

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

Wednesday, December 14, 2022 – 3:00 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**

Website: <https://www.firedepartment.org/>

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE AND OATH OF OFFICE

- 2.1 Pledge of Allegiance.
- 2.2 Introduction of new terms for Ryan Crean, Donald Parker and H. Jay Kerr.
- 2.3 Administer Oath of Office to Ryan Crean, Donald Parker and H. Jay Kerr.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

4. PUBLIC COMMENT

Pursuant to the Ralph M. Brown Act (Government Code §54950 et. seq.), 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 November 11, 2022 through December 7, 2022 in the amount of \$3,665,069.74.
- 5.2 Approve the Board Minutes from the November 16, 2022 Regular Board Meeting.
- 5.3 Approve salary, payroll taxes and retirement contributions for the period of November in the amount of \$5,440,662.19.
- 5.4 Approve purchase of automatic compression devices and suction devices in the amount of \$325,676.
- 5.5 Authorize payment to the State of California for the Workers' Compensation Insurance Self-Insurance Assessment for Fiscal Year 2022-2023 in the amount of \$143,299.34.

5.6 **Personnel Actions:**

Promotions:

Approve staff recommendation to award the following promotion, effective, November 15, 2022:

Firefighter Jason Alaga to Engineer 4, step 5

Firefighter Michael Bueno to Engineer 5, step 5

2022 Firefighter | Paramedic Academy

Single Role Paramedic Hunter Clement to Firefighter 1, step 1

Single Role Paramedic Luke Danger to Firefighter 1, step 1

Single Role Paramedic DeAndre Espinoza to Firefighter 1, step 1

Single Role Paramedic Justin McCabe to Firefighter 1, step 1

Single Role Paramedic Tyler Oranje to Firefighter 1, step 1

Single Role Paramedic Emmett Theodore to Firefighter 1, step 1

New Hires:

Confirmation of Employment effective, December 1, 2022. Approve staff recommendation to hire:

2022 Firefighter | Paramedic Academy

Dylan Costamagna for Firefighter 1, step 1

Chazz Griffiths for Firefighter 1, step 1

Brian Parisi for Firefighter 1, step 1

2022-2 Single Role Paramedic Academy

Dominic Marks for Single Role Paramedic, step 1

Douglas Xiques for Single Role Paramedic, step 1

Step Increases:

Approve staff recommendation to award the following step increase, effective January 1, 2023:

▪ Captain Christopher Eberle to Captain 28, step 6

▪ Public Safety Dispatcher Shannon Tarte to Public Safety Dispatcher 2, step 5

▪ Media Communications and Public Education Analyst Ryan Mahoney to Media Communications and Public Education Analyst, step 5

▪ Emergency Preparedness Coordinator Ron Marley to Emergency Preparedness Coordinator, step 5

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

None.

7. OLD BUSINESS

No Old Business.

8. NEW BUSINESS

8.1 Nomination of Board President and Vice President for 2023.

8.2 Approve Administrative Analyst Job Description and Staffing Changes.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Letters of appreciation and support from the community.

10. MONTHLY ACTIVITY REPORTS

- 10.1 Operations Division - Deputy Chief Jim Selover
Operations Report of monthly activities.
- 10.2 Training Division - Deputy Chief Frank Drayton
Training Report of monthly activities.
- 10.3 EMS Division –EMS Deputy Chief Jim Selover
EMS Report of monthly activities.
- 10.4 Community Risk Reduction Division – Deputy Chief Frank Drayton
Community Risk Reduction Report of monthly activities.
- 10.5 Fleet and Facilities Division – Deputy Chief Frank Drayton
Fleet and Facilities Report of monthly activities.
- 10.6 Communications and Technology Division – Director of Emergency Communications, Denise Pangelinan
Communications and Technology Report of monthly activities.
- 10.7 Human Resources Division – Administrative Services Consultant, Ken Campo
Human Resources Report of monthly activities.
- 10.8 Finance Division – Chief Financial Officer, Davina Hatfield
Finance Report of monthly activities.
- 10.9 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 Approve Regular Board Meeting Dates for 2023:

January 25	April 26	July – No meeting	October 25
February 15	May 24	August 23	November 15
March 22**	June 28	September 27	December 13

**** Proposed Board Retreat**

- 11.2 Update from EMS Committee Meeting.
- 11.3 Comments by Board of Directors.

12. UPCOMING CALENDAR OF EVENTS

12.1 Next Regular Board Meeting, January 25, 2023 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): 3 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 WEDNESDAY, JANUARY 25, 2022 AT 1:00 P.M.

Prepared by:

DocuSigned by:

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Stephanie Brendlen, District Clerk

Agenda posted on December 9, 2022 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts website at www.firedepartment.org.

All public meetings under the Brown Act must comply with Section 202 of the Americans with Disabilities Act ("ADA") and its implementing rules and regulations. If you have a disability and require a reasonable accommodation to fully participate in a public meeting, please contact the District Clerk at (925) 838-6661 as soon as possible but at least 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 on the District website at www.firedepartment.org, at the District's Administrative Office located at 1500 Bollinger Canyon Road, San Ramon, California, or at the scheduled meeting.