

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – April 24, 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: Fire Chief Meyer, Administrative Services Director Leete, District Counsel Ross, Fire Marshal Kiefer, 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 one change to the agenda, the deletion of item 5.7 (2).

4. Public Comment

None.

5. Consent Calendar

Director Price moved approval of Consent Calendar items 5.1-5.7 (1). Director Dakin seconded the motion. Motion carried.

6. Special Announcements/Presentations/General Business

6.1 Special Presentation: San Ramon resident – Alexa Hile Lewis (Calif. State 9-11 Heroes Award).

Fire Chief Meyer invited Communications Center Manager Pangelinan up to provide the background of this item. Manager Pangelinan then called up Alexa Hile Lewis for her recognition and presentation of a certificate and also asked Dispatcher Robert Vega to join them. Dispatcher Vega was also presented with a

certificate. The Board congratulated both Alexa and Robert for their heroic efforts.

7. Old Business

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

Administrative Services Director Leete stated that the April, 2013 property tax amount the District received was lower than expected, but that some other fees are up a bit.

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

Chief Meyer stated that EMS Specialist will be moving on to the Firefighter/Paramedic academy on May 1, therefore, was asking the Board's approval to fill this position. Motion by Director Price, seconded by Director Kerr to fill the EMS Specialist position. Motion carried.

8. New Business

- 8.1 District Counsel comments regarding Public Records Act-Superior Court Decision regarding Private Cell Phones.

District Counsel Ross provided the background of this item referring to the case between San Jose and the Public Records Act. Counsel Ross will keep the Board updated of the appellate decision regarding this case.

- 8.2 Finance Subcommittee Meeting Update.

Director Kerr recapped the April 11th Finance Committee meeting stating that three items were discussed: Station 32 status, Bartle Wells preliminary report, and an update on the budget for 2013/2014.

- 8.3 Personnel Subcommittee Meeting Update.

Director Price stated that at the Committee had come up with goals for the Fire Chief and these would be discussed in Closed Session and that drafts of evaluation forms for the Fire Chief were included in this Board packet and if any Board member had any changes to the form to advise the Committee.

8.4 Discussion regarding cancelling July 24, 2013 regular Board Meeting

Chief Meyer asked the Board if they had a preference of cancelling the July or August 2013 Board meeting. Motion by Director Umont, seconded by Director Price to cancel the August 28, 2013 regular board meeting. Motion carried.

8.5 Discussion and possible approval to accept the UASI Grant in the amount of \$55,000 in accordance with the San Ramon Valley Emergency Preparedness Citizen Corps Council MOU.

Fire Marshal Kiefer provided the background of this item stating that this grant would be used to make a video to educate facility owners and caregivers of licensed Residential Care Facilities on procedures to follow during an emergency evacuation. Motion by Director Kerr to accept the Homeland Security grant in the amount of \$55,000. Director Dakin seconded the motion. Motion carried.

9. **Correspondence**

The Board complimented Fire Prevention Specialist French for the nice letter in the board packet addressed to her.

10. **Monthly Activity Reports**

10.1 Operations – Battalion Chief Viera

Battalion Chief Viera stated that our response times continue to improve. Discussion then followed regarding auto and mutual aid, referring to the chart handed out by staff and discussing Stations 32 and 39 regarding auto and mutual aid.

10.2 Support Services – Battalion Chief Viera

Battalion Chief Viera provided a recap of his monthly report discussing the status of Station 31 and the EBRCS project, and the status of Station 32.

10.3 Fire Prevention – Fire Marshal Kiefer

Fire Marshal Kiefer discussed the recent CPR/AED class taught to 7th graders in the District. Director Kerr stated that he recently attended a CERT training and was very impressed at how well organized it was.

10.4 Administrative Services – Administrative Services Director Leete

Administrative Services Director Leete highlighted his department working on the preliminary budget and facility study. Director Umont asked Director Leete if any exit interviews were processed, as had been requested in the past. Director Leete responded no.

10.5 Fire Chief – Fire Chief Meyer

Chief Meyer referenced the Boston bombing and fire at the Texas fertilizer plant stating that he felt the District would be very well prepared for a situation like this in our District. Chief Meyer informed the Board that he attended the Dispatcher luncheon, 30th Anniversary of the City of San Ramon, and also attended a meeting with Fitch and Associates regarding EMS. Chief Meyer updated the Board on the offer of the donation of land for our training center in the Tassajara area and will report back to the Board as he receives more information.

11. **Good of the Order**

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(d)(2)]. Facts and circumstances that might result in litigation need not be disclosed.

12.3 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.

12.4 Personnel Matter: Request for Leave Without Pay [Pursuant to Government Code § 54957].

12.5 Conference with District Counsel – Potential Litigation Workers Compensation Claim No. SRV0800022, dated 11/5/07, Scott Fulwood vs. San Ramon Valley Fire Protection District [Authorized under Government Code § 54956.9(b)].

12.6 Personnel Matter: Discussion regarding Setting Goals for Fire Chief Annual Performance Evaluation [Authorized under Government Code §54954(e) and 54957.6]

13. **Return to Open Session**

Regular session ended: 8:21 p.m.
Closed session began: 9:00 p.m.
Closed session ended: 10:06 p.m.
Regular session reconvened: 10:06 p.m.

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

15. Adjournment

The meeting adjourned at 10:06 p.m., to the next regular meeting of Wednesday, May 22, 2013.

Prepared by:  Approved by: 
Susan F. Brooks
District Clerk
Matthew J. Stamey
Board President