

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

**Board of Directors Regular Board Meeting and Teleconference**

**A member of the San Ramon Valley Fire Protection District Board of Directors could not attend this meeting and instead participated in the regular board meeting through teleconferencing, pursuant to Government Code Section 54953.**

*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

Telephonic participation by Director Parker. Location: 1637 E Mel Drive Palm Springs, CA 92262 (925) 389-6600 (cell)

**Board Members Present:** Directors Campbell, Kerr and Stamey. Telephonic participation: Parker. Absent: Dakin

**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 Steve Harman and District Clerk Maxwell.

**1. Call to Order**

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

**2. Pledge of Allegiance**

President Kerr 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**

Director Stamey moved approval of Consent Calendar items 5.1-5.8 (1-2) Director Campbell seconded the motion. Motion carried.

**6. Special Announcements/Presentations/General Business**

**6.1. Badge Pinning Ceremony for EMS Captain Jon Michaelson**

Chief Meyer spoke about Captain Michaelson's dedication to EMS for the past 29 years, 20 of which were in the fire service. Girlfriend, Rachel Morris, assisted in the ceremony with the actual pinning.

**6.2 Badge Pinning Ceremony for Deputy Chiefs Krause and Phares.**

Chief Meyer relayed how Deputy Chief Krause was inspired to join the fire service after assisting Oakland Fire, with rescue efforts post Loma Prieta. DC Krause has the trust of his fellow firefighter/paramedics and always believes in doing the right thing. DC Krause's wife Dorothy pinned her husband.

Chief Meyer discussed Deputy Chief Phares' incredible passion and drive for the operations of this district. DC Phares' is well respected and a strong leader. DC Phares' daughter, Samantha, pinned her father.

**6.3 Proclamation Recognizing February, 2015 as American Heart Month.**

The Board recognized February, 2015 as American Heart Month.

At this time in the meeting, the Board took a short recess.

**7. Old Business**

None

**8. New Business**

**8.1 Presentation of 2014 District Comprehensive Annual Finance Report (CAFR) by independent auditors, Vavrinek, Trine, Day & Company.**

AJ Major, CPA and Partner of Vavrinek, Trine, Day and Company, LLP, discussed the firm's findings, post review and audit of the financial statements of government activities and each major fund of the SRVFPD; year ending June 30, 2014. .

**8.2 Board President Kerr announced the Standing Committee Assignments:**

Fire Prevention:	Chair, Director Dakin and Director Campbell
Personnel/HR:	Chair, Director Stamey and Director Parker
Finance:	Chair, Director Kerr and Director Dakin
Facilities:	Chair, Director Stamey and Director Campbell
EMS:	Chair, Director Dakin and Director Parker
CERT/PAC:	Director Kerr

8.3 Selection of Date for annual Board Budget Workshop, suggested dates: Tuesday, June 2<sup>nd</sup>, Wednesday, June 3<sup>rd</sup> or Thursday, June 4<sup>th</sup>.

At this time, dates were narrowed to either Wednesday, June 3<sup>rd</sup> or Thursday, June 4<sup>th</sup>; pending response from Director Dakin.

9. **Correspondence**

Reviewed and briefly discussed by Board members.

10. **Monthly Activity Reports**

10.1 **Operations Division-Deputy Chief Phares**  
Standards of Cover Policy Compliance Report.

In addition to his written report, Deputy Chief Phares went into more detail about the 2 day Emergency Scene Management workshop. He relayed that four buildings are set to be demolished in Bishop Ranch 2 and that staff has already had the opportunity to use the site for some valuable training. Staff recently attended vehicle extrication training at the Tesla Motors Facility. Tesla donated several cars for this training.

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

Deputy Chief Krause expounded on the four EMS saves in the field. Two of the four saves did not have CPR prior to the arrival of the crew. ALS went a long way in preventing mortality for these patients. He noted that having paramedics on the engines is very important.

10.3 **Fire Prevention – Fire Marshal Kiefer**  
Fire Prevention Report of monthly activities.

Fire Marshal Kiefer reported that to date, the San Ramon Valley has 123 publicly listed AED's and another 48 that are carried by police and fire in this area. In 2014, there was one fire fatality as a result of a structure fire. Also in 2014, 4,230 people were trained on Hands Only CPR and the proper use of an AED. The Emergency Preparedness Fair was supported by 52 vendors, with approximately 5,000 in attendance.

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

Financial Consultant (FC) Campo and Controller Koran highlighted the District's financials. FC Campo talked about the sale of Certificates of Participation, which

took place the prior week.

10.5 Fire Chief – Fire Chief Meyer

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

Chief Meyer briefly covered company officer meetings, ISO accreditation, the Training Division Workshop, Steve Harman's interview results and his continued concern about the County's Ambulance RFP contract.

11. Good of the Order

Chief Meyer talked about a special request from Alameda County Fire, with regard to a very ill little boy who has always dreamed of becoming a firefighter. Station 34, staffed by Capt. Terry, Capt. Archuleta, Eng. Sabye, Eng. Costa, FF/PM Bannister and FF/PM Conley that particular day, with the assistance of Captain Terry's wife, worked with the child's school and his family to provide a very special afternoon for this young man. Chief Meyer had received an e-mail from the school's principal thanking Station 34 for their gracious effort and support in making it a very memorable time in the life of their student and his family.

12. Closed Session

12.1 Possible exposure to litigation (one matter). [Pursuant to Government Code §54956.9(d)(2)]. Facts and circumstances that might result in litigation need not be disclosed.

12.2 Personnel Action: Review of District Counsel, pursuant to Government Code Section 54957.

13. Return to Open Session

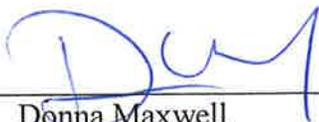
Regular session ended: 8:48 p.m.  
Closed session began: 9:02 p.m.  
Closed session ended: 9:11 p.m.  
Regular session reconvened: 9:11 p.m.

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

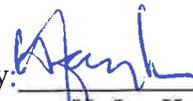
15. Adjournment

The meeting adjourned at 9:11 p.m.

Prepared by:

  
Donna Maxwell  
District Clerk

Approved by:

  
H. Jay Kerr  
Board President