

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Board of Directors Regular Board Meeting

Wednesday, September 24, 2014 – 7:00 p.m.

*Gordon Dakin, Director ~ H. Jay Kerr, Director ~ Jennifer Price, Director
Matthew J. Stamey, Director ~ Glenn Umont, Director*

~MISSION STATEMENT~

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

**Meeting location: S.R.V.F.P.D. Administrative Offices - Boardroom
1500 Bollinger Canyon Road, San Ramon, CA 94583**

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**
- 4. PUBLIC COMMENT**

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 *et seq.*) and may be limited to three (3) minutes for any person addressing the Board. Please complete a "Request to Speak" form and submit it to the District Clerk.

5. CONSENT CALENDAR

Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.

- 5.1 Approve the salaries, payroll taxes and retirement contributions for the month of July, 2014 in the amount of \$3,517,543.92, and August, 2014 in the amount of \$3,582,475.93.
- 5.2 Approve the demand register for the period July 4, 2014 through September 12, 2014, in the amount of \$21,977,141.93.
- 5.3 Approve the minutes from the July 21, 2014 regular Board meeting.
- 5.4 Receive the Quarterly Investment Report for the period April 1, 2014 – June 30, 2014.
- 5.5 Approval of payment in the amount of \$26,670.00 to Contra Costa County Department of Information Technology for microwave services.
- 5.6 Approval of payment in the amount of \$79,800.00 to EBRCSA Operating payment for fiscal year 2014/2015.
- 5.7 Approval of three term contract renewal with Innovative Claims Solutions (ICS) for workers' compensation claim administration services.
- 5.8 Approval of payment in the amount of \$31,255.39 to Diamond Bill Review, Inc., for worker's compensation claims.
- 5.9 Approval of Contract for Services with Financial Consultant, Ken Campo.
- 5.10 Disposition of District Surplus SCBA Equipment.

- 5.11 Approval of payment in the amount of \$40,793.00 to Cummins Pacific for repair and rebuild of E509.
- 5.12 **Personnel Actions:**
1. Approve staff's recommendation to hire Angela Calcagno, Fire Dispatcher, at Step 1, effective August 25, 2014, subject to an 18-month probationary period.
 2. Approve staff's recommendation to award a merit salary increase to Dispatcher Trisha Klink Step 5, effective September 30, 2014.
 3. Approve staff's recommendation to promote Battalion Chief Krause, Step 5 to Deputy Chief/EMS Logistics, Step 5, effective August 1, 2014.
 4. Approve staff's recommendation to promote Battalion Chief/Acting Assistant Chief Phares, Step 3 to Deputy Chief/Operations, Step 4, effective August 1, 2014.
 5. Approve staff's recommendation to promote Engineer Harder, Step 5 to Captain, Step 4, effective September 1, 2014.
 6. Approve staff's recommendation to reassign Training Captain Archuleta, Step 3, to Captain, Step 3, effective August 2, 2014, and to award a merit increase to Step 4, effective October 1, 2014.
 7. Approve staff's recommendation to reassign Training Captain Shaffer, Step 4, to Captain, Step 4, effective August 2, 2014.
 8. Approve staff's recommendation to award a merit salary increase to FF/PM's Alvarez, Bannister, Dwyer, Eynck, Garcia, Gendron, Hirst, Martin, Olson, Rivers, Smith to Step 5, effective October 1, 2014.
 9. Approve staff's recommendation to award a merit salary increase to Captain Thomas, Step 3, effective October 1, 2014.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Badge Pinning Ceremony – Captain Chris Harder.
- 6.2 Introduction of and Administration of Oath of Office, Badge Pinning - Dispatcher Angela Calcagno.
- 6.3 Recognition of retired District Chaplain William Meine.
- 6.4 Recognition of Eagle Scout Bobby Martinez.
- 6.5 Proclamation in Recognition of Fire Prevention Week October 5-11, 2014.
- 6.6 Certificate of Achievement from Government Finance Officers Association (GFOA) for Excellence in Financial Reporting.

7. OLD BUSINESS

8. NEW BUSINESS

- 8.1 Discussion and possible approval of amendments to the 2014 Biennial Conflict of Interest Code.
- 8.2 Consider adoption of Resolution No. 2014-12 establishing the appropriations limit for Fiscal Year 2014/2015.
- 8.3 Consider adoption of Resolution No. 2014-13 establishing with the Contra Costa County Recorder's Office the assessment of property taxes in the form of liens for properties abated by the District per Ordinance No. 23.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

10. MONTHLY ACTIVITY REPORTS FOR JULY AND AUGUST, 2014

- 10.1 Operations Division-Deputy Chief Phares
Standards of Cover Policy Compliance Report.
- 10.2 EMS/Logistics – Deputy Chief Krause
EMS/Logistics Report of monthly activities.
- 10.3 Fire Prevention – Fire Marshal Kiefer
Fire Prevention Report of monthly activities.
- 10.4 Administrative Services – Financial Consultant Ken Campo
 - a). Monthly Finance Activities/Reports
 - b). Monthly Human Resources Activities/Reports
- 10.5 Fire Chief – Fire Chief Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

11. GOOD OF THE ORDER

- 11.1 Discussion and possible approval of rescheduling the November and December 2014 regular board meeting dates due to the Thanksgiving and Christmas holidays.

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

14. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

15. ADJOURNMENT TO THE NEXT REGULARLY SCHEDULED BOARD MEETING ON WEDNESDAY, OCTOBER 22, 2014, AT 7:00 P.M. IN THE BOARDROOM.

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on September 18, 2014 at the District's Administration Building and the San Ramon Valley Fire Protection District's website at www.firedepartment.org

The San Ramon Valley Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 1500 Bollinger Canyon Road, San Ramon, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact District Clerk Sue Brooks at (925) 838-6661.