

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – March 22, 2017**

Board of Directors Regular Board Meeting

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: Directors Parker, Stamey, Kerr and Stark

Participated via teleconference: Director Chris Campbell – San Francisco Fire Department located at 218 Lincoln Street, San Francisco, CA 94129 (925) 838-5700.

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Director of Emergency Communications Pangelinan, Director of HR Korthamar Wong, Technology Systems Manager Call, EMS Battalion Chief Duggan, FLS Manger Drayton, District Counsel Ross and District Clerk Maxwell.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and no changes were made to the agenda.

4. PUBLIC COMMENTS

**Jack Weir told the Board that he would like to speak about Agenda Item No. 8.1; when it is discussed later in the meeting.*

5. CONSENT CALENDAR

Motion by Director Stark to approve Consent Items No. 5.1 through 5.4, seconded by Director Stamey. Motion carried with (5) ayes and (0) noes.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

Chief Meyer introduced recently hired, Fire and Life Safety Manger Frank Drayton to the Board.

6.1 Retirement recognition for Senior Office Assistant Renee Vetter.

Chief Meyer spoke about recently retired Senior Office Assistant Renee Vetter. Renee is a native of California and is from the Bay Area. She met her husband, Glenn, 37-years ago. In July, they will celebrate their 36th wedding anniversary. They have 3 daughters Jennifer, Victoria and Madeline. Renee came to the District in 1995, serving for 22 years work in the Divisions of Fire Prevention, Human

Resources, EMS and finished her career as a Senior Office Assistant for the Training Division. She proved to be an invaluable asset to the District, as well as many Training Captains, who went on to become Chief Officers. In her unofficial capacity, Renee mentored many co-workers and supported people from every corner of the District, while leading by example. Renee spoke briefly, thanking the District, Chief Meyer and the Board.

The Board took a brief recess from 7:13 p.m. to 7:20 p.m.

7. OLD BUSINESS

7.1 Update on Fire Station No. 32.

Chief Meyer provided this update. The weather remains a predominate issue, postponing completion. Once the rain dies down, exterior work will resume. Staff is waiting to hear back from the County, about the new design of the bridge. Staff is focused on pedestrian safety issues and are hoping that the bridge will be completed sometime in June.

7.2 Consider approving Resolution 2017-02; a resolution of the Board of Directors of the San Ramon Valley Fire Protection District, pertaining to the Exterior Hazard Abatement Program.

Motion by Director Stamey to adopt Resolution 2017-02; a resolution of the Board of Directors of the San Ramon Valley Fire Protection District, pertaining to the Exterior Hazard Abatement Program. Motion seconded by Director Kerr. Roll-call vote taken with Directors Stamey, Stark, Kerr, Campbell and Parker voting in the affirmative. Motion carried, Resolution 2017-02 adopted.

8. NEW BUSINESS

8.1 Consider approving Changes to the Non-Represented Employees' Compensation Plan.

**Jack Weir, President and Interim Executive Director of the Contra Costa Taxpayer's Association, spoke in opposition, regarding the District's compensation plan of all employees.*

Chief Meyer, FC Campo and HR Director Korthamar Wong presented this agenda item. Staff recommended the following terms for the Non-Represented Employees (excluding the Fire Chief):

- *Provide an annual 3% general salary increase for 4 years effective 4/1/17, 4/1/18, 4/1/19, and 4/1/20.*
- *Increase the District's contribution for retiree Dental, Vision and EAP to 50% of the cost.*
- *Roll in various incentive pay into base pay.*
- *Eliminate the 4% pension contribution that has been on hold for safety employees (Safety Employees currently contribute on average 15% towards pension).*
- *Reduce the miscellaneous pension contribution from 8% to 6% (Miscellaneous employees currently contribute on average 13% towards pension).*
- *Create a training program for employees who are returning to work after an extended medical leave.*
- *Provide a financial safeguard to the District: During the term of the agreement, if in any month the General Fund ending fund balance falls below the 20% District Budget Stabilization Fund requirement, that triggers an immediate reopener.*
- *Add an additional Step 6 (5%) to all classifications and move all employees up one step, effective 4/1/17.*
- *Provide 40-hours of bereavement leave for all non-represented employees.*

Motion by Director Stark to approve the changes to the non-represented employees' compensation plan and to authorize the Fire Chief to implement the changes described in the March 22, 2017 Board Report. Motion seconded by Director Stamey. Roll call vote take, with Directors Stamey, Stark, Campbell, Parker and Kerr all responding in the affirmative. Motion carried with 5 ayes and 0 noes.

8.2 Consider approving the Letter of Understanding between the San Ramon Valley Fire Protection District and Local 3546 and 3546A.

Chief Meyer, FC Campo and HR Director Korthamar Wong presented this agenda item. The parties to the Memorandum of Understanding reached a tentative agreement described in the LOU, presented to the Board. Significant elements of the LOU include:

- *Extends the term to June 30, 2021.*
- *Provides an annual 3% general salary increase for 4 years effective 4/1/17, 4/1/18, 4/1/19, and 4/1/20.*
- *Increases the District's contribution to retiree Dental, Vision and EAP to 50% of the cost.*
- *Rolls in various incentive pay into base pay.*
- *Increases the HazMat and Rescue pay to 5% top step Engineer, with a cap of 7.5% if on both teams.*
- *Eliminates the 4% pension contribution that has been on hold for safety employees (Safety Employees currently contribute on average 15% towards pension).*
- *Reduces the miscellaneous pension contribution from 8% to 6% (Miscellaneous employees currently contribute on average 13% towards pension).*
- *Provides the District discretion to reorganize the EMS Division to enhance community safety services.*
- *Creates a pilot program to contract fire investigations with Con Fire for the next two years.*
- *Creates a training program for employees who are returning to work after an extended medical leave.*
- *Provides a financial safeguard to the District: During the term of the agreement, if in any month the General Fund ending fund balance falls below the 20% District Budget Stabilization Fund requirement, that triggers an immediate reopener.*
- *Adds an additional Step 6 (5%) to all classifications and moves all employees up one step, effective 4/1/17.*
- *For the last 2 years of the agreement, if the CPI exceeds 3.5%, either party may request a wage reopener.*
- *Provides bereavement leave for all employees.*

The financial impact on the 2016/2017 budget (3 months) is approximately \$818,000, while the financial impact on the 2017/2018 projected budget (12 months) is approximately \$3.8 million. This includes all represented and non-represented employees of the District, excluding the Fire Chief.

Staff has updated the 10-year cash flow model with the proposed MOU changes and the changes to the Non-Represented employees' compensation plan. Given the recent growth in property values, the District is well positioned to cover ongoing operating expenses, debt service obligations, fund the capital improvement Program (CIP), and maintain "Dry Period" and "Budget Stabilization" reserve funds pursuant to Board policy.

Staff recommended the Board approve the changes to the MOU with Local 3546, outlined above and authorize the Fire Chief to execute the Letter of Understanding documenting the MOU changes. Motion by Director Stamey to approve the changes to the MOU with Local 3546 and authorize the Fire Chief to execute the Letter of Understanding documenting the MOU changes. Motion seconded by Director Kerr. Roll call vote taken with Directors Stark, Campbell, Stamey, Parker and Kerr voting in the affirmative.

Motion carried with 5 ayes and 0 noes.

Staff recommended the Board approve the changes to the MOU with Local 3546A (significant elements) outlined above and authorize the Fire Chief to execute the Letter of Understanding documenting the MOU changes. Motion by Director Kerr to approve the changes to the MOU with Local 3546A and authorize the Fire Chief to execute the Letter of Understanding documenting the MOU changes. Motion seconded by Directory Stamey. Roll call vote taken with Directors Parker, Stark, Stamey, Kerr and Campbell voting in the affirmative. Motion carried with 5 ayes and 0 noes.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Director Parker spoke about a letter received from Pat, of the La Honda Fire Brigade. Both Directors Parker and Kerr praised the work of Danielle Bell and additional CERT staff/volunteers.

10. MONTHLY ACTIVITY REPORTS

- 10.1 Operations Division-Deputy Chief, Lon Phares
Operations Report of monthly activities

Deputy Chief Phares spoke to the Board about the recent Morgan Road Territory closure. [A section of Morgan Territory Road was closed on Friday, February 24, 2017, because of a mudslide]. Although out of the District's area of responsibility, suppression staff assisted as needed. An Emergency Vehicle Access roadway was established on March 21st. [For more information about the Morgan Territory Road closure visit: <http://www.contracosta.ca.gov/6583/Morgan-Territory-Road>]. DC Phares also briefly discussed pre-planning for the Bollinger Canyon Road washout and participation in a portable water supply system drill, held in Vallejo. DC Phares shared a "Certificate of Achievement" received by the District's Hazmat 35 personnel, largely because of the contributions made by Captain Taylor and Captain Word. Golden View Elementary School hosted the Cubs Pinewood Derby and personnel were sent to assist.

- 10.2 EMS – Battalion Chief, John Duggan
EMS Report of monthly activities.

The District responded to approximately 610 emergency medical incidents since the February 22nd Board Meeting. It is the winter flu season and several responses were to residential care facilities. One incident was in response to a patient that had experienced a witnessed cardiac arrest. A bystander had observed the patient collapse and immediately initiated CPR. The first arriving engine company found the patient to be non-breathing and pulseless, and assumed manual CPR. While deploying the AutoPulse device, and initiating advanced life support intervention, the ambulance company arrived on scene and assumed patient care responsibility. While preparing the patient for transport, a Return of Spontaneous Circulation (ROSC) was noted, and continued to improve during transport. The patient arrived at the ER with a pulse and in sinus rhythm.

- 10.3 Logistics – Deputy Chief, Derek Krause
Logistics Report of monthly activities.

Staff finished the exterior paint project for Station 39. District Aide Ryan Mahoney is working on a project to verify AED/Pulsepoint locations registered through Contra Costa County. Ongoing preventive maintenance and repairs continue to effectively manage costs and maintain service. On February 22nd

staff participated in the 5150 Summit Regional Seminar. This was a meeting where stakeholders are brought together to address 5150 issues throughout the county, from a variety of perspectives.

10.4 Fire Prevention – Deputy Chief, Derek Krause
Fire Prevention Report of monthly activities.

Electronic plan review submittals have exceeded paper submittals for the fifth consecutive month with 70.3% of February submittals in electronic form and the 3-month rolling average increasing to 71.4% digital. To date we have received 47 surveys regarding electronic plan submittal and all have been positive. Plan review and construction inspections continue to be the priority to support the active construction projects. Remaining time is being used to follow up on open inspections to accomplish compliance and close out the inspection. New inspections are being focused on Care Facilities. In January, 103 compliance inspections and 100 construction inspections were completed. Hands Only CPR training was conducted at Charlotte Wood Middle School where 364 seventh grade students and staff learned Hands only CPR and AED use. Staff is continuing talks with Bishop Ranch, about becoming a Heart Safe Community. When completed, Bishop Ranch will be the first Heart Safe business park in California. The Residential Care Facility Work Group held their annual kick-off meeting in February for the group. Public Education Staff visited Tassajara Hills, Coyote Creek and Greenbrook Elementary schools during the month and made fire safety presentations to students ranging from grades 1-5. Chief Krause attended the Local Hazard Mitigation Plan Steering Committee at the County Office of Emergency Services. Chief Krause welcomed newly hired Fire and Life Safety Division Manager, Frank Drayton, stating he was happy to have him on-board.

10.5 Communications Division – Director of Emergency Communications, Denise Pangelinan
Communications Report of monthly activities.

Communications staff created 9-1-1 public information handouts. The installation of alerting equipment for the new Station 32 is underway. Public address system surveys were conducted at Fire Stations 31 and 34. Technology staff assisted the Human Resources Division with creating a new test Telestaff database.

10.6 Human Resources Division – Human Resources Director Natalie Korthamar Wong
Human Resources Report of monthly activities.

HR Director Korthamar Wong welcomed Frank Drayton to the SRVFPD team. Staff conducted Chief's interviews for Lateral Firefighter/Paramedic candidates. Three people were offered conditional offers and inclusion in the October 2017 Recruit Fire Academy. Staff conducted a workers' compensation program review with Innovative Claim Solutions Inc.; the District's 3rd party administrator. Thirty-six people applied for the position of Firefighter Reserve, of which, twenty-three were selected and will start the program in the next few months. Reserves are required to live within District boundaries.

10.7 Finance Division – Financial Consultant, Ken Campo and Controller, Martin Koran
Monthly Finance Report of monthly activities.

FC Campo congratulated Frank Drayton for his recent hiring with the District. The two men worked together for the city of Vacaville. FC Campo added that Manager Drayton brings a lot of experience to the Fire and Life Safety Division and that he works closely with the business community to get their projects completed. FC Campo told the Board that District Financials remain on track and are on target with the budget.

Controller Koran informed the Board members that budget numbers had been updated to reflect the mid-year changes approved by the Board in February, 2017. The District's General Fund reserves for the 2016/2017 fiscal year meet expectations at \$46,371,516 and by June, should meet Board policy. The District's Cash Balances – All Funds, are better off by \$6 million dollars, at \$52,508,713, in comparison to last year. He noted that \$599,000 was the February 28, 2017 balance of bond proceeds for Station 32 and that the prior year balance includes both bond proceeds of \$5 million. Actual salary and benefit expenses for 2016/2017, are at \$38,384,641 and in line with budget expectations. General Fund Expenditures for 2016/2017 are on target at \$42,081,261 and present a slight savings due to the implementation of the mid-year budget adjustments. Ambulance revenue and transport fees are better than the prior year at \$2,207,910. Transports are up, compared to last year; however, data for February 2017 was not available at the time of this report. General Fund Revenues are on target at \$40,728,840 and ahead of last year's budget. The District will receive its 2nd installment of property tax in April.

10.8 Fire Chief – Fire Chief, Paige Meyer

Verbal report on monthly meetings, seminars, committee meetings and other District related activities.

Chief Meyer spoke briefly about the Tri-Tech conference, he recently attended with DEC Pangelinan and IT Manager Call. Tri-Tech is the District's CAD vendor and the trio had a great discussion with the owner of the company. Chief thanked Financial Consultant Campo and HR Director Korthamar Wong for their work on the most recent memorandum of understanding with the Local 3546 and 3546A.

11. GOOD OF THE ORDER

11.1 The Board Retreat will take place, March 23, 2017, at San Ramon City Hall, located at 7000 Bollinger Canyon Road, San Ramon; beginning promptly at 10:00 a.m.

11.2 The Masons' Cornerstone Ceremony for Station 32, will take place on Tuesday, March 28, 2017 at 10:00 a.m.; 2100 Stone Valley Road, Alamo.

Director Stamey asked for an updated report, regarding the Primary PSAP agreement between the District and the City of San Ramon. Since the Board of Directors will be at recess in July, he is hoping to have the matter brought before the Board by June.

12. CLOSED SESSION

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

13. Return to Open Session

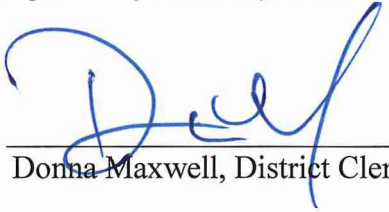
Regular session ended: 8:45 p.m.
Closed session began: 9:00 p.m.
Closed session ended: 9:40 p.m.
Regular session open: 9:40 p.m.


14. Report Upon Return from Closed Session (if applicable)

The Board convened in Closed Session at 9:00 p.m. to address Agenda Item 12.1, Possible Exposure to Litigation (2 matters) pursuant to Government Code section 54956.9(d)(2). The Board returned from Closed Session at 9:40 p.m. District Counsel Ross indicated that with respect to Agenda Item 12.1, there was no reportable action, consistent with common law attorney-client privilege and that provided by Government Code section 54956.9 (d)(2). The Board then adjourned at 9:40 p.m.

15. Adjournment

The meeting was adjourned by Board President Parker at 9:40 p.m.

Prepared by: 
Donna Maxwell, District Clerk

Approved by: 
Don Parker, Board President