

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)
MARCH 24, 2021 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 Stamey, Vice President Crean, Directors Parker, Lee and Gallinatti.

Board Member Absent: None.

Staff Present: Fire Chief Meyer, Deputy Chief Drayton, Director of Emergency Communications Pangelinan, Financial Consultant Campo, Controller Hatfield, Deputy Chief Selover, Battalion Chief Aguiar, EMS RN Begin, Technology Systems Manager Call, Information Systems Technician Phil Duncan, District Counsel/District Clerk Sakai.

Others Present: None.

1. CALL TO ORDER

President Stamey called the meeting to order at 1:00 p.m.

2. PLEDGE OF ALLEGIANCE

District Staff led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

President Stamey declared a quorum of the Board was present; and there was a change to the Agenda removing Agenda Item 6.1.

4. PUBLIC COMMENT

District Clerk Sakai read into record an email from Mr. Peter Utzig complimenting the District, Plan Examiner Roy Wendel, and the Staff for its efficiency of procedures for electronic submittal of plans.

5. CONSENT CALENDAR

Motion by Director Lee to approve Consent Calendar Items 5.1 through 5.5; seconded by Vice President Crean. Motion carried unanimously by roll call vote.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Recognition of Communications Reserve Chris Suter for his 45 years of service with the District.

Agenda Item No. 6.1 removed from the Agenda.

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7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

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

President Stamey noted that based on the community correspondence, the community is being well-served by the District and exceeding its goals. Vice President Ryan Crean commended Deputy Chief Drayton for the house calls he personally made.

10. MONTHLY ACTIVITY REPORTS

10.1 Operations and Training Division-Deputy Chief Jim Selover
Operations and Training Report of monthly activities.

Deputy Chief Selover provided the monthly activities report for February 2021, including updates regarding vaccination clinics, Captain and Engineer promotional tests, ImageTrend training, and Firefighter Recruit Academy revisions. Deputy Chief Selover answered President Stamey's inquiry about the response from the neighbors during training by informing the Board that there was a very positive response overall.

10.2 EMS Division – Deputy Chief Jim Selover
EMS Report of monthly activities.

Deputy Chief Selover provided the monthly activities report for February 2021, including updates regarding COVID-19 activities, training, and COVID-19 vaccine administration.

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

Deputy Chief Drayton provided the monthly activities report for February 2021, including updates regarding plan review and inspections with 57 inspections and 100% of the plan review in one day, annual inspection compliance program, the 54 residential care facility (RCF) groups, and the Community Emergency Response Team. Deputy Chief Drayton discussed his recent assistance with smoke detectors and carbon monoxide monitors in the community and reiterated the District's intention to help the community in need. President Stamey said he appreciates this dedication to the community.

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

Deputy Chief Drayton provided the monthly activities report for February 2021, including updates regarding completion of Mechanic Coordinator Job Announcement, continuation of work on design for Station 34, and meeting with residents to resolve fire access issues. Further, Deputy Chief Drayton provided a presentation of the Station 34 design updates.

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

Director of Emergency Communications Pangelinan provided the monthly activities report for February 2021, including updates regarding NextGen911 hardware and electrical installation, Heat Maps for Deployment Committee, streamlining of annual hydrant map inspection process, iQuest student intern assigned to Technical Services, ENP Certification of Dispatch Supervisor Trisha Klink, GIS Juan Pedreno graduation from Leadership San Ramon Valley and appreciation to the Board and Chief, and the Communications Unit deployment to vaccine clinics. Director Lee thanked Deputy Chief Selover, Deputy Chief Drayton, and Director of Emergency Communications Pangelinan for allowing her to visit their departments this past month.

10.6 Human Resources Division – District Counsel, Stephanie E. Sakai
Human Resources Report of monthly activities.

District Counsel Sakai provided the monthly activities report for February 2021, including updates regarding on-boarding of the new District Aide and Public Safety Dispatcher, Battalion Chief promotional exam, Captain promotional candidate orientation, District Aide interviews, and administering retiree benefits.

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

Financial Consultant Campo provided the monthly activities report for February 2021, including updates regarding incorporating new Memorandum of Understanding (MOU) provisions into the Labor contract and consolidating memoranda of understanding. Controller Hatfield presented the monthly Power Point presentation including COVID-19 expenditures and COVID-19 estimated reimbursements from FEMA in the amount of \$1,322,025.00. President Stamey and Financial Consultant Campo recognized Controller Hatfield's diligence for obtaining District reimbursement.

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

Chief Meyer provided his monthly report for February 2021, including: an update regarding the Finance Report reflecting a 10% decrease in call volume during the Pandemic; Sunset Development contributions for the Station 34 remodel; Assemblymember Bauer-Kahan's roundtable for the Special Districts Association and her commitment to keep special districts in mind for COVID cost reimbursements; thanking the Board for allowing the District to be aggressive and spending money where the District thought would benefit the community most during the Pandemic; the District's COVID-19 Activities

presentation to the local community detailing the District's challenges and involvement in the administration of vaccines, noting the District's commitment to equity in providing vaccines; the Deployment Committee reviewing statistics and data as the District moves into the single role paramedic program; the rationale behind moving to a 4-person truck company; speaking at Councilmember Zafar's event and Mayor Morgan's Town Talk; the Measure X Committee and upcoming meetings regarding the spending of Measure X tax funds; and the District pushing legislative recognition of the workers' compensation challenges with public safety and giving agencies the ability to care for their employees. Chief Meyer reiterated the Board and Union brokered an MOU (Memorandum of Understanding) that puts on the forefront taking care of the firefighters. Chief Meyer responded to VP Crean's inquiry about the District's future involvement with vaccination clinics by informing the Board that he does not expect the District will receive the level of vaccines it received previously. Director Parker was surprised Cal Fire attended the meeting with Councilmember Zafar.

11. GOOD OF THE ORDER

11.1 Schedule Special Meeting for Public Safety Complex Bids.

President Stamey confirmed April 2, 2021 at 10:00 a.m. for the approval of the lowest, responsible bid for the Public Safety Complex.

11.2 Comments by Board of Directors.

Director Lee reported her completion of the California Special District Association's (CSDA) Board Members Best Practices, and courses regarding property liability, public property claims, workers' compensation, and policy/procedure writing. Director Parker and President Stamey would appreciate Board members being included in notifications as to why flags are flown at half-staff.

12. UPCOMING CALENDAR OF EVENTS

12.1 Schedule Budget Workshop.

The Board decided that the Budget Workshop will be held on June 15, 2021.

12.2 Upcoming 2021 CERT PAC Meetings.

- Scheduled for May 14th, August 13th and November 12th at 9:00 a.m.

President Stamey announced the dates for the upcoming CERT PAC Meetings and confirmed these meetings remain through Zoom at this time.

12.3 Fiscal Year 2021-2022 Budget adoption, June 29, 2021 Board Meeting.

President Stamey noted the upcoming Fiscal Year 2021-2022 Budget adoption is scheduled for June 29, 2021.

The Board took a recess at 2:04 p.m. and entered Closed Session at 2:20 p.m.

13. CLOSED SESSION

13.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2): 6 potential cases. Facts and circumstances that might result in litigation need not be disclosed.

13.2 PERSONNEL – REORGANIZATION UPDATE

Pursuant to California Government Code Section 54957(b)(1).

14. RETURN TO OPEN SESSION

The Board returned to Open Session at 3:26 p.m.

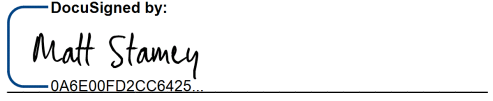
15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

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

16. ADJOURNMENT

The regular meeting concluded at 3:27 p.m.

Prepared by: 
Stephanie E. Sakai
District Clerk

Approved by: 
Matt Stamey
Board President