

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – April 22, 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, Deputy Fire Marshal Stevens, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Communications Center Manager Pangelinan, Technology Systems Manager Call, HR Consultant Harman and District Clerk Maxwell.

1. Call to Order

President Kerr called the meeting to order at 7:02 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

Motion to approve items 5.1 – 5.12 by Director Stamey, second motion to approve made by Director Dakin. Ayes: Kerr, Campbell, Dakin, Parker and Stamey. The April agenda included all agenda items from the cancelled March 25, 2015 meeting agenda; the agendas combined account for items 5.1 – 5.12.

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

- 6.1 Communications center update, with regard to combining SRVFPD/SRPD Dispatch, by Chief Meyer, Technology Systems Manager Call and Communications Manager Denise Pangelinan.

Chief Meyer, TSM Call and CM Pangelinan discussed improvements to existing service and how the SRVFPD will transition from a secondary PSAP (Primary Public Safety Answering Point) to a Primary PSAP (City of San Ramon). Mobile calls within the San Ramon Valley will be routed to the new communications center directly. This partnership will result in the first and only point of contact for citizens when they call for emergency assistance. Call processing times will be reduced, prompting the reduction of response times to the actual location of the emergency. The police department will have access to more current and detailed property information and maps throughout the city. The District's Automated Vehicle Location (AVL) system, which provides real-time location information on all MDC-equipped units, will be available for police use. It was relayed that a shared communications center will enhance public safety, reduce response times, increase the level of service to the community and reduce overall expenses for both agencies.

7. **Old Business**

- 7.1 Discussion and possible approval of amendment to LCA Architects Inc. contract for Professional Services for Fire Station 32, not to exceed \$305,000.

Motion by Director Stamey to enter into a contract with LCA Architects Inc., in an amount recommended by staff, not to exceed \$305,000. Director Dakin seconded the motion and the motion carried with a vote of 5/0.

8. **New Business**

- 8.1 Discussion and possible approval of Resolution No. 2015-01 for the 2015 Exterior Hazard Abatement Program.

Recommendation by staff, pursuant to Health and Safety Code sections 14900.5 and 14900.6 that Resolution No. 2015-01 be approved. All properties, within the program, are in the wildfire hazard severity zone as identified by the California Department of Forestry and Fire Protection and/or designated in accordance with the District Fire Code. Current drought conditions pose additional risks to these properties.

Director Dakin encouraged staff to improve their outreach/notification approach when encouraging compliance by property owners. Motion by Director Stamey to pass as recommended by staff, second motion made by Director

Parker. Roll call vote take. Ayes: Directors Kerr, Campbell, Dakin, Stamey and Parker. Noes: None Absent: None Abstentions: None

- 8.2 Subordination request relating to proposed bond issue for the Successor Agency to the San Ramon Community Redevelopment Project of the San Ramon Redevelopment Agency.

Recommendation by staff to approve the subordination of the Agency's obligation to pay statutory pass-through payments to the District in connection with the Agency's obligation to pay debt service on the 2015 refunding bonds, and authorize the Fire Chief to execute the formal acknowledgement provided by the Agency.

Motion by Director Dakin to approve staff's recommendation, second motion provided by Director Stamey. Motion carried with vote of 5/0.

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

This Letter of Understanding addresses changes to the Memorandum of Understanding between the SRVFPD and the International Association of Firefighters, Local 3546; termed August 1, 2009 through June 30, 2018. Notable changes presented to the Board were as follows:

- A 5% across-the-board wage increase effective 1/1/2016 (except for the position of the Fire Chief);
- Defers the last 4% pension cost share on the part of Safety employees until July 1, 2017;
- Implements a retiree medical vesting requirement for employees hired after the effective date of the LOU;
- Extends the term of the MOU to June 30, 2020

Local 3546 President, Mike Mohun, was present during the meeting. Mohun brought to the Fire Chief's attention that there was a sentence on Page 4, of the LOU, which needed omission because Union members did not vote on this particular term; refer to sentence "9. A Captain acting as a Battalion Chief will receive 20% additional pay for all such hours while working as a Battalion Chief." Subsequently, staff recommended that the Board approve the changes to the MOU, as outlined in the Letter of Understanding, but modified by the removal of the sentence which read "9. A Captain acting as Battalion Chief will receive 20% additional pay for all such hours while working as a Battalion Chief."

Motion by Director Stamey to approve, as recommended by staff with the amendment, second motion made by Director Parker. Roll call vote taken.

Ayes: Kerr, Campbell, Dakin, Stamey and Parker. Noes: None Absences: None. Abstentions: None

- 8.4 Memorandum of Understanding between SRVFPD and International Association of Firefighters, Local 3546-A; June 1, 2013 – June 30, 2018.

Local 3546-A is comprised of the Battalion Chief, Battalion Chief of Special Operations, Division Chief Training and the Communications Center Manager positions. This Memorandum of Understanding is entered into pursuant to the Meyers-Miliias-Brown Act; Government Code Section 3500 et. seq. and has been jointly prepared by Local 3546-A and Management Staff. This particular MOU addresses salary and employee benefit adjustments for the period from July 1, 2013 to June 30, 2018. The Board was advised that there is no financial impact to the District as a result of approving this MOU.

Motion by Director Stamey to approve as recommended by staff, second motion for approval made by Director Campbell. Roll call vote taken. Ayes: Kerr, Campbell, Dakin, Stamey and Parker. Noes: None Absences: None Abstentions: None

- 8.5 Discussion to rescind one regular Board meeting over the summer months. Possible dates include: June 24, 2015, July 22, 2015, August 26, 2015 or September 23, 2015.

July 22, 2015 was unanimously removed from 2015 Board of Directors calendar, for summer recess.

9. **Correspondence**

10. **Monthly Activity Reports**

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

Deputy Chief Phares relayed that the Pipeline Safety Training, offered with funding assistance from the Alamo Improvement Association's grant money, has been completed. Shift Training Captains are proving to be an asset as Suppression Personnel are receiving additional and more creative safety training.

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

Deputy Krause shared that in 2014, 40 non-traumatic resuscitation attempts were made; with two non-cardiac etiologies and one witnessed by EMS, 3 were excluded in the following calculations. For those witnessed by a bystander and found in shockable rhythm, the survival rate was 71.4%; with the national average

reported at 30.9%. For those witnessed by a bystander, found in shockable rhythm and received bystander CPR and/or AED, the survival rate was 80%; with the national average reported at 34.5%. Survival rates in the San Ramon Valley, since 2009 have been tracked accordingly:

2009	42.9%	2011	42.9%	2013	47.9%
2010	40.0%	2012	45.2%	2014	71.4%

10.3 **Fire Prevention – Deputy Fire Marshal Stevens**

Deputy Fire Marshal Stevens reported that (ISO) Insurance Services Office records identified 730 properties as “non-sprinklered.” Code Compliance Officer Rian Evitt coordinated efforts among staff members to inspect these properties. Consequently staff found 535 building in compliance, 64 (incorrectly identified by address) and 131 properties as “non-sprinklered.” Property owners were sent a letter recommending that they contact their insurance provider to update their building information.

Annual Fire Code Compliance Inspections have led Code Compliance staff to the conclusion that the staff of Residential Care Facilities, for the elderly and/or developmentally disabled, are unclear about how to test smoke alarms. Inspector Natalie Probert took the initiative to locate a tool that would better assist staff that provides care to this vulnerable population. With assistance from the San Ramon Valley Citizen Corps Council, smoke alarm testers were purchased and will be provided to these homes during their annual inspections. Each smoke alarm tester will come with simple instructions for use and a monthly testing log.

Fire Specialist Joyce Castro has been facilitating and distributing the new pre-plan booklets to all of the District’s in-service engines, ambulances and Chiefs. San Ramon and Danville Police Departments were also provided booklets. (Pre-plan booklets provide aerial photos, detailed plans and emergency contact information for the large buildings and schools located within the San Ramon Valley). Approximately 90% of the 484 pre-plans had changes submitted since the booklet’s last printing in 2010.

Deputy Fire Marshal Stevens concluded with a brief discussion about a preliminary fee study, led by Inspector Julie Bartusch, with regard to comparing current costs for services and staff time for permit activities. This study will provide a basis for evaluating whether the current fee schedule is commensurate with the District’s cost recovery policy.

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

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

Financial Consultant Ken Campo told the Board that the District invested \$5,000,000 of bond proceeds (for Station 32) into a short term laddered portfolio at U.S. Bank, maturing in intervals from 60 – 270 days and an average weighted yield-to-maturity of 0.23%. With the assistance of Bank of the West, the District went live with Payee Positive Pay anti-fraud system, in an effort to greater protect the District from financial fraud.

Human Resources Consultant Steve Harman stated that he has been reviewing District policies pertaining to employee privacy. He discovered that the District uses 72 different forms to collect information from employees and he is working on a reduction of these forms. In an effort to protect employees, he is also examining what type of private information is being collected from employees and whether that information is necessary.

Finance Controller Martin Koran shared information about the District's Combined General Fund Reserves (FY2014 – 2015), Cash Balances (All Funds), Salaries and Benefits, Ambulance Revenue General Fund Expenditures and General Fund Revenues; providing graphs for each discussion. He concluded by telling the Board that the District's revenues and expenses are in fact meeting budget expectations.

10.5 **Fire Chief – Fire Chief Meyer**

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

Chief Meyer shared that the Administrative staff was treated to lunch by Management Staff, in honor of Administrative Assistants' Day. He and Management Staff have been attending meetings held by Contra Costa Supervisor Candace Andersen, the Town of Danville and the City of San Ramon. He has assigned his Deputy Chiefs to continued attendance at these meetings. Chief Meyer and Director Parker recently visited the Mechanic Garage in Alameda County. Of late, Chief Meyer met with David Bowlby, with regard to the New Farm development to discuss how this will impact the District. Chief Meyer recently participated in a Public Service Announcement with Randy Hahn, on behalf of the Fallen Fire Fighters and Peace Officers scholarship awards.

Chief Meyer asked that the Board adjourn this meeting in memory of Retired Engineer Jim Ellis and in memory of Retired Chief Jim Lee (one of the first 10 firefighters hired in Danville), both men having very recently passed.

11. Good of the Order

On Wednesday, May 20, 2015 beginning at 7:30 a.m., the East Bay Municipal Utility District (EBMUD) will be holding a briefing to address the current and projected water supply situation. Location: Walnut Creek Library 1644 North Broadway, Walnut Creek. The Directors and Chief Meyer discussed probable attendance at this event.

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.

12.2 Annual review and evaluation of Fire Chief, with update from Personnel/HR Subcommittee, pursuant to Government Code section §54957.

13. Return to Open Session


Regular session ended: 9:42 p.m.
Closed session began: 9:55 p.m.
Closed session ended: 10:49 p.m.
Regular session reconvened: 10:49 p.m.

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

No reportable actions taken, per Director Stamey.

15. Adjournment

The meeting adjourned at 10:49 p.m.

Prepared by: 

Donna Maxwell
District Clerk

Approved by: 

H. Jay Kerr
Board President