

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – January 23, 2013**

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: Interim Chief Barton, Administrative Services Director Leete, District Counsel Ross, Fire Marshal Kiefer, Technology Services Manager Call, Finance Supervisor Sasser, Battalion Chief Viera, Union President Mohun, District Clerk Brooks.

1. Call to Order

President Stamey called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

President Stamey led the Pledge of Allegiance.

3. Determination of Quorum and Confirmation of Agenda

There was a quorum and no changes to the agenda.

4. Public Comment

None.

5. Consent Calendar

Director Price moved approval of Consent Calendar items 5.1-5.7. Director Kerr seconded the motion. Motion carried.

Director Price moved approval of Consent Calendar items 5.8 (1-5). Director Kerr seconded the motion. Motion carried.

6. Special Announcements/Presentations/General Business

6.1 Badge Pinning Ceremony for: Battalion Chief Phares; Captains Fouts, Bahorski, Pruett, Aguiar, O'Dwyer, Rossen, Mohun, Sauve, Sinclear; Engineers Sparkes, Falkenstrom and Balch.

Fire Chief Barton provided backgrounds of all who received promotions and each of the promotees thanked the Board and staff for their support. The Board congratulated each of the promotees. Captain Barragan handed out new helmet shields for all of the new promotees.

- 6.2 Announcement of Standing Committee Assignments for 2013 by Board President Stamey.

Board President Stamey announced the Committee assignments for 2013 and asked that for future all Board members be notified of Committee meetings, not just the board committee members.

- 6.3 Proclamation recognizing February, 2013 as American Heart Month.

Board President Stamey stated that the proclamation is currently under review and stressed the importance of proclaiming February as American Heart Month.

At this time in the meeting, the Board took a 10-minute break.

7. Old Business

- 7.1 Discussion regarding District 2012/13 Budget (monthly on-going and periodic review).

Administrative Services Director Leete stated that he will reserve his remarks to when the Board gets to item 8.2 on the agenda.

- 7.2 Discussion and Recommendation for Selection of Firm to Complete Facilities, Fleet and Equipment Reserve Study.

Director Leete stated that at the last Board meeting, the Board asked staff to gather additional information, and have the consultant attend the meeting as well regarding this item. This was an item that the auditors also advised that the District was lacking. Director Leete and Chief Barton stated this is something that cannot be efficiently done by staff. Doug Dove from Bartle Wells Associates provided the Board with background of their services. The Board members proceeded to ask questions of Mr. Dove with several Board members asking if this could be done internally. Motion by Director Price to authorize staff to negotiate an agreement for facilities, fleet and equipment reserve study services with Bartle Wells Associates, in an amount not to exceed \$40,000. Director Kerr seconded the motion. Motion carried 4-1 with Director Dakin voting nay.

- 7.3 Discussion and Recommendation regarding District staff replacement on Redevelopment Successor Agency Oversight Board for the City of San Ramon and the Town of Danville.

Board President Stamey stated that he felt he had the ability to take on the responsibility of replacing staff on the Oversight Board. Director Umont stated that once the new Chief is on board, they should also be involved. Director Dakin stated that we go outside for someone. Motion by Director Kerr, to authorize Board President Stamey as staff replacement on the Redevelopment Successor Agency for the Town of Danville and the City of San Ramon with the new Fire Chief also being involved. Director Price seconded the motion. Motion carried.

8. New Business

- 8.1 Approval of Resolution No. 2013-01 Designating the Fire Chief of the District as Treasurer.

Administrative Services Director Leete explained the reason for the Resolution mainly being to designate the Fire Chief (unnamed) as Treasurer of the District. Director Dakin stated that of course if we had a CFO that person would be named Treasurer. Motion by Director Price, seconded by Director Kerr to approve Resolution No. 2013-01 designating the Fire Chief as Treasurer. Motion carried by roll call vote.

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

Director Leete provided a power point presentation for the mid-year budget review. The Board proceeded to ask questions of staff. Director Leete suggested that at some point invite John Bartel (actuarial) to attend a board meeting to further inform the Board on some of the issues the District is currently facing regarding OPEB. Motion by Director Kerr, seconded by Director Price to approve an increase in Capital Projects Fund Appropriations in the amount of \$20,000 total Capital Projects Fund Budget. Motion carried 4-1 with Director Dakin voting nay.

- 8.3 Discussion and selection of date for May Board Budget Workshop.

The Board agreed on the date of Wednesday, May 29, 2013, at 9:30 a.m. for the annual board budget workshop.

- 8.4 Discussion and recommendation for award of ambulance bid for the purchase of three ambulances from Leader Industries in the amount of \$627,388.31.

Battalion Chief Viera provided the background on this item. The Board had several questions of staff. Motion by Director Price to direct staff to award bid for purchase of three ambulances to Leader Industries in the amount of \$627,388.31. Motion seconded by Board President Stamey. Motion did not carry, Directors Kerr, Umont and Dakin voting nay.

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- 8.5 Discussion and recommendation for award of command vehicle bid for the purchase of two Ford F 150 trucks from Towne Ford in the amount of \$73,024.00; and purchase of one Ford F250 truck from The Ford Store in the amount of \$50,367.00.

Battalion Chief Viera provided the background of this item. Director Dakin suggested leasing vehicles. After some discussion, motion by Director Dakin to table this item until a new chief comes on board. The motion was seconded by Director Kerr. Motion carried.

- 8.6 Discussion and recommendation to declare District Vehicle No. 336 as surplus.

Battalion Chief Viera provided the background of this item. Motion by Director Kerr that the Board declare District vehicle #336 as surplus. Motion seconded by Director Dakin. Motion carried.

- 8.7 Discussion and possible approval to fill the vacancy of Emergency Medical Services Specialist.

Chief Barton provided the background of this item.

Motion by Director Price to direct Interim Chief Barton and Administrative Services Director Leete to explore options to address the perspective vacancy of EMS Specialist within the department, including the utilization of unsworn personnel and the possibility of increasing staffing to that position to ensure contractual conformance with obligations of the District. Director Kerr seconded the motion. Motion carried.

- 8.8 Discussion regarding procedures for Board meeting agenda process.

Director Umont stated that he felt if a Board member had items to add to the Board agenda the items automatically go on the agenda. Director Kerr asked Legal Counsel what most Boards do. Legal Counsel Ross stated that there are a variety of ways items are added to an agenda. After some discussion, Board President Stamey asked that alternatives be researched and brought back to the Board. Legal Counsel Ross will provide specific samples for the Board to review at their next Board meeting.

- 8.9 Discussion regarding process for administering exit interviews in the District.

Director Umont stated the importance of exit interviews. Administrative Services Director Leete explained that exit interviews are rare, especially with retirees, but that his department would suggest more strongly that these get done. Director Umont thanked Director Leete.

- 8.10 Status report regarding hiring of new District Chief and possible consideration of an employment agreement for that position.

Board President Stamey stated that the Board has gone through the selection process for the new chief and are ready to move forward. Motion by Director Price for staff and consultant to initiate a contract with the employee to start the process of offering a conditional employment agreement with physical and background check taking place also. Motion seconded by Director Dakin. Motion carried.

9. **Correspondence**

No comment.

10. **Monthly Activity Reports**

- 10.1 Operations – Interim Chief Barton

Chief Barton stated that Officers meetings were being held this week, and have in the past been held quarterly. Chief Barton also stated that the new Academy is doing well. Director Dakin requested that in the narrative section of the report there is explanation as to why we exceeded our response time and felt that this would be an important component. Chief Barton will be sure this information is included in the future.

- 10.2 Support Services – Interim Chief Barton

Chief Barton provided updates on Station 31 EBRCS project as well as a status update on Station 32. Director Gordon asked that in next month's report there be a summary of how much money has been spent on new Station 32 so far.

- 10.3 Fire Prevention – Fire Marshal Kiefer

Fire Marshal Kiefer discussed the proposed activity report included in the packet which she would like to begin using each month.

- 10.4 Administrative Services – Administrative Services Director Leete

Director Leete stated that Finance and Human Resources has been busy this past month processing retirements, new academy and promotions, and are also working on the upcoming May academy.

- 10.5 Fire Chief – Interim Chief Barton

No comment.

11. Good of the Order

None.

12. Closed Session

- 12.1 Status of labor negotiations between the District and the San Ramon Valley Firefighters Association under the provisions [Authorized under Government Code §54957.6 and 54954.5(e)].
- 12.2 Conference with District Counsel – Potential Litigation
Possible exposure to litigation (one matter). [Pursuant to Government Code §54956.9(b)(2) and 54954.5(c)]. Facts and circumstances that might result in Litigation need not be disclosed [Pursuant to Government Code §54956.9(b)(3)(A)].
- 12.3 Existing litigation: 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.
- 12.4 Conference with District Counsel – Potential Litigation Workers Compensation Claim No. SRV1100022, dated 9/18/10; Anthony Simi vs. San Ramon Valley Fire Protection District [Authorized under Government Code § 54956.9(b)].
- 12.5 Personnel Matter: Discussion Regarding Fire Chief Position [Authorized under Government Code §54954(e) and 54957.6].
litigation need not be disclosed.


13. Return to Open Session

Regular session ended: 10:00 p.m.
Closed session began: 10:10 p.m.
Closed session ended: 10:50 p.m.
Regular session reconvened: 10:55 p.m.

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

15. Adjournment

The meeting adjourned at 10:55 p.m., to a Special Board Workshop on Thursday, January 31, 2013 at 10 a.m., and the next regular meeting of Wednesday, February 27, 2013.

Prepared by: 
Susan F. Brooks
District Clerk

Approved by: 
Matthew J. Stamey
Board President