

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Minutes – December 16, 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, Human Resources Consultant Harman, Controller Koran, District Counsel Ross and District Clerk Maxwell.

1. CALL TO ORDER

Board President Kerr called the meeting to order at 2:59 p.m.

2. PLEDGE OF ALLEGIANCE

Deputy Chief Krause led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and Agenda Item No. 5.5 was pulled from the Consent Calendar and relocated under Old Business. No additional changes were made to the agenda.

4. PUBLIC COMMENTS

Don Reed spoke about the perspective of a couple insurance companies he contacted with regard to the District's ISO Rating and the companies' position on 1st and 2nd rankings.

5. CONSENT CALENDAR

*Motion made by Director Dakin to approve consent items 5.1 – 5.6, minus *Agenda Item No. 5.5, with the changes to the November 19, 2015 minutes, specifically adding the following statement to Agenda Item No. 10.1:*

With regard to the November 19, 2015 Board minutes, under Operations, Director Dakin had voiced concern about ensuring that the District's Standards of Cover (SOC) are relevant and meet current industry standards, adding that we should make sure that the SOC changes occur when we install the new CAD system. The consensus of the Board was that staff review and make changes to the SOC.

Motion was seconded by Director Stamey. Motion passed with 5/0.

**Agenda Item No. 5.5 moved to Old Business, immediately following Agenda Item No. 7.3.*

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Recognition of the 2015 Firefighter of the Year, Brian Morales and the 2015 Employee of the Year, Rick Nogueira.

Chief Meyer introduced Employee of the Year, Rick Nogueira. Rick was hired by the SRVFPD as a Fleet Mechanic in 2008. He refereed basketball for 35 years for CYO (grades 4 through 8), high school and college. He raced cars and trucks from 1987 through 2002; acquiring two Rookie of the Year awards and two Championships at Altamont Raceway. Although he no longer races, he remains active as a NASCAR Official. Rick and his wife Waialani enjoy spending time with their grown children and grandchildren. Rick has shown dedication, excellent time management and strives to maintain the best service possible to our employees. Rick led the way in getting the mechanics certified to perform additional work on the District's fleet with the use of computer testing; eliminating payment to outside vendors for various required testing. Because of his knowledge and immediate availability, Rick is able to quickly repair App Bay doors, generators and/or appliances, saving the District time and money. He performs due diligence when pricing out repairs for vehicles and services and is an incredible asset to the District. Rick is the President of the Northern California Fire Mechanics Association. He was recently selected to participate in the State Fire Training Curriculum Development because he is recognized as a subject-matter expert in the most current techniques and industry standards. Rick represents the Fire District Pride, Honor and Compassion. Chief Meyer and Board President Kerr thanked Rick for his diligence and dedication to the District.

Chief Meyer introduced Firefighter of the Year, Brian Morales. Brian began his career as a volunteer Firefighter/EMT with the Alameda County Office of Emergency Services in 1994. He was hired as a full time firefighter by the Dougherty Regional Fire Authority in 1995. He was transferred to the San Ramon Valley Fire Protection District in 1997. In 2002, Brian was promoted to the rank of Engineer. Brian has been an active member of the San Ramon Valley Hazard Materials team since 1999. While on the team he has participated in Urban Shield, team training and was tasked with training San Ramon Valley Firefighters in First Responder Operations. Brian has been an active member of the San Ramon Valley Honor Guard since 2001 and was the coordinator for 9 years. Brian has been a lead instructor with the District's Tiller Driven Apparatus for the last 10 years. He has been a subject matter expert for the San Ramon Valley Engineers testing process for the last 6 years. Brian is also a member of the San Ramon Valley Fire Protection District's Critical Incident Support Response team. Brian and his wife Stephanie live in Dublin. They have two children; Andrew, who is serving in the United States Air Force and Ali, a pre-school teacher at Valley Christian. Chief Meyer and Board President Kerr thanked Engineer Brian Morales for his commitment and service to the District.

7. OLD BUSINESS

7.1 New Fire Station No. 32 – Award of Contract to Pacific Mountain Contractors of California, Inc.

The mandatory pre-proposal meeting was held on Tuesday, November 3rd. Out of six contractors, four presented their proposals to the Bid Evaluation Committee (BEC) on November 30th. The four contractors that went before the BEC were Roebbelen, Pacific Mountain Contractors of California (PMC), Inc., Alten Construction and W.E. Lyons Construction. PMC was selected as the most responsive bidder, with a proposal that offered the best value to the District overall. On December 1st the District issued a Notice of Intent to Award Contract for Station 32 to PMC, consistent with the RFQP. On December 9th staff met with PMC regarding a "best and final offer" for the construction of Station 32. Based on those discussions, a tentatively agreed upon price of 4.377 million was set. In addition, the District will maintain an allowance of \$400,000 for fees and permits and \$100,000 for furniture, fixtures and equipment. The District will be

utilizing the law firm of Meyers Nave to assist with the finalization to the contract with PMC. Chief Meyer introduced John Hogan, the Project Executive and Vice President of PMC. Chief Meyer spoke about Mr. Hogan's 30 years of construction experience, which involved overseeing operations from both a field management and project executive perspective. He has worked on projects ranging in value from \$1 million, to over \$100 million. Mr. Hogan spoke briefly and answered all questions by the Board. Director Campbell said that staff has reached out to the neighbors, working hard to ensure the public is "comfortable" going forward and suggested the Mr. Hogan introduce himself to the members of the Alamo Improvement Association and the Alamo MAC. Board members concurred with the recommendation of staff to award the construction contract of Fire Station 32 to Pacific-Mountain Contractors of California, Inc., consistent with the provision contained in the RFQP and that the Board authorize the Chief to execute the "attached contract drafted in substantial form," in an amount not to exceed \$4.4 million.

District Counsel Ross subsequently indicated that a formal Board motion would be needed to award the contract for Station 32 to Pacific Mountain Contractors of California consistent with the provisions contained in the RFQP and to authorize the Chief to execute the Agreement provided in the Staff Report in an amount not to exceed \$4.4 Million. It was so moved by Director Stamey consistent with the recommendation of District Counsel. Motion seconded by Director Dakin. Motion carried with (5) ayes (0) noes and (0) abstention.

7.2 Fire Prevention – Permit Fee Preliminary Study.

Director Kerr indicated that he would recuse himself because of the appearance of financial benefit if the fees were to be eliminated as he owns commercial property, within the District, which would be affected even though all commercial property would be similarly affected.

Fire Marshal Kiefer submitted her report, which in summary relayed that in July 2015, a contract for service was developed with NBS for a preliminary fee study/update of the Fire Prevention fees. The study was intended to evaluate whether current fees are commensurate with the current costs of providing the fee based services. At this time, the data related to Annual Operational Permits (AOP) is complete and it appears a modification in the fees associated with the AOP is warranted. Based on new data, combined with revised business practices and other efficiencies, the results of the study indicate that the AOP fees should be modified by approximately 45%. This would have the effect of reducing the AOP fee based revenue by approximately \$40,000; from an estimated \$90,000 to \$50,000.

The recommended action was to modify the AOP fees based on the current Fire Prevention Record Management System data or provide staff with an alternative policy direction for fee calculation. Additionally, subsequent to finalizing the Fire Prevention reorganization, conduct a comprehensive analysis to determine the cost of fee based services.

A discussion between the Board and staff ensued, over the data completed to date (resulting in the modification of fees) and pending data, with regard to construction plan review and inspection activity. Board members concluded it was in the best interest of the public, to affirm the modification of fees and continue the discussion at the Board Retreat, scheduled for March 10, 2016.

Motions by Director Stamey to affirm the modification of fees, per the recommendation made by staff, and defer the policy discussion to the Board Retreat. Motion seconded by Director Parker. Motion carried with (4) ayes, (0) noes and (1) abstention.

7.3 Monthly update on Communications Center Consolidation Project.

Chief Meyer provided the Communications Center Consolidation Project update. TriTech has installed CAD, RMS and Mobile on production and test servers. Chief praised staff and the IT Department for their efforts. Candidates for Dispatcher Supervisor will be interviewed in the immediate future. The Communications Center remodel RFP scope of work has been initiated. Director Stamey confirmed with Chief Meyer that EBRCSA purchased two consoles for the District. Meet and confer meetings between labor and management continue.

***Agenda Item No. 5.5 (from Consent Calendar)** Conduct the second reading of “Ordinance Number 30 amended, an ordinance of the San Ramon Valley Fire Protection District establishing a First Responder Assessment Without Transport Fee, Modifying Ambulance Transport Fees and Repealing Existing Ambulance Transport Fees Contained Within Ordinance No. 28” to permit cost reimbursement for Emergency Medical Services provided for Mutual Aid and Automatic Aid Responses and adopt by majority vote. Adoption would enhance the cost reimbursement for EMS services the District is already providing.

Motion by Director Campbell to Open the public hearing and conduct the second reading in title only, of Ordinance No. 30 as amended, an ordinance of the San Ramon Valley Fire Protection District establishing a First Responder Assessment Without Transport Fee, Modifying Ambulance Transport Fees and Repealing Existing Ambulance Transport Fees Contained Within Ordinance No. 28. Motion seconded by Director Stamey. Roll call vote taken with Directors Kerr, Parker, Dakin, Stamey and Campbell all in favor. Motion carries 5/0.

8. NEW BUSINESS

8.1 Nominations for Board President and Vice President for 2016.

Director Campbell nominated Director Dakin for 2016 Board President, seconded by Director Stamey. Director Dakin accepted nomination. Director Campbell nominated Director Parker for 2016 Board Vice President, which was seconded by Director Dakin. Director Parker accepted the nomination. Chief Meyer thanked current Board President Kerr for his leadership throughout 2015.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Correspondence included a heartfelt letter from the family of a 13-month-old patient. This was in response to an incident that took place on October 28th, when crews responded to the report of a drowning. Patient was found submerged in a cold pool by mother; estimated time in water, 5 minutes. Dispatch Jennifer Peters provided CPR instructions over the phone and the crew members could hear a weak cry from the patient upon their arrival. The baby was suctioned, warmed and provided oxygen and transported to a nearby landing-zone, with the assistance of Danville PD, where the patient was flown to a local children’s hospital. The patient was awake and stable the following morning. The responding personnel included Captain/Paramedic Bahorski, Engineer/Paramedic Ho, Captain Costa, Captain/Paramedic Ray, Engineer Avery, Firefighter/Paramedic Medley, Captain Anderson, Engineer Sheppard, Firefighter/Paramedic Case, Captain Taylor, EMS Captain Michaelson and Battalion Chief McNamara. Board members were, in unison, pleased with the outcome and Director Campbell asked Deputy Chief Phares to relay “great job!” to all involved personnel.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Phares spoke about a structure fire that occurred off of Johnston Road and a successful high angle rescue that took place on Mount Diablo, at Sentinel Rock.

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

Deputy Chief Krause told the Board about three cardiac save incidents. On November 22nd, a 50-year-old male went into cardiac arrest in the presence of his spouse. Brief return of spontaneous circulation occurred on scene, but resuscitation efforts continued while en-route to the local hospital. Return of spontaneous circulation occurred, for a second time, while inside the emergency room. The responding crew included Captain/Paramedic Bahorski, Engineer/Paramedic Ho, Captain/Paramedic Fouts, Captain/Paramedic Shafer, Engineer Avery and Firefighter/Paramedic Medley. On November 27th, a 66-year-old male went into cardiac arrest in the presence of his family. Prior to arrival, Dispatch provided instructions to family members. Upon arrival, Danville Police Officers and family members were performing effective CPR on the patient. Patient placed on the Autopulse Resuscitation System, with the assistance of PD. Patient found to be in Ventricular fibrillation, Patient received one shock from defibrillator and Advanced Life Support treatment was given by paramedics. The patient's condition improved while en-route to the hospital. Deputy Krause pointed out that this incident was a "perfect" example of the "Chain of Survival" promoted by the American Heart Association for sudden Cardiac Arrest. With family members, dispatchers, police, paramedics, ALS and hospital staff working together, this patient should experience a good outcome. The responding crew included Captain Avery, Engineer Curtis, Firefighter/Paramedic McKenzie, Captain Pruett and Engineer/Paramedic Rawitzer. On December 2nd, a 61-year-old male went into cardiac arrest at the ShBoom Nightclub in San Ramon, Upon arrival, the crew observed a doctor and RN performing CPR on the patient. He was defibrillated once with return of spontaneous circulation and spontaneous respirations and transported to the hospital. The responding crew included: Captain/Paramedic Ybarra, Engineer/Paramedic Halsey, Firefighter/Paramedic Smith, Captain/Paramedic Sinclear, Engineer/Paramedic Sparkes and Firefighter/Paramedic Eberle.

On November 17th, crews responded to the report of a burn victim. Crews learned that an e-cigarette had exploded, for unknown reasons, while in the patient's pants pocket, causing second and third degree burns to the leg. Patient was transported via air ambulance to a burn unit located in Santa Clara.

In response to recent news about hoverboards causing fires and/or explosions, Director Dakin inquired as to whether any incidents have occurred within District. To date, no known incidents involving hoverboards have been reported to the SRVFPD.

Director Kerr asked about Communications Center staff conducting a site visit at the City of Milpitas, Information Technology Division and Communications Center. Chief Meyer told the Board that it was to review TriTech software GIS and CAD functionality in a live setting, just before District Communications Center staff begin training on the same system.

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

Fire Marshal Kiefer reported that Annual Occupancy Inspections have been completed. Deputy Fire Marshal David Stevens and Code Compliance Officer Roy Wendel participated with the East Bay Incident Management Team on a coordinated 3-day exercise with the California National Guard, Utah National Guard and Oakland USAR Task Force at Camp Roberts, Paso Robles. District investigators were able to successfully garner restitution fees for fires that occurred at Morris Ranch Court, Danville and Plaza Circle, Danville; in the amount of \$75,421. Three-hundred and fourteen people, primarily SRV residents, recently participated in Personal Emergency Preparedness classes.

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 Finance just wrapped up the June 30, 2015 Comprehensive Annual Financial Report and submitted paperwork for the District's anticipated 15th consecutive award. The auditor plans to be at the January 2016 Board meeting. Finance worked with NBS Government Finance Group to update the District's Cost Allocation Plan and submittal of the Ground Emergency Medical Transport (GEMT) cost reports, for the additional Medicare reimbursement of \$81,500. This represents an increase of 15% compared to the prior year. CCCERA has released the 2016/17 retirement rates. Employer rates for safety (legacy rates) declined approximately 4.5%, while non-safety (legacy rates) decreased by approximately 2.5%. These lower rates are offset by increases in the employer paid portion of the employee basic rates (approximately 0.3%), increases in payroll related to the 6% November 1, 2015 cost of living adjustment (COLA) for suppression, and 5% January 1, 2016 COLA for all personnel, resulting in a net increase in retirement costs of approximately \$500,000 beginning in FY 2016/17. The CCCERA rates for the employee paid COLA portion are also increasing slightly; approximately 0.13%. Finance implemented the updated Purchasing Policy, based on the Board's approval of Ordinance 32 on October 28, 2015. The new policy is useful, easy to read and includes flow charts that provide general overview of the purchasing process, detailed explanation of procedures, and fillable forms; all designed to streamline purchasing and provide accountability across the District.

Controller Koran provided the Monthly Financial Report for November 30, 2015. With regard to the 2015/16 Fiscal Year Combined General Fund Reserves, actual reserves are higher at \$26,245,202 than budgeted, at \$18,820,643, and continue to be above Board policy. Cash Balances – All Funds are better off at \$23,355,659, in comparison to \$16,669,948 last year. FC Campo interjected that \$32 million has been set aside to use during the dry period. Salaries and Benefits are right in line with the budget at \$21,635,243 and this includes the 6% COLA, effective November 1, 2015, for suppression personnel. General Fund Expenditures are slightly better than budgeted at \$23,602,524 (up 1 ½%) and this is attributed to savings throughout the District. General fund revenues are currently in line with the prior year at \$3,511,643. To date we have received the 1st property tax revenue payment of the anticipated \$32.2 million.

HR Consultant Harman told the Board that 21 Firefighter/Paramedic recruits participated in the Chief's interview process, with seven receiving conditional offer letters. Human Resource staff conducted the promotional assessment center for the position of Dispatch Supervisor and a new eligibility list for the position of Fire Engineer was created. Staff continue working on the census data necessary for the transition of Human Resources/Benefits system conversions and for compliance with ACA reporting requirements.

10.5 Fire Chief – Fire Chief Meyer

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

Deputy Chief Phares accompanied Chief Meyer to the San Ramon Chamber of Commerce’s 31st annual “Night of the Stars” award ceremony, in support of Roxanne Lindsay, who received the Citizen of the Year award for her decades of public service and volunteering across the San Ramon Valley. Deputy Chiefs Phares and Krause attended the annual Town of Danville Mayoral Installation and Community Service Awards on December 1, 2015. Chief Meyer was invited to speak to the Alamo Rotary on December 2, 2015. At that time, he met Mr. Campbell Sr. who told the Chief that he was very appreciative of the District and the work being done. Chief Meyer and Deputy Chief Phares attended the Town of Danville Council meeting on December 15, 2015 and Deputy Chief Phares will continue attending these meetings on a monthly basis.

11. GOOD OF THE ORDER

11.1 Discuss January or February 2016 date for annual Board Retreat.

After some discussion, Board members selected the date of March 10, 2016 at 10:00 a.m. for their annual Board Retreat.

12. CLOSED SESSION

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

12.2 Possible exposure to litigation (three 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

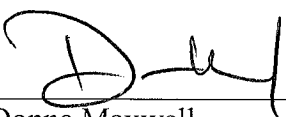
Regular session ended: 5:15 p.m.
Closed session began: 5:20 p.m.
Closed session ended: 5:49 p.m.
Regular session reconvened: 5:49 p.m.

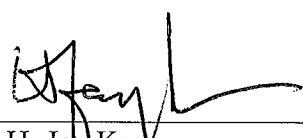
14. Report Upon Return from Closed Session (if applicable)

Upon return from Closed Session District Counsel indicated that a written report concerning reportable matters from Closed Session would be prepared consistent with the provisions of Government Code section 54957.1

15. Adjournment

The meeting adjourned at 5:49 p.m.

Prepared by: 
Donna Maxwell
District Clerk

Approved by: 
H. Jay Kern
Board President