

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)  
JUNE 23, 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:**     **San Ramon Valley Fire Protection District  
Administrative Offices - Boardroom  
1500 Bollinger Canyon Road, San Ramon, CA 94583**

**Board Members Present:**    President Stamey, Vice President Crean, Directors Parker, Lee and Gallinatti.

**Board Member Absent:** None.

**Staff Present:**   Fire Chief Meyer, Deputy Chief Selover, Deputy Chief Drayton, Director of Emergency Communications Pangelinan, District Counsel/District Clerk Sakai, Financial Consultant Campo, Chief Financial Officer Hatfield, Technology Systems Manager Call.

**1. CALL TO ORDER**

President Stamey called the meeting to order at 1:01 p.m.

**2. PLEDGE OF ALLEGIANCE**

Vice President Crean 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. Chief Meyer clarified the following under Agenda Item No. 10.8 in the May 26, 2021 Minutes: The \$30 million Measure X regional request is from Contra Costa County Fire Service which includes the additional \$2 million for the District's Emergency Operations Center, Communications, and Training facilities.

**4. PUBLIC COMMENT**

Public comment by Don Reid welcoming the Board back to the in-person meeting.

**5. CONSENT CALENDAR**

President Stamey confirmed Agenda Item No. 5.6 for Approval of FY 2021-2022 Excess Workers' Compensation Insurance that the cost savings will be deposited into the OPEB trust fund. Vice President Crean congratulated Davina Hatfield for her promotion to Chief Financial Officer. President Stamey recognized personnel actions and congratulated Staff.

Motion by Director Parker to approve Consent Calendar Items 5.1 through 5.8; seconded by Vice President Crean. Motion carried unanimously by roll call vote.

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

6.1 Special Presentation by Captain Demian Bannister on the iQuest Program.

Chief Meyer introduced Captain Bannister and announced the six students that participated in the iQuest Program. Captain Bannister described the Program. On behalf of the District, Chief Meyer and President Stamey presented certificates to the two iQuest students attending the Board meeting.

6.2 Introduction of 2020-I Academy Recruits.

Captain Parsons introduced Academy Recruits 2020-1. President Stamey congratulated the recruits and Captain Parsons for his mentorship, and expressed appreciation for the families that supported the recruits during their training.

The Board took a 13-minute recess at 1:22 p.m. to take photos with the iQuest students and 2020-1 Academy Recruits.

**7. OLD BUSINESS**

None.

**8. NEW BUSINESS**

8.1 Approval of Agreement with Badawi & Associates for Independent Audit Services.

Financial Consultant Campo recommended approval of the Agreement with Badawi & Associates for Independent Audit Services. Both Financial Consultant Campo and Chief Financial Officer Hatfield commented that they have good experience with Badawi & Associates in the past, finding the firm to be very responsive, and noted they had proposed the lowest fees of the three audit firms contacted.

Motion by Director Parker for the approval of the Agreement with Badawi & Associates for Independent Audit Services; seconded by Vice President Crean. Motion carried unanimously.

8.2 Public Hearing and Adoption of the 2021-2022 Annual Operating and Capital Budgets for Fiscal Year 2021-2022. The 2021-2022 Proposed Budget can be found on the District's website at [www.firedepartment.org](http://www.firedepartment.org)

President Stamey opened the Public Hearing. Chief Meyer stated the Board and Staff have done a great amount of work in preparing the 2021-2022 Annual Operating and Capital Budgets for Fiscal Year 2021-2022, while being mindful of the need to make the most efficient and effective use of taxpayer funds. Chief Meyer and Financial Consultant Campo responded to Director Lee's inquiry about the effect of inflation on the General Fund. Chief Meyer briefly reviewed Fire Chief and Board Goals for 2021-2022. President Stamey said no changes were needed to the 2021-2022 Fire Chief and Board Goals. The Board expressed appreciation of the effort that went into the Budget and the overall direction of the District based on the 2021-2022 budget goals. There was no public comment.

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Motion by VP Crean to approve the Adoption of 2021-2022 Annual Operating and Capital Budgets for Fiscal Year 2021-2022; seconded by Director Gallinatti. Motion carried unanimously by roll call vote. President Stamey concluded the Public Hearing.

8.3 Suspension of Annual Operating Permit Fees for certain commercial businesses.

Chief Meyer thanked the Board for its understanding of the effect of COVID-19 on the business community. Deputy Chief Drayton recommended a continuation of the economic relief to the District's small business owners granted last year in the form of suspending the collection of annual operating permit fees, noting the District's appreciation of the small business community and the lingering economic impacts of the pandemic.

Motion by Director Lee; seconded by Director Gallinatti. Motion carried unanimously.

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

There were several letters of appreciation and support from members of the community. President Stamey stated the San Ramon Police Department correspondence is an excellent example of the support for the District's mental health initiative.

## **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 May 2021, including updates regarding final vaccination clinic, simulated fire drills, emergency vehicle operations course, and completion of Mount Diablo Rescue Skills Lesson Plan Development.

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

Deputy Chief Selover provided the monthly activities report for May 2021, including updates regarding COVID-19 Activities update and the Mental Health Program.

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 May 2021, including updates regarding plan review and 61 construction inspections, and compliance inspection goals.

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 May 2021, including updates regarding

new truck equipment and training, the Public Safety Complex (PSC), and the Danville Clock Tower meeting discussions. In response to President Stamey's inquiry of any possible roof leaks in the PSC, Deputy Chief Drayton stated that the PSC had clean ceilings and confirmed there was no water staining.

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 May 2021, including updates regarding upgraded Production CAD, pushed map roll, dispatcher training, and Reserves harassment prevention training.

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 May 2021, including updates regarding recruitment, District-wide harassment prevention training, and Records Management and Retention System. Director Lee appreciates the District's involvement in the harassment prevention training.

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

Financial Consultant Campo provided the monthly activities report for May 2021, including an update regarding AB 1705 legislation and changes to the GEMT program. Chief Financial Officer Hatfield presented the monthly Power Point presentation including General Fund Reserves, COVID-19 expenditures, FEMA reimbursements, and Salaries and Benefits.

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 May 2021, including updates regarding Staff work on District Goals and the 2021-2022 Budget, Mental Health Program presentations, the Danville Chamber of Commerce, and the Danville Sheriff response to the Mental Health Program. At the request of Director Parker, Deputy Chief Drayton discussed details about the Danville Clock Tower Alternate Mean & Methods Request.

## **11. GOOD OF THE ORDER**

11.1 Comments by Board of Directors.

The Board had no comments.

## **12. UPCOMING CALENDAR OF EVENTS**

12.1 Academy Graduation, June 25, 2021 at 3:00 p.m. to 5:00 p.m.  
President Stamey announced the Academy Graduation on June 25, 2021.

12.2 Upcoming 2021 CERT PAC Meetings.  
● Scheduled for August 13<sup>th</sup> and November 12<sup>th</sup> at 9:00 a.m.  
President Stamey announced the CERT PAC Meeting on August 13, 2021.

12.3 Next Regular Board Meeting, August 25, 2021 at 1:00 p.m.  
President Stamey reminded the Board that there is no regular Board meeting in the month of July.

The Board took a recess at 2:54 p.m. and entered Closed Session at 3:11 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): 2 potential cases. Facts and circumstances that might result in litigation need not be disclosed.

13.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
California Government Code Section 54956.9(d)(1):  
PG&E v. SRVFPD, Case No.: MSN20-1649

**14. RETURN TO OPEN SESSION**

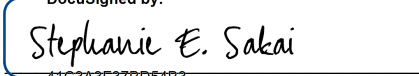
The Board returned to Open Session at 3:45 p.m.


**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 3:50 p.m.

Prepared by:   
Stephanie E. Sakai  
District Clerk

Approved by:   
Matt Stamey  
Board President