

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

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Director of Emergency Communications Denise Pangelinan, District Counsel Ross and District Clerk Maxwell.

1. CALL TO ORDER

President Dakin called the meeting to order at 7:01 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 reminded the Board about the financial interest that had been established between Director Dakin and Fire Chief Meyer, which precludes involvement by Director Dakin in matters involving Fire Chief Meyer under the Political Reform Act and other laws. Agenda Item No. 5.7 was pulled from the Consent Calendar, because of the conflict of interest and voted on separately, sans Director Dakin. Agenda Item No. 7.3 was repositioned to follow the Consent Calendar, as a member of the public was present to speak with regard to this item.

4. PUBLIC COMMENTS

None

5. CONSENT CALENDAR

Motion by Director Stamey to approve Consent Items No. 5.1 through 5.6, seconded by Director Kerr. Motion carried with (4) ayes and (1) refusal. At 7:12 p.m., Director Dakin left the Boardroom and the remaining Directors voted on Agenda Item No. 5.7. With regard to Consent Agenda Item No. 5.7.1 and Consent Agenda Item No. 5.7.2, both items were approved by Directors Stamey, Campbell, Parker and Kerr; 4 (ayes) and (1) refusal. At 7:17 hours, Director Dakin returned to the Boardroom.

*Director Dakin called Agenda Item No. 7.3, to the attention of the Board for discussion; refer to Agenda Item No. **7.3 for further information.*

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Recognition of the promotion of Senior Office Assistant (Interim SOA – EMS/Logistics) Rebecca Gilman, to Senior Office Assistant – EMS Logistics.

Chief Meyer provided the Board with some background information about Ms. Gilman. She started working for the District as an Office Assistant in November, 1998. She has been filling in as a SOA for EMS/Logistics, because of a recent retirement. Prior to working at the District, she worked as a Medical Transcriptionist. She currently volunteers as an Emergency Medical Responder and Disaster Relief Worker for VOAD (Volunteer Organizations Active in Disaster). She is married with two adult daughters. Chief Meyer and members of the Board thanked her for her service and congratulated her for the promotion.

- 6.2 Recognition of District Aide Keith Hughes, from the Sentinels of Freedom program, for his dedication and service to the District.

Chief Meyer provided the Board with some background information about Mr. Hughes. Mr. Hughes has worked as a District Aide since July 2015, assisting Facilities staff with various projects. Prior to his employment with the District, he served in both Iraq and Afghanistan. He joined the Marines Infantry at the age of 17. He has a Fire Science degree from Las Positas and served as a volunteer Firefighter for the Foster City/Belmont Fire Department. Mike Conklin, the founder of the Sentinels of Freedom, also spoke briefly about Mr. Hughes, sharing that Mr. Hughes has been accepted into the Air Force Pararescue Jumper program with the 131st Rescue Squadron at Moffett Field Air Force Base. Mr. Hughes' ultimate goal is to return to the District as a Firefighter/Paramedic. Mr. Conklin thanked the Board for allowing returning servicemen, like Mr. Hughes, to work for the District.

- 6.3 Recognition of the San Ramon Valley Fire Protection District Communications Center Reserves, for their dedication and service to the District and community.

Chief Meyer, Director of Communications Denise Pangelinan and Board President, Gordon Dakin, greeted the Reserves at the podium. DC Pangelinan provided a brief overview of the Reserve program. Chief Meyer introduced all Communications Center Reserves that were present at the meeting, offering a summary background about each of them. Director Dakin presented each Reserve with a Certificate of Recognition and the Chief and Board members thanked them for their dedication and service.

- 6.4 Introduction of the Firefighter recruits to the Board of Directors.

Captain Jonas Aguiar introduced the District's five new firefighter/paramedic recruits: Timothy Eng, Jeffrey Griep, Ryan Pickard, Thomas Terrazas and Ryan Terres and provided a brief background about each of them. The recruits were scheduled to graduate Friday, April 29th and have already been provided their station assignments.

At this time, the Board took a brief recess, from 8:15 p.m. to 8:33 p.m.

7. OLD BUSINESS

7.1 Update on Fire Station No. 32.

Chief Meyer provided the update for Fire Station 32. Director Stamey brought the full Board up to date, with information that came from the Facilities Subcommittee meeting, which took place on April 18th and it was determined that a Board vote was necessary. Director Campbell recused himself from voting on this matter, due to a potential conflict of interest. In line with the Board Report submitted by Fire Marshal Kiefer, Director Stamey made a motion to authorize staff to pay the invoice prior to approval of the Board of Directors, with the expectation that the information would be provided to the Board of Directors at the following regularly scheduled meeting. Director Kerr seconded the motion; motion carried with (4) ayes and (1) recusal.

7.2 Request authorization to make a progress payment, in the amount of \$220,432.85, to Pacific Mountain Contractors of California. Funds are allocated in the Annual Budget for FY2015-2016.

Motion made by Director Parker to authorize staff to make a progress payment in the amount of \$220,432.85. Motion seconded by Director Kerr. Motion carried 5 (ayes) and 0 (noes).

**7.3 Open Public Hearing as set forth in the annual exterior hazard abatement notices mailed on April 1, 2016, stipulating "You may appear in person before the Board of Directors at the April or May 2016 Board Meeting, to show just cause why this order should not be enforced. The date and time of District Board meetings can be found at www.firedepartment.org."

A speaker card was submitted to Board Chair Dakin, from Bill Schardt, who requested to address the Board members about Weed Abatement. Mr. Schardt was concerned about a notice from Fire Prevention that he and/or his clients received with regard to weed abatement. [Exterior hazard abatement notices are routinely sent out each year to address any overgrowth of grasses, weeds, shrubbery or trees. Exterior hazard abatement standards have been designed to minimize fire hazards throughout the District.] Property owners are instructed to clear the overgrowth, with inspections beginning June 1st. All properties not in compliance will be placed on the abatement list, with fees assessed in the form of a lien against the property. Mr. Schardt asserted that due to an unusual pattern of rain this season, weeds have been too difficult to cut for removal. Mr. Schardt asked the Board to consider extending the deadline.

After listening to Mr. Schardt's position and further discussion, Board members directed staff to move the abatement deadline at least 30 days later; July 1, 2016. No fines, fees and/or liens will imposed prior to the July 1, 2016 deadline. Staff will also be responsible for sending notification to all applicable properties within the District.

8. NEW BUSINESS

8.1 Consider approving the purchase of replacement exercise equipment for each station. The funds for the replacement of exercise equipment are included in the Capital Improvement Plan budget.

Staff was asked by members of the Board to work with the Health and Safety Committee and Wellness Fitness Committee to train personnel appropriately on the new equipment and remove problem equipment. Motion by Director Stamey to approve the purchase of exercise equipment for an amount not to exceed \$14,000, seconded by Director Kerr. Motion carried with 5 (ayes) and (0) noes.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Director Campbell said he appreciated the crews participating in community events on behalf of the District. Director Dakin appreciated Battalion Chief Duggan's quality assurance method, via the EMS' Division's CQI program, noting the exceptional emergency medical services provided by Firefighter/Paramedics Gendron and Bock-Williams and their care of a 90-year-old patient. Director Stamey appreciated the correspondence from the Livermore-Pleasanton Fire Department, acknowledging Captain Stiner, Engineer Shepard, Engineer Martin and Firefighter Bannister, adding that it showed the quality and dedication of our personnel.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Phares shared a portion of the "Every 15 Minutes" video, prepared by Communications Center Reserve Ryan Mahoney. Director Parker inquired about the anonymous complaint to Cal OSHA and DC Phares reported that the case was closed, with no further action necessary.

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

Deputy Chief Krause discussed four EMS incidents. On March 21st, Captain Archuleta, Engineer Morales and Firefighter/ Paramedic Bannister treated a patient in anaphylactic shock and transported the patient to San Ramon Regional Medical Center. Dr. Peter Benson, who provides facilitative oversight for the emergency medical services delivered by the District, later reviewed the early ALS treatment provided by the crew and noted that the patient was saved due to the crew's early recognition and appropriate treatment, prior to transport.

On March 23rd, crews responded to the report of a 90-year-old-female with severe sepsis. Dr. Benson later reviewed their response and noted, "very narrative, and thorough evaluation and management of this very ill and complex 90-year-old female. She was ultimately diagnosed with sepsis and hypothermia, and transported." Crew members: Captain Pellegrini, Captain Parsons, Engineer Mariolle, Firefighter/ Paramedic Gendron and Firefighter/ Paramedic Bock-Willmes.

On March 27th, crews responded to the report of a 74-year-old male experiencing sudden cardiac arrest. Spontaneous circulation returned while he was being transported to the hospital. Crew members: Firefighter/Paramedic Eberle, Captain Anderson, Engineer Gibney, Captain Shafer, Engineer McCulloch and Firefighter/Paramedic Martin.

On March 29th, crews responded to the report of a 72-year-old, man down in a bedroom. CPR was initiated on arrival the patient was breathing on his own, upon arrival at the hospital. Crew members: Captain Dakin, Engineer Fredrickson, Captain Ybarra, Captain Archuleta, Engineer Rawitzer Firefighter/ Paramedic Stevenson and EMS Captain Michaelson.

Mechanic Dan Rhodes retired on March 30th, after almost 11 years of service to the District. On April 1st, Firefighter/ Paramedic Mark Trilevsky was promoted to EMS Captain, filling the position of recently retired EMS Coordinator Andy Swartzell.

Director Stamey asked Deputy Chief Krause for an update on Station 35's roof. The cost of the shingles, authorized usable by the County, have been increased since the project initially began. Director Stamey requested that staff build price increases into contract protocol and wanted staff to contact the manufacturer of the shingles and ask them to provide a letter to the District explaining said increase. Chief Meyer added that a breakdown in labor costs is necessary too.

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

Deputy Chief Krause provided the monthly report, on behalf of Fire Marshal Kiefer. Acting Plans Examiner Rian Evitt attended the code hearings for the development of the 2018 International Fire Code and a portion of the International Residential Code; cost of attendance was covered by the California Fire Chiefs Association, Fire Prevention Officers Section.

On March 17th the San Ramon Valley Emergency Preparedness Citizen Corps Council (CERT) participated in search and rescue training involving 45 San Ramon Valley Unified School District teachers and staff at the Charlotte Wood Middle School utilizing the school's Search and Rescue component of the Emergency Response Plan, in order to provide guidance in the drill. CERT instructors assisted in instructing School District staff and providing a realistic drill.

On April 16th, members of the San Ramon Rotary Club visited over 100 homes, in the Sunny Glen Senior Community, to install new 10-year smoke alarms, replace existing smoke alarm batteries, install new carbon monoxide (CO) alarms and change the batteries in the existing CO alarms. District staff provided publications on fire and fall tips and emergency preparedness for the households visited that day.

Director Stamey made an inquiry about the two electronic plan review surveys received and asked Deputy Chief Krause to follow-up with the Fire Marshal.

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

DEC Pangelinan spoke briefly about the Communications Center Remodel. Director Parker inquired about the report of leaks in the roof of the Center and Deputy Chief Krause reported that the matter is currently being resolved. Chief Meyer advised that while there may have been a few bugs with the remodel, everything is coming together on the new schedule.

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

FC Campo told the Board there was an increase in Overtime and Workers' Comp costs because there has been an uptick in the number of injuries the District is experiencing; when people are off due to injury, other staff are required to cover their shifts. Additionally, staff has been directed by the Board to be more aggressive in getting claims settled.

FC Campo presented the California Employers' Retirement Benefit Trust (CERBT) Fund Quarterly Account Summary, dated March 31, 2016. The summary shows \$3,086,885 in Investment Earnings, which represents 27% of the total asset balance of \$11,302,576. The average annualized internal rate of return is 8.69% for the period June 29, 2009 – March 31, 2016.

Controller Koran provided the overview for the Administrative Services Division Monthly Financial Report; March 31, 2016. FY2015/16 Combined General Fund Reserves are right on track, ahead of the prior year and above Board policy at \$40,471,904. Cash Balances – All Funds, are at \$47,132,050 and better off by \$900,000 compared to this time last year. Salaries and Benefits are higher than budget due to an increase in overtime associated with backfilling for injured personnel. The District is expecting to receive \$488,000 in strike team reimbursements from the State. General Fund Expenditures are on track at \$43,878,092. Ambulance Revenues are better than they were this time last year at \$2,384,384. General Fund Revenues are on track with the budget and ahead of the prior year at \$37,799,950.

10.6 Fire Chief – Fire Chief Meyer

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

Fire Chief Meyer recently spoke before the 2016 Leadership San Ramon Valley Class and has since had the honor of being asked to join the Leadership of SRV Board of Directors; due to the retirement of one of its current Directors. Chief Meyer attended a Kiwanis luncheon and provided an overview of the District's accomplishments, over the last three-years. The District's new HR Director, Natalie Korthamar Wong will join us next week, on May 2, 2016 and will be a great addition to staff. Chief Meyer provided the Board with a brief update about the new CCCERA rate and a recent 4-1 vote taken by the Contra Costa County Board of Supervisors.

11. GOOD OF THE ORDER

The Board of Directors will be in summer recess on Wednesday, July 27, 2016; no Board of Directors meeting will take place in July. Director Kerr spoke briefly about Street Smarts and their BMX safety message.

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

Neither Director Dakin, nor Fire Chief Meyer were present for Item 12.2; both leaving the Closed Session portion of the meeting at 11:21 p.m.; meeting resumed at 11:23 p.m. Please refer to District Counsel's Report Upon Return from Closed Session, attached.

13. Return to Open Session

Regular session ended: 10:35 p.m.
Closed session began: 10:48 p.m.
Closed session ended: 11:56 p.m.
Regular session reconvened: 11:56 p.m.

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

15. Adjournment

The meeting was adjourned by Board Director Don Parker, Vice President, at 11:56 p.m.

Prepared by: 
Donna Maxwell, District Clerk

Approved by: 
Don Parker, Board Vice-President