

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Minutes – February 25, 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 Campbell, Dakin, Kerr and Stamey. Director Parker arrived at 2:17 p.m.

**Staff Present:** Fire Chief Meyer, Financial Consultant Campo, Fire Marshal Kiefer, Deputy Chief Phares, Deputy Chief Krause, Controller Koran, Technology Systems Manager Call, HR Consultant Steve Harman and District Clerk Maxwell.

**1. Call to Order**

President Kerr called the meeting to order at 2:02 p.m.

**2. Pledge of Allegiance**

President Kerr led the Pledge of Allegiance.

**3. Determination of Quorum and Confirmation of Agenda**

There was a quorum and one matter was added to Closed Session by District Counsel William Ross; Item 12.2.

**4. Public Comment**

\*Occurred at approximately 3:40 p.m., by citizen Ross Smith of Danville. Mr. Smith relayed that he appreciated the afternoon Board meeting; in lieu of the standard evening meetings. He is a Geologist and concerned about earthquakes. He requested that the District look into a Seismic Warning System and explained his reasoning behind that request. Chief Meyer responded stating that a Seismic Warning System was already in the budget for the next fiscal year. Mr. Smith also relayed his concerns about the District's CERT program.

**5. Consent Calendar**

Director Stamey motioned to approve Consent Calendar items 5.1-5.6. Director Campbell seconded the motion. Director Parker was not present for vote. Motion carried with four votes.

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

- 6.1 Director Dakin confirmed that the Wednesday, June 3, 2015 date works with his schedule for the Budget Workshop. Location and time to be determined.

7. **Old Business**

None

8. **New Business**

- 8.1 Mid-Year Budget Presentation, Financial Consultant Campo.

Chief Meyer introduced the presentation by thanking all contributing staff for their 2-year effort on this project. FC Campo provided the mid-year budget presentation and updated the Board about the Long-Term Forecast.

Citizen Ross Smith inquired about the Proposition 8 Recapture monies and was responded to by Chief Meyer and staff.

FC Campo made the following Mid-Year Budget Requests:

- Increase the General Fund revenue by \$2,427,000: property tax +\$2,519,000, ambulance transports -\$214,000, State reimbursements +\$255,000 and cell tower revenue -\$133,000.
- Increase the General Fund expenditures for salaries and benefits by a net \$567,000: overtime +\$894,000, pension contribution -\$467,000 and employee insurance +\$140,000.
- Increase Capital Project Fund revenue by \$5,739,000: +\$739,000 sale of Hemme property and +\$5,000,000 debt proceeds.
- Increase Debt Service Fund revenue by \$8,136,000 of debt proceeds.
- Increase Debt Service Fund expenditures by \$8,736,000: +\$177,000 for debt issuance costs and +\$8,559,000 to refund the 2006 COP debt obligation.

President Kerr made a motion to accept FC Campo's report, recommendation and requests. Ayes: Stamey, Parker, Dakin and Campbell. Noes: None

9. **Correspondence**

One letter, briefly reviewed Board members.

**10. Monthly Activity Reports**

**10.1 Operations Division-Deputy Chief Phares**

Operations Report of monthly activities.

In addition to the submission of his report, Deputy Chief Phares expounded on the EOC trainings attended by staff, other jurisdictions and local law enforcement. He relayed that Battalion Chiefs Taylor and Spani taught the Driver Operator Course, which was completed by 16 District personnel. He added that the training was conducted utilizing the District's own equipment.

**10.2 EMS/Logistics – Deputy Chief Krause**

EMS/Logistics Report of monthly activities.

Deputy Chief Krause provided further information about the five EMS Field Saves that took place in January. He added that one incident, involving a 12 year old child, was followed up with a debriefing for involved personnel, with Chaplain Nick Vleisides.

**10.3 Fire Prevention – Fire Marshal Kiefer**

Fire Prevention Report of monthly activities.

Fire Marshal Kiefer discussed Emergency Management Training and how Fire Prevention is working with other Contra Costa County agencies to identify trainings in the future that address Emergency Operations Centers and ICS. Staff has been training on website and social media procedures. Chief Meyer added that since the departure of Kim French, Fire Prevention is looking into filling the PIO, Website and Social Media void by examining efficiencies and subsequent reassignments. Fire Marshal Kiefer spoke briefly about how staff has been working with the school district to update their Emergency Plans.

**10.4 Administrative Services – Financial Consultant Ken Campo**

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

Financial Consultant Campo provided an overview of the Administrative Services Report for January 2015, submitted to Board Members. Highlighting that five-million dollars of new money had been raised to construct the replacement for Fire Station 32 and that staff attended meetings at CCCERA with regard to GASB 67/68 valuations, contribution rates and terminal pay to determine any impact on the District.

Controller Koran discussed the 14/15 combined General Fund Reserves stating that cash balances were in the same place as this point in time last year. He said that salaries and benefits are tracking to budget and that General Fund Expenditures are also tracking right on budget. Ambulance Revenue is not performing to budget estimates, but staff will need to analyze further for more

accurate information. He pointed out that the General Fund Revenues were better than budgeted because of a \$2.5 million increase in property tax revenues.

**10.5 Fire Chief – Fire Chief Meyer**

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

Chief Meyer reported that Thomas G. McCarthy will serve, on a contract basis, as the Executive Director of the East Bay Regional Communications System Authority; EBRCSA. He said an After Action Review (ARR) was conducted with the candidate Battalion Chiefs (in an effort to evaluate the interview process). Staff prepared, as possible, for the Insurance Services Office (ISO) audit as example paperwork could not be located from the previous audit. The Request for Proposal (RFP) for the County's Ambulance Contract was approved by the State of California. He relayed that HR Consultant Harman has submitted an HR Working Draft proposal. With regard to Station 32, he discussed briefly the Facilities Subcommittee meeting and how staff continues to work with the County and the neighbors of the property. He added that one-on-one meetings are beneficial and that staff plans to go before the MAC next month to provide an update about Station 32.

**11. Good of the Order**

A brief discussion ensued about the Attorney General's (AG) opinion on Section "201" of the Emergency Medical Services Act. Director Dakin, the Chair of the EMS Subcommittee, requested that a subcommittee meeting be held in the near future to discuss the AG's ruling and whether or not the District would send a response letter directly to the AG. Director Parker, also on the EMS Subcommittee, concurred.

**12. Closed Session**

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

12.2 Personnel Action: Review of District Counsel, pursuant to Government Code Section 54957.

\*Refer to Agenda Item 14

**13. Return to Open Session**

Regular session ended: 3:55 p.m.  
Closed session began: 4:15 p.m.  
Closed session ended: 4:26 p.m.  
Regular session reconvened: 4:26 p.m.

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

District Counsel, William Ross, reported on matters considered in Closed Session. With respect to Agenda Item No. 12.1, possible exposure to litigation, three matters were discussed. There was reportable action with respect to two of those matters, which were Claims for Money or Damages against the District, both dated January 26, 2015. One by a Sigrid Meir, in the amount of \$820.00, for alleged damage to a retaining wall, located at 100 Oak View Terrance in the Town of Danville. The other was a Claim by the Bridges at San Ramon, through its Property Manager, Ms. Ellen McQuoid, at 309 Springfield Drive in San Ramon, in the amount of \$1,163.00 for alleged damage to carport posts by District apparatus on described property. Both matters were considered by the Board and each Claim was rejected unanimously.

With respect to the third matter considered, there was no reportable action under the common law attorney-client privileged and that provided by Government Code section 54956.9(d)(2).

There was no action taken with respect to Agenda Item No. 12.2.

**15. Adjournment**

The meeting adjourned at 4:27 p.m.

Prepared by:



Donna Maxwell  
District Clerk

Approved by:



H. Jay Kerr  
Board President