

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Minutes – August 20, 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, Stamey and Parker

**Telephonic participation by Director Campbell – teleconference location: 136 Gaywood Road, Alamo, CA 94507 (925)838-5700. \*\*Telephonic participation also by Director Dakin from 554 Rua Sao Joaquim, Santa Canterina, Brazil, Day Quinta Ferta (a publically accessible and noticed location), calling in from 925-395-4939.**

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

**1. Call to Order**

*Board President Kerr called the meeting to order at 1:57 p.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 Comment**

*Citizen Don Reed relayed his concerns about emergency cell phone service in the Danville and Alamo region. Chief Meyer stated that once the SRVFPD and SRPD Dispatch Communications Center goes live, the situation will improve.*

**5. Consent Calendar**

*Motion to approve consent items 5.1 – 5.10 (1-6) by Director Parker, seconded by Director Stamey. Motion carried.*

**6. Special Announcements/Presentations/General Business**

- 6.1 *President Kerr discussed the proclamation with regard to the annual recognition of September 11, 2001, proclaiming September 11, 2015 as Patriot Day. The District owned United States Flags will be displayed at half-staff and a moment of silence observed, on Patriot Day, in memory of those who lost their lives as a result of the terrorist attacks against the United States on September 11, 2001.*

**7. Old Business**

- 7.1 Open Public Hearing as set forth in the annual exterior hazard abatement program for the purpose of receiving public comment to show cause why exterior hazard abatement orders should not be enforced.

*No citizens appeared to discuss the exterior hazard abatement program.*

- 7.2 Consider recommendation from staff, based on feedback and direction from the Facilities Subcommittee, to utilize the Construction Management at Risk (CMAR) contract format for the construction of Fire Station 32.

*Director Stamey provided an update on behalf of the Facilities Subcommittee. Director Kerr concluded with the Board recommendation of locating a construction management firm, who has experience with CMAR contracts and has experience with building at least two fire stations.*

- 7.3 Authorize staff to extend the term of the maintenance contract with First OnScene, LLC, to July 31, 2018 and pay First OnScene, LLC, for Fiscal Year 2015-2016 software maintenance in the amount of \$40,000. Funds are allocated in the Annual Budget Fiscal Year 2015-2016.

*Director Stamey abstained from participation in the discussion and subsequent vote on this agenda item as he has a business relationship with First OnScene, LLC. A motion was made by Director Parker to authorize staff to extend the term of the maintenance contract with First OnScene, LLC, to July 31, 2018 and pay First OnScene, LLC, for Fiscal Year 2015-16 software maintenance in the amount of \$40, 000. These funds are allocated in the Annual Budget FY 2015-16. Director Campbell offered the second motion and the item was passed with a 4/1 vote; 1 vote in absentia.*

- 7.4 Authorize staff to pay Intergraph Corporation for FY 2015-2016 software maintenance and support. This is a budgeted expense for FY 2015-2016.

*This item was initially tabled, pending the discussion of Agenda Item No. 8.2. At the conclusion of Agenda Item No. 8.2, the Board resumed this discussion and Director Stamey subsequently authorized staff to pay Intergraph Corporation for software maintenance and support, for a period of 6 months. Director Parker offered the second motion and the item was passed with a 5/0 vote.*

**8. New Business**

- 8.1 Consider the adoption of Resolution No. 2015-07 establishing with the Contra Costa County Recorder's Office the assessment of property taxes in the form of liens for properties abated by the District per Ordinance No. 29.

*A motion was made by Director Stamey to adopt Resolution No. 2015-07 establishing with the Contra Costa County Recorder's Office the assessment of property taxes, in the form of liens for abatement, of one property as evidenced in the report submitted by Fire Marshal Kiefer. Location: 1021 Via Del Gato, Alamo. A second motion was offered by Director Parker, with a roll call vote taken, which included Directors Parker, Stamey, Kerr, Campbell and Dakin. Noes: None Motion passed 5/0.*

- 8.2 Authorize staff to enter into a contract with TriTech Software Systems to provide the required software and professional services in an amount not to exceed \$841,665.35, after conducting further negotiations with TriTech Software Systems concerning the standard terms and conditions of the proposed agreement.

*This particular agenda item was moved up in order of discussion, after a brief conversation about Agenda Item No. 7.4. Technology Systems Manager Steve Call provided an overview of the advantages that TriTech Software Systems has to offer. Director Stamey made the motion to authorize staff to enter into a contract with TriTech Software Systems, to provide the required software and professional services in an amount not to exceed \$841,665.32. Director Dakin offered the second motion and this item was passed with a 5/0 vote.*

- 8.3 Authorize staff to purchase virtualization hardware, network switches and backup servers from ExtraTeam, Vology and Dell. Funds are allocated in the Annual Budget for FY 2015-2016.

*Technology Systems Manager Call clarified that Vology was written on the agenda in error and that the company "Tredent Data Systems" was supposed to be in its place. A motion was made by Director Parker to authorize staff to purchase hardware and software from ExtraTeam in an amount not to exceed \$116,886.27; Tredent Data Systems in an amount not to exceed \$22,548.66 and Dell in an amount not to exceed \$24,991.71. Director Stamey seconded the motion, with all Directors in concurrence, resulting in a 5/0 vote.*

- 8.4 Authorize staff to enter into a contract with AP Triton, LLC for the provision of Fire-Service-Based EMS Advocacy services for a fee not to exceed \$50,000 annually. Funds are allocated in the Annual Budget Fiscal Year 2015-16.

*Director Parker made a motion to authorize staff to enter into a contract with AP Triton, LLC for the provision of Fire-Service-Based EMS Advocacy services for a fee not to exceed \$50,000 annually. These funds are allocated in the Annual Budget Fiscal Year 2015-2016.*

- 8.5 Authorize staff to enter into a contract with the successful FSEMSMD candidate. The FSEMSMD will at times report to each participating agency (listed in report) for an equal portion of the work schedule, to be determined at a later date. The funds will be reimbursed by CCCEMS on a monthly/annual basis.

*Director Stamey made a motion to authorize staff to enter into a contract with the successful FSEMSMD candidate with compensation for this position at \$160 per hour, with an annual cap of \$125,000, for an expected work schedule of 16 hours per week; for a one year term. Annual contract renewals are optional, depending on available program funding. The FSEMSMD will at times report to each participating agency for an equal portion of the work schedule, to be determine later. These funds will be reimbursed by CCCEMS on a monthly/annual basis. This action will be revenue neutral due to the reimbursement agreement with CCCEMS. Director Parker offered the second motion, with all Directors concurring. Motion passed with a 5/0 vote.*

- 8.6 Authorize staff to enter into a contract with Definitive Networks Inc. to provide ePCR hosting and support services on behalf of multiple fire protection agencies (listed in report) in an amount not to exceed \$100,900 for setup and a 12-month service contract. These funds will be reimbursed by CCCEMS on a monthly/annual basis.

*Director Stamey made a motion to authorize the District to enter into a contract with Definitive Networks Inc. to provide ePCR Hosting and Support Services for an initial term of one-year, at a cost not to exceed \$100,900, on behalf of multiple fire agencies. These funds will be reimbursed by CCCEMS on a monthly/annual basis. Director Dakin offered the second motion, with all Directors concurring. Motion passed with a 5/0 vote.*

- 8.7 Authorize staff to refinance Vehicle Lease #4, which includes (3) Type 1 Engines, (4) Type 3 Engines and (2) Ambulances, for a savings of \$25,000 over the remainder of the term of the contract.

*Director Parker made a motion to authorize the refinancing of (3) Type 1 Engines, (4) Type 3 Engines and (2) Ambulances, to save the District approximately \$8,500 per year, or \$25,000 over the remaining 3-year term. Director Stamey offered the second motion, with all Directors concurring. Motion passed with a 5/0 vote.*

- 8.8 Consider the adoption of Resolution No. 2015-09 (non-represented employees) and Resolution No. 2015-10 (represented employees) to implement a Post-Retirement Vesting Requirement for Retiree Medical Insurance for Future San Ramon Valley Fire Protection District Employees.

*Implementing this vesting schedule for employees hired on or after September 1, 2015 will reduce the District's long term liability for retiree medical insurance. Reduction in the long-term liability will emerge in future studies. Motion made by*

*Director Stamey to approve Resolution Numbers 2015-09 (non-represented employees) and 2015-10 (represented employees), implementing California Government Code Section 22893 for employees hired on or after September 1, 2015. Second motion made by Director Parker, with a roll call vote taken. Ayes: Stamey, Parker, Campbell, Dakin and Kerr. Noes: none*

- 8.9 Adopt Resolution No. 2015-08 establishing the appropriations limit for Fiscal Year 2015-16 at \$142,075,092. There are no financial impacts to adoption of the Appropriations Limit.

*Motion made by Director Stamey to adopt Resolution No. 2015-08, establishing the appropriations limit for Fiscal Year 2015-16 at \$142,075,092. Second made by Director Parker, with a roll-call vote taken. Ayes: Stamey, Parker, Dakin, Kerr and Campbell. Noes: None Motion passed with a 5/0 vote.*

- 8.10 Discussion of Board dates and times for the months of September, October, November and December 2015.

Board schedule for the remainder of 2015 will be as follows:

*Tuesday, September 29<sup>th</sup> at 2:00 p.m. (Director Stamey to call in)  
Wednesday, October 28<sup>th</sup> at 7:00 p.m.  
Thursday, November 19<sup>th</sup> at 7:00 p.m.  
Wednesday, December 16<sup>th</sup> at 1:00 p.m.*

*At this time the Board took a brief recess from 3:45 p.m. until 3:56 p.m.*

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

*The Directors, in unison, were pleased with the amount of correspondence received praising District personnel for their dedication and hard work.*

**8. MONTHLY ACTIVITY REPORTS FOR JUNE AND JULY 2015**

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

*Deputy Chief Phares relayed that the District has dealt with several vegetation fires recently, adding there were no structures damaged and no injuries reported. One of the larger fires occurred behind Sycamore Valley Elementary School on July 7, 2015. Suppression units provided mutual aid to Camp Parks, in Dublin, on July 28<sup>th</sup> and 29<sup>th</sup>, which concerned many of our citizens as evident by numerous calls to the District. Future monthly Operations reports will include an additional section covering public relations efforts, within the community, beyond station visits. In late September or October, the District's Technical Rescue Team will be participating in the region's Urban Shield Training exercise.*

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

*Deputy Chief Krause noted a spike in drowning incidents, fortunately in all three cases the patient survived. Units responded to and transported five cardiac arrest patients to area hospitals, with three expiring and two returned with ROSC (Return of Spontaneous Circulation); one was removed from life support by family. Crews are participating in a power-load gurney trial, which is set to conclude in October. Veteran Keith Hughes, from Sentinels of Freedom, started working with the District 3-5 days a week. With regard to Facilities, preventative maintenance and repairs are ongoing in an effort to manage expenses and maintain service. A lot of credit should go to Communications Center Manager Denise Pangelinan for her work in the CAD transition, involvement in the communications centralization project with San Ramon Police Department, Dispatch Supervisor application process development and quarterly EMD quality assurance review for the IAED.*

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

*Fire Marshal Kiefer told the Board that Joyce Castro has been recognized as the Honorary Rotarian of the Year for her contribution addressing the needs of seniors in the San Ramon Valley and furthering the goals of the Rotarian organization. Beginning this September, the Heartsafe Committee will train all elementary school teachers, staff and nurses Hands Only CPR and AED usage. Property owners were very diligent in compliance of abatement standards. As compared to 2014, the numbers of citations issued decreased by 90%. Inspector Natalie Probert has been coordinating information with East Bay MUD and Dublin San Ramon Service District; in the past two months, there has been an overall water usage reduction of 33%.*

*It came to the attention of the District that the Water District removed 10 hydrants, near Tassajara. Reportedly the Water District was concerned about water thieves. Within 2 days after being contacted by District staff, the hydrants were returned. Crews used some of those same hydrants days later for the vegetation fires at Camp Parks.*

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

*Financial Consultant Ken Campo provided an overview of a balance sheet (unaudited), dated July 1, 2014 – June 30, 2015 which was handed out at the meeting. With regard to his Board report, FC Campo discussed the prepayment of retirement contributions to CCCERA, in the amount of \$13,664,000 and the prepayment of OPEB retiree health care premium and annual required*

*contributions (between July and December 2015), in the amount of \$2.7 million; both FY 2015/16. He relayed that the District is in the process of upgrading its payment system, such as online bill pay, electronic funds transfer and purchase cards, which will streamline the business processes. He noted that the online payment system is structured as a portal only and that no financial information will be stored on the District's site.*

*Finance and Human Resources staff began the process of upgrading the new ADP HR Module, in order to improve efficiency and comply with Affordable Care Act reporting requirements. Human Resources Consultant Steve Harman stated that the CalOpps Recruitment Program was utilized for the Office Assistant II recruitment and that 547 applications were received. CalOpps was also used for the Firefighter/Paramedic recruitment, which yielded 285 applications. Promotional opportunity announcements went out for the positions of Fire Engineer and Dispatch Supervisor. Promotional interviews were held for the position of Suppression Battalion Chief and a new Fire Chaplain was recently brought on-board.*

*Controller Martin Koran provided a preliminary overview of FY 2014/15. With regard to Combined General Fund Reserves, funds ended up higher than projected for a total of \$50,757,000 due to an increase in property taxes and lower than anticipated expenditures. Cash balances, for all funds, ended up at \$53,850,000, which puts the District ahead by \$1.7 million, in comparison to this time last year. Salaries and Benefits came in below budget, because of CCCERA prepayments and vacancies. In the last 3 months Ambulance Revenues improved to \$3.1 million, about \$300,000 more than expected at mid-year. The District saved \$1.8 million in legal and professional services, for a total of \$2.7 million in savings for FY 2014/15. General Fund Revenues exceeded expectations, to \$62,452,000, from a combination of supplemental property taxes, as well as ambulance fees.*

*FC Campo concluded the Administrative Services report with an overview of the SRV sales history for detached single family housing (from 1/1/12 – 6/30/15), with the most recent quarter showing an 8.20% increase in Median home values.*

10.5 Fire Chief – Fire Chief Meyer

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

*Fire Chief Meyer, Director Parker, Deputy Chiefs Phares and Krause participated in the Town of Danville's Hot August Nights event, where they were charged with handing out awards for the top vehicles. ConFire and Moraga/Orinda Fire Districts are no longer pursuing a shared station partnership, as initially planned. ConFire will restore/reopen Station 16, located in Lafayette and MOFD will rehabilitate their existing Fire Station for use. The SRVFPD has an ISO Rating of 2. ISO rates the District every four years and staff will be looking into ways to improve deficiencies, striving for a Class 1 ISO rating in the future. We have made some progress in retrieving the District's Pumper, currently located on Anderson Island. Counsel has been asked to prepare a release of liability waiver for the attorneys' of the Yeandle estate. On September 30, 2015 at approximately 6:00*

*p.m., we plan to hold a promotional/badge pinning ceremony for recently promoted staff; Board members are invited to participate, if available.*

*The Exchange Club of the San Ramon Valley will be hosting a 9/11 Remembrance Ceremony at Oak Hill Park, on September 11, 2015, at 5:30 p.m.; all Directors have received an invitation. In conclusion, Chief Meyer congratulated Deputy Chief Phares and Deputy Chief Krause for successfully concluding their probationary status; effective September 1, 2015.*

**9. GOOD OF THE ORDER**

*Director Stamey inquired about the results of the CSDA and LAFCO elections.*

**10. CLOSED SESSION**

12.1 Possible exposure to litigation (three 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**

Regular session ended: 5:14 p.m.  
Closed session began: 5:23 p.m.  
Closed session ended: 5:41 p.m.  
Regular session reconvened: 5:41 p.m.


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

No reportable actions.

**15. Adjournment**

The meeting adjourned at 5:41 p.m.

Prepared by:

  
\_\_\_\_\_  
Donna Maxwell  
District Clerk

Approved by:

  
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H. Jay Kerr  
Board President