

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
PERSONNEL SUBCOMMITTEE MEETING  
APRIL 11, 2023 – MINUTES**

*President Lee (Chair), Director Don Parker*

**~MISSION STATEMENT~**

*In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.*

**LOCATION:** San Ramon Valley Fire Protection District  
Administrative Offices - Boardroom  
1500 Bollinger Canyon Road, San Ramon, CA 94583

**WEBSITE:** <https://www.firedepartment.org/>

**AGENDA**

**1. CALL TO ORDER**

President Lee called the meeting to order at 11:37 a.m.

**2. PUBLIC COMMENT**

None.

**3. NEW BUSINESS**

3.1 Approval of Minutes from the April 7, 2022 Personnel Subcommittee Meeting.

Motion by Director Parker to approve the Minutes from the April 7, 2022 Personnel Subcommittee Meeting; seconded by President Lee. Motion passed unanimously.

3.2 Discuss the Board's performance evaluation procedure.

The Committee discussed the Board's annual performance evaluation procedure and will propose the following to the Board at the April meeting: (1) Staff will send self-evaluations to the Board (in early-mid July), Personnel Subcommittee will collect the Board's performance evaluations for staff after the Board has had the opportunity to review staff's self-evaluations (by the end of July); (2) Personnel Subcommittee Meeting (#2) to discuss performance evaluations with staff being evaluated and to develop recommendation to the Board (early to mid-August); (3) Personnel Subcommittee presents to the Board staff performance evaluations and recommendations to the Board (August Board meeting) (and then send any draft contract amendments out to the Board for review); and (4) Board receives for consideration approval of any contractual amendments (September Board meeting).

**4. ADJOURNMENT**

The Personnel Subcommittee meeting concluded at 12:50 p.m.

Prepared by:

*Stephanie Brendlen*

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Stephanie Brendlen, District Counsel/District Clerk

Approved by:

*Michelle Lee*

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Michelle Lee, President/Subcommittee Chair