

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)
SEPTEMBER 23, 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, Kerr and Crean.

Board Member Absent: None.

Staff Present: Fire Chief Meyer, Deputy Chief Drayton, Director of Emergency Communications Pangelinan, Interim Deputy Chief Duggan, Deputy Chief Selover, Professional Advisor 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: Consultants Jeff Katz and Christie Jewett.

1. CALL TO ORDER

President Parker chaired the meeting and called for order at 1:01 p.m.

2. PLEDGE OF ALLEGIANCE

Fire Chief Paige Meyer led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

There was a quorum and removal of Agenda Item 8.4.

4. PUBLIC COMMENT

None.

Director Ryan Crean congratulated the District's new firefighters.

5. CONSENT CALENDAR

Motion by Director Crean to approve Consent Calendar Items 5.1 through 5.6. Vice President Stamey seconded the motion. Motion carried by roll call vote.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Update on Pension and Other Post-Employment Benefits (OPEB) Unfunded Liabilities.

Chief Meyer introduced the presentation as an opportunity for the Board to see the positive changes made in the District's unfunded liabilities. Controller Hatfield provided a detailed presentation of an update of

Board Minutes September 23, 2020

Page 2 of 6

unfunded liabilities for pension and OPEB. Chief Meyer acknowledged the District's ability to work collectively with the Board to establish a solid position to look at the District's liabilities. Financial Consultant Ken Campo emphasized the District's focus is on OPEB so the funding status will be closer to pension. President Parker would like to see continuation in the direction that has been taken. Director Kerr recognized the positive changes made since hiring Chief Meyer, and complimented Chief Meyer, Financial Consultant Ken Campo and District staff on a great job and encouraged the continued trend to pay off the liabilities. There was unanimous consensus among the Director's to prioritize OPEB.

6.2 Public Safety Building Complex Update.

Architect Jeff Katz and Christie Jewett provided a presentation to update the Public Safety Building Complex (PSC) for the Board, including a 3-D walk through. Architect Katz answered inquiries regarding the following:

- Director Kerr asked if there were any outstanding CEQA issues. Architect Katz responded that there were minor modifications made which were approved by the City;
- Vice President Stamey inquired about the Boardroom set-up, building exterior logo, capability for future technology, and staff input regarding work stations; further asking for confirmation of standard (non-custom) features and if the PSC is the "best design" from an architect's perspective. Architect Katz confirmed he is presenting the most efficient, functional facility with the flexibility to serve the District and City for the years to come;
- Director Kerr asked if Architect Katz has a good relationship with DNI. Architect Katz affirmed;
- Director Yancey inquired about the security of the PSC, if the building has been reviewed by the Police Department to prevent intrusions into the building; Director of Emergency Communications Pangelinan and Architect Katz stated a list of security measures;
- President Parker expressed his concern for vandalism outside the fence and if it was a public area; Architect Katz will look into pushing the fence back from the PSC;
- President Parker is concerned about the glass in a seismic event. Architect Katz confirmed the design will accommodate movement during a seismic event; and
- Director Crean confirmed if Architect Katz is working cooperatively with the San Ramon Police Department; Architect Katz responded that he is working the San Ramon Police Department.

Chief Meyer reiterated the District's understanding and idea to have capacity and no nonsense approach to make this work and remaining focused on the cost. Chief Meyer appreciates his staff keeping this in mind.

7. **OLD BUSINESS**

7.1 Update on Old Station 32 and Letter to Water Quality Control Board regarding Fourth Quarter Groundwater and Soil Gas Monitoring Report and request for case closure at residential limits.

Chief Meyer noted a typo in the Board packet and explained that the corrected letter was sent to the Water Quality Control Board. He also reiterated the purpose of this Agenda item is to keep the Board informed and give the Board options regarding the use of this land.

Board Minutes September 23, 2020

Page 3 of 6

8. NEW BUSINESS

- 8.1 Adopt the Internal Recruit & Retention Training Policy and Approve education costs in the amount of \$100,000.00.

Chief Meyer introduced the Internal Recruit & Retention Training Program with the purpose to increase the District's recruitment and retention for Firefighter Paramedics. Chief Meyer noted that the Board initially embraced and encouraged that a program be established. Chief Meyer recognized the District's record of a diverse work force from the best recruits and looks forward to this Program to support that. Professional Advisor Phares provided the Board with a brief overview of the Program. Director Yancey asked about the age of the recruits. Chief Meyer will interview program recruits making sure they are qualified for the program and placing them in the best position to succeed so there is no specific age, although they must be 18 or older. Directory Yancey suggested approaching high school counselors to introduce this Program to educate young recruits about the steps required to enter the fire service, making presentations to the community colleges in the area, highlighting this Program on the District's web site, and promoting on social media outreach. Director Stamey expressed his appreciation for this Program to retain good, talented people and looks forward to what can be accomplished by this Program. Director Crean inquired about the hardship for reimbursement for expenses from a recruit that fails out of the Program; he would like to see some flexibility in that regard; Chief Meyer stated that these issues have been recognized and the District's intent is to be compassionate and work with the recruits. President Parker suggested working through iQuest for recruitment and considering the recruitment of young veterans.

Motion by Vice President Stamey to adopt the Internal Recruit & Retention Training Policy and approve education costs in the amount of \$100,000.00. Director Crean seconded the motion. Motion carried by roll call vote.

- 8.2 Authorize District staff to amend the existing agreement with Definitive Networks, Inc. for additional monthly IT professional services not to exceed \$34,732 per month for a term of 60 months.

Chief Meyer introduced the DNI contract which allows the District to more effectively operate the District's Communication Center and best address the growing technological needs of the District. Director of Emergency Communications Pangelinan explained to the Board some of the additional IT professional services benefits, including the District purchasing new virtualized hardware, having the network design and support as advantageous for the District, and the helpfulness of the extensive knowledge and technical expertise in IT areas over the past 12 months.

Motion by Kerr to authorize District staff to amend the existing agreement with Definitive Networks, Inc. for additional monthly IT professional services not to exceed \$34,732 per month for a term of 60 months. Crean seconded the motion. Motion carried by roll call vote.

- 8.3 Approve and Authorize Fire Chief, or designee, to accept the Assistance to Firefighters Grant Program – COVID 19 Supplemental grant award through the U.S. Department of Homeland Security and Federal Emergency Management Agency.

Board Minutes September 23, 2020

Page 4 of 6

Chief Meyer explained that this is an opportunity to accept the grant and thanked staff for their due diligence for taking advantage of opportunities to help local government in unplanned situations like COVID-19.

Motion by Crean to approve and authorize Fire Chief, or designee, to accept the Assistance to Firefighters Grant Program – COVID 19 Supplemental grant award through the U.S. Department of Homeland Security and Federal Emergency Management Agency. Kerr seconded the motion. Motion carried by roll call vote.

8.4 Approve the Pro-teq Systems, Inc. proposal for the installation and maintenance of an Earthquake Warning System in the amount of \$255,900.00.

Removed from the Agenda.

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 August 2020, including completing paramedic chief, battalion chief, captain, engineer interviews, and noting promotions; completing pre-construction meeting for a new truck; and attending multiple Zoom meetings for operations.

10.2 EMS – Deputy Chief Jim Selover
EMS Report of monthly activities. COVID-19 update for Contra Costa County.

Deputy Chief Selover provided his monthly activities report for August 2020, including a COVID-19 update for Contra Costa County. Chief Meyer provided additional information about pushback from residential care facilities that there is fatigue from the District calling twice a week. Chief Meyer believes these RCF are the most at risk, and reiterated that the intent of the District is to do what is best for the community to keep those residents safe. Chief Meyer further stated that the District will remain respectful and professional in communicating with the RCFs.

10.3 Logistics – Battalion Chief John Duggan
Logistics Report of monthly activities.

Battalion Chief John Duggan provided his monthly activities report for August 2020, including resolving a water issue which will therefore decrease billing next month, and the arrival in LA of Ladder Truck 525 for repairs lasting 90-120 days.

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

Board Minutes September 23, 2020

Page 5 of 6

Battalion Chief Duggan provided his monthly activities report for August 2020, including District's turnaround time (time to receive plans from clients and return them after review and submittal) with state goal of 30 days and District goal of 10 days; however, the District's turnaround time last month plans or all 36 was 1 day and 19 hours and applauds the FLS division for making that happen. Battalion Chief Duggan also recognized inspectors' diligence to complete inspections and being on target to complete 100% of the inspections. President Parker asked if the District receives paper plans; Duggan said there was only one paper submittal in past months and that paper plans are now the least common submission.

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

Director of Emergency Communications, Denise Pangelinan provided her monthly activities report for August 2020, including assignment and work with SCU Lightning Complex, maintaining social media postings about red flag warnings and air quality, updating response plans to include Type 6, assisting EMS academy in technology presentation, preparing for station alerting, completing WiFi upgrade for Fire Administration Building.

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

Human Resources Director Natalie Korthamar Wong provided her monthly activities report for August 2020, including promotional interviews, mental health component to add to the annual wellness fitness evaluation.

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

Finance Consultant Ken Campo informed the Board of the District's work on the 2020 Certificates of Participation association with financing the PSC and training site project. Financial Consultant Campo reported to the Board that the bonds went out to the market this morning and there was over \$175 million in orders for \$35.4 million bonds with significant demand and "vigor" for the bonds. Moody's reaffirmed AA2 rating and acknowledged the District as highest rated fire district in state of CA. Financial Consultant Campo acknowledged the Board and the Chief for putting the District in a position for the bonds to be so well received in the market. Controller Hatfield provided the monthly Finance activities report for August 2020. Director Crean acknowledged the District's financial team in doing great work on the bonds.

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

Chief Meyer informed the Board there have been station visits for collaboration, encouraging moral, which has been well received and positive for communicating with the troops at the station. Chief Meyer informed the Board about Measure X for information purposes which will be on ballot in November (one half cent sales tax for the County, effective January 1, 2021, promising money for the County hospital, social programs, emergency preparedness, including firefighting). Chief Meyer has his concern and is not advocating for or against Measure X; he is providing informational awareness that this is a general tax and it is unclear how funds will be distributed. Chief Meyer asked the Board to do their own research and

Board Minutes September 23, 2020
Page 6 of 6

realize that Measure X is stating money will be passed on to fire, but the details are. Financial Consultant Campo states Measure X is a general tax requiring 50% approval, but there's no guarantee where the money is distributed. The distribution is determined by the County Board of Supervisors.

11. GOOD OF THE ORDER

None.

12. UPCOMING CALENDAR OF EVENTS

- Columbus Day – Monday, October 12, 2020 (Floating Holiday)

Chief Meyer invited the Board to a key ceremony for a military member who is getting keys to a home which will include a presentation; this recognizes Veterans who are severely wounded and is a heartfelt story. Chief Meyer encourages the Board to attend and will forward the information to the Board.

The Board took a recess at 3:35 p.m. and entered Closed Session at 3:45 p.m.

13. CLOSED SESSION

13.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2): 8 potential cases. Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

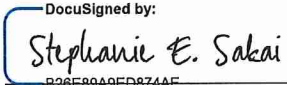
The Board returned to Open Session at 5:15 p.m.


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 5:15 p.m.

Prepared by: 
Stephanie E. Sakai
District Clerk

Approved by: 
Don Parker
Board President