

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

Wednesday, April 13, 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.

**Meeting Location: SRVFPD Administrative Offices – Boardroom
1500 Bollinger Canyon Road, San Ramon, CA 94583**

Teleconference Location: Board Member Stamey
901 Anaconda Court
Castle Rock, CO 80108

Pursuant to Government Code Section 54953, Board Member Stamey is authorized to participate in this meeting through a teleconference location which shall be accessible to the public. All votes shall be by roll call due to Board Member Stamey participating by teleconference.

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**
- 4. PUBLIC COMMENT**

Pursuant to the Ralph M. 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 limited to 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 March 17, 2022 through April 6, 2022 in the amount of \$2,628,851.11.
- 5.2 Approve the Board Minutes from the March 23, 2022 Regular Board Meeting.
- 5.3 Approve salary, payroll taxes and retirement contributions for the period of March 2022 in the amount of \$5,279,291.09.
- 5.4 Amend Master Equity Lease Agreement with Enterprise Fleet Management for the addition of three command vehicles.
- 5.5 Adopt Resolution No. 2022-07 of the Board of Directors of the San Ramon Valley Fire Protection District 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.

5.6 Approve the Board Minutes from the March 31, 2022 Board Retreat meeting.

5.7 Approval of contract amendment with Ken Campo for consulting services.

5.8 **Personnel Actions:**

Promotions:

Approve staff recommendation to award the following promotions, effective April 1, 2022:

Firefighter Casey Good to Engineer 4, step 5

Firefighter Josh Scott to Engineer 5, step 5

Step Increases:

Approve staff recommendation to award the following step increase, effective May 1, 2022:

Engineer Mark Mirchandani to Engineer 5, step 6

Public Safety Dispatcher Kathleen Bussell to Public Safety Dispatcher 2, step 2

General Salary Increase:

Approve a 5% general salary increase for employees represented by IAFF Local 3546 as contained in the Letter of understanding approved by the Board of Directors.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

7. OLD BUSINESS

8. NEW BUSINESS

8.1 Approve the changes to the Memorandum of Understanding between San Ramon Valley Fire Protection District and Local 3546-A IAFF (MOU) and authorize the Fire Chief to execute an updated MOU to reflect such changes.

8.2 Approve a 3% wage increase for Deputy Chiefs, the Director of Emergency Communications, and the Chief Financial Officer positions.

8.3 Consider and approve Amendment No. 7 to the Employment Agreement between the San Ramon Valley Fire Protection District and Chief Meyer.

8.4 Approve Employment Agreement with Stephanie Brendlen as District Counsel/District Clerk.

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 Frank Drayton
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 – Financial Consultant, Ken Campo
Human Resources Report of monthly activities.

10.7 Finance Division – Chief Financial Officer, Davina Hatfield
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.

12. **UPCOMING CALENDAR OF EVENTS**

12.1 Next Regular Board Meeting, May 16, 2022 at 1:00 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.

14. **RETURN TO OPEN SESSION**

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

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

Prepared by:

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Stephanie Brendlen, District Clerk

Agenda posted on April 8, 2022 at 901 Anaconda Court, Castle Rock, CO 8010, 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.

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.