

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
DECEMBER 14, 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: SRVFPD Administrative Offices – Boardroom
1500 Bollinger Canyon Road, San Ramon, CA 94583

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

Board Member(s) Absent: None

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE AND OATH OF OFFICE

2.1 Pledge of Allegiance.

Phil Duncan led the Pledge of Allegiance.

2.2 Introduction of new terms for Ryan Crean, Donald Parker and H. Jay Kerr.

Fire Chief Meyer introduced new Board terms for Directors Ryan Crean, Donald Parker and H. Jay Kerr.

2.3 Administer Oath of Office to Ryan Crean, Donald Parker and H. Jay Kerr.

District Counsel/District Clerk Brendlen administered the Oath of Office to Directors Ryan Crean, Donald Parker and H. Jay Kerr and each signed an Oath of Office.

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

Motion by Director Lee to approve Consent Calendar Items 5.1 through 5.6; seconded by Vice President Kerr. Motion carried unanimously.

Board Minutes December 14, 2022

Page 2 of 4

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

None.

7. OLD BUSINESS

There was no Old Business.

8. NEW BUSINESS

8.1 Nomination of Board President and Vice President for 2023.

Motion by Director Parker for the nomination of Director Lee as Board President for 2023; seconded by Director Stamey. Motion carried unanimously. Motion by Director Stamey for the nomination of Jay Kerr as Board Vice President for 2023; seconded by Director Parker. Motion carried unanimously.

8.2 Approve Administrative Analyst Job Description and Staffing Changes.

Motion by Director Lee to approve the Administrative Analyst job description and staffing changes; seconded by Director Stamey. Motion by carried unanimously.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

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

10. MONTHLY ACTIVITY REPORTS

10.1 Operations Division - Deputy Chief Jim Selover
Operations Report of monthly activities.

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

10.2 Training Division - Deputy Chief Frank Drayton
Training Report of monthly activities.

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

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

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

10.4 Community Risk Reduction – Deputy Chief Frank Drayton
Community Risk Reduction of monthly activities.

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

- 10.5 Fleet and Facilities Division – Deputy Chief Frank Drayton
Fleet and Facilities Report of monthly activities.

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

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

Director Pangelinan provided the monthly activities report for November 2022.

- 10.7 Human Resources Division – Administrative Services Consultant, Ken Campo
Human Resources Report of monthly activities.

Administrative Services Consultant Campo provided the monthly activities report for November 2022.

- 10.8 Finance Division – Chief Financial Officer, Davina Hatfield
Finance Report of monthly activities.

Chief Finance Officer Hatfield provided the monthly activities report for November 2022.

- 10.9 Fire Chief – Fire Chief, Paige Meyer

Chief Meyer provided the monthly activities report for November 2022.

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**

The Board approved the above 2023 Board meeting dates with the following changes to the January and March Board dates: January 18, 2023 and March 29, 2023. The March 29, 2023 Board meeting date will be the Board Retreat.

- 11.2 Update from EMS Committee Meeting.

Committee Chair Crean and Director Lee updated the Board on the November 28, 2022 EMS Committee meeting, including updates on the Single Role Paramedic Program including deployment models, successful progress of the Paramedic Scholarship Program, Paramedic Coordinator positions, field application of behavioral health and servicing the community to the right resources.

Board Minutes December 14, 2022

Page 4 of 4

11.3 Comments by Board of Directors.

Director Parker and the Board thanked President Crean for his service as President this past year.

12. UPCOMING CALENDAR OF EVENTS

12.1 Next Regular Board Meeting, January 25, 2023 at 1:00 p.m.

President Crean announced the next regular Board meeting is rescheduled for January 18, 2022 at 1:00 p.m.

The Board took a recess at 4:44 p.m. and entered Closed Session at 5:00 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

The Board returned to Open Session at 5:30 p.m.

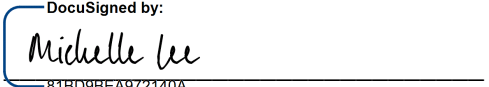
15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

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

16. ADJOURNMENT

The regular Board meeting adjourned at 5:30 p.m.

Prepared by: 
Stephanie Brendlen
District Clerk

Approved by: 
Michelle Lee
Board President