

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Minutes – January 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 Kerr, Campbell and Stamey

**\*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.**

**Staff Present:** Fire Chief Meyer, Financial Consultant Campo, Fire Marshal Kiefer, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Technology Systems Manager Steve Call, Communications Center Manger Denise Pangelinan, District Counsel Ross and District Clerk Maxwell.

**1. CALL TO ORDER**

*Interim President, Director Kerr called the meeting to order at 7:00 p.m.*

**2. PLEDGE OF ALLEGIANCE**

*Chief Meyer led the Pledge of Allegiance.*

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

*Director Dakin was unavailable for telephonic participation. Interim President Kerr led the meeting. Quorum maintained with Directors Kerr, Stamey and Campbell present and Director Parker participating via teleconference. Agenda Item No. 8.1 was moved up to Special Announcements/Presentations/General Business.*

**4. PUBLIC COMMENTS**

*Don Reed shared his concern about 9-1-1 cellphone calls, within the San Ramon Valley, continuing to route to CHP Dispatch in Vallejo.*

**5. CONSENT CALENDAR**

*Motion by Director Stamey to approve Consent Items No. 5.1 through 5.8, seconded by Director Campbell. Motion carries with (4) ayes and (1) absence.*

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

*\*\*\* 6.1 Agenda Item No. 8.1: Presentation of 2015 District Comprehensive Annual Financial Report (CAFR) by independent auditors Vavrinek, Trine, Day & Company. Financial Consultant Ken Campo introduced Auditor A.J. Major, representing Vavrinek, Trine, Day & Company. Mr. Major discussed the Comprehensive Annual Financial Report for Fiscal Year (CAFR); ended June 30, 2015.*

*At conclusion, staff's recommendation was for the Board to receive the CAFR, Required Communications, and report on the Agreed Upon Procedures Applied to the Appropriations Limit Schedule for fiscal year ended June 15, 2015, with no further Board action required; reports received by the Board.*

**7. OLD BUSINESS**

7.1 Update on Fire Station No. 32.

*Fire Marshal Kiefer reported that the contract with Pacific Mountain Contractors of California Inc., was executed on January 8, 2016. Construction preparation activities for Fire Station 32 will commence on January 28, 2016. A notice was mailed to residents, living within 500 feet of the property, which provided project contact information and a copy of the Conditions of Approval. FM Kiefer spoke briefly about a visit to the Livermore/Pleasanton Fire Station, with Director Stamey. Director Stamey shared that post visit, he felt very comfortable with the decision to award the contract to PMC; also utilized by the Livermore/Pleasanton Fire Department.*

7.2 Adopt Resolution No. 2016-01, approving modifications to fees and charges for various service contained within Resolution No. 2015-04. There are no increases in fees proposed in Resolution No. 2016-01.

*Fire Marshal Kiefer recommended that the fee for Annual Operating Permits be modified to \$50 for each permit, inclusive of the IT surcharge, with current AOP fees less than \$50, unchanged. In the interest of the taxpayers, the original fee of \$180 was reduced to \$50, at this meeting, with the understanding that the Board will revisit these fees at their Board Retreat taking place on March 10, 2016. Motion by Director Stamey to accept staff's recommendation, seconded by Director Parker. A roll call vote was taken, with Directors Campbell, Stamey and Parker in favor of this action, Director Kerr not in favor and Director Dakin was absent. Motion carried with (3) ayes, (1) no and (1) absence.*

7.3 Monthly update on Communications Center Consolidation Project.

*Communications Center Manager Pangelinan provided the project status update for the month of December. The Department of Justice has authorized access to all databases. Workshops were held for the GIS configuration and CAD and RMS buildouts and configuration. The Public Safety Dispatch flyer has been posted. Internal interviews for Dispatch Supervisor yielded 3 promotions. The Communications Center remodel Request for Proposal has been completed and distributed for bidding. The Mobile Communications Unit will be heading to San Jose to provide backup during Super Bowl 50; staffed by our Communications Center Reserves.*

**8. NEW BUSINESS**

8.1 \*\*\*Moved to Agenda Item No. 6.1

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).

*Presented by Chief Meyer. The proposed ordinance would allow the San Ramon Valley 911 Communications Center to apply to POST, requesting participation in the POST Program for Public*

*Safety Dispatchers. The Public Hearing was open, with no comments made by the public. Motion to approve Ordinance No. 33 was made by Director Stamey and seconded by Director Campbell. Roll call vote was taken with Directors Stamey, Campbell, Parker and Campbell all voting in favor. Motion carried with (4) ayes and (1) absence.*

- 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.

*Chief Meyer relayed that the job descriptions for Dispatcher and Dispatch Supervisor needed amending to include the required POST Certifications and title changes to reflect industry standards for combined Police and Fire Dispatch Centers. Work schedules needed modification to align with the San Ramon Police Department's Patrol Division work schedule which includes Dispatcher rest period and periodic review to ensure effectiveness. Increases in the base salaries for Dispatch and Dispatch Supervisor, in recognition for the additional call volume, and increases the pay differential between the Supervisor and Dispatcher positions, reflecting the additional supervisory level responsibilities; with monetary changes effective April 1, 2016. An additional salary increase for both positions will be considered January 1, 2017; up to 5%, provided performance standards are met. In the event the District and the City of San Ramon determine that their interest is better served by creating a Joint Powers Authority (JPA), the Union will not object. The parties recognize their obligation to meet and confer over the impact of creating a JPA. Future promotions of Dispatch Supervisor may include external as well as internal applicants. Effective July 1, 2016, the name of the Communications Center will be changed to the "San Ramon Valley 911 Communications Center."*

*Effective April 1, 2016, staff also recommended that the position of Communications Center Manager be reclassified to the position of "Director of Emergency Communications," designate the position as unrepresented and allocate the position to a salary range comparable to surrounding areas, incorporating the added duties and responsibilities associated with managing the District's Emergency Communications Center. The Letter of Understanding (LOU) between the SRVFPD and IAFF Local 3546, depicting the details of these changes was provided to the Board for review.*

*Motion my by Director Stamey to approve the Letter of Understanding and authorize the Fire Chief to sign the LOU; approve the position of Director of Emergency Communications with the above-recommended salary range and designate the position as non-represented, seconded by Director Campbell. Motion carries with Directors Kerr, Parker, Stamey and Campbell in favor; (4) ayes and (1) absence.*

- 8.4 Review and consider Letter of Intent to Participate with the Contra Costa County 2016 Hazard Mitigation Planning Partnership.

*Fire Marshal Kiefer told the Board that the County Office of Emergency Services has begun efforts to develop the Contra Costa County 2016 Hazard Mitigation Plan, with one of the goals including a multi-jurisdictional approach to hazard mitigation planning to achieve compliance with the Federal Disaster Mitigation Act for all participating members. Motion made by Director Stamey to approve*

*the Letter of Intent to Participate with the Contra Costa County Hazard Mitigation Planning Partnership, seconded by Director Campbell. Motion carried with (4) ayes and (1) absence.*

- 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.

*Presented by Chief Meyer. The recommendation was to establish the position of Human Resources Director in order to provide strategic, long-range human resource leadership and planning for the organization. A competitive salary range for the position would be \$165,000 to \$175,000 depending on qualifications. This recommendation also includes the retention of a recruiter that specializes in the recruitment and selection of a human resource professional, with emphasis on the fire service sector; cost not to exceed \$15,000.*

*Motion by Director Stamey to authorize the Fire Chief to proceed with establishment and recruitment of a Human Resources Director position with a benefit structure commensurate with other District management positions and with a salary range to be determined based on current market data, but not to exceed \$175,000; and to retain the services of an outside professional to conduct recruitment and assist with the selection of the Human Resources Director at a cost not to exceed \$15,000. Motion seconded by Director Campbell. Motion carried with (4) ayes and (1) absence.*

- 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

*The Board of Directors selected the date of May 25<sup>th</sup> for their Annual Budget Workshop. May 25<sup>th</sup> is the same date of the May Board of Directors meeting. Both meetings to take place that date, starting at 10:00 a.m.*

## **9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW**

### **10. MONTHLY ACTIVITY REPORTS**

- 10.1 Operations Division-Deputy Chief Phares  
Operations Report of monthly activities.

*Deputy Chief Phares provided an update about the current Firefighter Academy, which began on January 4, 2016, with 5 recruits.*

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

*Deputy Chief Krause provided positive updates about two cardiac patients transported to local hospitals on November 27<sup>th</sup> and December 2<sup>nd</sup>, respectively.*

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

*Fire Marshal Kiefer told the Board that planning efforts are underway for the 2016 Emergency Preparedness Fair, scheduled for Saturday, September 10<sup>th</sup> at the San Ramon Central Park and Community Center. On January 8<sup>th</sup>, the District received its first formal electronic plan review submittal. This effort was initiated and completed primarily by Deputy Fire Marshal David Stevens, Acting Plans Examiner Rian Evitt and Office Assistant Kimmy Pong. Customer support and feedback has been very positive and encouraging. It is intended that this process will greatly improve plan review efficiency and provide cost saving for both the District and customers by improving tools to complete plan review and revising procedures to identify and communicate corrections and approvals. It will significantly reduce costs for printing and archiving plan submittals.*

*The City of San Ramon is anticipating moving into the new city hall building in March/ April 2016. The demolition permit for the City Center project has been issued and is anticipated to begin next month. Code Compliance Office Roy Wendel has been assigned to be the primary contact for tenant improvements to 2600 Bishop Ranch, in an effort to provide a high level of customer service on project coordination.*

10.4 Administrative Services – Financial Consultant Ken Campo  
a). Monthly Finance Activities/Reports  
b). Monthly Human Resources Activities/Reports

*Financial Consultant Ken Campo briefly addressed the CAFR and told the Board that Finance had submitted the report to the Government Finance Officers Association for consideration of the Certificate of Achievement for Excellence in Financial Reporting; this would be the 15<sup>th</sup> consecutive year of receiving the award. The District will receive \$1.5 million more in property tax revenue than budgeted due to increases in assessed values on properties within the District.*

*Controller Koran provided an Account Summary Annual Update from CalPERS, which reflected \$10,494,979.00 in total assets and an average annualized internal rate of return (6/29/09-12/31/15) of 8.57%. Fiscal Year 2015/16 Combined General Fund Reserves showed better than budgeted and above Board policy at \$53,839,929.00. With regard to Cash Fund Balances - All Funds, the District is at \$51,564,118.00, in comparison to \$43,601,259 last year at this time. This includes \$5 million of new bond proceeds from Station 32. After adjusting for bond proceeds, the District is \$2.9 million better off than this time last year. Salaries and Benefits are right on target at \$26,666,756.00. The Ambulance Revenue was slightly better than budgeted at \$1,573,298.00. General Fund Expenditures are slightly better than budgeted at \$29,067,515.00 (2.7%) because of vacancies and savings throughout the District, on services and supplies. General Fund Revenues are slightly ahead of budget at \$36,131,061.00; mostly due to the increased property tax revenue.*

10.5 Fire Chief – Fire Chief Meyer

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

*Chief Meyer spoke about the 2016 Annual Board Reorganization Luncheon which took place on January 5<sup>th</sup> at the Round Hill Country Club, noting that our local representative, Supervisor Candace*

*Andersen is now Chair of the Board of Supervisors. Structure Fires and changes in our Standards of Cover (SOC) have been the topic of discussion in the latest rounds of Officer Meetings. Chief Meyer was invited to be on the San Ramon Chamber of Commerce Executive Board and recently attended his first meeting. He is also open to involvement with the Danville Chamber of Commerce, if requested.*

**11. GOOD OF THE ORDER**

11.1 The February Board meeting was rescheduled to February 23, 2016 at 10:00 a.m. to accommodate scheduling conflicts. Director Stamey spoke about the Redevelopment Oversight Committee and their recent activities in San Ramon with the former Mudd's restaurant property and additional property located in the Town of Danville.

**12. CLOSED SESSION**

12.1 Labor Negotiations: Conference with Labor Negotiators Chief Paige Meyer and Ken Campo. Organization Local 3546 (two matters) [Pursuant to Government Code Section 54957.8]

12.2 Possible exposure to litigation (three matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

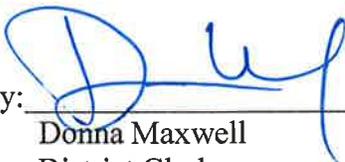
**13. Return to Open Session**

Regular session ended: 8:51 p.m.  
Closed session began: 9:03 p.m.  
Closed session ended: 9:39 p.m.  
Regular session reconvened: 9:39p.m.

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

**15. Adjournment**

*The meeting adjourned at 9:39 p.m.*

Prepared by:   
\_\_\_\_\_  
Donna Maxwell  
District Clerk

Approved by:   
\_\_\_\_\_  
H. Jay Kerr, Director  
Interim President