

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – March 22, 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 Dakin, Parker, Kerr, Campbell and Stamey

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

1. CALL TO ORDER

President Dakin called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a determination of a quorum of the Board. District Counsel stated that since the last District Board meeting, a financial interest had been established between Director Dakin and Fire Chief Meyer, which would preclude involvement by Director Dakin in matters involving Fire Chief Meyer under the Political Reform Act and other laws. District Counsel also requested that an additional matter of potential litigation be considered under Agenda Item No. 12.2.

4. PUBLIC COMMENTS

None.

5. CONSENT CALENDAR

Motion by Director Stamey to approve Consent Items No. 5.1 through 5.5, seconded by Director Kerr. Motion carried with (5) ayes and (0) noes.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Recognition of the San Ramon Valley Fire Protection District Chaplains, for their dedication and service to the District and community.

Chief Meyer and the Board of Directors recognized the District Chaplains for their ongoing dedication and service to SRVFPD personnel and the community.

At this time, the Board took a brief recess, from 7:34 p.m. until 7:49 p.m.

7. OLD BUSINESS

7.1 Update on Fire Station No. 32.

Construction activities are on schedule and the excavation and form preparation of the foundation is underway. Possible modifications will be brought to the Board's attention at their March 29th Board Retreat.

7.2 Monthly update on Communications Center Consolidation Project.

The remodel for the Communications Center is underway and a network circuit has been installed between the Communications Center and the San Ramon Police Department. Public Safety Dispatch interviews have been conducted and backgrounds are in progress.

7.3 Request authorization to make a final payment, in the amount of \$59,274.94, to Dell Software for licensing. Funds are allocated in the Annual Budget for Fiscal Year 2015-2016.

The Board accepted staff's recommendation to make a final payment, in the amount of \$59,274.94, to Dell Software.

7.4 Request authorization to make a progress payment, in the amount of \$229,652.00, to TriTech Software Systems, for software and services due at completion of CAD and RMS Demonstration of Licensed Functionality. Funds are allocated in the Annual Budget for Fiscal Year 2015-2016.

The Board accepted staff's recommendation to make a progress payment to TriTech, in the amount of \$229,652.00.

7.5 Request authorization to make a progress payment, in the amount of \$165,827.06, to Pacific Mountain Contractors of California, for the construction of the new Fire Station 32. Funds are allocated in the Annual Budget for Fiscal Year 2015-2016.

The Board accepted staff's recommendation to a make a progress payment to Pacific Mountain Contractors of California, in the amount of \$165,827.06.

8. NEW BUSINESS

8.1 Consider adopting Resolution No. 2016-02, for the 2016 Exterior Hazard Abatement Program.

Director Dakin read aloud, in title only, Resolution No. 2016-02 pertaining to the District's Exterior Hazard Abatement Program. No members from the public appeared to speak in favor or against this resolution. Director Stamey made a motion to adopt Resolution No. 2016-02, which was seconded by Director Kerr. A roll-call vote was taken, with all Directors in favor of the adoption. Motion carried 5 (ayes) and 0 (noes).

8.2 Discuss the roof and gutter replacement options for Station 35. Consider a motion to (1) approve the Award of Contract to Platinum Roofing, Inc. to remove and replace with composition shingles, in an amount not to exceed \$59,518.00; or (2) approve the Award of Contract to the most competitive respondent to remove and replace with lightweight tile, in an amount not to exceed \$92,947.00. The funds for the removal and replacement of the roof and gutter are included in the Capital Improvement

Plan budget.

Motion by Director Stamey at accept recommendation by staff, with the caveat that staff will proceed with a composition roof, unless it's demonstrated that a tile roof is legally required. Motion seconded by Director Campbell and carried with 5(ayes) and 0 (noes).

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 spoke about three recent structure fires. Crews responded to a residence on Hardester Court, located in Danville, and found a working fire on the second floor of a two-story home. The fire was contained and three dogs and one cat were safely removed from the home. There were no occupants at home at the time. On March 21st an abandoned ranch house, located off of Bollinger Canyon Road, caught fire. Although the closest hydrant was 1500 feet away, crews were able to quickly extinguish the fire. Earlier today, March 22nd, crews responded to an abandoned home, located on the West side of Danville, for the report of a structure fire. Crews arrived on scene quickly and immediately extinguished the fire. Chief Meyer told the Board that Battalion Chief Selover managed both the Hardester and West side of Danville fires and should be commended for how well he took control of both scenes.

The Academy Class is in their 12th week, with graduation scheduled for April 29th.

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

Deputy Chief Krause told the Board that crews responded to eleven cardiac arrests incidents, in the month of February. Four citizens were found deceased upon arrival, 5 citizens passed on while en route to the hospital and two citizens survived. On February 14th an 88-year-old female was found sitting at a table with no pulse or respirations. Crews initiated CPR and the patient began to move and was ventilated until respirations returned. She was then transported to the hospital. Responding crew: Firefighter/ Paramedic Olson, Engineer Bradley, Captain O'Dwyer, Captain Pruett, Engineer O'Connor and Firefighter/ Paramedic Garcia.

On February 27th a 79-year-old male went into cardiac arrest after his airway was obstructed by a whole shrimp. Return of spontaneous circulation was achieved, once the obstruction was removed from his airway. He was transported to the hospital where he was subsequently placed on comfort care and passed the following day. Responding crew: Firefighter/ Paramedic Mirchandani, Firefighter/ Paramedic Conley, Captain Andersen, Engineer Brauer and Firefighter/ Paramedic Conley.

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

Fire Marshal Kiefer reported the following. The Casa Vallecita Bridge, located in Alamo, was in need of repair to ensure suppression personnel and equipment could safely cross, in the event of an emergency. Inspector Probert and Deputy Fire Marshal Stevens worked with four property owners and multiple county

agencies to identify corrections needed, complete immediate repairs and develop a maintenance plan. Compliance Officer Vanek provided training to Kids Country Day Care administrators and their staff. Topics included exiting, decorative materials, fire alarm system operations and maintenance. Compliance Officer Vanek also worked with middle and high school staff and parents to assist them with Grad Night festivities, with regard to compliance with building and fire code regulations, in an effort to minimize any potential issues at their respective events.

An electronic plan review customer survey has been developed and posted to the District website, as well as emailed to customers using the system. Feedback from the survey to be provided at next Board meeting.

10.4 Administrative Services – Financial Consultant Ken Campo

- a). Monthly Finance Activities/Reports
- b). Monthly Human Resources Activities/Reports

Finance assisted Bickmore with updating the July 1, 2015 OPEB Actuarial Valuation; bi-annual update, results to be shared at the Board Retreat or April Board meeting. Chief Meyer announced that the applicant for the open Human Resources Director position is presently undergoing a background investigation, with a tentative start date of May 1, 2016. He recently conducted interviews with the three new Dispatcher Supervisors; start date April 1, 2016.

Controller Koran provided an overview of the February 2016 monthly financial report. The 2015/16 Combined General Fund Reserves are at \$45,072,502.00, which is above Board policy. Cash balances, for all funds, are currently at \$50,871,631.00, which is about \$2.6 million higher than this time last year. Salaries and Benefits are right on track at \$35,907,940. Ambulance Revenues are also on track, performing better than last year at this time. General Fund Expenditures are slightly better than budget expectations and should end up at \$57,419,352.00. On April 15th the District should receive the second installment of property tax revenue payments. Currently, General Fund Revenues are at \$37,179,268.00, which is better than last year at this time and on course to reach an estimated \$66,131,297.

10.5 Fire Chief – Fire Chief Meyer

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

Chief Meyer discussed the promotion of Firefighter/Paramedic Damien Alvarez, to Engineer, effective April 1, 2016. The District presently has 4 openings for Public Safety Dispatcher, with three public safety dispatchers being filled, effective April 1st. The most recent opening came from the resignation of a Dispatcher who plans to continue working per diem.

11. GOOD OF THE ORDER

11.1 Discuss Senate Bill 885, with regard to the California Special Districts Association's position.

Counsel and Fire Chief directed to proceed with an opposition letter, taking necessary steps to defeat SB885, along with the other Special Districts throughout the State.

12. CLOSED SESSION

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

Neither Director Dakin, nor Fire Chief Meyer were present for Item 12.2; refer to District Counsel's Report Upon Return from Closed Session, attached.

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

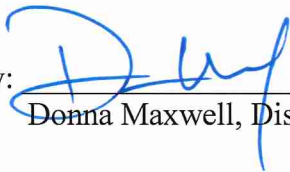
Regular session ended: 9:32 p.m.
Closed session began: 9:40 p.m.
Closed session ended: 11:16 p.m.
Regular session reconvened: 11:16 p.m.

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

15. Adjournment

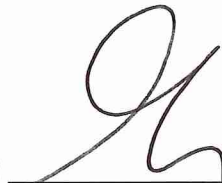
The meeting adjourned at 11:16 p.m.

Prepared by:



Donna Maxwell, District Clerk

Approved by:



Gordon Dakin, Board President

William D. Ross
Karin A. Briggs
David P. Schwarz

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File No: 45/3

April 11, 2016

VIA ELECTRONIC TRANSMISSION

dmaxwell@srvfire.ca.gov

The Honorable Gordon Dakin, President
and Members of the District Board of Directors
San Ramon Valley Fire Protection District
1500 Bollinger Canyon Road
San Ramon, California 94583

Re: Report Upon Return From Closed Session; Rescheduled Regular District
Board Meeting, March 22, 2016

Dear President Dakin and Members of the District Board:

This communication sets forth reportable action, if any, of the Board of Directors ("Board") of the San Ramon Valley Fire Protection District ("District") consistent with provisions of the Ralph M. Brown Open Meeting Act (Government Code section 54950 *et seq.*), resulting from the Closed Session portion of the March 22, 2016 rescheduled Regular District Board Meeting.

Your Board convened in Open Session at 7:00 p.m. Under Open Session Agenda Item No. 3 it was indicated that a quorum was present but that since the last Board meeting Director Dakin had entered into a financial relationship with the District Chief and therefore Director Dakin must be recused from any District matter dealing with the Chief under provisions of the California Political Reform Act and under the common law doctrine of an "appearance of impropriety." It was also indicated by District Counsel that there would be two matters discussed under Agenda Item No. 12-2 dealing with potential litigation, rather than one.

After proceeding through the agendaized Open Session Matters, the Board adjourned from Open Session at 9:32 p.m. and convened in Closed Session at 9:40 p.m.

There were two items agendaized for Closed Session consideration:

12.1 Labor Negotiations; Conference with Labor Negotiators Chief Paige Meyer and Ken Campo Employee Organization Local 3546 (one matter) [Pursuant to Government Code section 54957.8]; and,

12.2 Possible exposure to litigation (one matter) Pursuant to Government Code sections §54956.9(d)(2). Facts and circumstances that might result in litigation need not disclosed.

The Honorable Gordon Dakin, President
and Members of the District Board of Directors
San Ramon Valley Fire Protection District
April 11, 2016
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With respect to collective Agenda Item No. 12.1, there was no reportable action consistent with the provisions of Government Code section 54957.8.

With respect to Agenda Item No. 12.2, concerning the first matter considered, there was no reportable action under the common law attorney-client privilege and that provided by Government Code section 54956.9(d)(2).

With respect to the second item considered under Agenda Item No. 12.2, in which Director Dakin did not participate and was not present for the reasons stated at the beginning of the Board meeting, there was reportable action in the form of direction to change the individual to which the District Fire Marshal would report, specifically, to Deputy Chief Derek Krause. Additionally, it was indicated that on specific personnel questions specified legal counsel with established ethical walls were to be used. There was no other reportable action consistent with the common law attorney-client privilege and that provided by Government Code section 54956.9(d)(2).


The Closed Session concluded at 11:16 p.m.

Upon returning to Open Session, it was indicated that a written report upon return from Closed Session would be prepared consistent with the provisions of Government Code section 54957.1 for the matters agendized for Closed Session consideration. Your Board then adjourned at 11:16 p.m.

This communication should be added to the Agenda for review under the Consent Calendar of your next Regular or Special Meeting.

If there are any questions concerning its content, it may be taken off the Consent Calendar at that time or our office may be contacted in the interim.

Very truly yours,


William D. Ross

WDR:sr

cc: Paige Meyer, District Chief