

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
AUGUST 23, 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**

Vice President Kerr 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 public comment from Mr. Don Reid regarding the Maui fire.

**5. CONSENT CALENDAR**

Motion by Director Stamey to approve Consent Calendar Items 5.1 through 5.8; seconded by Director Crean. Motion carried unanimously by roll call vote.

**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.

Chief Meyer introduced EMS Specialist Troy Vincent, Administrative Analyst Lynette Rabara, and Single Role Paramedics Anthony Villeggiante, Zachary Morrow, Andrew Youngstrom, and Wyatt Schneider.

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

Union representatives Captain Sean O’Dwyer and Firefighter/Paramedic Ricky Laniohan informed the Board about the Muscular Dystrophy Association and the above-mentioned event.

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The Board took a brief 9-minute recess at 1:22 p.m. to take a photo with the new Single Role Paramedics.

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.

Motion by Director Parker to 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; seconded by Director Stamey. Motion carried unanimously by roll call vote.

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 June and July 2023.

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

Battalion Chief Parsons provided the monthly activities report for June and July 2023.

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

Deputy Chief Aguiar provided the monthly activities report for June and July 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 June and July 2023.

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

Interim Deputy Chief Phares provided the monthly activities report for June and July 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 June and July 2023.

10.7 Human Resources Division – Interim Administrative Services Director, Ken Campo  
Human Resources Report of monthly activities.

Interim Administrative Services Director Campo provided the monthly activities report for June and July 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 June and July 2023.

10.9 Fire Chief – Fire Chief, Paige Meyer

Chief Meyer provided the monthly activities report for June and July 2023.

**11. GOOD OF THE ORDER**

11.1 Update from Finance Committee Meeting.

Vice President Kerr (Chair of the Finance Committee) updated the Board on the Finance Committee Meeting held on August 3, 2023 with the following: The Committee requested the Board provide direction that Chandler Asset's next update be presented in December and the Board agreed to provide this direction. The Committee received staff recommendation of increasing the 20% budget stabilization reserve fund through established District policies based on staff's research. The Committee recommends the Board provide direction to staff to research increasing the budget stabilization fund with a 20% minimum and the impacts of a 30% budget stabilization reserve and the Board agreed to provide this direction. The Committee received staff's 10-year projections of Capital Improvement Funds (CIP). There is no policy for CIP. The Committee directed staff to insert CIP into the reserve policy for a comprehensive reserve policy. The Board supports this direction. The Committee recommended staff draft a more clearly stated workers' compensation reserve policy and the Board supports this direction. The Committee recommended staff evaluate the cost of green practices, best practices, grants, and identify other green options to benefit the District and the community and the Board supports this direction to explore alternatives for the future.

11.2 Comments by Board of Directors.

There were no comments from the Board of Directors.

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**12. UPCOMING CALENDAR OF EVENTS**

12.1 Next Regular Board Meeting, September 27, 2023 at 1:00 p.m.

President Lee announced the above event on the upcoming calendar.

12.2 MDA Fill the Boot – Downtown Danville walk-up donations on September 9, 2023 @ 5:00-9:00 p.m.

President Lee announced the above event on the upcoming calendar.

The Board took a brief 18-minute recess and entered Closed Session at 2:58 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**

The Board returned to Open Session at 4:29 p.m.

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

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


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16. **ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, SEPTEMBER 27, 2023 AT 1:00 P.M.**

Vice President Kerr adjourned the regular Board meeting at 4:30 p.m. in honor of President Lee's son, Jared Lee, who recently passed away.

Prepared by:   
Stephanie Brendlen  
District Counsel/Clerk

Approved by:   
Michelle Lee  
President Lee  
Board President