

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – January 22, 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 Dakin, Kerr, Price, Stamey and Umont.

Staff Present: Fire Chief Meyer, Financial Consultant Campo, District Counsel Ross, Fire Marshal Kiefer, Interim Assistant Chief Duggan, Technology Systems Manager Call, Union Representative Mohun, District Clerk Brooks.

1. Call to Order

President Umont called the meeting to order at 7:05 p.m.

2. Pledge of Allegiance

President Umont led the Pledge of Allegiance.

3. Determination of Quorum and Confirmation of Agenda

There was a quorum.

4. Public Comment

None.

5. Consent Calendar

Director Dakin moved approval of Consent Calendar items 5.1-5.4. Director Price seconded the motion. Motion carried.

6. Special Announcements/Presentations/General Business

6.1 Recognition of 2013 Firefighter of the Year Erik Falkenstrom, and 2013 Employee of the Year Andrew Swartzell by Chief Meyer.

Chief Meyer provided the backgrounds of Firefighter of the Year Falkenstrom and Employee of the Year Swartzell and presented them with their plaques. Union President Mohun gave a brief presentation discussing the history of the Firefighter of the Year Award and presented Firefighter of the Year Falkenstrom with a statue. Dr. Barger, from Contra Costa County EMS spoke highly of Employee of the Year Swartzell.

- 6.2 Presentation of video trailer for the Residential Care Facility Evacuation Training Video.

Fire Code Compliance Officer Vanek showed a three-minute presentation of the Residential Care Facility Video. The Board thanked Code Compliance Officer Vanek and all of those involved in making the video, stating it was a job well done.

- 6.3 Recognition of 2013 CERT Volunteers by CERT Coordinator Bell.

CERT Coordinator Bell introduced all of the CERT Volunteers who received awards at this meeting, and presented them with certificates and plaques, thanking them for all of their hard work. Board President Umont thanked all of the volunteers also.

- 6.4 Proclamation recognizing February, 2014 as American Heart Month by EMS Coordinator Swartzell.

EMS Coordinator Swartzell read the 2014 Proclamation recognizing February 2014 as American Heart Month and he also recognized all of the citizens of the District too.

7. **Old Business**

- 7.1 Discussion and possible approval of a Capital Fund Expenditure in an amount not to exceed \$100,000 for Construction Improvements to Fire Station 32.

Fire Marshal Kiefer discussed the November feasibility study regarding the current condition of Station 32 and items that require improvement. Chief Meyer stated that Fire Marshal Kiefer will oversee the project. Motion by Director Price to approve Capital Fund Expenditure in an amount not to exceed \$100,000 for construction improvements to Fire Station 32. Motion seconded by Director Stamey. Motion carried.

8. **New Business**

- 8.1 Discussion and Selection of date for May Board Budget Workshop.

The dates suggested by staff did not work out for some of the Board members; therefore, District Clerk Brooks will provide additional dates to the Board to see if a date can be confirmed that is convenient for all.

- 8.2 Memo from LAFCO Executive Director – Election Notice and Call for Nominations for Special District Representative.

Board members that will be attending the April 21, 2014 meeting as our representative will be Director Kerr with Director Dakin being the alternate. Motion by Director Kerr to nominate Director Dakin to fill one of the vacancies on LAFCO. Director Price seconded the motion. Motion carried. Staff will bring back a resolution regarding this nomination at the February board meeting.

8.3 Announcement of Standing Committee Assignments for 2014 by Board President Umont

Board President Umont read the new Committee Assignments for 2014.

8.4 Presentation of Mid-Year Budget review and Long Term Forecast.

Financial Consultant Campo provided a background of his memo included in the packet and then went through a power point presentation which shows that the District's financial outlook has improved. Chief Meyer thanked the e-board, Financial Consultant Campo, the Board of Directors, and the employees for all of their support and all of the concessions they have made.

9. **Correspondence**

No comment.

10. **Monthly Activity Reports**

10.1 Operations–Interim Assistant Chief Duggan

Interim Assistant Chief Duggan provided his monthly report stating that EBRCs should be done by late April, early May. Interim Chief Duggan then answered radio questions regarding being off-line, border changes/channels.

10.2 Support Services–Interim Assistant Chief Duggan

Interim Assistant Chief Duggan provided his monthly report stating that Joan Rickard is on board as our part-time GIS Analyst.

10.3 Fire Prevention–Fire Marshal Kiefer

Fire Marshal Kiefer provided her monthly report highlighting some of the Fire Prevention activities in 2013.

10.4 Administrative Services–Financial Consultant Campo

Financial Consultant Campo reviewed his monthly report stating that the District has received reimbursement funds for the RIM fire.

10.5 Fire Chief–Fire Chief Meyer

Chief Meyer introduced BC Phares who updated the Board on the status of the SCBA's. Chief Meyer also stated that he has met with all of the employee groups updating them on the mid-year budget and District's financial state. Chief Meyer stated that a presentation

was being made this evening at the County regarding the Fitch Study and that he would update the Board with that information as he receives it.

11. Good of the Order

Director Stamey asked what the closing date was for the Controller position. Staff responded that the closing date is February 14, 2014.

Director Dakin suggested that staff put something on the District website regarding the drought and any steps the District is taking.

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 Existing litigation [Pursuant to Government Code §54956.9(d)(1)]:
 - 1). City of Brentwood, et al v. Robert Campbell, in his official capacity of Auditor Controller of Contra Costa County, et al, Contra Costa Superior Court Case No. N11-1029.
 - 2). "Contra Costa County Deputy Sheriffs Association v. Contra Costa County Employees' Retirement Association, Contra Costa County Superior Court Case No. MSN12-1870."

13. Return to Open Session


Regular session ended: 9:33 p.m.
Closed session began: 9:45 p.m.
Closed session ended: 9:56 p.m.
Regular session reconvened: 9:57 p.m.

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

Legal Counsel Ross will provide a written report.

15. Adjournment

The meeting adjourned at 10:00 p.m.

Prepared by: 
Susan F. Brooks
District Clerk

Approved by: 
Glenn W. Umont
Board President