

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Board of Directors 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

February 23, 2016 – 10:00 a.m.

*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

AGENDA

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 January 2016, in the amount of \$3,714,334.19
- 5.2 Approve the demand register for the period of January 15, 2016 through February 12, 2016, in the amount of \$2,152,923.80.
- 5.3 Approve the Board minutes from the January 27, 2016 Regular Board meeting.
- 5.4 Approve the Contract for Services with Ken Campo for continued administrative support to the Finance and Human Resources Divisions.

- 5.5 Authorize staff to make a progress payment in the amount of \$114,826.00 to TriTech Software Systems. Funds are allocated in the Annual Budget Fiscal Year 2015/2016.
- 5.6 Authorize staff to award District Temporary Employee Kimberly Pong a merit increase and modify her hourly wage to \$31.67 per hour, effective March 1, 2016.
- 5.7 Authorize staff to hire Purvi Solanki as a part-time District Temporary Employee, in the position of Office Assistant 1, at an hourly wage of \$27.32 per hour, effective March 1, 2016.
- 5.8 Personnel Actions:
 - 1. Approve staff's recommendation to promote Fire Dispatcher Whitney Bain, Step 5, to Fire Dispatch Supervisor, Step 5; effective February 1, 2016.
 - 2. Approve staff's recommendation to promote Fire Dispatcher Trisha Klink, Step 5, to Fire Dispatch Supervisor, Step 5; effective February 1, 2016.
 - 3. Approve staff's recommendation to promote Fire Dispatcher Jennifer Peters, Step 5, to Fire Dispatch Supervisor, Step 5; effective February 1, 2016.
 - 4. Approve staff's recommendation to award a merit salary increase to Firefighter/Paramedic Mark Mirchandani, to Step 5; effective March 19, 2016.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Mid-Year Budget Presentation, Financial Consultant Ken Campo and Controller Martin Koran.

7. OLD BUSINESS

- 7.1 Update on Fire Station No. 32.
- 7.2 Monthly update on Communications Center Consolidation Project.
- 7.3 Request authorization to utilize funds to expand the Communications Center 9-1-1 phone system and dispatch workstation capacity to accommodate the increase in call volume and personnel.
- 7.4 Conduct the second reading of Ordinance No. 33; an ordinance of the San Ramon Valley Fire Protection District setting forth the adherence to the standards for recruitment and training established by the Commission of Peace Officer Standards and Training (POST) and adopt by majority vote.
- 7.5 Request authorization to discontinue the software maintenance contract with Intergraph Corporation, as the District will soon be transitioning to TriTech CAD products.
- 7.6 Request authorization to replace up to 26 standard 2.5 inch fire hydrants to a model 64 steamer hydrant with a 4.5 inch outlet connection. Not to exceed the amount of \$40,000 budgeted for FY 2015/2016.

- 7.7 Request approval of (1) the changes to the Memorandum of Understanding between SRVFPD and the International Association of Firefighters Local 3546 for the term of August 1, 2009 through June 30, 2020, as amended and authorize the Fire Chief to execute the Letter of Understanding documenting the MOU changes; and (2) authorize the Fire Chief to proceed with the recruitment of the Community Risk Reduction Manager position, with a salary not to exceed \$12,330.00 per month.

8. NEW BUSINESS

- 8.1 The Administration Canon copier has exceeded the useful life of the equipment. (1) Consider authorizing staff to surplus the Canon copier by returning the copier back to the leasing company, at no cost to the District. (2) Consider authorizing staff to enter into a 60 month contract with Shamrock Office Solutions for the lease and maintenance service of a Ricoh MP C8002 (Printer/Copier/Scanner/Fax) machine.
- 8.2 Consider authorizing the Award of Contract to Emergency Construction Services for the upgrade of the interior work area of the San Ramon Valley Public Safety Communications Center, for an amount not to exceed \$70,000. There is no fiscal impact to the budget. Costs for this upgrade are included in the Capital Improvement budget, with a cost share agreement with San Ramon Police Department.
- 8.3 Consider authorizing the Award of Contract to All Pro Property Maintenance to remove and replace Station 38's rain gutters and downspouts, in an amount not to exceed \$17,750.00. There is no fiscal impact to the budget. The funds for the removal and replacement of rain gutters and downspouts are included in the Capital Improvement Plan budget.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

10. MONTHLY ACTIVITY REPORTS FOR DECEMBER 2015

- 10.1 Operations Division-Deputy Chief Phares
Operations Report of monthly activities
- 10.2 EMS/Logistics – Deputy Chief Krause
EMS/Logistics Report of monthly activities.
- 10.3 Fire Prevention – Division Chief, Fire Marshal Kiefer
Fire Prevention Report of monthly activities.
- 10.4 Administrative Services – Financial Consultant Ken Campo
a). Monthly Finance Activities/Reports
b). Monthly Human Resources Activities/Reports
- 10.5 Fire Chief – Fire Chief Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

11. GOOD OF THE ORDER

- 11.1 Independent Special District Selection Committee (ISDSC) will meet on Monday, April 18, 2016 in conjunction with the quarterly meeting of the Contra Costa Special Districts Association (CCSDA). The ISDSC meeting/election will begin at 10:00 a.m. at the Central Contra Costa Sanitary District Multipurpose Room, located at 5019 Imhoff Place in Martinez. The regular quarterly meeting of the CCSDA will begin immediately following the ISDSC meeting/election. The purpose of this meeting is to select one regular special district member to LAFCO. The vacancy is for the regular member seat currently held by Michael McGill (Central Contra Costa Sanitary District), who seeks re-appointment. The deadline for submitting nominations for the LAFCO seat is March 6th.

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(d)(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 TO THE NEXT BOARD MEETING SCHEDULED FOR WEDNESDAY, MARCH 23, 2016 7:00 P.M. IN THE BOARDROOM.

Prepared by:



Donna Maxwell, District Clerk

Agenda posted on February 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.