

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – May 27, 2015**

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 Campbell, Dakin, Kerr, Stamey and Parker

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Fire Marshal Kiefer, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Technology Systems Manager Call, HR Consultant Harman and District Clerk Maxwell.

1. Call to Order

President Kerr called the meeting to order at 7:01 p.m.

2. Pledge of Allegiance

Fire Marshal Kiefer led the Pledge of Allegiance.

3. Determination of Quorum and Confirmation of Agenda

There was a quorum and no changes were made to the agenda.

4. Public Comment

None

5. Consent Calendar

Motion to approve items 5.1 – 5.8 by Director Stamey, second motion to approve made by Director Parker. Motion carries, 5/0.

6. Special Announcements/Presentations/General Business

- 6.1 Recognition of retired District Clerk Sue Brooks for her dedicated service to the District.

Chief Meyer thanked Sue Brooks for her support over the past two years and relayed that she was very instrumental in helping him address the challenges faced during that time period.

A five minute recess was taken and the Board meeting resumed at 7:22 p.m.

7. Old Business

- 7.1 Open Public Hearing as set forth in the annual exterior hazard abatement notices mailed on April 1, 2015, stipulating May 27, 2015 at 7:00 p.m. as the date, time and place as provided for the purpose of receiving public comment to show cause why exterior hazard abatement standards are not applicable to the property.

Public comment made by Mr. Smith with appreciation toward Fire Prevention's "kinder approach" with their hazard abatement notifications, under Fire Marshal Kiefer's direction.

8. New Business

- 8.1 Amendment #1 to the Employment Agreement between the San Ramon Valley Fire Protection District and Fire Chief Paige Meyer.

Human Resources Consultant Harman relayed the details of the amendment to Chief Meyer's employment agreement which involved an extension of his contract until March 18, 2022 and adjustments in his compensation and benefits package. Per Mr. Harman, this amendment has been reviewed by District Counsel and is in compliance. Motion to accept Amendment #1 to the Employment Agreement between Chief Meyer and the SRVFPD made by Director Dakin, with a second made by Director Stamey. A roll call vote was taken, with Directors Parker, Campbell and Kerr also concurring with the motion.

- 8.2 Approval of changes to Non-Represented Employees Compensation Package.

Both HR Consultant Harman and Chief Meyer spoke briefly about these changes which included a 5% across-the-board wage increase for non-represented employees, effective January 1, 2016. Noted was the fact that the wage adjustment does not apply to Chief Meyer. It also added two exempt Deputy Chiefs to the list of classifications eligible to receive Management Incentive Pay and rolled Standby Pay into the base salary of the Deputy Chief position; effective June 1, 2015. Changes also eliminated a car allowance and rolled \$500 per month into the salary for one employee who currently receives it. Motion to accept the changes to the Non-Represented Employees Compensation Package was made by

Director Stamey, followed with a second motion provided by Director Park. A roll call vote was taken, with Directors Kerr, Campbell and Dakin also concurring with the motion.

- 8.3 Approval of Letter of Understanding Between San Ramon Valley Fire Protection District and IAFF Local 3546-A.

IAFF Local 3546-A is made up of the Battalion Chief, Battalion Chief Special Operations, Division Chief Training and Communications Center Manager positions. Chief Meyer discussed the LOU briefly highlighting the requirement that suppression employees possess and maintain EMT 1 certification and that Battalion Chiefs provide standby coverage for the District on weekends and holidays (when Deputy Chiefs and Chief are typically off-duty); involves rolling existing BC Standby Pay into salary and eliminates Standby Pay as a separate incentive pay. Motion to approve the Letter of Understanding between the SRVFPD and IAFF Local 3546-A made by Director Dakin, with second motion to approve made by Director Stamey. Roll call vote taken with Directors Campbell, Kerr and Parker concurring with the motion.

- 8.4 Authorization to enter into a Purchase Agreement with ADP to implement enhanced/upgraded HR/Payroll related software systems.

HR Consultant Harman relayed the benefits of implementing this new system; would improve and streamline HR data management; offer an employee self-service portal; monitor policy development; links to directly to the existing payroll system and is more safe and secure with cloud-based storage. Motion to authorize entering into a Purchase Agreement with ADP to implement enhanced/upgraded HR/Payroll related software systems made by Director Campbell with second made by Director Parker. Ayes: 5 Noes: 0 Motion carries.

- 8.5 Discussion and possible approval to permanently fill the position of Fire Prevention Office Assistant II.

Chief Meyer and Fire Marshal Kiefer spoke briefly about this. Presently, the position of Fire Prevention Office Assistant II is filled utilizing a temporary employment service; Ascot Staffing. Kimberly Pong has filled this position as a temporary for Ascot Staffing for a period of time and staff would like to hire Ms. Pong as a Temporary Employee, directly under SRVFPD. Chief Meyer relayed that Ms. Pong would fill this position temporarily, directly under SRVFPD and that staff will start the recruitment process to permanently fill this essential position. Motion to approve staff's recommendation to hire Kimberly Pong as a Temporary Employee, directly under the SRVFPD, was made by Director Parker, with a supporting motion made by Director Dakin. Ayes: 5 Noes: 0 Motion carries.

9. **Correspondence**

10. **Monthly Activity Reports**

10.1 **Operations Division-Deputy Chief Phares**

Operations Report of monthly activities.

Deputy Chief Phares reported that the Closest Unit Dispatch Workshop has been completed and that they plan to go live on June 22nd; more details to come in the June Board report. April trainings included the annual Wildland Refresher, High Angle Rescue (conducted on Mt. Diablo), a Strike Team Leader Refresher and Forcible Entry (Train the Trainer). Contra Costa County held a pre-season Wildland meeting and crews are currently maintaining our fire trails, as required annually.

10.2 **EMS/Logistics – Deputy Chief Krause**

EMS/Logistics Report of monthly activities.

Deputy Chief Krause reported that Steve Call and Denise Pangelinan were very instrumental in training suppression personnel on the Automated Vehicle Location system (AVL) and 911 phone system administration and configuration training.

Deputy Chief Krause shared that although two patients were resuscitated in the field, they expired at the hospital, citing renal failure and removal from life support by family member. On May 24th crews were dispatched to the report of a 1-year-old victim of a fall. While on their way, the dispatcher advised that the child was in full arrest. Upon arrival, the child was discovered in a lethal arrhythmia. He was shocked twice and breathing was restored prior to their arrival at the closest hospital. The child was subsequently transferred to UCSF Benioff Children's Hospital, located in Oakland, where it was determined that the cardiac arrest was probably caused by a congenital problem and not the result of a fall. The child is expected to make a full recovery. Deputy Chief Krause, Chief Meyer and the Board commended Captain B. Shafer, Engineer S. Avery, Firefighter/Paramedic J. Martin, Captain J. Aguiar, Engineer C. Parsons, Firefighter/Paramedic D. Garcia, Dispatchers R. Herron and B. Duclos for their team life-saving efforts.

“The call was a true testament of the process working,” said Krause, “from pre-arrivals to the parents, great radio updates and the continuation of patient care on an infant.”

10.3 **Fire Prevention – Fire Marshal Kiefer**

Fire Prevention Report of monthly activities.

Fire Marshal reported that Fire Specialist Joyce Castro was recognized by the Rotary of San Ramon for her dedication and assistance to the success of their smoke alarm program. The 7th Grade CPR Program has been completed for the

year. This year 2,588 students were taught hands only CPR and how to use an AED. Twenty-one elementary schools, specifically 11,981, students participated in the District's fire safety, life safety and emergency preparedness program. SRVFPD has been invited by neighboring agencies to participate in the San Ramon Valley Street Smarts Program. Current partners involve the Town of Danville, City of San Ramon, Contra Costa County, the SRV Unified School District, the SRV Council of PTA's and partners from the community. Each participating agency contributes \$10,000 per year to fund the program. The Street Smarts program is designed to educate drivers, pedestrians and cyclists about traffic and roadway safety. Design drawings for Fire Station 32 are almost complete, with final design plans going before the Alamo Municipal Advisory Council on June 2, 2015, for comments. Last month Governor Brown issued an Executive Order proclaiming a State of Emergency throughout California, due to severe drought conditions. The SRVFPD has agreed to "Pledge to Partner in Saving Water" with the East Bay Municipal Utility District (EBMUD) by working together to reduce current water use by 20%; compared to 2013.

10.4 **Administrative Services – Financial Consultant Ken Campo**

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

Financial Consultant Campo reported submitting a new salary survey to the Governor's Office of Emergency Service, reflecting the recent 3% salary increase for all employees; with the exception of Chief Meyer. The survey is the basis of cost recovery for Strike Team Deployments. Additionally, the Administrative Rate was increased 2%, to 20%. Controller Koran organized and held the first Fire Finance Officers' Quarterly meeting. Participating agencies included Alameda County Fire Department, Contra Costa County Fire Protection District and the Moraga-Orinda Fire District.

Controller Koran provided an overview of the monthly financial report; ending April 30, 2015. With regard to the District's 2014/2015 Combined General Fund Reserves, Koran stated we are right on target and ended up where initially projected. The current cash balance, which includes all funds, has the District at \$55,404,000; last year's balance at this time was \$49,264,000. Salaries and benefits are at \$40,545,000, on track for the year-end amended budget of \$49,817,460. Ambulance revenues are performing better than the previous year and are expected to reach \$2,986,000 by June. General Fund Expenditures through the end of April are \$43,805,000 and are tracking approximately \$1 million under-budget. With an increase in property values and Prop 8 recapture monies, total General Fund Revenues should reach \$61,075,000.

HR Consultant Steve Harman reported that he and staff recently attended a demonstration of the new Human Resources/ Payroll System, currently being utilized by another fire district. In keeping in compliance with new state law, he recommended adjusting the District's Anti-Harassment policy requiring employers to adopt anti-bullying policies. HR is well into the process of

promotional examinations for the positions of Fire Engineer and Fire Captain. Plans are in the works for the recruitment of new firefighters.

10.5 **Fire Chief – Fire Chief Meyer**

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

Chief Meyer spoke about the Knights of Columbus event, where Firefighter/Paramedic Ben Wylie was recently honored. He said it was a “great event” and that he was very appreciative of the Knights for recognizing one our own firefighters. He spoke briefly about the Alameda County Mechanic’s Garage and its accessibility and location in comparison to traveling to Oakdale for major repairs on the engines. The New Farm property details are being finalized; initially 5 acres; but, now 7 acres have been deeded to the District, with a reduced price. Board members were reminded that LAFCO has an opening for a special district alternate (due to the recent passing of George Schmidt). The term for this seat will end on May 7 2018. The election is scheduled for July 20th.

11. **Good of the Order**

12. **Closed Session**

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

13. **Return to Open Session**

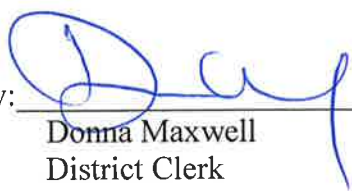
Regular session ended: 9:28 p.m.
Closed session began: 9:41 p.m.
Closed session ended: 9:49 p.m.
Regular session reconvened: 9:49 p.m.


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

No reportable actions taken, per District Counsel Ross.

15. **Adjournment**

The meeting adjourned at 9:49 p.m.

Prepared by: 
Donna Maxwell
District Clerk

Approved by: 
H. Jay Kerr
Board President