

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – December 17, 2009**

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: President Dickson, Director Linari, Vice-President Lindsay, Director Price, and Director Stamey.

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

1. Call to Order

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

2. Pledge of Allegiance

Board President Dickson led the Pledge of Allegiance.

3. Determination of Quorum and Confirmation of Agenda

There was a quorum and no changes to the agenda.

4. Consent Calendar

Director Lindsay moved approval of consent calendar items 5.1-5.6 (1-5). Director Price seconded the motion. Motion carried.

5. Public Comment

Jeff Fautt of Fautt Homes offered the District his services to oversee the construction of the new Fire Station 32. The Board of Directors thanked Mr. Fautt for his very generous offer.

Jan Conway, 325 David Drive in Alamo asked the Board (Directors Linari and Lindsay) when they would reply to some of the concerns of the neighbors living near the new Station 32. The Board and staff stated that they were waiting on the list of concerns so that staff could address each one.

6. Special Announcements/Presentations/General Business

6.1 State Certified Fire Chief presentation to Chief Richard Price by State Fire Marshal Tonya Hoover.

State Fire Marshal Tonya Hoover presented Chief Price with his State Certified Fire Chief award. Chief Price thanked Fire Marshal Hoover for her glowing presentation regarding his certification. The Board congratulated Chief Price.

- 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.

Contra Costa County Supervisor Mary Piepho made a presentation regarding the National Fire Academy Fire Officer to Chief Price. Chief Price thanked Supervisor Piepho for her presentation. Board President Dickson congratulated Chief Price also on this accomplishment, as well as the rest of the Board.

- 6.3 Introduction and Oath of Office for New Employee: Ivy Ong, Accounting Technician.

Administrative Services Director Leete introduced Ivy Ong to those present as well as providing her background. District Clerk Brooks administered the employee oath to Ms. Ong. The Board welcomed Ms. Ong. Ms. Ong thanked the Board for the opportunity to work at the District and introduced her family.

- 6.4 Badge Pinning Ceremony for Dispatch Supervisor Ronda Ross-Leen.

Chief Price provided the background of Dispatch Supervisor Ross-Leen's promotion, then her husband Terry pinned her badge on. The Board congratulated Dispatch Supervisor Ross-Leen on her promotion.

- 6.5 Recognition of Richard Del Monte – Emergency Preparedness Fair Volunteer Appreciation Award.

Mr. DelMonte was unable to attend the meeting, CERT Coordinator Bell accepted Mr. DelMonte's certificate and plaque.

- 6.6 Recognition of Jack Robertson – CERT Volunteer Appreciation Award.

Mr. Robertson was unable to attend the meeting, CERT Coordinator Bell accepted Mr. Robertson's certificate and plaque

- 6.7 Recognition of Herbert Cole – CERT Communicator of the Year.

CERT Coordinator Bell presented Mr. Cole with a certificate and plaque and thanked him for his time and knowledge that he brings to the CERT team. The Board thanked Mr. Cole.

- 6.8 Recognition of Vicki Wright – CERT Instructor of the Year.

CERT Coordinator Bell presented Ms. Wright with a certificate and plaque for her outstanding CERT teaching abilities. The Board thanked Ms. Wright.

7. Old Business

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

Chief Price provided the background of this item, stating that this is a core accreditation document and that there would be annual updates. Director Linari thanked staff for a job well done. Chief Price stated that Assistant Chief Collins was the lead manager working on this document. Motion by Director Linari to adopt the Standards of Cover Deployment Analysis. Director Price seconded the motion. Motion carried.

8. New Business

- 8.1 Nominations for Board President and Vice-President for 2010.

Director Dickson nominated Director Lindsay for Board President. Director Stamey seconded the motion. Motion carried.

Director Linari nominated Director Price for Board Vice-President. Director Stamey seconded the motion. Motion carried.

- 8.2 Presentation of 2009 District Comprehensive Annual Finance Report (CAFR) by Maze and Associates.

Administrative Services Director Leete introduced Catherine Yuen from Maze and Associates to the Board. Ms. Yuen stated that the CAFR is a very polished document, and the audit is comprehensive as of August, 2009 with a clean opinion. The only recommendation was to revise the District credit card policy. The Board thanked Ms. Yuen for her presentation.

- 8.3 Review and discussion of Draft Business Plan.

Chief Price provided the background of this item stating that the final document would be brought back to the Board at the January, 2010 board meeting.

- 8.4 Discussion and possible approval of Resolution No. 2009-15 appointing District officials to order the deposit and withdrawal of funds from LAIF.

Administrative Services Director Leete stated that this Resolution is required due to some staff changes in the Finance Department. Director Lindsay moved approval of Resolution No. 2009-15, Director Linari seconded the motion. Motion was approved by roll call vote.

- 8.5 Discussion and possible approval of Resolution No. 2009-16 regarding amendments to the Cafeteria/Flexible Benefits Plan.

Administrative Services Director Leete explained some of the changes to the 125 Plan for District employees. Director Price moved approval of Resolution No. 2009-16, Director Stamey seconded the motion. Motion was approved by roll call vote.

- 8.6 Discussion and possible approval of Resolution No. 2009-17 establishing authorization for summary criminal history information for employment, licensing or certification.

Administrative Services Director Leete provided the background of this Resolution. Director Price moved approval of Resolution No 2009-17, Director Linari seconded the motion. Motion was approved by roll call vote.

9. Correspondence

Chief Price handed out a letter to the editor that recently appeared in the Contra Costa Times.

10. Monthly Activity Reports

- 10.1 Operations - Assistant Chief Collins
Assistant Chief Collins provided the monthly Operations report. Director Stamey asked how the average response time is achieved. Assistant Chief Collins responded to Director Stamey's question.
- 10.2 Support Services - Assistant Chief Hart
Assistant Chief Hart provided the monthly Support Services report highlighting Station 32 stating that three items had to be resubmitted to the County.
- 10.3 Fire Prevention - Fire Marshal Jamison
Fire Marshal Jamison provided the monthly Fire Prevention report highlighting the upcoming Santa workshop and the residential care workshop that was recently held.
- 10.4 Administrative Services - Administrative Services Director Leete
Administrative Services Director Leete provided the monthly Administrative Services report highlighting the recent cost increase of the District's self-insurance.
- 10.5 Fire Chief - Chief Price
Chief Price stated that he attended the Danville Mayor's breakfast, Supervisor Mary Piepho's holiday open house, San Ramon Chamber of Commerce dinner and the Veterans of Foreign War Dinner honoring our Firefighter of the Year.

11. Good of the Order

Chief Price also informed the Board of the Rotary Club Exchange Program with Mexico the District may get involved with, and updated the Board on where we are in the accreditation process.

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)].

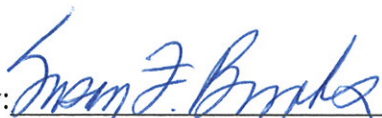
13. Return to Open Session

Regular session ended:	8:35 p.m.
Closed session began:	8:41 p.m.
Closed session ended:	8:47 p.m.
Regular session reconvened:	8:48 p.m.

14. Adjournment

The meeting adjourned at 8:50 p.m. to the next regular board meeting of **Wednesday, January 27, 2010 at 7:00 p.m.**

Prepared by:



Susan F. Brooks
District Clerk

Approved by:



Nick Dickson
Board President