

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

**Wednesday, September 27, 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 August 11, 2023 through September 14, 2023 in the amount of \$4,567,600.07.
- 5.2 Approve the Board Minutes from the August 23, 2023 Regular Board Meeting.
- 5.3 Approve salary, payroll taxes and retirement contributions for the period of August in the amount of \$5,321,917.15.
- 5.4 Authorize staff to declare apparatus Units 615 and 512 as surplus property and approve apparatus sale at auction.

5.5 **Personnel Actions:**

**New Hire**

Confirmation of Employment effective, October 2, 2023. Approve staff recommendation to hire:

**Academy 2023-1**

Brandon Berger for Firefighter 1, step 1  
Daniel Hannigan for Firefighter 1, step 1  
Wade Morris for Firefighter 1, step 1  
Michael Pope for Firefighter 1, step 1  
Troy Schmidt for Firefighter 1, step 1

Single Role Paramedic Anthony Hazel for Firefighter 1, step 1  
Single Role Paramedic Dominic Marks for Firefighter 1, step 1  
Single Role Paramedic Conor McGovern-Calder for Firefighter 1, step 1  
Single Role Paramedic Douglas Xiques for Firefighter 1, step 1

**Step Increases**

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

Captain Scott Dwyer to Captain 11, step 5  
Captain Alex Simi to Captain 11, step 5  
Engineer Jeffrey Griep to Engineer 4, step 6  
Engineer Mathew Martin to Engineer 4, step 6

**Academy 2019-1 (Group 2)**

Firefighter Maria Castellanos to Firefighter 5, step 6  
Firefighter Colton Fredrickson to Firefighter 5, step 6  
Firefighter Brock Haynie to Firefighter 5, step 6  
Firefighter Cody Peebles to Firefighter 5, step 6  
Firefighter Robert Smith to Firefighter 5, step 6

**Academy 2022-1 (Group 1)**

Firefighter Hunter Clement to Firefighter 5, step 2  
Firefighter Luke Danger to Firefighter 5, step 2  
Firefighter Deandre Espinoza to Firefighter 5, step 2  
Firefighter Justin McCabe to Firefighter 5, step 2  
Firefighter Tyler Oranje to Firefighter 5, step 2  
Firefighter Emmett Theodore to Firefighter 5, step 2

Single Role Paramedic Wyatt Schneider to Single Role Paramedic, step 2  
Administrative Analyst Amanda Aguila-Perceval to Administrative Analyst, step 4  
Senior Office Assistant Yolanda Oryall to Senior Office Assistant, step 6

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

- 6.1 Update on Public Safety Building – Roebbelen Contracting, Inc. Vice President Bryan Todd.
- 6.2 Fire Prevention Week (October 8-14, 2023) and Fire Prevention Month 2023 Proclamation.

**7. OLD BUSINESS**

No Old Business.

**8. NEW BUSINESS**

- 8.1 Authorize the District to Enter into a Subscription-Based Agreement with Springbrook for Enterprise Resource Planning (ERP) Software.

**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 Emergency Preparedness – Emergency Preparedness Coordinator Ron Marley  
Emergency preparedness report of quarterly activities.
- 10.10 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, October 25, 2023 at 1:00 p.m.
- 12.2 Street Smarts Meeting, Thursday, September 28, 2023, 12:00 p.m. - 1:00 p.m., City of San Ramon in the City Hall Training Room.

**13. CLOSED SESSION**

- 13.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(4): 3 potential cases. Facts and circumstances that might result in litigation need not be disclosed.
- 13.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
California Government Code Section 54956.9(d)(1):  
Robert Fulwood v. SRVFPD, WCAB #: ADJ13809697
- 13.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
California Government Code Section 54957(b)  
Title: District Counsel/District Clerk
- 13.3 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, OCTOBER 25, 2023 AT 1:00 P.M.**

Prepared by:

*Stephanie Brendlen*

Stephanie Brendlen, District Counsel/District Clerk

*Agenda posted on September 21, 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.*