

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – September 29, 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, Campbell and Parker

Telephonic participation by Director Stamey – teleconference location: 2560 Kekaa Dr #E101, Lahaina Hi 96761. Phone number: 808-667-7242

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Fire Marshal Kiefer, Deputy Chief Phares, Deputy Chief Krause, 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 1:59 p.m.

2. 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 Don Reed relayed that his concern with regard to 911 has been resolved and that his calls no longer go to CHP, but instead transfers directly to Martinez.

5. CONSENT CALENDAR

Discrepancy found, by way of omission, in the August 20, 2015 Board meeting minutes, in that Director Dakin stepped down from the Fire Prevention Subcommittee and was replaced by Director Campbell. Motion to approve consent items 5-1 through 5-5, with amended correction to the August 20, 2015 minutes (Item 5.3) made by Director Dakin and seconded by Director Stamey. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Recognize Captain Mark Anderson for 30 years of dedicated service, effective October 1, 2015.

Chief Meyer and Deputy Chief Lon Phares spoke about Captain Anderson's years of service: two years as a Shasta College Firefighter (during semesters) and three summers as a Moraga Orinda paid Reserve Firefighter. Hired in 1985 by SRVFPD, served as an Engineer from 1988-1992 and was promoted to Captain in 1992. He is an original member of the District's Honor Guard and a member of the Rescue Division. He has also spent several years doing GIS mapping work for the District.

6.2 Recognize Captain David Atkin for 30 years of dedicated service, effective October 1, 2015.

Chief Meyer and Deputy Chief Lon Phares discussed Captain Atkin's accomplishments, since starting his fire career in 1981, with the Marin Wood Fire Department. Captain Anderson was hired in 1985 by the SRVFPD, promoted to Captain by 1992 and has served as acting Battalion Chief. He has served on multiple committees including: Deployment, Hiring, Safety and EMS. He worked on ambulance procurement and currently serves as the Union Vice President. His community activities include Event Coordinator for the Alisa Ann Rich Burn Foundation and Red Cross Volunteer.

6.3 Proclamation in Recognition of Fire Prevention Week October 4 - 10, 2015.

October 4th through 10th, 2015, was proclaimed "Fire Prevention Week," by the Board. Director Kerr urged all of the citizens to engage in the many public safety activities offered this week and "to install smoke alarms in every bedroom, outside each sleeping area and on every level of the home."

At this time the Board took a brief recess from 2:38 p.m. until 2:46 p.m.

7. OLD BUSINESS

7.1 Authorize staff to purchase a Nimble SAN from ExtraTeam in an amount not to exceed \$43,176.43. Funds are allocated in the Annual Budget Fiscal Year 2015-2016.

Motion made by Director Dakin to authorize staff to purchase a Nimble SAN from ExtraTeam, in an amount not to exceed \$43,176.43, with a second offered by Director Parker. Motion carried 5/0.

7.2 Monthly update on Communications Center Consolidation Project.

Chief Meyer provided the Board with an update of the Communications Center Consolidation Project with the City of San Ramon. He relayed that Communications Center personnel have completed all Department of Justice fingerprinting requirements, through the San Ramon Police Department. Job descriptions have been updated for Dispatcher and Supervisor positions. Project kick-off for the development of the new Computer Aided Dispatch, through Tri-Tech, was successful and began on September 17, 2015.

- 7.2 Authorize staff to pay the East Bay Regional Communications System Authority (EBRCSA) operating payment in the amount of \$79,800. This is a budgeted expense for FY 2015-2016.

Motion by Director Campbell was made to authorize staff to pay the EBRCSA operating payment, in the amount of \$79,800, with second offered by Director Dakin. Motion carried 5/0.

- 7.3 Update on new Fire Station 32.

Fire Marshal Kiefer provided the update for Fire Station 32, discussing briefly the minimum qualifications for the construction management firm sought to build the station, including, but not limited to, a minimum of 3 years public sector projects delivered utilizing the CMAR (Construction Management At-Risk) delivery method (or similar cost control project delivery methods); previous experience constructing at least 2 fire stations; adding, that additional consideration maybe be provided for services on Essential Services facilities as defined in California Health and Safety Code Section 16000-16001. All proposals will be evaluated based on the firm's construction management at-risk capabilities, qualifications and technical capabilities, previous experience, cost control and financial strength, knowledge of local conditions and with a cost guaranteed maximum price. Fire Marshal Kiefer is hopeful that a RFQ/RFP will be provided to the Board at the October 28th meeting.

8. NEW BUSINESS

- 8.1 Open Public Hearing to introduce and conduct the first reading of Proposed Ordinance No. 32; an Ordinance of the San Ramon Valley Fire Protection District Repealing Ordinance No. 31 and setting forth purchasing and contracting procedures and authorities.

Fire Marshal Kiefer reported that Ordinance Number 32 repeals and replaces Ordinance Number 31 and provides a uniform and comprehensive approach to the District's purchasing and contracting procedures. Substantial changes in the new ordinance include: a four-fifths vote of the governing body to delegate the appropriate authority to the fire chief to procure equipment, services and supplies without giving notice for bids, in the event of an emergency; additionally, Section 4.1(f), "Exceptions of the Bidding Process: has been modified to add the word "federal." Director Kerr opened the public hearing, with no members of the public appearing, and the hearing was closed. The second hearing of the Ordinance will take place at the next Board of Directors meeting on October 28, 2015. Motion to accept the report provided by Fire Marshal Kiefer made by Director Stamey, with a second by Director Dakin. A roll-call vote was taken. Ayes: Campbell, Kerr, Parker, Stamey and Dakin Noes: None Motion carried 5/0.

- 8.2 Consider authorizing the District to enter into a Master Equity Lease Agreement with Enterprise Fleet Management.

Deputy Chief Krause reported that the District presently supports a fleet of 32 staff vehicles. An outside evaluation revealed that these vehicles, while some are underutilized and therefore a pull on maintenance and generally unreliable, many are past their effective service life, which puts unnecessary risk/liability to District personnel and the public. Were the District to lease, rather than purchase staff vehicles, advantages would include: fuel mileage savings, technological advancements and enhanced safety features. The District's Capital Improvement Plan includes costs for the purchase of 4 staff vehicles in FY 15/16 and three in FY 16/17. All of the Command Staff vehicles scheduled for replacement have 90,000 up to 100,000+ miles.

Motion made by Director Parker to authorize the District to enter into a Master Equity Lease Agreement with Enterprise Fleet Management for the acquisition of the aforesaid staff vehicles, with the initial lease covering the seven staff vehicles to replace the CIP-listed Command Staff vehicles due for replacement in FY15/16 and FY16/17. Any subsequent vehicles obtained under the Master Lease Agreement would be brought back for Board approval prior to the execution of the lease. Motion seconded by Director Stamey. Further discussion ensued with a REVISION to Director Parker's motion, reducing the number from 7 vehicles to 5 vehicles, with a second made by Director Campbell. Motion carried 5/0.

- 8.3 Consider authorizing the District to enter into a contract with Zoll Medical Corporation for the purchase of five Zoll AutoPulse devices.

Deputy Chief Krause relayed that District EMS staff proposes the purchase of five Zoll AutoPulse devices in FY15/16. Reportedly, this would be to replace the highly used, aging devices currently on the frontline ambulances and move these devices to the backup ambulances, as well as provide one device to the Station 37/40 area. In FY15/16 another 6 devices will be purchased to cover the most highly used frontline ambulance devices and the year-old devices will be moved to the backup ambulances and the Station 37/40 area, with the remaining device used as a spare and/or for training. Zoll Medical is the only provider of the Zoll Autopulse devices and this purchase would include a single-source attestation.

Motion made by Director Dakin to authorize the District to enter into a contract with Zoll Medical Corporation for the purchase of five Zoll AutoPulse devices, to replace the CIP-listed devices due for replacement in FY15/16, in an amount not to exceed \$73,000. Second motion made by Director Campbell. Motion carried 5/0. Recommendation by Director Dakin for staff to return to the October 28th Board meeting to discuss purchasing additional AutoPulse devices.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

10. MONTHLY ACTIVITY REPORTS FOR JUNE AND JULY 2015

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

Deputy Chief Phares relayed that suppression personnel have been busy responding to out of county requests for assistance, but that all units are back in the District at this time. Two working fires this past week involved a residential fire and a quarter-acre vegetation fire; both in Alamo. Deputy Chief Phares provided the Board with photos depicting upgrades to the training site; located at 6100 Camino Tassajara, Pleasanton. While the upgrades are not complete, all work is being done by District personnel. Plans are in place to use the upgraded training site for the next Fire academy.

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

Deputy Chief Krause reported that three patients found in cardiac arrest were resuscitated in the field and transported to local hospitals; 2 patients have since expired. With regard to Facilities,

DC Krause relayed how much his division has appreciated the assistance, on various projects, provided by Sentinels of Freedom veteran, Keith Hughes. Logistics staff reviewed e-signature and electronic plan review products and services with Fire Prevention staff. Staff also transitioned to new online portal provided by the District's Managed Print Services vendor and evaluated firewall solutions with the City of San Ramon's I.T. staff for consolidated dispatch efforts. DC Krause stated that the Communications Center participated in a county-wide MCI table top drill. Communications Center Manager Denise Pangelinan attends weekly San Ramon PD Dispatch service meetings and has been quite an asset to the SRVFPD/City of San Ramon Dispatch Consolidation project.

10.3 Fire Prevention – Division Chief, Fire Marshal Kiefer

Fire Prevention Report of monthly activities.

In August, Fire Prevention Specialist Joyce Castro held a class for property owners who received a citation from the District. The class was offered to the residents, in lieu of paying a fine. Included in the class was property specific information to help the homeowners maintain exterior hazard abatement standards applicable to their property.

In 2012, Deputy Fire Marshal Stevens and Fire Inspector Probert completed a fire investigation that recently resulted in the felony convictions of two residents; two counts of arson, four counts of insurance fraud. The investigation revealed that the same property owners had experienced another structure fire, within the District three years prior. The Contra Costa County District Attorney's office, the California Office of Insurance, ATF and the Danville Police Department, worked in cooperation with Deputy Fire Marshal Stevens and Fire Inspector Probert to close this case. Restitution for the District, with regard to investigative/court time, is still being considered by the CCCDA.

Deputy Fire Marshal Stevens and Fire Inspector Probert participated in the August East Bay Incident Management Team Activation event. Skills acquired by their participation will prove valuable, should a major incident take place within the District.

In August, Fire Marshal Kiefer gave a presentation to the Fire Prevention subcommittee, which provided an overview of the Fire Prevention Division; roles, responsibilities and voluntary and mandated programs.

10.4 Administrative Services – Financial Consultant Ken Campo

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

FC Campo reported the following information to the Board: Vehicle Lease #4 (used to purchase three Type 1 engines, four Type 3 engines and two ambulances) has been executed, lowering the interest rate from 2.58% to 1.5%, resulting in a savings of about \$25,000. Finance closed the books on FY2014/15 and has prepared for an independent, outside audit of the District Financials. The accounting system has been upgraded to incorporate an electronic funds transfer module and staff has continued working with the bank to improve District payment systems such as online bill pay, to streamline the current business processes and enhance fraud protection. Finance implemented a single purchase card system throughout the District, to streamline the business process and enhance rebate opportunities. Finance is currently testing a new purchase card system for vendors, specifically medical suppliers. Finance recently improved and disseminated an Annual

Employee Letter, detailing all aspects of total compensation, deductions and District contributions toward employee benefits.

Martin Koran, the District Controller, presented the Administrative Services Division Financial Report; fiscal year-to-date through August 31, 2015. In his report, Controller Koran communicated that the FY2015/16 Combined General Fund Reserves, in the amount of \$37,730,000, were actually higher than budgeted and that they were above Board policy. Cash Balances (all funds), in comparison to this time last year, were up by \$3.1 million, at \$31,042,547. Salaries and benefits are in line with budget expectations at \$9,122,108 and the District saved about \$480,000 by prepaying CCCERA contributions. Ambulance revenues received were slightly better than budgeted at an amount of \$567,832. General Fund Expenditures were as expected at \$10,031,548 and General Fund Revenues were on-track at \$781,606, which is up in comparison to the prior year's budget.

Human Resources Consultant Steve Harman provided an update on behalf of the Human Resources Division. Interviews were conducted for the position of Fire Prevention Assistant II, resulting in an eligibility list of 12 candidates. The Firefighter/Paramedic recruitment process yielded 18-22, potential recruits. Multiple meetings were held to prepare interview panels to assess the readiness of the Firefighter/Paramedic applicants, EMS skills and Firefighting skills.

Recruitment for the position of Fire Engineer, resulted in 13 applicants, with the written exam held on September 8th. Also facilitated was the development of the validation study of the Fire Engineer written examination and performance test.

Human Resources staff participated in several webinars pertaining to the annual CalPERS open enrollment period. Staff also continued the compilation of ADP conversion data for transition of Human Resources/Benefits system conversions and compliance with ACA reporting requirements. Human Resources staff met with Fire Dispatch employees to discuss the contract for Police Dispatch Services with the City of San Ramon.

10.5 Fire Chief – Fire Chief Meyer

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

Chief Meyer spoke briefly about recent conferences that he and Admin staff attended, including the Cal Chiefs Conference he went to with Deputy Chief Krause. He informed the Board that the EMS Advocate position has been filled, with AP Triton, LLC. Staff is meeting with an ISO representative to assess what areas need to be focused on to improve the District's rating, from a Class 2 to a Class 1.

11. GOOD OF THE ORDER

Director Kerr spoke briefly about the CSDA Conference which he, Director Stamey, Controller Koran and District Clerk Maxwell recently attended. He was particularly impressed with the cyber-security presentation (offered by Michael Bazzell, Computer Security Specialist and Privacy Consultant) at the conference. The Board, in unison, made comments about receiving an update at the next Board meeting from IT, with regard to the District's own cyber-security. Director Dakin provided information about the Contra Costa County Tax Payers Association, suggesting that the new EMS Advocate join for awareness.

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.

Closed session did not take place; therefore, meeting adjourned with Regular session.

13. **Return to Open Session**

Regular session ended: 4:43 p.m.
Closed session began: n/a
Closed session ended: n/a
Regular session reconvened: n/a

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

15. **Adjournment**

The meeting adjourned at 4:43 p.m.

Prepared by: 
Donna Maxwell
District Clerk

Approved by: 
H. Jay Kerr
Board President