

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – November 19, 2015**

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 Kerr, Dakin, Campbell, Parker and Stamey

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

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Deputy Chief Phares led the 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

None

5. CONSENT CALENDAR

A correction was made to the October 28, 2015 Board minutes by the District Clerk Maxwell. Specifically, under Agenda Item Number 8.4, where the Board was asked to consider the approval of the Letter of Understanding between the SRVFPD and Local 3546 IAFF. Director Dakin did not abstain, but rather recused himself from voting on this item, citing a conflict of interest. Additionally, Director Parker did not make a second motion, but instead offered a second to Director Stamey's motion of approval. Motion made by Director Stamey to approve Consent Calendar Items Numbers 5.1 through 5.10, with corrections made by the District Clerk, with Director Parker seconding the motion.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

None

7. OLD BUSINESS

7.1 Update for Fire Station 32.

Fire Marshal Kiefer relayed that the Request for Qualifications Proposals (RFQP) was publicly noticed on October 26, 2015, in addition to publishing in the San Ramon Valley Times the District also provided the information to the Bay Area Builders Exchange, which serves Contra Costa and Alameda Counties. The mandatory pre-proposal meeting took place on November 3, 2015, with six contractors in attendance: Taber Construction; Roebbelen; Pacific Mountain Construction; Alten Construction; W.E. Lyons Construction and Tuner Construction. The District has been receiving numerous Requests for Information (RFI) on the project including a request to extend the proposal deadline of the RFQP by one week. The District concurred and extended the deadline until November 19, 2015. This report was provided by Fire Marshal Kiefer for informational purposes only, with no real examination of the details appropriate at this time, per District Counsel Ross.

7.2 Monthly update on Communications Center Consolidation Project.

Communications Center Manager Pangelinan told the Board that staff has reviewed the County requirements to access the All County Criminal Justice Information Network, adding that it has been really nice partnering with the County on this project as they have been making sure the District has everything we need to move forward. The District plans to go live, before the Police Department, on April 26, 2016. Technology Systems Manager Call said that the virtualization servers have been received and installed in the Communications Center server room. He complimented IS Technician Duncan for his "massive effort to get all the servers online" and GIS Analyst Rickard for her diligence in getting GIS mapping in order.

7.3 Commission on Fire Accreditation International – 2015 Reaccreditation.

Battalion Chief Duggan submitted a report to the Board which stated, in summary, that on August 24, 2010 the Commission on Fire Accreditation International (CFAI) affirmed the District as an accredited fire agency for a term of five years, and a formal agreement was executed between the two parties. Concisely, the agreement included recommendations by CFAI that the District was obligated to accomplish during the next five years. At that time, the District planned to budget approximately \$50,000 annually, for the purpose of maintaining and enhancing accredited status and at the conclusion of the five-year term, apply for reaccreditation in 2015. This annual funding for reaccreditation was never successfully budgeted for in any of the following five fiscal years, with only the annual accreditation fee of \$1500.00 being expended by the District for this purpose. The District submitted the formal application for reaccreditation in July 2015 and has been advised by the CFAI that a newly created Self-Assessment Manual, Standards of Cover and Strategic Plan would need to be generated and submitted to CFAI as components of the reaccreditation package.

Both Chief Meyer and Battalion Chief Duggan spoke on this matter relaying that while District personnel possessed the ability and skill level necessary to produce a new SAM, SOC and Strategic Plan, the staff time required would divert them from more critical projects, currently underway. Namely, the construction of Station 32, SRVFPD and SRPD Dispatch consolidation project, the reorganization of the Fire Prevention Division, the upcoming Firefighter academy, and the EMS and Fire Suppression Deployment changes. Additionally, the creation of a new SOC and Strategic Plan would require the assistance of a third party, at a considerable expense. The staff report sought direction from the Board with regard to reaccreditation. A discussion among Board members and staff ensued and it was decided that reaccreditation would not be pursued at this time.

8. NEW BUSINESS

- 8.1 Open Public Hearing and conduct the first reading of the proposed amendment to Ordinance Number 30, to permit cost reimbursement for Emergency Medical Services provided for Mutual Aid and Automatic Aid Responses.

The public hearing was opened by President Kerr and proposed Ordinance No. 30 was read by title only and by motion of seconded continued to a date certain, the Board's next Regular Scheduled Meeting of December 16, 2015 in order to assure adequate newspaper notice.

- 8.2 Consider granting authority to the Fire Chief to settle Workers' Compensation claims in an amount not to exceed \$25,000 and promptly report that action to the Board of Directors. There is no financial impact to this recommendation.

Motion by Director Dakin to approve granting authority to the Fire Chief to settle Workers' Compensation claims, in an amount not to exceed \$25,000 and promptly report that action to the Board of Directors. Motion seconded by Director Campbell. Those in favor of this motion were Directors Kerr, Parker, Dakin and Campbell, with Director Stamey, voting "no." Motion passed 4/1.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

In response to a monetary donation to the paramedics at Fire Station 39 from a patient's wife, Director Dakin suggested that any future donations be handled a little more personally and that any funds be redirected to other charitable organizations in lieu of being returned. Controller Koran advised that the District does have an account where donations to the SRVFPD are collected and returned to the community through gift cards and the like. EMS Battalion Chief John Duggan was present at the Board meeting and Board members acknowledged the Certificate of Commendation he received from The American Legion, Mt. Diablo Post 246, for Outstanding Public Service Benefiting Our Community, State and Nation. The Board also recognized that EMS Captain Jon Michaelson also received the Certificate of Commendation from The American Legion, Mt. Diablo Post 246, for Outstanding Public Service Benefiting Our Community, State, and Nation.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Phares highlighted recent working structure fires and shared that Firefighter/Paramedic Mirchandani has successfully completed probation. He also responded to questions asked by the Directors, with regard to how many District employees were sent to assist in the recent wildland fires and anything outside the District's contractual agreements. Communications Manager Pangelinan told the Board that she has been working with the Alameda County Communications Center Manager to analyze calls for mutual aide.

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

Deputy Chief Krause told the Board about three cardiac arrest saves. On October 22nd, while being transported to the gurney, one patient went unconscious and arrested. Manual CPR was initiated and a

single shock was delivered. Patient regained consciousness, spoke briefly and immediately went unconscious and pulseless when CPR was stopped. After a second defibrillation, that patient regained pulses and was conscious on arrival at the hospital. The responding crews included: Captain Michael Avery, Engineer Daniel Curtis, Firefighter/Paramedic McKenzie, Captain Rob Spivey, Engineer Greg Walker and Firefighter/Paramedic Lucas Hirst, who served as the primary paramedic. On November 1st, crews responded to a possible cardiac arrest at Club Sport, with bystander CPR and AED utilization. An off-duty Firefighter (from another Fire agency) witnessed the patient slump over and fall off the rear of the treadmill. Club Sport staff produced an AED, a single shock was delivered and the patient had regained pulses upon the arrival of the crews. He regained consciousness, but was disoriented upon arrival at the hospital. He was subsequently discharged from the hospital about a week later. The responding crews included: Captain John Sinclear, Engineer Grant Sparkes, Firefighter/Paramedic Tom Gendron, Captain Chris Parsons, Engineer Wes Fredrickson, and Firefighter/Paramedic Casey-Rivers, who served as the primary paramedic. On November 12th, crews responded to a reported cardiac arrest call. Upon arrival, they found a 52-year-old male in cardiac arrest, being assisted by his wife. ALS was performed, including seven defibrillations for reoccurring ventricular fibrillation. He regained consciousness enroute to the hospital. The patient underwent a successful cardiac angioplasty the following day and was reportedly doing well in the hospital, with a fully recovery expected. Deputy Chief Krause told the Board that this patient had a history, which involved repeated defibrillations, adding that care provided by these crews was exemplary. Dispatcher Mary Nelson took the initial call and provided CPR instructions to the patient's wife. The responding crew included Captain King, Engineer Silva, Firefighter/Paramedic Stephen, Captain Falkenstrom, Engineer Bradley, Firefighter/Paramedic Gery, Captain Sauve and Engineer McCulloch.

Director Campbell inquired about the Mass Casualty unit and Deputy Chief Krause discussed its refurbishment. Director Stamey asked about recent drownings and what the District can do with regard to preventative measures. DC Krause advised that District staff is proactively continuing their efforts to work with on-site pool staff about what to do and how to interact with responding paramedics.

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

Fire Marshal Kiefer provided the Board with an update about occupancy inspections, adding that the Fire Prevention standard is to inspect all buildings, except one and two family dwellings. As of November 7, 2015, there have been 180 occupancy inspections, with 127 inspections slated for the remainder of the year. Director Stamey inquired about few inspections in the months of May, June, July and August. FM Kiefer said that 3 factors contributed to these lower numbers: the Exterior Hazard Abatement program, summer vacations and the departure of two employees. Joyce Castro and Debbie Vanek have been working with Street Smarts Coordinator Dolores Pita to incorporate fire and life safety messages into the K-2 and 3-5 grade video programs. Staff attended the November 12th Street Smarts Advisory Committee meeting; the District's first meeting as a partner. In response to community interest, three additional Personal Emergency Preparedness classes were added in November, resulting in the attendance of 314 people. Due to recent earthquake swarms in Danville and San Ramon, CERT members and their families were given the opportunity to attend a presentation by Dr. David Schwartz, of the USGS; with 85 people in attendance.

Fire Marshal Kiefer attended the Bishop Ranch Forum on November 12th. The forum was hosted by Sunset Development and brought together Bishop Ranch Executives, Sunset Development staff and local government officials. John Watson, Chairman and CEO of Chevron Corporation gave the presentation.

10.4 Administrative Services – Financial Consultant Ken Campo

- a). Monthly Finance Activities/Reports
- b). Monthly Human Resources Activities/Reports

Financial Consultant Ken Campo told the Board that the District website's "pay now" button went live on October 27, 2015. This new customer driven feature allows customers to securely pay their inspection fees, plan review fees and other charges online, thereby streamlining current business practices and creating a more customer-friendly payment option. Developments continue on the June 30, 2015 Comprehensive Annual Financial Report: financial statements, Management's discussion and analysis (MD&A), footnotes, required supplemental information and statistical section. Finance continues to work with the NBS Government Finance Group to update the District's Cost Allocation Plan and submit Ground Emergency Medical Transportation cost reports for additional Medicare reimbursement. FC Campo, spoke on behalf of the District's Human Resources department, and discussed recent Firefighter/Paramedic interviews with the Chief. EMS and Firefighting practical skills testing for candidates (assigned to wildland strike teams, during the original testing date) were conducted. Chief Meyer added that seven "very qualified" candidates were going through the background process and that he was pleased to learn that one applicant was from Danville and two were residents of San Ramon. HR closed the open enrollment period for medical benefits and also compiled and provided retiree and all dependent census data to ADP for the transition of the Human Resource/Benefits system conversions and compliance with ACA reporting requirements. Chief Meyer added that staff conducted the practical skills testing for the Engineer promotional examination and that the application period for the Dispatch Supervisor promotional opportunity was closed; pending results from HR Consultant Harman.

Controller Koran provided the Monthly Financial Report and conveyed the following: FY2015/2016 Combined General Fund Reserves were higher than budgeted, with a current balance of \$31,297,931.00; about \$31.3 million. Cash Balances – All Funds were \$2.5 million better off in comparison to this time last year, underscoring the importance of the Dry Period Funding. Salaries and Benefits were right in line with budget expectations. Ambulance Revenues were right in line with budget expectations and prior year experience at \$999, 673.00. General Fund Expenditures were also right in line with budget expectations adding that at this time the District is saving 1 ½% due to vacancies throughout the organization. General Fund Revenues were also right in line with budget expectations.

10.5 Fire Chief – Fire Chief Meyer

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

Earlier that afternoon, Chief Meyer, Director Parker and FC Campo attended the Annual Retiree Reunion Luncheon, where retirees relayed how grateful they were that the 8% contributions went away. Chief Meyer spoke about recent meetings with Joe Calabrigo, Jeff Hebel (both of the Town of Danville) and Supervisor Candace Andersen, where feedback was sought about the Fire Prevention Division reorganization, with regard to making it more efficient moving forward. Chief Meyer and Deputy Chief Krause recently attended an Alamo Improvement Association's Board meeting and presented a plaque to the AIA Board for their generous donation of 20 CO monitors. Chief Meyer has decided to step down as President of the CCC Executive Chiefs, after a two-year run, with newly elected Fire Chief Lance Maples, of El Cerrito Fire, assuming the helm.

The CCC Board of Supervisors, by a vote of four to one, approved temporary funding for the East County Fire Protection District to open an additional engine and the CCC Executive Chiefs submitted a letter to the BOS, offering their support albeit with some reservation. This matter will be brought to the attention of East County voters in the 2016 election. District Counsel Ross spoke briefly about the Anti-Trust Lawsuit,

addressing 201 and 224 Rights, recently filed in Federal Court, in Sacramento.

11. GOOD OF THE ORDER

President Kerr spoke briefly about his attendance with FM Kiefer at the Street Smarts Program. It was the first meeting, with the SRVFPD being recognized as a partner. The Contra Costa Special Districts Association (CCSDA) is seeking officer nominations, if anybody from the Board is interested. The next CCSDA Annual Meeting will be held on January 25, 2016. At the December Board meeting, the Directors will discuss the 2016 seats of Board President and Vice President.

12. CLOSED SESSION

- 12.1 Labor Negotiations: Conference with Labor Negotiators Chief Paige Meyer, Fire Marshal Christina Kiefer, Ken Campo and Steve Harman. Employee Organization Local 3546 [Pursuant to Government Code Section 54957.8]
- 12.2 Possible exposure to litigation (one matter) 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: 9:11 p.m.
Closed session began: 9:25 p.m.
Closed session ended: 9:42 p.m.
Regular session reconvened: 9:42 p.m.

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


The Board adjourned to Close Session at 9:25 p.m. and returned from Closed Session at 9:42 p.m. At the time of return an oral Report Upon Return From Closed Session, District Counsel indicated that a written report from Close Session as allowed by Government Code section 54957.1 would be prepared in the form of preparation of Minutes summarizing the Close Session Report of Election, if any.

With respect to Agenda Item 12.1, although there was direction given to staff there was no reportable action consistent with the provisions of Government Code section 54957.8.

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

15. Adjournment

The meeting adjourned at 9:42 p.m.

Prepared by: 
Donna Maxwell
District Clerk

Approved by: 
H. Jay Kerr
Board President