

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Board of Directors Regular Board Meeting

Wednesday, December 17, 2014 – 7:10 p.m.

*Chris Campbell, Director ~ Gordon Dakin, Director ~ H. Jay Kerr, Director ~
Donald Parker, Director ~ Matthew J. Stamey, 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 November, 2014 in the amount of \$3,695,509.13.
- 5.2 Approve the demand register for the period November 8, 2014 through December 5, 2014, in the amount of \$774,057.39.
- 5.3 Approve the minutes from the November 19, 2014 regular Board meeting including District Counsel's closed session report.
- 5.4 Approval of payment in the amount of \$31,346 for Excess Workers' Compensation Insurance for FY 2013-14.
- 5.5 Approval of payment in the amount of \$55,529.52 to ExtraTeam for new core switch hardware.
- 5.6 Personnel Actions:
 1. Approve staff's recommendation to award a merit salary increase to Firefighters/Paramedics Armario-Lyons, Bock-Willmes, Conley, Romero and Stevenson to Step 4, effective January 1, 2015.

2. Approve staff's recommendation to promote FF/PM Jon Michaelson from Step 5, to EMS Captain, Step 2 effective December 8, 2014.
3. **Confirmation of Employment**: Donna Maxwell, District Clerk Approve staff's recommendation to hire Donna Maxwell at Step 1, effective December 1, 2014, subject to a 12-month probationary period.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Introduction and Oath of Office to new Board Members: Director Chris Campbell and Director Don Parker.
- 6.2 Introduction and Oath of Office to new District Clerk: Donna Maxwell.
- 6.3 Recognition of 2014 Firefighter of the Year, Engineer Ben Wylie and 2014 Employee of the Year, IS Technician Phil Duncan.

7. OLD BUSINESS

- 7.1 Discussion and possible adoption of Ordinance No. 31, an Ordinance of the San Ramon Valley Fire Protection District, repealing Ordinance No. 20 and setting forth Purchasing and Contracting procedures and authorities.

8. NEW BUSINESS

- 8.1 Nominations for Board President and Vice President for 2015.
- 8.2 Resolution of the Board of Directors of the SRVFPD Authorizing delivery and sale of Certificates of Participation in the maximum principal amount of \$14,500,000 to refinance 2006 Certificates of Participation and finance additional fire station improvements, and approving related documents and actions.
- 8.3 Approval of contract with Steven A. Harman and Associates, LLC for Human Resources Management Program.
- 8.4 Consideration of Claim for Property Damage of Adrienne Shupe (Re: agenda item 12.1)

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

10. MONTHLY ACTIVITY REPORTS FOR NOVEMBER, 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 Selection of a new date for the January Board Meeting.
11.2 Selection of date for February Board Retreat; after February 15th.

12. CLOSED SESSION

- 12.1 Possible exposure to litigation (two matters) 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 §54957.

12 RETURN TO OPEN SESSION

13 REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

14 ADJOURNMENT TO THE NEXT REGULARLY SCHEDULED BOARD MEETING ON WEDNESDAY, JANUARY 28, 2015 AT 7:00 P.M. IN THE BOARDROOM.

Prepared by:



Donna Maxwell, District Clerk

Agenda posted on December 11, 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 the District Clerk at (925) 838-6661.