

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR PERSONNEL SUBCOMMITTEE MEETING
Minutes – May 11, 2017**

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 Stamey and Stark

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Krause, Director of Emergency Services Pangelinan, Director of HR Korthamar Wong, FLS Manager Drayton, Battalion Chief Duggan and Executive Assistant Brooks.

1. CALL TO ORDER

Director Stamey called the meeting to order at 2:00 p.m.

2. DETERMINATION OF A QUORUM AND CONFIRMATION OF AGENDA

3. PUBLIC COMMENTS

None.

4. NEW BUSINESS

4.1 Update of EMS Division staffing model.

Chief Meyer provided an introduction updating the needs of the Division. Chief Duggan provided the background of EMS training and stressed the need for a specialized position, i.e. nurse. Chief Meyer stated that the priority of the EMS Division is to have a plan and welcomed feedback from the Board. Director Stamey directed staff to build a plan and come back to the Board in six months. Director Stark stated that he would rather have a good plan and take the time to do this.

4.2 Discussion of Salary and Wage Policy No. 600.

Human Resources Director Korthamar Wong updated the Committee on this policy, discussing flexibility to bring employees in at a higher step which would entice laterals to apply at the District. Director Stark like the idea of being able to have discretion and knows the Chief will bring good people on board. Chief Meyer will bring this item back to the Board for their approval.

4.3 Update on the Fire and Life Safety Division

Chief Meyer began by saying he would like the Fire and Life Safety Division to be strong. Deputy Chief Krause and Manager Drayton provided an update to the Committee stating that their focus now is on plan review, compliance inspections and disaster preparedness. Chief Meyer stressed the need for the District to continuously provide good customer service which was echoed by Manager Drayton.


The regular meeting adjourned at 2:50 p.m.


5. Closed Session

5.1 Annual Fire Chief evaluation and discussion of mutual goals, pursuant to Government Code section 54957.

6. Adjournment

The closed session adjourned at 3:30 p.m.

Prepared by: 
Susan F. Brooks
Executive Assistant

Approved by: 
Matthew Stamey
Director/Subcommittee Chair