

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
November 20, 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, Director of Human Resources Korthamar Wong, Deputy Chief Drayton, Director of Emergency Communication Pangelinan, EMS Battalion Chief Duggan, Battalion Chief Aguiar, Controller Hatfield, District Counsel Ross, Financial Consultant Campo and District Clerk Brooks.

**1. CALL TO ORDER**

Board President Yancey chaired the meeting and called for order at 3 p.m.

**2. PLEDGE OF ALLEGIANCE**

Tim Shannon's granddaughter led the Pledge of Allegiance.

**3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**

There was a quorum and no changes to the agenda. Consent Item 5.5 was pulled and will be brought back at the December meeting.

**4. PUBLIC COMMENT**

None.

**5. CONSENT CALENDAR**

Director Stamey moved approval of Consent Calendar items 5.1-5.8 (with the exception of Consent Item 5.5). Director Parker seconded the motion. Motion carried.

**6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS**

6.1 Introduction of Part-Time Emergency Preparedness Coordinator Ron Marley.

Chief Meyer invited Coordinator Marley to the front and provided his background for those present highlighting his vast experience and certifications. Coordinator Marley expressed how happy he was to be here at the District. The Board welcomed him.

6.2 Recognition of resident Tim Shannon for providing home for recent training.

Battalion Chief Aguiar provided the background of this live fire training that was recently held and introduced Tim Shannon and his family as the District used his property for the training. Chief Meyer presented Mr. Shannon with a plaque from the District. The Board also thanked Mr. Shannon and his family, the took a brief recess for pictures.

At this time in the meeting, Chief Meyer presented Vice-President Parker with his five-year service pin. Vice-President Parker thanked Chief Meyer and the Board.

**7. OLD BUSINESS**

7.1 Open Public Hearing to conduct the second reading of the proposed Ordinance No. 36; Adoption of the 2019 Fire Code.

Deputy Chief Drayton provided the background of this item stating that he and staff have been working with the Town of Danville and the City of San Ramon and that there would be a study session with the local governments at a future date. Board President Yancey opened the Public Hearing. No one came forward. Board President Yancey closed the Public Hearing. Motion by Director Stamey to approve the recommendations outlined in the staff report regarding the approval of Ordinance No. 36. Director Crean seconded the motion. Motion carried by roll call vote.

**8. NEW BUSINESS**

8.1 Adoption of Resolution No. 2019-08 authorizing approval of the Sixth Amended Joint Powers Agreement of the Fire Agencies Insurance Risk Authority and the updated Liability Risk Coverage Agreement.

Human Resources Director Korthamar Wong provided the background of this item stating changes were mainly to reflect the insurance program structure that the pool has today. Motion by Director Parker to adopt Resolution No. 2019-08 authorizing approval of the sixth amended Joint Powers Agreement of the Fire Agencies Insurance Risk Authority and the updated Liability Risk Coverage Agreement. Director Kerr seconded the motion. Motion carried by roll call vote.

**9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW**

9.1 Director Stamey asked if the District received a thank you acknowledgement from any of the agencies that the District provided its surplus equipment to. Chief Meyer will check with Chief Selover and advise the Board.

**10. MONTHLY ACTIVITY REPORTS**

- 10.1 Operations Division-Deputy Chief, Frank Drayton  
Operations Report of monthly activities

Deputy Chief Drayton provided his monthly report, stating that Type 1 Engine training had occurred as well as 4<sup>th</sup> quarter Haz Mat training.

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

EMS Battalion Chief Duggan stated that District staff responded to approximately 510 emergency medical incidents since the October Board meeting. Board President Yancey, along with staff attended the EMS Survivor luncheon stating what a very nice ceremony it was.

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

Battalion Chief Aguiar reported that external painting was completed at Stations 38 and 31 and that the Type 5 Engines were due in to the District sometime this week. Board President Yancey would like to look at the engines when they are complete.

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

Battalion Chief Aguiar stated that 92% of inspections have been completed.

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

Director of Emergency Communications Pangelinan stated that staff completed the transition to the new CrewSense staffing software, and that Public Safety Power Shutoff maps were created by staff. Director Kerr stated how useful the maps are.

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

Director of Human Resources Korthamar Wong discussed the recent Firefighter/Paramedic interviews and background checks that occurred, as well as annual flu shots being provided to all staff.

- 10.7 Finance Division – Finance Consultant Ken Campo  
Monthly Finance Report of monthly activities.

Financial Consultant Campo highlighted his monthly report stating that staff met with the District's property tax consultant discussing 2019/20 tax revenue analysis. Controller Hatfield proceeded with a power point presentation discussing the general fund, ambulance revenue, OPEB and Pension status.

- 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 transition/rotation of Chief Selover and Chief Aguiar, a public safety roundtable he attended as well as town hall meeting with Blackhawk residents. Chief Meyer also informed the board of the upcoming retirement of Pat Frost who has worked with the District on 201/222 rights.

**11. GOOD OF THE ORDER**

Chief Meyer stated that Human Resources Director Korthamar Wong would be out on maternity leave until May 2020.

Board President Yancey thanked staff for the Fill the Boot event recently held at the City Center and thanked resident Don Reid for donating a wreath from a Dublin San Ramon Women's Club event to the District.

Director Kerr thanked staff for ordering the useful home window stickers regarding saving pets in an emergency stating that our citizens would appreciate them also.

**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.

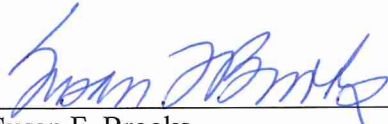
**14. RETURN TO OPEN SESSION**

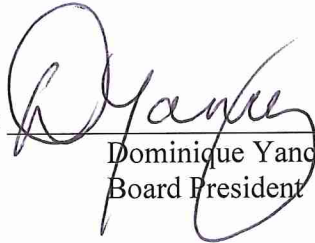
**15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)**

There was no reportable action with respect to the matters considered in Closed Session.

**16.ADJOURNMENT**

The regular meeting adjourned at 4:10 p.m. The Board adjourned to Closed Session at 4:16 p.m. with the Closed Session and meeting concluding at 4:50p.m.

Prepared by:   
Susan F. Brooks  
District Clerk

Approved by:   
Dominique Yancey  
Board President