

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
September 19, 2018 Minutes**

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: Board President Stamey, Directors Campbell, Kerr, Parker and Yancey

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Interim Chief Selover, Human Resources Generalist Tamori, Technology Systems Manager Call, EMS Battalion Chief Duggan, Director of Emergency Communication Pangelinan, Controller Hatfield, District Clerk Brooks and District Counsel Ross.

1. CALL TO ORDER

Board President Stamey chaired the meeting and called for order at 1:05 p.m.

2. PLEDGE OF ALLEGIANCE

Chief Meyer and Sarah Jejah led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and no changes to the agenda.

4. PUBLIC COMMENT

Ross Smith, Danville resident asked if an emergency were to happen here in our District, how many of our firefighters would be available to respond. Operations Chief Phares, stated 42. Mr. Smith also inquired as to the status of seismic alert systems for station doors.

Don Reid, Danville resident inquired about 1). Raising rates for business inspections, training costs for dealing with hazardous waste and if the District recovers any funds for this type of emergency. Mr. Reid also discussed use of blockers along with the police departments.

5. CONSENT CALENDAR

Board President Stamey asked for clarifications on the consent calendar: water/billing usage, High Tech vendor, fuel costs, loss of items on strike teams; and the satellite dish for the Comm Van. Staff responded to each of Board President Stamey's concerns.

Director Kerr moved approval of the Consent Calendar. Director Campbell seconded the motion. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Proclamation – Fire Prevention Week

Board President Stamey read a summary of the Proclamation for Fire Prevention Week.

6.2 Special Recognition of Sarah and Emily Jajeh – LEMONADE STAND FOR A CAUSE

Chief Meyer introduced Sarah Jajeh and her mother Michelle. Director Stamey stated that he knows the family and then presented Sarah with a certificate of recognition. Michelle Jajeh provided the background of this cause that her daughters were a part of. The Board members thanked Sarah Jajeh for her commitment to the CA Firefighters Foundation where she raised over \$1,200.

6.3 Special Recognition of Retired San Ramon Police Chief Dan Pratt

Chief Meyer introduced Retired San Ramon Police Chief Pratt and provided his background. Chief Meyer highlighted the wonderful relationship our District has had with the City of San Ramon specifically referring to the Communications Center. Former Chief Pratt thanked our IT staff and Communications Director Pangelinan for a great working relationship. Board President Stamey presented Retired Chief Pratt with a Proclamation and gift from the District. Retired Chief Pratt then introduced Interim Police Chief Craig Stevens.

At this time in the meeting, the Board took a 10-minute recess.

7. OLD BUSINESS

7.1 Adoption of Resolution No. 2018-11 declaring real property identified as APN-197-270-025-04 and located at 1101 Stone Valley Road in Alamo, CA (“Old Station 32”) as surplus property.

Chief Meyer provided background on this item stating that the District has explored many possibilities regarding its use, but ultimately decided to surplus the property. The property would be sold as is with full disclosure. Letters to various governmental agencies regarding interest in the property will be mailed out within the next week.

Motion by Director Campbell seconded by Director Parker to adopt Resolution No. 2018-11. Motion carried by a roll call vote.

7.2 Board Compensation - Verbal report by Finance Committee Chair Kerr.

Director Kerr provided this follow up from the May Finance Committee meeting he and Director Yancey attended regarding Board Compensation. Director Kerr felt that this item should be brought up yearly at a Board meeting for the public. Director Kerr stated that the outcome of the Finance Committee meeting regarding this issue was to leave the Board compensation as it is currently at \$105 per Board meeting. Director Yancey thanked Director Kerr for bringing this

item back to the board and stated that she feels the board compensation is satisfactory and she is honored to be a Director at the District. The Board concurred with the current board compensation. Chief Meyer concluded stating that this item will be brought up yearly as part of the board retreat and budget process.

8. NEW BUSINESS

None.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

The Board and staff all agreed that the positive letters received this past month were wonderful to read.

10. MONTHLY ACTIVITY REPORTS

- 10.1 Operations Division-Deputy Chief, Lon Phares
Operations Report of monthly activities

Deputy Chief Phares highlighted his report stating that there were several open space fires this past month and also that several promotions occurred for Training Chief Aguiar and Training Captain Parsons.

- 10.2 EMS – Battalion Chief, John Duggan
EMS Report of monthly activities.

Battalion Chief Duggan highlighted the 490 medical incidents personnel responded to this past month also stating that on October 1, 2018 we will have new recruits starting here at the District. Board President Stamey inquired as to whether the new City Center would have AED's available. Staff will follow up with Sunset Development.

- 10.3 Logistics – Interim Chief Selover
Logistics Report of monthly activities.

Interim Chief Selover reported on several exterior paint jobs that will occur at several of our stations and that the new ambulances should arrive sometime in October. Director Yancey asked about the status regarding the new roof at Station 31. Chief Selover stated that 50% of the roof has been torn off. Director Yancey thanked everyone for their patience during the new roof project at Station 31.

- 10.4 Fire and Life Safety Division – Interim Chief Selover
Fire and Life Safety Report of monthly activities.

Chief Selover reported that 55.8 inspections have been completed to date and that it has been an active month for public education activities. Staff will come back to the Board regarding the

question of impact fees. Director Kerr suggested that additional flyers be distributed regarding the Emergency Preparedness Fair to take place on Saturday, September 29th.

- 10.5 Communications Division – Director of Emergency Communications, Denise Pangelinan Communications Report of monthly activities.

Communications Director Pangelinan stated the Dispatcher recruitments have been underway and then provided a brief presentation of the new website, which should be finalized shortly. Chief Meyer thanked Director Pangelinan on her work on the new website.

- 10.6 Human Resources Division – Human Resources Generalist Stacy Tamori- Human Resources Report of monthly activities.

Chief Meyer introduced HR Generalist Tamori who was filling in at this meeting for HR Director Korthamar Wong. Chief stated that Ms. Tamori has been doing a wonderful job in HR. HR Generalist Tamori highlighted all the recent station visits she had been to, along with HR Generalist Castanha to promote the upcoming Open Enrollment period for Health Care and how nice it was to meet staff out at the stations and put a name with a face. Union President Mohun praised staff going to the stations to present and answer questions regarding Open Enrollment and what a huge benefit this was. Board President Stamey commented on staff going to the stations to explain the Open Enrollment process and how valuable this process is. Director Yancey discussed Suicide Prevention month and asked if there is anything planned for HR staff regarding this issue and mental health in general. Chief Meyer will provide an update regarding our Peer Support Team at a future meeting.

- 10.7 Finance Division – Financial Consultant, Ken Campo/Controller Davina Hatfield Monthly Finance Report of monthly activities.

Financial Consultant Campo stated that Finance has been working with the auditors recently being at the District. Controller Hatfield presented the monthly power point financial report.

- 10.8 Fire Chief – Fire Chief, Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings and other District related activities.

Chief Meyer discussed the use of blockers that Mr. Reid addressed, stating that the District is well aware of this issue within our community. Regarding Emergency Preparedness, Chief Meyer stated that One Concern is working with the District regarding looking at fault lines, heat maps and predesignated routes during an emergency. Chief Meyer stated that we do not have information yet regarding seismic doors at our stations. Chief Meyer also discussed meetings with LEMSA and Measure

H and regarding the proposed Public Safety Building, there has been great effort in work on project to date.

11. GOOD OF THE ORDER

11.1 Girls Fire Camp – Director Yancey

Director Yancey informed those present that there is a two-day workshop at Fremont Fire on October 13 and 14, 2018 for those in grades 9-12 and there is no cost for this worthwhile event. Director Yancey also passed around a book from Captain Costa's wife "Play Like a Girl". The Chief then discussed the need for additional diversity in our hiring of firefighters. The Board directed staff to explore partnerships within the County regarding putting on an event similar to the October event in Fremont. Chief Meyer will bring this item before the County Executive Chiefs meeting in November.

11.2 Board Attendance – Director Yancey

Director Yancey discussed this item with the Board stating that teleconferencing for Board meetings is not the best practice for the District to follow. It was decided that if there was not a quorum for any Board meeting, that meeting would be rescheduled so that everyone could attend.

Director Yancey asked how many staff members would be attending the September 29, 2018 Firefighter Memorial. Training Chief Aguiar will check on attendees then staff would get back to Director Yancey.

Chief Meyer discussed scheduling a joint meeting with the City of San Ramon for an annual update on the Communications Center sometime after the November election.

Chief Meyer introduced future Board member Ryan Crean who will be seated at the December Board meeting.

12. UPCOMING CALENDAR OF EVENTS

13. CLOSED SESSION

13.1 Conference with Legal Counsel – Possible exposure to litigation (4 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

16. ADJOURNMENT

The regular meeting adjourned at 3:50 p.m. The Board adjourned to Closed Session at 4 p.m. (Director Yancey recused herself for the first closed session item) with the Closed Session and meeting concluding at 4:30 p.m.

Prepared by: Susan F. Brooks
Susan F. Brooks
District Clerk

Approved by: Matthew J. Stamey
Matthew J. Stamey
Board President