

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

Members of the San Ramon Valley Fire Protection District Board of Directors who cannot attend this meeting in person will participate in the regular board meeting through teleconferencing pursuant to Government Code Section 54953

Wednesday, April 26, 2017 – 2:00 p.m.

*Donald Parker ~ Board President ~ Chris Campbell, Board Vice President ~
H. Jay Kerr, Director ~ Matthew J. Stamey, Director ~ Shawn Stark, Director*

~MISSION STATEMENT~

In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.

Standing Committees: **Personnel/HR:** Chair, Director Stamey and Director Stark; **Finance:** Chair, Director Kerr and Director Stamey; **Facilities:** Chair, Director Stamey and Director *Campbell (*Parker for Station 32 discussions); **EMS:** Director Stark and Director Campbell; **CERT/PAC:** Director Kerr

**Meeting location: S.R.V.F.P.D. Administrative Offices - Boardroom
1500 Bollinger Canyon Road, San Ramon, CA 94583**

Participating via teleconference: Director Don Parker 114 Avenida Las Palmas, Rancho Mirage CA 92270; phone; 925-389-6600. Director Stark, Oakland Fire Department, Station 8, 463 51st Street, Oakland, CA 94609; phone: 925-788-4648

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 salaries, payroll taxes and retirement contributions for the month of March 2017 in the amount of \$4,132,042.23.

- 5.2 Approve the demand register for the period of March 13, 2017 through April 16, 2017 in the amount of \$2,814,479.50.
- 5.3 Approve the Board minutes from the March 22, 2017 Regular Board meeting, which includes District Counsel's Report upon Return from Closed Session.
- 5.4 Approve the Board minutes from the March 23, 2017 Board Retreat.
- 5.5 Receive and review the investment report for the quarter ended March 31, 2017, and receive and review the California Employers' Retiree Benefit Trust Statement for the quarter ended March 31, 2016.
- 5.6 Approve payment, in the amount of \$25,976.88, to Allstar Fire Equipment to replace twelve sets of structural firefighting turnouts. This is a budgeted expense for 2016/2017.
- 5.7 Personnel actions:
 1. Approve staff's recommendation to award a merit salary increase to Firefighter Paramedic Bautista, to Step 2; effective April 1, 2017.
 2. Approve staff's recommendation to award a merit salary increase to Firefighter Paramedic Davis, to Step 2; effective April 1, 2017.
 3. Approve staff's recommendation to award a merit salary increase to Firefighter Paramedic Drake, to Step 2; effective April 1, 2017.
 4. Approve staff's recommendation to award a merit salary increase to Firefighter Paramedic Perez, to Step 2; effective April 1, 2017.
 5. Approve staff's recommendation to award a merit salary increase to Firefighter Paramedic Reed, to Step 2; effective April 1, 2017.
 6. Approve staff's recommendation to award a merit salary increase to Firefighter Paramedic Scott, to Step 2; effective April 1, 2017.
 7. Approve staff's recommendation to award a merit salary increase to Firefighter Paramedic Westernen, to Step 2; effective April 1, 2017.
 8. Approve staff's recommendation to award a merit salary increase to Public Safety Dispatcher Khanachet, to Step 3; effective April 1, 2017.
 9. Approve staff's recommendation to award a merit salary increase to Public Safety Dispatcher Rodwell, to Step 3; effective April 1, 2017.
 10. Approve staff's recommendation to award a merit salary increase to Public Safety Dispatcher Sill, to Step 3; effective April 1, 2017.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Question and answer session with Alyce H. Rados, President of Carpenter/Robbins Commercial Real Estate, Inc., with regard to the appraisal and eventual sale of 1101 Stone Valley Road, Alamo; formally Fire Station 32.
- 6.2 Proclamation of the San Ramon Valley Board of Directors recognizing the week of May 21 – 27, 2017 as Emergency Medical Services Week.

7. OLD BUSINESS

- 7.1 Update on Fire Station No. 32.
- 7.2 Open Public Hearing as set forth in the annual exterior hazard abatement program notices mailed on April 7, 2017, stipulating April 26, 2017 at 2:00 p.m., as the date, time and place provided for the purpose of receiving public comment to show cause why exterior abatement standards are not applicable to the property.
- 7.3 Authorize staff to make a payment to TriTech Software Systems for software maintenance in the amount of \$87,566.13. Funds are allocated in the Annual Budget for Fiscal Year 2016-2017.
- 7.4 Consider approving the Side Letter Agreement, between the San Ramon Valley Fire Protection District and IAFF Local 3546, dated April 26, 2017, and authorize the Fire Chief to sign the agreement. The cost for these recommended changes were included in the 2016/2017 FY budget.
- 7.5 Authorize staff to make a payment to the Alameda County Fire Department for the authorized repair work, to Truck 512, in the amount of \$38,743.97. Funds are available in the Fleet annual FY 16/17 budget for these repairs.
- 7.6 Authorize payment to Hi-Tech Emergency Vehicle Service for the authorized repair work, to Truck 34, in the amount of \$38,524.53. Funds are available in the Fleet annual FY 16/17 budget for these repairs in accordance with offset by savings in Fleet Capital.
- 7.7 Authorize payment to Hi-Tech Emergency Vehicle Service for the authorized repair work, to Truck 35, in the amount of \$20,756.82. Funds are available in the Fleet annual FY 16/17 budget for these repairs in accordance with offset by savings in Fleet Capital.

8. NEW BUSINESS

- 8.1 Consider the adoption of three separate transparency policies for the District; requires separate motions.
 - 1. Agenda Preparation and Board Meeting Policy
 - 2. Policy for Handling Public Records Act Requests
 - 3. Code of Ethics
- 8.2 Consider the reclassification of one Fire and Life Safety Division Inspector to one Fire and Life Safety Plans Examiner.
- 8.3 Authorize the District to amend its' Master Equity Lease Agreement with Enterprise Fleet Management to include the acquisition of the five (5) FLSD staff vehicles, in an amount not to exceed \$29,871 per year for the term of the lease, and to contract with WATTCO for the purchase and installation of emergency equipment, for a one-time amount not to exceed \$19,500. Emergency equipment up fitting costs and new vehicle lease costs are budgeted in the CIP for Fiscal Year 2016/17. Savings accrued through the refined vehicle selection process will save \$32,645 under the budgeted amount.

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, Derek Krause
Logistics Report of monthly activities.

- 10.4 Fire and Life Safety Division – Deputy Chief, Derek Krause
Fire and Life Safety Report of monthly activities.
- 10.5 Communications Division – Director of Emergency Communications,
Denise Pangelinan Communications 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 and Controller, Martin Koran
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 Board selection of a date for the Annual Budget Workshop
 - Tuesday, May 30th, 10:00 a.m.
 - Wednesday, May 31st, 10:00 a.m.
 - Thursday, June 1st, 10:00 a.m.

- 11.2 Board confirmation of recess for the month of July, 2017.

12. CLOSED SESSION

- 12.1 Possible exposure to litigation (4 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

- 12.2 Potential Personnel Action – Position, Fire Marshal (C. Kiefer) pursuant to Government Code Section 54957.

13. RETURN TO OPEN SESSION

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

15. ADJOURNMENT UNTIL THE REGULAR BOARD MEETING, SCHEDULED FOR MAY 24, 2017, AT 7:00 P.M., IN THE BOARDROOM.

Prepared by:



Donna Maxwell, District Clerk

Agenda posted on April 20, 2017 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 and the San Ramon Valley Fire Protection District's 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.