

**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:

DocuSigned 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](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.*



**CONSENT ITEMS**



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register  
From 3/17/2022 Through 4/6/2022

Check Num...	Check Date	Payee	Check Amount	Transaction Description
228126	4/6/2022	360 RESCUE LLC	595.73	Fast Link Anchor Straps (4)-Helicopter Rescue Team
03/24/22-01	3/24/2022	ACE AUTO REPAIR AND TIRE CENTER	2,014.06	Preventative Maint Svc/Replace DEF Heater/Inner Wheel-#707
04/06/22-01	4/6/2022	ACE AUTO REPAIR AND TIRE CENTER	934.09	Cooling System Repairs-Unit 341
04/06/22-02	4/6/2022	AIR EXCHANGE INC	891.12	Replace Balancer/Hose/Regulator Adjustment-Stn 38
228127	4/6/2022	AIR RESCUE SYSTEMS CORP	7,280.00	Helmet w/ Aircraft Communication (10)-Helicopter Rescue Team
03/24/22-02	3/24/2022	AIRGAS USA LLC	556.08	Oxygen Tank Cylinders
03/24/22-03	3/24/2022	AIRGAS USA LLC	641.22	Oxygen Tank Cylinders
03/24/22-04	3/24/2022	AIRGAS USA LLC	241.25	Oxygen Tank Cylinder Rental-Feb 2022
04/06/22-03	4/6/2022	AIRGAS USA LLC	835.10	Oxygen Tank Cylinders
04/06/22-04	4/6/2022	AIRGAS USA LLC	259.14	Oxygen Tank Cylinder Rental-Mar 2022
228128	4/6/2022	ALPHA GRAPHICS	5,207.52	2022 Exterior Hazard Abatement Mailing
228129	4/6/2022	AM PM LOCKSMITH	200.00	Spare Key-Unit 348
228081	3/31/2022	AMAZON COM CREDIT SERVICES	54.53	2021 Academy-Class C Boots
	3/31/2022	AMAZON COM CREDIT SERVICES	118.84	2022 Academy-Single Role PM Boots (1)
	3/31/2022	AMAZON COM CREDIT SERVICES	63.06	2022 Academy-Single Role PM Raincoat (1)
	3/31/2022	AMAZON COM CREDIT SERVICES	315.30	2022 Academy-Single Role PM Raincoats (5)
	3/31/2022	AMAZON COM CREDIT SERVICES	258.90	2022 Academy-Single Role PM Recruit Boots (5)
	3/31/2022	AMAZON COM CREDIT SERVICES	(185.01)	Credit-2021 Academy-Class C Boots
	3/31/2022	AMAZON COM CREDIT SERVICES	(54.36)	Credit-2022 Academy-Single Role PM Gear Bag
	3/31/2022	AMAZON COM CREDIT SERVICES	27.18	Household Supplies-Stn 33 Stock
	3/31/2022	AMAZON COM CREDIT SERVICES	263.64	Kitchen Supplies-Stn 39 Stock
	3/31/2022	AMAZON COM CREDIT SERVICES	37.76	Office Supplies-HR
	3/31/2022	AMAZON COM CREDIT SERVICES	101.02	Stylus Pens/Lithium Batteries-EMS
	3/31/2022	AMAZON COM CREDIT SERVICES	325.16	Supplies For OES HazMat Mandated Inspection
03/24/22-05	3/24/2022	ANNE KOPP PHD	450.00	Pre-Employment Psychological Evaluation-Single Role PM
228082	3/31/2022	ANTHEM BLUE CROSS	2,394.00	Ambulance Refund
04/06/22-05	4/6/2022	ARMOUR PETROLEUM SERVICE AND EQUIPMENT CORPORATION	933.17	Hose Repairs-Stn 31
04/06/22-06	4/6/2022	ARMOUR PETROLEUM SERVICE AND EQUIPMENT CORPORATION	543.60	Verify Tank Pad Electrical Is Disabled/Fuel Removed-Stn 34
228083	3/31/2022	ATT	22.56	Phone Service 2/19/22-3/18/22
228084	3/31/2022	ATT	1,875.75	Phones/Data/Radio Circuit/Long Distance 2/20/22-3/19/22
228085	3/31/2022	ATT	566.29	Phone Service 2/20/22-3/19/22-Comm Center
228086	3/31/2022	ATT MOBILITY	6,400.08	Cell Phones/Mobile Data 1/1/22-1/31/22
	3/31/2022	ATT MOBILITY	6,436.05	Cell Phones/Mobile Data 2/1/22-2/28/22
228087	3/31/2022	ATT MOBILITY	89.60	Cell Phone/Mobile Data-2/1/22-2/28/22
04/06/22-07	4/6/2022	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 3/22-Stn 30
04/06/22-08	4/6/2022	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 3/22-Stn 31
04/06/22-09	4/6/2022	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 3/22-Stn 32
04/06/22-10	4/6/2022	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 3/22-Stn 33
04/06/22-11	4/6/2022	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 3/22-Stn 34

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04/06/22-12	4/6/2022	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 3/22-Stn 35
04/06/22-13	4/6/2022	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 3/22-Stn 36
04/06/22-14	4/6/2022	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 3/22-Stn 38
04/06/22-15	4/6/2022	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 3/22-Stn 39
228088	3/31/2022	BLUE CROSS OF CA	2,224.00	Ambulance Refund
228089	3/31/2022	BLUE SHIELD OF CALIFORNIA	85.65	Ambulance Refund
228090	3/31/2022	BLUE SHIELD OF CALIFORNIA	155.13	Ambulance Refund
03/24/22-06	3/24/2022	BOUNDTREE MEDICAL LLC	1,541.07	Pharmaceutical Supplies
03/24/22-07	3/24/2022	BOUNDTREE MEDICAL LLC	4,021.09	Medical Supplies
03/24/22-08	3/24/2022	BOUNDTREE MEDICAL LLC	1,269.90	Medical Supplies
03/24/22-09	3/24/2022	BOUNDTREE MEDICAL LLC	398.80	Medical Supplies
03/24/22-10	3/24/2022	BOUNDTREE MEDICAL LLC	2,147.92	Pharmaceutical Supplies
03/24/22-11	3/24/2022	BOUNDTREE MEDICAL LLC	1,784.32	Medical Supplies
03/24/22-12	3/24/2022	BOUNDTREE MEDICAL LLC	181.92	Medical Supplies
03/24/22-13	3/24/2022	BOUNDTREE MEDICAL LLC	306.24	Pharmaceutical Supplies
03/24/22-14	3/24/2022	BOUNDTREE MEDICAL LLC	2,916.08	Medical Supplies
03/24/22-15	3/24/2022	BOUNDTREE MEDICAL LLC	763.78	Medical Supplies
03/24/22-16	3/24/2022	BOUNDTREE MEDICAL LLC	8.99	Pharmaceutical Supplies
03/24/22-17	3/24/2022	BOUNDTREE MEDICAL LLC	220.32	Medical Supplies
03/24/22-18	3/24/2022	BOUNDTREE MEDICAL LLC	2,598.58	Medical Supplies
03/31/22-01	3/31/2022	BOUNDTREE MEDICAL LLC	15.00	Pharmaceutical Supplies
03/31/22-02	3/31/2022	BOUNDTREE MEDICAL LLC	154.95	Medical Supplies
03/31/22-03	3/31/2022	BOUNDTREE MEDICAL LLC	639.00	Pharmaceutical Supplies
03/31/22-04	3/31/2022	BOUNDTREE MEDICAL LLC	639.00	Pharmaceutical Supplies
04/06/22-16	4/6/2022	BOUNDTREE MEDICAL LLC	424.50	Medical Supplies
04/06/22-17	4/6/2022	BOUNDTREE MEDICAL LLC	1,495.50	Pharmaceutical Supplies
04/06/22-18	4/6/2022	BOUNDTREE MEDICAL LLC	3,066.11	Medical Supplies
04/06/22-19	4/6/2022	BOUNDTREE MEDICAL LLC	411.82	Medical Supplies
228130	4/6/2022	BUCHANAN AUTO ELECTRIC INC	1,907.46	Batteries (4)-Stn 36 Stock
228091	3/31/2022	CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS	30,000.00	Claim Repayment-R.Camera
	3/31/2022	CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS	23,581.00	Claim Repayment-S.Avery
228092	3/31/2022	CALIFORNIA BANK OF COMMERCE	18,951.84	Station 34 Remodel-PP1 Retention AC #1132505 SRF#34
Wire 03/30...	3/30/2022	CaIPERS CERBT (OPEB)	500,000.00	FY 21/22 OPEB Contribution Prefunding-Mar 2022
228093	3/31/2022	CANOPY HEALTH	599.99	Ambulance Refund
228094	3/31/2022	CANOPY HEALTH	365.25	Ambulance Refund
228059	3/24/2022	CENTRAL CONTRA COSTA SANITARY DISTRICT	1,401.00	Station 34 Permit
228060	3/24/2022	CINTAS CORPORATION	59.33	Carpet Runner Exchange Service-Stn 32
228061	3/24/2022	CINTAS CORPORATION	35.00	Carpet Runners/Mechanics Coverall Cleaning Fee-Stn 30
228095	3/31/2022	CINTAS CORPORATION	81.22	Carpet Runners/Mechanics Coverall Cleaning Fee-Stn 30

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228131	4/6/2022	CINTAS CORPORATION	35.77	Carpet Runners/Mechanics Coverall Cleaning Fee-Stn 30
03/24/22-19	3/24/2022	CLARK PEST CONTROL	123.00	Pest Control Service-Training Site
04/06/22-20	4/6/2022	CLUB CARE INC	2,095.00	Annual Prev Maint/Service FY 2022-All Stations
228062	3/24/2022	COMCAST	225.56	Cable Service 3/17/22-4/16/22 Admin
228096	3/31/2022	COMCAST	144.88	Cable Service 4/1/22-4/30/22 Stn 33
228097	3/31/2022	COMCAST	155.09	Cable Service 4/1/22-4/30/22 Stn 39
228098	3/31/2022	COMCAST	1,735.66	Broadband Internet Service 2/1/22-2/28/22-All Stations
228132	4/6/2022	COMCAST	222.79	Cable Service 3/26/22-4/25/22 Stn 31
228133	4/6/2022	COMCAST	136.46	Cable Service 3/27/22-4/26/22 Stn 35
228134	4/6/2022	COMCAST	65.18	Cable Service 3/26/22-4/25/22 Training Site
228135	4/6/2022	COMCAST	210.14	Cable Service 3/26/22-4/25/22 Stn 36
228136	4/6/2022	COMCAST	120.70	Cable Service 3/27/22-4/26/22 Stn 34
228137	4/6/2022	COMCAST	163.84	Cable Service 3/27/22-4/26/22 Stn 38
228099	3/31/2022	CONCERN EAP	3,495.01	Employee Assistance Premium-3/22
228100	3/31/2022	CONCORD UNIFORMS	87.75	Uniform Pants-Communication Reserve Ritchie
228138	4/6/2022	CONTAINER SOLUTIONS INC	107.66	20' Storage Container Rental Fee-Stn 34
04/06/22-21	4/6/2022	COOKE AND ASSOCIATES INC	1,490.00	Pre-Employment Background-District Aide
04/06/22-22	4/6/2022	COOKE AND ASSOCIATES INC	1,490.00	Pre-Employment Background-District Aide
04/06/22-23	4/6/2022	COOKE AND ASSOCIATES INC	1,475.00	Pre-Employment Background-FF/PM
04/06/22-24	4/6/2022	COOKE AND ASSOCIATES INC	300.00	Phase 1 Background-FF Reserve
04/06/22-25	4/6/2022	COOKE AND ASSOCIATES INC	300.00	Phase 1 Background-FF Reserve
228139	4/6/2022	D AND M POLYGRAPH	1,625.00	Pre-Employment Polygraph-FF/PM (1)/Reserve FF Volunteers (4)
228101	3/31/2022	DANIELLE BELL	254.31	Propane Tank/Snacks-CERT Training
228102	3/31/2022	DARIN MOSS	90.00	CERT Instructor (3.0 hours) 3/12/22
228140	4/6/2022	DAVE MELLINGER	373.00	Plan Review Fee Refund-IN7806936
228103	3/31/2022	DAVID SCAMPORRINO	176.50	Task Force 4-USAR Uniform
03/31/22-05	3/31/2022	DEFINITIVE NETWORKS INC	105,067.00	Admin/Suppression/CQI/ePCR Support/MDCs/Comm Center-3/22
228104	3/31/2022	DEL CONTES LANDSCAPING INC	3,918.00	Landscape Maint 3/22-Admin/Stn 30/31/33/35/36/38
03/24/22-20	3/24/2022	DELTA DENTAL OF CALIFORNIA	16,865.60	Dental Claims-3/11/22-3/17/22
04/06/22-26	4/6/2022	DELTA DENTAL OF CALIFORNIA	12,926.00	Dental Claims-3/18/22-3/24/22
04/06/22-27	4/6/2022	DELTA DENTAL OF CALIFORNIA	8,782.60	Dental Claims-3/25/22-3/31/22
228063	3/24/2022	DENALECT ALARM COMPANY INC	77.94	Alarm Batteries Replacement-Stn 37
GEM04221...	3/18/2022	DEPT OF HEALTH CARE SVC GEMT QAF	45,117.00	GEMT QAF Payment-FY2021/22 Q4
228105	3/31/2022	DEVIN J MONGEAU	500.00	Educ Assist-Driver Operator 1B Class Fee 2/14-2/18/22
228064	3/24/2022	DIABLO PRINTING AND COPYING	1,033.97	District Window Envelopes-FLSD
228065	3/24/2022	DIRECTV	79.99	Cable Service 3/12/22-4/11/22
228141	4/6/2022	DUBLIN SAN RAMON SERVICES DISTRICT	190.86	Recycled Water Service 2/1/22-3/31/22 Stn 30
228066	3/24/2022	EBMUD	966.64	Water Service 1/12/22-3/14/22 Stn 36
	3/24/2022	EBMUD	580.45	Water Service 12/21/21-2/24/22 Stn 32

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From 3/17/2022 Through 4/6/2022

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	3/24/2022	EBMUD	1,270.10	Water Service 12/23/21-3/1/22 Stn 39
	3/24/2022	EBMUD	1,189.67	Water Service 12/23/21-3/1/22-Stn 39
228106	3/31/2022	EBMUD	1,631.44	Water Service 1/13/22-3/15/22 Admin
228142	4/6/2022	EBMUD	87.56	Water Service 1/21/22-3/23/22 Old Station 32
228067	3/24/2022	ECS IMAGING INC	6,750.00	Records Retention & Management System-Software Installation
228143	4/6/2022	ELITE AUTO GLASS INC	361.92	Windshield Replacement-Unit 340
	4/6/2022	ELITE AUTO GLASS INC	361.92	Windshield Replacement-Unit 341
228144	4/6/2022	ENTERPRISE FM TRUST	8,533.81	Monthly Fleet Lease Payment (16) 4/1/22-4/30/22
228068	3/24/2022	FEDERAL EXPRESS	24.30	Delivery Charge-Pre-Employment Fire Team Test
228069	3/24/2022	FIRELINE SHIELDS LLC	85.00	Helmet Shield (1)
228107	3/31/2022	FULL TILT STRATEGIES LLC	1,296.55	Mental Health Training
228145	4/6/2022	FULL TILT STRATEGIES LLC	14,583.33	Behavioral Health Response & Wellbeing Solutions
228070	3/24/2022	GEOCON CONSULTANTS INC	6,497.50	Public Safety Building-Testing/Inspection 02/2022
03/31/22-06	3/31/2022	GEORGE ALBERTO ROJAS	510.00	CERT Instructor (17.0 hours) 3/12/22-3/19/22
228146	4/6/2022	GOLDEN STATE FLEET SERVICES INC	2,500.00	Cars (5)-Rescue Extrication Training
228147	4/6/2022	HWW INC	1,920.00	Job Posting-Single Role Paramedic
04/06/22-28	4/6/2022	INDUSTRIAL SCIENTIFIC CORP	1,229.29	Monthly iNet Gas Monitoring Subscription-3/1/22-3/31/22
228071	3/24/2022	INNOVATIVE CLAIM SOLUTIONS	10,066.58	Workers' Comp Claim Admin Fees 4/1/22-4/30/22
228108	3/31/2022	ISINGS CULLIGAN	71.45	Water Service 3/22-Admin
	3/31/2022	ISINGS CULLIGAN	87.87	Water Service 3/22-Stn 30
	3/31/2022	ISINGS CULLIGAN	72.00	Water Service 3/22-Stn 31
	3/31/2022	ISINGS CULLIGAN	51.21	Water Softener Salt 3/22-Stn 30
228109	3/31/2022	JASON ALAGA	250.00	Paramedic Recertification
228148	4/6/2022	JAY KERR	105.53	Mileage-CSDA Spring Training
228072	3/24/2022	JEAN GAUTHIER	255.60	Appliance Service Call-Stn 34
228110	3/31/2022	JEFFREY BREASHER	900.00	2022 Medical Opt-Out Plan 1/22-3/22
228149	4/6/2022	JEFFREY GRIEPP	1,048.79	Educ Assist-Company Officer 2C/2D/2E Class 11/15-12/16/21
228111	3/31/2022	JOHN ROBERTSON	720.00	CERT Instructor (24.0 hours) 3/12/22-3/19/22
228073	3/24/2022	KAIZEN INFOSOURCE LLC	5,500.00	Records Retention & Management System
04/06/22-29	4/6/2022	KENNETH R CAMPO CPA	19,507.50	Finance Consulting Services-Mar 2022
03/24/22-21	3/24/2022	L N CURTIS AND SONS	674.25	2021 Academy-Raincoat Shells (5)
03/24/22-22	3/24/2022	L N CURTIS AND SONS	269.70	2021 Academy-Raincoat Shells (2)
03/24/22-23	3/24/2022	L N CURTIS AND SONS	269.70	2021 Academy-Raincoat Shells (2)
03/24/22-24	3/24/2022	L N CURTIS AND SONS	281.66	EMS Coat-Parsons
03/24/22-25	3/24/2022	L N CURTIS AND SONS	390.85	2021 Academy-Uniform Pants (3)
03/31/22-07	3/31/2022	L N CURTIS AND SONS	8,531.44	2021 Academy-Structure Turnout Coats (5)
03/31/22-08	3/31/2022	L N CURTIS AND SONS	6,008.44	2021 Academy-Structure Turnout Pants (5)
03/31/22-09	3/31/2022	L N CURTIS AND SONS	172.91	2021 Academy-Raincoat (1)
03/31/22-10	3/31/2022	L N CURTIS AND SONS	281.66	2021 Academy-EMS Parkas

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03/31/22-11	3/31/2022	L N CURTIS AND SONS	598.13	2021 Academy-Raincoat Liners (4)
03/31/22-12	3/31/2022	L N CURTIS AND SONS	390.85	2021 Academy-Class B Pants (3)
03/31/22-13	3/31/2022	L N CURTIS AND SONS	630.75	2022 Academy-Single Role PM Boots (4)
03/31/22-14	3/31/2022	L N CURTIS AND SONS	864.56	2022 Academy-Single Role PM Raincoats (5)
03/31/22-15	3/31/2022	L N CURTIS AND SONS	172.91	2022 Academy-Single Role PM Raincoat (1)
04/06/22-30	4/6/2022	L N CURTIS AND SONS	206.63	Station Boots-Spani
04/06/22-31	4/6/2022	L N CURTIS AND SONS	325.16	Sample Helmet-FF Reserves/Single Role
04/06/22-32	4/6/2022	LANCE MAPLES	17,955.00	Professional Services-Mar 2022
228150	4/6/2022	LON M PHARES	6,030.00	Professional Services-Mar 2022
228112	3/31/2022	LUCAS A HIRST	250.00	Paramedic Recertification
228074	3/24/2022	MICHAEL J FRITH	500.00	Train The Trainer PHTLS Instructor
228151	4/6/2022	MICHAEL J FRITH	500.00	Train The Trainer PHTLS Instructor-3/29/22
228113	3/31/2022	MICHAEL L YBARRA	900.00	2022 Medical Opt-Out Plan 1/22-3/22
228152	4/6/2022	NATIONAL CONSTRUCTION RENTALS INC	513.08	2021-1 Academy-Portable Toilet Rental
228114	3/31/2022	NEXT DAY DRY CLEANING DELIVERY	192.00	2021 Academy-Class C Pants Hem
	3/31/2022	NEXT DAY DRY CLEANING DELIVERY	5.00	Dispatcher-Velcro Repairs
	3/31/2022	NEXT DAY DRY CLEANING DELIVERY	96.00	District Aide-Class C Pants Hem
228115	3/31/2022	NORIDIAN MEDICARE JE PART B REFUNDS	476.95	Ambulance Refund
228116	3/31/2022	NORIDIAN MEDICARE JE PART B REFUNDS	491.59	Ambulance Refund
228075	3/24/2022	OFFICE DEPOT	213.04	Office/Household Supplies
228153	4/6/2022	OFFICE DEPOT	561.46	Office Supplies
	4/6/2022	OFFICE DEPOT	65.32	Office/Household Supplies
228154	4/6/2022	PACIFIC MOBILE STRUCTURES INC	2,925.38	Temp Fire House Rental 4/1/22-4/30/22-Stn 34
228076	3/24/2022	PG&E	1,463.84	Gas/Electric Service 2/3/22-3/6/22-Stn 32
228117	3/31/2022	PG&E	2,033.90	Gas/Electric Service 2/9/22-3/10/22-Stn 36
228155	4/6/2022	PG&E	4.67	Electric Service 3/7/22-3/9/22-Temporary Stn 34
228156	4/6/2022	PG&E	18,698.18	Gas/Electric Service-3/22
03/24/22-29	3/24/2022	RAMOS OIL INC.	(3,965.99)	Pump Out Unleaded/Diesel Fuel-Stn 34
	3/24/2022	RAMOS OIL INC.	6,485.99	Unleaded Fuel-Stn 38
03/24/22-30	3/24/2022	RAMOS OIL INC.	2,137.84	Diesel Fuel-Stn 39
03/31/22-16	3/31/2022	RAMOS OIL INC.	1,999.45	Unleaded/Diesel Fuel-Stn 30
03/31/22-17	3/31/2022	RAMOS OIL INC.	1,828.67	Unleaded/Diesel Fuel-Stn 31
03/31/22-18	3/31/2022	RAMOS OIL INC.	1,418.05	Diesel Fuel-Stn 33
03/31/22-19	3/31/2022	RAMOS OIL INC.	884.32	Diesel Fuel-Stn 35
03/31/22-20	3/31/2022	RAMOS OIL INC.	8,388.78	Unleaded Fuel-Stn 38
04/06/22-33	4/6/2022	RAMOS OIL INC.	1,194.14	Engine Oil-Stn 36
04/06/22-34	4/6/2022	RAMOS OIL INC.	204.27	Engine Oil-Stn 36
04/06/22-35	4/6/2022	RAMOS OIL INC.	856.67	Diesel Fuel-Stn 35
04/06/22-36	4/6/2022	RAMOS OIL INC.	799.55	Diesel Fuel-Stn 36

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register  
From 3/17/2022 Through 4/6/2022

Check Num...	Check Date	Payee	Check Amount	Transaction Description
04/06/22-37	4/6/2022	RAMOS OIL INC.	9,575.10	Unleaded/Diesel Fuel-Stn 38
228118	3/31/2022	REGENCE BLUE SHIELD	103.57	Ambulance Refund
228119	3/31/2022	ROBERT CAMERA	7,631.62	Health Premium Reimb-Dec 2021-Feb 2022
04/06/22-38	4/6/2022	ROEBBELEN CONTRACTING INC	1,146,543.60	San Ramon Public Safety Building Project-PP10
228120	3/31/2022	RYAN VANDER HYDE	500.00	Educ Assist-Driver Operator 1B Class Fee 2/14-2/18/22
228121	3/31/2022	SAUSAL CORPORATION	360,085.01	Station 34 Remodel-PP1
228122	3/31/2022	SEAN MEDINA	210.00	CERT Instructor (7.0 hours) 3/12/22-3/19/22
03/31/22-21	3/31/2022	SHAMROCK OFFICE SOLUTIONS INC	713.36	Copier Charge 3/1/22-3/31/22 Admin
04/06/22-39	4/6/2022	SHAMROCK OFFICE SOLUTIONS INC	190.00	Copier Charge 1/1/22-1/31/22 Admin
04/06/22-40	4/6/2022	SHAMROCK OFFICE SOLUTIONS INC	12.50	Toner Cartridge Shipping Fee-Admin Copier
228123	3/31/2022	SHAWNAY TARQUINIO	250.00	Paramedic Recertification
228077	3/24/2022	SMILE BUSINESS PRODUCTS INC	135.69	Copier Service/Maintenance 3/22-Training Office
228078	3/24/2022	THE ED. JONES COMPANY	791.99	2021 Academy-Name Badges (5)
	3/24/2022	THE ED. JONES COMPANY	1,916.92	2021 Academy-Name Badges (9)
04/06/22-41	4/6/2022	TRI VALLEY TIRE INC	1,900.49	Service Call/New Tires (2)/Parts-Unit 553
04/06/22-42	4/6/2022	TRI VALLEY TIRE INC	474.26	Service Call/New Tire (1)/Parts-Unit 707
228124	3/31/2022	UNITED PARCEL SERVICE	15.50	Delivery Charges-3/19/22
228157	4/6/2022	UNITED PARCEL SERVICE	15.50	Delivery Charges-3/26/22
AC 02/22	3/21/2022	US BANK	346.90	Coffee Maker-Stn 35
AP 02/22	3/21/2022	US BANK	29.99	Creative Cloud Monthly Subscription Fee-Feb 2022
CJ 02/22-1	3/21/2022	US BANK	450.00	Fire Protection & Safety Training-Wendel
CJ 02/22-3	3/21/2022	US BANK	171.44	Mobile Standing Desk-Wendel
CJ 02/22-4	3/21/2022	US BANK	125.00	FasTrak Accounts Replenishment
CJ 02/22-5	3/21/2022	US BANK	70.37	Admin Cleaning Supplies
CJ 02/22-6	3/21/2022	US BANK	789.36	Mental Health Training-Instructor Lodging 3/6-3/12/22
CP 02/22-1	3/21/2022	US BANK	645.38	2021 Academy-Portable Toilet Rental 1/28/22-2/25/22
CP 02/22-2	3/21/2022	US BANK	117.97	Forcible Entry Training Supplies
DA 02/22-1	3/21/2022	US BANK	53.85	Stn 34 Moving Supplies
DA 02/22-10	3/21/2022	US BANK	335.84	2021 Academy-Training Plywood
DA 02/22-2	3/21/2022	US BANK	140.00	Car Wash Prepaid Tickets
DA 02/22-3	3/21/2022	US BANK	275.99	2021 Academy-Training Supplies
DA 02/22-4	3/21/2022	US BANK	310.66	2021 Academy-Forcible Entry Training Supplies
DA 02/22-5	3/21/2022	US BANK	65.38	Light Bulbs/Propane Cylinders-Admin
DA 02/22-6	3/21/2022	US BANK	88.85	Oil/Filter Change-Unit 355
DA 02/22-7	3/21/2022	US BANK	78.26	Household Supplies-Admin
DA 02/22-8	3/21/2022	US BANK	112.56	Fire Investigator Tools
DA 02/22-9	3/21/2022	US BANK	231.92	Car Wash-Chiefs Vehicles
DBA 02/22	3/21/2022	US BANK	43.49	Non Slip Mat-E39
DBE 02/22-1	3/21/2022	US BANK	55.00	Constant Contact-CERT Database

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register  
From 3/17/2022 Through 4/6/2022

Check Num...	Check Date	Payee	Check Amount	Transaction Description
DBE 02/22-2	3/21/2022	US BANK	14.99	Zoom Meeting Monthly Fee
DG 02/22	3/21/2022	US BANK	525.98	Live Burn Training-Assistant Instructors Meals
DH 02/22 S...	3/21/2022	US BANK	1,328.69	CalCard Stmt 02/22/22-D.Hatfield
DMC 02/22...	3/21/2022	US BANK	235.81	CalCard Stmt 02/22/22-D.McNamara
DP 02/22-1	3/21/2022	US BANK	46.50	Emergency Medical Dispatch Recertification
DP 02/22-2	3/21/2022	US BANK	200.00	ArcGIS Service Credits
DP 02/22-3	3/21/2022	US BANK	222.92	Conventional Oven Replacement-Comm Center
EF 02/22-1	3/21/2022	US BANK	1,162.36	Live Burn Training-Breakfast/Lunch/Coffee
EF 02/22-2	3/21/2022	US BANK	1,357.20	Live Burn Training-Instructors Meals
EF 02/22-3	3/21/2022	US BANK	14.95	CalCard Stmt 2/22/22-E.Falkenstrom
EF 02/22-4	3/21/2022	US BANK	110.00	Unleaded Fuel-Rescue Training Props Transport
ES 02/22	3/21/2022	US BANK	926.71	Storage Container Shelving-Stn 34
IM 02/22-1	3/21/2022	US BANK	332.55	High Back Chair Sling Rail (6)-Stn 36
IM 02/22-2	3/21/2022	US BANK	65.62	2022 Academy-Helper Crew Meals
JS 02/22	3/21/2022	US BANK	339.55	2022 Academy-Single Role PM Front Shields (6)
LN 02/22-1	3/21/2022	US BANK	210.00	Anti-Harrasment Online Vouchers
LN 02/22-2	3/21/2022	US BANK	1,074.00	Cal Chamber of Commerce Membership-Najera
MR 02/22-1	3/21/2022	US BANK	88.68	Household Supplies-Stn 31
MR 02/22-2	3/21/2022	US BANK	705.79	Coffee Maker-Stn 31
PM 02/22-1	3/21/2022	US BANK	96.90	Household Equipment
PM 02/22-2	3/21/2022	US BANK	84.60	Food Supplies
PM 02/22-3	3/21/2022	US BANK	180.00	State of the City Luncheon-Crean/Stamey/Lee/Kerr 3/22/22
PM 02/22-4	3/21/2022	US BANK	270.00	State of the City Luncheon-Chiefs/Managers
RB 02/22 S...	3/21/2022	US BANK	48.93	CalCard Stmt 02/22/22-R.Bock-Willmes
RG 02/22-1	3/21/2022	US BANK	81.40	2021 Academy-Handbooks Binders
RG 02/22-2	3/21/2022	US BANK	495.99	2021 Academy-Bottled Water
RM 02/22-1	3/21/2022	US BANK	677.64	Fire Investigation Conf Lodging-Marley 2/6-2/10/22
RM 02/22-2	3/21/2022	US BANK	474.32	Fire Investigation Small Tools/Supplies
RN 02/22	3/21/2022	US BANK	55.00	DOT Testing Fee
ST 02/22-1	3/21/2022	US BANK	195.11	Recruitment Snacks/Drinks
ST 02/22-2	3/21/2022	US BANK	67.57	EMS Shift Coordinator Interview Panel Lunch
ST 02/22-3	3/21/2022	US BANK	100.00	Photo ID Cards
TD 02/22-1	3/21/2022	US BANK	868.92	HP Color LaserJet Pro MFP Printer-Stn 32
TD 02/22-2	3/21/2022	US BANK	99.00	Technology Services Survey
TD 02/22-3	3/21/2022	US BANK	84.00	Vimeo Annual Subscription/Support
TD 02/22-4	3/21/2022	US BANK	152.20	iPhone/iPad Charging Cables (20)
TD 02/22-5	3/21/2022	US BANK	246.49	Headphone Replacement/AppleCare
TD 02/22-6	3/21/2022	US BANK	224.70	Headphone Replacement/AppleCare
TG 02/22	3/21/2022	US BANK	4.81	Saw Holder Hinge-Unit 525

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register  
From 3/17/2022 Through 4/6/2022

Check Num...	Check Date	Payee	Check Amount	Transaction Description
Trvl-2 02/2...	3/21/2022	US BANK	141.70	FY 2021 Form 1099-MISC/R/NEC eFile/Print/Mail
Trvl-2 02/2...	3/21/2022	US BANK	1,150.00	Navigator Conf Reg Fee-Kerr/Crean
	3/21/2022	US BANK	575.00	Navigator Conf Reg Fee-Meyer
Trvl-2 02/2...	3/21/2022	US BANK	1,249.00	Navigator Conf Reg Fee-Stamey/Lee
Trvl-2 02/2...	3/21/2022	US BANK	575.00	Navigator Conf Reg Fee-Drayton
	3/21/2022	US BANK	575.00	Navigator Conf Reg Fee-Pangelinan
TT 02/22-1	3/21/2022	US BANK	269.90	Hydration Drinks-Stn 33 Stock
TT 02/22-2	3/21/2022	US BANK	1,000.78	Household Supplies-Stn 33 Stock
TW 02/22-1	3/21/2022	US BANK	480.01	Chemicals-HazMat Kit
TW 02/22-2	3/21/2022	US BANK	1,130.13	Supplies For OES HazMat Mandated Inspection
TW 02/22-3	3/21/2022	US BANK	263.26	Chemical Absorbents
228158	4/6/2022	VALLEY PLUMBING HOME CENTER INC	3,990.17	75-Gallon Water Heater-Stn 35
03/31/22-22	3/31/2022	VICKI GRANT	900.00	2022 Medical Opt-Out Plan 1/22-3/22
228159	4/6/2022	WALKERS HYDRAULICS INC	465.00	Service Call-Inspect/Troubleshoot Compressor-Stn 35
228079	3/24/2022	WATERPROOFING ASSOCIATES INC	2,240.00	Leak Investigation/Repairs-Stn 31
228160	4/6/2022	WITMER PUBLIC SAFETY GROUP INC	365.64	Station Boots-Adderly
	4/6/2022	WITMER PUBLIC SAFETY GROUP INC	529.58	Structure Boots-Hirst
03/24/22-31	3/24/2022	WITTMAN ENTERPRISES LLC	18,882.53	Ambulance Collection Fees-2/22
228125	3/31/2022	YADIRA MAGALI MARTINEZ DE LA CRUZ	<u>2,600.00</u>	Cleaning Service-Admin 3/22
Report Total			<u><u>2,628,851.11</u></u>	



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING (Teleconference)  
MARCH 23, 2022 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 Crean, Vice President Kerr, Directors Stamey, Parker and Lee

**Board Member Absent:** None

**1. CALL TO ORDER**

President Crean called the meeting to order at 3:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

District Staff led the Pledge of Allegiance.

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

President Crean declared a quorum of the Board was present, and there were no changes to the Agenda.

**4. PUBLIC COMMENT**

There was no public comment.

**5. CONSENT CALENDAR**

Director Lee noted the Board Minutes under Agenda Item No. 12.1 should show the Next Regular Board Meeting as March 23, 2022. Motion by Director Lee to approve Consent Calendar Items 5.1 through 5.6, with the noted correction; seconded by Director Stamey. Motion carried unanimously by roll call vote. President Crean welcomed the new hires.

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

6.1 Introduction of 2022-I Single-Role Paramedic Academy.

Chief Meyer introduced the new Single-Role Paramedic Academy video. President Crean appreciates the opportunity to “meet” the Academy and complimented their diverse backgrounds.

6.2 Presentation of District’s Annual Comprehensive Financial Report (ACFR) for Fiscal Year Ended June 30, 2021, by Ahmed Badawi, CPA with Badawi & Associates. ACFR for Fiscal Year Ended June 30, 2021 located on the District website at: <https://www.firedepartment.org/home/showdocument?id=4728>.

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Chief Financial Officer Hatfield introduced Ahmed Badawi from Badawi & Associates who provided a brief ACFR presentation. Director Stamey found the report to be complete. Chief Meyer and Vice President Kerr complimented the Finance team's work.

**7. OLD BUSINESS**

7.1 Approve First Amendment and Restatement to the Dispatch Service Agreement Between the San Ramon Valley Fire Protection District and City of San Ramon.

Chief Meyer presented the Amendment includes an open-ended term; adds financial implications if terminated by either party; and adds an EOC Manager/Coordinator. In reply to Vice President Kerr, Chief Meyer said the EOC Manager/Coordinator will be in charge of the EOC, directly answering to the Fire Chief while also responding to the requests made by the City of the San Ramon Police Department as appropriate based on their needs. Director Lee appreciates the long-term, economies of scale relationship. Director Stamey stated it was important to review the agreement between the parties and have a long-term agreement in place. Director Parker noted there has been recent coordination of plans with multi-jurisdictional similarities by the Association of Bay Area Governments (ABAG) which lends to a greater recovery of funds from FEMA. He also emphasized all EOC plans must be exercised and updated to work. President Crean congratulated the District on this Agreement and said this is an example how the District operates in a high trust environment with the City of San Ramon and leverages its relationships to strengthen the community's assets.

Motion by Vice President Kerr to approve First Amendment and Restatement to the Dispatch Service Agreement Between the San Ramon Valley Fire Protection District and City of San Ramon; seconded by Director Parker. Motion carried by roll call vote.

**8. NEW BUSINESS**

8.1 Authorize staff to develop a contract with the Leader REF Group for the purchase and delivery of one (1) Type 2 Sprinter Van 2500 4x2 ambulances per District specifications, including independent equipment purchases and installation into finished ambulances, for a cost not to exceed \$175,000; and further authorize the necessary budget adjustments to reflect the purchase and funding of Sprinter Van ambulance.

Deputy Chief Drayton presented this item and noted that the ambulance will be paid for by County Measure X funds. In reply to Director Stamey, Deputy Chief Drayton confirmed the ambulance cost includes related equipment. In response to a question from Director Lee regarding electric vehicles, Deputy Chief Drayton stated staff has decided to wait until after the move to the new Administration building for any changes. Chief Meyer noted the following correction in the Board report: Leader REV not Leader REF. President Crean appreciates the Apparatus Committee members' hard work on this project designing specifications that will work best for the community.

Motion by Director Stamey to authorize staff to develop a contract with the Leader REV Group for the purchase and delivery of one (1) Type 2 Sprinter Van 2500 4x2 ambulances per District specifications, including independent equipment purchases and installation into finished ambulances, for a cost not to exceed \$175,000; and further authorize the necessary budget adjustments to reflect the purchase and funding of Sprinter Van ambulance; seconded by Director Lee. Motion carried by roll call vote.

- 8.2 Staff recommends approval of the Memorandum of Understanding Between San Ramon Valley Fire Protection District and International Association of Firefighters Local 3546-B.

Chief Meyer presented this item, emphasizing the goal is to allow new hires to enter the fire service as a paramedic and have a future as a firefighter paramedic. Chief Meyer reported that the 3546-B MOU will run concurrently with the Local 3546 MOU noting the following: SRP will be classified as non-safety for pensionable purposes and SRP will have the flexibility of 48-hour and 12-hour shifts to utilize the lower-level life support or mental health calls during fire season. Chief Meyer reported 30% of current hires in the SRP Program are from District's Scholarship Program. In reply to Vice President Kerr, Chief Meyer confirmed three years allows the District to evaluate the paramedics to ensure the District is providing the highest level of service with Financial Consultant Campo further noting that the Chief can waive the 3 years if the circumstances are appropriate to do so. Director Stamey appreciates the open-mindedness of IAFF 3546 in helping to make the SRP Program a success. In reply to President Crean, Chief Meyer stated operationally overtime can be filled by Firefighters Paramedic, but the District will not mandate Firefighters from 3546, it will mandate 3546-B first and also stated the District has not had conversations with LEMSA about the option to run a one-person ambulance.

Motion by Vice President Kerr to approval of the Memorandum of Understanding Between San Ramon Valley Fire Protection District and International Association of Firefighters Local 3546-B; seconded by Director Parker. Motion carried by roll call vote.

- 8.3 Accept by simple motion the Behavioral Health Justice Intervention Services Grant Award in the amount of \$390,000.00 and authorize the appropriate budget adjustments to reflect the grant revenue and expenditures.

Deputy Chief Selover presented this item, noting that the Award compliments the Public Safety for Mental Health program. Chief Meyer credits the EMS Division for finding funding to support the Public Safety for Mental Health program. Director Stamey appreciates the BHJIS Award and the staff's work on this Grant. Director Lee emphasized the need for this the grant, complimented the staff's work on this grant, and encouraged the District's continued efforts to find similar funding. President Crean thanked Chief Selover for positioning the District to move forward in our efforts to provide citizens with the best possible service.

Motion by Director Stamey to accept by simple motion the Behavioral Health Justice Intervention Services Grant Award in the amount of \$390,000.00 and authorize the appropriate budget adjustments to reflect the grant revenue and expenditures; seconded by Vice President Kerr. Motion carried by roll call vote.

- 8.4 Public Safety for Mental Health Program. Authorize staff to enter into the attached contract with Full Tilt Strategies LLC for Behavioral Health Response and Wellbeing Solutions in the amount of \$350,000; and provide ancillary support to the mental health care initiative with associated costs in the areas of medical direction, analytics and legal support in an amount not to exceed \$350,000.

Chief Meyer presented this item, noting that the contract establishes a system providing our employees with the tools to work at the highest level and includes key analytics and data to measure outcomes and evaluate the success of the program. He further stated that this contract will also provide a system for

the maintenance of employee mental health and prevention of employee mental health issues. In reply to Vice President Kerr, Chief Meyer reported the contract presented to the Board stated all work had been completed in the first contract, but the new contract will need to be amended to show there are remaining items to be delivered by Mr. Looper under the first contract which were delayed due to COVID-19, noting this will be at no cost to the District. He also reported the parties have already extended the first contract to reflect these remaining services to be provided to the District, again noting at no cost to the District. In reply to Vice President Kerr, Chief Meyer said Preston will collect feedback and will present an update on the feedback and the next steps. Chief Meyer stated it is important to review the feedback to move forward and every 4-6 months to present the Board with analytics and data. Vice President Kerr supports the program. In reply to Director Lee, District Counsel/District Clerk confirmed that the first contract had an extension by the parties in writing due to mental health training delays due to COVID-19 and such extension of the first contract services was at no additional cost to the District. President Crean looks forward to the update from Mr. Looper.

Motion by Director Lee to Authorize staff to enter into the attached contract with Full Tilt Strategies LLC for Behavioral Health Response and Wellbeing Solutions in the amount of \$350,000 (with modifications to show the needed completion of services under the first contract); and provide ancillary support to the mental health care initiative with associated costs in the areas of medical direction, analytics and legal support in an amount not to exceed \$350,000; seconded by Director Stamey. Motion carried by roll call vote.

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

Letters of appreciation and support from the community were received and acknowledged.

President Crean appreciates the letters of support.

**10. MONTHLY ACTIVITY REPORTS**

10.1 Operations and Training Division - Deputy Chief Frank Drayton  
Operations and Training Report of monthly activities.

Deputy Chief Drayton provided the monthly activities report for February 2022.

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

Deputy Chief Selover provided the monthly activities report for February 2022.

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

Deputy Chief Drayton provided the monthly activities report for February 2022.

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 2022. In reply to Vice President Kerr and Director Stamey, Deputy Chief Drayton confirmed the Station 34 truck is relocated, there are no access issues of ingress/egress for the station, and fencing will secure the portable and area.

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

Director of Emergency Communications Denise Pangelinan provided the monthly activities report for February 2022. In reply to Director Stamey, Director Pangelinan said the District tags the equipment and matching records of all purchased hardware equipment.

- 10.6 Human Resources Division – Financial Consultant, Ken Campo  
Human Resources Report of monthly activities.

Financial Consultant Campo provided the monthly activities report for February 2022.

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

Financial Consultant Campo provided the monthly activities report for February 2022.

- 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 2022, including updates regarding the District's Alamo MAC (Municipal Advisory Council) presentation, City of San Ramon State of the City, Danville State of the Town & Community Awards, Budget Retreat preparation and Public Safety for Mental Health Program which included discussions with Stanford Health Care ValleyCare in Pleasanton and San Ramon Regional Medical Center about alternative destinations. Vice President Kerr complimented the Chief and the command staff on the District's City of San Ramon presentation and stated he received compliments from City Council Members.

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

- 11.1 Comments by Board of Directors.

There were no comments by the Board.

- 11.2 NorCal First Alarm Girls Fire Camp.

In reply to Director Lee's request for the District to support the upcoming NorCal First Alarm Girls Fire Camp, Chief Meyer stated the District is now aware of this opportunity to support the event and the District will reach out to see if assistance is needed. Chief Meyer will also reach out to the organization and ask that they keep the District informed of future events because the District did not receive notice for this event. Director Lee supports the District finding opportunities to grow the pipeline for students interested

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in firefighting.

**12. UPCOMING CALENDAR OF EVENTS**

12.1 Next Regular Board Meeting, April 13, 2022 at 1:00 p.m. via Zoom.

12.2 Board Retreat, March 31, 2022 at 10:00 a.m., Roundhouse.

President Crean announced the above events on the upcoming calendar. He also informed the Board that the Fire District Association of California Conference is scheduled from April 6-8, 2022 in Napa and the deadline to register is March 25, 2022 and the California Special Districts Association Legislative Days in Sacramento is scheduled for May 17-18, 2022.

The Board took a recess at 5:01 p.m. and entered Closed Session at 5:10 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): 1 potential case. Facts and circumstances that might result in litigation need not be disclosed.

13.2 PUBLIC EMPLOYMENT: District Counsel/District Clerk

Pursuant to Government Code Section 54957(b)(1) and 54954.5(e).

**14. RETURN TO OPEN SESSION**

The Board returned to Open Session at 6:13 p.m.

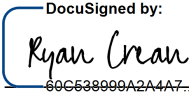
**15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)**

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

**16. ADJOURNMENT**

The regular meeting concluded at 6:14 p.m.

Prepared by:   
Stephanie Brendlen  
District Clerk

Approved by:   
Ryan Crean  
Board President

**San Ramon Valley Fire Protection District  
Salaries, Payroll Taxes & Retirement Contributions**

For the Month of: **March-22**

Department	# Reg Employees	Gross Wages	Payroll Taxes	Retirement	Total	% of Total
GL Acct Number		(5110,5115,5120,5121)	(5140)	(5150,5151)		
Board of Directors	5	1,325.00	19.20	-	1,344.20	0.03%
Fire Chief	3	45,303.07	646.80	22,748.36	68,698.23	1.30%
Human Resources	3	38,781.64	544.06	6,441.37	45,767.07	0.87%
Finance	3	36,397.13	511.30	12,124.18	49,032.61	0.93%
Fire Life & Safety	5	82,806.25	1,190.34	26,076.20	110,072.79	2.08%
Technology	1	7,799.25	112.09	2,232.86	10,144.20	0.19%
Communication Center	15	222,996.02	3,191.65	60,616.62	286,804.29	5.43%
Facilities	0	15,211.67	220.58	-	15,432.25	0.29%
Fire Suppression	147	3,147,917.44	44,318.19	1,368,912.56	4,561,148.19	86.40%
Fleet	1	10,380.00	51.64	3,332.75	13,764.39	0.26%
Training	2	30,033.22	544.25	18,438.30	49,015.77	0.93%
EMS	2	18,593.83	260.99	9,110.41	27,965.23	0.53%
Rescue		21,419.35	-	8,164.46	29,583.81	0.56%
HazMat		6,343.06	-	4,175.00	10,518.06	0.20%
<b>TOTALS</b>	<b>187</b>	<b>3,685,306.93</b>	<b>51,611.09</b>	<b>1,542,373.07</b>	<b>5,279,291.09</b>	<b>100.00%</b>



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: April 13, 2022

To: Board of Directors

From: Frank Drayton, Deputy Chief

Re: Consideration of Amending the Master Equity Lease Agreement with Enterprise Fleet Management for the Addition of Three Command Vehicles

---

## **Background**

In September 2015, the Board approved a Master Equity Lease Agreement with Enterprise Fleet Management for District staff vehicles. The initial lease was for seven staff vehicles that were ready for replacement at that time, with the intent of including additional staff vehicles in the future as the need arises. The Board action approving the master lease also directed that additional vehicle to be included under the program be brought before the Board for approval prior to execution of the lease.

Staff has determined that three command vehicles, currently assigned to the Fire Chief and the two Deputy Chiefs, should be replaced at this time. These vehicles have been in service for 4 years, with mileage ranging from 40,000 miles to 100,000 miles; and given past experience, these vehicles will likely begin to incur higher maintenance costs and reduced trade-in value with continued use. Enterprise is currently offering a trade-in value of \$35,000 each for the three vehicles as an incentive to add the three command vehicles under the master lease agreement.

## **Financial Impact**

The three replacement command vehicles will have an average price of \$51,238.00 per vehicle, which includes upfitting cost. Monthly payments to Enterprise Lease would be approximately \$900.38 per vehicle. Funds are currently available within the Fleet Division to cover the monthly lease cost, so no additional funding is needed.

## **Recommended Board Action**

Authorize the District to amend the Master Equity Lease Agreement with Enterprise Fleet Management for the acquisition of the three command vehicles referenced above.



**RESOLUTION NO. 2022-07**

**RESOLUTION 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**

WHEREAS, the Board of Directors (“Board”) of the San Ramon Valley Fire Protection District (“District”) is committed to preserving public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Board are open and public, as required by the Ralph M. Brown Act (“the Brown Act,” Government Code section 54950 et seq.), so that any member of the public may attend, participate, and watch the Board conduct their business; and

WHEREAS, on September 16, 2021, Governor Newsom signed Assembly Bill 361 (“AB 361”), which provides that under Government Code section 54953(e), a legislative body subject to the Brown Act may continue to meet using teleconferencing without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, in order to meet by teleconference under Government Code section 54953(e), the Governor must have proclaimed a state of emergency pursuant to Government Code section 8625 of the California Emergency Services Act, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558;

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency under the California Emergency Services Act in response to the COVID-19 pandemic, which is still in existence; and

WHEREAS, its further required that state or local officials have imposed or recommended measures to promote social distancing and/or meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, on March 10, 2020, the Contra Costa County Board of Supervisors (“County Board of Supervisors”) found that due to the introduction of COVID-19 in Contra Costa County (“County”), conditions of disaster or extreme peril to the safety of persons and property had arisen, commencing on March 3, 2020. Based on these conditions, pursuant to Government Code section 8630, the Board adopted Resolution No. 2020/92, proclaiming the existence of a local emergency throughout the County (“Resolution No. 2020/92”); and

WHEREAS, the California Department of Public Health (CDPH) and the federal Centers for Disease Control and Prevention (CDC) caution that the Delta variant of COVID-19, currently

the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations; and

WHEREAS, on September 20, 2021, County Health Officer issued Recommendations for Safely Holding Public Meetings that includes recommended measures to promote social distancing, including: (1) on-line meetings (teleconferencing meetings) are strongly recommended as those meetings present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19; (2) if a local agency determines to hold in-person meetings, offering the public the opportunity to attend via a call-in option or an internet-based service option is recommended when possible to give those at higher risk of an/or higher concern about COVID-19 an alternative to participating in person; (3) a written safety protocol should be developed and followed, and it is recommended that the protocol require social distancing – i.e., six feet of separation between attendees – and face masking of all attendees; (4) seating arrangements should allow for staff and members of the public to easily maintain at least six-foot distance from one another at all practicable times;

WHEREAS, on November 26, 2021, the World Health Organization (WHO) designated the variant B.1.1.529 a variant of concern, named Omicron, on the advice of WHO’s Technical Advisory Group on Virus Evolution.

WHEREAS, CDPH Order dated February 28, 2022 provided effective March 1, 2022, the CDPH strongly recommended that all persons, regardless of vaccine status, continue indoor masking in an effort to prevent the spreading of COVID-19 and Omicron infections;

WHEREAS, the California Department of Industrial Relations (DIR) issued Cal/OSHA Revised Emergency Temporary Standards effective January 14, 2022 which provide guidelines for COVID-19 Prevention (§3205 COVID-19 Prevention), including measures for identifying workplace “close contact.” Cal/OSHA defines “close contact” as “being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high risk exposure period,” regardless of the use of face coverings.

WHEREAS, on February 22, 2022, the World Health Organization requested that countries continue to be vigilant against Omicron variants BA.1, BA.1.1, and BA.2.

WHEREAS, for the week ending March 12, 2022, the CDC reported the BA.2 sub-lineage of the Omicron variant now makes up nearly a quarter of new COVID-19 infections nationwide.

WHEREAS, the Board does hereby find that the Governor’s Proclamation of a State of Emergency in response to the COVID-19 pandemic remains in effect, state and local officials have imposed or recommend measures to promote social distancing, and meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, the Board does hereby find that the legislative bodies of the San Ramon Valley Fire Protection District shall conduct meetings without compliance with the requirements of Government Code section 54953(b)(3), as authorized by Government Code section 54953(e)

under AB 361, and that all legislative bodies shall comply with the requirements of Government Code section 54953(e); and

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the Board and its subcommittees will meet in a virtual manner where public access and participation will be available through call-in and interactive web-video communication.

NOW, THEREFORE, the Board of Directors of the San Ramon Valley Fire Protection District resolves as follows:

1. Recitals. The Board finds the recitals set forth above are true and correct and are incorporated into this Resolution 2022-07 by this reference.
2. Re-ratification of Proclamation of State of Emergency. The Board hereby ratifies California Governor Newsom's Proclamation of State of Emergency in response to the COVID-19 pandemic, effective as of its issuance date of March 4, 2020.
3. Affirmation of County Recommendations for Social Distancing and Teleconferencing. The Board finds that the County Health Officer has strongly recommended social distancing and that public meetings be held by teleconferencing as those meetings present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19, and the Omicron variants.
4. Imminent Risks to the Health and Safety of Attendees. The Board finds that in person meetings of the Board would present imminent risks to the health or safety of attendees due to a proclaimed State of Emergency in response to the COVID-19 pandemic in place, Resolution No. 2020/92, proclaiming the existence of a local emergency throughout Contra Costa County, Contra Costa County's Recommendations for Social Distancing and Teleconferencing, and COVID-19 Omicron variant infections.
5. Remote Teleconference Meetings. As authorized by Assembly Bill 361, the Board authorizes and directs staff to take all actions necessary to implement the intent and purpose of this Resolution 2022-07, including conducting open and public meetings in accordance with the Government Code section 54953(e) and all other applicable provisions of the Brown Act.
6. Effective Date of Resolution. This Resolution 2022-07 shall take effect immediately upon its adoption and shall be effective until earlier of May 12, 2022, or such time the Board adopts a subsequent resolution in accordance with Government Code section 54953(e) to extend the time during which the Board may continue to teleconference without compliance with Government Code section 54953(b)(3) as authorized under AB 361, or this Resolution 2022-07 lapses due to lack of action by the Board.

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, and duly carried, the foregoing resolution was PASSED AND ADOPTED on April 13, 2022, by the following vote:

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

DATED: April 13, 2022

---

Ryan Crean  
President, Board of Directors

APPROVED TO CONTENT:

---

Paige Meyer, District Fire Chief

APPROVED AS TO FORM:

---

Stephanie Brendlen  
District Counsel

ATTEST:

---

Stephanie Brendlen  
District Clerk

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
Board of Directors Retreat**

**March 31, 2022 Minutes**

*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.*

**Location:** The Roundhouse, Tenaya Room - 2600 Camino Ramon, San Ramon, CA 94582

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

**Board Member Absent:** None

**1. CALL TO ORDER**

President Crean called the meeting to order at 10:03 a.m.

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

President Crean declared a quorum of the Board was present; and there were no changes to the Agenda.

**3. PUBLIC COMMENT**

Roger Lake introduced himself. Mr. Lake stated he supports mutual aid for Station 37, which has been used by Station 37 volunteers in the past primarily for wildland fires.

**4. GENERAL BUSINESS**

4.1 Update on Goals from 2021-2022. Identify and Prioritize 2022-2023 Goals.

Chief Meyer welcomed everyone to the annual retreat stating that this would be an informal meeting and he would appreciate feedback on the presentations given by Executive Staff. Staff updated their division goals from 2021-2022 and identified and prioritized their division goals for 2022-2023. During the meeting, there were lengthy discussions between the Board and Staff regarding the 2022-2023 goals, with the Board asking numerous questions throughout the meeting that were answered by the Staff. The Board Retreat concluded with the Board and Executive Staff discussing the 2022-2023 goals for the Fire Chief and Board.

The Board took a recess from 12:38 p.m. to 12:54 p.m. The Board took a second recess at 2:10 p.m. and entered Closed Session at 2:26 p.m.

**5. CLOSED SESSION**

5.1 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.

- 5.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION: FIRE CHIEF  
Personnel Committee Report. Review of Fire Chief performance evaluation and employment contract.  
Pursuant to California Government Code Section 54957(b).

**6. RETURN TO OPEN SESSION**

The Board returned to Open Session at 3:37 p.m.

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

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

**8. GOOD OF THE ORDER**

- 8.1 Comments by Board of Directors.

There were no comments made by the Board.

**9. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY APRIL 13, 2022 at 1:00 P.M. VIA ZOOM.**

The Board of Directors Retreat concluded at 3:37 p.m.

Prepared by: \_\_\_\_\_  
Stephanie Brendlen  
District Clerk

Approved by: \_\_\_\_\_  
Ryan Crean  
Board President



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: April 13, 2022  
To: Board of Directors  
From: Paige Meyer, Fire Chief  
Subject: Approval of contract amendment with Ken Campo for consulting services

---

## **Background:**

Given the District is undergoing organizational change and review, staff would like to continue the services of Ken Campo to provide ongoing administrative support to the Finance and Human Resources Divisions to include, but would not be limited to:

- Take on a lead role as acting Administrative Services Director overseeing the coordination and merging of Finance and Human Resources functions to better serve District employees;
- Succession planning and mentoring;
- Financial management (including financial forecasting and planning) and Human Resources consultation to the Fire Chief, Board of Directors and command staff;
- General oversight and management of the Finance and Human Resources Divisions;
- Under direction of the Fire Chief and Board of Directors, represent the District in meetings with outside creditors and lenders, banking institutions, third party administrators and other agencies;
- Managing the paydown and elimination of unfunded liabilities associated with CCCERA and OPEB;
- Assist the District in identifying and implementing reasonable cost recovery measures to the extent deemed appropriate by the Fire Chief and Board of Directors;

Other duties would include ongoing review of Workers' Compensation claims, CCCERA retirement rates, OPEB funding policy, ongoing assistance with labor negotiations, monitoring changes in the assessed value of property within the District and other planning and operational activities as may be directed by me in these Divisions.

## **Recommended Board Action:**

Staff recommends approval of a Contract amendment increasing the compensation for Services provided by Ken Campo to \$163 per hour.

## **Financial Impact:**

Funding for the Services is included in the Finance Division budget under Professional Services for fiscal year 2021-22.

**SECOND AMENDMENT TO THE SAN RAMON VALLEY FIRE  
PROTECTION DISTRICT STANDARD AGREEMENT  
FOR INDEPENDENT CONTRACTOR SERVICES FOR KENNETH CAMPO**

THIS SECOND AMENDMENT TO THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT STANDARD AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES FOR KENNETH CAMPO (“Second Amendment”) is made and entered into this 13<sup>th</sup> day of April 2022, by and between the San Ramon Valley Fire Protection District (“District”), a California special district organized and existing under the Fire Protection District Law of 1987 (Health and Safety Code section 13800 *et seq.*), and Kenneth Campo (“Contractor”), each a “Party” and collectively the “Parties.”

**RECITALS**

**WHEREAS**, on April 1, 2019, the Parties entered into the San Ramon Valley Fire Protection District Standard Agreement for Independent Contractor Services for Kenneth Campo (“Agreement”) pursuant to which Contractor agreed to provide certain services under the terms and conditions of the Agreement;

**WHEREAS**, on November 1, 2020, the Parties entered into the First Amendment to the San Ramon Valley Fire Protection District Standard Agreement for Independent Contractor Services for Kenneth Campo (“First Amendment”), a copy of which is attached and incorporated as **Exhibit A**;

**WHEREAS**, the Parties wish to amend Contractor’s compensation set forth in Section 2 of the First Amendment; and

**WHEREAS**, Health and Safety Code section 13861(f) authorizes the District to enter into contracts under Public Contract Code section 20810 *et seq.*

**NOW THEREFORE**, the Parties agree as follows:

1. Total Compensation. Section 2 of the First Amendment shall be replaced with the following:

District shall compensate Contractor for the satisfactory performance of the work described in this Agreement to not exceed the amount of \$163.00 per hour.

2. Remaining Provisions Unchanged. Except as specifically set forth in this Second Amendment, all other terms and conditions of the Agreement and First Amendment shall be in full force and effect.
3. Counterparts. This Second Amendment may be executed in counterparts, each of which will be deemed an original, but all of which taken together shall constitute one and the same instrument.

**{{SIGNATURES TO FOLLOW ON NEXT PAGE}}**



**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

By: \_\_\_\_\_  
Paige Meyer, Fire Chief

**APPROVED AS TO BUDGET AUTHORITY AND INSURANCE**

By: \_\_\_\_\_  
Davina Hatfield, CFO

**KENNETH CAMPO**

By: \_\_\_\_\_

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Stephanie Brendlen, District Counsel/District Clerk

**EXHIBIT A**  
**First Amendment to the San Ramon Valley Fire Protection District Standard**  
**Agreement for Independent Contractor Services for Kenneth Campo**

**FIRST AMENDMENT TO THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
STANDARD AGREEMENT  
FOR INDEPENDENT CONTRACTOR SERVICES FOR KENNETH CAMPO**

THIS FIRST AMENDMENT TO THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT STANDARD AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES FOR KENNETH CAMPO (“**First Amendment**”) is made and entered into this 1<sup>st</sup> day of November 2020, by and between the San Ramon Valley Fire Protection District (“**District**”), a California special district organized and existing under the Fire Protection District Law of 1987 (Health and Safety Code section 13800 *et seq.*) and Kenneth Campo (“**Contractor**”), each a “**Party**” and collectively the “**Parties.**”

**RECITALS**

**WHEREAS**, on April 1, 2019, the Parties entered into the San Ramon Valley Fire Protection District Standard Agreement for Independent Contractor Services for Kenneth Campo (“**Agreement**”) pursuant to which Contractor agreed to provide certain services under the terms and conditions of the Agreement;

**WHEREAS**, Contractor represents that he remains qualified and able to perform services under the Agreement;

**WHEREAS**, the Parties desire to amend the Agreement pursuant to the terms and conditions set forth in this First Amendment; and

**WHEREAS**, Health and Safety Code section 13861(f) authorizes the District to enter into contracts under Public Contract Code section 20810 *et seq.*

**NOW THEREFORE**, the Parties agree as follows:

1. **Section 1.** Section 1 of the Agreement shall be replaced with the following:

**Term of Agreement.** The Term of this Agreement shall extend from November 1, 2020 (“**Commencement Date**”) until termination by either Party as set forth under Section 14 (the “**Termination Date**”).

2. **Exhibit B.** Section 1 of Exhibit B shall be replaced with the following:

**TOTAL COMEPENSATION.** District shall compensate Contractor for the satisfactory performance of the work described in this Agreement to not exceed the amount of \$153.00 per hour.

3. **Remaining Provisions Unchanged.** Except as specifically set forth in this First Amendment, all other terms and conditions of the Agreement shall be in full force and effect.

4. **Counterparts.** This First Amendment may be executed in counterparts, each of which will be deemed an original, but all of which taken together shall constitute one and the same instrument.

**[SIGNATURES TO FOLLOW ON NEXT PAGE]**

Kenneth Campo  
First Amendment to Independent Contractor Agreement  
Page 2 of 2

IN WITNESS WHEREOF, San Ramon Valley Fire Protection District and Contractor do hereby agree to the full performance of the terms set forth herein.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

**Kenneth R. Campo, Contractor**

DocuSigned by:  
BY: Paige Meyer  
Paige Meyer  
District Chief

DocuSigned by:  
BY: Kenneth R. Campo  
F6BD2355A8894E5...

**APPROVED AS TO BUDGET AUTHORITY AND INSURANCE**

DocuSigned by:  
BY: Davina Hatfield  
Davina Hatfield  
Controller

**APPROVED AS TO FORM:**

DocuSigned by:  
BY: Stephanie E. Sakai  
Stephanie E. Sakai, District Counsel



**SPECIAL ANNOUNCEMENTS/  
PRESENTATIONS/  
GENERAL BUSINESS**



**OLD BUSINESS**



**NEW BUSINESS**



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: April 13, 2022

To: Board of Directors

From: Paige Meyer, Fire Chief

Subject: Approval of Changes to the Memorandum of Understanding Between San Ramon Valley Fire Protection District and Local 3546-A IAFF

---

## **Summary**

The attached Tentative Agreement (TA, Attachment A) confirms the understandings that have been reached by the parties as those apply to modifications to the existing Memorandum of Understanding (MOU) between San Ramon Valley Fire Protection District and International Association of Firefighters Local 3546-A, as amended and expiring March 31, 2022.

The TA has been ratified by Local 3546-A.

## **Discussion**

The parties to the MOU have now reached a tentative agreement on changes to the MOU, significant elements of which include:

- Extend the term of the MOU to March 31, 2027, consistent with the Local 3546 MOU.
- Wage adjustments intended to achieve and maintain generally a 20% spread between the Battalion Chief 2 (with rescue or hazmat) and Captain 10 (paramedic):
  - 3% - April 1, 2022
  - 3% - April 1, 2023
  - 3% - April 1, 2024
  - 3% - April 1, 2025
  - 3% - April 1, 2026
- Special Teams (HazMat & Rescue)
  - Coordinator positions – BC's get priority consideration, 7.5% premium base monthly salary of Engineer 4, step 6.
  - Team membership – BC's may join only one specialty team. Member may not be on multiple teams at any time.
- Reorganization – 3546-A agrees to establishment of unrepresented Training and EMS Assistance Chief positions.
- Vacation Leave cap – to be reinstated by April 30, 2024. (Suspended during COVID.)
- 40-hour (Day) BC's will no longer receive Administrative Leave



**Financial Implications**

The 2022 and 2023 annual wage increases are 2% and 1% less, respectively, than the Local 3546 wage increases. This is intended to achieve and maintain the generally 20% spread from Captain discussed previously. The financial impact of the proposed MOU changes on the District's operating budget are consistent with the salary assumptions included in 10-year financial forecast. Given the strong, sustained growth in District property values, coupled with the cost-saving measures implemented over that same period, the District is financially well positioned to absorb the added cost of the MOU changes and to accomplish the desired accelerated paydown of both the unfunded liabilities associated with employee retirement benefits and retiree medical benefits.

**Recommended Action**

Staff recommends the Board approve the changes to the MOU outlined in the attached Tentative Agreement and authorize the Fire Chief to execute an updated MOU to reflect such changes.

Attachments:

ATTACHMENT A (Tentative Agreement Local 3546-A)

## ATTACHMENT A

### Tentative Agreement 3546-A 4/1/2022 through 3/31/2027

#### ***Salary Increase***

- 3% - April 1, 2022
- 3% - April 1, 2023
- 3% - April 1, 2024
- 3% - April 1, 2025
- 3% - April 1, 2026

- To obtain and maintain generally a 20% spread between the Battalion Chief 2 (with rescue or hazmat) and Captain 10 (paramedic).

#### ***Qualifications***

- Paramedic License – Highly desirable

#### ***Special Teams***

- Coordinator positions – First consideration, 7.5% premium base monthly salary of Engineer 4, step 6.
- Team membership – member may join *only* one specialty team. Member may not be on multiple teams at any time.

#### ***Reorganization***

- 3546-A agrees to establishment of unrepresented Training and EMS Assistance Chief positions

#### ***Policy***

- 40-hour (Day) Battalion Chief will no longer receive Administrative Leave.
- Vacation Leave cap – to be reinstated by April 30, 2024.



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: April 13, 2022  
To: Board of Directors  
From: Paige Meyer, Fire Chief  
Subject: Approval of Changes to Executive Staff Compensation Package

---

## **Summary**

Recommended changes in compensation include a 3% wage increase, effective April 1, 2022, for Deputy Chiefs, the Director of Emergency Communications, and the Chief Financial Officer position. This wage adjustment would not apply to the Fire Chief position.

## **Discussion**

The wage increase is commensurate with the proposed increase for employees represented by IAFF Local 3546-A; maintains the alignment of base pay and internal equity established in 2021; necessary to avoid salary compaction issues going forward; and deemed appropriate given the unique responsibilities and vital roles each position plays in the overall success of the Organization.

## **Financial Implications**

The financial impact of the proposed compensation changes on the District's operating budget are consistent with the salary assumptions included in the 10-year financial forecast. Given the strong, sustained growth in District property values, coupled with the cost-saving measures implemented over that same period, the District is financially well positioned to absorb the added cost of the changes and to accomplish the desired accelerated paydown of both the unfunded liabilities associated with employee retirement benefits and retiree medical benefits.

The wage increase carries a commensurate increase in pension costs; with the exception of one Deputy Chief who would not have an increase in pension costs given their PEPRA status for retirement purposes.

## **Recommended Action**

Staff recommends the Board approve a 3% wage increase for Deputy Chiefs, the Director of Emergency Communications, and the Chief Financial Officer positions.



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: April 13, 2022

To: San Ramon Valley Fire Protection District Board of Directors

From: Ken Campo, Financial Consultant

Subject: Amendment No. 7 to the Employment Agreement between the San Ramon Valley Fire Protection District and Fire Chief Paige Meyer

---

## **Background:**

At the March 30, 2022, annual retreat meeting of the Board of Directors, under Closed Session item 13.5 PERSONNEL – FIRE CHIEF, the Board discussed Chief Meyer’s overall performance during his tenure with the District, along with desired modifications to his employment agreement. The modifications discussed during the meeting consisted of the following items:

- Extending the term of the agreement from March 18, 2025, to March 31, 2025 (cleanup item).
- Salary increases of \$10,000 per year each April 1<sup>st</sup>, beginning April 1, 2022.
- District shall contribute \$5,000 per month into Chief Meyer’s deferred compensation account beginning April 1, 2022; Chief Meyer agrees to forego the January 1, 2021, increase of two percent (2%) in deferred compensation that was agreed upon but which was never implemented.
- Chief Meyer shall have the option beginning April 1, 2024, to retire and continue working as the District Fire Chief as a retired annuitant for the remainder of the term of the contract, subject to applicable CCCERA rules regarding working after retirement.

The annual salary and changes in deferred compensation and are presented in the table below:

	Annual Salary	Annual Deferred Compensation
Year 1	\$340,000	\$60,000
Year 2	\$350,000	\$60,000
Year 3	\$360,000	\$60,000

In reviewing Chief Meyer’s contract, staff discovered the two percent (2%) deferred compensation increase approved by the Board and effective January 1, 2021, was not included in the Amendment No. 6 and Chief Meyer has agreed to waive the \$6,600 amount in lieu of favorable consideration of the above deferred compensation adjustment. Agenda No. 8.3

**Recommended Board Action:**

It is recommended that the District Board consider and approve Amendment No. 7 to the employment agreement between the San Ramon Valley Fire Protection District and Chief Meyer.

**Financial Impacts:**

The salary and deferred compensation increases would not result in additional annual, pensionable compensation due to IRS Section 401(a)(17) limitations on pensionable compensation.

**SEVENTH AMENDMENT AND RESTATEMENT TO EMPLOYMENT  
AGREEMENT BETWEEN THE SAN RAMON VALLEY FIRE PROTECTION  
DISTRICT AND PAIGE MEYER**

This SEVENTH AMENDMENT and RESTATEMENT ("Seventh Amendment") is made and entered into as of April 13, 2022, by and between the SAN RAMON VALLEY FIRE PROTECTION DISTRICT ("District") and PAIGE MEYER ("Employee"), with respect to terms and conditions of employment of Employee as District Fire Chief.

**WHEREAS**, District and Employee entered into an Employment Agreement for the position of District Fire Chief ("Agreement"), effective March 18, 2013; and,

**WHEREAS**, the parties modified the terms of the Agreement effective April 1, 2016 (the "First Amendment"), following the District Board of Director's review of Employee; and,

**WHEREAS**, the parties modified the terms of the Agreement effective August 23, 2017 (the "Second Amendment"), following the District Board of Director's review of Employee; and,

**WHEREAS**, the parties modified the terms of the Agreement effective July 1, 2018 (the "Third Amendment"), following the District Board of Director's review of Employee; and,

**WHEREAS**, the parties modified the terms of the Agreement effective May 1, 2019 (the "Fourth Amendment"), following the District Board of Director's review of Employee; and,

**WHEREAS**, the parties modified the terms of the Agreement effective June 24, 2020 (the "Fifth Amendment"), following the District Board of Director's review of Employee; and,

**WHEREAS**, the parties modified the terms of the Agreement effective January 27, 2021 (the "Sixth Amendment"), following the District Board of Director's review of Employee; and

**WHEREAS**, the parties have agreed to again amend, as well as restate, the Agreement; and,

**WHEREAS**, pursuant to Government Code Section 54956(b), this Seventh Amendment shall be approved at a Regular Meeting of the District Board of Directors.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Effective Date.

All terms and conditions of this Seventh Amendment shall be effective commencing April 1, 2022.

2. Section 2 “Term” is amended as follows:

The end of the Initial Term of the Agreement shall be extended for a period from March 18, 2025, to March 31, 2025, subject to the District’s right of termination or removal set forth in Agreement Sections 2 and 3 and the Employee’s right to resign as set forth in Section 2.

3. Section 2.4.1 is added as follows:

Subject to the Contra Costa County Employees’ Retirement Association rules regarding working after retirement, Employee shall have the option, beginning April 1, 2024, to retire and continue working in the position of District Fire Chief as a retired annuitant for the remainder of the Initial Term of the contract. If Employee should exercise this option, then Employee acknowledges and agrees that the Severance provisions listed in Section 4 of the Agreement become null and void upon such election and are no longer applicable.

4. Section 6.1 "Salary" is amended as follows:

Employee's an annual base shall be increased by \$10,000 each April 1<sup>st</sup> for the remaining term of the Agreement, effective April 1, 2022.

5. Section 6.7 “Deferred Compensation,” is amended as follows:

Effective April 1, 2022, the District shall contribute \$5,000 per month into Employee’s 401(a) deferred compensation account.

Employee agrees to forego the January 1, 2021, increase in deferred compensation equivalent to two percent (2%) of Employee salary that District and Employee had agreed upon but has not been implemented.

6. Terms of Agreement and Subsequent Amendments Remain Effective.

All other terms and conditions of the Agreement and subsequent First, Second, Third, Fourth, Fifth and Sixth Amendments are hereby restated and shall remain in full force and effect except as modified by this Seventh Amendment.

7. Counterparts.

This Seventh Amendment and all amendments and supplements to it may be executed in counterparts, together which shall be construed as one document.

IN WITNESS WHEREOF, the parties hereto have executed this Sixth Amendment as of the date first written above.

**{{SIGNATURES TO FOLLOW ON NEXT PAGE}}**

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Dated: April 13, 2022 By: \_\_\_\_\_  
Ryan Crean, President, Board of Directors

**EMPLOYEE**

Dated: April 13, 2022 By: \_\_\_\_\_  
Paige Meyer, Fire Chief

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Stephanie Brendlen, District Counsel





# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: April 13, 2022

To: Board of Directors

From: Paige Meyer, Fire Chief

Subject: Approval of Employment Agreement with Stephanie Brendlen as District Counsel/District Clerk

---

## **Background:**

Stephanie Brendlen was hired by the District on March 31, 2021, into a newly created position of District Counsel/District Clerk/Director of Human Resources and was a direct report to the Fire Chief. At the time, the District was still contending with the operational impacts of the pandemic and most administrative staff were working remotely. One year later we are emerging from the pandemic and, after careful evaluation of the effectiveness of combining these key administrative functions, it was determined that from an organizational standpoint, the District and Board of Directors would be better served by having Ms. Brendlen focus on District Counsel/District Clerk duties and responsibilities and report directly to the Board of Directors.

This change in employment, along with the agreed upon scope of services to be provided by Ms. Brendlen, would be accomplished through the attached employment agreement. The term of the agreement is for two years, with level compensation commensurate with other executive management Director level positions.

## **Recommended Board Action:**

Staff recommends approval of the attached Employment Agreement with Stephanie Brendlen as District Counsel/District Clerk.

## **Financial Impact:**

Sufficient funds are available in the 2021-22 District operating budget for this Agreement as the stated compensation is less than the previous salary for the District Counsel/District Clerk/Director of Human Resources position.

**EMPLOYMENT AGREEMENT BETWEEN SAN RAMON VALLEY FIRE  
PROTECTION DISTRICT AND STEPHANIE BRENDLEN**

THIS AGREEMENT (“Agreement”) is made and entered into on April 13, 2022 by and between the San Ramon Valley Fire Protection District (“District”) and Stephanie Brendlen (“Employee”), becoming effective April 1, 2022 (the “Effective Date”) with respect to the terms and conditions of employment of Employee as District Counsel/District Clerk for the District; each a “Party,” and collectively the “Parties.”

**Recitals**

WHEREAS, Employee was hired by the District as District Counsel/District Clerk on March 31, 2021 and has continued working for the District; and

WHEREAS, as of the Effective Date, the District desires to continue to employ the services of Employee as District Counsel/District Clerk and Employee desires to accept employment as District Counsel/District Clerk of the District on the terms and conditions contained in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, the Parties agree as follows:

**Section 1. Duties.**

At all times, during the term of this Agreement, the District Counsel/District Clerk position is directly responsible to and reports to the District Board of Directors (“Board”). The District agrees to employ Employee as District Counsel/District Clerk to perform the following functions and duties:

- a. Advise and provide support to the Board and Executive Management.
  
- b. Responsible for:
  - (1) Preparing, evaluating, and executing contracts;
  - (2) Board meeting Agendas, Agenda Packets, and Minutes;
  - (3) Board communications;
  - (4) Board mandated filings and trainings;
  - (5) Ordinances and Resolutions;
  - (6) Election administration;
  - (7) Records Management;
  - (8) Recordkeeping and assisting of Public Records Act requests (non-EMS related);
  - (9) Managing and implementing Lexipol Policy updates through Lexipol updates and working with Executive Management for Division approval;
  - (10) Assist third party administrators and Workers’ Compensation Counsel with Workers’ Compensation claims relating to stipulated settlements and interactive process.

(11) Working with Executive Management on Grievances, Complaints, Disciplines, and Investigations.

c. Provide Risk Management through:

- (1) Contract review and maintenance;
- (2) General liability claim administration;
- (3) Records requests support, as requested by Divisions; and
- (4) Law and Policy Administration – Work with Executive Management to update Lexipol policies for each Division.

d. Perform such other legally permissible and proper duties and functions as the Board may assign from time to time.

## **Section 2. Term.**

2.1 The term of this Agreement is two (2) years, commencing on the Effective Date. The term shall terminate upon the earlier of: (1) a determination by the Board that the District Counsel/District Clerk has engaged in “grave misconduct,” as set forth in Section 3 of this Agreement; (2) the exercise of the Board of its right to remove the District Counsel/District Clerk for such reasons permitted under Government Code Section 3254(c), including breach of this Agreement; (3) resignation of the Employee pursuant to Section 2.4; (4) upon the expiration of this Agreement on April 1, 2024; or (5) in accordance with the provisions of Section 4 of this Agreement. The District shall notify Employee in writing, no later than the first anniversary of the Effective Date of this Agreement regarding any proposal to extend the term of this Agreement.

2.2 Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the District to terminate the services of Employee at any time, subject to the provisions set forth in Section 3 of this Agreement.

2.3 Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from the District Counsel/District Clerk position, subject only to the provisions set forth in Section 2.4.

2.4 In the event Employee voluntarily resigns from the position of District Counsel/District Clerk, Employee shall provide the District with a minimum of ninety (90) days’ written notice prior to the expiration of the Initial Term of this Agreement, unless the Parties agree in writing otherwise.

2.5 In the event the District intends or elects to not renew this Agreement, the District will provide the Employee six (6) months’ written notice prior to the expiration of the term of this Agreement, unless the Parties agree in writing otherwise.

## **Section 3. Termination.**

3.1 The Board may terminate Employee if Employee’s California State Bar License is suspended for disciplinary action, or any other basis which makes the Employee ineligible to practice law in the State of California.

3.2 The Board may terminate Employee for engaging in “grave misconduct.” The term “grave misconduct” means the conviction (including entry of guilty plea or plea of nolo contendere) of: any misdemeanor or felony criminal act committed in the course of employment, or crime of moral turpitude, or crime which resulted in personal gain to the Employee. A determination of grave misconduct shall be within the sole discretion of the Board and be supported by findings which shall be provided to the Employee upon termination.

#### **Section 4. Severance.**

4.1 In the event Employee is terminated by the Board for reasons other than grave misconduct, Section 3.1, or breach of this Agreement, Employee may elect to receive a severance benefit equal to the amount of Employee’s base salary multiplied by the number of months remaining on the term, provided that if the unexpired term of the contract is greater than 6 months, the maximum severance benefit shall be an amount equal to the monthly salary of the employee multiplied by 6, and Health benefits for the same number of months as the severance salary payment. The District will provide in writing sixty (60) days’ notice of intention to separate. Said severance benefit shall be provided in exchange for a mutual release, including Employee’s release of the District’s officers and employees. If Employee does not agree to execute the mutual release, District shall not pay Employee the severance benefit.

#### **Section 5. Compensation and Benefits.**

5.1 Salary. District agrees to pay Employee for Employee’s services an annual base salary equal to that of an Executive Management Director, inclusive of any pay increases thereof, which shall be \$223,735.88 upon the Effective Date of this Agreement. Employee’s annual compensation shall be payable in monthly installments at the same time and in the same manner as other employees of the District are paid.

5.2 Vacation Leave. Employee shall accrue Vacation Leave at 18.56 hours per month, and 20.00 hours per month beginning April 1, 2023. Employee’s Vacation Leave shall be administered as stated in the Non-Represented Employee Handbook.

5.3 Administrative Leave. Employee shall annually receive eighty (80) hours of Administrative Leave per calendar year, accrued and credited at a rate of 6.67 hours per month. Employee’s Administrative Leave shall be administered as stated in the Non-Represented Employee Handbook.

5.4 Holidays. Employee shall receive paid time off for the holidays described in the District’s Holiday Policy. Employee’s Paid Holiday Leave shall be administered as stated in the Non-Represented Employee Handbook.

5.5 Sick Leave. Employee shall accrue Sick Leave at a rate of eight (8) hours per month for each calendar month of service. All paid sick leave hours accrued, but not used, shall be accumulated. At the time of retirement, an employee may apply any unused paid sick leave hours toward retirement as provided for by CCCERA. Unused Sick Leave will not be cashed out upon termination of employment. Employee’s Sick Leave shall be administered as stated in the Non-Represented Employee Handbook.

5.6 Group Benefits. The District will contribute 92% of monthly premiums for Employee and dependent medical insurance up to a District designated cap, and 100% for Employee and dependent dental, vision and EAP insurance, as well as 100% for a \$20,000 life insurance policy for Employee only. Employee's Group Benefits shall be administered as stated in the Non-Represented Employee Handbook.

5.7 Pension Benefits are provided by Contra Costa County Employees' Retirement Association (CCCERA). The Parties understand and agree that eligibility and classification into the retirement system will be determined by CCCERA pursuant to the Public Employee's Pension Reform Act (PEPRA) guidelines. Dependent on CCCERA classification, employee retirement contributions will be determined pursuant to either PEPRA or District guidelines. In general, non-safety members receive either a 2.00% at age 55 (Legacy) retirement benefit or a 2.5% at age 67 (PEPRA) retirement benefit. The District makes no representations or guarantees related to Employee's eligibility for or entitlement to receive pension benefits from CCCERA.

5.8 Deferred Compensation Plans and Flexible Spending Accounts. Employee may participate in the District's Deferred Compensation 457(b) and 401(A) Plans and the District's Flexible Spending Plan with no contribution from the District.

#### **Section 6. Hours of Work.**

Employee shall devote full time to the District Counsel/District Clerk position and shall generally work normal business hours and may be required to perform duties and responsibilities outside normal business hours. Employee acknowledges and agrees that the position of District Counsel/District Clerk is exempt from the Fair Labor Standards Act, therefore Employee shall not receive or be entitled to overtime or extra compensation for work performed outside normal business hours. Employee shall attend all Board of Director meetings unless excused.

#### **Section 7. Retirement.**

Retiree Health Benefits. Employee will be eligible to receive Retiree Health Benefits consistent with the Management and Non-Represented Personnel Handbook.

#### **Section 8. Changes- Benefits/Retirement.**

In the event District's provision of health, welfare and retirement benefits change during the term of this Agreement, said changes applicable to management employees shall become applicable to Employee. Said amendments shall not be applied retroactively.

#### **Section 9. Expense Reimbursement.**

District shall reimburse, consistent with District Policy, all reasonable, actual and necessary expenses of Employee in performing the duties of District Counsel/District Clerk.

#### **Section 10. Indemnification and Defense of Employee.**

10.1 To the fullest extent permitted by law, the District shall defend, hold harmless and indemnify Employee against any and all claims, losses, damages, judgments, interest, settlements,

finer, court costs and any other reasonable costs and expenses of legal proceedings including attorneys fees', and any other liabilities incurred by, imposed upon, or suffered by Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of her duties under this Agreement. Said duty to defend, indemnify and hold harmless shall include, without limitation, any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, that is asserted by a third-party other than the District and arises out of an alleged act or omission occurring in the performance of Employee's duties or resulting from her exercise of judgment or discretion in connection with the performance of her duties or responsibilities, unless the act or omission involved Employee's criminal act, or willful or wanton misconduct. Employee shall promptly give written notice of any claim, threatened claim or litigation. Provided that prompt written notice is given, Employee may request and the District shall not unreasonably refuse to provide independent legal representation with legal counsel selected by the District at the District's expense and subject to Employee's approval of the choice of legal counsel, which approval shall not be unreasonably withheld. Legal representation, provided by the District for Employee, shall extend until a final determination of legal action including appeals brought by either party, and will be provided under a reservation of rights to not pay any judgment, compromise or settlement if it is established by a judicial decision or jury verdict after completion of all appeals that the claim arose out of an act that fell outside the scope of Employee's duties and employment or was the result of a criminal act, or willful or wanton misconduct of the Employee.

10.2 District shall provide and pay for all cost of any fidelity or other bonds required of Employee.

### **Section 11. Goal Setting, Performance Evaluation.**

11.1 By April 30 of each year, or at a date mutually agreed upon by the Parties, Employee shall schedule her performance review with the Board, a subcommittee thereof (exception for 2022 to be scheduled by the end of the calendar year). At the time at which the Parties conduct Employee's performance review, they may also simultaneously conduct Employee's annual salary review. The Board, at its discretion, may also schedule performance evaluations of Employee at any time during the term of this Agreement.

11.2 The Board shall formally review and evaluate the performance of the Employee consistent with agreed upon objectives which, among other things, place emphasis on the District Counsel/District Clerk's duties and performance of special assignments. The Board shall provide the Employee with a written summary statement of the evaluation and provide the Employee an adequate opportunity to discuss her evaluation with their Board in Closed Session. Employee shall sign the performance evaluation to acknowledge that she is aware of its contents. Such evaluation shall be placed in Employee's personnel file. District agrees that Employee shall have the right to have any written comments that Employee may have regarding the evaluation placed in her personnel file.

**Section 12. Events of Default; Right to Cure.**

An “Event of Default” by either Party shall occur under this Agreement when there shall be a material breach of a condition, covenant, warranty, promise or representation contained in this Agreement and such breach shall continue for a period of thirty (30) days after written notice thereof to the defaulting Party without the Defaulting Party curing such breach, or if such breach cannot reasonably be cured within such thirty (30) day period, commencing the cure of such breach within the thirty (30) day period and thereafter diligently proceeding to cure such breach; provided, however, that if a different period of notice requirements is specified for any particular breach under other paragraph of this Agreement, the specific provision shall control. This Section 13 does not apply to Employee’s performance of functions and duties as specified in Section 1 of this Agreement.

**Section 13. Notices.**

Any notice relating to this Agreement shall be given in writing and shall be deemed sufficiently given and served for all purposes when delivery personally or by email, or three (3) business days after deposit in the United States mail, certified or registered, return receipt requested with postage prepaid addressed as follows:

If to Employee

Stephanie Brendlen  
5537 Saint Andrews Drive  
Stockton, CA 95219

With a copy to [sbrendlen@srvfire.ca.gov](mailto:sbrendlen@srvfire.ca.gov)  
and [lulutennisgirl@yahoo.com](mailto:lulutennisgirl@yahoo.com)

If to District

President Board of Directors  
San Ramon Valley Fire Protection District  
1500 Bollinger Canyon Road  
San Ramon, CA 94583-1756

With a copy via email to the then Board  
President’s email

**Section 14. Entire Agreement.**

The terms and conditions and covenants of this Agreement are intended by the Parties as a final expression of their Agreement with respect to such terms, conditions and covenants as are included in this Agreement. The text herein shall constitute the entire Agreement between the Parties, and specifically supersedes all prior written or oral agreements between the Parties.

**Section 15. Amendment.**

This Agreement is intended by Employee and District to be a fully integrated document. The terms of this Agreement are the complete, exclusive, and final embodiment of the Parties’ intent and may be modified only in a written document signed by Employee and District.

**Section 16. Governing Law/Venue.**

This Agreement shall be governed by the laws of the State of California, and the rights and obligations of the Parties hereto shall be construed and enforced in accordance with the laws of the State of California. Venue for any cause of action shall be Contra Costa County, California.

**Section 17. Waiver.**

Any waiver at any time by any Party hereto of its rights with respect to default or any other matter arising in connection with this Agreement shall not be deemed to be a waiver with respect to any other default or matter. The exercise of a Party of any remedy provided in this Agreement or at law shall not prevent the exercise by that Party of any other remedy provided in this Agreement or at law.

**Section 18. Severability.**

If any terms, provisions, conditions and covenants of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

**Section 19. Legal Advice; Neutral Interpretation.**

Each Party to this Agreement warrants to the other party that it has either had the assistance of counsel in negotiation for, and preparation of, this Agreement or could have had such assistance and voluntarily declined to obtain it. The provisions of this Agreement shall be construed as to their fair meaning, and not for or against any Party based on any attribution to such Party as the source of the language in question. The headings used in this Agreement are for the convenience of reference only and shall not be used in construing this Agreement.

**Section 20. No Third-Party Beneficiary.**

Nothing in this Agreement, express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any person other than the Parties to it and their respective permitted successors and assigns, nor is anything in this Agreement intended to relieve or discharge any obligation of any third party to any Party hereto or given any third person any right of subrogation or action over and against any Party of this Agreement.

**Section 21. Execution.**

This Agreement may be executed by DocuSign and each signature shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement consists of nine (9) pages which constitute the entire understanding and agreement of the Parties.

**Section 22. No Conflicts.**

Employee shall devote her full energies, interests, abilities and productive time to her performance of duties as the District's District Counsel/District Clerk, and she shall not, without prior written approval by the Board, render services of any kind for compensation, or engage in any activity (whether or not pursued for monetary advantage) which would materially interfere with the performance of her duties or might interfere with the business and operations of the District. Employee shall not engage in any activity which is or may become a conflict of interest with the District or which may create incompatibility of office as defined under State law.



IN WITNESS WHEREOF, the Parties have executed this Agreement with the intent to be bound as of the date first written above.

**“District”**  
**San Ramon Valley Fire Protection District**

**“Employee”**

By: \_\_\_\_\_  
Ryan Crean, President  
Board of Directors

By: \_\_\_\_\_  
Stephanie Brendlen

Dated:

Dated:

The logo of the Ramon Valley Fire Department is a Maltese cross. The top arm contains the word "RAMON" and the right arm contains "VALLEY". The bottom arm contains the word "FIRE". In the center of the cross is a yellow fire bell, a fire hose nozzle, and a fire axe. A banner at the bottom of the cross reads "Est. 1912".

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



CORDELIA FIRE PROTECTION DISTRICT  
2155 CORDELIA ROAD, FAIRFIELD, CA 94534

TEL: 707-864-0468 • FAX: 707-864-8607

March 24, 2022

Fire Chief Paige Meyer

San Ramon Valley Fire District

1500 Bollinger Canyon Rd.

San Ramon, CA 94583

Fire Chief Dave Carpenter

Cordelia Fire Protection District

2155 Cordelia Road

Fairfield, CA 94534

Chief,

Thank-you for your generous donation of the Freightliner 2001, Type 3 fire engine. Our district will now be able to place out of service a 29-year-old Pierce fire engine with over 200,000 miles, and thus, will offer us a more dependable and safer-to-drive piece of equipment.

I want to you assure you we immediately requested a DMV title change and listed the new vehicle with our insurance carrier. I also want to thank Chief Drayton, Ken Campo for their help, and your Board of Commissioners for their support.

Very Respectfully,

A handwritten signature in blue ink that reads "Dave Carpenter".

Dave Carpenter

Fire Chief, Cordelia Fire District

**From:** Tayyaba Chaudhry [REDACTED]  
**Sent:** Sunday, March 27, 2022 10:06 PM  
**To:** Paige Meyer <[pmeyer@srvfire.ca.gov](mailto:pmeyer@srvfire.ca.gov)>  
**Subject:** Thank You!

Dear Chief Meyer,

This thank you letter is long overdue, I felt I needed to reach out to tell you about my experience with your Fire District.

I own and operate several licensed care homes here in San Ramon Valley. Last year at the height of the COVID pandemic, when the vaccines were almost non-existent, I was scrambling to acquire them for my high risk residents. I had called and emailed several health agencies around requesting assistance but there was none to be found. To my surprise, totally unexpected, I received a call from your Chief Duggan offering vaccine assistance, for all my care homes.

On a Sunday, Chief Duggan arrived and began the paperwork. It was a little challenging at first, because we had to work through all of the patient authorization documents, including Power of Attorney forms for the residents who weren't able to make their own decisions. By the next week, we had Chief Duggan, an Ambulance, and at least 10 Paramedics visit all of my care homes and administered the first dose of the vaccine. They did such a great job with the residents. They were so polite and patient with the residents with Dementia. They engaged the resident in a conversation and administered the vaccine so they don't feel/see the needle. Bless their hearts. I arranged some breakfast for them as an appreciation for their hard work. A few days later they returned and administered a second dose for everyone.

I can't tell you what a Godsend this was, and how many lives were positively impacted by your personnel. One of my resident is a retired Oakland Fireman ([REDACTED]) who was severely injured on the job in fact his fall is pretty famous among Firefighters, when he saw them, he became very emotional/proud. A few months later, as the pandemic eased, Chief Duggan and Director Parker (who had worked with [REDACTED]) returned to my care home and visited with [REDACTED]. It was a very appreciated act of kindness to make someone happy. I have attached a couple of pics for you and want you to know what a high caliber of personnel you have working for you. There's none better.

Thanks,  
Tayyaba Chaudhry



## OFFICE OF THE FIRE CHIEF

CITY OF STOCKTON

CITY HALL • 425 N. El Dorado Street • Stockton, CA 95202-1997 • (209) 937-8801 • Fax (209) 937-8836  
www.stocktonca.gov

Dear Fire Chief Paige Meyer  
of The San Ramon Valley Fire Department,

On January 31, 2022, the Stockton Fire Department lost our friend and brother Fire Captain Max Fortuna. While performing the job he so passionately loved, Captain Fortuna gave his life in the line of duty. Max was an amazing Fire Captain, a devoted husband, a loving father, and a devout man of faith. He will be forever remembered as a natural-born leader who was always willing to share his time, his knowledge, and his passion for the fire service.

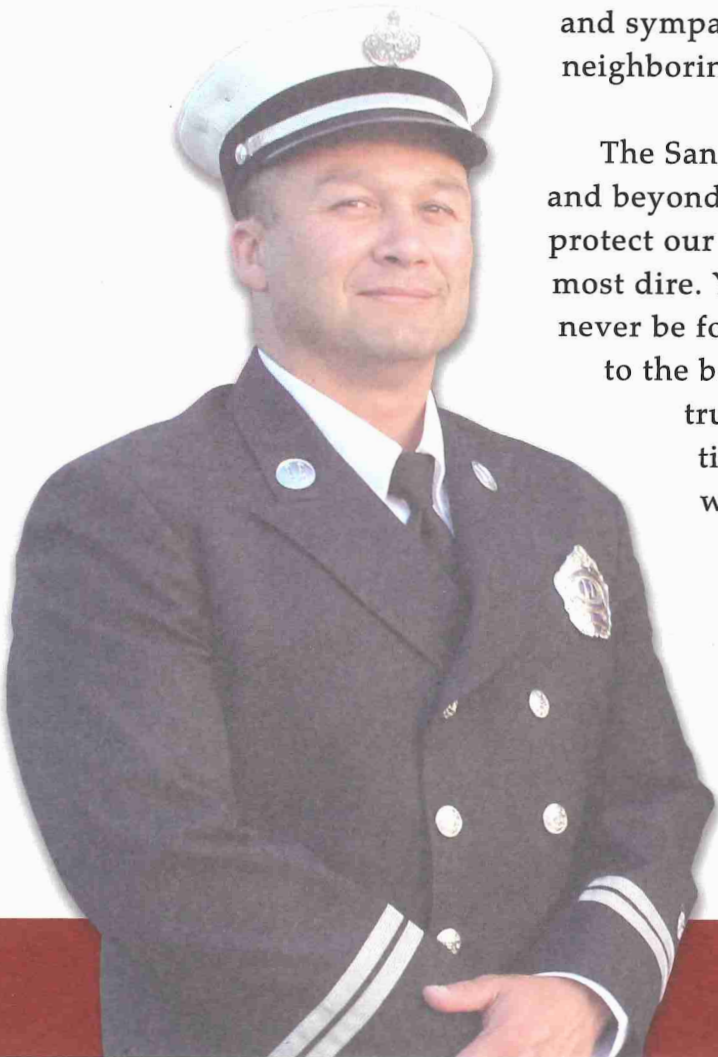
Since that moment in time, the Stockton Fire Department has been overwhelmed by the immense amount of support and sympathy from so many people throughout our city, neighboring communities, and from across the country.

The San Ramon Valley Fire Department went above and beyond. Your crews helped to staff our firehouses and protect our community when our membership was at their most dire. Your respect in honoring Captain Fortuna will never be forgotten. Your department has stood testament to the bonds of the American Fire Service. They have truly helped carry us through one of the worst times we have known. I will never have enough words to adequately thank you.

With Heartfelt Appreciation,

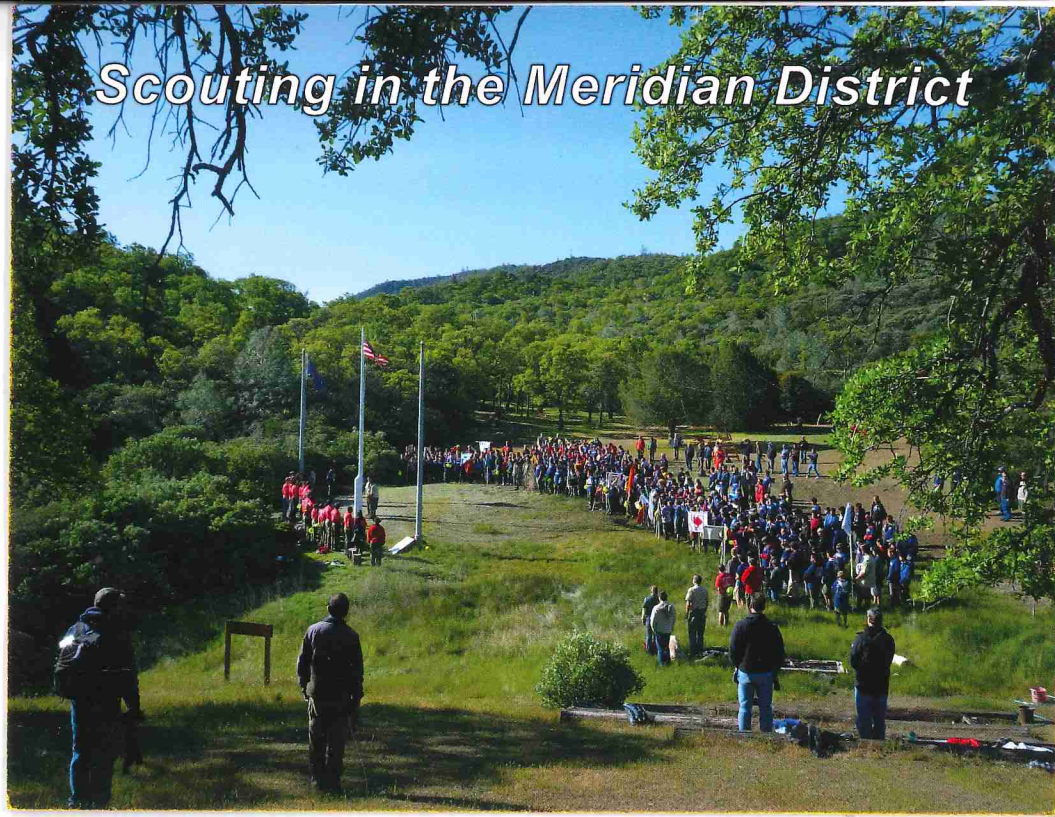
Richard J. Edwards  
Fire Chief

Stockton Fire Department





# Scouting in the Meridian District



3.16.22

Dear Chief Mager:

Thank you for the opportunity to meet with your staff on Monday to discuss the possibility of starting a Five Explorer Post. I think it would be a good fit & could work well with i-Quest. Please call me if you have any questions & we look forward to the next step of starting a post.

Sincerely,  
Rand Muehony



→ Front Street  
"the main street until 1927"

Danville, California  
(circa early 1900's) ←

A special thank you to Chief  
and station 31 firefighters,  
This was the hit of the  
parade and really made  
Alice's day. She posted to her  
facebook page, "They sent a  
hook & ladder" Best bday ever!  
Kim Holmes



**OPERATIONS AND TRAINING**





# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: April 13, 2022  
To: Board of Directors  
From: Frank Drayton, Deputy Chief  
Re: Monthly Operations and Training Report for March 2022

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## Activities

- ❖ Completed 9 weeks of the 16-week 2021-I Firefighter Recruit Academy
- ❖ Completed the 4-week 2022-I Single-Role Paramedic Academy
- ❖ Prepared Training Objectives for Annual Driver Refresher Training class
- ❖ Delivered Helicopter Training for Recruit Firefighters and Single-Role Paramedics
- ❖ Delivered Emergency Vehicle Operations class to Single-Role Paramedics
- ❖ Delivered apparatus safety and inspection training to Single-Role Paramedics
- ❖ Facilitated the presentation of 5-day Mental Health Specialist Training

## Meetings

- ❖ Accredited Local Academy (ALA) meeting with State Fire Training
- ❖ Mental Health Initiative Planning Meetings
- ❖ Station 37 Training Meeting
- ❖ Lexipol Workgroup Meeting
- ❖ 2021-I Firefighter Recruit Academy Planning Meetings
- ❖ 2022-I Single-Role Paramedic Academy Planning Meetings

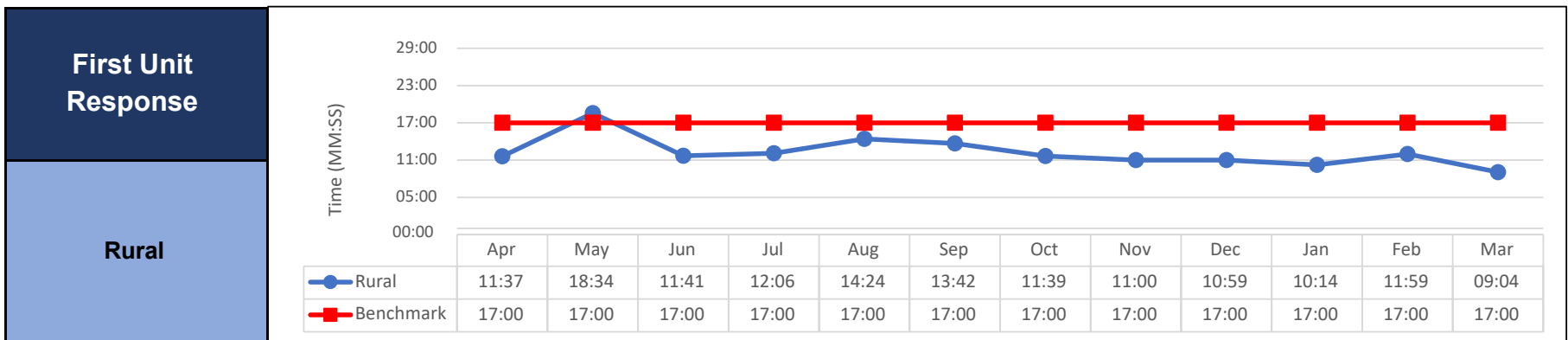
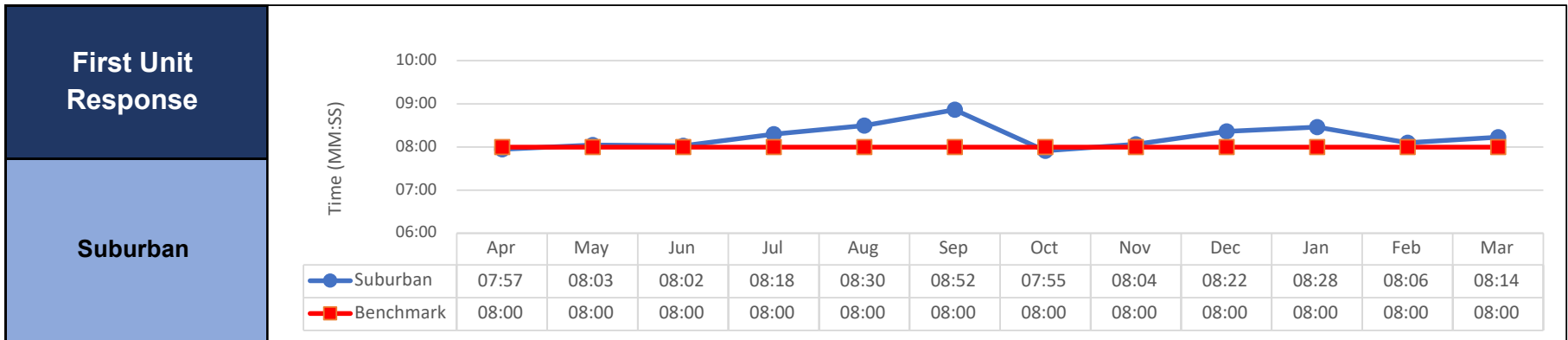
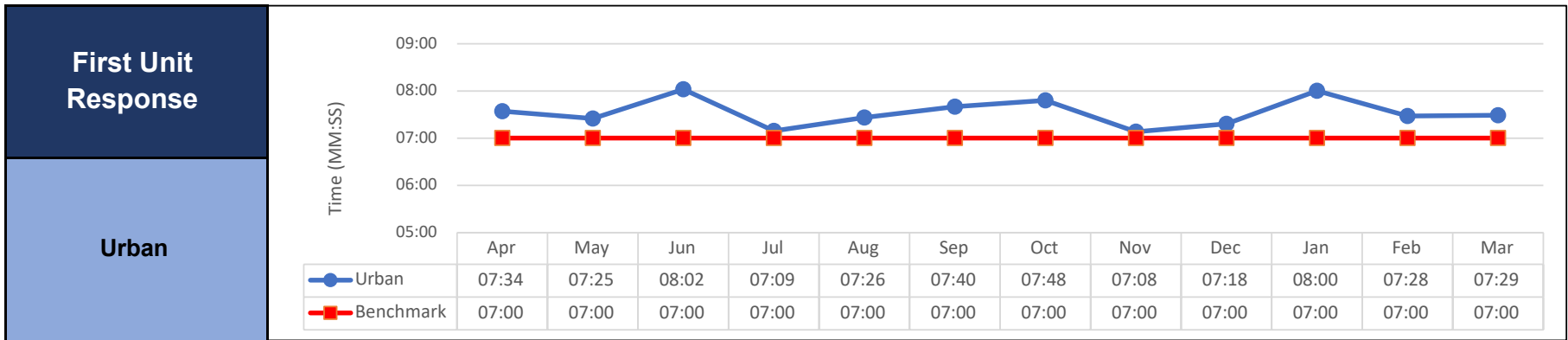
## Standards of Cover Policy Compliance Report March 1, 2022 - March 31, 2022

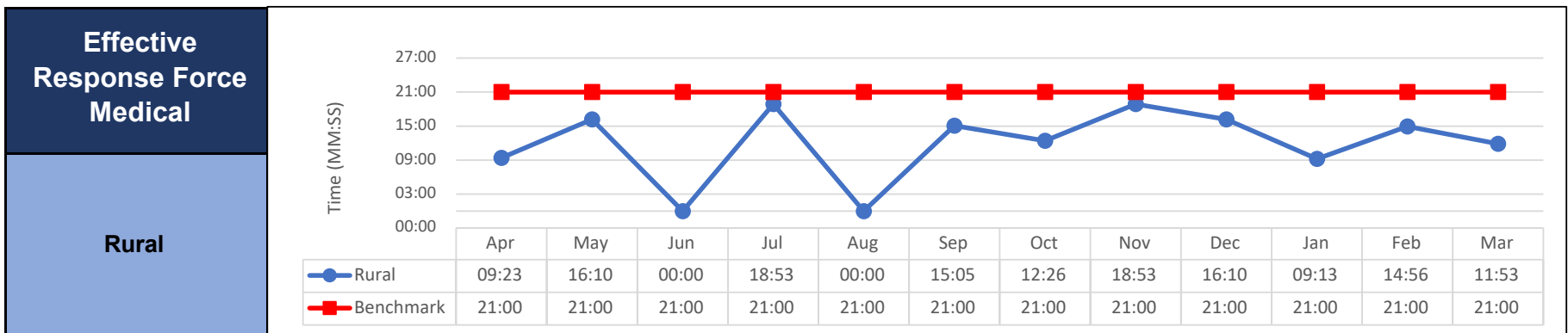
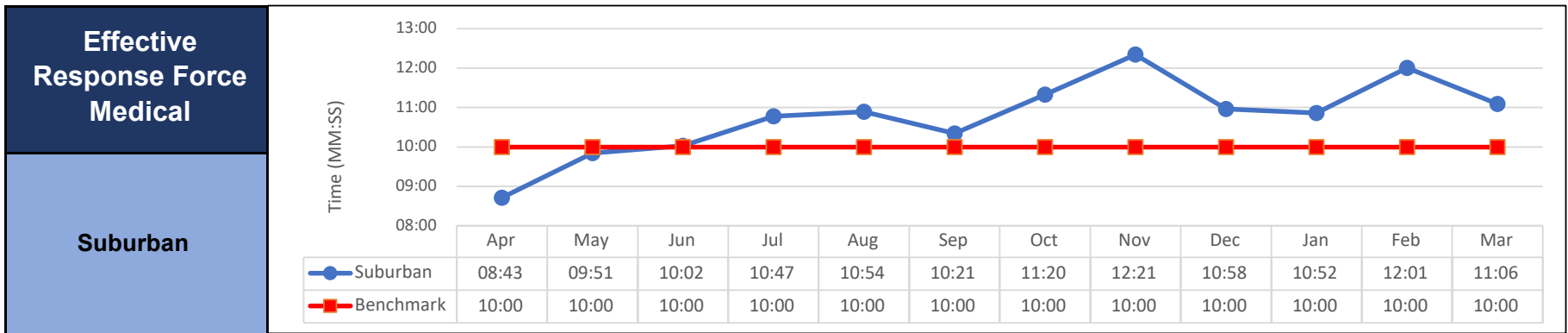
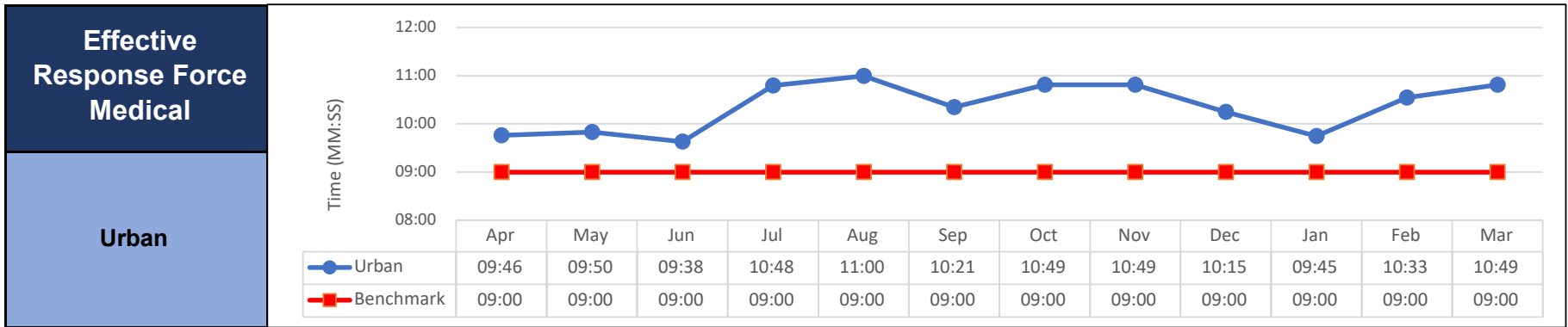
	SOC Goal 1, 5, 6			SOC Goal 2, 5, 6			SOC Goal 3, 5, 6			SOC Goal 5, 6		
	Urban (Count = 334)			Suburban (Count = 166)			Rural (Count = 6)			Wilderness (Count = 1)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
First Unit Response	7:00	7:29	7:35	8:00	8:14	8:20	15:00	9:04	11:59	45:00	8:18	31:45
		96%	95%		98%	97%		100%	100%		100%	100%

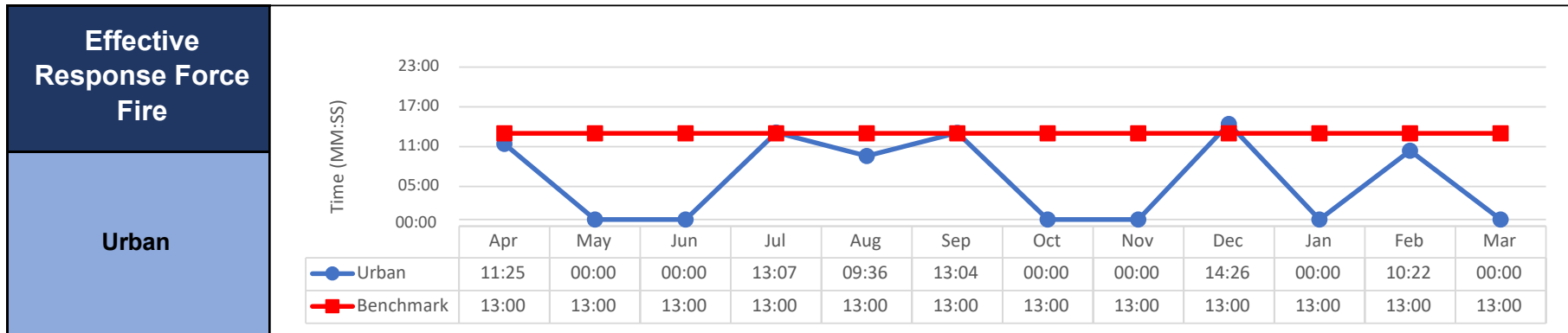
	SOC Goal 4											
	Urban (Count = 0)			Suburban (Count = 0)			Rural (Count = 0)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
ERF Fire Response	13:00	0:00	14:26	14:00	0:00	12:29	21:00	0:00	17:37	45:00	0:00	0:00
		0%	70%		0%	100%		0%	100%		0%	0%

	SOC Goal 8											
	Urban (Count = 141)			Suburban (Count = 64)			Rural (Count = 2)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
ERF Medical Response	9:00	10:49	10:25	10:00	11:06	10:50	21:00	11:53	16:05	45:00	0:00	29:20
		84%	87%		91%	96%		100%	100%		0%	100%

SOC Goal 7								
Call Processing EMS			Call Processing Time			Turnout Time		
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
1:00	1:01	1:04	1:00	1:38	1:42	2:00	1:44	1:42
	100%	98%		88%	85%		100%	100%







**Goal 1**

*Distribution of Fire Stations for Built-up Urban Areas of Greater than 2,000 People per Square Mile*

To treat and transport medical patients and control small fires, the first-due unit should arrive within 7 minutes total response time, 90 percent of the time from the receipt of the call in fire dispatch. Total response time equates to 1 minute dispatch time, 2 minute crew turnout time and 4 minutes travel time spacing for single units.

**Goal 2**

*Distribution of Fire Stations for Suburban Areas of 1,000 to 2,000 People per Square Mile*

The first-due fire unit should arrive within 8 minutes total response time, 90 percent of the time.

**Goal 3**

*Distribution of Fire Stations for Rural Areas of Less than 1,000 People per Square Mile*

The first-due fire unit should arrive within 15 minutes total response time, 90 percent of the time.

#### **Goal 4**

##### *Effective Response Force (First Alarm) for Urban Areas of Greater than 2,000 People per Square Mile*

To confine fires near the room of origin and to treat up to 5 medical patients at once, a multiple-unit response of at least 15 personnel should arrive within 13 minutes total response time from the time of 911 call receipt, 90 percent of the time. This equates to 1 minute dispatch time, 2 minutes crew turnout time and 10 minutes travel time spacing for multiple units. Suburban areas should receive the full first alarm within 14 minutes total response time, 90 percent of the time with the goal to limit the fire spread to the area already involved upon the arrival of the effective response force. For rural areas, this should be 21 minutes, 90 percent of the time. Outcome goals in these areas would be to confine fires to the building of origin and to care for medical patients.

#### **Goal 5**

##### *Hazardous Materials Response*

Respond to hazardous materials emergencies with enough trained personnel to protect the community from the hazards associated with the release of hazardous and toxic materials. Achieve a total response time consistent with Goal 1, Goal 2 and Goal 3 with the first company capable of operating at the California OSHA First Responder Operations (FRO) level. After size-up and scene evaluation is complete, a determination will be made whether to request the on-duty District Hazardous Materials Team and/or other appropriate resources.

#### **Goal 6**

##### *Technical Rescue*

Respond to technical rescue emergencies with enough trained personnel to facilitate a successful rescue. Achieve a total response time consistent with Goal 1, Goal 2 and Goal 3 with the first company capable of operating at the California Rescue System 1 (RS1) level. After size-up and scene evaluation is complete, a determination will be made whether to request the on-duty District Rescue Team and/or other appropriate resources.

#### **Goal 7**

##### *Call processing and turnout times*

A concentrated focus will be placed on systems, training and feedback measures to crews to lower dispatch and turnout time reflex measures to national best practices of 1 minute for dispatch and 2 minutes for fire crew turnout, 90 percent of the time.

#### **Goal 8**

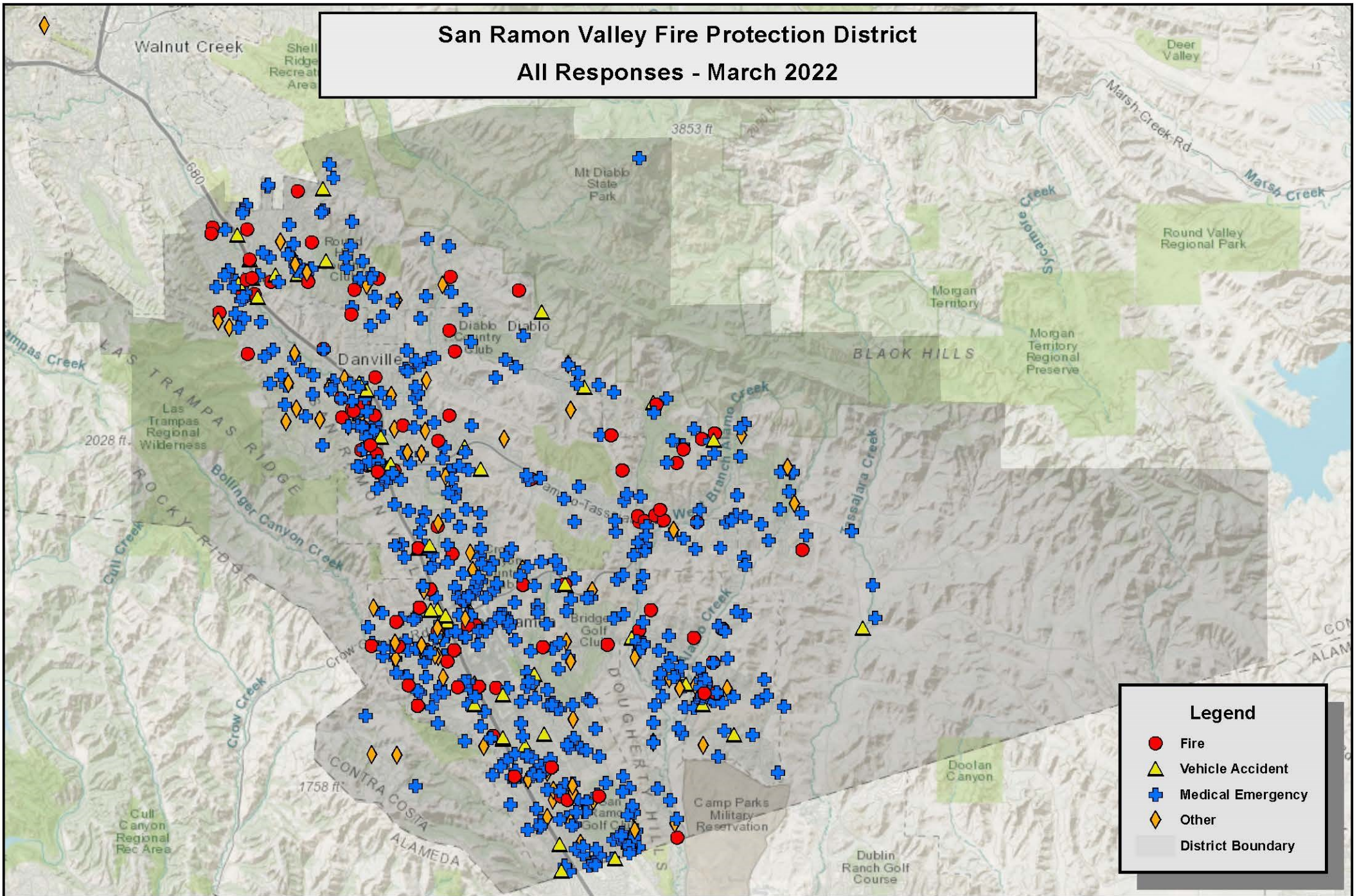
##### *Effective Response Force for Advanced Life Support (ALS) Medical Emergencies*

To treat medical patients requiring advanced procedures and skills (defined as Charlie, Delta or Echo), a two-unit response consisting of one paramedic-staffed ambulance and one additional paramedic-staffed unit for a response force of at least five personnel should arrive within 6 minutes travel time in urban areas and 7 minutes travel time in suburban areas, 90 percent of the time. For rural areas, excluding Mt. Diablo State Park, personnel should arrive within 18 minutes travel time 90 percent of the time.



# San Ramon Valley Fire Protection District

## All Responses - March 2022



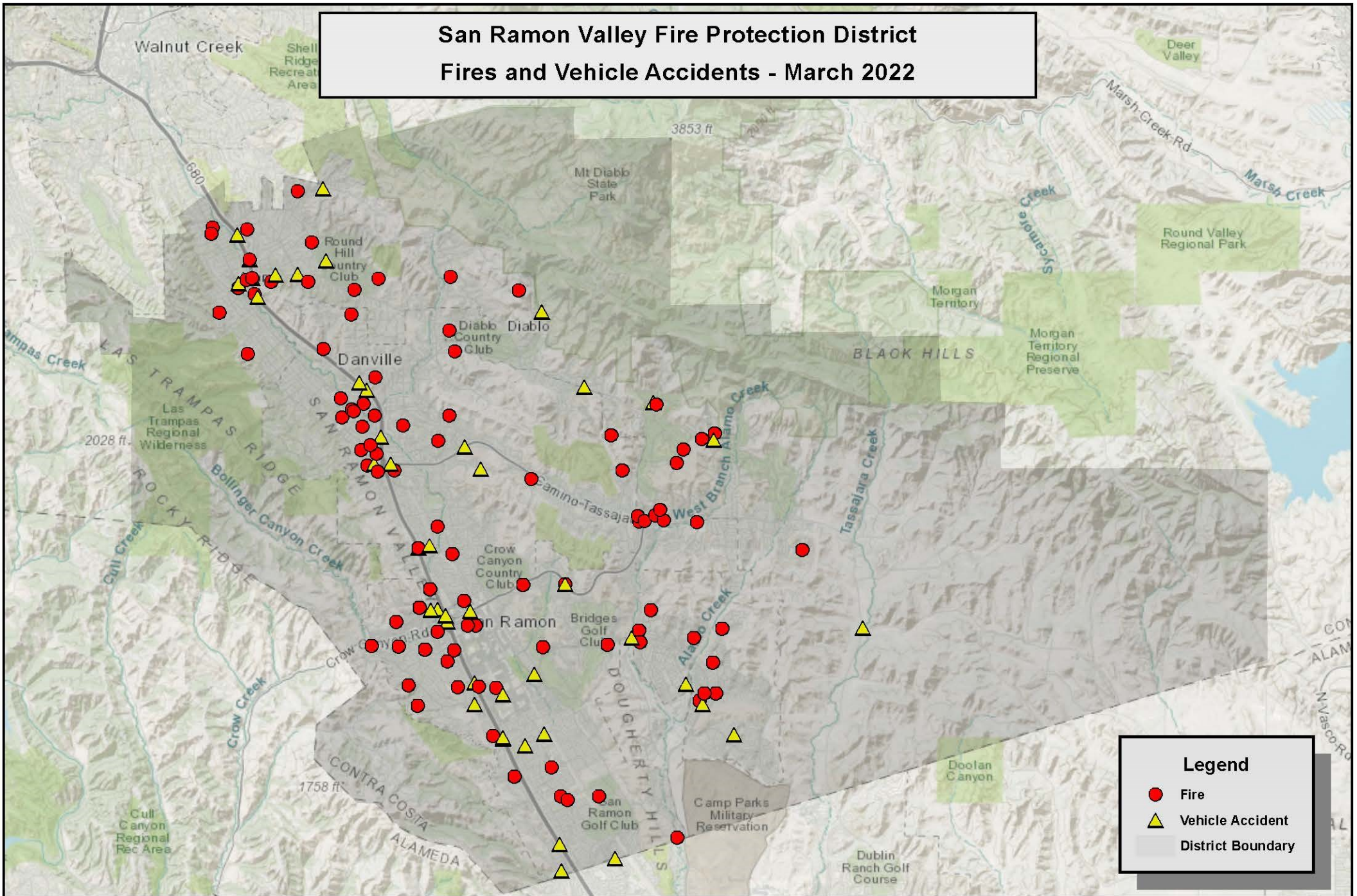
**Legend**

- Fire
- ▲ Vehicle Accident
- + Medical Emergency
- ◆ Other
- District Boundary

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>All Responses</b>	830	769	883	0	0	0	0	0	0	0	0	0
<b>Fires &amp; Vehicle Accidents</b>	108	141	155	0	0	0	0	0	0	0	0	0
<b>Med Emergencies &amp; Other</b>	722	628	728	0	0	0	0	0	0	0	0	0



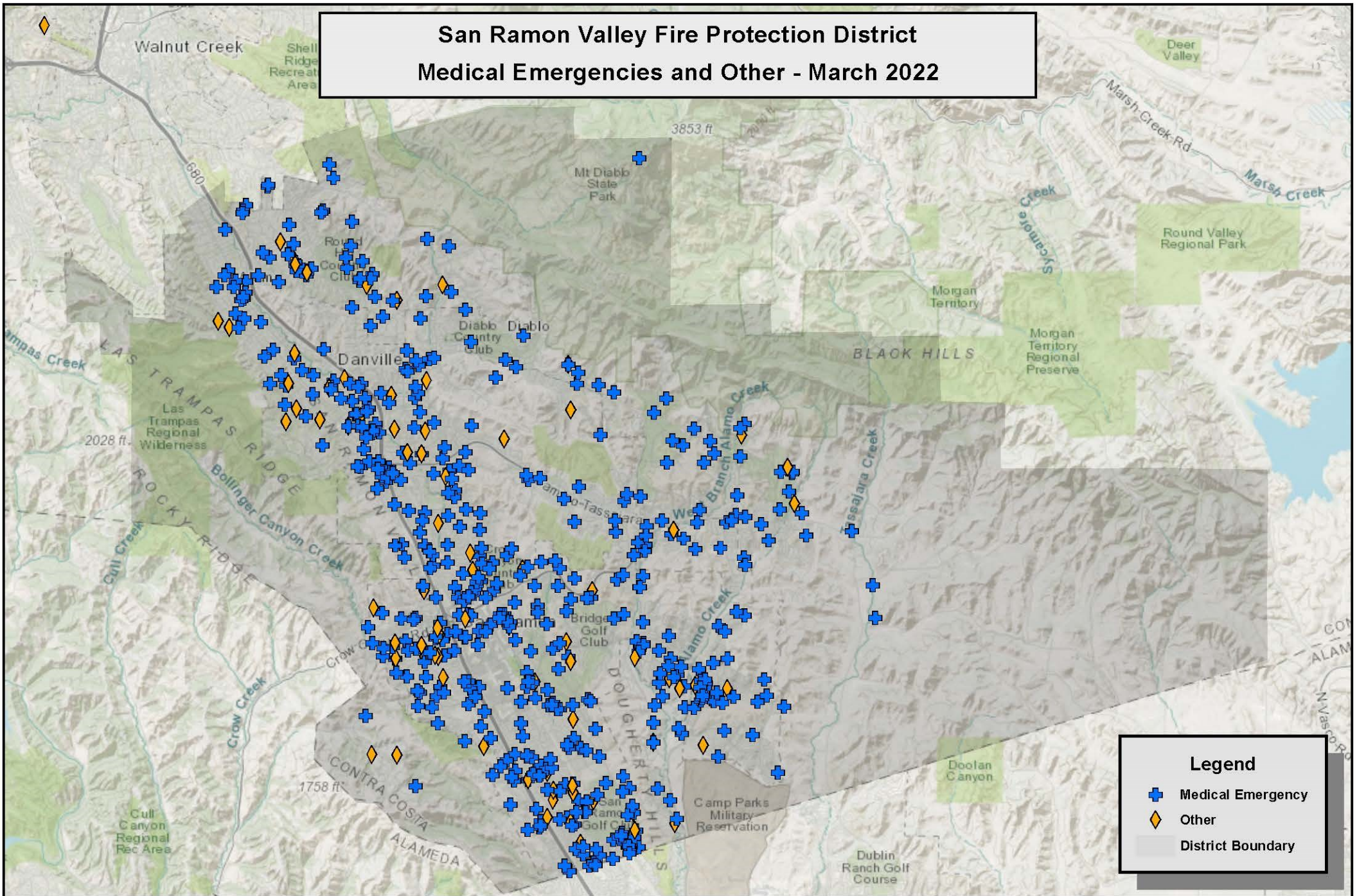
# San Ramon Valley Fire Protection District Fires and Vehicle Accidents - March 2022



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Fires &amp; Vehicle Accidents</b>	108	141	155	0	0	0	0	0	0	0	0	0



# San Ramon Valley Fire Protection District Medical Emergencies and Other - March 2022



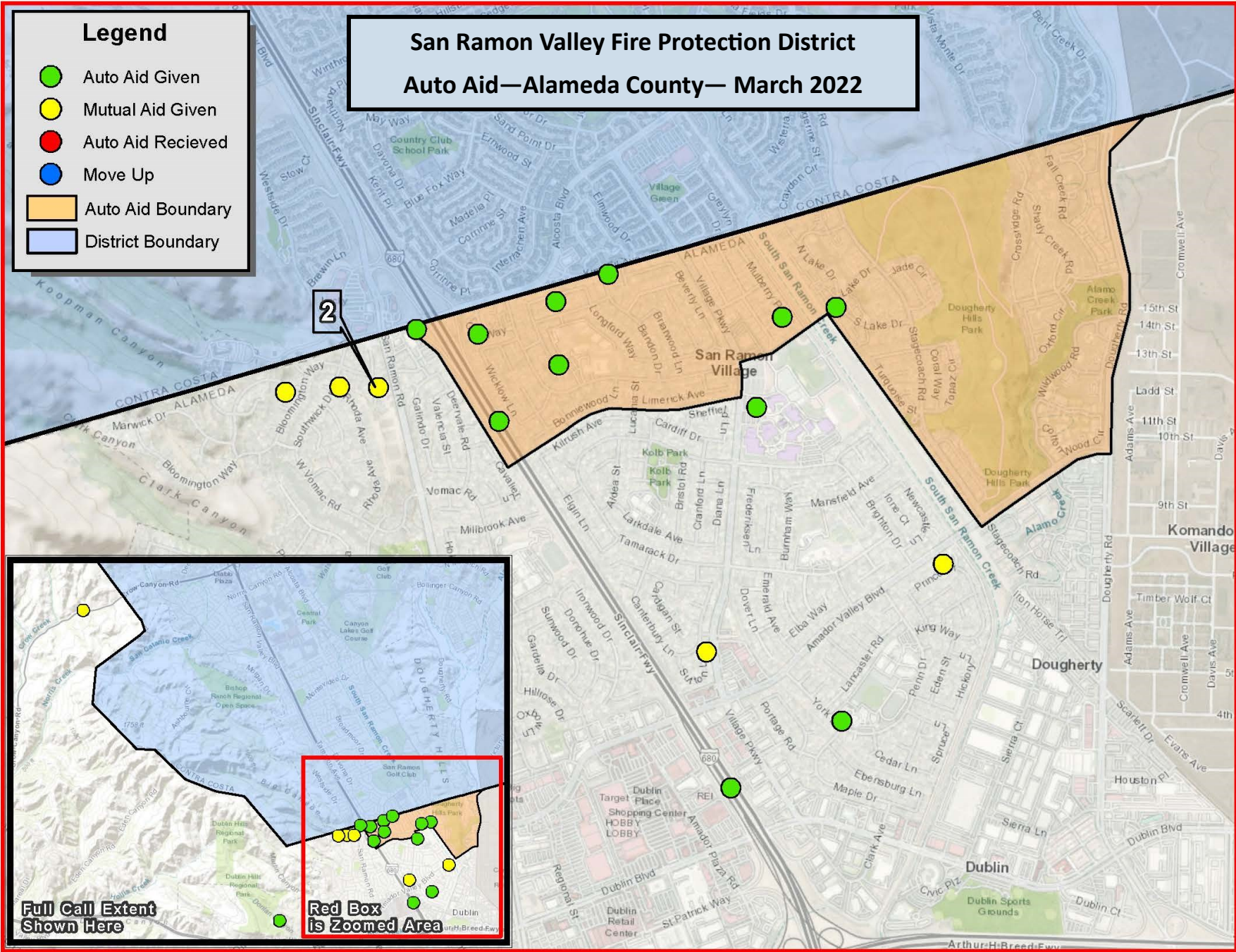
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Med Emergencies &amp; Other</b>	722	628	728	0	0	0	0	0	0	0	0	0



# San Ramon Valley Fire Protection District Auto Aid—Alameda County— March 2022

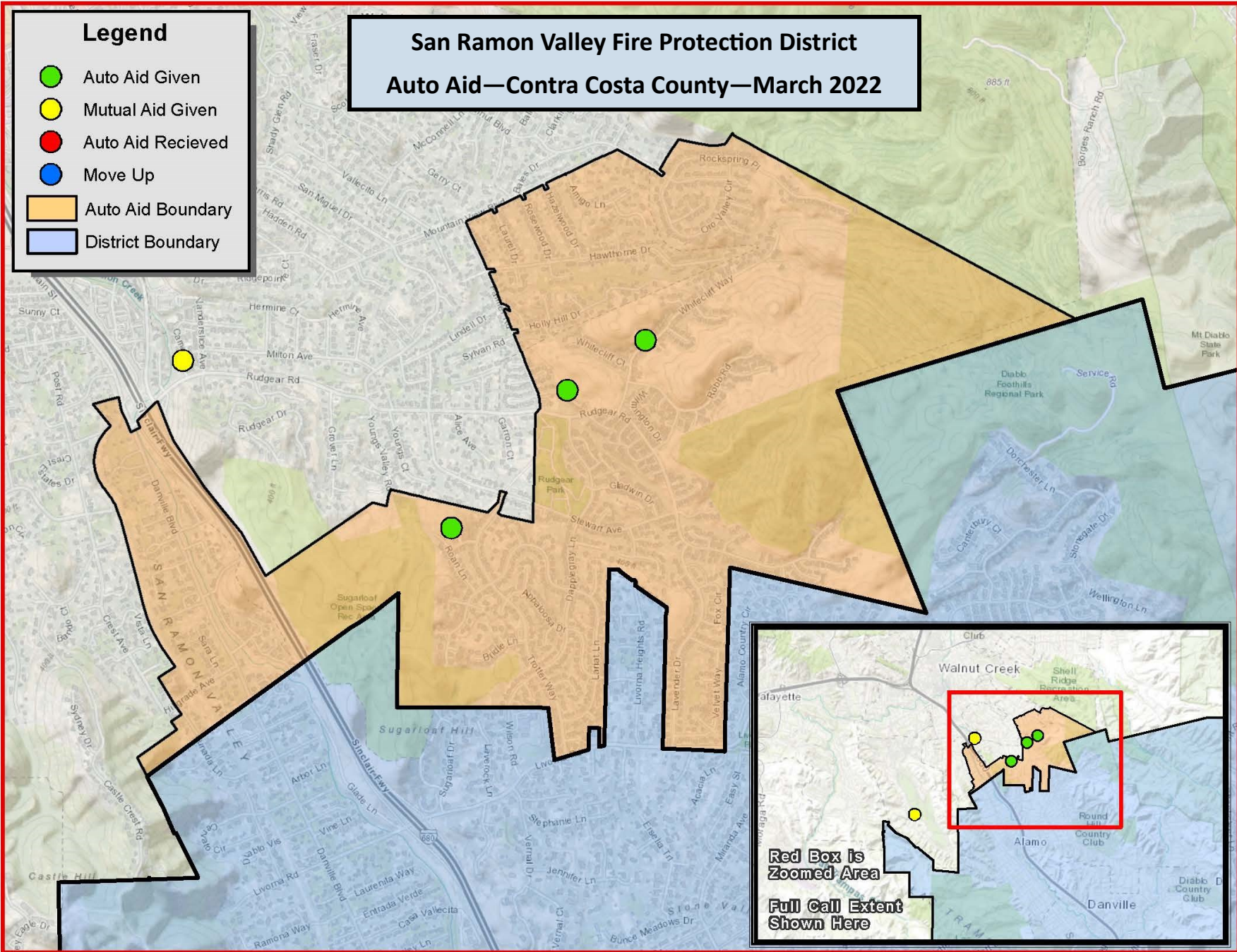
**Legend**

- Auto Aid Given
- Mutual Aid Given
- Auto Aid Received
- Move Up
- Auto Aid Boundary
- District Boundary



	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Auto Aid Given	8	17	11	18	11	11	15	24	22	16	17	12
Mutual Aid Given	3	2	5	10	7	8	5	3	6	6	4	7
Auto Aid Received	0	1	0	1	2	0	0	0	1	0	0	0
Move-up	0	0	0	0	0	0	0	0	0	0	0	0





	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Auto Aid Given	3	6	7	6	6	7	6	3	7	3	1	3
Mutual Aid Given	0	0	1	1	1	3	3	0	2	4	2	2
Auto Aid Received	0	1	0	2	3	0	0	0	0	0	0	0
Move-up	0	1	0	0	0	0	0	0	0	0	0	0



**EMS**



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: April 13, 2022  
To: Board of Directors  
From: Jim Selover, Deputy Chief  
Re: Monthly EMS Report for March 2022

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## **EMS-Incidents**

The District responded to 707 emergency medical incidents during the month of March. Nine (9) of those incidents were in response to a patient who experienced a sudden cardiac arrest. Three (3) of the cardiac arrest victims had a return of spontaneous circulation prior to arriving at the emergency department.

## **Projects/Activities**

### **1. COVID-19 Activities Update**

- Monitored Covid-19 positive personnel per daily check-in policy requirements
- Continued Covid-19 related policy review to remain current with changing CCHS, CDPH and CDC recommendations
- Participated in Statewide Fire / EMS Covid-19 update meetings
- Participated in bi-weekly CCHS Public Health Covid-19 update calls
- Testing of District personnel, immediate family members and personnel from local Government when needed for symptomatic or post / potential exposure.

### **2. Activities and Training Update**

- Lead EMS Division Meetings - weekly goal review
- Attended the Contra Costa Stroke and STEMI meetings
- Continued LEMSA / EMS Division monthly collaborative discussions to maintain strong partnerships.
- Continued review of Lexipol EMS policies

- Continued to work with Full Tilt Strategies LLC to put together metrics that can serve as barometers for the Mental Health program
- Continued to partner with Contra Costa County Health Services to acquire COVID-19 rapid tests at no cost for the EMS Division
- Completed two train-the-trainer classes for in-house delivery of Pre-Hospital Trauma Life Support (PHTLS)
- Completed the Statement of Work and the Implementation Plan for the Behavioral Health Justice Intervention Services Grant
- Participated in EMS Shift Coordinators meetings
- Completed EMS Shift Coordinator CQI training
- Updated the District CQI Plan for Contra Costa EMS



**FIRE AND LIFE SAFETY**





# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: April 13, 2022  
To: Board of Directors  
From: Frank Drayton, Deputy Chief/Fire Marshal  
Re: Monthly Fire and Life Safety Report for March 2022

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## **Plan Review and Inspections**

Plan reviews and construction inspections continue to be a priority in support of all active construction projects in the District. The District completed 60 Inspections in March and our Plan Review turnaround time is currently averaging 6 days.

## **Compliance Inspections**

FLSD has an established goal of completing the inspections of all state mandated and permitted buildings in the calendar year 2022, with a 100% completion rating. Re-inspections of occupancies attempting to achieve full compliance will continue as required.

## **Meetings/Activity**

- ❖ Attended meeting with County Fire Marshals to discuss a regional recommended model ordinance for the upcoming code adoption and exterior hazard abatement.
- ❖ Participated in GeoCivix meeting on Scope of Work for new Plan Review system
- ❖ Created new report for tracking State Mandated Inspections

## **Community Emergency Response Team (CERT)**

- ❖ CERT Class #90 in person
- ❖ Boy Scout Emergency Prep Training via zoom
- ❖ Presentation to Kids Country 3/16/22 K-5<sup>th</sup> grade
- ❖ Zonehaven training with Joe Grupalo - Zonehaven
- ❖ Meeting with Aware Autism Program – Avon Indiana Police Department
- ❖ Meetings with Dennis Harvey for SunnyGlen Smoke Detector Program
- ❖ Meeting with Marcelle – Danville Emergency Manager
- ❖ Meeting with NCA (National CERT Association) on Board assisting with Professional Development for CERT Members





**FLEET AND FACILITIES**



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

**Date:** April 13, 2022  
**To:** Board of Directors  
**From:** Frank Drayton, Deputy Chief  
**Subject:** Monthly Fleet and Facilities Report for March 2022

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## Fleet

- ❖ Started Rotation of Engine, Truck and Specialty Units for Annual Service
- ❖ Start Annual Pump Testing on all Units
- ❖ Met with Mechanic Coordinators to create a supply area at Station 36

## Facilities

- ❖ Ongoing progress meetings for the Public Safety Complex
- ❖ Public Safety Building Project  
General Contractor/Roebbelen Contracting, Inc.

Original Contract Value	\$	22,141,000	
Change Orders		1,399,097	6.3% percentage of contract
PD Furniture, Fixtures, Equipment		<u>1,355,530</u>	
Total	\$	<u>24,895,627</u>	
Paid to Date	\$	<u>11,146,254</u>	44.8% percentage complete
Remaining Contract to Bill	\$	<u>13,749,373</u>	55.2%

- ❖ Ongoing progress meetings for Station 34
- ❖ Participated in discussions regarding new training site
- ❖ Participated in discussion with Armour Petroleum to go over the Stations Inspection Checklist

## **Meetings**

- ❖ Participated in Alamo MAC Meeting
- ❖ Attended Command Staff Meeting
- ❖ Attended Several Management Meetings
- ❖ Attended Mental Health Meeting
- ❖ Attended Fire Explorer Post Meeting
- ❖ Participate in Auto/Mutual Aid Discussion
- ❖ Planning update meeting with Plans Examiner Wendel
- ❖ Participated in Wiedemann site discussion
- ❖ Attend Danville State of the Town Community Awards



**COMMUNICATIONS  
AND  
TECHNOLOGY**



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

[www.firedepartment.org](http://www.firedepartment.org) | [info@firedepartment.org](mailto:info@firedepartment.org)

Date: April 13, 2022  
To: Board of Directors  
From: Denise Pangelinan  
Re: Monthly Communications and Technology Report for March 2022

---

## **Communications**

- ❖ Text to 911 migration
- ❖ Assisted San Ramon Valley High School with Every 15 Minutes phone call
- ❖ Upgraded the Zone Controllers at each radio position in the Communications Center
- ❖ Provided tour of Communications Center for San Ramon Police Department's Citizen Academy

## **Technology**

- ❖ Redid hydrant inspections with new hydrant data
- ❖ Produced Single Role Paramedic Introduction Video
- ❖ Updated Public Safety Building Construction Video for the San Ramon City Council
- ❖ Created Academy 2021-1 update videos for social media

## **Training**

- ❖ Rapid Deploy Training for Dispatch personnel
- ❖ Mental Health Generalist Training

## **Meetings**

- ❖ Emergency Medical Care Committee
- ❖ East Bay Regional Communications System
- ❖ Technical Advisory Committee
- ❖ Contra Costa County Communications Meeting

## **Communications Reserves**

- ❖ Radio Programming review training
- ❖ Provided tour of Mobile Communications Unit to San Ramon Police Department's Citizen Academy
- ❖ Participated in two Contra County SWAT incidents

# San Ramon Valley Fire Protection District

## DNI Technology Monthly Focus

### March 2022

#### End User Support

- 209 Service Tickets Processed
- 14 Priority One Ticket Responses Processed
- 9 Pending Tickets Waiting on Staff

#### After Hours / Emergency Support

- Received 12 After-Hours / Emergency Support Calls
- Average Triage Time Was 1.9 Minutes

#### System Alerts

- Responded to 564 System Alerts
- Mean Time to Acknowledge Was 39 Seconds
- Mean-Time Resolution of Problem Was 1 hours 17minutes

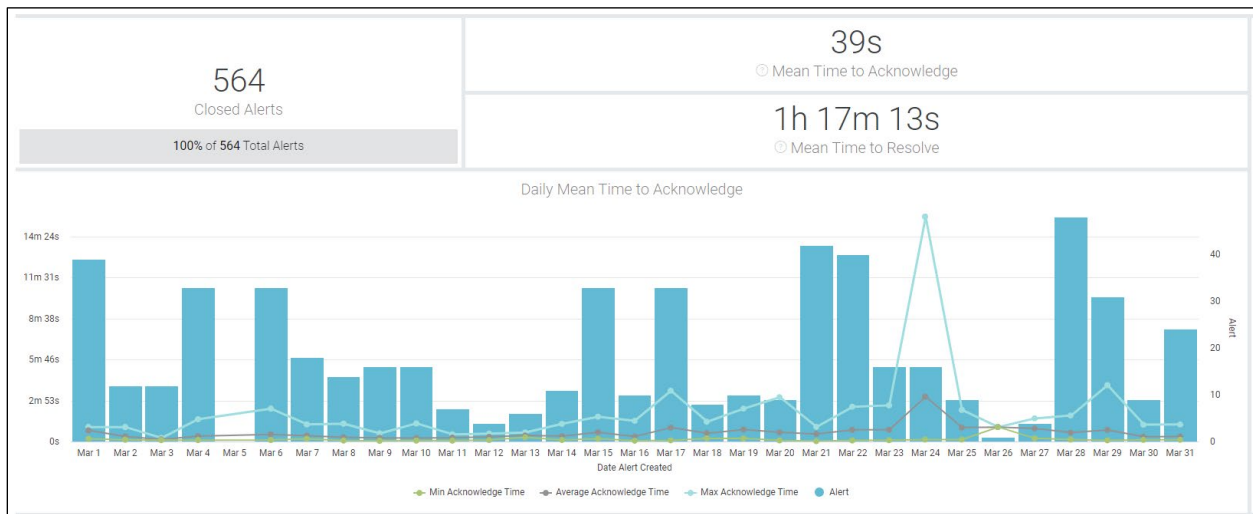


Figure 1: System Alert Response



## Disaster Recovery

- All Backups Jobs Are Checked Daily
- All Backups Are Tested Weekly
- All Incremental Backups Are Scheduled Hourly Formerly Daily)

SRM-DSP-CAD-PROD Details

Machines processed: 14 of 14

Errors: 0	Total size: 7.5 TB	Processed size: 7.5 TB
Warnings: 0	Processing rate: 103.8 MB	Total time: 41 minutes

[Export](#) [Refresh](#)

Object	Start Time	End Time	Status	Performance Rate	Data Transferred
brws01.srv911.org	3/31/2022 10:05:15 pm	3/31/2022 10:08:22 pm	Success	70.4 MB/s	5.1 GB
cadl01.srv911.org	3/31/2022 09:32:15 pm	3/31/2022 09:35:57 pm	Success	68.8 MB/s	4.5 GB
cadl02.srv911.org	3/31/2022 09:33:31 pm	3/31/2022 09:37:07 pm	Success	71 MB/s	5.9 GB
cadl03.srv911.org	3/31/2022 09:35:48 pm	3/31/2022 09:39:46 pm	Success	74.1 MB/s	4.9 GB
cadl01.srv911.org	3/31/2022 09:36:58 pm	3/31/2022 09:42:12 pm	Success	83 MB/s	8.6 GB
cadl02.srv911.org	3/31/2022 09:41:52 pm	3/31/2022 09:45:05 pm	Success	109.4 MB/s	6 GB
cadl03.srv911.org	3/31/2022 09:44:33 pm	3/31/2022 09:48:34 pm	Success	133.8 MB/s	7.1 GB
dwhs01.srv911.org	3/31/2022 09:48:15 pm	3/31/2022 10:05:27 pm	Success	69.4 MB/s	43.5 GB
gsl01.srv911.org	3/31/2022 10:06:10 pm	3/31/2022 10:09:24 pm	Success	73.6 MB/s	5.4 GB
mibc.srv911.org	3/31/2022 09:30:25 pm	3/31/2022 09:33:44 pm	Success	80.7 MB/s	5.2 GB
ms01.srv911.org	3/31/2022 10:08:16 pm	3/31/2022 10:11:36 pm	Success	84.9 MB/s	5.1 GB
rpts01.srv911.org	3/31/2022 09:54:36 pm	3/31/2022 09:59:58 pm	Success	82.6 MB/s	4.7 GB
rte01.srv911.org	3/31/2022 09:59:38 pm	3/31/2022 10:03:18 pm	Success	63.1 MB/s	5 GB
rte02.srv911.org	3/31/2022 10:03:09 pm	3/31/2022 10:05:54 pm	Success	66.7 MB/s	4.3 GB

Figure 2: San Ramon Dispatch Center

sr911-dsp-rcdr.srv911.org Details

Machines processed: 1 of 1

Errors: 0	Total size: 1.8 TB	Processed size: 1.8 TB
Warnings: 0	Processing rate: 358.7 MB	Total time: 15 minutes

[Export](#) [Refresh](#)

Object	Start Time	End Time	Status	Performance Rate	Data Transferred
sr911-dsp-rcdr.srv911.org	3/31/2022 02:00:49 am	3/31/2022 02:15:23 am	Success	336.6 MB/s	4.4 GB

Figure 3: Communication Center Audio Recorder

SRPDRMS01 Details

Machines processed: 1 of 1

Errors: 0	Total size: 3.4 TB	Processed size: 3.4 TB
Warnings: 0	Processing rate: 234 MB	Total time: 1 hour 32 minutes

[Export](#) [Refresh](#)

Object	Start Time	End Time	Status	Performance Rate	Data Transferred
srpdrms01.srv911.org	3/31/2022 03:52:54 am	3/31/2022 05:24:28 am	Success	234 MB/s	3.9 GB

Figure 4: Police Department Incident Records Backup



All Servers x SRM x Session 4/1/2022 12:30:00 am x

**SRM** Details

Machines processed: 22 of 22

Errors: 0 Total size: 8.1 TB Processed size: 8.1 TB  
 Warnings: 0 Processing rate: 970.2 MB Total time: 9 minutes

[Export](#) [Refresh](#)

Object	Start Time	End Time	Status	Performance Rate	Data Transferred
abila-1.srvfire.gov	4/1/2022 12:30:49 am	4/1/2022 12:32:46 am	Success	522.6 MB/s	4 GB
airwatch-1.srvfire.gov	4/1/2022 12:30:49 am	4/1/2022 12:34:35 am	Success	639.4 MB/s	3.1 GB
apps1.srvfire.gov	4/1/2022 12:30:49 am	4/1/2022 12:34:02 am	Success	533.7 MB/s	4.7 GB
ctxdc01.srvfire.gov	4/1/2022 12:30:49 am	4/1/2022 12:33:38 am	Success	648.8 MB/s	5.8 GB
ctxdc02.srvfire.gov	4/1/2022 12:30:49 am	4/1/2022 12:33:59 am	Success	455.6 MB/s	5 GB
dc1.srvfire.gov	4/1/2022 12:30:48 am	4/1/2022 12:34:18 am	Success	488.5 MB/s	6.6 GB
dc2.srvfire.gov	4/1/2022 12:30:49 am	4/1/2022 12:33:38 am	Success	491.6 MB/s	7.7 GB
deskauth-1.srvfire.gov	4/1/2022 12:30:49 am	4/1/2022 12:34:08 am	Success	535.7 MB/s	4.6 GB
filemaker-1.srvfire.gov	4/1/2022 12:30:49 am	4/1/2022 12:34:16 am	Success	482.9 MB/s	5.2 GB
files.srvfire.gov	4/1/2022 12:32:39 am	4/1/2022 12:37:26 am	Success	496.1 MB/s	19.5 GB
fuel.srvfire.gov	4/1/2022 12:33:09 am	4/1/2022 12:35:13 am	Success	506.2 MB/s	3.8 GB
lmc1.srvfire.gov	4/1/2022 12:33:49 am	4/1/2022 12:36:25 am	Success	488.2 MB/s	5.6 GB
onscene.srvfire.gov	4/1/2022 12:33:54 am	4/1/2022 12:37:02 am	Success	487.4 MB/s	6.6 GB
print.srvfire.gov	4/1/2022 12:33:59 am	4/1/2022 12:36:48 am	Success	415 MB/s	6 GB
pvs1.srvfire.gov	4/1/2022 12:34:25 am	4/1/2022 12:37:37 am	Success	504.2 MB/s	4.6 GB
pvs2.srvfire.gov	4/1/2022 12:34:45 am	4/1/2022 12:37:43 am	Success	484 MB/s	4.7 GB
questys-cmx.srvfire.gov	4/1/2022 12:34:09 am	4/1/2022 12:36:57 am	Success	357.4 MB/s	5.1 GB
reports.srvfire.gov	4/1/2022 12:34:09 am	4/1/2022 12:36:54 am	Success	224.2 MB/s	4 GB

Records per Page: 25 Page 1 of 1 Displaying 1 - 22 of 22

Figure 5: San Ramon Fire Suppression Backup

3/31/2022 02:00:15 am x SRPDRM501 x Session 3/31/2022 03:52:28 am x SRV911-CAD x Session 4/17/2021 12:00:05 am x SRV911CADT01 x SRM-DSP-CAD-PROD x Session 3/31/2022 09:30:01 pm x srv911ttron01.srv911.org x

**srv911ttron01.srv911.org** Details

Machines processed: 1 of 1

Errors: 0 Total size: 238.3 GB Processed size: 238.3 GB  
 Warnings: 0 Processing rate: 217.6 MB Total time: 11 minutes

[Export](#) [Refresh](#)

Object	Start Time	End Time	Status	Performance Rate	Data Transferred
srv911ttron01.srv911.org	3/31/2022 01:00:53 am	3/31/2022 01:11:24 am	Success	217.6 MB/s	5.5 GB

Figure 6: Station Alerting Backup





## Windows Operating System Patch Update Dashboard

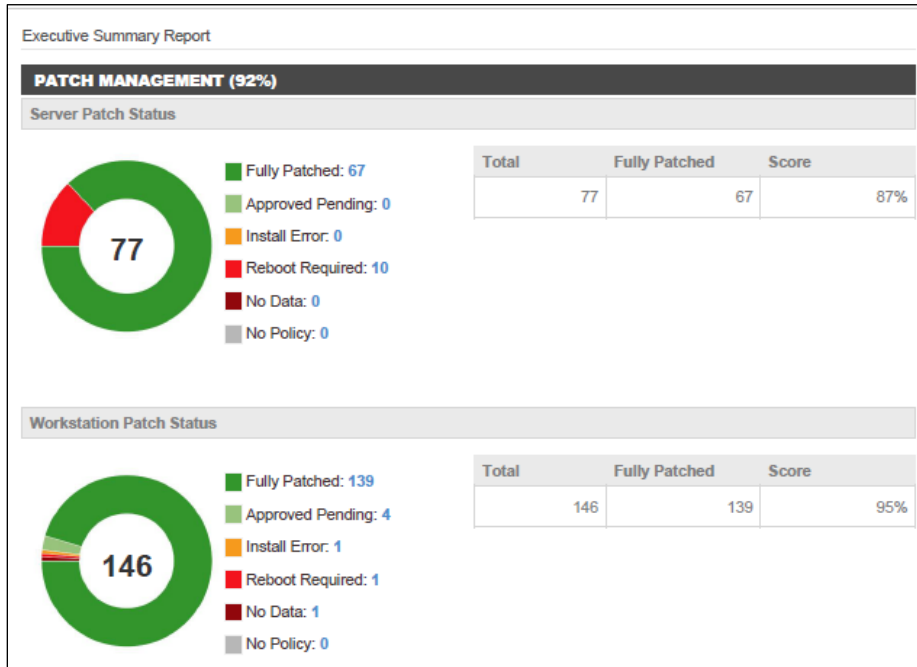


Figure 7: Windows Security Overview (All District Devices)

## Software Compliance Dashboard

- Recent Cyber Attacks have targeted known vulnerabilities in Technologies used by District
- Working with Denise and Technology Providers to secure updates
- Have deployed endpoint security technologies to prevent District devices from being compromised while we work with Technology Providers

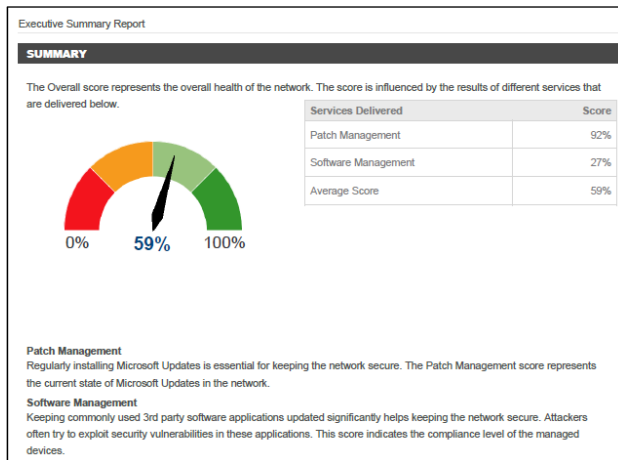


Figure 8: Software Compliance Dashboard



## Apparatus MDC Uptime

- 65 In-Motion Gateways (Active and Spares)
- 56 In-Service During Mar 2022
- Achieved 99+% Uptime on Average
- Verizon outage required a manual reset of all Gateways
- Verizon service restored

Availability Trend for Group: Contra Costa County (65 Gateways) from Mar 1 to Mar 31 (29 days 23 hours), availability as uptime over gateway run time, 56 reporting, 4 below average of 99%, 3,286,176 events

Save Results | Change | Edit

Results by vehicle (active WAN link only)

Vehicle	Run Time	Average	Mar 1	Mar 2	Mar 3	Mar 4	Mar 5	Mar 6	Mar 7	Mar 8	Mar 9	Mar 10	Mar 11	Mar 12	Mar 13	Mar 14	Mar 15	Mar 16	Mar 17	Mar 18	Mar 19	Mar 20	Mar 21	Mar 22	Mar 23	Mar 24	Mar 25	Mar 26	Mar 27	Mar 28	Mar 29	Mar 30	Mar 31			
608 E339 ND83060522011034	26 days 9 hours	65%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
356 ND75110133011033	20 days 14 hours	90%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
604 E335 ND83060525011034	29 days 13 hours	90%	100%	100%	100%	100%	100%	100%	80%	0%	0%	32%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
355 B3112 ND83010008011034	7 days 1 hour	94%	100%	100%	100%					100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
350 B3110 (replacement) ND83010146011034	16 days 2 hours	99%	97%			100%	100%	100%		91%					99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
706 M30 ND83020185011034	29 days 13 hours	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%
610 ND83010123011034	29 days 22 hours	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%
710 M35 ND83010156011034	28 days 6 hours	99%	97%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
600 E3 Res.1 ND83010153011034	29 days 23 hours	99%	100%	99%	100%	99%	100%	99%	100%	100%	99%	99%	100%	99%	100%	99%	100%	99%	100%	99%	100%	99%	100%	99%	100%	99%	100%	99%	100%	99%	100%	99%	100%	99%	100%	99%

Figure 9: Apparatus Connectivity Report

## Probationary Firefighter MDC Training

- Worked with Communication Center and Training Division to Setup MDC Training Infrastructure
- Deployed Five MDCs which Probationary Firefighters Used to Learn How to Set Call Status and Access Site Plans for Second Training Class

## Client Satisfaction Survey

- Setup end-user feedback system for all helpdesk tickets
- All end users have an opportunity to critique DNI Staff Performance at the end of each ticket
- 31.5% of end users are responding
- Have included District vendors and partners
- Will report any negative feedback to Denise and follow up with end-user to resolve outstanding issues or balance expectations.
- 100% positive so far

CSAT REVIEWS WITH COMMENTS	
	18 Mar 2022 Ticket #T20220318.0041 - locked out of Citrix <b>Alex Simi</b> : Great service thank you!
	18 Mar 2022 Ticket #T20220317.0059 - E33 MDC not connecting <b>John Leonard</b> : Quick response. In the future can you briefly explain what the issue was so we can keep an eye on things? Thanks.
	16 Mar 2022 Ticket #T20220314.0018 - Phone Email <b>Brian Lindblom</b> : Your team was great and a big help solving my e-mail problem.
	15 Mar 2022 Ticket #T20220314.0046 - Bank of the West website <b>Arlene Hartono</b> : Quick response. Follow-up the next day. Greatly appreciated! Thank you!!

Figure 10: Sample Report



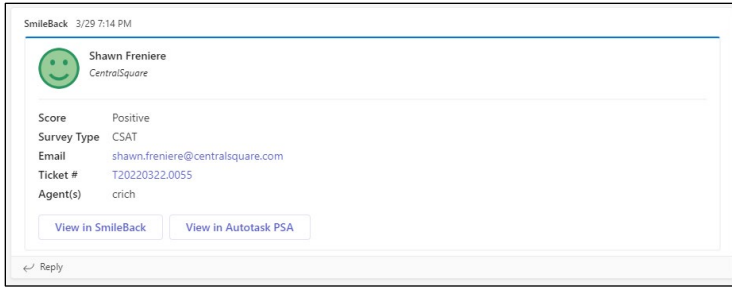


Figure 11: DNI Dashboard Available to Staff

## Coordinated Cyber Attack

- Targeted Cyber Attack on Key Staff Using Email OWA Client
- 12 Accounts Targeted (All Attacks Unsuccessful)
- The following countries were geofenced to protect against future attacks
















 Brazil
 China
 Colombia
 Croatia
 Cuba
 France
 Hong Kong
 India
 Moldova, Republic of
 Netherlands
 New Zealand
 Nigeria
 Pakistan
 Romania
 Russian Federation
 Sudan
 Syrian Arab Republic
 Ukraine

Figure 12: Geofenced Countries



## Station Alerting

- Achieved 99.9% Uptime for Zetron Station Alerting

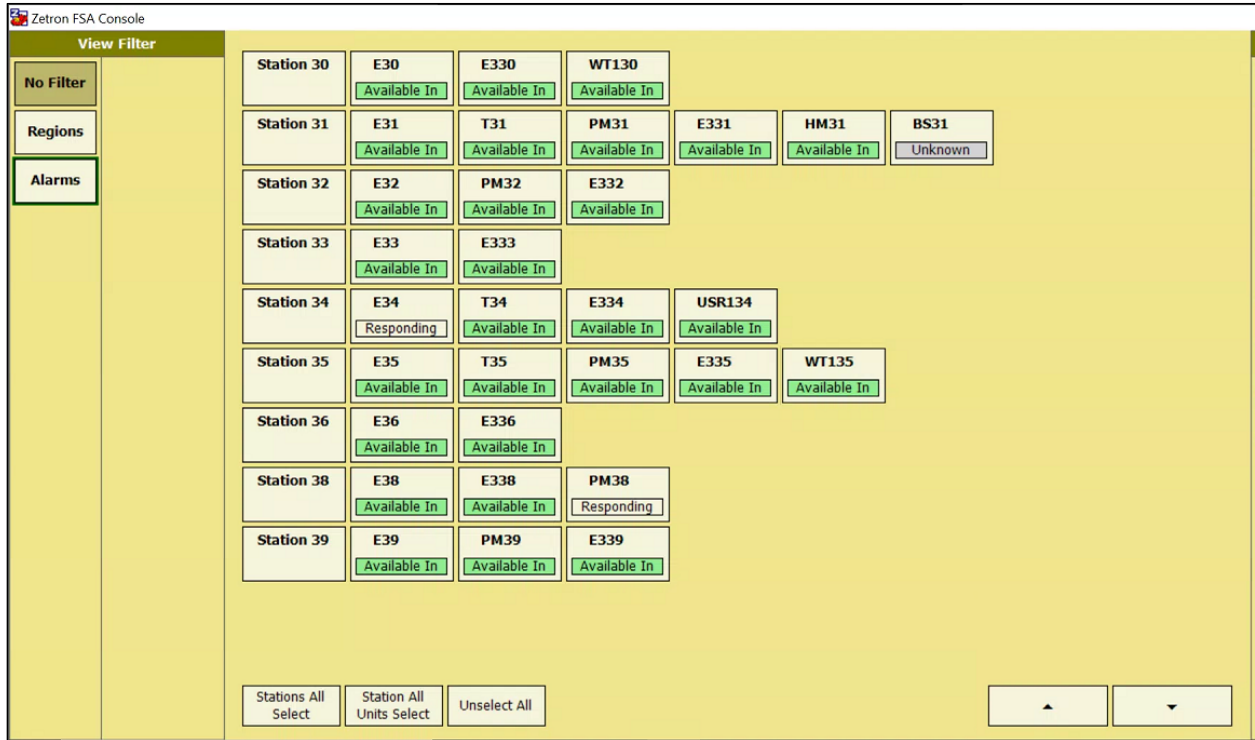


Figure 13: Station Alerting Status Dashboard

## Patient-Care Reporting (ImageTrend)

- Reviewed 608 Patient Care Records for Compliance
- 151 Patient Care Records Routed to EMS Division for Further Review (Includes All PCRs Authored by Probationary Paramedics)
- Working with Chief Maples and Chief Selover to provide Analytics Support for Mental Health Initiative





# **HUMAN RESOURCES**



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: April 13, 2022  
To: Board of Directors  
From: Ken Campo, Financial Consultant  
Re: Monthly Human Resources Report for March 2022

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## **Recruitment:**

- ❖ Coordinated and tracked pre-employment backgrounds for Firefighter Paramedics and Single Role Paramedics
- ❖ Opened recruitment for the Single Role Paramedic position
- ❖ On-boarded six (6) Single Role Paramedic Recruits
- ❖ Provided conditional offers and coordinated backgrounds for twelve (12) Reserve Firefighter (Volunteers)
- ❖ Proctored a Fire Team Test for five (5) Firefighter Paramedics, five (5) Single Role Paramedics, and one (1) Internal Recruit Training Program employee
- ❖ Finalized backgrounds and provided final offers for four (4) Firefighter Paramedics, and five (5) Single Role Paramedics

## **Additional Accomplishments:**

- ❖ Met with three (3) employees who filed for retirement to review and process District-provided retirement benefits
- ❖ Worked on File Plans and Testing with ECS Imaging for the Electronic Document Management System
- ❖ Tracked and logged COVID-19 Vaccination information for all Employees
- ❖ Held two days of Wellness Fitness exams
- ❖ Coordinated scheduling of Annual Harassment Prevention Training with Liebert Cassidy Whitmore and Operations
- ❖ Successfully completed and passed the Annual IRS Nondiscrimination testing for the District's Section 125 cafeteria plan
- ❖ Assisted four (4) outside agencies with salary and compensation information requests

Report: Employee Illness/Injury Report – March 2022



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: April 13, 2022  
To: Board of Directors  
From: Ken Campo, Financial Consultant  
Re: March 2022 Employee Illness/Injury Report

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## **Indemnity (Lost Time)**

No reportable injuries.

## **Medial Only (No Lost Time)**

March 2, 2022      DOI- 3/2/22 – An employee sought treatment for lower back pain. No lost time.

As of March 31, 2022, the total lost time due to injuries for the month of March:

- 71 shifts for shift employees
- 31 calendar days for 40-hour employees



**FINANCE**





# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: April 13, 2022  
To: Board of Directors  
From: Davina Hatfield, Chief Financial Officer  
Re: Monthly Financial Report for March 2022

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## Meetings/Activities:

- Participated in the Single Role Paramedic Academy
- Attended SDRMA Education Day
- Contributed to the Board Retreat presentation
- Provided all requested census data to the Actuary for an updated OPEB valuation
- Submitted the District's Annual Comprehensive Financial Report to GFOA for consideration of a Certificate of Achievement for Excellence in Financial Reporting
- Provided support and assistance to other Divisions with the following projects:
  - Lexipol policy implementation
  - ECS/Kaizen Document Management
  - Dispatch Services Agreement with the City of San Ramon
  - Labor negotiations
  - Workers' Compensation Administration
- Attended
  - City of San Ramon – State of the City Address
  - Town of Danville – State of the Town Address