

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

****AMENDED AGENDA**

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**

January 27, 2016 – 7:00 p.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

***Telephonic participation by Director Parker – teleconference location: 114 Avenida Las Palmas Rancho Mirage, CA 92270 (925)389-6600. **Telephonic participation also by Director Dakin from Rua Sao Joaquim, SC, #554, Garopaba, Brazil 88495 calling in from 925-395-4939; both addresses publically accessible and noticed locations.**

**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 December 2015, in the amount of \$3,676,444.06.
- 5.2 Approve the demand register for the period of December 5, 2015 through January 14, 2016, in the amount of \$1,760,912.11.
- 5.3 Approve the Board minutes from the December 16, 2015, Regular Board meeting.

- 5.4 Approve payment in the amount of \$25,683.18 to Diamond Bill Review, Inc. for Workers' Compensation claims. This is a budgeted expense for Fiscal Year 2015-16.
- 5.5 Receive and review the investment report for the quarter, ended December 31, 2015, and receive and review the California Employers' Retiree Benefit Trust Statement for the quarter ended December 31, 2015.
- 5.6 Authorize staff to purchase the required SQL Server licensing from Dell in an amount not to exceed \$59,274.94. Funds are allocated in the Annual Budget Fiscal Year 2015-2016.
- 5.7 Authorize staff to make a final payment to Motorola in an amount not to exceed \$26,331.36. Funds were allocated by the Board in October, 2015.
- 5.8 Personnel Actions: None

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

7. OLD BUSINESS

- 7.1 Update on Fire Station No. 32.
- 7.2 Adopt Resolution No. 2016-01, approving modifications to fees and charges for various services contained within Resolution No. 2015-04. There are no increases in fees proposed in Resolution No. 2016-01.
- 7.3 Monthly update on Communications Center Consolidation Project.

8. NEW BUSINESS

- 8.1 Presentation of 2015 District Comprehensive Annual Financial Report (CAFR) by independent auditors Vavrinek, Trine, Day & Company.
- 8.2 Open Public Hearing to introduce and conduct the first reading of Proposed 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).
- 8.3 Authorize the Fire Chief to sign a Letter of Understanding between the San Ramon Valley Fire Protection District and IAFF Local 3546, with regard to the San Ramon Valley Fire Protection District Communications Center; and request approval of a revised salary range and job description for the position of Director of Emergency Communications.
- 8.4 Review and consider Letter of Intent to Participate with the Contra Costa County 2016 Hazard Mitigation Planning Partnership.

8.5 Authorize the Fire Chief to proceed with establishment and recruitment of a Human Resources Director position and retain the services of an outside professional to conduct the recruitment and assist with the selection of the Human Resources Director.

8.6 Select a date for the Annual Board Budget Workshop. Suggested dates:

Thursday June 2, 2016 Tuesday, June 7, 2016

Wednesday June 8, 2016 Thursday June 9, 2016

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 Rescheduling of February Board meeting to Wednesday, February 17, 2016 at 7:00 p.m.

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 (one matter) 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, FEBRUARY 17, 2016 7:00 P.M. IN THE BOARDROOM.

Prepared by:



Donna Maxwell, District Clerk

Agenda posted on January 22, 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.