

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
Board of Directors Regular Board Meeting**

**January 26, 2022 – 1:00 p.m.**

*Ryan Crean, Board President*

*Jay Kerr, Board Vice President*

*Matthew Stamey, Director, Don Parker, Director, Michelle Lee, Director*

**~MISSION STATEMENT~**

*In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.*

Pursuant to Assembly Bill 361 and the Ralph M. Brown Act (Government Code section 54950 et seq.), this meeting may utilize teleconferencing. As a precaution to protect the health and safety of staff, officials, and the general public, participating Board Members will not be physically in attendance but will be available via video conference. Although there will be no physical location for members of the public to participate in the meeting, members of the public will have the opportunity to address the Board directly during the Public Comment period by participating in the meeting through Zoom or a call-in option. All votes shall be by roll call due to Board Members participating by teleconference.

**HOW TO PARTICIPATE IN THE MEETING REMOTELY VIA ZOOM**

**Participate via Zoom by joining the webinar online at:**

<https://srvfpd.zoomgov.com/j/1601124632?pwd=WjBXUXBWQXZFcUZzL1doUXRnVGhQUT09>

**Meeting Details:**

Webinar ID: 161 112 4632

Passcode: SRVF

When connected, **click the “Raise Your Hand” button** to request to speak during the Public Comment period. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will then be re-muted.

**HOW TO PARTICIPATE IN THE MEETING REMOTELY BY PHONE**

**Listen or participate with an Audio Only connection by telephone, using the dial-in information below:**

**Meeting Details:**

Phone Number: +1 (669) 254-5252

Webinar ID: 161 112 4632

When connected, enter **\*9 on your telephone to “Raise Your Hand”** and request to speak during the Public Comment period. When it is your turn, you will be allowed to speak and prompted **to enter \*6 on your phone to unmute yourself**. You will have up to 3 minutes to make your comment. After the allotted time, you will then be re-muted.

**HOW TO SUBMIT WRITTEN PUBLIC COMMENT**

Members of the public may submit written public comment via email to [PublicComment@srvfire.ca.gov](mailto:PublicComment@srvfire.ca.gov) prior to

the end of the Public Comment period. Please include “Public Comment 1/26/22” in the subject line and the Agenda Item Number for which the comment is being submitted if the comment pertains to an Agenda Item. In the body of the email, please include your name. The District reserves the right to read comments received prior to the start of the meeting into the record or include the emailed comment in the next month’s Board packet, depending on the length of the email.

## **AGENDA**

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**

4. **PUBLIC COMMENT**

Pursuant to the Brown Act, members of the public may comment on Agenda items and non-Agenda items related to any subject pertaining to District business during the Public Comment period. The time allotted for each speaker is determined by the Board President and may be up to a maximum of three (3) minutes.

5. **CONSENT CALENDAR**

Consent Calendar items are considered routine and are acted upon by the Board with a single action unless a Board member requests separate discussion and/or action.

5.1 Approve the demand register for the period December 10, 2021 through January 20, 2022 in the amount of \$6,194,839.78.

5.2 Approve the Board Minutes from the December 15, 2021 Regular Board Meeting.

5.3 Approve salary, payroll taxes and retirement contributions for the month of December 2021 in the amounts of \$5,041,354.05.

5.4 Adopt Resolution No. 2022-01 Re-ratifying the Proclamation of a State of Emergency by Governor Newsom March 4, 2020, and Re-authorizing Teleconference Meetings Under Assembly Bill 361 for a Period of Thirty Days.

5.5 Adopt Resolution No. 2022-02 Adopting a Records and Information Management Policy and Retention Schedule.

5.6 Authorize suspension of the medical premium cap for active employees for calendar year 2022, and continue to review on a year-to-year basis the financial impact of removing the cap.

5.7 **Personnel Actions:**

**Promotions:**

Approve staff recommendation to award the following promotion, effective, December 15, 2021:

Engineer Christopher Eberle, to Captain 28, step 4

Firefighter Daniel Davis, to Engineer 4, step 5

**Step Increases:**

Approve staff recommendation to award the following promotion, effective, February 1, 2022:

Firefighter Grant Dakin, to Firefighter 5, step 4

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

6.1 Update on Public Safety Complex.

**7. OLD BUSINESS**

7.1 Recommendations for Surplus Disposition.

**8. NEW BUSINESS**

8.1 Adopt Resolution No. 2022-03 of the Board approving Equipment Lease Financing, to refinance outstanding lease obligations, and authorize execution and delivery of related agreements.

8.2 Approval of Agreement with Jeff Katz Architecture for Training Facility Project.

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

Letters of appreciation and support from the community.

**10. MONTHLY ACTIVITY REPORTS**

10.1 Operations and Training Division - Deputy Chief Jim Selover

Operations and Training Report of monthly activities.

10.2 EMS Division - Deputy Chief Jim Selover

EMS Report of monthly activities.

10.3 Fire and Life Safety Division – Deputy Chief Frank Drayton

Fire and Life Safety Report of monthly activities.

10.4 Fleet and Facilities Division – Deputy Chief Frank Drayton

Fleet and Facilities Report of monthly activities.

10.5 Communications and Technology Division – Director of Emergency Communications, Denise Pangelinan

Communications and Technology Report of monthly activities.

10.6 Human Resources Division – District Counsel, Stephanie Brendlen

Human Resources Report of monthly activities.

10.7 Finance Division – Financial Consultant, Ken Campo

Finance Report of monthly activities.

10.8 Fire Chief – Fire Chief, Paige Meyer

Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

**11. GOOD OF THE ORDER**

11.1 Comments by Board of Directors.

11.2 Report on District Standing Committee Assignments for 2022.

**12. UPCOMING CALENDAR OF EVENTS**

- 12.1 Next Regular Board Meeting, February 23, 2022 at 1:00 p.m.
- 12.2 Town of Danville Council Meeting, February 15, 2022 at 5:00 p.m.
- 12.3 District Holiday – President’s Day, February 21, 2022.
- 12.4 CERT PAC Meeting, February 25, 2022 at 9:00 a.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): 1 potential case. Facts and circumstances that might result in litigation need not be disclosed.
- 13.2 REORGANIZATION UPDATE  
Pursuant to California Government Code Section 54957(b)(1).

**14. RETURN TO OPEN SESSION**

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

**16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY FEBRUARY 23, 2022 AT 1:00 P.M.**

Prepared by:

DocuSigned by:  
  
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Stephanie Brendlen, District Clerk

*Agenda posted on January 21, 2022 at the District’s Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts website at [www.firedepartment.org](http://www.firedepartment.org).*

*The San Ramon Valley Fire Protection District (“District”), in complying with the Americans with Disabilities Act (“ADA”), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 1500 Bollinger Canyon Road, San Ramon, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the Agenda, please contact the District Clerk at (925) 838-6661.*