, 2016.

Board President Parker provided an overview of why Fire Prevention Week is observed annually on the Sunday through Saturday period in which October 9th falls. He spoke about the Great Chicago Fire, the Peshtigo Firestorm and multiple fires in Michigan; all which started on October 8, 1871. These fires changed the way firefighters and public officials thought about fire safety. On the 40th Anniversary of the Great Chicago Fire, the Fire Marshals Association of North America (now known as the International Fire Marshals Association) decided from that point that the anniversary would not be observed with festivities; but, as an opportunity to inform the public about the importance of fire prevention. In 1920, President Woodrow Wilson issued the first National Fire Prevention Day proclamation, and since 1922, Fire Prevention Week has been observed accordingly. Consequently, the SRVFPD Board of Directors proclaimed the week of October 9-15, 2016, as Fire Prevention Week and declared the month of October 2016 as Fire Prevention Month. Board President Parker encouraged public support and involvement in the activities and efforts offered by fire and emergency personnel, adding that this year's Fire Prevention Week theme is "Don't wait, check the date! Replace the smoke alarms every 10-years."

7. OLD BUSINESS

7.1 Update on Fire Station No. 32.

Chief Meyer reported that the bridge issue remains outstanding but that staff is working with the County officials to rectify. The bridge delay will not interfere with the opening of the station and the project is on-time and under budget.

7.2 Authorize two progress payments to Pacific Mountain Contractors of CA, Inc., in the amount of \$480,828.97 and \$343,572.54. Funds are allocated in the Annual Budget for Fiscal Year 2016-2017.

Director Stamey motioned to authorize two progress payments to Pacific Mountain Contractors of CA, Inc., in the amount of \$480,828.97 and \$343,572.54, noting that funds are allocated in the Annual Budget for Fiscal Year 2016-2017. Motion seconded by Director Campbell. Motion carried with (5) ayes and (0) noes.

8. NEW BUSINESS

- 8.1 Open public hearing to introduce and conduct the first reading of proposed Ordinance No. 34; an ordinance of the San Ramon Valley Fire Protection District setting forth the adoption of the 2015 Edition of the International Fire Code by reference with amendments thereto.

Director Parker opened the Public Hearing for the first reading of proposed Ordinance No. 34; an ordinance of the San Ramon Valley Fire Protection District setting forth the adoption of the 2015 Edition of the International Fire Code by reference with amendments thereto, with no member of the public appearing to speak for or against the ordinance. Director Parker closed the public hearing. The second reading for proposed Ordinance No. 34 will take place at the Board's next meeting, scheduled for November 16, 2016 at 7:00 p.m.

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

Deputy Chief Phares provided the Board members with updates regarding the Firefighter Paramedic Academy, currently in session. Staff recently participated in the Urban Shield and Hazmat exercises, which included representatives from local, state and federal departments. He spoke briefly about the iQuest program, which includes students from both Dougherty Valley and San Ramon Valley High Schools this year. Staff participated in the Los Cerros Middle School evacuation and rescue drill. Director Campbell inquired about a Cadet program and DC Krause said that the program is moving forward and currently under the review of the Union. Chief Meyer praised DC Phares' for his and staff's work on the SOC (Standards of Cover).

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

Deputy Chief Krause reported that the District responded to five cardiac arrest incidents in the month of August and that unfortunately, all patients were determined deceased on scene. DNI began reviewing 100% of the District's PCRs (Patient Care Reports) and the EMS Division and Dr. Benson developed a tracking and disposition process to fully vet any issues; both clinical and documentation as well as combinations of the two types of issues. The focus is on systems-based improvements, incorporating any training opportunities into quarterly EMS training and individual coaching, where necessary. The overall goal of these procedures is to save more lives and reduce morbidity and discomfort. With regard to Fleet services, staff is in the process of conducting preventative maintenance and repairs to effectively manage costs and service. DC Krause thanked Director Stamey for suggesting the installation of an AutoPulse at Station 37 and said the volunteers really appreciated having the life-saving device.

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

Fire Marshal Kiefer spoke about the Monthly Plan Review Intake Report, stating that there were 169 plans submitted, of which 42% were submitted electronically. There are 100 state mandated inspections inclusive of schools and multi-family occupancies; 64 have been completed to date, with 30 schools and 6 multi-family occupancies remaining. The San Ramon Valley Emergency Preparedness Fair, held on September 24th was a great success. The 7th grade CPR/AED program started on September 19th and 319 students were trained. The Heartsafe Committee coordinated the training of 3,375 residents, this past year and 17,680 since 2011.

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

DEC Denise Pangelinan had to leave the meeting briefly to coordinate a Reserve Communications crew heading to assist with communications at the Loma Fire, in Santa Cruz. Chief Meyer advised that the Communications Division is down one Dispatcher and recruitment is underway. Technology Systems Manager Call added that the CAD system just received its first upgrade. There was no interruption in service to Dispatch, during TriTech's upgrades to the CAD and Mobile systems. The upgrade resulted in savings for the District of up to \$400,000.

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

HR Director Korthamar Wong told the Board that Firefighter Paramedic recruitment results yielded 8 candidates for the October 3rd Academy. Staff completed the Workers' Compensation Claims and Program Review process with ICS (Independent Claim Solutions, Inc.); larger open claims were reviewed. The District offered 3 yoga classes to employees for injury prevention. Chief Meyer said offering the yoga classes gave staff the opportunity to add another tool in the prevention of long term back injuries. A survey has been sent out to participating employees to determine interest level. In-person and on-line Sexual Harassment and Bullying Prevention training was offered to supervisors. An orientation was held for the newly hired District Aides. Ten aides were hired and will share a 40-hour work week. DC Krause told the Board that he was very happy with the service provided by the new aides at both the 9-11 Ceremony and the Emergency Preparedness Fair. Staff has been continuing to work with ADP to increase the efficiency of HR technology; self-service capabilities will be subsequently introduced to all employees.

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

FC Campo told the Board that Finance has been focused on preparing for an independent, outside audit of the District's financials. Controller Koran provided the monthly Financial Report for August 2016. With regard to the FY2016/17 Combined General Fund Reserves, the actual cash balance is \$33.6 million. Actual reserves are higher than budget due to the

additional revenues at the end of June; \$1.1 million in supplemental property tax, \$125,000 in additional ambulance revenue and \$138,000 additional investment earnings as a result of the Board's investment direction. Consequently, District reserves are above Board policy. With respect to Cash Balances – All Funds, after adjusting for the balance of bond proceeds, we are better off by \$500,000 this year than this time last year. Salaries and Benefits are in line with budget expectations; the difference between 2016/17 and 2015/16 is the full-years costs associated with health insurance increases and the Board approved salary increases in November 2015 and January 2016. Overall, the District is right on target with General Fund Expenditures; the difference between 2016/17 and 2015/16 is related to the aforesaid salary increases, which increased the CCCERA contribution, the addition of eight new recruits, the cost of two academies and the Board's elimination of the 8% retiree health cost share. Ambulance Revenues are lagging behind last year's revenues; however, these revenues can be inconsistent from month-to-month due to insurance company payment delays; FY 2015/16 performed better than budget by \$125,000 (up 4%) and 2014/15 by \$219,000 (up 7%). Currently, General Fund Reserves are in line with the budget and the prior year. The District will receive its first property tax payment in December, the 2nd payment in April and the final clean-up payment in June. The 2015/16 revenues exceeded expectations due to the strong residential real estate market.

10.7 Fire Chief – Fire Chief, Paige Meyer

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

Chief Meyer spoke about Assemblywoman Baker's recent public safety meeting, held in District. Several Police and Fire Chiefs were in attendance and discussion included Worker's Compensation and Pension costs and topics in the media. Chief Meyer recently spoke at a luncheon held by the Danville Rotary. He is hoping to provide the Board with an update about the "New Farm" property next month. He said that the 9-11 Ceremony yielded a good turnout and thanked Chief Krause for his coordination efforts with Mayor Karen Stepper. He said that Prevention Staff and the Reserves did a wonderful job. Director Kerr appreciated the District's exhibits, both inside and outside the Central Park facility. Director Stamey said that he too attended the Preparedness Fair and was very proud of District employees and their exhibits. He also really appreciated the proactive efforts of the firefighter/paramedics, as they engaged the citizens and especially the children. Chief Meyer shared a piece of artwork, created by 9-11 Survivor Sean Hickey; which included remnants from the World Trade Center. Director Parker spoke briefly about Mr. Hickey and his experience that fateful day.

11. GOOD OF THE ORDER

Director Stamey spoke briefly about some new software that was recently brought to his attention and asked DEC Pangelinan to share more information about the software at next month's Board meeting.

12. CLOSED SESSION

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

13. Return to Open Session

Regular session ended:	3:39 p.m.
Closed session began:	4:00 p.m.
Closed session ended:	4:30 p.m.
Adjourned:	4:30 p.m.


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

Board members Parker, Campbell, Stamey, Kerr and Stark were present at the Closed Session meeting, along with Chief Meyer, Ken Campo and partial attendance by Human Resources Director Korthamar Wong. Neither District Counsel Ross or Attorney Morin Jacob were present. No other individuals were present. It was reported by HR Director Korthamar Wong that the Board took action related to settling a Worker's Compensation Claim.

15. Adjournment

The meeting was adjourned by Board President Parker at 4:30 p.m.

Prepared by: 
Donna Maxwell, District Clerk

Approved by: 
Don Parker, Board President