

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – January 25, 2012**

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 Linari, Lindsay, Price, Stamey and Umont

Staff Present: Chief Price, Assistant Chief Hart, Administrative Services Director Leete, District Counsel Ross, Fire Marshal Jamison, Technology Systems Manager Call, Finance Supervisor Sasser, Battalion Chief Barton, Union President Keel, District Clerk Brooks.

1. Call to Order

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

2. Pledge of Allegiance

President Linari led the Pledge of Allegiance.

3. Determination of Quorum and Confirmation of Agenda

There was a quorum.

4. Public Comment

John Wyatt, Alamo resident requested to speak under New Business Item 8.3.

5. Consent Calendar

Director Umont asked that Consent Item 5.3 Approval of the Minutes, be removed from the Consent Calendar and moved to New Business.

Director Stamey moved approval of Consent Calendar items 5.1-5.6 (1-3) with the exception of Consent Calendar Item 5.3 which was moved to New Business item 8.7. Director Price seconded the motion. Motion carried.

6. Special Announcements/Presentations/General Business

6.1 Badge Pinning Ceremony for Captain Richard Huettis and Captain Bryan Shafer.

Chief Price provided backgrounds on Captain Huettis and Captain Shafter. Board President Linari presented them with their Captains badges which family members pinned on, the families were then presented with gifts from the District. The Board members congratulated both Captain Huettis and Captain Shafter.

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- 6.2 Announcement of Standing Committee Assignments for 2012 by Board President Linari.

Board President Linari read the new Committee assignments for 2012. Director Stamey moved approval of the Committee assignments. Director Price seconded the motion. Motion carried.

- 6.3 Proclamation recognizing February as American Heart Month.

Board President Linari read a summary of the wording in the Proclamation recognizing February as American Heart Month.

- 6.4 Recognition of CERT Volunteer of the Year: Cliff Buxton

CERT Coordinator Bell introduced Volunteer of the Year, Cliff Buxton, thanking him for all of his hard work. Mr. Buxton was then presented with a plaque and certificate by Chief Price and was then congratulated by the Board.

- 6.5 Recognition of CERT Communicator of the Year: Chris Quirk

CERT Coordinator Bell introduced Communicator of the Year, Chris Quirk, thanking him for all of his hard work. Mr. Quirk was then presented with a plaque and certificate by Chief Price and was then congratulated by the Board.

- 6.6 Recognition of CERT Leader of the Year: Chuck Jackson

CERT Coordinator Bell introduced Leader of the Year, Chuck Jackson, thanking him for all of his hard work. Mr. Jackson was then presented with a plaque and certificate by Chief Price and was then congratulated by the Board.

- 6.7 Recognition of CERT Instructor of the Year: George Rojas

CERT Coordinator Bell informed the Board and those present that Mr. Rojas was unable to attend the Board meeting this evening, and she would forward his certificate and plaque to him at a later date.

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

7. **Old Business**

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

Board President Linari provided reportable action regarding the Ad Hoc Committee meeting of January 3, 2012 and December 19, 2011 Board meeting regarding the District Organizational Structure. Director Stamey concurred that President Linari's notes were complete. Director Umont stated he had some concerns and expressed those concerns regarding the Fire Chief position, Assistant Chief position, exit interviews, etc., and stated that the full board should have dealt with these issues

instead of just the Ad Hoc Committee. Lengthy discussion followed by the Board and staff. Legal Counsel Ross reminded the Board that Closed Session items could not be discussed at this regular meeting. Director Umont asked why this item had to shift to an Ad Hoc Committee meeting. Board President Linari stated that this item would eventually go before the full Board. Director Lindsey stated at the December Board meeting, the Board chose an Ad Hoc Committee to meet and then come back before the full Board at the January meeting, which is what is being done. Legal Counsel Ross then reconfirmed the events that transpired to date on this item. Director Price recused herself at this time. Legal Counsel Ross reiterated that the Board makes decisions regarding the management of the District. Director Stamey stated that the Ad Hoc Committee went through the process dealing with Legal Counsel Ross on this item and feels they did a complete job, and did not see the value in revisiting this same issue before the full Board. Director Umont asked the Board for possible reconsideration of the December 19, 2011 full board action regarding delegating authority to the Ad Hoc Standing Committee for a possible consideration of 960 employment contract with the Chief and other employees. There was no motion for reconsideration: Director Lindsay – No, Director Stamey – No, Board President Linari – No. Reconsideration denied.

8. New Business

8.1 Presentation of Mid-Year Budget Review and Long Term Forecast.

Administrative Services Director Leete proceeded with a power point presentation regarding the mid-year budget and long term forecast. The Board proceeded to ask questions of staff which staff answered.

Director Lindsay moved to accept the three recommendations in Administrative Director Leete's staff report regarding mid-year adjustments. Director Stamey seconded the motion. Motion carried.

8.2 Presentation of District Management Process including FY 2010/11 goal results.

Chief Price proceeded to review the District Strategic Plan, Business Plan and Annual Budget process for the Board. Directors Stamey and Lindsay complimented Chief Price on what a great process this was. Chief Price stated that the District is on schedule to complete the 2008-2013 Strategic Plan in eighteen months.

8.3 Discussion and possible approval for Per Diem Positions – Communications Center.

There was a speaker card from John Wyatt, Alamo resident regarding the per diem process and some suggestions he had of staff. The Board thanked Mr. Wyatt for his presentation. Administrative Services Director Leete then followed up with the past process on using per diem employees when needed.

Motion by Director Stamey to authorize the Fire Chief to fill per diem Dispatcher positions in the Communications Center on an as-needed basis. Director Price seconded the motion. Motion carried.

- 8.4 Discussion and possible approval to fill vacant positions – Communications Center.

Administrative Services Director Leete stated that currently there are two vacant positions in the Communications Center. Motion by Director Stamey to authorize the Fire Chief to fill two positions of Dispatcher in the Communications Center. Director Lindsay seconded the motion. Motion carried.

- 8.5 Recommendation for Selection of External Financial Audit Firm.

Administrative Services Director Leete opened this item turning it over to Finance Supervisor Sasser to provide the background to the Board. Finance Supervisor Sasser recommended the firm of Vavrinek, Trine, Day & Co., LLP, of Pleasanton, after checking references and background of this firm. Chief Price did also state that the Finance Committee also met regarding this item. Motion by Director Stamey to negotiate an agreement with Vavrinek, Trine, Day & Co., LLP for audit services. Motion seconded by Director Lindsay. Motion carried.

- 8.6 Consideration of and review of procedures for filling Board vacancy.

Legal Counsel Ross stated that he would be working with the District Clerk in finalizing a Notice of Vacancy for Director Lindsay's seat, with the Personnel Committee conducting interviews for this Director position.

- 8.7 Minutes from regular District meeting of December 19, 2011, including District Counsel's closed session report and the minutes from the Special January 3, 2012 Ad Hoc Committee on Organizational Structure Review.

Director Umont asked that this item be taken off the Consent Calendar and moved to New Business in order to discuss the item further. With respect to the withdrawn consent item 5.3, there were concerns raised by Director Umont about the accuracy of the minutes but based on the reformed agreement with respect to Chief Price, Director Umont just wanted to comment on them and did not make a motion for an actual amendment of the content of the minutes. Director Lindsay approved Consent Item 5.3, Approval of the minutes. Director Stamey seconded the motion. Motion carried.

9. **Correspondence**

President Linari stated that once again, he enjoyed reading all the positive letters in the board packet this month.

10. **Monthly Activity Reports**

- 10.1 Operations – Chief Price

Chief Price provided the monthly Operations Standards of Cover Compliance report.

10.2 Support Services - Assistant Chief Hart

Assistant Chief Hart provided the monthly Support Services report highlighting the Station 32 demo and grading plans and that once started, it would take approximately six weeks for this demo and grading to be complete.

10.3 Fire Prevention – Fire Marshal Jamison

Fire Marshal Jamison provided the monthly Fire Prevention report highlighting the upcoming event in Sacramento on February 2nd. Fire Marshal Jamison also discussed the work on the Fire Prevention RMS Module project, complimenting Deputy Fire Marshal Stevens, Code Compliance Officer Wendel and Plans Examiner Hardage who were so very instrumental in seeing this project to completion.

10.4 Administrative Services – Administrative Services Director Leete

Administrative Services Director Leete stated that his department has been busy working on 2012 recruitment activities and purchasing practices.

10.5 Fire Chief – Fire Chief Price

Fire Chief Price stated that this past month he spoke before one of the local Rotary group, attended a Leadership San Ramon Valley Class and has been busy meeting with the local and staff in this current District transition period.

11. **Good of the Order**

Director Linari mentioned that he attended a recent CSDA Workshop: How to Be an Effective Board member, recommending it highly to other Board members.

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)].

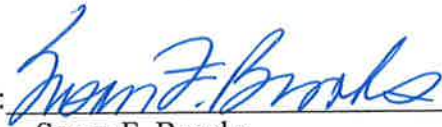
13. **Return to Open Session**

Regular session ended: 9:21 p.m.
Closed session began: 9:44 p.m.
Closed session ended: 10:02 p.m.
Regular session reconvened: 10:02 p.m.

15. **Adjournment**

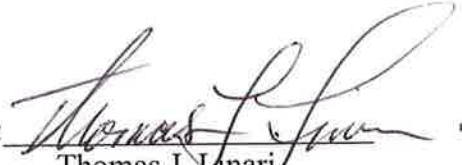
The meeting adjourned at 10:02 p.m., to the next regular meeting of **Wednesday, February 22, 2012.**

Prepared by:



Susan F. Brooks
District Clerk

Approved by:



Thomas J. Linari
Board President