

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
October 24, 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, Training Chief Aguiar, Director of Human Resources Korthamar Wong, 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

Board President Stamey 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

None.

5. CONSENT CALENDAR

There was some discussion regarding several items on the consent calendar which staff clarified. Director Parker moved approval of the Consent Calendar. Director Campbell seconded the motion. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Cardiac Save Recognition – EMS Battalion Chief Duggan

Chief Duggan provided the background of this call from July 2018, recognizing our staff as well as staff from Club Sport. The cardiac arrest survivor then spoke stating how very lucky he was and thanked everyone involved for saving his life. Certificates were handed out to all of those involved in this save.

6.2 Recognition of the Scottish Rite Masons of Oakland, CA for their donation to the District.

Director Parker provided the background of the donation of cell phone back-up battery devices to the District and introduced two men from the Scottish Rite Masons in Oakland. Chief Meyer presented them with a District ball cap and certificate of appreciation for their generous donation.

7. OLD BUSINESS

None

8. NEW BUSINESS

8.1 Approval of Architectural Services Contract for Paving Replacement at Station 34.

Chief Meyer provided the background of this item and thanked Chief Drayton and Interim Chief Selover for their work on this project. There were questions regarding the concrete apron and timeframe for being able to drive on it. Interim Chief Selover stated that this project will be done in a phased approach. The Board asked to be kept updated on this project.

Motion by Director Kerr, seconded by Director Yancey to approve the architectural services contract for paving replacement at Station 34. Motion carried.

8.2 Approval of new Classification of Senior Accounting Technician and reclassification of current Accounting Technicians to this newly established classification.

Chief Meyer provided an overview regarding this item, stating with the loss of one HR Generalist and one Senior Office Assistant, duties as well as additional responsibility would be shifted to Finance personnel and that there would be an overall budget savings with the approval of this new classification.

Motion by Director Yancey, seconded by Director Parker to approve the new classification of Senior Accounting Technician and reclassification of current Accounting Technicians to this newly established classification. Motion carried.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Director Kerr commented on the positive correspondence relating to the attendance by Battalion Chief McNamara at a recent Rotary meeting where he provided an overview of the recent fires.

10. MONTHLY ACTIVITY REPORTS

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

Chief Phares provided his monthly report highlighting the increase in vegetation fires in California.

Training Chief Aguiar provided a summary of the new Training Division website which promotes consistency in information. All of the Board members stated what wonderful information is included in this new training website.

Interim Chief Healy provided a brief update regarding the arson investigation relating to recent fires in the District.

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

Chief Duggan provided his monthly report highlighting the 670 EMS calls this past month.

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

Interim Chief Selover provided the monthly Logistics monthly report stating that the new ambulances should be received by the District sometime in the next few days.

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

Interim Chief Selover discussed the status of annual inspections and informed the Board that the recent Emergency Preparedness Fair held within the District was deemed very successful.

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

Director of Emergency Communications Pangelinan stated that approximately 100 applications were received for the Dispatcher recruitment and that the Mobile Data Computers have been implemented. There was discussion regarding the District hydrant maps. Director Parker asked about the diameter/water flow of our hydrants.

- 10.6 Human Resources Division – Director of Human Resources Korthamar Wong
Human Resources Report of monthly activities.

Director Korthamar Wong highlighted the recent recruitments Human Resources has been working on and stated that one I-Quest Student is on board at the District. Director Parker questioned why only one student in this program. Staff responded. Director Korthamar Wong also discussed recent meetings held with deferred compensation companies; and that visits to all of the fire stations regarding Open Enrollment have been completed.

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

Financial Consultant Campo provided a brief financial overview with Controller Hatfield reviewing a power point presentation regarding reserves, cash flow, expenditures, etc.

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

Chief Meyer reported on the Retiree breakfast that was held last week at Admin., and that in the future this may be a luncheon instead of breakfast. About 35 retirees attended.

Chief Meyer reported that Chief Selover has been attending recent MAC meetings and that a District staff presentation at a recent City of San Ramon Council meeting regarding District deployment was well received.

11. GOOD OF THE ORDER

- 11.1 Legislative Update – Director Yancey

Director Yancey provided an update on SB1205 from the Annual CSDA Conference she recently attended regarding mandated inspections. Director Yancey stated she was pleased to be able to attend this conference.

Board President Stamey attended the Annual Danville Fall Fest and complimented staff from Station 31 that were in attendance and asked of the old pumper could possibly be included in this event next year.

Directory Kerr stated he attended the Annual Business Expo.

12. UPCOMING CALENDAR OF EVENTS

The Board and staff reviewed the 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.

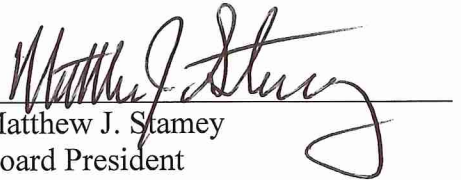
14. RETURN TO OPEN SESSION

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

16. ADJOURNMENT

The regular meeting adjourned at 3:15 p.m. The Board adjourned to Closed Session at 3:25 p.m. with the Closed Session and meeting concluding at 4:15 p.m..

Prepared by: 
Susan F. Brooks
District Clerk

Approved by: 
Matthew J. Stamey
Board President