

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
March 27, 2019 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 Yancey, Directors Crean, Kerr, Parker and Stamey

Staff Present: Fire Chief Meyer, Financial Consultant Campo, Deputy Chief Phares, Director of Human Resources Korthamar Wong, Technology Systems Manager Call, Deputy Chief Drayton, Director of Emergency Communication Pangelinan, Interim Fire Marshal Healy, Controller Hatfield, District Counsel Ross and District Clerk Brooks.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Deputy Chief Phares led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and Chief Meyer had one change to the consent item number 5.5 with the addition of ("excluding the Deputy Chief as well as the Fire Chief) regarding the 3% general salary increase for non-represented and part-time employees "".

4. PUBLIC COMMENT

District resident Don Reid spoke to the board regarding several newspaper articles, regarding ConFire, the Danville Museum, and the valley plan crash in 1964 on Mt. Diablo. The Board thanked Mr. Reid for his comments.

5. CONSENT CALENDAR

Director Parker moved approval of the consent calendar. Director Stamey seconded the motion. Director Stamey inquired as to training for the Haz Mat members, staff replied. Motion carried.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Recognition of Celia Mason, Volunteer Communications Reserve

Chief Meyer invited Ms. Mason up and provided her background. Chief Meyer then introduced former Chief Chris Suter who then also thanked Ms. Mason for all of her hard work as a volunteer. Board President Yancey presented Ms. Mason with flowers and gifts from the District. Ms. Mason thanked everyone for this recognition.

7. **OLD BUSINESS**

- 7.1 "Public Hearing # 2 to Receive Input from the Community Regarding the Creation of a District Board District-Based Electoral System Pursuant to Elections Code Section 10010."

Chief Meyer updated the Board on this item stating that discussion had taken place with District Counsel Ross and Mr. Rafferty discussion the facts of the upcoming 2020 census and it was agreed that this item be postponed, therefore all future public hearings on this item will be ceased and an agreement should come back to the Board at a future board meeting.

- 7.2 Adoption of the 2019 Emergency Operations Plan.

Chief Meyer introduced this item stating that the Disaster Preparedness Subcommittee had key changes to the plan which have been incorporated and that our Plan is in compliance now. Director Parker stated that this was a huge undertaking and complimented staff.

Motion by Director Crean to adopt the 2019 Emergency Operations Plan. Director Stamey seconded the motion. Motion carried.

- 7.3 Authorize the reclassification of two (2) EMS Captain positions to an EMS Coordinator/RN position and three (3) EMS Liaison positions.

Chief Meyer provided the background of this item stating that it was also discussed at the recent board retreat. Chief Meyer stated that substantial savings will result in this reclassification.

Motion by Director Stamey to authorize the reclassification of two (2) EMS Captain positions to an EMS Coordination/EN position and three (3) EMS liaison positions. Director Crean seconded the motion. Motion carried.

- 7.4 Authorize the reclassification of a Senior Office Assistant position to an Administrative Assistant position.

Chief Meyer provided the background of this item stating that Deputy Chief Drayton is in need of an Executive Assistant position, a higher level than the previous Senior Office Assistant position.

Motion by Director Parker to authorize the reclassification of a Senior Office Assistant position to an Administrative Assistant position. Director Kerr seconded the motion. Motion carried.

7.5 2018-2019 Mid-Year Budget Review.

Chief Meyer stated that the District has done a great job staying under budget. Financial Consultant Campo stated that with monthly board updates, there is nothing the board is not aware of regarding the budget. Discussion followed regarding overtime costs, capital project funds and the workers compensation fund which the Board would like to see increased by \$1 million. Financial Consultant Campo stated that property tax funds have come in higher, therefore, funds would be available. Motion by Director Kerr to transfer \$1 million from the General Fund to the workers compensation fund, following the recommendation of the Finance subcommittee. Director Parker seconded the motion. Motion carried.

8. NEW BUSINESS

8.1 Approve Resolution No. 2019-02 for the 2019 Exterior Hazard Abatement Program.

Interim Fire Marshal Healy provided the background of this item and that legal notices for abatement will be sent out the first week in April. Staff handed out a map showing affected parcels.

Director Stamey moved approval of Resolution No. 2019-02 for the 2019 Exterior Hazard Abatement Program. Director Kerr seconded the motion. Motion carried by roll call vote.

8.2 Approval of the proposed changes to the District's Fund Balance Reserve Policy.

Financial Consultant Campo provided handouts regarding changes to the District reserve policy. Discussions followed regarding workers compensation, and the District budget stabilization fund.

Motion by Director Stamey to approve the proposed changes to the District's Fund Balance Reserve Policy. Motion seconded by Director Crean. Motion carried.

8.3 Call for Nominations for Seat B - CSDA Board of Directors.

District Clerk Brooks provided they background of this item to the Board. There was not interest from our Board regarding serving on the CSDA Seat B.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

9.1 There was no comment on correspondence.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Phares provided his monthly report highlighting the brochure regarding District evacuation routes, stating that Battalion Chief McNamara worked on this project.

Training Battalion Chief Aguiar provided a summary of recent training staff has had with Tesla electric vehicles. Director Parker suggested actually burning a vehicle as part of staff training.

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

EMS Battalion Chief Duggan stated that there were 490 emergency medical incidents this past month, with six being cardiac related. At this time, EMS Chief Duggan congratulated Deputy Chief Phares on his retirement and thanked him for all he has done for the District.

- 10.3 Logistics – Deputy Chief Drayton
Logistics Report of monthly activities.

Deputy Chief Drayton spoke of the new engine delivered and then the Board took a 10-minute break to go outside to look at the new engine.

- 10.4 Fire and Life Safety Division – Deputy Chief Drayton
Fire and Life Safety Report of monthly activities.

Deputy Chief Drayton highlighted recent plan reviews and the annual inspection completion numbers, also stating that CERT has had a very busy month.

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

Director of Emergency Communications Pangelinan highlighting the projectors that have been updated in the Boardroom.

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

Director of Human Resources Korthamar Wong stated that recruitments have been on-going for Firefighter/Paramedics.

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

Financial Consultant Campo provided his monthly report with Controller Hatfield providing the monthly power point presentation. Discussion followed regarding strike team reimbursements with Consultant Campo stating that OES has been working with a new accounting system.

- 10.8 Fire Chief – Fire Chief, Paige Meyer

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

Chief Meyer honored Interim Chief Selover's birthday and Deputy Chief Phares retirement.

11. GOOD OF THE ORDER

11.1 Disaster Preparedness Committee Update by Committee Chair Parker

Chair Parker provided an update on the Committee meeting.

12. UPCOMING CALENDAR OF EVENTS

The Board and staff reviewed the upcoming calendar of events.

13. CLOSED SESSION

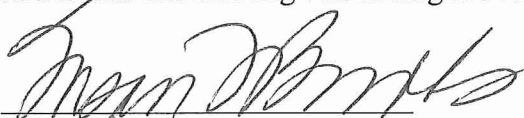
13.1 Conference with Legal Counsel – Possible exposure to litigation (3 matters) pursuant to Government Code Section 54956.9(d)(2). Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

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

16. ADJOURNMENT

The regular meeting adjourned at 2:57 p.m. The Board adjourned to Closed Session at 3:12 p.m. with the Closed Session and meeting concluding at 3:49 p.m.

Prepared by: 
Susan F. Brooks
District Clerk

Approved by: 
Dominique Yancey
Board President