

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
SEPTEMBER 27, 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 Crean led the Pledge of Allegiance.

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

President Lee declared a quorum of the Board was present, and confirmed Agenda Item No. 13.2, Conference with Legal Counsel – Existing Litigation, would be removed from Closed Session.

**4. PUBLIC COMMENT**

There was no public comment.

**5. CONSENT CALENDAR**

Motion by Director Parker to approve Consent Calendar Items 5.1 through 5.4; seconded by Director Kerr. Motion carried unanimously by roll call vote.

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

6.1 Update on Public Safety Building – Roebbelen Contracting, Inc. Vice President Bryan Todd.

Roebbelen Vice President Todd updated the Board on the Public Safety Building.

6.2 Fire Prevention Week (October -14) and Fire Prevention Month 2023 Proclamation.

Interim Fire Marshal Roy Wendel presented a summary of the Fire Prevention Week and Fire Prevention Month 2023 Proclamation.

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**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.

Motion by Director Stamey to authorize the District to enter into a subscription-based Agreement with Springbrook for Enterprise Resource Planning (ERP) Software; seconded by Director Parker. 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 August 2023.

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

Battalion Chief Parsons provided the monthly activities report for August 2023.

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

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

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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 August 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 August 2023.

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

Interim Administrative Services Director Campo provided the monthly activities report for August 2023.

10.9 Emergency Preparedness – Emergency Preparedness Coordinator Ron Marley

Emergency Preparedness Coordinator Ron Marley provided the activities report for August 2023.

10.10 Fire Chief – Fire Chief, Paige Meyer

Chief Meyer provided the monthly activities report for August 2023.

**11. GOOD OF THE ORDER**

11.1 Comments by Board of Directors.

There were no comments from the 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 2, 2023, 12:00 p.m. – 1:00 p.m., City of San Ramon in the City Hall Training Room.

President Lee announced the above events on the upcoming calendar. President Lee confirmed she would attend the CCC/PAC meeting on October 4, 2023 at 9:00 a.m. in Vice President Kerr's place.

The Board took a brief 15-minute recess and entered Closed Session at 3:05 p.m.

**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.

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- 13.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
California Government Code Section 54956.9(d)(1):  
Robert Fulwood v. SRVFPD, WCAB #: ADJ13809697
- 13.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
California Government Code Section 54957(b)  
Title: District Counsel/District Clerk
- 13.4 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
California Government Code Section 54957(b)  
Title: Fire Chief

**14. RETURN TO OPEN SESSION**

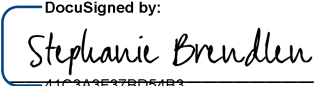
The Board returned to Open Session at 5:30 p.m.

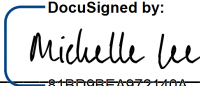
**15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)**

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

**16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, OCTOBER 25, 2023 AT 1:00 P.M.**

President Lee adjourned the regular Board meeting at 5:31 p.m.

Prepared by:   
Stephanie Brendlen  
District Counsel/Clerk

Approved by:   
Michelle Lee  
President Lee  
Board President