

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

**Wednesday, March 27, 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 February 15, 2019, through March 15, 2019 in the amount of \$1,985,896.48.
- 5.2 Approve the Board minutes from the February 27, 2019 Regular Board Meeting; and District Counsel’s Report Upon Return from Closed Session from January 30, 2019 and February 27, 2019. Approval of the Board minutes from the March 5, 2019 Board Retreat.
- 5.3 Approval of salary, payroll taxes and retirement contributions for the month of February 2019 in the amount of \$3,985,859.93.
- 5.4 Approval of amendment to existing agreement with Financial Consultant Campo increasing the hourly compensation amount.
- 5.5 **Personnel Actions:**  
**Promotions:**  
Approve staff recommendation to award the following promotions, effective April 1, 2019:

1. Engineer Joseph Bradley, to Captain 10- Step 5.

**Step Increases:**

Approve staff recommendation to award the following step increases, effective April 1, 2019:

1. Training Battalion Chief Jonas Aguiar, to Battalion Chief 5- Step 4
2. Acting Battalion Chief Bruno Spani, to Acting Battalion Chief 2- Step 2
3. Firefighter Kenneth Day, to Firefighter 5- Step 2
4. Public Safety Dispatcher Nathan Sill, to Public Safety Dispatcher 2 -Step 6

Approve staff recommendation to award the following step increases, effective January 1, 2019:

1. Acting Deputy Chief Jim Selover, to Acting Deputy Chief- Step 4

**Other:**

Approve staff recommendation to assign the following employees to the HazMat team, Engineer 5- Step 6, effective March 1, 2019:

1. Lucas Hirst
2. Brian Olson
3. Casey Rivers
4. Scott Dwyer

**General Salary Increase**

1. Approve a 3% general salary increase for non-represented full and part-time employees (excluding the Fire Chief).
2. Approve a 3% general salary increase for employees represented by IAFF Local 3546 and 3546-A as contained in the Letter of Understanding approved by the Board of Directors.

**6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS**

- 6.1 Recognition of Celia Mason, Volunteer Communications Reserve

**7. OLD BUSINESS**

- 7.1 Status Update on Agreement to Postpone Creation of a District Board District-Based Electoral System Pursuant to Elections Code Section 10010.
- 7.2 Adoption of the 2019 Emergency Operations Plan.
- 7.3 Authorize the reclassification of two (2) EMS Captain positions to an EMS Coordinator/RN position and three (3) EMS Liaison positions.
- 7.4 Authorize the reclassification of a Senior Office Assistant position to an Administrative Assistant position.
- 7.5 Review of 2018-2019 Mid-Year Budget and approval of recommended budget adjustments.

**8. NEW BUSINESS**

- 8.1 Approve Resolution No. 2019-02 for the 2019 Exterior Hazard Abatement Program.
- 8.2 Approval of the proposed changes to the District's Fund Balance Reserve Policy.
- 8.3 Call for Nominations for Seat B - CSDA Board of Directors.

**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 – Deputy Chief Drayton  
Logistics Report of monthly activities.
- 10.4 Fire and Life Safety Division – Deputy Chief Drayton  
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**

Update from Disaster Preparedness Subcommittee – Vice-President Parker

**12. UPCOMING CALENDAR OF EVENTS**

- March 28, 2019-9:30 a.m. Personnel Subcommittee Meeting
- March 28, 2019- 11:30 a.m. Danville State of the Town Luncheon, Crow Canyon Country Club
- March 28, 2019 – Retirement Ceremony and Reception for Deputy Chief Phares, 5:30 p.m. Ceremony at SRVFPD/7:00 p.m. Reception at Blackhawk Grille
- March 30/31 Thunder Over the Bay Area – Travis Air Force Base
- April 2-5 FDAC Conference – Napa, CA
- April 6, 2019 – Oakland Firefighter Battle of the Bay Hockey – Oakland Ice Center
- April 23-26, 2019 – Navigator Conference, Maryland

**13. CLOSED SESSION**

- 13.1 Possible exposure to litigation (3 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 IN HONOR OF THE RETIREMENT OF DEPUTY CHIEF LON PHARES TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, APRIL 17, 2019 AT 1:00 P.M.**

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on March 21, 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](http://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.