

# 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, May 27, 2015– 7:00 p.m.**

*Chris Campbell, Director ~ Gordon Dakin, Director ~ H. Jay Kerr, Director ~  
Donald Parker, Director ~ Matthew J. 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 salaries, payroll taxes and retirement contributions for the month of April 2015, in the amount of \$3,473,015.35.

- 5.2 Approve the demand register for the period April 13, 2015 through May 15, 2015, in the amount of \$1,869,696.39.
- 5.3 Approval of Board minutes from the March 16, 2015 Board Retreat.
- 5.4 Approval of Board minutes from the April 22, 2015 meeting.
- 5.5 Approval of Cooperative Agreement for Loan of Federal Excess Personal Property (FEPP).
- 5.6 Extend Contract of Services for Steven A. Harman & Associates, LLC.
- 5.7 Authorize staff to enter into a 24-month contract with ACC Business for the replacement of the existing MIS in an amount not to exceed \$1,125 per month; excluding telecommunications taxes and fees. This new contract is cost neutral to the District.
- 5.8 Personnel Actions:
  1. Approve staff's recommendation to award a merit salary increase to Firefighter Paramedic Mark Mirchandani to Step Four; retroactive from March 19, 2015.
  2. Approve staff's recommendation to award a merit salary increase to EMS Captain Jon Michaelson to Step Five; effective June 8, 2015.
  3. Approve staff's recommendation to award a merit salary increase to District Clerk Donna Maxwell to Step Two; effective June 1, 2015.
  4. Approve staff's recommendation to rehire Dispatcher Lisa Blackburn at Step 3 of the salary range; effective June 1, 2015.

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

- 6.1 Recognition of retired District Clerk Sue Brooks for her dedicated service to the District.

## **7. OLD BUSINESS**

- 7.1 Open Public Hearing as set forth in the annual exterior hazard abatement notices mailed on April 1, 2015, stipulating May 27, 2015 at 7:00 p.m. as the date, time and place as provided for the purpose of receiving public comment to show cause why exterior hazard abatement standards are not applicable to the property.

**8. NEW BUSINESS**

- 8.1 Amendment #1 to the Employment Agreement between the San Ramon Valley Fire Protection District and Fire Chief Paige Meyer.
- 8.2 Approval of changes to Non-Represented Employees Compensation Package.
- 8.3 Approval of Letter of Understanding Between San Ramon Valley Fire Protection District and IAFF Local 3546-A.
- 8.4 Authorization to enter into a Purchase Agreement with ADP to implement enhanced/upgraded HR/Payroll related software systems.
- 8.5 Discussion and possible approval to permanently fill the position of Fire Prevention Office Assistant II.

**9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW**

**10. MONTHLY ACTIVITY REPORTS FOR APRIL, 2015**

- 10.1 Operations Division-Deputy Chief Phares  
Operations Report of monthly activities.
- 10.2 EMS/Logistics – Deputy Chief Krause  
EMS/Logistics Report of monthly activities.
- 10.3 Fire Prevention – Division Chief – Fire Marshall Kiefer  
Fire Prevention Report of monthly activities.
- 10.4 Administrative Services – Financial Consultant Ken Campo
  - a). Monthly Finance Activities/Reports
  - b). Monthly Human Resources Activities/Reports
- 10.5 Fire Chief – Fire Chief Meyer  
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

**11. GOOD OF THE ORDER**

**12. CLOSED SESSION**

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

**13. RETURN TO OPEN SESSION**

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

**15. ADJOURNMENT TO THE NEXT REGULARLY SCHEDULED BOARD MEETING ON WEDNESDAY, June 24, 2015 AT 7:00 P.M. IN THE BOARDROOM.**

Prepared by:



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Donna Maxwell, District Clerk

Agenda posted on May 21, 2015 at the District's Administration Building and the San Ramon Valley Fire Protection District's 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.