

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Board of Directors Regular Board Meeting

Wednesday, January 30, 2019 – 1:00 p.m.

Dominique Yancey ~ Board President
Don Parker, Board Vice-President ~ Ryan Crean, Director
H. Jay Kerr, Director ~ Matthew 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 - 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 demand register for the period December 12, 2018, through January 16, 2019 in the amount of \$2,807,559.42.
- 5.2 Approve the Board minutes from the December 17, 2018 Regular Board Meeting; and District Counsel’s Report Upon Return from Closed Session from December 17, 2018.
- 5.3 Approval of salary, payroll taxes and retirement contributions for the month of December 2018 in the amount of \$4,359,159.11.
- 5.4 Approval of Contract with Concern EAP for Employee Assistance Program for a total amount not to exceed \$47,000 for the District’s Employee Assistance Program.
- 5.5 Authorization to pay EBRCSA operating payment in the amount of \$87,360.00.
- 5.6 Receive and review the Quarterly Investment Report for the quarter ended December 31, 2018.

5.7 **Personnel Actions:**

Promotions:

Public Safety Dispatch Supervisor

1. Approve staff recommendation to award a Promotion to Latasha Bouzek, Public Safety Dispatcher 2 to Public Safety Dispatch Supervisor, Step 5; effective January 1, 2019.
2. Approve staff recommendation to award a Promotion to Stephen Rodwell, Public Safety Dispatcher 2 to Public Safety Dispatch Supervisor, Step 4; effective January 1, 2019.

Step Increases:

1. Approve staff recommendation to award a step increase to Firefighter 5, Brandon Clay, to Step 4; effective February 1, 2019.
2. Approve staff recommendation to award a step increase to Firefighter 5, Moyses Garcia, to Step 3; effective February 1, 2019.
3. Approve staff recommendation to award a step increase to Firefighter 5, Timothy Robertson, to Step 2; effective February 1, 2019.
4. Approve staff recommendation to award a step increase to Firefighter 5, Mathew Martin, to Step 2; effective February 1, 2019.
5. Approve staff recommendation to award a step increase to Firefighter 5, David Smith, to Step 2; effective February 1, 2019.
6. Approve staff recommendation to award a step increase to Firefighter 5, Jared Lomker, to Step 2; effective February 1, 2019.
7. Approve staff recommendation to award a step increase to Firefighter 5, Frederick Rincon, to Step 2; effective February 1, 2019.
8. Approve staff recommendation to award a step increase to Public Safety Dispatcher 2, Megan Williams, to Step 5; effective February 1, 2019.

New Hires:

1. Confirmation of Employment. Approve staff recommendation to hire Zachary Schiess for Public Safety Dispatcher 1, step 2; effective January 1, 2019.
2. Confirmation of Employment. Approve staff recommendation to hire Jake Mota for District Aide; effective January 16, 2019.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Verbal Presentation by Captain Falkenstrom regarding Firefighters Crossing Borders.
- 6.2 Presentation by Colonel Grunwald to District.
- 6.3 Recognition of Retired El Cerrito Fire Chief Lance Maples.
- 6.4 Recognition of Director Stamey for serving as Board President in 2018.

At this time in the meeting, the Board will take a 15-minute recess to tour the new District Ambulance

7. OLD BUSINESS

- 7.1 Consideration of Resolution of Intent to Initiate Transition from At Large to District-Based Boardmember Elections.

8. NEW BUSINESS

- 8.1 Adoption of 2019 Emergency Operations Plan.
8.2 Purchase of Four (4) Emergency Standby Generators & Transfer Switches in the amount of \$253,297.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

10. MONTHLY ACTIVITY REPORTS:

- 10.1 Operations Division-Deputy Chief, Lon Phares
Operations Report of monthly activities.
10.2 EMS – Battalion Chief, John Duggan
EMS Report of monthly activities.
10.3 Logistics – Interim Chief Selover
Logistics Report of monthly activities.
10.4 Fire and Life Safety Division – Interim Chief Selover
Fire and Life Safety Report of monthly activities.
10.5 Communications Division – Director of Emergency Communications, Denise Pangelinan
Communication Report of monthly activities.
10.6 Human Resources Division – Human Resources Director, Natalie Korthamar Wong
Human Resources Report of monthly activities.
10.7 Finance Division – Financial Consultant, Ken Campo
Finance Report of monthly activities.
10.8 Fire Chief – Fire Chief, Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

11. GOOD OF THE ORDER

- 11.1 Selection of Date for Annual Board Retreat:
 - Tuesday, March 5, 2019 – 10 a.m.
 - Wednesday, March 6, 2019 – 10 a.m.
 - Thursday, March 7, 2019 – 10 a.m.
 - Monday, March 11, 2019 – 10 a.m.
11.2 Discussion of addition of Board Subcommittee: Disaster Preparedness
11.3 Announcements of Standing Committee Assignments for 2019 by Board President Yancey.

12. UPCOMING CALENDAR OF EVENTS

- Presidents Holiday – Monday, February 18, 2019 (District Holiday)
- Wednesday, February 20, 2019, 11:30 a.m. - Annual State of the City Address-Mayor Bill Clarkson (San Ramon Marriott)

13. CLOSED SESSION

- 13.1 Possible exposure to litigation (5 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

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

16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, FEBRUARY 27, 2019 AT 1:00 P.M.

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on January 24, 2019 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts 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 the District Clerk at (925) 838-6661.