

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)  
AUGUST 26, 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:** President Parker, Vice President Stamey, Directors Yancey and Kerr.

**Board Member Absent:** Director Crean.

**Staff Present:** Fire Chief Meyer, Deputy Chief Drayton, Director of Emergency Communications Pangelinan, Interim Deputy Chief Duggan, Battalion Chief Aguiar, Battalion Chief Selover, Retired Deputy Chief Lon Phares, Controller Hatfield, EMS Coordinator Begin, Technology Systems Manager Call, District Counsel and District Clerk Sakai, Financial Consultant Campo, and HR Director Wong.

**Others Present:** Jeff Katz (Jeff Katz Architecture)

**1. CALL TO ORDER**

President Parker chaired the meeting and called for order at 1:40 p.m.

**2. PLEDGE OF ALLEGIANCE**

Battalion Chief Selover 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**

Motion by Director Yancey to approve Consent Calendar Items 5.1 through 5.10. Director Stamey seconded the motion. Motion carried by roll call vote, with Director Crean absent.

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

6.1 Introduction of Jeanne M. Zolezzi and Stephanie E. Sakai of Herum\Crabtree\Suntag, Temporary District Counsel/District Clerk.

Chief Meyer introduced new District Counsel and District Clerk Attorneys Jeanne Zolezzi and Stephanie Sakai from Herum\Crabtree\Suntag.

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6.2 Public Safety Building Complex Update (Special Presentation by Jeff Katz).

Architect Jeff Katz provided a special presentation on the Public Safety Building Complex (PSC) for the Board. Architect Katz answered inquiries regarding the following:

- Director Kerr about cooperation from the Planning Department and the City;
- Director Stamey about the practicability of EOC 2<sup>nd</sup> floor skylights for energy conservation;
- Director Stamey about identification of security measures for unauthorized access, power sources.
- Director Yancey about division of EBMUD responsibilities and Architect Katz confirmed one bill but internally there will be meter-based identification of usage;
- Director Yancey about landscaping expenses and drought-resistant landscaping. Chief Meyer will look into division of landscaping expenses;
- Director Yancey about the PSC locker rooms and restrooms layout; and
- Director Yancey about call-taking lights and energy efficiency of PSC.

The Board took a 5-minutes recess at 2:44 p.m.

7. **OLD BUSINESS**

7.1 Approval of payment to WorldPoint for American Heart Association certification courses for licensing and accreditation for District personnel in the amount of \$35,923.50.

Chief Meyer recognized the Board-directed goal to provide in-house training of District personnel, (particularly paramedics) resulting in consistent, quality training. Chief Meyer acknowledged EMS Coordinator Laura Begin, Interim Deputy Chief Duggan and Battalion Chief Selover for their efforts on securing the in-house training program. Chief Meyer anticipates the in-house training and changes in the EMS Division will improve the District's service. Battalion Chief Selover acknowledged the program's benefit of controlling classroom setting and cost-savings for the District. EMS Coordinator Begin confirmed bringing the training in-house with a larger training center partnering with the American Heart Association will result in a cost per course savings rate of \$118 per course (previously outside training courses were offered at \$180-200 per course, exclusive of materials). Chief Meyer said this program has been well received. Chief Meyer expressed gratitude to the Board for allowing the District to provide this in-house training to the Staff.

Motion by Director Stamey to approve payment to WorldPoint for American Heart Association certification courses for licensing and accreditation for District personnel in the amount of \$35,923.50. Director Kerr seconded the motion. Motion carried by roll call vote, with Director Crean absent.

8. **NEW BUSINESS**

8.1 Resolution of the Board of Directors of the San Ramon Valley Fire Protection District Authorizing Delivery and Sale of Certificates of Participation in the Maximum Principal Amount of \$45,000,000 to Finance Public Safety Project, Training Center Facility and Station 34 Renovation Improvements, and Approving Related Documents and Actions.

Financial Consultant Campo informed the Board this resolution is the companion resolution to the resolution approved earlier by the Financing Corporation Board and that this resolution is approving the

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District's side of the transaction with the same documents involved with the exception of the assignment agreement.

Motion by Director Yancey to approve Resolution No. 2020-08 Resolution of the Board of Directors of the San Ramon Valley Fire Protection District authorizing delivery and sale of certificates of participation in the maximum principal amount of \$45,000,000 to finance Public Safety Project, Training Center Facility and Station 34 Renovation Improvements, and approving related documents and actions. Director Kerr seconded the motion. Motion carried by roll call vote, with Director Crean absent.

8.2 Resolution of the Board of Directors of the San Ramon Valley Fire Protection District Authorizing the Release of Property from the Lease Relating to 2015 Certificates of Participation, and Approving Related Documents and Actions.

Financial Consultant Campo identified this as a related transaction releasing over-collateralized assets from the 2015 Certificates of Participation. With the increase in value of assets, Stations 34 and 35 will now be released from securing that earlier transaction.

Motion by Director Kerr to approve Resolution No. 2020-09 Resolution of the Board of Directors of the San Ramon Valley Fire Protection District authorizing the release of property from the lease relating to 2015 certificates of participation, and approving related documents and actions. Director Stamey seconded the motion. Motion carried by roll call vote, with Director Crean absent.

8.3 Authorize Fire Chief to enter into an Agreement with ImageTrend Inc. to provide Records Management System Software for ePCR, NFIRS, and FLSD.

Chief Meyer informed the Board that the ImageTrend system is an improvement and update to the District's current system, creating greater time efficiency, extraction of data, and analytics review. Retired Deputy Chief Phares provided a brief report of the District's history for securing a vendor for all three platforms, thoroughly reviewing multiple vendors, and receiving positive feedback from other agencies. Retired Deputy Chief Phares also stated this system will provide the District with cost savings; net cost down \$15,000 and no impact to General Fund. Director Kerr confirmed with Chief Phares if the annual cost includes maintenance and future upgrades to keep the system current.

Motion by Director Stamey to approve Fire Chief or Staff to execute a contract with ImageTrend Inc. to provide Records Management System Software for ePCR, NFIRS, and FLSD not to exceed \$44,783.00. Director Kerr seconded the motion. Motion carried by roll call vote, with Director Crean absent.

8.4 Accept Contra Costa County Grand Jury Report No. 2007 "Wildfire Preparedness in Contra Costa County" and authorize an appropriate response to the Grand Jury Report

Chief Meyer explained to the Board the purpose of the Grand Jury Report, the findings, and the District's response to the Grand Jury Report. President Parker stated that he agreed with Chief's Meyer's interpretation of the Grand Jury Report. Director Yancey agrees with President Parker and appreciates the hard work done by the Grand Jury and districts, and the response provided by Chief Meyer and the District Staff to the findings of the Grand Jury.

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

There were several letters of appreciation and support from members of the community.

## **10. MONTHLY ACTIVITY REPORTS**

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

Deputy Chief Drayton provided his monthly activities report for June and July 2020, including detailed information about the current situation of the California wildfires (a drastic uptake from last year). The District has sent multiple resources (including an engine, task forces, personnel) to assist other counties with the wildfires. Chief Meyer thanked the Board for allowing the District to be aggressive in the District's up staffing during red flag warnings, lightning strikes, COVID-19 and for the Board's support in allowing the District to make decisions for the benefit of the community. Chief Meyer also acknowledged the hard work of the firefighters in the field faced with challenges that have not been seen in the past and offered respect to the District Staff. President Parker also acknowledged the District Staff and all the other districts for their fantastic jobs and for being highly training and efficient; he is very happy to have them.

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

Battalion Chief Selover provided his monthly activities report for June and July 2020, including EMS Policy review and updating, EMS Academy 2020-2 Planning, AHA courses and internal program implementation planning. Battalion Chief Selover and EMS Coordinator Begin provided a brief COVID-19 Activities Update presentation, including information about statistics, five indicators that Contra Costa County Public Health uses to measure the County's COVID-19 progress, and residential care facilities (RCF). Chief Meyer emphasized the District's early identification that the most vulnerable population would be those in RCF and the District's self-sufficiency in regularly monitoring local RCF. Chief Meyer thanked EMS Interim Deputy Chief Duggan and EMS for its proactive monitoring and diligent review of County RCF COVID-19 infection reports. Director Kerr confirmed with EMS Coordinator Begin District protocol to protect troops returning from wildfires from COVID-19 infection such as testing. President Parker recognized the District's EMS Division is facing a firestorm and commended the District's training to maintain safe practices. Director Kerr confirmed with EMS Coordinator Begin if another spike in infection is anticipated due to the wildfires. EMS Coordinator Begin reiterated the District's commitment to staying on top of things through proactive efforts for obtaining information from County Public Health.

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

Interim Deputy Chief Duggan provided his monthly activities report for June and July 2020, including updating about water and soil monitoring testing at Old Station 32, the District's report to the Water Quality Control Board with a request to close the case, and Pre-Build design for the new truck.

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

Interim Deputy Chief Duggan provided his monthly activities report for June and July 2020, including exceeding goals for average turnaround time for plan submittals and annual compliance inspections. Interim Deputy Chief Duggan thanked the FLSD for making progress. Director Stamey confirmed safety protocols for COVID-19. Director Kerr commended the turnaround times as a good service to the community. Chief Meyer acknowledged Interim Deputy Chief Duggan's FLSD accomplishments.

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

Director of Communications and Technology Pangelinan provided her monthly activities report for June and July 2020, including the Rapid Deploy 911 Radius Plus which should be going "live" within the next week, annual inspection and testing Emergency Call Boxes at all District facilities, mapping of fire stations in Contra Costa County and Alameda County, topographic mapping of Fire Hazard Severity Zones with high voltage powerline locations for Emergency Preparedness Coordinator (supports preparation of evacuation maps), Communications Reserve drill meetings suspension, Technology outfitted and updated systems, and planning meetings for EOC Building and IT support with City of San Ramon. Director Kerr addressed concern for busy signal for 911 call on I-680 with Director of Communications and Technology Pangelinan. Director of Communications and Technology Pangelinan confirmed 911 calls on the highway are directed to the CHP which may have busy signals especially with multiple calls at the same time. Director Yancey confirmed the 7-digit emergency number (925) 838-6691 if on the highway within the District's jurisdiction to reach the District's dispatch center directly. Director of Communications and Technology Pangelinan stated if not on the highway, dial 911.

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

HR Director Wong thanked HR Generalist Tamori-Ward for assisting while Director Wong was on leave. HR Director Wong provided her monthly activity report for June and July 2020, including Firefighter Paramedic and Public Safety Dispatcher recruitments, participation in demonstration of District's electronic performance evaluation software, and continued review of document management vendors.

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

Controller Hatfield provided the Finance monthly activities report for June and July 2020, including working on calculation of CCERA contributions, completing valuation for CERBT and OPEB, and continuing tracking of expenditures related to COVID-19 expenditures for reimbursement.

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

Chief Meyer provided an update on Sunset Development's 4,000-unit development near City Center, specifically the conditions of approval benefitting the District and the District's opportunity to discuss the impacts of the 10,000 residents through this development. Chief Meyer also announced 5-6 new firefighters starting with the District next week and welcomed Letty Najera to the District team. Chief Meyer, Deputy Chief Drayton, and Battalion Chief McNamara recently participated in a Mayor's Breakfast Video relating to California wildfires. Chief Meyer announced the first kickoff meeting to meet the Board's goal for District reorganization and optimization. Chief Meyer also announced for Board members the opportunity to attend a briefing and tour of the Alameda County Base Camp for wildfires on Friday at 11 a.m. Lastly, Chief Meyer announced recent District promotions and his excitement for leadership across the board.

**11. GOOD OF THE ORDER**

None.

**12. UPCOMING CALENDAR OF EVENTS**

- Labor Day Holiday – Monday, September 7, 2020
- Admissions Day – Wednesday, September 9, 2020 (Floating Holiday)

The Board took a recess at 4:32 p.m. and entered Closed Session at 4:45 p.m.

**13. CLOSED SESSION**

- 13.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
California Government Code Section 54956.9(d)(1):

PG&E CO. v. SRVFPD and ALL PERSONS INTERESTED IN THE VALIDITY OF  
ORDINANCE NO. 35 OF SRVFPD, Case No.: MSN19-2458.

- 13.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to California Government Code Section  
54956.9(d)(2): 5 potential cases. Facts and circumstances that might result in litigation need not  
be disclosed.

**14. RETURN TO OPEN SESSION**

The Board returned to Open Session at 6:39 p.m.

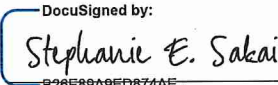
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**15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)**

President Parker announced there was no reportable Board action from Closed Session.

**16. ADJOURNMENT**

The regular meeting concluded at 6:40 p.m.

Prepared by:   
Stephanie E. Sakai  
District Clerk

Approved by:   
Don Parker  
Board President