

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – August 24, 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 Parker, Kerr, Campbell and Stamey

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Deputy Chief Krause, Fire Marshal Kiefer, Controller Koran, Director of Emergency Communications Pangelinan, Technology Systems Manager Call, Director of Human Resources Korthamar Wong, District Counsel Ross and District Clerk Maxwell.

1. CALL TO ORDER

Vice President Parker 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 quorum with Directors Parker, Kerr, Stamey and Campbell in attendance and one vacancy, due to the resignation of Director Dakin. No changes were made to the agenda.

4. PUBLIC COMMENTS

Don Reed spoke briefly about the return of the circa 1930's Engine to the District and thanked Chief Meyer, Captain John Duggan and Engineer Wes Fredrickson for making it possible. Bill Granados, speaking on behalf of the CCC Fire Commissioners Association, invited the Board members to their next meeting, taking place on September 22nd. Board candidate Shawn Stark introduced himself to the Board members; according to the County Elections Department, no additional candidates have filed for the November 2016 election.

5. CONSENT CALENDAR

Motion by Director Stamey to approve Consent Items No. 5.1 through 5.12, seconded by Director Kerr. Motion carried with (4) ayes and (1) vacancy.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Recognition of Retiree Daniel Rhodes dedication and service to the District.

Chief Meyer described Dan Rhodes as an asset to the District. Stating he was very knowledgeable and known throughout the District as a spot-on mechanic that got things done. He also shared that Dan had received a commendation letter from the State Park District for repairing the vehicle of a State Park Officer. Director Parker handed a retirement plaque to Dan from the District, honoring his years service and dedication. Dan spoke briefly, thanking his family for their support and support of his fire family, especially through some challenging times.

- 6.2 Proclamation in Recognition of September 11, 2001, proclaiming September 11, 2016 as Patriot Day. The District owned United States Flags will be displayed at half-staff and a moment of silence observed, on Patriot Day, in memory of those who lost their lives as a result of the terrorist attacks against the United States on September 11, 2001.

Director Parker read aloud the 9-11 Proclamation, in honor of September 11, 2001 and those who lost their lives that day.

At this time, the Board took a brief recess, from 7:25 p.m. to 7:33 p.m.

7. OLD BUSINESS

- 7.1 Update on Fire Station No. 32.

Chief Meyer provided the Station 32 updates, covering the months of July and August. The design process is underway for the bridge and once the County accepts the plan, the District can move forward. Station 32 is pre-wired for solar power and Director Stamey advised that the Facilities Subcommittee instructed staff to proceed exploring solar power options for the new station.

- 7.2 Conduct Roll-Call Vote for Resolution No. 2016-04; Appropriations Limit for Fiscal Year 2016-17.

Director Stamey motioned to approve Resolution No. 2016-04; covering the Appropriations Limit for Fiscal Year 2016-17, which was seconded by Director Kerr. A roll call vote was taken with Directors Campbell, Parker, Kerr and Stamey all in favor. Motion carried with (4) votes in favor of the resolution and (1) vacancy.

- 7.3 Authorize staff to make a progress payment in the amount of \$38,275.00 to TriTech Software Systems. Funds are allocated in the Annual Budget for Fiscal Year 2015-2016.

Motion by Director Stamey to authorize staff to make a progress payment in the amount of \$38,275.00 to TriTech Software Systems; noting that the funds are allocated in the Annual Budget for Fiscal Year 2015-2016, seconded by Director Campbell. Motion carried with (4) ayes and (1) vacancy.

- 7.4 Authorize staff to extend the term of the maintenance contract with First OnScene, LLC., to July 31, 2019 and pay First OnScene, LLC., for Fiscal Year 2016-2017 software maintenance in the amount of \$37,500.00. Funds are allocated in the Annual Budget for Fiscal Year 2016-2017.

Motion by Director Campbell to extend the term of the maintenance contract with First OnScene, LLC., to July 31, 2019 and pay First OnScene, LLC., for Fiscal Year 2016-2017 software maintenance in the amount of \$37,500.00; noting that funds are allocated in the Annual Budget for Fiscal Year 2016-2017, seconded by Director Kerr. Motion carried with (4) ayes and (1) vacancy.

- 7.5 Authorize staff to make a payment of \$33,985.20 to the Contra Costa County Department of Information Technology for microwave services and lease fees. This is a budgeted expense for Fiscal Year 2016-2017.

Motion by Director Stamey to authorize staff to make a payment of \$33,985.20 to the Contra Costa County Department of Information Technology for microwave services and lease fees; noting that this is a

budgeted expense for Fiscal Year 2016-2017, seconded by Director Kerr. Motion carried with (4) ayes and (1) vacancy.

- 7.6 Open Public Hearing as set forth in the annual exterior hazard abatement program for the purpose of receiving public comment to show cause why exterior hazard abatement orders should not be enforced.

Director Parker opened the Public Hearing, with no public present to speak on the matter, hearing closed.

8. NEW BUSINESS

- 8.1 With the resignation of President Gordon Dakin; moved out of jurisdiction. Affirm Vice President Donald Parker as Interim President for the remainder of 2016. Nominate Interim Vice President for the remainder of 2016. Nominations for Board President and Vice President for 2017 to be addressed, following the November 8th Presidential General Election, at the December 2016 Board meeting.

Interim President Donald Parker was affirmed as Board President for the remainder of 2016, with no objections. Director Parker nominated Director Campbell for the position of Board Vice President, which was seconded by Director Kerr. Director Campbell accepted the nomination and was affirmed without objection. District Counsel Ross confirmed that the Board Candidate Shawn Stark, was the only applicant for the November ballot. Directors discussed holding a Special Meeting to appoint Candidate Stark to the Board of Directors, prior to the November election, to fill the vacant position. Special Meeting date and time tentatively set for September 9th at 10:00 a.m.

- 8.2 Discussion of Board dates and times for the months of September, October, November and December 2016.

The Board dates and times for the remainder of the year are as follows:

*Tuesday, September 27th at 2:00 p.m. Thursday, October 27th at 7:00 p.m.
Wednesday, November 16th at 7:00 p.m. Thursday, December 15th at 2:00 p.m.*

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Director Kerr inquired about the iQuest Program. Deputy Chief Phares provided a brief overview, adding that it is a wonderful program and a great experience for the students.

10. MONTHLY ACTIVITY REPORTS

- 10.1 Operations Division-Deputy Chief, Lon Phares
Operations Report of monthly activities

Deputy Chief Phares talked briefly about sending an Engine to assist Firefighters battling the Lake County fire; located at Clayton Creek Road and Highway 29. [Approximately 4,000 acres burned and 300 structures destroyed]. Firefighter Paramedic interviews are underway for the 2016-2 Academy Class. DC Phares spoke about a recent Standards of Cover report and underlined the importance of setting realistic and obtainable goals; keeping travel time and safe speeds in mind.

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

Deputy Chief Krause spoke about two cardiac arrest incidents that took place in July. On July 10th, crews responded to the report of a 69-year-old male in cardiac arrest. Upon arrival, a bystander was performing CPR on the patient. An off-duty San Ramon Police Officer joined in with AED defibrillation and spontaneous circulation returned. On July 17th, a 45-year-old playing tennis went into cardiac arrest. Bystander CPR was performed by an on-scene doctor, with the assistance of police. Spontaneous circulation returned and he was transported to the hospital. Chief Meyer told that Board that because of the combined dispatch center, police officers are getting information much quicker through the CAD system, which enables a much faster response to critical calls like these.

The roof work on Station 35 commenced on June 20th, and the final walk-through took place on July 11th. DC Krause said that the new roof looks great. Director Kerr inquired about continual efforts to improve water conservation throughout the District and DC Krause advised that staff is still working with EBMUD to locate any deficiencies at the stations.

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

Fire Marshal Kiefer said that the District has received 17 responses to the Electronic Plan Review Survey and that all customers reported being satisfied with the process. Exterior Hazard Abatement Inspections began on June 15th. There were 17,350 inspections, 354 first notices and 112 second notices. Ten properties currently remain out of compliance. On August 17th the HeartSafe committee held a Train the Trainer course for 25 new volunteers, slated for the 7th Grade Hands Only CPR and Use of AED program.

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

DEC Denise Pangelinan briefly discussed the deployments of police dispatching and Phase II of the wireless calls; emphasizing the importance of quality assurance with taking dual-responsibility calls; police and fire. The Communications Center Reserves participated in the National Night Out event on August 2nd. Staff facilitated a UPS upgrade of the Communications Center; which was fully covered under the maintenance contract at no additional cost to the District. User enhancements were made to the mobile software and modifications were completed to the First OnScene Policy Compliance Report. Director Parker commented that the Grand Opening of the consolidated Dispatch Communications Center was “most impressive.”

10.5 Human Resources Division – Human Resources Director Natalie Korthamar Wong
Human Resources Report of monthly activities.

HR Director Korthamar Wong provided the results from the recent Firefighter Paramedic recruitment process. Two-hundred and thirty-four applications were received, 165 candidates were invited through the process, 108 candidates tested, with 24 scheduled to meet with the Fire Chief. The next academy is scheduled for October 3rd. The District Aide recruitment yielded 10 new aides, currently undergoing background checks. Many thanks to Sonia Martyn and Marge Reed for their logistics assistance through the entire recruitment process. Staff met with ADP to

review the District's system and determine priorities. Staff met with employees and Local 3546, with regard to updates to the Letter of Understanding, reaching some agreements.

10.6 Finance Division – Financial Consultant, Ken Campo and Controller, Martin Koran
Monthly Finance Report of monthly activities.

FC Campo reported that the FY 2015/16 true-up and FY 2016/17 prepayment of the employer portion of retirement contributions to the Contra Costa County Employees' Retirement Association (CCCERA) has been determined, with approximately \$450,000 to \$500,000 in savings to the District for the prepayment. The true-up for FY 2015/16 annual required contribution for retiree health care benefits was also established. Finance is in the process of preparing the FY 2015/16 fiscal close for an independent, outside audit of the District's financials. Staff has been working with an outside consultant to identify appropriate PG&E rate schedules for District facilities; with a projected savings of \$10,000 per year at current rates/usage. Staff met with the Facilities Subcommittee to review options to reduce future energy needs/costs.

Controller Koran provided an overview of the preliminary monthly financial report for June 30, 2016. The District's actual cash balance of \$57.7 million is \$5.1 million above Board policy, the District's actual reserves finished the year at \$52.6 million, which is \$2.7 million above Board policy. After adjusting for the balance of bond proceeds, the District is better off by \$2.7 million this year, than this time last year. With regard to salaries and benefits, since March the District experienced an increase in expenses, related to Overtime, mostly for the backfill of Worker's Compensation Claims; 5 long-term injuries. District staff is assertively working to settle these claims. The District received \$506,000 in overtime reimbursements from the State. Overall, in terms of General Fund Expenditures, the District ended the year \$298,000 (0.5%) over budget because the CCCERA \$700,000 carryover credit from FY 2014/15, should have been included as an expense. Ambulance revenues performed better than budget by \$125,000 (up 4%) and the prior year by \$219,000 (up 7%). General Fund Revenues exceeded expectations due to the strong residential real estate market. In June, the District received the final "clean up" payment bringing the District to \$67.8 million on the year. At mid-year, Finance estimated \$66.5 million with the \$1.3 million difference due to: \$1.1 million of supplemental property tax: \$125,000 in additional ambulance revenue and \$138,000 additional in investment earnings. The District saw a \$2.6 million net increase to the General Fund Balance. Looking ahead to FY 2016/17 property tax revenues indicate the 2015 (calendar year) median price was just over \$1 million. Median percentage change shows a slowing; but, still strong market. The 2016/17 budget projects 3.3% in growth.

10.7 Fire Chief – Fire Chief, Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

Chief Meyer thanked the Directors for attending the Ribbon Cutting Ceremony of the consolidated Communications Center and stated that the Dispatchers deserve a lot of credit for everything they endured during the remodel and consolidation with San Ramon Police. Mayor Clarkson appreciated the joint

meeting between District Directors and the San Ramon City Council members. The District has 10 recruits for firefighter/paramedic on board and currently in backgrounds. These recruits are sorely needed to help cover overtime, primarily from workers' compensation injuries. There's a 3rd party reviewing our PCR's and patient contacts to locate any deficiencies in training, to improve patient care and life saving efforts.

11. GOOD OF THE ORDER

Director Stamey provided an update from the Facilities Subcommittee. Nextant suggested the District undergo an energy audit; but the subcommittee decided to forego this avenue of audit because of the expense of the audit in relationship to the expected benefit. Staff will be evaluating the floor plan of the Administration building to determine a more feasible configuration that will better accommodate the existing and future needs of the Fire and Life Safety, Human Resources and EMS Divisions.

The Board Meeting was adjourned in memory of Thomas W. Seabury, Past President and Member of the San Ramon Valley Fire Protection District's Board of Directors; November 1983 to June 1995.

12. CLOSED SESSION

- 12.1 Labor Negotiations: Conference with Labor Negotiators Natalie Korthamar Wong and Ken Campo Employee Organization Local 3546 (one matter) [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.

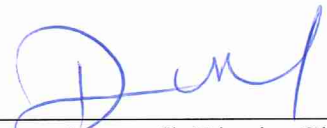
13. Return to Open Session

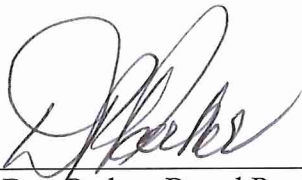
Regular session ended:	8:57 p.m.
Closed session began:	9:10 p.m.
Closed session ended:	9:55 p.m.
Adjourned:	9:55 p.m.

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

15. Adjournment

The meeting was adjourned by Board President Parker, at 9:55 p.m.

Prepared by: 
Donna Maxwell, District Clerk

Approved by: 
Don Parker, Board President