

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

**Wednesday, October 25, 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  
2401 Crow Canyon Road, Suite A, San Ramon, CA 94583**

**\*\*For ADA Accessibility, please see attached map for further instructions.\*\***

**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 September 15, 2023 through October 13, 2023 in the amount of \$1,886,410.77.
- 5.2 Approve the Board Minutes from the September 27, 2023 Regular Board Meeting.
- 5.3 Approve salary, payroll taxes and retirement contributions for the period of September in the amount of \$5,252,221.49.
- 5.4 Approve the First Amendment for the Interagency Agreement between the San Ramon Valley Fire Protection District and City of San Ramon regarding the Joint Use Public Safety Complex.
- 5.5 Approve Contract Amendment for ENGEO for an amount not to exceed \$24,970.
- 5.6 Approve the award of contract for emergency equipment for seven command vehicles to WATTCO for an amount not to exceed \$388,584.

- 5.7 Approve the Fire Service EMS Medical Director Services Funding Agreement Amendment with Contra Costa County for an amount not to exceed \$135,000 per year.

5.8 **Personnel Actions:**

**New Hire:**

Confirmation of Employment effective, October 18, 2023. Approve staff recommendation to hire: Kristen Stevens for Public Safety Dispatcher 2, step 1

**Step Increases:**

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

EMS Specialist Troy Vincent to EMS Specialist, step 3

Public Safety Dispatcher Kathleen Bussell to Public Safety Dispatcher 2, step 4

Single Role Paramedic Daniel Gray to Single Role Paramedic, step 3

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

No Special Announcements/Presentations/General Business.

**7. OLD BUSINESS**

No Old Business.

**8. NEW BUSINESS**

- 8.1 Award specialized, professional services contract for Geotechnical Observation, Special Inspection and Materials Testing Services related to the San Ramon Training Facility construction project to Consolidated Engineering Laboratories, consistent with their Scope of Services and Fee Estimate (attached) and the provisions contained in the RFP, and authorize the Fire Chief, or his designee, to execute a final contract with Consolidated Engineering Laboratories.

**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 Comments by Board of Directors.

**12. UPCOMING CALENDAR OF EVENTS**

- 12.1 Next Regular Board Meeting, November 15, 2023 at 1:00 p.m.
- 12.2 Cornerstone Ceremony by the Grand Lodge of California (Orinda Lodge No. 122), San Ramon Valley Fire Protection District Administrative Offices, 2401 Crow Canyon, San Ramon, 2:30 p.m. to 3:30 p.m. on Sunday, November 5, 2023.

**13. CLOSED SESSION**

- 13.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
California Government Code Section 54956.9(d)(1):  
James Martin v. SRVFPD, WCAB #: ADJ6580735

**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, NOVEMBER 15, 2023 AT 1:00 P.M.**

Prepared by:

*Stephanie Brendlen*

Stephanie Brendlen, District Counsel/District Clerk

Agenda posted on October 20, 2023 at the District's Administrative Offices, 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 Offices located at 2401 Crow Canyon Road, Suite A, San Ramon, California, or at the scheduled meeting.*

# ADA ACCESSIBILITY MAP For SRVFPD Board Meeting



CROW CANYON RD

PARK PL

CREEKSIDE DR

NO THRU ACCESS

AVAILABLE PARKING

1500 BOLLINGER CANYON RD

2001 CROW CANYON RD

B.O.C

CREEKSIDE DR

2401 CROW CANYON RD

1600 BOLLINGER CANYON RD

BOLLINGER CANYON RD

CREEKSIDE DR