

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

**Wednesday, August 23, 2023 – 1:00 p.m.**

*Michelle Lee, Board President  
Jay Kerr, Board Vice President  
Ryan Crean, Director, Matthew Stamey, Director, Don Parker, 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**
- 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 June 16, 2023 through August 10, 2023 in the amount of \$27,697,531.50.
- 5.2 Approve the Board Minutes from the June 28, 2023 Regular Board Meeting.
- 5.3 Approve the Board Minutes from the June 26, 2023 Board Workshop.
- 5.4 Approve salary, payroll taxes and retirement contributions for the period of June in the amount of \$5,131,316.99 and July in the amount of \$5,204,037.27.
- 5.5 Authorize payment of \$472,179 to Fire Agencies Insurance Risk Authority for property and liability insurance for FY 23-24.
- 5.6 Authorize staff to enter into a 48-month lease agreement with Shamrock Office Solutions for four (4) multifunctional printers.
- 5.7 Approve contracted payroll services with Regional Government Services Authority.

5.8 **Personnel Actions:**

**New Hire**

Confirmation of Employment effective, July 17, 2023. Approve staff recommendation to hire:

**Single Role Paramedics**

Anthony Villeggiante for Single Role Paramedic, step 1

Zachary Morrow for Single Role Paramedic, step 1

Andrew Youngstrom for Single Role Paramedic, step 1

**Step Increase**

Approve staff recommendation to award the following step increases, effective September 1, 2023:

Deputy Chief Jonas Aguiar to Deputy Chief, step 6

Battalion Chief Michael Mohun to Battalion Chief 2, step 6

Battalion Chief Christopher Parsons to Battalion Chief 1, step 6

Captain Brandon Eynck to Captain 10, step 5

Engineer Ryan Vander Hyde to Engineer 5, step 5

Engineer Brandon Clay to Engineer 4, step 6

Firefighter Xavier Sanchez to Firefighter 5, step 4

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

6.1 Introduction of Emergency Medical Services (EMS) Specialist Troy Vincent, Administrative Analyst (EMS Division) Lynette Rabara, and Single Role Paramedics.

6.2 Muscular Dystrophy Association Fill the Boot – Downtown Danville walk-up donations on September 9, 2023 @ 5:00-9:00 p.m.

7. **OLD BUSINESS**

None.

8. **NEW BUSINESS**

8.1 Authorize Staff to Enter into a Contract with C & J Painting for Exterior Painting of Fire Station 36, including Annex Building, in an amount not to exceed \$83,000.00.

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 Jonas Aguiar  
Operations Report of monthly activities.

10.2 Training Division – Battalion Chief Chris Parsons  
Training Report of monthly activities.

10.3 EMS Division – Deputy Chief Jonas Aguiar  
EMS Report of monthly activities.

- 10.4 Community Risk Reduction Division – Interim Fire Marshal Roy Wendel  
Community Risk Reduction Report of monthly activities.
- 10.5 Fleet and Facilities Division – Interim Deputy Chief Lon Phares  
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 – Interim Administrative Services Director 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 Update from Finance Committee Meeting.
- 11.2 Comments by Board of Directors.

**12. UPCOMING CALENDAR OF EVENTS**

- 12.1 Next Regular Board Meeting, September 27, 2023 at 1:00 p.m.
- 12.2 MDA Fill the Boot – Downtown Danville walk-up donations on September 9, 2023 @ 5:00-9:00 p.m.

**13. CLOSED SESSION**

- 13.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
California Government Code Section 54956.9:  
Laura Begin v. SRVFPD; Chief John Duggan; and DOES 1 through 50, inclusive, Case No.: C23-00085
- 13.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
California Government Code Section 54956.9(d)(1):  
Timothy Robertson v. SRVFPD, WCAB #: ADJ13776935
- 13.3 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
California Government Code Section 54956.9(d)(1):  
Karan Ravi Panjabi v. SRVFPD, et al., Case No.: CIVMSC21-00077
- 13.4 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(4): 4 potential cases. Facts and circumstances that might result in litigation need not be disclosed.
- 13.5 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
California Government Code Section 54957(b)  
Title: District Counsel/District Clerk
- 13.6 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
California Government Code Section 54957(b)  
Title: Fire Chief

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, SEPTEMBER 27, 2023 AT 1:00 P.M.**

Prepared by:

*Stephanie Brendlen*

Stephanie Brendlen, District Counsel/District Clerk

*Agenda posted on August 18, 2023 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts website at [www.firedepartment.org](http://www.firedepartment.org).*

*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](http://www.firedepartment.org), at the District's Administrative Office located at 1500 Bollinger Canyon Road, San Ramon, California, or at the scheduled meeting.*