

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

Tuesday, December 12, 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 November 4, 2023 through November 30, 2023 in the amount of \$3,669,876.26.
- 5.2 Approve the Board Minutes from the November 15, 2023 Regular Board Meeting.
- 5.3 Authorize staff to enter into an agreement with CSG Consultants, Inc. for inspection services in an amount not to exceed \$50,000 through June 2024.
- 5.4 Authorize Award of Contract for Drager Live Fire Prop Site Preparation to United Engineering & Construction, Inc. in the amount of \$297,000.
- 5.5 Approve staffing changes to Technology and EMS Divisions, effective January 1, 2024.
- 5.6 Approve the First Amendment for the Memorandum of Understanding between the Contra Costa Crisis Center and the San Ramon Valley Fire Protection District in the amount of \$100,000.

- 5.7 Authorize staff to purchase extrication equipment from Diamondback Fire & Rescue in the amount of \$155,532.52.

5.8 **Personnel Actions:**

Promotions:

Approve staff recommendation to award the following promotion, effective, December 1, 2023:
District Aide Sean Rule to Single Role Paramedic, step 1

Step Increases:

Approve staff recommendation to award the following step increase, effective January 1, 2024:
Captain Nathan Smith to Captain 11, step 6
Captain John Youngblood to Captain 11, step 6
Public Safety Dispatcher Shannon Hofmann to Public Safety Dispatcher 2, step 6
Administrative Analyst Lynette Rabara to Administrative Analyst, step 2

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Update on Scholarship Implementation.

7. OLD BUSINESS

There is no Old Business.

8. NEW BUSINESS

- 8.1 Nomination and Election of Board President and Vice President for 2024.
- 8.2 Approve Amendment to the Employment Agreement between the San Ramon Valley Fire Protection District and District Counsel/District Clerk Stephanie Brendlen.
- 8.3 Approve Amendment to the Employment Agreement between the San Ramon Valley Fire Protection District and Fire Chief Paige Meyer.
- 8.4 Authorize additional CIP funding in the amount of \$427,421.75 for the Purchase of Three (3) Replacement Ambulances from RedSky Emergency Vehicles in an amount not to exceed \$1,110,521.75.

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.
- 11.2 Approve Regular Board Meeting Dates for 2024:

January 24	April 24	July – No Meeting	October 23
February 28	May 22	August 28	November 20
March 27**	June 26	September 25	December 18

**** Proposed Board Retreat**

- 11.3 CCSDA (Contra Costa County Special District Association) Nomination for Executive Committee offices (President, Vice President, and two Members-At-Large).

12. UPCOMING CALENDAR OF EVENTS

- 12.1 Next Regular Board Meeting, January 24, 2024 at 1:00 p.m.
- 12.2 2024 Contra Costa County Board of Supervisors Reorganization Luncheon by Supervisor Federal D. Glover, Lone Tree Golf and Event Center, 4800 Golf Course Road, Antioch, California, January 9, 2024 at 12:00 p.m.
- 12.3 Ribbon Cutting Ceremony for Public Safety Complex/Communications Center, 2401 Crow Canyon Road, San Ramon, January 25, 2024 at 5:30 p.m.
- 12.4 Station 34 Community Event, January 27, 2024, 12:00 p.m. – 2:00 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): 1 potential case. Facts and circumstances that might result in litigation need not be disclosed.

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, JANUARY 24, 2024 AT 1:00 P.M.**

Prepared by:

Stephanie Brendlen

Stephanie Brendlen, District Counsel/District Clerk

Agenda posted on December 8, 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.

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, 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