

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
Minutes – May 14, 2010**

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 Lindsay, Directors Dickson, Linari, and Stamey.

Board Members Absent: Director Price

Staff Present: Chief Price, Assistant Chief Collins, Assistant Chief Hart, Fire Marshal Jamison, District Clerk Brooks, Finance Supervisor Sasser, Technology Systems Manager Call, Communications Center Manager Pangelinan, Battalion Chief Picard, Union President Keel.

Others Present: Wayne Senter, CFAI Peer Team Leader, Mike Scott, CFAI Peer Team Member, Andrew Paradiso, CFAI Peer Team Member, William Gray, CFAI Peer Team Member.

1. Call to Order

Board President Lindsay called the meeting to order at 1:00 p.m.

2. Pledge of Allegiance

Board President Lindsay led the Pledge of Allegiance, and welcomed everyone present to the meeting.

3. Determination of Quorum and Confirmation of Agenda

There was a quorum and no changes to the agenda.

4. Public Comment

None.

5. New Business

5.1 Receive briefing from Commission on Fire Accreditation International (CFAI) Assigned Team Leader Wayne Senter on Status of Peer Assessment Team Findings and Recommendations.

Chief Price introduced Fire Chief Wayne Senter (South Kitsap Fire & Rescue, WA) CFAI Peer Assessment Team Leader.

Chief Senter thanked the Board, Chief Price, Union President Keel, Assistant Chief Collins, staff, Technology Systems Manager Call, with special thanks to Captains Duggan and

Grayson for their assistance while the team was here and for their leadership, dedication and effort in the accreditation process. Chief Senter stated that today is a milestone for our District and that accreditation is about continual improvement. Chief Senter stated that our District should be very proud of our transparency within the community, our healthy labor/management relationship; and our credible emergency services delivery. Chief Senter stated that the District does a lot very well.

Chief Senter asked each volunteer site team member to share their observations during the week in their areas of expertise.

Andrew Paradiso (Ridge Road Fire District, NY) – studied 5 separate categories: Assessment and Planning – credible, Financial Resources – credible, Physical Resources – credible, Essential Resources – credible, External Relationships – credible. Mr. Paradiso thanked everyone for their hospitality during his visit, stating that each and every individual he came in contact with is superior and top notch and they showed tremendous positive attitude and pride in their work.

Mike Scott (Kent Fire Department, WA) – studied Category 3, including Standards of Coverage, Category 5A, 5E, 5G, 5H and Category 7, Human Resources – all credible. Mr. Scott commended the District on the CERT program and thanked everyone for their hospitality during his visit. Mr. Scott also thanked the Union leadership which he stated will be critical in identifying issues within the accreditation document.

William Gray (Pueblo Fire Department, CO) – thanked the District, staff and the Union for the wonderful hospitality he received during his visit. Mr. Gray was involved in categories 5B, 5C, 5D, 5F and Category 8, Training and Competency – finding them all credible. Mr. Gray gave special thanks to Fire Inspector Kurtz and Fire Prevention Specialist Castro for their help while the team was here.

Chief Senter stated that while the District has exceeded expectations in many areas, the team has identified some areas of opportunity for improvement within our agency. The most important areas for improvement are the five stated below.

1 – Standard of Cover Fire Suppression, total response time for effective response force requires that we analyze and synchronize response with specific fire types rather than with an homogenized approach.

2 – Continuity and Operations Plan for all critical District functions, including the Policy Rule Function for elected officials in a disaster should be reviewed.

3 – Ensure that our own goal to achieve improvement for our ISO rating is an achievable goal within our stated time frames.

4 – Formalize a process that provides targeted Fire Prevention programs with measureable outcomes.

5 – Look into an asset management inventory control system to ensure all critical operational supplies and valuables are readily accountable and reliable for emergency use.

Chief Senter also stated that there is a more detailed 30-page report that everyone that will have access to and will be uploaded to the share point site for review.

Chief Senter said it was his privilege to announce, by unanimous vote of the peer site team, recommendation of San Ramon Valley Fire Protection District for accreditation to the Commission in August, 2010 in Chicago. Chief Senter congratulated the District. Everyone present applauded.

Chief Price stated that on behalf of San Ramon Valley Fire Protection District he expressed his sincere appreciation to the peer team for their recommendation and commitment to the CFAI international mission and to help us improve the quality of services right here in the San Ramon Valley.

Chief Price stated that the team has been fair and thorough and again thanked them.

Chief Price then thanked the Board for their support and guidance through this challenging process and congratulated them, stating that from the bottom of this agency to the top; this agency is committed to continuous improvement.

Chief Price singled out four individuals for recognition – Accreditation Manager Collins, Deputy Accreditation Managers Duggan and Grayson, and John Keel, President of Local 3546 whose membership partnered with the management team every step of the way. Chief Price also thanked the elected officials and business leaders who were present at this meeting today for their partnership with the District in this accreditation endeavor.

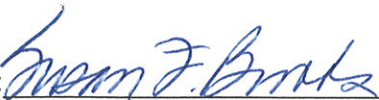
Accreditation Manager Collins stated that the process moving forward (as we are not yet an accredited agency), is that a contingent of six from our District will travel to Chicago, in late August appearing before the full Commission with Chief Senter being present also. Chief Collins stated that if we do become an accredited agency, we would be the sixth in the state of California and the first in Contra Costa County.

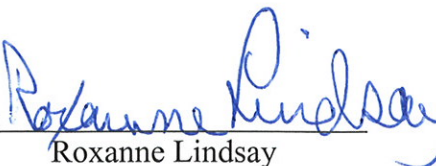
6. **Good of the Order**

None.

7. **Adjournment**

The meeting adjourned at 1:20 p.m. to the next regular board meeting of Wednesday, May 26, 2010 at 7:00 p.m.

Prepared by: 
Susan F. Brooks
District Clerk

Approved by: 
Roxanne Lindsay
Board President