

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – February 23, 2016**

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 Dakin, Parker, Kerr, Campbell and Stamey

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Fire Marshal Kiefer, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Communications Center Manager Denise Pangelinan, District Counsel Ross and District Clerk Maxwell.

1. CALL TO ORDER

President Dakin called the meeting to order at 10:02 a.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

Don Reed relayed that he has been speaking with representatives from the Town of Danville about 9-1-1 cellphone calls, within the San Ramon Valley, continuing to route to CHP Dispatch in Vallejo.

5. CONSENT CALENDAR

Motion by Director Stamey to approve Consent Items No. 5.1 through 5.8, seconded by Director Parker. Motion carries with (5) ayes and (0) noes.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Mid-Year Budget Presentation, Financial Consultant Ken Campo and Controller Martin Koran.

In summary, FC Campo and Controller Koran provided an overview of the Mid-Year Budget Report for Fiscal Year 2015-16, noting that the overall financial outlook for the District continues to improve going into the second half of fiscal year 2015-16. General Fund revenue is projected to exceed budget by approximately \$2.5 million, primarily due to increased property tax revenue. Ambulance service charges are trending at a growth rate of 3% for the year and the current projection of \$3.2 million exceeds the budget by \$173,000. Reimbursements from the State and County are expected to exceed budget by \$554,000. Of this amount, \$80,000 is attributable to Ground Emergency Medical Transport (GEMT), with the remainder of \$470,000 from the State Office of Emergency Services reimbursements for strike team deployments and the use of District fire apparatus last summer. Interest earnings on District investments are projected at \$238,000, or \$140,000 more than budgeted. The higher investment earnings are attributed to staffs' efforts to actively manage District investments.

Overall staffing costs, including overtime, are projected to be under budget by \$2.2 million; of which, \$1.6 million is attributable to lower retirement contributions. In 2015, the District began pre-paying CCCERA retirement contributions to take advantage of the significant pre-payment discount. The balance of the retirement contribution savings is the result of vacancies and the current year pre-payment savings of \$413,000. Overtime costs are projected at budget for the year. These costs would have been approximately \$450,000 under budget as a result of three less engineer positions to backfill. Overtime related to Strike Team deployments bring the costs in line with the budget. Services and supplies are tracking on budget for the year. Overall, we now project to add \$4 million more to the General Fund reserve balance than initially expected when the budget was adopted last June; of which, \$1 million stems for one-time sources of revenue (\$920,000 of CCCERA 14/15 pre-payment carryover and \$70,000 of GEMT reimbursement from the prior year).

The Capital Improvement Program (CIP) is funded annually through a transfer from the General Fund. The adopted budget included a \$2 million transfer to the CIP; however, with the additional ongoing revenue the District is currently experiencing, staff is recommending the transfer be increased to \$2.3 million. This will provide additional funding for the replacement of major apparatus and reduce the amount of future borrowings. Enhancements to the dispatch center, necessary to accomplish the consolidation of fire and police dispatch, was budgeted in the current year CIP at \$1.4 million. Per the agreement, the District will front the start-up costs and be repaid by the City of San Ramon, with fixed annual payments, within four years. At year five of the agreement and after the District has been repaid for the start-up costs, the District and the City of San Ramon will share evenly the costs to operate and maintain the consolidated dispatch center. Fleet purchases of Command and Staff vehicles have been modified, with Board approval, to five-year leases. This will result in long-term savings, because of the reduction of maintenance costs.

Mid-year budget requests include increasing the General Fund revenue by \$2,545,000, decreasing the General Fund expenditures by \$2,254,000, increasing the Capital Project Fund expenditures by \$53,000 and decreasing Debt Fund Service Fund expenditures by \$8,000.

Motion by Director Parker to accept and approve the mid-year budget report as presented by staff, seconded by Director Kerr. Motion carries with (5) ayes and (0) noes.

7. OLD BUSINESS

7.1 Update on Fire Station No. 32.

Update provided by Fire Marshal Kiefer. County and sanitation permits have been received and the District issued a Notice to Proceed to Pacific Mountain Contractors of California, Inc. The grading for the building pad was completed on February 18th and inspected and certified on February 22nd. Construction of the foundation was set to begin the following week. Staff has been diligent about following the Conditions of Approval, honoring the hours of equipment operation on behalf of the neighbors.

7.2 Monthly update on Communications Center Consolidation Project.

Update provided by Communications Center Manager (CCM), Denise Pangelinan. The Computer Aided Dispatch (CAD) functionality testing has been initiated. The District zones and Police beats have been configured into the District's Geographical Information System (GIS). Response plans for the District have been completed. Recruitment for Public Safety Dispatchers has begun. CCM Pangelinan shared a memorandum from Communications Reserve Leader (CRL), Chris Suter. CRL Suter relayed that the

District's Communication Support Unit (CS131) was successfully deployed to Santa Clara from January 25th through February 9, 2016, to assist with Super Bowl 50. The CS131 provided a full spectrum of radios to monitor all participating agencies involved and also offered tactical interoperability, if necessary. Over the deployment period, District Reserves performed approximately 230 hours of service to cover the unit.

- 7.3 Request authorization to utilize funds to expand the Communications Center 9-1-1 phone system and dispatch workstation capacity to accommodate the increase in call volume and personnel.

*Report presented by CCM Pangelinan. The State of California 9-1-1 Branch provides funding for public agencies who meet the criteria as a "new" Public Safety Answering Point (PSAP). All applicable documentation has been submitted to the State and is currently under review. In the meantime, in an effort to maintain the project's timeline for consolidation, staff requested the expenditure of funds to expand the Communications Center 9-1-1 phone system and dispatch workstation capacity to accommodate the increase in call volume and personnel; to order furniture, phones and installation. **Motion by Director Parker to approve staff's request, noting that the \$197,467.00 in funds would be allocated from the Capital Improvement Plan. Motion seconded by Director Campbell. Motion passed with (5) ayes and (0) noes.***

- 7.4 Conduct the second reading of Ordinance No. 33; an ordinance of the San Ramon Valley Fire Protection District setting forth the adherence to the standards for recruitment and training established by the Commission of Peace Officer Standards and Training (POST) and adopt by majority vote.

*Second reading of Ordinance No. 33, in title only, was conducted by Director Dakin. The Public Hearing was open, with no citizens present to speak on this subject. **Motion made by Director Stamey to adopt Ordinance No. 33, seconded by Director Kerr. Roll call vote taken with Directors Parker, Campbell, Dakin, Stamey and Kerr all in favor. Motion carried 5/0.***

- 7.5 Request authorization to discontinue the software maintenance contract with Intergraph Corporation, as the District will soon be transitioning to TriTech CAD products.

*Report presented by Chief Meyer and CCM Pangelinan. The District will soon be transitioning to TriTech CAD products and upon completion, Intergraph Corporation maintenance services are no longer necessary. Consequently, staff recommended discontinuing the maintenance contract with Intergraph Corporation. **Motion made by Director Kerr to approve staff's recommendation, seconded by Director Stamey. Motion carried with (5) ayes and (0) noes.***

- 7.6 Request authorization to replace up to 26 standard 2.5 inch fire hydrants to a model 64 steamer hydrant with a 4.5 inch outlet connection. Not to exceed the amount of \$40,000 budgeted for FY 2015/2016.

*Report presented by Deputy Chief Phares. The 2015/2016 Operations Budget included appropriations to begin replacing ninety-two known 2.5 inch fire hydrants throughout the District. Twenty-six fire hydrants were selected at this time because of their close proximity to residential care facilities, schools and churches. Replacement hydrants have a 4.5 inch outlet connection. **Motion made by Director Stamey to authorize staff to replace up to 26 standard 2.5 inch fire hydrants to a model 64 steamer hydrant with a 4.5 inch outlet connection, in an amount not to exceed \$40,000, seconded by Director Campbell. Motion carried with (5) ayes and (0) noes.***

- 7.7 Request approval of (1) the changes to the Memorandum of Understanding between SRVFPD and the International Association of Firefighters Local 3546 for the term of August 1, 2009 through June 30, 2020, as amended and authorize the Fire Chief to execute the Letter of Understanding documenting the MOU changes; and (2) authorize the Fire Chief to proceed with the recruitment of the Community Risk Reduction Manager position, with a salary not to exceed \$12,330.00 per month.

Board report presented by Chief Meyer. Key points to the Letter of Understanding (LOU) included: Changing the name of the Fire Prevention Division to the Community Risk Reduction Division, effective July 1, 2016. It also creates the following new classifications, with salaries pending further negotiations – Community Risk Reduction (CRRD) Manager, Community Risk Reduction (CRRD) Inspector and Permit Technician. The new classifications will be classified as “non-safety” for retirement purposes. The current Fire Prevention employees will be grandfathered with respect to pay and benefits; will perform the duties and responsibilities as specified for the CRRD Inspector; shall be eligible to compete for the CRRD Manager and CRRD Inspector positions. When an employee in the current classifications of Deputy Fire Marshal, Fire Inspector, Plans Examiner, Code Compliance Office or Fire Prevention Specialist vacates their position on a permanent basis, the District will hire replacement employees using the classification of CRRD Inspector. CRRD Inspectors and Permit Technicians will be represented by Local 3546 IAFF and the CRRD Manager to be unrepresented.

Motion by Director Parker to accept staff’s recommendation to approve the changes to the MOU as discussed and authorize the Fire Chief to execute the LOU documenting the MOU changes and to authorize the Fire Chief to proceed with the recruitment for CRRD Manger, with a salary not to exceed \$12,330 per month. Seconded by Director Stamey. Motion carried with (5) ayes and (0) noes.

****At this time, the Board took a recess from 11:55 a.m. to 12:06 p.m.***

8. NEW BUSINESS

- 8.1 The Administration Canon copier has exceeded the useful life of the equipment. (1) Consider authorizing staff to surplus the Canon copier by returning the copier back to the leasing company, at no cost to the District. (2) Consider authorizing staff to enter into a 60 month contract with Shamrock Office Solutions for the lease and maintenance service of a Ricoh MP C8002 (Printer/Copier/Scanner/Fax) machine.

Motion made by Director Stamey to approve the surplus of the Canon C7065 Copier and to enter into a 60-month contract with Shamrock Office Solutions for the lease and maintenance service of a Ricoh MP C8002, seconded by Director Kerr. Motion carried with (5) ayes and (0) noes.

- 8.2 Consider authorizing the Award of Contract to Emergency Construction Services for the upgrade of the interior work area of the San Ramon Valley Public Safety Communications Center, for an amount not to exceed \$70,000. There is no fiscal impact to the budget. Costs for this upgrade are included in the Capital Improvement budget, with a cost share agreement with San Ramon Police Department.

Motion made by Director Stamey to approve awarding the contract to Emergency Construction Services for the upgrade to both the interior and exterior of the San Ramon Valley Public Safety Communications Center, for an amount not to exceed \$70,000, seconded by Director Campbell. Motion carried with (5) ayes and (0) noes.

- 8.3 Consider authorizing the Award of Contract to All Pro Property Maintenance to remove and replace Station 38's rain gutters and downspouts, in an amount not to exceed \$17,750.00. There is no fiscal impact to the budget. The funds for the removal and replacement of rain gutters and downspouts are included in the Capital Improvement Plan budget.

Motion made by Director Campbell to approve awarding the contract to All Pro Property Maintenance, to remove and replace Station 38's rain gutters and downspouts, in an amount not to exceed \$17,750, seconded by Director Parker. Motion carried with (5) ayes and (0) noes.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Contra Costa County Emergency Medical Services Directors EMS Medical Director Doctor David Goldstein and EMS Director Pat Frost issued certificates of recognition to Captain Parsons, Firefighter/Paramedic Gendron, Firefighter/Paramedic Rivers, Engineer Sparks and Engineer Fredrickson for successfully resuscitating a victim of sudden cardiac arrest on November 1, 2015. The Directors appreciated the recognition of District staff and was also very impressed with their life-saving actions on November 1st.

10. MONTHLY ACTIVITY REPORTS

- 10.1 Operations Division-Deputy Chief Phares
Operations Report of monthly activities.

Deputy Chief Phares said the Operations and Training Divisions are keeping busy with the academy, quarterly Hazmat training, and Wellness Fitness Physical Exams. There are four large buildings slated for demolition at Stone Valley Middle School and crews and the academy recruits will have the opportunity to train on a large scale infrastructure, as a result. Training hours will be restricted between 4:00 – 7:00 p.m. and not before 10:00 a.m. on Saturdays, out of respect for the neighbors.

- 10.2 EMS/Logistics – Deputy Chief Krause
EMS/Logistics Report of monthly activities.

Deputy Chief Krause told the Board about two cardiac arrest incidents that crews responded to in January. On the 23rd, a 57-year-old male went into cardiac arrest while on a treadmill at a local gym. An employee and another patron initiated CPR and shocked the patient once with an AED. Upon arrival of the crew, that patient was awake but confused and transported to the hospital. On the 30th, a 76-year-old male went into cardiac arrest, while on a treadmill at another local gym. Two off-duty personnel from the San Ramon Valley Fire Protection District, Deputy Chief Lon Phares and Firefighter-Paramedic Casey Rivers, were also at the gym and went into immediate action, initiating CPR and applying the gym's AED. The patient regained consciousness and was alert when transported to the hospital by on-duty personnel. Deputy Chief Krause advised that both patients are doing well at this time.

On January 6th, crews responded to the report of a 9 year old male who had fallen off a trampoline. Upon arrival, the child was unable to move his lower extremities. His spine was fully immobilized and he was transported to Children's Hospital. The responding crew was Captain Terry, Engineer Simi and Firefighter/Paramedic Rivers. The child was discharged home, ambulatory, the following day. On January 10th, crews responded to the report of a 4-year-old female who had fallen from the top of a bunkbed. Before the arrival of the crew, the child had briefly lost consciousness. While en route to Children's Hospital, the child began vomiting and her nose started bleeding. Follow-up information

suggested a concussion and nasal bone fracture. A plastic surgeon was consulted before she was discharged home. The responding crew was Captain Archuleta, Engineer Bradley and Firefighter/Paramedic Hirst.

10.3 Fire Prevention – Division Chief, Fire Marshal Kiefer
Fire Prevention Report of monthly activities.

Fire Marshal Kiefer updated the Board about the Street Smarts program. On January 13th, the “Be Reel” Contest awards were presented, for grades 6-8, and the 12th annual Storybook Poster Contest in underway, for grades K-5, with the awards ceremony taking place on March 10th, at the Dougherty Valley Performing Arts Center. Board members were invited to attend. The Residential Care Facility Working Group (RCF) facilitated the transfer of 200 copies of the Emergency Evacuation Training DVD from Contra Costa County Health Services to the Contra Costa County Ombudsman’s Office, for distribution to Residential Care Facilities, with 6 beds or less, throughout Contra Costa County. Additionally, the CC Health Services Department has implemented a pilot program designated as the Residential Care Facility Outreach and Engagement Plan. This plan is modeled after the SRVFPD RCF Working Group and incorporates the Evacuation Training Video into the project, which targets Intermediate Care Facilities and Community Care Facilities that care for persons with special needs.

FM Kiefer shared the 2015 year end statistics for the Division, in summary, a total of 4,115 citizens received Hands Only CPR and the Use of the AED training. Six Community Emergency Response Team (CERT) training programs took place, training 125 citizens. In lieu of the Emergency Preparedness Fair, all 35 San Ramon Valley Unified School District school sites updated their Emergency Response Plans and coordinated a uniform system throughout the school district. With regard to plan reviews and inspection activities – Fire Prevention staff completed 4,630 Inspections, 1,504 Plan Reviews, issued 950 Occupancy Permits and conducted Hazard Abatements on 17,078 properties.

10.4 Administrative Services – Financial Consultant Ken Campo
a). Monthly Finance Activities/Reports
b). Monthly Human Resources Activities/Reports

For Finance Activities/Reports, refer to Agenda Item No. 6.1. Controller Martin Koran spoke about the recent implementation of the Electronic Funds Transfer system that transfers money from the District’s bank to vendors’ banks, improving security and payment efficiency. Chief Meyer spoke on behalf of the Human Resources Division. The Chief recently interviewed three internal applicants for the position of Dispatch Supervisor. Interviews have been scheduled for the Human Resources Director position and there appears to be a high level of candidates coming through the process. The District received about 70 applications for Public Safety Dispatcher, with 40 candidates meeting the requirements.

10.5 Fire Chief – Fire Chief Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District relate activities.

Chief Meyer spoke about EMS Captain Andy Swartzell’s imminent retirement next month and how he will be truly missed. Captain Swartzell is charged with Continuous Quality Improvement or “CQI” for the District. At this time, staff is having an outside agency evaluate our CQI, as the District moves forward. Chief Meyer thanked Directors Stamey and Kerr for joining him, Fire Marshal Kiefer and Deputy Chief Phares at the State of the City address, presented by San Ramon Mayor Bill Clarkson. During his address, Mayor Clarkson talked about the District’s partnership with the City. The San Ramon Chamber of

Commerce has made Chief Meyer an Honorary Member. Deputy Chief Phares and Chief Meyer recently attended the ribbon cutting ceremony for Worth Ranch and owner Rodney Worth told them that he appreciated their presence there. Chief Meyer also spoke about attending the 2016 State of the Town and Community Awards Luncheon, with Deputy Chief Phares and Director Stamey, stating that like San Ramon, they have a lot of good things taking place in their town.

11. GOOD OF THE ORDER

- 11.1 Independent Special District Selection Committee (ISDSC) will meet on Monday, April 18, 2016 in conjunction with the quarterly meeting of the Contra Costa Special Districts Association (CCSDA). The ISDSC meeting/election will begin at 10:00 a.m. at the Central Contra Costa Sanitary District Multipurpose Room, located at 5019 Imhoff Place in Martinez. The regular quarterly meeting of the CCSDA will begin immediately following the ISDSC meeting/election. The purpose of this meeting is to select one regular special district member to LAFCO. The vacancy is for the regular member seat currently held by Michael McGill (Central Contra Costa Sanitary District), who seeks re-appointment. The deadline for submitting nominations for the LAFCO seat is March 6th.

Board members agreed to discuss the LAFCO nominee and other potential candidates at their upcoming Board Retreat. Due to scheduling conflicts, the date of the Board Retreat was rescheduled to Tuesday, March 29th at 10:00 a.m. and will take place at Bishop Ranch 3, 2603 Camino Ramon, Room 287, San Ramon.

12. CLOSED SESSION

- 12.1 Labor Negotiations: Conference with Labor Negotiators Chief Paige Meyer and Ken Campo. Organization Local 3546 (two matters) [Pursuant to Government Code Section 54957.8]
- 12.2 Possible exposure to litigation (two 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: 1:02 p.m.
Closed session began: 1:12 p.m.
Closed session ended: 2:47 p.m.
Regular session reconvened: 2:47 p.m.

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

15. Adjournment

The meeting adjourned at 2:47 p.m.

Prepared by: 
Donna Maxwell, District Clerk

Approved by: 
Gordon Dakin, Board President

William D. Ross
Karin A. Briggs
David P. Schwarz

Kypros G. Hostetter
Of Counsel

Law Offices of
William D. Ross
520 South Grand Avenue, Suite 300
Los Angeles, California 90071-2655
Telephone: (213) 892-1592
Facsimile: (213) 892-1519

Palo Alto Office:

400 Lambert Avenue
Palo Alto, California 94306
Telephone: (650) 843-8080
Facsimile: (650) 843-8093

File No: 45/3

February 25, 2016

VIA ELECTRONIC TRANSMISSION

dmaxwell@srvfire.ca.gov

The Honorable Gordon Dakin, President
and Members of the District Board of Directors
San Ramon Valley Fire Protection District
1500 Bollinger Canyon Road
San Ramon, California 94583

Re: Report Upon Return From Closed Session; Regular District Board Meeting,
February 23, 2016

Dear President Dakin and Members of the District Board:

This communication sets forth reportable action, if any, of the Board of Directors ("Board") of the San Ramon Valley Fire Protection District ("District") consistent with provisions of the Ralph M. Brown Open Meeting Act (Government Code section 54950 *et seq.*), resulting from the Closed Session portion of the February 23, 2016 Regular District Board Meeting.

Your Board convened in Open Session at 10:00 a.m. and, after proceeding through the agendaized Open Session matters, adjourned from Open Session at 1:02 p.m. and convened in Closed Session at 1:12 p.m.

There were two items agendaized for Closed Session consideration:

12.1 Labor Negotiations; Conference with Labor Negotiators
Chief Paige Meyer and Ken Campo Employee
Organization Local 3546 (two matters) [Pursuant to Government
Code section 54957.8]; and,

12.2 Possible exposure to litigation (one matter) Pursuant to
Government Code sections §54956.9(d)(2). Facts and circumstances
that might result in litigation need not be disclosed.

The Closed Session concluded at 1:47 p.m. Upon returning to Open Session, it was indicated that a written report upon return from Closed Session would be prepared consistent with the provisions of Government Code section 54957.1 for the matters agendaized for Closed Session consideration. Your Board then adjourned at 1:47 p.m.

The Honorable Jay Kerr, Acting President
and Members of the District Board of Directors
San Ramon Valley Fire Protection District
February 25, 2016
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With respect to collective Agenda Item No. 12.1, there was no reportable action consistent with the provisions of Government Code section 54957.8.

Agenda Item No. 12.2, with respect to the both matters considered, there was no reportable action under the common law attorney-client privilege and that provided by Government Code section 54956.9(d)(2).

This communication should be added to the Agenda for review under the Consent Calendar of your next Regular or Special Meeting.

If there are any questions concerning its content, it may be taken off the Consent Calendar at that time or our office may be contacted in the interim.

Very truly yours,



William D. Ross

WDR:sr

cc: Paige Meyer, District Chief