

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Board of Directors Regular Board Meeting

Wednesday, January 25, 2012 – 7:00 p.m.

*Thomas J. Linari, President ~ Roxanne Lindsay, Director ~ Jennifer Price, Director
Matthew J. Stamey, Director ~ Glenn Umont, 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 December, 2011 in the amount of \$3,530,118.52.
- 5.2 Approve the demand register for the period December 10, 2011 through January 16, 2012, in the amount of \$3,392,906.87.
- 5.3 Approve the minutes from the December 19, 2011 regular board meeting including District Counsel’s closed session report, and closed session report from the January 3, 2012 Ad Hoc Standing Committee on Organizational Structure Review.
- 5.4 Receive Quarterly Investment Report for the period October 1, 2011 – December 31, 2011.
- 5.5 Approve designation of authorized check signers for District checking account.

5.6 Personnel Actions:

1. Approve staff's recommendation for the regular appointment of Dispatcher Whitney Bain, effective October 1, 2011.
2. Approve staff's recommendation to promote Richard Huettis and Bryan Shafer from Engineer, Step 5 to Captain, Step 4 effective January 1, 2012.
3. Approve staff's recommendation to promote Shane Bennett, Joe Bradley, Jeff Ho, and Chris Parsons from Firefighter/Paramedic Step 5 to Engineer, Step 4 effective February 1, 2011.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Badge Pinning Ceremony for Captain Richard Huettis and Captain Bryan Shafer.
- 6.2 Announcement of Standing Committee Assignments for 2012 by Board President Linari.
- 6.3 Proclamation recognizing February as American Heart Month.
- 6.4 Recognition of CERT Volunteer of the Year: Cliff Buxton
- 6.5 Recognition of CERT Communicator of the Year: Chris Quirk
- 6.6 Recognition of CERT Leader of the Year: Chuck Jackson
- 6.7 Recognition of CERT Instructor of the Year: George Rojas

7. OLD BUSINESS

- 7.1 Update from Ad Hoc/Standing Committee on Organizational Structure Review.

8. NEW BUSINESS

- 8.1 Presentation of Mid-Year Budget Review and Long Term Forecast.
- 8.2 Presentation of District Management Process including FY 2010/11 goal results.
- 8.3 Discussion and possible approval for Per Diem Positions – Communications Center.
- 8.4 Discussion and possible approval to fill vacant positions – Communications Center.
- 8.5 Recommendation for Selection of External Financial Audit Firm.
- 8.6 Consideration of and review of procedures for filling Board vacancy.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

10. MONTHLY ACTIVITY REPORTS FOR DECEMBER, 2011

- 10.1 Operations/Training Division/Special Operations-Chief Price
Standards of Cover Policy Compliance Report.
- 10.2 Support Services – Assistant Chief Hart
Support Services Report of monthly activities.
- 10.3 Fire Prevention – Fire Marshal Jamison
Fire Prevention Report of monthly activities.

- 10.4 Administrative Services – Administrative Services Director Leete
 - a). Monthly Finance Activities/Reports
 - b). Monthly Human Resources Activities/Reports
- 10.5 Fire Chief – Chief Price
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

11. GOOD OF THE ORDER

12. CLOSED SESSION

- 12.1 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)].
- 12.2 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)].

13. RETURN TO OPEN SESSION

14. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

15. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, FEBRUARY 22, 2012 AT 7:00 P.M.

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on January 20, 2012 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 District Clerk Sue Brooks at (925) 838-6661.