

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – December 17, 2014**

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, Parker and Stamey.

Staff Present: Fire Chief Meyer, Financial Consultant Campo, District Counsel Ross, Fire Marshal Kiefer, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Technology Systems Manager Call, District Clerk Maxwell.

1. Call to Order

Vice President Kerr called the meeting to order at 7:14 p.m.

2. Pledge of Allegiance

Vice President Kerr led the Pledge of Allegiance.

3. Determination of Quorum and Confirmation of Agenda

There was a quorum and one change was made to the agenda. Item 6.1, the Introduction and Oath of Office was moved up, after the Pledge of Allegiance, on the agenda.

4. Public Comment

None.

5. Consent Calendar

Director Stamey moved approval of Consent Calendar items 5.1-5.6 (1-3) Director Parker seconded the motion. Motion carried.

6. Special Announcements/Presentations/General Business

6.1 Introduction and Oath of Office.

Chief Meyer introduced and provided background information for Donald Parker and Chris Campbell, newly elected members to Board. Chief Meyers administered the Oath of Office to new Board members, Director Campbell and Director Parker.

6.2 Introduction and Oath of Office.

Chief Meyer introduced and provided background information for Donna Maxwell, the new District Clerk. Chief Meyer administered the Oath of Office to District Clerk Maxwell.

6.3 Recognition of 2014 Firefighter of the Year, Engineer Ben Wylie and Employee of the Year IS Technician Phil Duncan.

Chief Meyer thanked Employee of the Year Phil Duncan for his conscientious and enthusiastic work ethic. Director Kerr presented Phil with an Employee of the Year plaque and thanked him for his commitment to the District

Chief Meyer thanked Engineer Ben Wylie for his tireless service and unique creativity - providing gold leaf and striping to the departments engines, trucks and staff vehicles. Engineer Wylie was also recognized as a Lead Tiller Trainer and for taking on more responsibility with the District's HazMat Team. Director Kerr presented Engineer Wylie with a Firefighter of the Year statue and thanked him for his dedication and service.

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

7. Old Business

7.1 Conduct the Second Reading of Proposed 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.

Fire Marshal Kiefer provided the background on this item noting some of the changes that were based on state law. Motion by Director Stamey to adopt Ordinance 31, as per the second reading of this ordinance. Director Dakin seconded the motion. Motion carried by roll call vote.

8. New Business

8.1 Nominations for Board President and Vice President for 2015.

Director Dakin nominated Director Kerr for 2015 Board President, with a second by Director Parker. Director Kerr accepted nomination. Director Kerr nominated Director Dakin for 2015 Board Vice President, with second by Director Stamey. Director Dakin accepted the nomination.

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.

Financial Consultant Ken Campo introduced this item. CPA Nicki Tallman, of Brandis Tallman LLC, provided some clarification to the Board with regard to some

financial details within the resolution. Motion by Director Stamey to adopt Resolution No. 2014-15, with second by Director Dakin. Motion carried by roll call vote.

8.3 Approval of contract with Steven A. Harman and Associates, LLC for Human Resources Management Program.

Chief Meyer spoke to the Board about Steven Harman and how his services will benefit the department. Steve Harman answered all questions asked by Board members. Motion by Director Parker to approve the contract with Steven A. Harman and Associates, with second by Director Campbell. Motion carried by roll call vote.

8.4 Consideration of Claim for Property Damage of Adrienne Shupe (Re: agenda item 12.1)

Chief Meyer requested that Item 8.4 be moved to Closed Session for further discussion. Matter moved to Closed Session by President Kerr.

9. Correspondence

No comment.

10. Monthly Activity Reports

10.1 Operations – Deputy Chief Phares

Deputy Chief Phares reported that the EBRCS transition took place on December 9, 2014. He provided some information about the two (2nd Alarm) structure fires that took place in Danville and San Ramon. He provided training updates, information about the Battalion Chiefs exam and discussed 2015 Team Planning Preparation updates for both the Hazmat Materials and Technical Rescue Teams.

10.2 EMS/Logistics – Deputy Chief Krause

Deputy Chief Krause updated the Board about preparations taking place in the event a response is needed to combat the Ebola Virus. He provided training and meeting updates that concern EMS staff. He covered Facilities, with regard to lobby security, the sale of 40 personal computers and ongoing/preventative maintenance. Engine 509 is back in service and preventative maintenance continues for the remainder of the Fleet. Annual inspections on all apparatus have commenced. He reported that Suppression personnel have received EBRCS training and has finished his review of EBRCS policies in preparation for the transition. With regard to the Communications Center, dispatchers attended PG&E First Responder Training. Chief Krause also advised that 911 funding and call processing standards have been reviewed with the State 911 Coordinator.

10.3 Fire Prevention – Fire Marshal Kiefer

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Fire Marshal Kiefer reported that in 2014, 4,230 additional community members and/or school staff were trained in Hands Only CPR and proper use of an AED. Staff is working with Ray Riordan to schedule training courses for 2015; ICS/EOC Interface and Introduction to Emergency Management: Earthquake training. Six Middle schools have been scheduled for the 7th Grade CPR Program.

10.4 Administrative Services – Financial Consultant Campo

Financial Consultant Campo highlighted that the District could receive \$2.5 million more in property tax revenue than budgeted due to additional Prop 8 recapture by the County Assessor. CCCERA has released the 2015/16 retirement rates. Financial Consultant Campo completed the Comprehensive Annual Financial Report for the fiscal year and submitted the report to the Government Finance Officers Association for consideration of the Certificate of Achievement for Excellence in Financial Reporting; if received, this would be the 14th consecutive year of receiving the award. Controller Koran provided a power point presentation regarding the various District funds. Recruitment for the Battalion Chief is closed.

10.5 Fire Chief – Fire Chief Meyer

Chief Meyer stated that after two unsuccessful recruitments for a Human Resources Manager, he was requesting the Board to approve a contract with Steve A. Harman & Associates, LLC for Human Resource services. He also briefly discussed the County's ambulance RFP.

11. Good of the Order

11.1 Selection of a new date for the January Board Meeting.

The January Board meeting date was changed to Tuesday, January 27, 2015.

11.2 Selection of a date for the February Board Retreat; after February 15th.

February 19, 2015 was selected as the date of the next Board Retreat.

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: 9:06 p.m.
Closed session began: 9:19 p.m.

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Closed session ended: 10:15 p.m.

Regular session reconvened: n/a

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

15. **Adjournment**

The meeting adjourned at 10:15 p.m.

Prepared by: _____ Approved by: _____

Donna Maxwell
District Clerk

H. Jay Kerr
Board President