

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)
AUGUST 25, 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.

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 were no changes to the Agenda.

4. PUBLIC COMMENT

No Public Comment.

5. CONSENT CALENDAR

Motion by Director Parker to approve Consent Calendar Items 5.1 through 5.10; seconded by Director Lee. Motion carried unanimously by roll call vote.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 COVID-19/Health Order Update.

EMS Coordinator Laura Begin RN presented updated information about COVID-19, the Delta variant, COVID-19 vaccinations, infections, and hospitalizations within the District, and public health orders. Ms. Begin described surveillance testing as preventative measures to monitor (especially non-vaccinated) staff in responding to Director Parker's inquiry about surveillance testing. Chief Meyer said the District is following health orders and balancing District resources in answering Director's Lee question about surveillance for vaccinated employees. President Stamey appreciates the District's diligence with COVID-19.

On behalf of the Board, President Stamey congratulated new Battalion Chiefs Mohun, Falkenstrom and Parsons and appreciates their contributions.

7. OLD BUSINESS

None.

8. NEW BUSINESS

- 8.1 Authorize staff to enter into contracts with Kaizen Infosource, LLC and ECS Imaging, Inc. to develop a Records Management and Retention System in the amount of \$98,008.

District Counsel Sakai presented the staff report for the development of a District-wide Records Management and Retention System (“RMS. Ms. Sakai answered several Board questions related to the workflow for the RMS and the system software and folder structure.

Motion by Director Lee to authorize staff to enter into contracts with Kaizen Infosource, LLC and ECS Imaging, Inc. to develop a Records Management and Retention System in the amount of \$98,008; seconded by Director Gallinatti. Motion carried unanimously by roll call vote.

- 8.2 Authorize staff to enter into contract with Full Tilt Strategies LLC for mental health training for the Public Safety for Mental Health Initiative in the amount of \$75,000.

Chief Meyer reiterated the need for the Public Safety for Mental Health Initiative to support mental health, non-violent, non-criminal calls. Presentation by Full Tilt Strategies Mental Health Trainer Preston Looper for the Mental Health Frontline Integrated Response Safety Training (F.I.R.S.T). Mr. Looper replied there are common core components about psychotherapy in response to Director Lee’s inquiry about assessing psychotherapy in the training. Chief Meyer further stated training adjustments will be made, noting the District is on the front-end of this type of program, in response to President Stamey’s concern for the program incorporating new techniques explored and validated in the futures. Vice President Crean supports the District’s decision to bring in Mr. Looper and the District will make adjustments as needed.

Motion by Director Gallinatti to authorize staff to enter into contract with Full Tilt Strategies LLC for mental health training for the Public Safety for Mental Health Initiative in the amount of \$75,000; seconded by Vice President Crean. Motion carried unanimously by roll call vote.

- 8.3 Authorize staff to enter into contract with *idtPlans* to Implement a new Plan Review Records Management System.

Deputy Chief Drayton presented the staff report for the implementation of a new Plan Review Records Management System. In response to Board questions, Deputy Chief Drayton stated the system will be login accessible to other agencies, and confirmed applicant login system accessibility to review status, comments and scheduling of inspections.

Motion by Director Parker to staff to enter into contract with *idtPlans* to Implement a new Plan Review Records Management System; seconded by Director Gallinatti. 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 and Training Division-Deputy Chief Jim Selover
Operations and Training Report of monthly activities.

Deputy Chief Selover provided the monthly activities report for June and July 2021, including updates regarding Firefighter Recruit Academy, State Fire Marshal Driver Operator 1A training, Radio Communications training, and Pierce Truck training.

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

Deputy Chief Selover provided the monthly activities report for June and July 2021, including updates regarding COVID-19 activities, including updates to District COVID-19 policies.

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 June and July 2021, including updates regarding plan review, completed inspections, compliance inspection goals, and the Community Emergency Response (CERT) Team.

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 June and July 2021, including updates regarding the new truck, meeting with Vallejo Fire Extinguisher Service regarding surplus extinguishers, and Station 34 bid documents submitted to the City of San Ramon for plan review.

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 June and July 2021, including CAD and Mobile Servers migration, High Fire Hazard Severity Zones to CAL FIRE, rebranding and standardizing of social media accounts, Emergency Fire Dispatch Training (EFD), First Watch IAED Analytics Reporting, San Ramon Citizen Academy Presentation, CCC SWAT/Tactical Dispatchers.

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 June and July 2021, including updates regarding Internal Recruit Training, Engineers, Firefighter Paramedic, Firefighter Reserve Volunteer, Captain, and Battalion Chief recruitments, Self-Attest for COVID-19 Vaccination for Cal/OSHA compliance, 457b Deferred Compensation Plan reviews, Records Retention and Management System.

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

Financial Consultant Campo provided the monthly activities report for June and July 2021, including updates regarding monthly financial statements, Contra Costa County Employees' Retirement Association prepayment of employer contributions, and CalOES 2021 Salary Survey and Administrative Rate for Strike Team deployment reimbursements. Controller Hatfield presented the monthly Power Point presentation including CERBT Account Summary, balance sheets and General Fund Revenue and Expenditures, COVID-19 Expenditures and FEMA reimbursements, Overtime Analysis, and Ambulance Revenue and Transports.

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 June and July 2021, including the Tassajara project, Public Safety Building, Communications Center, Training Center and EOC, first Battalion Chief Academy (which included current Battalion Chiefs), Consultant Liz Gresham and staff's work on District's Lexipol Policies and Procedures, mental health psychological component added to Wellness Fitness Exams, safe and proper training at Stations. Director Lee applauds the BC Training Academy and supports future trainings.

11. GOOD OF THE ORDER

11.1 Comments by Board of Directors.

No Board Comments.

12. UPCOMING CALENDAR OF EVENTS

12.1 Next Regular Board Meeting, September 22, 2021 at 1:00 p.m.

Chief Meyer prefers in-person meetings but will have a better idea two weeks prior to the meeting if the meeting will be in-person. President Stamey reminded all to remain flexible and wait to see County recommendations.

12.2 Upcoming 2021 CERT PAC Meeting, November 12th at 9:00 a.m.

The Board took a recess at 3:03p.m. and entered Closed Session at 3:15 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): 6 potential cases. Facts and circumstances that might result in litigation need not be disclosed.

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

14. RETURN TO OPEN SESSION


The Board returned to Open Session at 4:18 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 4:19 p.m.

Prepared by: 
Stephanie E. Sakai
District Clerk

Approved by: 
Matt Stamey
Board President