

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)
April 22, 2020 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: Teleconference

Board Members Present: Board President Parker, Directors Crean, Kerr, Stamey and Yancey.

Staff Present: Fire Chief Meyer, Deputy Chief Drayton, Director of Emergency Communication Pangelinan, EMS Battalion Chief Duggan, Battalion Chief Aguiar, Controller Hatfield, Technology Systems Manager Call, District Counsel Ross, Financial Consultant Campo, HR Generalist Tamori-Ward and District Clerk Brooks and District Clerk Martin.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Retired Deputy Chief, Lon Phares led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and several changes to the agenda.

4. PUBLIC COMMENT

None.

5. CONSENT CALENDAR

Director Stamey moved approval of the Consent Calendar with the exception of Consent Item Nos. 5.2 & 5.4, which will be brought back at a future meeting. Director Kerr seconded the motion. Motion carried by roll call vote.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Introduction of Shelley Martin, Part-Time District Clerk.

Chief Meyer introduced Shelley Martin as the new part-time District Clerk and provided a brief background. Ms. Martin stated that she is happy to be working at the Fire District.

7. OLD BUSINESS

7.1 2019-20 Budget Update and approval of budget adjustments listed in the staff report.

Finance Consultant Campo reviewed the 2019-20 Budget update. Mr. Campo addressed concerns by the Board regarding the possibility of future property tax reductions and reduced transports due to the COVID19 and Finance will run different scenarios addressing the issues to bring back to the Board at a later date. Mr. Campo also discussed CCCERA contributions going forward and also provided a slide presentation reviewing the General Fund revenue and expenditure budgets.

Finance Consultant Campo and Controller Hatfield also reviewed the monthly Finance activities for February and March 2020.

Motion by Director Crean to approve the budget adjustments as listed in the staff report. Director Yancey seconded the motion. Motion carried by roll call vote.

8. NEW BUSINESS

8.1 Update on COVID 19 Pandemic.

Chief Meyer thanked EMS staff for the great job they have done responding to the COVID19 pandemic. EMS staff reviewed their presentation and continues to provide weekly updates regarding COVID19. Items discussed were antibody testing, employee safety and community education and outreach is key. Director Stamey suggested that this information be included on the District website. The Board thanked EMS staff for the great job they have been doing.

8.2 Consideration of Policy Designating Job Classifications as Exempt from the Families First Coronavirus Response Act.

Chief Meyer provided the background on this item, discussing certain employee leaves regarding essential service workers and referred to the policy included with the staff report.

Motion by Director Stamey to approve this policy. Director Kerr seconded the motion. Motion carried by roll call vote.

8.3 Consideration of Emergency Leave Policy.

Chief Meyer proved the background on this item, mentioning that the District wants to take care of their First Responders safely. Financial Consultant Campo reviewed the policy as described in the staff report. Discussion followed.

Motion by Director Yancey to approve this policy. Director Crean seconded the motion. Motion carried by roll call vote.

8.4 Approval of Reimbursement Resolution No. 2020-01 – Station 34 Remodel & Tiller Truck Acquisition.

Chief Meyer discussed the adjustments in the resolution language with Finance Consultant Campo stating this Resolution gives the District the ability to reimburse ourselves should we go forward the financing outlined in the staff report.

Motion by Director Kerr to approve Resolution No. 2020-01. Director Stamey seconded the motion. Motion carried by roll call vote.

8.5 Approve Resolution No. 2020-02 for the 2020 Exterior Hazard Abatement Program.

Deputy Chief Drayton provided the background for this essential program dealing with wildland fires in California. Director Yancey asked about the District working with property owners regarding abatement. Deputy Chief Drayton concurred that the District will work closely with district property owners.

Motion by Director Kerr to approve Resolution No. 2020-02. Director Stamey seconded the motion. Motion carried by roll call vote.

8.6 Authorization to enter into an agreement with Ramos Oil Company for Bulk Fuel Services.

Deputy Chief Drayton provided the background information, discussing fuel usage by the District and the City of San Ramon. Chief Drayton stated that an RFQ for fuel services was issued in March 2020 and the District decided to contract with Ramos Oil Company. This contract will be renewed annually.

Motion by Director Yancey to enter into an agreement with Ramos Oil Company for Bulk Fuel Services. Director Kerr seconded the motion. Motion carried by roll call vote.

At this time during the meeting, the Board took a 10-minute break

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Board President Parker acknowledged the nice letters included in the Board packet this month.

10. MONTHLY ACTIVITY REPORTS

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

Deputy Chief Drayton provided his monthly report activities for February and March 2020, including several live burns and that Hazmat Training has been completed.

10.2 EMS – Battalion Chief, Jim Selover
EMS Report of monthly activities.

Battalion Chief Selover provided his monthly report of activities for February and March 2020, highlighting the COVID19 workload and the 726 medical incidents staff has responded to since the February Board meeting.

10.3 Logistics – Interim Deputy Chief Duggan
Logistics Report of monthly activities.

Interim Deputy Chief Duggan provided his monthly report of activities for February and March 2020, mentioning that the outfitting of old Station 32 is complete, and the

acquisition of trailers were secured for staff use within the District to allow social distancing during the COVID19 pandemic.

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

Interim Deputy Chief Duggan provided his monthly report of activities, highlighting that FLSD staff are delivering groceries to needy seniors and food banks. New construction inspections have been suspended temporarily due to COVID19. Chief Meyer complimented FLSD and EMS on their great job working with residential care facilities during this pandemic.

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

Director of Emergency Communications Pangelinan provided her monthly report of activities, highlighting the upgrades at the Communication Center, the creation of new training videos, and the prescreening of EMS calls. Director Parker complimented the Communications Division on their good work.

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

Human Resources Generalist Tamori-Ward highlighted her monthly report of activities discussing the recent District Aides recruitments as well as Captain/Engineer Chief interviews. Director Parker complimented Human Resources on their good work.

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

Finance Consultant Ken Campo and Controller Hatfield discussed Finance's monthly activities earlier during Item 7.1.

- 10.8 Fire Chief – Fire Chief, Paige Meyer

Chief Meyer provided his monthly report stating that all volunteer programs have been suspended due to the COVID19 pandemic. Chief Meyer also discussed that the upcoming Board retreat/workshops and Board subcommittee meetings will be rescheduled within the next 30 days. At this time, Chief Meyer thanked the Board for their continued support for District employees and this support was echoed by our union president.

11. GOOD OF THE ORDER

12. UPCOMING CALENDAR OF EVENTS

- 12.1 The Board and staff reviewed the upcoming calendar of events.

13. CLOSED SESSION

13.1 This item was deleted from the agenda.

14. RETURN TO OPEN SESSION - N/A

15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable) - N/A

16. ADJOURNMENT

The regular meeting concluded at 3:40 p.m.

Prepared by: Shelley Martin
Shelley Martin
District Clerk

Approved by: Don Parker
Don Parker
Board President