

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Minutes – October 28, 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 Kerr, Dakin and Stamey

**Telephonic participation by Director Campbell – teleconference location: 136 Gaywood Road, Alamo, CA 94507 Phone number: (925)838-5700**

**Telephonic participation by Director Parker – teleconference location: 10609 Roundelay Circle Sun City, AZ 85351 Phone number: (925) 389-6600**

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

**1. CALL TO ORDER**

*Board President Kerr called the meeting to order at 7:00 p.m.*

**2. PLEDGE OF ALLEGIANCE**

*Fire Marshall 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 COMMENTS**

*Citizen Mr. Smith relayed his concern about the recent swarms of earthquakes in San Ramon and the Calaveras fault. He inquired about an Earthquake Early Warning System. Chief Meyer said that efforts are underway to get something in place throughout the area and that the District is hoping to have more information, applicable to San Ramon Valley boundaries, within a few months.*

**5. CONSENT CALENDAR**

*Inquires were made by Director Dakin, with regard to simulated medication, noted on the Demand Register and Deputy Krause Chief explained that the District was following County protocol and that simulated medications were more cost effective. With regard to Agenda Item No. 5.6, Director Dakin voiced his concern to Technology Systems Manager Call about any memory drives leaving District property without being completely destroyed. TSM Call responded acknowledging the sensitive information and ensuring its complete destruction.*

*Motion made by Director Dakin to approve Consent Calendar Items Numbers 5.1 through 5.9, with Director Stamey offering the second motion. A roll call vote was taken, with Directors Parker, Campbell, Kerr, Stamey and Dakin all in favor. Motion carried 5/0.*

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

6.1 Beverly Lane, author of recently published, San Ramon Chronicles, Stories of Bygone Days.

*Director Kerr introduced Beverly Lane. Ms. Lane, local historian and curator of the Museum of the San Ramon Valley, spoke briefly about the history of fire suppression and various districts, which led to the formation of the SRVFPD. Her most recent book, San Ramon Chronicles, Stories of Bygone Days, covers the SRV Fire District history from 1963, to the subsequent merger of Danville and San Ramon. The San Ramon Chronicles is available for purchase at the Museum of the San Ramon Valley; Tuesdays – Sundays.*

6.2 Introduction of Dr. Peter Benson, ER Physician from John Muir Medical Center. Dr. Benson has been selected to serve as the new Fire Service EMS Medical Director.

*Chief Meyer introduced local resident and new Fire Service EMS Medical Director, Dr. Peter Benson, highlighting his 25 years of experience. Dr. Benson served as a paramedic in the early 1990's and as a Volunteer Medic on a "Notarztwagen," a physician staffed ambulance in Germany, during a college study year abroad. He completed his residency at Los Angeles County/ USC Hospital, which is reportedly one of the busiest trauma centers in the United States. He spent 3 years as a National Health Service Corps Scholar, where he provided primary care to underserved Latino communities in East Los Angeles. He served as a Flight Physician on a Lear Jet, performing Emergency Medical Evacuations out of Mexico. He is one of only twenty physicians in California, who has earned a Subspecialty Board Certification in EMS. He is a past Secretary and current member of the Emergency Medical Directors of California and the National EMS Physicians.*

*Note: At 7:25 p.m. the Board took a brief recess to allow Director Campbell to recuse himself for Item No. 7.1, Update for Fire Station 32.*

## **7. OLD BUSINESS**

7.1 Update for Fire Station 32.

*The meeting resumed at 7:29 p.m., without Director Campbell. Fire Marshall Kiefer provided an update, with regard to Fire Station 32. Once the discussion was closed, Director Campbell returned to the meeting via teleconference.*

7.2 Monthly update on Communications Center Consolidation Project.

*Communications Center Manager Denise Pangelinan provided the Board with an update about the consolidation project with San Ramon Valley Police. She said that the 3-day project system orientation for CAD/Mobile and RMS was facilitated by TriTech and this included a team of personnel from the District, San Ramon PD and Trittech system experts. The initial review of CAD interfaces for Zetron Station Alerting, Paging and ANIVALI was completed with TriTech Engineers. All Dispatch personnel received mandatory criminal history training, with instruction provided by the Department of Justice. A letter was sent to the State of California 9-1-1 office advising of the intent to establish a new primary*

*Public Safety Answering Point (PSAP), requesting start-up funding for phone equipment and dispatch workstations. Thanks to Chief Meyer and SRPD Chief Gorton, two additional radio workstation positions have been requested through East Bay Regional Communications System Authority. An application has been submitted to the Department of Justice, requesting access to their computer system and additional documents, relating to security, were also submitted.*

*Technology Systems Manager Steve Call told the Board that the District GIS data was submitted to TriTech Engineers for review. He provided the Board with a financial update, reporting that the District has received TriTech's invoice for 20% of the software and services received in the amount of \$153,101.53. The progress payment of \$82,577.57, for the virtualization hardware and software, provided by ExtraTeam, has been made.*

*Director Kerr inquired about the timeline for the consolidation project and was informed that everything has been coming together as planned. Director Dakin asked about the Fire District's Dispatch and personnel history of speaking in "clear text" as opposed to Police Dispatch and personnel speaking in 10-Code, Penal Code (and Vehicle Code). CCM Pangelinan stated that her staff has been studying applicable police codes for a successful transition.*

- 7.3 Consider authorizing the District to enter into a contract with Zoll Medical Corporation for the purchase of an additional five Zoll AutoPulse devices to be placed on the FRALS engines in non-ambulance stations and Station 37; cost not to exceed \$73,000.

*Director Dakin motioned to authorize the District to enter into a contract with Zoll Medical Corporation for the purchase of an additional five Zoll AutoPulse devices to be placed on the FRALS engines in non-ambulance stations and Station 37, in an amount not to exceed \$73,000. Funds for eleven AutoPulse units are budgeted in the CIP for fiscal years 2015/16 and 2016/17. This purchase of ten total units this fiscal year would accelerate the purchases planned for FY 16/17. There would be no impact to the current year General Fund operating budget. Director Stamey offered the second motion, with the remaining Directors in agreement. Motion carried 5/0.*

## **8. NEW BUSINESS**

- 8.1 Consider approving the expenditure of funds to upgrade the Communications Support Unit and Software to enable communications capabilities with EBRCs (700 MHz digital, trunked radio system).

*Initial request, with regard to Financial Impact, was at \$50,000. Discussion ensued, resulting in an additional \$20,000 to make the Mobile Communications Support Unit fully operational. Staff advised that the City of San Ramon would be responsible for half of the total amount. Directors Stamey and Dakin, understanding from staff that this unit may be loaned out on occasion, for example, during this year's Super Bowl, stressed the importance of having a contingency plan in place with backup dispatch capabilities and neighboring agencies. Motion by Director Dakin to approve the expenditure of funds to upgrade the Communications Support Unit hardware and software to enable communications capabilities with EBRCs (700 MHS digital, trunked radio systems), amended to the amount of \$70,000 from the General Fund, with a second motion offered by Director Stamey. With a unanimous vote for approval, motion carried 5/0.*

- 8.2 Review and accept the San Ramon Valley Fire Department Worker's Compensation Program Review; 2014-2015. No action is required as this report is for information only.

*Human Resources Consultant Steve Harman highlighted the District's Worker's Compensation program, for the period of July 1, 2014 through June 30, 2015. He reported that while there is an increase in the total number of claims filed in FY 2014-2015 of 45% over the previous year, the average cost per claim decreased by 19%, indicating that the injuries are less severe. The number of cases closed during FY 2014 – 2015 increased by 41%. In FY 2014 – 2015, the total dollars paid for claims decreased by 5% from the prior year. The District has worked closely with a third party administrator, Innovative Claim Solution, Inc., to properly and effectively manage the Worker's Compensation Program.*

- 8.3 Authorize the adoption of the Other Post-Employment Benefits (OPEB) Funding Policy and Revision of Fund Balance/ Reserve Policy. This action would further strengthen the long-term fiscal stability of the District without impacting current operations.

*Chief Meyer introduced the adoption of this policy, stating that it would set aside the proper amount of money for worker's compensation and retirement. Financial Consultant Ken Campo explained that the OPEB funding policy would mirror the manner in which the District funds retirement benefits administered by CCCERA.*

*Two policies were brought before the Board, requiring two separate Board votes. Motion by Director Dakin to adopt the Other Post-Employment Benefits (OPEB) Funding Policy, as recommended by staff. Second motion provided by Director Stamey. All Directors voted in approval. Motion carried with a 5/0 vote. Motion made by Director Stamey to accept the revision to the Fund Balance/Reserve Policy, by providing an additional \$2,000,000 to the workers' compensation reserve amount, with a second motion offered by Director Dakin. All Directors voted in approval. Motion carried with a 5/0 vote.*

- 8.4 Consider the approval of the Letter of Understanding between the SRVFPD and Local 3546 IAFF.

*Director Dakin abstained from voting on Agenda Item No. 8.4, citing a conflict of interest. Chief Meyer told the Board that the parties to the Memorandum of Understanding have now reached a tentative agreement on the Letter of Understanding, provided in the Board packet. Significant elements of which include that effective November 1, 2015 the base monthly salaries for the classifications of Firefighter, Fire Engineer and Fire Captain shall be increased by 6%. This salary increase is based on MOU Section 31 for the wage re-opener in July 2016. The next wage (Section 16) and health care re-opener is July 2017. In consideration for the wage aforesaid adjustment, the District will reduce promotions by a total of six; 3 Captains and 3 Fire Engineers. Chief Meyer noted that the Fire District will remain properly deployed. Motion by Director Stamey to approve the changes to the MOU as outlined and authorize the Fire Chief to execute the Letter of Understanding documenting the MOU changes. Second motion made by Director Parker. Motion carried with 4 votes in favor, with 1 vote in absentia.*

- 8.5 Open Public Hearing and conduct the first reading of the proposed amendment to Ordinance Number 30, to permit cost reimbursement for Emergency Medical Services provided for Mutual Aid and Automatic Aid Responses.

*Ordinance Number 30 was omitted from the initial Board packet in error and therefore, the discussion and hearing of Agenda Item No. 8.5 was postponed. Motion made by Director Dakin to continue the first reading of proposed amendment to Ordinance Number 30 to the next Board meeting, with a second*

*motion given by Director Stamey. All Directors concurred. Motion carried with a 5/0 vote.*

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

*An email with a photo depicting the District's Honor Guard, made up Firefighter Paramedic Eynck, Training Captain Taylor, Paramedic Engineer Youngblood and Paramedic Engineer Harder at the 13<sup>th</sup> Annual California Firefighter Memorial Ceremony, was shared with the Board. Chief Meyer, Deputy Chief Phares and the Board members all expressed their appreciation for their service.*

## **10. MONTHLY ACTIVITY REPORTS FOR JUNE AND JULY 2015**

### **10.1 Operations Division-Deputy Chief Phares**

Operations Report of monthly activities.

*Deputy Chief Phares discussed this year's Great Shake Out exercise, which takes place every year in October, noting the irony of the recent swarms of earthquakes in San Ramon, occurring during the actual event. Firefighters from the District participated in the Urban Shield exercise and placed 2<sup>nd</sup> in the category of Search and Rescue.*

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

EMS/Logistics Report of monthly activities.

*Deputy Chief Krause reported that one patient in sudden cardiac arrest had a return of spontaneous circulation. He said with the assistance of Senior Office Assistant Debbie Faria and Sentinels of Freedom participant Keith Hughes, the Facilities division coordinated logistics for the 9-11 Oak Hills Memorial Event. Director Stamey asked about Engine #551 being declared surplus in September. Deputy Krause informed the Board that turning the Engine over to Cal Fire, for hire, would be the preferred method for disposing surplus property.*

### **10.3 Fire Prevention – Division Chief, Fire Marshal Kiefer**

Fire Prevention Report of monthly activities.

*Fire Marshal Kiefer spoke briefly about the passage of Assembly Bill 287, which requires that most new buildings constructed after January 1, 2017 and have an occupancy of 200 or more will be required to have an AED on premises. Exceptions would include, multi-family dwellings and storage type facilities.*

*As part of the tenant improvement of 2600 Camino Ramon, Deputy Fire Marshal Stevens and Code Compliance Office Wendel organized a training/demonstration event with Sunset Development to verify the acceptability of the existing turf block emergency vehicle/aerial access at the building site. Truck 34 and Battalion Chief Selover participated in the exercise. As a result of the training, conditions were determined that required mitigation including: managing existing trees and modifying proposed changes to the place and landscape areas. At the November 10<sup>th</sup> CERT Refresher Course, our CERT volunteers will have the opportunity to hear about the recent swarms of earthquakes in San Ramon, from David Schwartz, of the U.S.G.S. Four Personal Emergency Preparedness (PEP) classes have been added to the schedule for the month of November 2015. Director Dakin inquired about the monthly activity report, for September 2015, asking why the "Total Inspectable Occupancies" were at 1427; or 40%, year to date. Fire Marshal Kiefer said that 338 inspections remained for the rest of the year.*

10.4 Administrative Services – Financial Consultant Ken Campo

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

*Financial Consultant (FC) Campo reported that Finance completed and submitted the following required State Controller's Office reports by the statutory filing deadline of October 19, 2015: Local Government Financial Transactions Report for FY2014-2015 and the Government Compensation Report for calendar 2014. The District retained NBS Government Finance Group to update the District's Cost Allocation Plan and submit GEMT (Ground Emergency Medical Transport) cost reports for additional Medicare reimbursement. FC Campo provided the Board with an account summary for the California Employers' Retiree Benefit Trust. The initial contribution, on June 29, 2009, was for \$3,500,000. The average annualized internal rate of return from June 2009 through October 28, 2015 was 9.69%, with total assets currently at \$10,741,713.*

*HR Consultant Harman updated the Board about where they are in the promotional and hiring process for the Engineers and Firefighter/Paramedic recruitments. The annual enrollment for medical benefits has been opened. Census data has been submitted to ADP, for the transition of Human Resources/Benefits system conversions and compliance with ACA reporting requirements.*

*Controller Koran added that the District's on-line payment system is now up and running. When speaking about the FY2015/16 Combined General Fund Reserves, Koran relayed that the reserves were above Board policy. With regard to Cash Balances – All Funds, he said that the District is better off by \$3.4 million this year, compared to this time last year. Salaries and Benefits are in line with the budget, as expected and Ambulance revenues are slightly better than last year. Both General Fund Expenditures and General Fund Revenues are currently in line with the budget.*

10.5 Fire Chief – Fire Chief Meyer

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

*Chief Meyer spoke about his recent meeting with Assemblywoman Catharine Baker and said he appreciated her interest in the District and offer for support, at both the County and State level. Contra Costa, Alameda and Santa Clara Counties held an Executive Fire Chief's meeting, where each agency realized they have very similar challenges. They also discussed their opinions on public and private partnerships. Chief Meyer believes there will be more Executive Fire Chiefs' meetings in the future as a result of what seemed like a very informative and successful first meeting. Chief Meyer thanked everybody for their support at the recent fundraiser at Gianni's Italian Bistro. Relaying, that staff did a great job and the funds raised went to a wonderful cause; to the families of fallen firefighters. Stakeholder meetings took place with representatives from the Town of Danville, City of San Ramon, Supervisor Andersen's Office and the SRV Unified School District to hear how they viewed the Fire District, particularly the Fire Prevention Division. Chief Meyer also spoke briefly about staff assisting the Blackhawk Women's October 21<sup>st</sup> fashion show, held at Blackhawk Plaza.*

**11. GOOD OF THE ORDER**

*Director Kerr told Board members that Director Dakin has agreed to fill the vacant seat on the Facilities Subcommittee. Director Stamey will remain as Chair on this committee.*

**12. CLOSED SESSION**

12.1 Labor Negotiations: Conference with Labor Negotiators Chief Paige Meyer, Fire Marshal Christina Kiefer, Ken Campo and Steve Harman. Employee Organization Local 3546 [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: 9:14 p.m.  
Closed session began: 9:20 p.m.  
Closed session ended: 10:42 p.m.  
Regular session reconvened: 10:42 p.m.

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

Upon return from Closed Session at 10:42 p.m., District Counsel William Ross indicated that a written report concerning matters addressed in Closed Session would be prepared consistent with the provisions of Government Code section 54957.1.

**15. Adjournment**

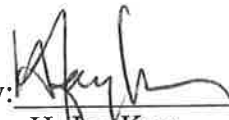
The meeting adjourned at 10:42 p.m.

Prepared by:



Donna Maxwell  
District Clerk

Approved by:



H. Jay Kerr  
Board President