

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)  
OCTOBER 28, 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, Director of Emergency Communications Pangelinan, Battalion 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, HR Director Wong, Information Systems Technician Phil Duncan, and Emergency Preparedness Coordinator Ron Marley.

**Others Present:** Consultants Jeff Katz and Christie Jewett.

**1. CALL TO ORDER**

President Parker chaired the meeting and called for order at 1:07 p.m.

**2. PLEDGE OF ALLEGIANCE**

President Parker 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**

Director Stamey commented that the investment reports under Agenda Item 5.4 are impressive.

District Counsel and District Clerk Sakai read into the record the following non-substantial modifications to the September Minutes:

Section 10.4, first sentence should read: Battalion Chief Duggan provided his monthly activity report from August 2020, including District's turnaround time (time to receive plans from clients and return them after review and submittal) with stated goal of 30 days and District goal of 10 days; however, the District's turnaround time last month for all 36 plans was 1 day and 19 hours and applauds the FLS Division for making that happen.

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Section 10.8, fourth sentence should read: Chief Meyer asked the Board to do their own research and realize that Measure X is stating money will be passed on to fire, but the details are not clear.

Motion by Director Yancey to approve Consent Calendar Items 5.1 through 5.7. Vice President Stamey seconded the motion. Motion carried unanimously by roll call vote.

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

### **6.1 Public Safety Building Complex Update.**

Architect Jeff Katz and Design Manager Christie Jewett provided a presentation of the Public Safety Building Complex (PSC), including a status update and a 3-D walk through. Chief Meyer reported meeting with the San Ramon City Council yesterday on behalf of the District and Board to provide a presentation and update on the status of the last three months of the PSC project. Jeff Katz informed the Board that he is moving forward with construction documents and turning in a 75% complete set to the Building Department for coordination and review. The official Building Department submittal will be in December, the project will go out to bid in February, and an award and start of construction timeframe of March-April. Chief Meyer said City of San Ramon's Public Works has a good plan with almost seamless timing of plans, bids, and construction with the completion of City Hall remodel activities.

## **7. OLD BUSINESS**

7.1 Approve amendments to the 2019 District Emergency Operations Plan (EOP) and addition of the Pet and Small Animal Emergencies Standard Operating Guideline (SOG) annex to the EOP; and further authorize the Fire Chief to make minor changes to the EOP and SOG that do not alter their intent, scope, guidance, or direction.

Chief Meyer thanked the Board for their patience in the development of the District's EOP. Emergency Preparedness Coordinator (EPC) Ron Marley provided a presentation of the minor clarifying changes made to the EOP 2020. Also, EPC Marley discussed the addition of the Pet and Small Animal Emergencies Standard Operating Guideline. He said this addition represents a change in society reflecting the importance of pets. EPC Marley thanked Professional Advisor Lon Phares and Director Kerr for their hard work and contributions on the EOP. Chief Meyer also recognized Director Kerr's contributions from his front line experience with emergency veterinarian services. Chief Meyer emphasized that the EOP shows the District's commitment to life, including the life of pets. Director Kerr complimented the District and Professional Advisor Phares on putting together the EOP and understanding the importance of a current emergency preparedness plan that also incorporates pets. President Parker also complimented the staff for putting together this important "living" document and would like to see the EOP integrated in study materials for promotions. President Parker asked if the EOP addresses pets in shelters. EPC Marley informed the Board the EOP does not incorporate this because the District does not have authority over what happens, but believes these issues will be addressed as emergency procedures under state law through OES. Director Kerr said the Red Cross is now incorporating pets in shelters which shows the importance of this issue.

Motion by VP Stamey to approve amendments to the 2019 District Emergency Operations Plan (EOP) and addition of the Pet and Small Animal Emergencies Standard Operating Guideline (SOG) annex to the EOP; and further authorize the Fire Chief to make minor changes to the EOP and SOG that do not alter

their intent, scope, guidance, or direction. Director Kerr seconded the motion. Motion carried unanimously by roll call vote.

## 8. NEW BUSINESS

- 8.1 Authorize District staff to enter into an agreement with Jeff Katz Architecture for architectural services for the Public Safety Complex in an amount not to exceed \$1,635,000 and further authorize Chief Meyer to negotiate amendments to the agreement up to 1.5% of the basic services fixed fee (or \$25,000), and requiring Board approval for cumulative amendments greater than 3.0% (or \$50,000).

Chief Meyer briefly explained the services being provided by Jeff Katz Architecture (JKA) for the PSC. Chief Meyer confirmed with Mr. Katz that his E&O insurance coverage is up to \$5 million and that the documents could be adjusted to reflect that language. Director Stamey asked if JKA liability insurance was enough to cover the District for this project. Mr. Katz confirmed it is and that JKA coverage is up to \$5 million which is reflected on the certificate provided to the District; he stated he could adjust language in the agreement to reflect that. Mr. Katz further reassured the Board that the District has enough coverage for this project, unusual incidents, hazardous environment issues, and “almost anything you can imagine.” He said that the District is an additional insured on JKA’s policy; he reiterated that the Board is protected through JKA coverage, including on design issues. Director Kerr asked Mr. Katz if the cost estimates reflect expected bids, and whether using a construction-manager-at-risk bid approach would be preferable over the design-bid-build approach. Mr. Katz is confident with a project of this size the best approach is a more traditional design-bid-build delivery method to get the most competitive bid on bid day. He is also confident with his third-party cost estimates. Chief Meyer reiterated the District’s continued emphasis and efforts to stay within the budgeted costs. Mr. Katz informed the Board for projecting the February-March timeframe, he feels very confident he is accurately presenting what the bids will be.

Motion by Director Yancey to authorize District staff to enter into an agreement with Jeff Katz Architecture for architectural services for the Public Safety Complex in an amount not to exceed \$1,635,000 and further authorize Chief Meyer to negotiate amendments to the agreement up to 1.5% of the basic services fixed fee (or \$25,000), and requiring Board approval for cumulative amendments greater than 3.0% (or \$50,000). Director Kerr seconded the motion. Motion carried unanimously by roll call vote.

- 8.2 Authorize District staff to enter into an agreement with Jeff Katz Architecture for architectural services for Station 34 Improvements in an amount not to exceed \$345,000 and further authorize Chief Meyer to negotiate amendments to the agreement up to 3.0% of the basic services fixed fee (or \$10,000), and requiring Board approval for cumulative amendments greater than 5.0% (or \$17,000).

Chief Meyer explained this is a large remodel and massive addition for Station 34, turning the current apparatus bay into dorms and living space, and then constructing a new apparatus bay with the length and capacity to house one ambulance, one engine, and one truck. There will be a big change to the number of personnel at this station. Chief Meyer further notes as a part of Sunset Development’s Conditions of Approval, they have agreed to pay for 50% of this project, roughly \$1.7 million. Chief Meyer also said this remodel will accommodate City Center growth and the 4,500 homes to be constructed. Finally, Chief Meyer informed the Board of a correction to page 2 of Agenda Item 8.2 Staff Report under Financial Impacts - the first sentence should be revised to read: Basic services fixed fee of Three Hundred and Forty-Five Thousand Dollars (\$345,000).

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Director Stamey asked about estimates for construction costs and Mr. Katz said there are no estimates for construction costs at this time; cost estimates will be made once feedback from the District is received during this early design stage. Mr. Katz stated there is a budget for this project which he is working towards. Chief Meyer clarified the budget is \$3 million. Chief Meyer said the plan will displace firefighters so the District may look into housing options such as portables or modular stations. Director Stamey inquired if underground power lines will be running from the auxiliary generator back into the facility. Mr. Katz said he is aware of the lines and part of the project will involve complete new electrical service into the building in compliance with PG&E requirements and relocating the generator to a new location; all will be reworked as part of the project. Director Kerr asked for the project timeline. Mr. Katz said he is working as quickly as he can to get schematic concepts together, and will be out to bid by mid next year (targeting May-June), and then to awarding and starting construction. Mr. Katz also sees this project as a design-bid-build.

Motion by Vice President Stamey to authorize District staff to enter into an agreement with Jeff Katz Architecture for architectural services for Station 34 Improvements in an amount not to exceed \$345,000 and further authorize Chief Meyer to negotiate amendments to the agreement up to 3.0% of the basic services fixed fee (or \$10,000), and requiring Board approval for cumulative amendments greater than 5.0% (or \$17,000). Director Kerr seconded the motion. Motion carried unanimously by roll call vote.

## **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/Fleet Division-Deputy Chief Jim Selover Operations and Fleet Report of monthly activities.**

Deputy Chief Selover provided his monthly activities report for September 2020, including highlighting of the mutual aid fires, firefighter paramedic interviews, and firefighter probation testing. Deputy Chief Selover said it has been a devastating year in the state of California with over 4 million acres burned, over 8,800 incidents, over 30 fatalities, and over 10,000 structures damaged or destroyed to date. The District up-staffed a total of 7 days for red-flag warnings. For Fleet, Deputy Chief Selover reported the District continued to outfit Type 1 and Type 6 Engines and perform annual inspections at the stations on apparatus for the 2019-20 rotation.

### **10.2 EMS – EMS Coordinator/RN – Laura Begin EMS Report of monthly activities. COVID-19 update for Contra Costa County.**

EMS Coordinator/RN Begin provided the monthly activities report for September 2020, including discussing the District's emergency medical incidents and the COVID-19 update for Contra Costa County. The County was in the Red Category in September and is now as of yesterday in the Orange Category; with a continued decline in the COVID-19 cases within the District as well as in the County. The District has completed the AHA courses and brought them in-house, recertifying all of the suppression personnel and Communications Center skill sign-off. EMS Coordinator/RN Begin reported the training for the Fire/EMS Academy 2020-21 began at the end of August, beginning of September. President Parker asked

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if there was a COVID-19 surge in Contra Costa County. EMS Coordinator/RN Begin said the County is not in a surge and has moved into the Orange Category. She further stated that with the opening of schools, it is normal when moving to a new stage of opening to see an increase in COVID-19 due to exposure. Director Stamey asked about the COVID-19 rate at the residential care facilities (RCF). EMS Coordinator/RN Begin said there are 3 RCFs on the District radar; noting that 2 or more infections (including staff members) is considered an outbreak in a RCF. The Fire and Life Safety Division continues with RCF checks and the District reaches out to the RCF directors to see if the District can assist with any RCF needs (such as PPE).

10.3 Fire and Life Safety/Training Division – Deputy Chief Frank Drayton  
Fire and Life Safety and Training Report of monthly activities.

Battalion Chief Duggan provided the monthly activities report for September 2020, including highlighting the average turnaround time for plan submittals was reduced to less than one day. Sixty-six plans were submitted and returned to architects and businesses within approximately 21 hours on average. For inspections, the District had a completion rate of 61%. Battalion Chief Duggan noted an increase in inspection productivity since June, when the Fire Inspectors returned to full duty after the three month COVID shutdown. For training, Battalion Chief Duggan reported the District re-evaluating Recruit Training Curriculum (lesson plans, performance, scheduling) and addressed COVID-19 protocols.

10.4 Facilities Division – Deputy Chief Frank Drayton  
Facilities Report of monthly activities.

Battalion Chief Duggan provided the monthly activities report for September 2020, including reporting time spent on the planning for the Public Safety Building, work with Ramos Oil regarding the card lock system for fuel dispensary, the Station 34 remodel, and the Station 38 lighting project.

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 September 2020, including highlighting the Zetron hardware and software, kickoff for the ImageTrend project facilitated by Professional Advisor Lon Phares (targeting January 1, 2021 rollouts), the update of fire dispatch software, the update of plugs for portable radios, review of new Live911 software with the San Ramon Police Department to broadcast 911 calls in Police vehicles, and review of improving radio coverage in the Faria Preserve housing development area and possibly building a tower to accommodate coverage.

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 September 2020, including discussing new firefighter paramedics next week, open enrollment activities, and the administration of the flu shot to District employees.

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

Controller Hatfield provided the monthly Finance activities report for September 2020, including reporting finalizing financing of the 2020 Certificates of Participation, preparing documents for the annual financial statement audits, and working on 2017 GEMT audit. Controller Hatfield also provided the Financial Division monthly presentation.

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

Chief Meyer announced today is National First Responder's Day and recognized the District's first responders and all the individuals on the front line. Chief Meyer also reported the District, as Command Staff and Executive Management Staff, met with local government to introduce Emergency Preparedness Coordinator Ron Marley to Danville and Alamo as being available to work with their emergency preparedness coordinators. Further, Chief Meyer introduced Deputy Chief Selover as the representative in Danville and Deputy Chief Frank Drayton as the representative in Alamo. Chief Meyer and Deputy Chief Drayton also joined a call with the Sons in Retirement group. Further, Chief Meyer announced a new District Medical Director dedicated to encourage progressive thoughts, procedures, and medicine in the field. Dr. Malcom Johnson will join the District as the new Medical Director on November 1<sup>st</sup>. Dr. Johnson is an ER physician for John Muir from Lafayette.

**11. GOOD OF THE ORDER**

Director Kerr shared the Citizens Core Council met last Friday and many of the Council's programs have been on hold due to COVID-19 such as CPR training. Members volunteered hundreds of hours and staffed call center for wildfires.

Director Stamey announced the guidelines for AHA were released and now include cell phone responses as acceptable and encouraged in the programs. Therefore, the chain of survival starts with a cell phone.

**12. UPCOMING CALENDAR OF EVENTS**

- Veterans Day – Wednesday, November 11, 2020
- Thanksgiving – Thursday/Friday, November 26 and 27, 2020

The Board took a recess at 2:43 p.m. and entered Closed Session at 2:56 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): 5 potential cases. Facts and circumstances that might result in litigation need not be disclosed.

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13.2 CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to California Government Code Section 54957.6  
Agency designated representatives: Chief Meyer, Financial Consultant Ken Campo  
Employee organization: International Association of Firefighters Local 3546

14. RETURN TO OPEN SESSION

The Board returned to Open Session at 4:36 p.m.


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


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

Moment of silence for two firefighter paramedics that passed away, Kevin Mariolle and Jason Corte.

16. ADJOURNMENT

The regular meeting concluded at 4:38 p.m.

Prepared by:   
Stephanie E. Sakai  
District Clerk

Approved by:   
Don Parker  
Board President