

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
JUNE 28, 2023 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 Lee, Vice President Kerr, Directors Crean, Parker and Stamey

**Board Member(s) Absent:** None

**1. CALL TO ORDER**

President Lee called the meeting to order at 1:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

Chief Meyer led the Pledge of Allegiance.

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

President Lee 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 Stamey to approve Consent Calendar Items 5.1 through 5.5; seconded by Director Parker. Motion carried unanimously by roll call vote.

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

None.

**7. OLD BUSINESS**

None.

Board Minutes June 28, 2023

Page 2 of 4

**8. NEW BUSINESS**

8.1 Public Hearing and Adoption of the 2023-2024 Annual Operating and Capital Budgets for Fiscal Year 2023-2024. The 2023-2024 Proposed Budget can be found on the District's website at <https://www.firedepartment.org/home/showdocument?id=5102> or at the District's Administrative Offices located at 1500 Bollinger Canyon Road, San Ramon.

President Lee opened the Public Hearing. Chief Meyer presented the 2023-2024 Annual Operating and Capital Budgets for Fiscal Year 2023-2024. There was no public comment or Board comment. Motion by Director Kerr to adopt the 2023-2024 Annual Operating and Capital Budgets for Fiscal Year 2023-2024; seconded by Director Crean. Motion carried unanimously by roll call vote. President Lee concluded the Public Hearing.

8.2 Approve FY 2023-2024 Excess Workers' Compensation Insurance.

After discussion, the Board took no action on approving the premium for the FY 2023-2024 Excess Workers' Compensation Insurance, instead directing the 2023-2024 premium amount be transferred to the District's workers' compensation reserves. The Board further requested the Finance Committee develop a policy for Board consideration regarding a prudent and appropriate level of workers' compensation excess workers' compensation reserves for the District and a plan for attaining the recommended level of reserves.

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

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

**10. MONTHLY ACTIVITY REPORTS**

10.1 Operations Division - Deputy Chief Jonas Aguiar  
Operations Report of monthly activities.

Deputy Chief Aguiar provided the monthly activities report for May 2023.

10.2 Training Division – Deputy Chief Jonas Aguiar  
Training Report of monthly activities.

Deputy Chief Aguiar provided the monthly activities report for May 2023.

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

Deputy Chief Aguiar provided the monthly activities report for May 2023.

10.4 Community Risk Reduction – Interim Fire Marshal Roy Wendel  
Community Risk Reduction of monthly activities.

Interim Fire Marshal Wendel provided the monthly activities report for May 2023.

Board Minutes June 28, 2023

Page 3 of 4

- 10.5 Fleet and Facilities Division – Interim Deputy Chief Lon Phares  
Fleet and Facilities Report of monthly activities.

Chief Meyer provided the monthly activities report for May 2023.

- 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 May 2023.

- 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 May 2023.

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

Chief Finance Officer Hatfield provided the monthly activities report for May 2023.

- 10.9 Fire Chief – Fire Chief, Paige Meyer

Chief Meyer provided the monthly activities report for May 2023.

**11. GOOD OF THE ORDER**

- 11.1 Comments by Board of Directors.

President Lee recognized the July 1, 1980 merger of the San Ramon Fire Protection District and the Danville Fire Protection District into the newly named San Ramon Valley Fire Protection District, the Chief's time with the District and the hard work of staff. Director Kerr announced the National CERT Conference to be held on June 29, 2023 through July 1, 2023 (Main Conference/Pre-Conference June 26-28) in Burlingame, California.

**12. UPCOMING CALENDAR OF EVENTS**

- 12.1 Next Regular Board Meeting, August 23, 2023 at 1:00 p.m.

President Lee announced the above event on the upcoming calendar.

The Board took a brief recess and entered Closed Session at 2:23 p.m.

Board Minutes June 28, 2023

Page 4 of 4

**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 – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(4): 2 potential cases. Facts and circumstances that might result in litigation need not be disclosed.

**14. RETURN TO OPEN SESSION**

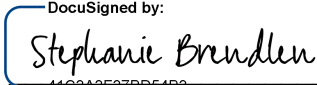
The Board returned to Open Session at 3:30 p.m.

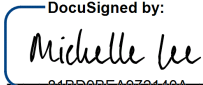
**15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)**

President Lee reported with respect to Agenda Items 13.2, there was reportable action of approval given by the Board, President Lee, Vice President Kerr, Directors Crean, Parker and Stamey, 5-0, to initiate action in two cases. The action, defendants, and the other particulars shall, once formerly commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize service of process on the adverse party(s), or the ability to conclude existing settlement negotiations to the District's advantage.

**16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, AUGUST 23, 2023 AT 1:00 P.M.**

The regular Board meeting adjourned at 3:31 p.m.

Prepared by:   
Stephanie Brendlen  
District Counsel/Clerk

Approved by:   
Michelle Lee  
President Lee  
Board President