

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Board of Directors Regular Board Meeting

Thursday, December 17, 2009 – 7:00 p.m.

*Nick Dickson, President ~ Thomas J. Linari, Director
Roxanne W. Lindsay, Director ~ Jennifer G. Price, Director ~ Matthew J. Stamey, 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
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 November, 2009 in the amount of \$3,450,924.74.
- 5.2 Approve the demand register for the period November 10, 2009 through December 8, 2009 in the amount of \$2,496,596.05.
- 5.3 Approve the minutes from the regular November 18, 2009 board meeting including District Counsel's closed session report.
- 5.4 Authorization for Progress Payment No. 4 to Cal-Bay Construction in the amount of \$204,890.40 for Fire Station No. 36 Annex Building.
- 5.5 Authorization of sale and/or disposition of District surplus equipment.
- 5.6 Personnel Actions:
 1. Confirmation of Employment (Ivy Ong, Accounting Technician). Approve staff's recommendation to hire Ivy Ong at Step 1, effective December 1, 2009, subject to a 12-month probationary period.

2. Approve staff's recommendation to award a merit salary increase to Senior Office Assistant, Debbie Faria to Step 4, effective January 1, 2010.
3. Approve staff's recommendation to award a merit salary increase to Battalion Chief, Mike Picard to Step 4, effective January 1, 2010.
4. Approve staff's recommendation to award a merit salary increase to Deputy Fire Marshal, David Stevens to Step 4, effective January 1, 2010.
5. Approve staff's recommendation to award a merit salary increase to Code Compliance Officer, Roy Wendel to Step 4, effective January 1, 2010.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 State Certified Fire Chief presentation to Chief Richard Price by State Fire Marshal Tonya Hoover.
- 6.2 United States Fire Administration/National Fire Academy Executive Fire Officer presentation to Chief Richard Price by District Board President Nick Dickson and Contra Costa County Supervisor Mary Piepho.
- 6.3 Introduction and Oath of Office for New Employee: Ivy Ong, Accounting Technician.
- 6.4 Badge Pinning Ceremony for Dispatch Supervisor Ronda Ross-Leen.
- 6.5 Recognition of Richard Del Monte – Emergency Preparedness Fair Volunteer Appreciation Award.
- 6.6 Recognition of Jack Robertson – CERT Volunteer Appreciation Award.
- 6.7 Recognition of Herbert Cole – CERT Communicator of the Year.
- 6.8 Recognition of Vicki Wright – CERT Instructor of the Year.

7. OLD BUSINESS

- 7.1 Discussion and possible adoption of Standards of Cover Deployment Analysis.

8. NEW BUSINESS

- 8.1 Nominations for Board President and Vice-President for 2010.
- 8.2 Presentation of 2009 District Comprehensive Annual Finance Report (CAFR) by Maze and Associates.
- 8.3 Review and discussion of Draft Business Plan.
- 8.4 Discussion and possible approval of Resolution No. 2009-15 appointing District officials to order the deposit and withdrawal of funds from LAIF.
- 8.5 Discussion and possible approval of Resolution No. 2009-16 regarding amendments to the Cafeteria/Flexible Benefits Plan.
- 8.6 Discussion and possible approval of Resolution No. 2009-17 establishing authorization for summary criminal history information for employment, licensing or certification.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

10. MONTHLY ACTIVITY REPORTS FOR NOVEMBER, 2009

- 10.1 Operations – Assistant Chief Collins
Incident Report responded to by type, i.e., fire, medical and the response time.
- 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 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.
 - A. Status Update on District Accreditation

11. GOOD OF THE ORDER

12. CLOSED SESSION

- 12.1 Conference with District Counsel – Potential Litigation
Possible exposure to litigation (two matters)
[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 Conference with District Counsel-Potential Litigation Workers Compensation Claim No. SRV0900035 dated 11/05/07; M. Brown vs. San Ramon Valley Fire Protection District [Authorized under Government Code § 54956.9(b)].

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, JANUARY 27, 2010 AT 7:00 P.M.

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on December 11, 2009 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.