

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS BOARD RETREAT
Minutes – March 16, 2015**

MISSION STATEMENT

In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.

Location: 2603 Camino Ramon-Bishop Ranch 3, Room 287
San Ramon, CA 94583

Board Members Present: Directors Campbell, Dakin, Kerr, Parker and Stamey.

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

1. Call to Order

President Kerr called the meeting to order at 9:17 a.m.

2. Determination of Quorum and Confirmation of Agenda

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

3. Public Comment

None present.

4. New Business

4.1 Update goals from 2014/2015

Chief Meyer and management staff provided updates from goals set in 2014. Included in the discussion, but not limited to, were Labor Concessions, a 3% raise for all current employees and how Deployment Committee recommendations were implemented. The subsequent reorganization resulted in a savings of over \$1.5 million per year, with the District continuing to realize a savings of over \$500,000 annually. Several long-term employee workers' compensation matters were resolved. Chief Meyer became an EBRCS Board Member. Auto Aid and Mutual Aid agreements with Contra Costa County Fire and Alameda County Fire were modified, which led to a greater balance in terms of aid received and aid provided.

Finance Division accomplishments included the refinancing of two separate bonds, which led to the savings of \$1.3 million. Initiating the prepayment of CCCERA retirements contributions equated to \$500,000+ annual savings. The implementation of the medical insurance "opt-out" program, led to an annual savings of \$150,000. The Hemme Property was sold to Contra Costa County for \$740,000. Reported to the Board was a total savings

of over \$7.5 million, since March 2013. Ongoing current annual savings are over \$4 million.

4.2 Looking ahead, prioritizing 2015/2016

Human Resources Consultant Steve Harman spoke about taking the HR Department in a new direction that involved the improvement of existing policies, leveraging technology and enhanced communication between HR staff and District employees.

Chief Meyer and management staff continued to relay organizational goals for the 2014/2015 Fiscal Year. This included continuing to build strong labor-management relationships, to maintain transparency with all employees and to seek input from the Board, labor and employees before making decisions that impacted the District, with regard to Other Post Employee Benefits (OPEB), the existing deployment model, Station 32, Fire Prevention and Communications. Goals included continued fiscal stability with a long-range Capital Improvement Plan, a sustainable long-range financial plan, and to develop a strategy to address future retiree medical benefits and eliminate the unfunded liability. The discussion of a District succession plan ensued, which included an employee development and training plan, the review of an updated purchasing manual and protocols to identify proper vendors, products, services and piggyback opportunities with other public agencies. Strategies to address retirements and the recent CCCERA ruling and appeal were covered as well.

The discussion turned to EMS, with regard to Contra Costa County's service delivery model and the Chief's role as the President of the CCC Executive Chief's Association. The East Bay Regional Communications System (EBRCS) had come to fruition this past year, after four years in process. Consequently, District policies were updated and personnel received extensive training on this new system, which provides fully interoperable communications to all public agencies within Contra Costa and Alameda Counties.

In October 2014, suppression personnel participated in a Disaster and Damage Assessment exercise. In January, Operations and Staff personnel completed a course in EOC Management and Operations. The ICS/EOC Interface Workshop was also completed in January, by Operations and Staff personnel. Goals set for training included consistency of said training, to identify specific training needs of the organization and to continue to maintain full compliance, when it comes to mandated training requirements.

Over the past six years, the Fire Prevention Division (FPD) has not replenished the vacant positions of Deputy Fire Marshall, Fire Specialist, Code Compliance Officer and Office Assistant. Division responsibilities include code compliance, public education, emergency preparedness and fire investigation. Already existing residential, commercial and light industrial environments are the primary areas of focus. The FPD objective is to build and maintain safe communities within the San Ramon Valley. Future goals involve enhancing customer service by increasing the overall knowledge base of staff.

5. CLOSED SESSION

5.1 Conference with Labor Negotiators: Discussion between Agency Representative - Paige Meyer, District Chief and Employee Organization - San Ramon Valley Firefighters Association, IAFF Local 3546 [Authorized under Government Code §54957.6 and 54954.5(f)].


6. Return to Open Session

Regular session ended: 1:23 p.m.
Closed session began: 1:32 p.m.
Closed session ended: 2:21 p.m.

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

Per District Counsel, William Ross, there were no reportable actions.

9. ADJOURNMENT TO THE NEXT REGULAR BOARD OF DIRECTORS MEETING SCHEDULED FOR WEDNESDAY, MARCH 25, 2015 AT 7:00 P.M. IN THE BOARDROOM.

Prepared by: 
Donna Maxwell
District Clerk

Approved by: 
Jay Kerr
Board President