

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Minutes – December 15, 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, Technology Systems Manager Call, EMS Battalion Chief Duggan, District Counsel Ross and District Clerk Maxwell. Attorney Morin Jacobs handled the Closed Session portion of this meeting.

**1. CALL TO ORDER**

*Board President Parker called the meeting to order at 2:01 p.m.*

**2. PLEDGE OF ALLEGIANCE**

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

*There was a quorum and Director Parker announced that the Closed Session portion of this meeting will follow the Special Announcements/Presentations/General Business portion of this meeting; returning in approximately one-hour.*

**4. PUBLIC COMMENTS**

*None.*

**5. CONSENT CALENDAR**

*Motion by Director Stamey to approve Consent Items No. 5.1 through 5.7, seconded by Director Kerr. Motion carried with (5) ayes and (0) noes.*

**6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS**

6.1 Official swearing in of Directors Kerr, Stamey and Stark.

*Directors Kerr, Stamey and Stark were sworn in by District Clerk Maxwell.*

6.2 Recognition of 2016 Firefighter of the Year, Brian Olson and 2016 Employee of the Year, Debbie Faria.

*Chief Meyer introduced Employee of the Year, Debbie Faria and her family. Senior Office Assistant Faria has been with the District for 9-years. With regard to her role in Logistics, she manages to take crisis*

*situations and find great solutions. She not only contributes to Logistics, she is always willing to go above and beyond with other projects as needed. SOA Faria is the go-to-person for our Suppression personnel. This is her 2<sup>nd</sup> Employee of the Year award, as she was also recognized in 2011. Deputy Chief Krause also spoke about SOA Faria's dedication and commitment to the Logistics Division.*

*Chief Meyer introduced Firefighter of the Year, Brian Olson, his Fiancée and her grandparents. Firefighter/ Paramedic Olson began his career with the District in 2007, serving as a Communications Center Volunteer and Volunteer Firefighter. By 2009, he was hired as a District Aide. In 2010, he was hired by San Rafael Fire as a full-time Firefighter; but continued with the District as a volunteer. The following year, the District hired him as a full-time Firefighter/Paramedic. He remains committed to the volunteer reserve program, assisting reserves with their Class B Firefighter endorsements. In 2012, he responded to an incident where a mother of a newborn baby went into cardiac arrest. FF/PM Olson was part of the team that performed CPR on the new mother, with her baby just a few feet away. The mother was revived by the team. FF/PM Olson is known for being committed to his family, coworkers and his patients (treating them like family). He is also known for going above and beyond. Chief Meyer read a quote offered by one of FF/PM Olson's peers, "If you think my praise of Brian is exaggerated in any way, you are wrong. Brian is the best example of what our Organization represents; loyalty, dedication and hard work!"*

***At 2:24 p.m., President Parker adjourned the Open meeting and Board members went into Closed Session, with Attorney Morin Jacob, at 3:10 p.m. Closed Session adjourned at 3:24 p.m. and Director Parker opened the Regular meeting.***

## **7. OLD BUSINESS**

### **7.1 Update on Fire Station No. 32.**

*Chief Meyer provided the update on Fire Station 32. Recent change orders will be brought to the Board at next month's meeting, to keep members up to speed with finances. The project remains under budget and on time with a move-in date set for March 2016.*

### **7.2 Consider approving the contract for minor repair and overall painting to Station 39, with A-Plus Painting, for an amount not to exceed \$16,350. The funds are available for this purchase in the Capital Improvement Plan and have been budgeted for FY 2016/17.**

*Board report prepared by Deputy Chief Krause. Motion by Director Stamey to approve the contract for minor repair and overall painting to Station 39, with A-Plus Painting, for an amount not to exceed \$16,350; funds are available for this purchase in the Capital Improvement Plan and have been budgeted for FY 2016/17. Motion seconded by Director Stark. Motion carried with (5) ayes and (0) noes.*

### **7.3 Authorize staff to purchase six (6) Zoll AutoPulse Cardiac Support Units, in an amount not to exceed \$75,000.00. This is a budgeted expense for FY 2016/17.**

*Board report prepared by Battalion Chief John Duggan. Motion by Director Stark to authorize the purchase of six (6) Zoll AutoPulse Cardiac Support Units, in an amount not to exceed \$75,000.00. This is a budgeted expense for FY 2016/17. Motion seconded by Director Stamey. Motion carried with (5) ayes and (0) noes.*

- 7.4 Discussion and approval of the Letter of Understanding between the SRVFPD and IAFF Local 3546, with regard to 5% salary adjustment, for all Dispatch employees, as approved on January 27, 2016; effective December 1, 2016. This is a budgeted expense for FY 2016-17.

*Chief Meyer and Director of Emergency Communications Pangelinan provided this update. Per a Letter of Understanding, approved by the Board on January 27, 2016, Dispatch employees are slated to receive a 5% salary adjustment, effective December 1, 2016, should the Communications Center meet all performance standards. Since going live June 1, 2016 all 911 calls, including wireless carriers have been cutover for the City of San Ramon. There has been an increase in 911 calls, from 500 to 1300 per month. All Emergency Medical Dispatching (EMD) accreditation requirements continue to be maintained at an exception level. Incoming 911 calls are being answered within 10 seconds, 95% of the time and within 15 seconds, 99% of the time; which exceeds the national average of 15 seconds. Call processing times are within the appropriate and expected range. The Communications Center went live a month earlier than anticipated, which is why staff is asking the Board to approve the 5% increase at this Board meeting, instead of the January 2017 Board meeting. Chief Meyer and Director Stamey congratulated DEC Pangelinan for a good job. Director Stamey reported that he is very appreciative of the positive responses he has heard from members of the San Ramon Police Department. A motion was made by Director Campbell to approve a 5% wage adjustment to Dispatch employees, effective December 1, 2016 and seconded by Director Stark. Motion carried with (5) ayes and (0) noes.*

- 7.5 Consideration of an amended Letter of Understanding (LOU) between the SRVFPD and IAFF Local 3546, with regard to the reorganization of the Fire Prevention Division and authorize the Fire Chief to sign the LOU.

*Human Resources Director Natalie Korthamar Wong provided this update. The amended Letter of Understanding (LOU) confirms the understandings that have been reached between the District and the International Association of Firefighters, Local 3546. The key changes from the February 23, 2016 LOU include: Amends the name of the Fire Prevention Division to the Fire and Life Safety Division; effective upon Board approval. Renames the following new classifications [Fire and Life Safety Manager and Fire and Life Safety Inspector] which were approved with the prior February 23, 2016 LOU (with salaries pending further negotiation). Establishes that the two existing Fire Inspector positions, currently classified as "safety" for pension purposes, will remain available as promotional opportunities for current employees. Adjusts the base salary of the Code Compliance Officers and Fire Prevention Specialists by 2.5%, effective the first day of the month following approval of this LOU by the Board of Directors. States the salary ranges for newly hired Fire and Life Safety Inspector and Permit Technician classifications. The proposed salary is within the market for comparable positions in the surrounding area and is commensurate with the duties and responsibilities associated with the Fire and Life Safety Inspector and Permit Technician. Provides that the Fire and Life Safety Manager may, in the District's sole discretion, perform all duties and responsibilities of the Fire and Life Safety Inspector, Permit Technician and all former classifications, as needed. Provides that in order to ensure that the services provided by the Fire and Life Safety Division are responsive to the needs of customers, the District, in its sole discretion, may employ temporary employees or use the services of a qualified contractor. Motion by Director Stamey to approve the Letter of Understanding between the San Ramon Valley Fire Protection District and IAFF Local 3546, dated December 15, 2016 and to authorize the Fire Chief to sign the LOU. Motion seconded by Director Campbell. Motion carried with (5) ayes and (0) noes.*

**8. NEW BUSINESS**

8.1 Nixle presentation, Roy Wendel Acting Fire Prevention Manager.

*Nixle allows government agencies to send notifications to local residents, via phone, email and/or the Internet. Information is delivered almost instantly. The annual fee for this service is \$19,000. The District, City of San Ramon, Town of Danville and the San Ramon Valley Citizen Corps Council would share this resource and contribute to the expense. The benefits of the Nixle service would include: Each entity would have its own System Administrator. Allows for local control over policies and procedures. Delivers mass notifications to multiple jurisdictions, with an option to customize internal communication lists. Nixle could also assist with special events and social media communications. Staff will continue to look into Nixle, with regard to how the system would be used with the San Ramon Police Department and the Emergency Communications Center.*

**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

*[On December 2, 2016 a fire broke out in a warehouse, known as the Ghost Ship. The Ghost Ship had been converted into residential and entertainment use, without permits. A total of 36 people were killed in the fire; the deadliest in the history of Oakland, California]. Along with representatives from other public safety agencies, Battalion Chief McNamara assisted the Oakland Fire Department, serving as an Incident Safety Officer, for two days. The cause of the Ghost Ship fire is under investigation. On December 4, 2016 District crews responded to the report of a fire at a two-story condominium. Firefighters forced entry into the building and discovered the fire on the second floor. Preliminary investigations show that the fire was caused by a marijuana grow operation. There were no injuries; but children were sleeping next-door. Firefighter Paramedic recruits, finishing up the Academy (2016-2) are scheduled to be introduced at the next Board meeting.*

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

*The District responded to approximately 623 emergency medical incidents, since the November 16<sup>th</sup> Board of Directors meeting. Nine of these incidents were in response to cardiac arrest patients. Four of these patients were found to have expired, prior to the arrival of District responders and one patient was transported to the San Ramon Regional Medical Center, where the patient later passed in the emergency room. Three patients were treated in the field and transported to an Intensive Care Unit, with a return of spontaneous circulation. This month's period showed an overall survival rate of 44%; which is well above the national standard.*

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

*Staff initiated comprehensive Facility Maintenance and Repair Inspections utilizing Emergency Construction Services. All stations to be inspected to develop a comprehensive assessment of the health of the facilities, ensure sustainability and preempt the service calls and repairs that interrupt operations. Staff also conducted preventative maintenance and repairs on the District fleet to effectively manage costs and maintain safely.*

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

*Annual Fire and Life Safety Inspections continue in accordance to the priorities established in the June 2016, Fire Prevention report to the Board. State Mandated Annual Inspections have been completed. Staff is working toward completing inspections of Residential Care Facilities. Businesses with Fire Code Operational Permits and other occupancies; generally, business and mercantile, will follow. In November, the California Highway Patrol's Start Smart program was held at California High School. The Street Smarts "Story Book" contestant winners will attend an award ceremony on January 25, 2017.*

*At this time, Director Kerr asked if the Board meeting, previously scheduled for 2:00 p.m. on January 25, 2017, could be moved up to 1:00 p.m., to allow Board members to attend the Street Smarts Awards Ceremony. The Directors concurred and the January 25, 2017 Regular Board meeting was moved up to 1:00 p.m.*

*The Steering Committee for the update of the Contra Costa Local Hazard Mitigation Plan convened on November 10<sup>th</sup> to begin establishing the objectives of the work group. Thirty-six partner agencies are participating, with the second meeting scheduled for today, December 15, 2016.*

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

*Interviews to fill the Public Safety Dispatcher vacancy have been completed. Staff conducted a 911 presentation and tour for the San Ramon Citizen Academy. Technology staff installed security updates on all SRV911 CAD and interface servers. Abila find accounting software version 2017.1 was upgraded, as was the backup software on the SRV911 CAD and interface servers. Communications Reserves trained with District Aides on Breathing Support Operation. Dispatchers, along with San Ramon Police, attended Command and Control Training. On December 10, 2016, DEC Pangelinan volunteered with the Cops Care Cancer Foundation, where approximately 150 children, stricken with Cancer, (and their families), were treated to a fun filled version of the North Pole. Santa arrives by helicopter to greet the kids with gifts that have been tailored to their requests. [For more information about the Cops Care Cancer Foundation, visit: <http://copscarecancerfoundation.com>].*

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

*HR Director Korthamar Wong shared a benefits update video which covered dental and EAP benefits for the new year. Dental and EAP providers to SRVFPD employees have been changed to provide greater benefits to employees at a lower cost. The District's Dental plan provider is now Sun Life: employees can keep their current dentist; the annual maximum benefit increased from \$2,000 to \$3,000; dental implants are included in the plan; dependent eligibility went up to age 26; and the rate is guaranteed for 2-years. With regard to District EAP benefits, the new provider is Concern EAP: a local EAP provider and the District will be saving \$82.80 per year, an annual reduction of 0.27%. The District will keep VSP for vision services at a 3% rate increase and The Hartford for Life and AD&D, with a 0% increase in rate. Total benefit savings for the 1<sup>st</sup> year will be \$74,265.48. HR Director Korthamar Wong introduced Alan Wang, President of UBF Consulting, to the Board. Mr. Wang assisted the District by comparing current benefit plans to other vendors, in the local market place.*

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

*FC Campo reported that staff assisted the NBS Government Finance Group with the update of the District's Cost Allocation Plan and submittal of Ground Emergency Medical Transport costs reports for additional Medicare reimbursement of \$65,423. CCERA has released the 2017/18 retirement rates and said they are holding steady. Finance and HR staff viewed an electronic document management system presentation and are working closely together to promote greater transparency, efficiency and security of District documents.*

*Controller Koran provided the overview of the monthly Financial Report; dated November 30, 2016. General Fund reserves for the 2016/17 Fiscal Year are at \$30,908,368, which is higher than budgeted and above Board policy. Cash Balances of all funds combined illustrate that in Fiscal Year 2016/17, the District is better off by \$700,000 in comparison to this time last year. Salaries and Benefits are at \$24,068,799, which is in line with budget expectations. General Fund Expenditures for 2016/17 are right on target, in comparison to FY2015/16, and currently at \$26,309,770. Current Ambulance revenue fees are better than this time last year. November 2016 saw \$306,000 in revenues, which was \$32,000 ahead of monthly expectations. Transports are also up, in comparison to last year. General Fund revenues are currently at \$3,903,170 and in line with the budget and prior year. The District will receive the first property tax payment on December 16, 2016 and are expecting to come in approximately \$1 million above budget expectations for the FY2016/17.*

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

*Chief Meyer and Director Stark recently attended a retiree luncheon, where retirees told the Chief that they appreciate the direction the District heading. Chief Meyer also spoke about attending the*

*2016 San Ramon Chamber Business and Community Awards, "A Night of Stars," the Town of Danville's 35<sup>th</sup> Annual Mayor's Installation and Community Service Awards dinner, the San Ramon City Council Meeting and Swearing-In Ceremony and the Rotary Club of Alamo luncheon, where he received an award for Community Service. Chief Meyer shared with the Board that DEC Pangelinan was recently nominated and approved to be on the Emergency Medical Care Committee, representing the District.*

**11. GOOD OF THE ORDER**

11.1 Discuss January or February 2017 dates for annual Board Retreat.

*Director Stark spoke about his recent attendance at a workshop, offered by CSDA, with regard to new board members. The Board members selected the date of February 22, 2017, 10:30 a.m., for their annual Board Retreat.*

**12. CLOSED SESSION**

12.1 Possible exposure to litigation (2 matters) pursuant to Government Code Section 54966.9(b)(2). Facts and circumstances that might result in litigation need not be disclosed.

*Per Attorney Morin Jacob, no reported action was taken under Gov't Code § 54957.1(a)(4).*

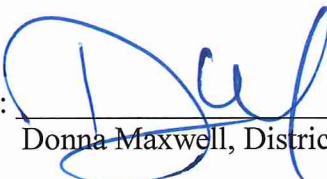
**13. Return to Open Session**


Regular session ended:	2:24 p.m.
Closed session began:	3:10 p.m.
Closed session ended:	3:24 p.m.
Regular session open:	3:24 p.m.
Adjourned:	4:36 p.m.

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

**15. Adjournment**

*The meeting was adjourned by Board President Parker at 4:36 p.m.*

Prepared by:   
Donna Maxwell, District Clerk

Approved by:   
Don Parker, Board President