

**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](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

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**CONSENT ITEMS**

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 11/4/2023 Through 11/30/2023

Check Num...	Check Date	Payee	Check Amount	Transaction Description
230973	11/17/2023	24 HOUR FITNESS LLC	350.00	Temporary Gym Membership during Stn 34 Construction
11/08/23-01	11/8/2023	ACE AUTO REPAIR AND TIRE CENTER	1,866.50	Maintenance and Service-Unit 714
11/08/23-02	11/8/2023	ACE AUTO REPAIR AND TIRE CENTER	275.05	Maintenance and Service-Unit 400
11/08/23-03	11/8/2023	ACE AUTO REPAIR AND TIRE CENTER	517.13	Replaced Battery-Unit 360
11/17/23-01	11/17/2023	ACE AUTO REPAIR AND TIRE CENTER	194.60	Maintenance and Repair-Unit 352
11/30/23-01	11/30/2023	ACE AUTO REPAIR AND TIRE CENTER	880.49	Maintenance and Repairs-Unit 712
230949	11/8/2023	ACI OF SAN RAMON	865.14	Garbage Service 10/1/23-10/31/23-Stn 30
	11/8/2023	ACI OF SAN RAMON	306.52	Garbage Service 10/1/23-10/31/23-Stn 34
	11/8/2023	ACI OF SAN RAMON	1,528.89	Garbage Service 10/1/23-10/31/23-Stn 38
	11/8/2023	ACI OF SAN RAMON	505.24	Garbage Service 10/1/23-10/31/23-Stn 39
11/17/23-02	11/17/2023	AIR EXCHANGE INC	487.50	Service/Labor on Plymovent-Stn 31
11/17/23-03	11/17/2023	AIRGAS USA LLC	1,046.70	Oxygen
11/17/23-04	11/17/2023	AIRGAS USA LLC	964.70	Oxygen
11/17/23-05	11/17/2023	AIRGAS USA LLC	325.49	Oxygen
11/17/23-06	11/17/2023	AIRGAS USA LLC	174.49	Oxygen Tank Cylinder Testing and Maintenance
11/17/23-07	11/17/2023	AIRGAS USA LLC	52.12	Oxygen Tank Cylinder Testing and Maintenance
11/30/23-02	11/30/2023	AIRGAS USA LLC	718.15	Oxygen
11/30/23-03	11/30/2023	AIRGAS USA LLC	589.04	Oxygen
231008	11/30/2023	ALAMO ACE HARDWARE	158.67	Flagpole Supplies
	11/30/2023	ALAMO ACE HARDWARE	136.08	Station Supplies
	11/30/2023	ALAMO ACE HARDWARE	147.72	Station Tools
11/08/23-04	11/8/2023	AMAZON CAPITAL SERVICES	60.62	Office Supplies
11/08/23-05	11/8/2023	AMAZON CAPITAL SERVICES	19.21	Office Supplies
11/17/23-08	11/17/2023	AMAZON CAPITAL SERVICES	157.64	Office Supplies
11/30/23-05	11/30/2023	AMAZON CAPITAL SERVICES	(5.46)	Credit-Office Supplies
	11/30/2023	AMAZON CAPITAL SERVICES	99.18	Office/Donation Basket Supplies
230950	11/8/2023	AMERICAN MESSAGING	79.32	Paging Service-11/23
230974	11/17/2023	AMERIGAS	157.39	Propane Tank Rental 10/1/23-9/30/24-Training Site
230975	11/17/2023	ANTHEM BLUE CROSS	129.87	Ambulance Refund
231009	11/30/2023	ANTHONY ROMERO	250.00	Reimbursement-Paramedic License Renewal
11/08/23-06	11/8/2023	AP TRITON LLC	1,813.15	Community Risk Assessment/Standards of Cover
11/08/23-07	11/8/2023	AP TRITON LLC	362.63	Community Risk Assessment/Standards of Cover
11/08/23-08	11/8/2023	AP TRITON LLC	1,450.52	Community Risk Assessment/Standards of Cover
11/17/23-09	11/17/2023	AP TRITON LLC	5,000.00	EMS Advocate Consulting Services-November 2023
231010	11/30/2023	ARTHUR J GALLAGHER RISK MANAGEMENT SERVICES INC	12,000.00	Contract Administration Software 10/31/23-24
231011	11/30/2023	ATT	30.34	Phone Service 10/19/23-11/18/23
231012	11/30/2023	ATT	1,967.35	Phones/Data/Radio Circuit/Long Distance 10/20/23-11/19/23
231013	11/30/2023	ATT	675.28	Phone Services 10/20/23-11/19/23
230976	11/17/2023	ATT MOBILITY	50.07	Cell Phones/Mobile Data 10/1/23-10/31/23

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Check/Voucher Register

From 11/4/2023 Through 11/30/2023

Check Num...	Check Date	Payee	Check Amount	Transaction Description
230977	11/17/2023	ATT MOBILITY	354.41	Cell Phones/Mobile Data 11/1/23-11/30/23
230978	11/17/2023	ATT MOBILITY	489.00	Cell Phones/Mobile Data/iPads 8/27/23-10/26/23
230979	11/17/2023	BIG O TIRES	314.29	Removed and Replaced Lug Bolt-Unit 708
11/30/23-06	11/30/2023	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/17/23-Stn 30
11/30/23-07	11/30/2023	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/17/23-Stn 31
11/30/23-08	11/30/2023	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/17/23-Stn 32
11/30/23-09	11/30/2023	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/17/23-Stn 33
11/30/23-10	11/30/2023	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/17/23-Stn 34
11/30/23-11	11/30/2023	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/17/23-Stn 35
11/30/23-12	11/30/2023	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/17/23-Stn 36
11/30/23-13	11/30/2023	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/17/23-Stn 38
11/30/23-14	11/30/2023	BIOMEDICAL WASTE DISPOSAL INC	89.00	Bio-Hazard Waste Collection Service 11/17/23-Stn 39
11/17/23-10	11/17/2023	BOUNDTREE MEDICAL LLC	37.89	Medical Supplies-Disposable
11/17/23-11	11/17/2023	BOUNDTREE MEDICAL LLC	3,602.39	Medical Supplies-Disposable
11/17/23-12	11/17/2023	BOUNDTREE MEDICAL LLC	1,997.90	Pharmaceutical Supplies
11/17/23-13	11/17/2023	BOUNDTREE MEDICAL LLC	1,515.50	Medical Supplies-Disposable
230951	11/8/2023	BRANDON CLAY	250.00	Reimbursement-Paramedic License Renewal
231014	11/30/2023	BRANDON J EYNCK	860.00	Reimb-Educ Assist Trench Rescue Technician
231015	11/30/2023	BRENDAN WHITMORE	860.00	Reimb-Educ Assist Trench Rescue Technician
231016	11/30/2023	BRETT HERENDEEN	860.00	Reimb-Educ Assist Trench Rescue Technician
	11/30/2023	BRETT HERENDEEN	250.00	Reimbursement-Paramedic License Renewal
11/30/23-15	11/30/2023	BRYAN COLLINS	19,728.68	415 Limit Replacement Benefits-12/01/23
231017	11/30/2023	BURNS TRUCK AND TRAILER SERVICES	8,659.84	Maintenance and Repairs-Unit 555
230980	11/17/2023	BW PRINTWORKS	375.19	Shift Calendars 2024
231018	11/30/2023	CA STATE DEPARTMENT OF JUSTICE	147.00	Pre-Employment Live Scan (3)
230952	11/8/2023	CALIFORNIA BANK OF COMMERCE	8,976.91	Station 34 Remodel-PP20 Retention AC#1132505 SRF#34
231019	11/30/2023	CALIFORNIA BANK OF COMMERCE	10,413.40	Station 34 Remodel-PP21 Retention AC#1132505 SRF#34
Wire 11/17...	11/17/2023	CalPERS CERBT (OPEB)	1,874,030.00	FY23/24 OPEB Contribution Prefunding-July-Sept 2023
230981	11/17/2023	CASEY R GOOD	250.00	Reimbursement-Paramedic License Renewal
231020	11/30/2023	CASEY R GOOD	633.79	Reimb-Educ Assist Trench Rescue Technician
Wire 11/15...	11/15/2023	CCC EMPLOYEES RETIREMENT ASSOCIATION	484,646.79	Employee Retirement CCCERA-10/23
230948	11/6/2023	CENTRAL CONTRA COSTA SANITARY DISTRICT	1,449.00	Sewer Plan Review Fees-Training Facility
11/08/23-09	11/8/2023	CHANDLER ASSET MANAGEMENT INC	1,894.82	Investment Management Services-October 2023
231021	11/30/2023	CHRIS CONLEY	860.00	Reimb-Educ Assist Trench Rescue Technician
11/30/23-16	11/30/2023	CHRISTOPHER C SUTER	31,637.24	415 Limit Replacement Benefits-12/1/23
231022	11/30/2023	CINTAS CORPORATION	77.37	Carpet Runner/Air Filter Cleaning Fee-Stn 32
231023	11/30/2023	CITY OF SACRAMENTO	5,400.00	Single Role Paramedic/37 Volunteers-Driver Training (6)
11/30/23-17	11/30/2023	CLARK PEST CONTROL	141.00	Pest Control Service-Training Site
11/30/23-18	11/30/2023	CLUB CARE INC	2,600.00	Gym Equipment Relocation-Stn 34

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From 11/4/2023 Through 11/30/2023

Check Num...	Check Date	Payee	Check Amount	Transaction Description
230953	11/8/2023	COLTON FREDRICKSON	121.95	Reimbursement-Books for Engineer Exam
231024	11/30/2023	COLUMBIA ELECTRIC	48,581.07	Relocation of Traffic Signal-Stn 34
230982	11/17/2023	COMCAST	187.51	Cable Service 11/4/23-12/3/23-Stn 32
231025	11/30/2023	COMCAST	1,975.16	Broadband Internet Service 10/1/23-10/31/23-All Stations
231026	11/30/2023	COMCAST	174.74	Cable Service 11/13/23-12/12/23-Stn 30
231027	11/30/2023	COMCAST	177.68	Cable Service 11/17/23-12/16/23-Admin
231028	11/30/2023	COMCAST	105.04	Cable Service 11/8/23-12/7/23-Admin
231029	11/30/2023	CONCERN EAP	3,406.70	Employee Assistance Premium-11/23
230983	11/17/2023	CONSENSUS CLOUD SOLUTIONS	33.70	eFax Usage-Oct 2023
230954	11/8/2023	CONTRA COSTA CRISIS CENTER	5,833.33	Behavioral Health Warm Transfer Call Svcs-Oct 2023
231030	11/30/2023	CRAIG BOWEN	34,422.84	415 Limit Replacement Benefits-12/1/23
11/30/23-19	11/30/2023	CREATIVE SUPPORTS INC	205.22	Desk Repair-Stn 34
231031	11/30/2023	CSG CONSULTANTS INC	5,490.00	Fire Inspection Services 8/26/23-9/29/23
	11/30/2023	CSG CONSULTANTS INC	3,360.00	Fire Inspection Services 9/30/23-10/27/23
231032	11/30/2023	DARIN MOSS	240.00	CERT Instructor Services 9/14/23-9/28/23
230955	11/8/2023	DEL CONTES LANDSCAPING INC	455.00	Irrigation Repairs-Stn 32
231033	11/30/2023	DEL CONTES LANDSCAPING INC	248.00	Irrigation Repairs-Stn 30
	11/30/2023	DEL CONTES LANDSCAPING INC	550.00	Irrigation Repairs-Stn 36
	11/30/2023	DEL CONTES LANDSCAPING INC	1,850.00	Landscape Improvements-Stn 39
	11/30/2023	DEL CONTES LANDSCAPING INC	3,772.00	Landscape Maintenance 10/23-Stn 30/31/32/33/35/38/39
11/08/23-10	11/8/2023	DELTA DENTAL OF CALIFORNIA	6,026.14	Dental Insurance Administrative Fee-10/23
11/08/23-11	11/8/2023	DELTA DENTAL OF CALIFORNIA	9,477.30	Dental Claims 10/20/23-10/26/23
11/08/23-12	11/8/2023	DELTA DENTAL OF CALIFORNIA	10,285.40	Dental Claims 10/27/23-11/2/23
11/30/23-20	11/30/2023	DELTA DENTAL OF CALIFORNIA	7,463.00	Dental Claims 11/3/23-11/9/23
11/30/23-21	11/30/2023	DELTA DENTAL OF CALIFORNIA	17,613.20	Dental Claims 11/10/23-11/16/23
230956	11/8/2023	DENALECT ALARM COMPANY INC	495.00	Installed AES Radio to Monitor-Stn 30
11/30/23-22	11/30/2023	DENNIS EVANSON	10,633.94	415 Limit Replacement Benefits-12/1/23
230984	11/17/2023	DENTONIS WELDING WORKS INC	2,060.68	Parts and Labor to Replace Front Spring-Unit 521
230985	11/17/2023	DIABLO PRINTING AND COPYING	1,507.28	Business Cards with New Address
230986	11/17/2023	DRAEGER INC	149,884.75	Draeger Swede Survival Prop-Prepayment 1-Training Site
231034	11/30/2023	EBMUD	1,711.27	Water Service 9/8/23-11/7/23-Stn 36
231035	11/30/2023	EBMUD	663.74	Water Service 9/8/23-11/7/23-Stn 36
231036	11/30/2023	EBMUD	355.41	Water Service 9/8/23-11/7/23-Stn 36
230987	11/17/2023	ENGEO INCORPORATED	7,796.25	Destruction of Monitoring Well-Old Stn 32
11/08/23-13	11/8/2023	ENTERPRISE FM TRUST	6,228.49	Monthly Fleet Lease Payment (16)-11/1/23-11/30/23
231037	11/30/2023	ENTERPRISE RENT A CAR	262.83	Cal Chiefs Conference-Rental Car
230957	11/8/2023	FIRE PLAN REVIEW INC	6,162.50	Plan Review Services-10/23
231038	11/30/2023	FRANK BONETTI PLUMBING INC	323.00	Backflow Testing-Stn 30
231039	11/30/2023	FREDERICK R RINCON	250.00	Reimbursement-Paramedic License Renewal

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Check/Voucher Register  
From 11/4/2023 Through 11/30/2023

Check Num...	Check Date	Payee	Check Amount	Transaction Description
231040	11/30/2023	GEOCIVIX LLC	14,890.00	Plan Review Software Annual Fee 12/16/23-12/16/24
231041	11/30/2023	GEOCON CONSULTANTS INC	3,407.50	Stn 34-Testing and Inspection 10/29/23
11/30/23-23	11/30/2023	GEORGE ALBERTO ROJAS	1,020.00	CERT Instructor Services 9/14/23-11/3/23
230988	11/17/2023	GOLDEN STATE FLEET SERVICES INC	550.00	Tow Service-Unit 805
231042	11/30/2023	GOLDEN STATE FLEET SERVICES INC	550.00	Tow Service-Unit 554
230989	11/17/2023	GREAT AMERICA FINANCIAL SERVICES	180.92	Training Copier Maintenance Agreement-10/23
230958	11/8/2023	GUARANTEED PLUMBING	425.00	Cleared Clogged Drain-Stn 31
230990	11/17/2023	GUARANTEED PLUMBING	665.00	Service Call/Toilet Repairs-Stn 39
230991	11/17/2023	HEALTH NET	1,290.00	Ambulance Refund
231043	11/30/2023	INNOVATIVE CLAIM SOLUTIONS	10,679.67	Workers' Comp Claim Admin Fees 12/1/23-12/31/23
231044	11/30/2023	ISINGS CULLIGAN	103.13	Water Service 11/23-Stn 31
231045	11/30/2023	ISINGS CULLIGAN	233.97	Water Service 11/23-Stn 30
231046	11/30/2023	JAY A RESENDEZ	1,825.00	Investigation Services
230992	11/17/2023	JEAN GAUTHIER	661.07	Range Repairs-Stn 35
231047	11/30/2023	JEAN GAUTHIER	184.51	Installed New Thermal Fuse on Dryer-Stn 36
231048	11/30/2023	JOHN ROBERTSON	420.00	CERT Instructor Services 10/5/23-11/2/23
230959	11/8/2023	KENETREK BOOTS	246.98	Emergency Preparation-Wildland Boots (1)
230960	11/8/2023	KENNETH BORGES	298.79	Reimb-Educ Assist Live Fire Training
11/17/23-14	11/17/2023	L N CURTIS AND SONS	158.50	Gear Bags (2)
11/17/23-15	11/17/2023	L N CURTIS AND SONS	147.84	Wildland Helmet Shrouds (2)
11/17/23-16	11/17/2023	L N CURTIS AND SONS	1,630.16	Suppression-Replacement Turnout Pants (1)
11/17/23-17	11/17/2023	L N CURTIS AND SONS	490.40	Structure Helmet (1)
11/17/23-18	11/17/2023	L N CURTIS AND SONS	8,374.71	Academy 2023-Uniform/PPE Outfitting
11/17/23-19	11/17/2023	L N CURTIS AND SONS	8,374.71	Academy 2023-Uniform/PPE Outfitting
11/17/23-20	11/17/2023	L N CURTIS AND SONS	8,374.71	Academy 2023-Uniform/PPE Outfitting
11/17/23-21	11/17/2023	L N CURTIS AND SONS	8,852.44	Academy 2023-Uniform/PPE Outfitting
11/17/23-22	11/17/2023	L N CURTIS AND SONS	8,364.05	Academy 2023-Uniform/PPE Outfitting
11/17/23-23	11/17/2023	L N CURTIS AND SONS	8,374.71	Academy 2023-Uniform/PPE Outfitting
11/17/23-24	11/17/2023	L N CURTIS AND SONS	8,374.71	Academy 2023-Uniform/PPE Outfitting
11/17/23-25	11/17/2023	L N CURTIS AND SONS	8,374.71	Academy 2023-Uniform/PPE Outfitting
11/17/23-26	11/17/2023	L N CURTIS AND SONS	8,374.71	Academy 2023-Uniform/PPE Outfitting
11/30/23-24	11/30/2023	L N CURTIS AND SONS	307.06	Replacement Gear Bags (4)
11/30/23-25	11/30/2023	L N CURTIS AND SONS	441.50	Suppression-Wildland Helmets (5)
11/30/23-26	11/30/2023	L N CURTIS AND SONS	1,174.96	Smoke Fluid (2)
11/30/23-27	11/30/2023	L N CURTIS AND SONS	1,004.85	Suppression-Wildland Helmet Goggles (22)
11/30/23-28	11/30/2023	L N CURTIS AND SONS	1,331.10	Suppression-Wildland Helmets (17)
231049	11/30/2023	LIEBERT CASSIDY WHITMORE	783.00	Legal Services-Advice
	11/30/2023	LIEBERT CASSIDY WHITMORE	339.50	Legal Services-Litigation
230961	11/8/2023	LIFTOFF LLC	2,400.00	MS Office 365 License Monthly Fee (200 Licenses)-11/23

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

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Check Num...	Check Date	Payee	Check Amount	Transaction Description
230993	11/17/2023	LIVERMORE AUTO GROUP	672.30	Replaced Tire-Unit 400
231050	11/30/2023	LYMAN ERICK HUBBARD	227.12	Reimbursement-Books for Captains Exam
231051	11/30/2023	M AND L OVERHEAD DOORS	375.00	Service and Repair BC Door-Stn 31
	11/30/2023	M AND L OVERHEAD DOORS	1,581.42	Service and Repairs to App Bay Door-Stn 38
230994	11/17/2023	MARIA A CASTELLANOS	860.00	Reimb-Educ Assist Trench Rescue Technician
231052	11/30/2023	MARIA A CASTELLANOS	294.62	Reimbursement-NorCal Women in Fire Camp Lodging
231053	11/30/2023	METROPOLITAN VAN AND STORAGE INC	29,642.50	Administration Building Moving Services
11/30/23-29	11/30/2023	MICHAEL A SYLVIA	29,760.90	415 Limit Replacement Benefits-12/1/23
230995	11/17/2023	MOBILE MINI LLC	123.96	20' Container Rental 11/7/23-12/4/23-Stn 34
230996	11/17/2023	NEXT DAY DRY CLEANING DELIVERY	88.00	37 Volunteer-Patches on Uniform Shirts (2)
	11/17/2023	NEXT DAY DRY CLEANING DELIVERY	36.00	Single Role Paramedic-Patches on Uniform Shirts (3)
	11/17/2023	NEXT DAY DRY CLEANING DELIVERY	20.35	Suppression-Dry Cleaning
	11/17/2023	NEXT DAY DRY CLEANING DELIVERY	33.00	Suppression-Patch on Uniform Shirt (1)
230962	11/8/2023	NICHOLS CARPET CLEANING INC	900.00	Carpet Cleaning-Stn 36
230997	11/17/2023	NICHOLS CARPET CLEANING INC	850.00	Carpet Cleaning-Stn 38
11/08/23-14	11/8/2023	NIELSON MECHANICAL INC	365.00	Removed and Replaced Capacitor-Stn 32
230963	11/8/2023	ODP BUSINESS SOLUTIONS LLC	17.94	Kitchen Supplies-Admin
	11/8/2023	ODP BUSINESS SOLUTIONS LLC	936.67	Office Supplies-Admin
230998	11/17/2023	ODP BUSINESS SOLUTIONS LLC	19.69	Kitchen Supplies-Admin
	11/17/2023	ODP BUSINESS SOLUTIONS LLC	89.39	Office Supplies-Admin
	11/17/2023	ODP BUSINESS SOLUTIONS LLC	166.64	Office/Kitchen Supplies-Admin
231054	11/30/2023	ODP BUSINESS SOLUTIONS LLC	80.61	Office Supplies
230999	11/17/2023	OPTI FIT INTERNATIONAL	3,600.00	Gym Floor Prep-Stn 35
11/17/23-27	11/17/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 32
11/17/23-28	11/17/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 35
11/17/23-29	11/17/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 33
11/17/23-30	11/17/2023	OSBORN SPRAY SERVICE INC	75.00	Pest Control Service-Stn 36
11/17/23-31	11/17/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 30
11/17/23-32	11/17/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 38
11/17/23-33	11/17/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 31
11/17/23-34	11/17/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 34
11/17/23-35	11/17/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 39
11/17/23-36	11/17/2023	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 36
11/08/23-15	11/8/2023	P AND A ADMINISTRATIVE SERVICES INC	84.00	COBRA Notice Fees-October 2023
231055	11/30/2023	PACIFIC MOBILE STRUCTURES INC	2,925.38	Temp Fire House Rental 12/1/23-12/31/23-Stn 34
231000	11/17/2023	PG&E	14.78	Signal Light 11/23-Stn 34
231056	11/30/2023	PG&E	1,743.13	Gas/Electric Service 10/11/23-11/8/23-Stn 36
231057	11/30/2023	PG&E	1,479.91	Gas/Electric Service 10/5/23-11/2/23-Stn 32
231058	11/30/2023	PG&E	488.70	Electric Service 10/10/23-11/7/23- Stn 34

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231059	11/30/2023	PG&E	22,315.96	Gas/Electric Service 10/23
230964	11/8/2023	PRIMO ESPRESSO COMPANY	130.00	Coffee Machine Service/Connect Water Lines (2)-PS Building
	11/8/2023	PRIMO ESPRESSO COMPANY	130.00	Coffee Machine Service/Heating Switch-PS Building
11/30/23-30	11/30/2023	PRIORITY DISPATCH	15,360.00	IAED Annual Subscription Fee 9/1/23-8/31/24
11/17/23-37	11/17/2023	PUBLIC AGENCY RETIREMENT SERVICES	300.00	PARS ARS Fee-09/23
231001	11/17/2023	PURCHASE POWER	500.00	Postage Meter Account Refill-11/1/23
11/08/23-16	11/8/2023	RAMOS OIL INC.	1,066.63	Diesel Fuel-Stn 36
11/08/23-17	11/8/2023	RAMOS OIL INC.	8,745.08	Unleaded/Diesel Fuel-Stn 38
11/17/23-38	11/17/2023	RAMOS OIL INC.	1,266.41	Diesel Fuel-Stn 30
11/17/23-39	11/17/2023	RAMOS OIL INC.	2,598.41	Unleaded/Diesel Fuel-Stn 31
11/17/23-40	11/17/2023	RAMOS OIL INC.	873.39	Diesel Fuel-Stn 33
11/17/23-41	11/17/2023	RAMOS OIL INC.	1,091.76	Diesel Fuel-Stn 35
11/17/23-42	11/17/2023	RAMOS OIL INC.	1,433.05	Unleaded/Diesel Fuel-Stn 36
11/17/23-43	11/17/2023	RAMOS OIL INC.	4,354.38	Unleaded Fuel-Stn 38
11/17/23-44	11/17/2023	RAMOS OIL INC.	1,674.02	Diesel Fuel-Stn 39
11/17/23-45	11/17/2023	RAMOS OIL INC.	3,689.51	Diesel Fuel-Stn 32
11/30/23-31	11/30/2023	RAMOS OIL INC.	1,337.88	Unleaded/Diesel Fuel-Stn 31
11/30/23-32	11/30/2023	RAMOS OIL INC.	479.09	Diesel Fuel-Stn 35
11/30/23-33	11/30/2023	RAMOS OIL INC.	6,534.19	Unleaded/Diesel Fuel-Stn 38
11/30/23-34	11/30/2023	RICHARD PROBERT	30,230.64	415 Limit Replacement Benefits-12/1/23
231060	11/30/2023	ROBERT FOUTS	230.57	Reimbursement-Station Supplies
231002	11/17/2023	ROBERT SAUR	431.49	Ambulance Refund
231061	11/30/2023	RYAN PICKARD	623.61	Reimbursement-Animal Tech Rescue Lodging/Mileage/Meals
231003	11/17/2023	SAN MATEO REGIONAL NETWORK INC	420.00	FireDispatch.com CAD Interface/Radio Audio Streaming
230965	11/8/2023	SAUSAL CORPORATION	170,561.21	Station 34 Remodel-PP20
231062	11/30/2023	SAUSAL CORPORATION	197,854.51	Station 34 Remodel-PP21
11/17/23-46	11/17/2023	SCOTTS PPE RECON INC	6,836.33	Turnout Cleaning/Inspections/Repairs-Sept 2023
11/17/23-47	11/17/2023	SCOTTS PPE RECON INC	4,989.38	Turnout Cleaning/Inspections/Repairs-Oct 2023
231004	11/17/2023	SEAN CARRILLO	860.00	Reimb-Educ Assist Trench Rescue Technician
231063	11/30/2023	SEAN MEDINA	330.00	CERT Instructor Services 9/21/23-11/2/23
231064	11/30/2023	SEAN ODWYER	631.61	Reimbursement-Animal Tech Rescue Lodging/Mileage/Meals
11/30/23-35	11/30/2023	SHAMROCK OFFICE SOLUTIONS INC	8.28	Copier Charge 10/13/23-11/12/23-Admin
231065	11/30/2023	STACY TAMORI-WARD	52.43	Reimbursement-Uniform Shoes
231005	11/17/2023	STERICYCLE INC	212.74	Shred-it Consoles (2)-PS Building
230966	11/8/2023	THE HARTFORD	2,296.00	Life/AD&D Insurance-11/23
231066	11/30/2023	THE HOME DEPOT PRO	5,293.48	Household Supplies-Stations
	11/30/2023	THE HOME DEPOT PRO	1,187.88	Household Supplies/Water-Stations
	11/30/2023	THE HOME DEPOT PRO	872.61	Water-Stations
230967	11/8/2023	TODD W WORD	47.42	Reimbursement-Mileage to HazMat Training

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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231067	11/30/2023	TODD W WORD	409.62	Reimbursement-CCAI Seminar Mileage/Meals
11/08/23-18	11/8/2023	TRI VALLEY TIRE INC	2,314.70	New Tires (2)-Unit 523
11/17/23-48	11/17/2023	TRI VALLEY TIRE INC	2,239.54	New Tires (2)-Unit 555
11/30/23-36	11/30/2023	TRI VALLEY TIRE INC	454.81	Flat Tire Repair-Unit 600
11/30/23-37	11/30/2023	TRI VALLEY TIRE INC	1,167.04	New Tire (1)-Unit 712
230968	11/8/2023	UNITED PARCEL SERVICE	17.38	Delivery Charges 10/28/23
231006	11/17/2023	UNITED PARCEL SERVICE	17.39	Delivery Charges 11/4/23
231068	11/30/2023	UNITED PARCEL SERVICE	17.39	Delivery Charges 11/11/23
	11/30/2023	UNITED PARCEL SERVICE	17.39	Delivery Charges 11/18/23
AC 10/23/2...	11/28/2023	US BANK	378.13	Apparatus Supplies-Pump Swivel
AC 10/23/2...	11/28/2023	US BANK	235.68	Apparatus Supplies-Pump Swivel
AC 10/23/2...	11/28/2023	US BANK	110.97	Apparatus Supplies-Pump Swivel
AP 10/23/2...	11/28/2023	US BANK	74.92	Station Supplies-Stn 39
AP 10/23/2...	11/28/2023	US BANK	304.40	Medical Bags-Rescue Team
AP 10/23/2...	11/28/2023	US BANK	49.42	Check Stock-Accounts Payable
AS 10/23/2...	11/28/2023	US BANK	37.99	Board Meeting-Snacks
AS 10/23/2...	11/28/2023	US BANK	348.15	Board Meeting-Meals
AS 10/23/2...	11/28/2023	US BANK	760.00	Wow Awards Dinner-Registration (8)
AS 10/23/2...	11/28/2023	US BANK	263.98	Cal Chiefs Conference-Airfare
AS 10/23/2...	11/28/2023	US BANK	281.98	Cal Chiefs Conference-Airfare
AS 10/23/2...	11/28/2023	US BANK	39.19	State of the School District Event-Registration
AS 10/23/2...	11/28/2023	US BANK	5.99	Board Meeting-Snacks
AS 10/23/2...	11/28/2023	US BANK	2,039.62	New Board Room Supplies
AS 10/23/2...	11/28/2023	US BANK	427.14	Board Meeting-Meals
BE 10/23/2...	11/28/2023	US BANK	333.45	New Board Room Supplies
BE 10/23/2...	11/28/2023	US BANK	154.26	New Board Room Supplies
BO 10/23/...	11/28/2023	US BANK	103.28	Firefighting Supplies
BO 10/23/...	11/28/2023	US BANK	50.22	Firefighting Supplies
BO 10/23/...	11/28/2023	US BANK	63.04	Kitchen Supplies-Stn 31
BO 10/23/...	11/28/2023	US BANK	42.40	Kitchen Supplies-Stn 31
BO 10/23/...	11/28/2023	US BANK	39.13	Kitchen Supplies-Stn 31
BO 10/23/...	11/28/2023	US BANK	19.27	Cleaning Supplies-Stn 31
BO 10/23/...	11/28/2023	US BANK	170.64	Replacement Compartment Light Bulbs-Unit 805
BO 10/23/...	11/28/2023	US BANK	28.48	Firefighting Supplies
BO 10/23/...	11/28/2023	US BANK	19.56	CalCard Stmt 10/23/23-B.Olson
BO 10/23/...	11/28/2023	US BANK	49.77	HazMat Test Strips
BW 10/23/...	11/28/2023	US BANK	13.31	Facility Supplies
BW 10/23/...	11/28/2023	US BANK	57.63	Facility Supplies
CJ 10/23/2...	11/28/2023	US BANK	3,644.16	Egnyte Subscription

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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CJ 10/23/2...	11/28/2023	US BANK	150.00	Everything Generators Training-Registration
CJ 10/23/2...	11/28/2023	US BANK	212.96	Coffee/Cleaning Supplies-Admin
CJ 10/23/2...	11/28/2023	US BANK	10.00	NorCal FPO October Meeting-Registration
CJ 10/23/2...	11/28/2023	US BANK	5.97	Cleaning Supplies-Admin
CP 10/23/2...	11/28/2023	US BANK	419.42	CA Firefighter Memorial Ceremony-Meals
CP 10/23/2...	11/28/2023	US BANK	18.90	Cal Chiefs Conference-Ground Transportation
CP 10/23/2...	11/28/2023	US BANK	403.89	Cal Chiefs Conference-Lodging
CR 10/23-2...	11/28/2023	US BANK	120.54	Station Supplies
CR 10/23-2...	11/28/2023	US BANK	91.30	Station Supplies
CR 10/23-2...	11/28/2023	US BANK	37.10	Station Maintenance Supplies
CR 10/23-2...	11/28/2023	US BANK	85.69	Tool Maintenance-Unit 557
CR 10/23-2...	11/28/2023	US BANK	40.39	Station Maintenance Supplies
CR 10/23-2...	11/28/2023	US BANK	32.61	Station Supplies
DA 10/23/...	11/28/2023	US BANK	70.10	Firefighting Supplies
DA 10/23/...	11/28/2023	US BANK	70.00	Wash Tickets
DA 10/23/...	11/28/2023	US BANK	70.00	Wash Tickets
DA 10/23/...	11/28/2023	US BANK	10.86	Office Supplies
DA 10/23/...	11/28/2023	US BANK	54.00	Admin Meeting-Refreshments
DA 10/23/...	11/28/2023	US BANK	70.00	Wash Tickets
DA 10/23/...	11/28/2023	US BANK	70.00	Wash Tickets
DA 10/23/...	11/28/2023	US BANK	97.81	Trash Can Rollers
DA 10/23/...	11/28/2023	US BANK	54.35	Tow Hitch for Trailers
DA 10/23/...	11/28/2023	US BANK	76.08	Moving Dolly
DA 10/23/...	11/28/2023	US BANK	260.00	Admin Moving Day-Meals
DA 10/23/...	11/28/2023	US BANK	17.36	Office Supplies
DA 10/23/...	11/28/2023	US BANK	90.83	Moving Boxes
DAL 10/23/...	11/28/2023	US BANK	663.00	Academy 2023-Training Site Porta Potties
DAL 10/23/...	11/28/2023	US BANK	1,071.98	Academy 2023-Water Pallets
DAL 10/23/...	11/28/2023	US BANK	375.04	Academy 2023-Forcible Entry Materials
DBE 10/23...	11/28/2023	US BANK	319.82	Down Syndrome/Autism Event Supplies
DBE 10/23...	11/28/2023	US BANK	62.00	Constant Contact-CERT Database
DBE 10/23...	11/28/2023	US BANK	15.99	Zoom Meeting Monthly Fee
DG 10/23/...	11/28/2023	US BANK	222.00	Emergency Response-Crew Meals
DG 10/23/...	11/28/2023	US BANK	3,100.15	Stairs for the Training Site
DH 10/23/...	11/28/2023	US BANK	47.33	CRR-Inspection and Plan Review Credit Card Fee
DH 10/23/...	11/28/2023	US BANK	647.18	Contracted Payroll Service On-Site 8/31/23-9/7/23
DH 10/23/...	11/28/2023	US BANK	239.88	Adobe Pro-K.Campo
DH 10/23/...	11/28/2023	US BANK	674.58	Wastebaskets for Public Safety Building
DH 10/23/...	11/28/2023	US BANK	123.11	PS Building Kitchen Supplies

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

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DH 10/23/...	11/28/2023	US BANK	218.55	PS Building Kitchen Supplies
DH 10/23/...	11/28/2023	US BANK	601.72	PS Building Kitchen Supplies
DH 10/23/...	11/28/2023	US BANK	30.44	PS Building Kitchen Supplies
DM 10/23/...	11/28/2023	US BANK	125.00	Cal Chiefs Conference-Airfare
DM 10/23/...	11/28/2023	US BANK	72.00	Cal Chiefs Conference-Parking
DM 10/23/...	11/28/2023	US BANK	179.88	Cal Chiefs Conference-Ground Transportation
DM 10/23/...	11/28/2023	US BANK	27.66	Cal Chiefs Conference-Meals
DM 10/23/...	11/28/2023	US BANK	53.42	Cal Chiefs Conference-Fuel
DM 10/23/...	11/28/2023	US BANK	484.89	Cal Chiefs Conference-Lodging
DM 10/23/...	11/28/2023	US BANK	27.00	Cal Chiefs Conference-Parking
DM 10/23/...	11/28/2023	US BANK	15.43	Cal Chiefs Conference-Meals
DP 10/23/...	11/28/2023	US BANK	3,591.92	CalCard Stmt 10/23/23-D.Pangelinan
EF 10/23/2...	11/28/2023	US BANK	141.26	CalCard Stmt 10/23/23-E.Falkenstrom
EMS 10/23...	11/28/2023	US BANK	90.23	Recruitment/Marketing Materials
EMS 10/23...	11/28/2023	US BANK	11.35	Moving Supplies
EMS 10/23...	11/28/2023	US BANK	43.49	Recruitment/Marketing Materials
EMS 10/23...	11/28/2023	US BANK	11.35	Moving Supplies
GM 10/23/...	11/28/2023	US BANK	674.75	Station Supplies-Electrolytes
GM 10/23/...	11/28/2023	US BANK	111.29	Station Supplies
GM 10/23/...	11/28/2023	US BANK	38.01	Station Supplies
IM 10/23/2...	11/28/2023	US BANK	132.79	Station Supplies-Light Bulbs
JA 10/23/2...	11/28/2023	US BANK	69.49	Cal Chiefs Conference-Ground Transportation
JA 10/23/2...	11/28/2023	US BANK	111.11	Cal Chiefs Conference-Meals
JA 10/23/2...	11/28/2023	US BANK	26.74	Cal Chiefs Conference-Meals
JA 10/23/2...	11/28/2023	US BANK	911.75	Cal Chiefs Conference-Meals
JA 10/23/2...	11/28/2023	US BANK	21.88	Cal Chiefs Conference-Ground Transportation
JA 10/23/2...	11/28/2023	US BANK	17.66	Cal Chiefs Conference-Ground Transportation
JA 10/23/2...	11/28/2023	US BANK	62.55	Cal Chiefs Conference-Ground Transportation
JA 10/23/2...	11/28/2023	US BANK	134.63	Cal Chiefs Conference-Lodging
JA 10/23/2...	11/28/2023	US BANK	269.26	Cal Chiefs Conference-Lodging
JA 10/23/2...	11/28/2023	US BANK	54.00	Cal Chiefs Conference-Parking
KB 10/23/2...	11/28/2023	US BANK	144.54	Cleaning Supplies-Stn 32
LN 10/23/2...	11/28/2023	US BANK	30.11	Neogov Conference-Ground Transportation
LN 10/23/2...	11/28/2023	US BANK	500.00	Neogov Conference-Lodging
LP 10/23/2...	11/28/2023	US BANK	1,300.00	Plaque-PS Building
LP 10/23/2...	11/28/2023	US BANK	1,800.36	Furnishings-Stn 34
LP 10/23/2...	11/28/2023	US BANK	89.50	Cal Chiefs Conference-Parking
LP 10/23/2...	11/28/2023	US BANK	269.26	Cal Chiefs Conference-Lodging
LP 10/23/2...	11/28/2023	US BANK	13.62	Cal Chiefs Conference-Meals

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MM 10/23...	11/28/2023	US BANK	170.00	Large Animal Rescue Training-Fuel
MM 10/23...	11/28/2023	US BANK	406.69	Large Animal Rescue Training-Lodging
MM 10/23...	11/28/2023	US BANK	378.29	Large Animal Rescue Training-Lodging
MM 10/23...	11/28/2023	US BANK	82.07	CCAI Conference-Meals
MM 10/23...	11/28/2023	US BANK	605.00	CCAI Conference-Registration
MM 10/23...	11/28/2023	US BANK	72.36	CCAI Conference-Meals
MM 10/23...	11/28/2023	US BANK	65.86	CCAI Conference-Meals
MM 10/23...	11/28/2023	US BANK	175.00	CCAI Conference-Fuel
MM 10/23...	11/28/2023	US BANK	10.82	CCAI Conference-Fuel
MM 10/23...	11/28/2023	US BANK	691.28	CCAI Conference-Lodging
MMO 10/2...	11/28/2023	US BANK	463.09	Cal Chiefs Conference-Lodging
MMO 10/2...	11/28/2023	US BANK	15.99	Cal Chiefs Conference-Lodging
MMO 10/2...	11/28/2023	US BANK	48.66	Cal Chiefs Conference-Fuel
MMO 10/2...	11/28/2023	US BANK	107.37	Cal Chiefs Conference-Fuel
MMO 10/2...	11/28/2023	US BANK	71.44	Cal Chiefs Conference-Fuel
MMO 10/2...	11/28/2023	US BANK	66.69	Cal Chiefs Conference-Fuel
MMO 10/2...	11/28/2023	US BANK	486.84	Cal Chiefs Conference-Meals
MMO 10/2...	11/28/2023	US BANK	134.78	Cal Chiefs Conference-Fuel
MMO 10/2...	11/28/2023	US BANK	6.00	Cal Chiefs Conference-Meals
MT 10/23/...	11/28/2023	US BANK	3,287.90	CalCard Stmt 10/23/23-M.Terry
PM 10/23/...	11/28/2023	US BANK	163.98	Cal Chiefs Conference-Airfare
PM 10/23/...	11/28/2023	US BANK	263.98	Cal Chiefs Conference-Airfare
PM 10/23/...	11/28/2023	US BANK	10.00	Cal Chiefs Conference-Parking
PM 10/23/...	11/28/2023	US BANK	32.47	Cal Chiefs Conference-Meals
PM 10/23/...	11/28/2023	US BANK	509.31	Cal Chiefs Conference-Lodging
RC 10/23/2...	11/28/2023	US BANK	426.80	Cal Chiefs Conference-Airfare
RC 10/23/2...	11/28/2023	US BANK	284.58	Cal Chiefs Conference-Lodging
RM 10/23/...	11/28/2023	US BANK	691.28	CCAI Conference-Lodging
SB 10/23/2...	11/28/2023	US BANK	619.00	PARMA Risk Management Conference-Registration
SB 10/23/2...	11/28/2023	US BANK	130.87	PARMA Risk Management Conference-Airfare
SB 10/23/2...	11/28/2023	US BANK	75.00	Legislative Roundup for Public Safety Webinar-Registration
SD 10/23/2...	11/28/2023	US BANK	46.51	Kitchen Supplies
SL 10/23/2...	11/28/2023	US BANK	68.93	Office Supplies-Stn 38
SO 10/23/2...	11/28/2023	US BANK	706.86	Kitchen Supplies-Stn 34
SO 10/23/2...	11/28/2023	US BANK	239.55	Helmet Lights-Rescue Team
SO 10/23/2...	11/28/2023	US BANK	9.69	Kitchen Supplies-Stn 34
SO 10/23/2...	11/28/2023	US BANK	27.02	Kitchen Supplies-Stn 34
SO 10/23/2...	11/28/2023	US BANK	242.68	Kitchen Supplies-Stn 34
ST 10/23/2...	11/28/2023	US BANK	94.90	Recruitment Supplies-Snacks

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Check/Voucher Register

From 11/4/2023 Through 11/30/2023

Check Num...	Check Date	Payee	Check Amount	Transaction Description
ST 10/23/2...	11/28/2023	US BANK	270.00	Anti-Harassment Online Training Vouchers
ST 10/23/2...	11/28/2023	US BANK	72.00	Neogov Conference-Parking
ST 10/23/2...	11/28/2023	US BANK	30.11	Neogov Conference-Ground Transportation
ST 10/23/2...	11/28/2023	US BANK	11.60	Neogov Conference-Meals
ST 10/23/2...	11/28/2023	US BANK	26.13	Neogov Conference-Meals
ST 10/23/2...	11/28/2023	US BANK	556.69	Neogov Conference-Lodging
ST 10/23/2...	11/28/2023	US BANK	10.24	Neogov Conference-Meals
ST 10/23/2...	11/28/2023	US BANK	3.79	Neogov Conference-Meals
TD 10/23/2...	11/28/2023	US BANK	3,514.19	CalCard Stmt 10/23/23-Technology Division
Trvl-4 10/2...	11/28/2023	US BANK	1,200.60	Replacement Upright Fridge-Stn 35
TW 10/23/...	11/28/2023	US BANK	495.00	CCAI Conference-Registration
TW 10/23/...	11/28/2023	US BANK	691.28	CCIA Conference-Lodging
230969	11/8/2023	US BANK CORPORATE TRUST SVCS	3,080.00	2020 COP Trustee Admin Fee
231069	11/30/2023	US BANK EQUIPMENT FINANCE	2,566.31	Ricoh (2)/HP Copier Lease (1) 11/1/23-12/1/23
230970	11/8/2023	VERIZON WIRELESS	4,032.05	Wireless and Data 10/4/23-11/3/23
231070	11/30/2023	VICKIE CALLAHAN	4,024.95	Uniform Polos/Jackets/Vest/Duty Jacket/Job Shirts
	11/30/2023	VICKIE CALLAHAN	10,971.78	Uniform Stock Replenishment
230971	11/8/2023	WALNUT CREEK FORD	752.00	Service and Repairs-Unit 357
231007	11/17/2023	WALNUT CREEK FORD	2,403.36	Replaced Turbo Charger-Unit 806
11/08/23-19	11/8/2023	WESTERN MACHINERY ELECTRIC INC	2,099.12	New Battery Charger and Fuel Float for Generator-Stn 32
11/30/23-38	11/30/2023	WESTERN MACHINERY ELECTRIC INC	600.81	Generator Maintenance and Repairs-Stn 33
11/30/23-39	11/30/2023	WESTERN MACHINERY ELECTRIC INC	556.06	Generator Maintenance and Repairs-Stn 35
11/30/23-40	11/30/2023	WESTERN MACHINERY ELECTRIC INC	372.46	Generator Maintenance and Repairs-Stn 30
11/30/23-41	11/30/2023	WESTERN MACHINERY ELECTRIC INC	401.71	Generator Maintenance and Repairs-Stn 37
230972	11/8/2023	WITMER PUBLIC SAFETY GROUP INC	426.98	Suppression-Station Boots (1)
231071	11/30/2023	WITMER PUBLIC SAFETY GROUP INC	1,333.96	Suppression-Structure Boots (1)
11/30/23-42	11/30/2023	WITTMAN ENTERPRISES LLC	27,403.32	Ambulance Collection Fee-10/23
Report Total			3,669,876.26	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
NOVEMBER 15, 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  
2401 Crow Canyon Road, Suite A, San Ramon, CA 94583

**Board Members Present:** President Lee, Vice President Kerr, Directors Parker and Stamey

**Board Member(s) Absent:** Director Crean

**1. CALL TO ORDER**

President Lee called the meeting to order at 1:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

Director Stamey 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 there were no changes to the Agenda.

**4. PUBLIC COMMENT**

There was no public comment.

**5. CONSENT CALENDAR**

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

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

No Special Announcements/Presentations/General Business.

**7. OLD BUSINESS**

No Old Business.

**8. NEW BUSINESS**

- 8.1 Approve Employment Agreement with Retired District Employee Stephen Rodwell as Interim Dispatch Supervisor.

Motion by Vice President Kerr to (1) approve the temporary hire of Stephen Rodwell as a retired annuitant in the position of Interim Dispatch Supervisor; (2) approve the attached Employment Agreement with Stephen Rodwell; and (3) adopt the attached Resolution No. 2023-06 certifying the critical need for the temporary hiring; 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 October 2023.

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

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

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

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

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

Chief Financial Officer Hatfield provided the monthly activities report for October 2023. The Finance Committee Meeting was held on November 13, 2023, and Vice President Kerr will provide a comprehensive report to the Board at the December meeting.

- 10.9 Fire Chief – Fire Chief, Paige Meyer

Chief Meyer provided the monthly activities report for October 2023.

## 11. **GOOD OF THE ORDER**

- 11.1 Comments by Board of Directors.

- 11.2 Reschedule December Regular Board Meeting from Wednesday, December 13, 2023, to Thursday, December 14, 2023.

Director Stamey thanked Director Parker and Orinda Lodge No. 122 for sponsoring the Cornerstone Ceremony. President Lee also commented that it was an honor to have the ceremony and asked Director Parker to extend the District's appreciation to the Lodge. The Board approved rescheduling the December Regular Board Meeting to Tuesday, December 12, 2023.

## 12. **UPCOMING CALENDAR OF EVENTS**

- 12.1 Next Regular Board Meeting, December 13, 2023 at 1:00 p.m.

President Lee reiterated that the December Regular Board Meeting was rescheduled to Tuesday, December 12, 2023, at 1:00 p.m.

- 12.2 San Ramon Chamber of Commerce *WOW Awards Dinner*, The Bridges Golf Club, 9000 S. Gale Ridge Road, San Ramon, Wednesday, December 6, 2023 at 5:30 p.m. to 8:30 p.m.

President Lee announced the above event.

President Lee announced the Board will enter Closed Session for Agenda Items No. 13.1, 13.2, and 13.3. The Board took a brief 11-minute recess and entered Closed Session at 2:30 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): 2 potential cases. Facts and circumstances that might result in litigation need not be disclosed.

- 13.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
California Government Code Section 54957(b)  
Title: District Counsel/District Clerk
- 13.3 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 3:41 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, DECEMBER 13, 2023, AT 1:00 P.M.**

President Lee reminded the Board the December Board Meeting was rescheduled to Tuesday, December 12, 2023, at 1:00 p.m. President Lee adjourned the regular Board meeting at 3:41 p.m.

Prepared by: \_\_\_\_\_  
Stephanie Brendlen  
District Counsel/Clerk

Approved by: \_\_\_\_\_  
President Lee  
Board President



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: December 12, 2023  
To: Board of Directors  
From: Roy Wendel, Interim Fire Marshal  
Subject: Authorize Staff to Enter into an Agreement with CSG Consultants, Inc. for Inspection Services

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**Background**

The Fire District has seen a significant increase in development and construction activity, and it is anticipated that this trend will continue. In order to keep up with the demand for construction inspections that are required to keep projects progressing, the need for part-time inspection assistance is required. At this time, the inspection workload does not justify hiring a permanent, full-time employee.

For over thirty years, CSG Consultants, Inc. (“CSG”) has exclusively served public agencies. CSG fire protection specialists possess current certifications and credentials ensuring they can provide the services and inspections to the District that are compliant with all policy and model codes adopted by the District, rules and regulations of the State Fire Marshal, State Fire Code, State Building Codes, National Fire Protection Association guidelines, and all applicable local laws. CSG has been providing fire code annual inspection services for the District since February, and staff now wishes to expand the scope of services to include construction inspections.

The District will utilize CSG services for both fire code and construction inspection services as needed at an hourly rate of \$120. The contract term is for one year with an option to renew it if both parties agree and may be cancelled at any time by either party, which will allow the District flexibility as the demand changes.

**Financial Impact**

The monthly cost of inspection services will fluctuate based on needs but will not exceed \$50,000 for the 2023-2024 fiscal year.

**Recommended Board Action**

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.



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: December 12, 2023  
To: Board of Directors  
From: Chris Parsons, Battalion Chief of Training  
Subject: Award of Contract for Drager Live Fire Prop Site Preparation to United Engineering & Construction, Inc.

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**Background**

The District issued a Request for Proposals (RFP) for the site preparation and construction of a concrete foundation for the installation of a Drager Phase-V Live Fire Training Prop at 6100 Camino Tassajara, Pleasanton. We received responsive bids from Roebbelen Contracting, Inc. in the amount of \$350,200 and from United Engineering and Construction, Inc. in the amount of \$297,000.

Based on the RFP selection criteria, evaluation of similar completed projects and feedback from references, staff is recommending the Board award the Drager Live Fire Prop Site Preparation Contract to the lowest, responsive bidder, United Engineering and Construction, Inc. United Engineering and Construction has a demonstrated track record of completing like projects on schedule for Glendale Fire Department, Cal Fire - Riverside, and Hemet Fire Department. The proposed cost is within the CIP allocation established for this project.

**Financial Impact**

The low bid of \$297,000 is within the budgeted CIP allocation and agreed upon use of California Firefighter Joint Apprenticeship Committee (Cal-JAC) funds of \$288,568.

**Recommended Board Action**

Staff recommends award of the Drager Live Fire Prop Site Preparation Contract to United Engineering and Construction, consistent with their Bid Form and provisions contained in the RFP, and authorize the Fire Chief, or his designee, to execute a final contract with United Engineering and Construction, Inc. in the amount of \$297,000.

**Attachment**

Cost Proposal for Drager Live Fire Prop Site Preparation; as submitted by United Engineering and Construction, Inc.

**DOCUMENT 00 4000**

**BID FORM**

TO SAN RAMON VALLEY FIRE PROTECTION DISTRICT

THIS BID IS SUBMITTED BY:

**United Engineering & Construction Inc.**

**Re: Drager Live Fire Prop Site Preparation**

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with the San Ramon Valley Fire Protection District (hereinafter "Owner") in the form included in the Contract Documents, Document 00 5200 (Agreement), to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Sum and within the Contract Time indicated in this Bid and in accordance with all other terms and conditions of the Contract Documents.
2. Bidder accepts all the terms and conditions of the Contract Documents, Document 00 1000 (Notice Inviting Bids), and Document 00 2000 (Instructions to Bidders), including, without limitation, those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for 60 Days after the day of Bid opening, unless there is a bid protest, then 90 days after the day of bid opening.
3. In submitting this Bid, Bidder represents that Bidder has examined all the Contract Documents, performed all necessary Pre-Bid investigations, received the Pre-Bid conference minutes (if any), and received the following Addenda:

<b>Addendum Number</b>	<b>Addendum Date</b>	<b>Signature of Bidder</b>

4. Based on the foregoing, Bidder proposes and agrees to fully perform the Work within the time stated and in strict accordance with the Contract Documents for the following sums of money listed in the following Schedule of Bid Prices:

**SCHEDULE OF BID PRICES**

All Bid items, including lump sums and unit prices, must be filled in completely. Bid items are described in Section 01 1100 (Summary of Work). Quote in figures only unless words are specifically requested.

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL
1.	Mobilization	1	LS	\$27,000	\$27,000
2.	Demolition	1	LS	\$ 40,000	\$ 50,000
3.	Site Preparation	1	LS	\$ 35,000	\$ 47,000
4.	Concrete Slab	62	Cubic Yard	\$ 2,800	\$ 173,600
5.	Alternate No. 1			\$	\$
6.	Alternate No. 2			\$	\$
7.	All Work of Contract Documents other than Work separately provided for under other Bid items			\$	\$
Total				<b>TOTAL BID PRICE</b>	<b>\$297,000</b>

Total Bid Price: Two Hundred ninety-seven thousand and zero cent  
(Write total in words)

5. Subcontractors for work included in all Bid items are listed on Document 00 4330 (Subcontractors List) submitted herewith.
6. The undersigned Bidder understands that Owner reserves the right to reject this Bid.
7. If written notice of the acceptance of this Bid, hereinafter referred to as Notice of Award, is mailed or delivered to the undersigned Bidder within the time described in Paragraph 2 of this Document 00 4000 or at any other time thereafter before it is withdrawn, the undersigned Bidder will execute and deliver the documents required by Document 00 2000 (Instructions to Bidders) within the times specified therein.
8. Notice of Award or request for additional information may be addressed to the undersigned Bidder at the address set forth below.
9. The undersigned Bidder herewith encloses cash, a cashier's check, or certified check of or on a responsible bank in the United States, or a corporate surety bond furnished by a surety authorized to do a surety business in the State of California, in form specified in Document 00 2000 (Instructions to Bidders), in the amount of ten percent (10%) of the Total Bid Price and made payable to the San Ramon Valley Fire Protection District.
10. The undersigned Bidder agrees to commence Work under the Contract Documents on the date established in Document 00 7200 (General Conditions) and to complete all Work within the time specified in Document 00 5200 (Agreement).

San Ramon Valley Fire Protection District  
Drager Live Fire Prop Site Preparation  
San Ramon, CA

11/20/2023  
Bid Form  
00 4000 - 2  
Agenda No. 5.4

11. The undersigned Bidder agrees that, in accordance with Document 00 7200 (General Conditions), liquidated damages for failure to complete all Work in the Contract within the time specified in Document 00 5200 (Agreement) shall be as set forth in Document 00 5200.

12. The names of all persons interested in the foregoing Bid as principals are:

**IMPORTANT NOTICE:** If Bidder or other interested person is a corporation, give the legal name of corporation, state where incorporated, and names of president and secretary thereof; if a partnership, give name of the firm and names of all individual co-partners composing the firm; if Bidder or other interested person is an individual, give first and last names in full.

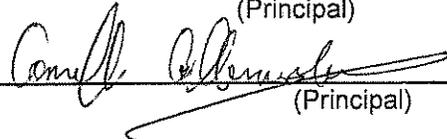
**NAME OF BIDDER:** Reza Fard

licensed in accordance with an act for the registration of Contractors, and with license number 903737 \_\_\_ Expiration: 09/30/2025.

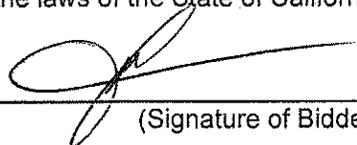
Reza Fard  
(Principal)  
(Place of Incorporation, if Applicable)

  
\_\_\_\_\_

Cornell Gillenwater  
(Principal)

  
\_\_\_\_\_ (Principal)

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

  
\_\_\_\_\_ (Signature of Bidder)

**NOTE:** If Bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If Bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Business Address: 336 North Central Ave., Suite 10A

Glendale, CA 91203

Contractor's Representative(s):

\_\_\_\_Reza Fard, President\_\_\_\_  
(Name/Title)

\_\_\_\_Cornell Gillenwater Secretary\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Name/Title)

Officers Authorized to Sign Contracts

\_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Name/Title)

Telephone Number(s):

\_\_\_\_\_(818)662-8055\_\_\_\_\_  
(Area Code) (Number)

\_\_\_\_\_(714)404-1000\_\_\_\_\_  
(Area Code) (Number)

Fax Number(s):

\_\_\_\_\_(818)662-8054\_\_\_\_\_  
(Area Code) (Number)

\_\_\_\_\_  
(Area Code) (Number)

Date of Bid:

\_\_\_\_12-01-2023\_\_\_\_

**END OF DOCUMENT**

DOCUMENT 00 4314

BIDDER REGISTRATION FORM

INSTRUCTIONS

In order to register to undertake work for the San Ramon Valley Fire Protection District (hereinafter "Owner"), Bidder **must**:

- 1) Fill out this registration form completely; do not leave blanks.
- 2) Provide certificates of insurance or a letter evidencing coverage complying with Document 00 4513 (Statement of Qualifications).

**INDEPENDENT CONTRACTOR REGISTRATION**

Contractor's License # 903737

D.I.R. Registration #100011140

Date: 12-01-23 Fed I.D. # 26-0234565

Full Corporate Name of Company: United Engineering and construction Inc

Street Address: 336 N. Central Ave Suite 10A

Mailing Address: Same as Above

Phone: 818-662-8055 Fax: 818-662-8054

Name of Principal Contact: Reza Fard

Type of Business:  Sole Proprietor  Partnership  
 Non-Profit 501(c)(3)  Corporation  
 other (please explain: \_\_\_\_\_)

**INSURANCE**

**Workers' Compensation:**

Carrier: State compensation Insurance fund

Address: 5880 Owens Dr. Pleasanton, Ca 94588

Phone and Fax: \_\_\_\_\_

Policy Number: 9095337-24

**General Liability:**

Carrier: Concert Specialty Insurance Company

Address: PSA P.o.Box 720 Temecula Ca 92593

Phone and Fax: Phone:951-694-625 Fax: 951-719-3350

Policy Number: CSTMG L0000680-00

Policy Limits: \$ 2,000,000.00

A.M. Best Rating: \_\_\_\_\_

**Automobile Liability:**

Carrier: Integon National Insurance Company

Address: PSA P.o.Box 720 Temecula Ca 92593

Phone and Fax: Phone:951-694-625 Fax: 951-719-3350

Policy Number: 2004026457

Policy Limits: \$ 1,000,000.00

A.M. Best Rating: \_\_\_\_\_

**All-risk Course of Construction (if applicable, as required by Document 00 7316 [Supplementary Conditions – Insurance]):**

Carrier: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and Fax: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Limits: \$ \_\_\_\_\_

A.M. Best Rating: \_\_\_\_\_

**Professional Liability (if applicable, as required by Document 00 7316 [Supplementary Conditions – Insurance]):**

Carrier: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and Fax: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Limits: \$ \_\_\_\_\_

A.M. Best Rating: \_\_\_\_\_

**Pollution Legal Liability Insurance (if applicable, as required by Document 00 7316  
[Supplementary Conditions – Insurance]):**

Carrier: It will be Submitted after Project is awarded

Address: \_\_\_\_\_

Phone and Fax: \_\_\_\_\_

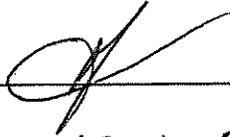
Policy Number: \_\_\_\_\_

Policy Limits: \$ \_\_\_\_\_

A.M. Best Rating: \_\_\_\_\_

**BIDDER CERTIFIES, UNDER PENALTY OF PERJURY, THAT THE FOREGOING  
INFORMATION IS CURRENT AND ACCURATE AND AUTHORIZES THE SAN RAMON VALLEY FIRE  
PROTECTION DISTRICT, AND ITS AGENTS AND REPRESENTATIVES TO OBTAIN A CREDIT  
REPORT AND/OR VERIFY ANY OF THE ABOVE INFORMATION.**

SIGNATURE



12-1-2023

DATE

**DOCUMENT 00 4330  
SUBCONTRACTORS LIST**

Bidder submits the following information as to the subcontractors Bidder intends to employ if awarded the Contract. Each bidder must include in their bids the name and location of the place of business of each subcontractor who will perform at least .05% of the total bid amount, as well as the listed subcontractor's license number.

Full Name of Subcontractor and Address of Mill or Shop	Description of Work: Reference To Bid Items	Subcontractor's License No.	Subcontractor's D.I.R. Registration No.

(Bidder to attach additional sheets if necessary)

**END OF DOCUMENT**

DOCUMENT 00 4513

STATEMENT OF QUALIFICATIONS FOR CONSTRUCTION WORK

1. GENERAL INFORMATION

1.01 Minimum Bidder Qualifications

Bidders must be duly licensed in accordance with the California Business & Professions Code and have a history of work performance sufficient to meet the requirements of a responsible bidder in the California Public Contract Code Section 1104. The Bidder, as a continuously operating entity, must have minimum **three [3]** years' experience with similar projects (i.e., demolition, seismic upgrade, and remodel, plus experience on essential services projects) and have completed at least **one [1]** similar project. Owner shall make the sole determination of whether bidder's project experience is similar, considering the primary characteristics and challenges of the San Ramon Public Safety Building Project.

Bidders must demonstrate successful experience with type of work of this Project, to include, within the past year, completion of at least **three [3] projects** of a similar nature and complexity with a contract dollar amount of at (i.) least 75% of the amount of Bidder's Bid or (ii.) 125% of such amount in the aggregate. Failure to provide project experience for three completed comparable projects or determination by Owner that the provided information is invalid may result in disqualification. Projects currently under construction will not be deemed a comparable project.

Bidder's compliance with the minimum qualification requirements will be measured by Bidder's experience as an operating entity and also by the experience of the supervisory personnel who will have responsible charge of the various major components of the Work.

If Bidder subcontracts portions of the Work, Owner, in its determination of whether the minimum qualification requirements have been met, may consider the qualifications of the Subcontractor's supervisory personnel.

The qualifications of the Key Personnel are to be submitted with the Statement of Qualifications ("SOQ"), by providing the information described in this Document 00 4513.

2. REQUIRED CONTENTS OF SOQ SUBMISSION

2.01 **Transmittal Letter.** The Transmittal Letter shall name the proposed prime contractor and its legal structure (i.e., corporation, partnership, limited partnership, joint venture). If a joint venture or partnership is proposed, Bidder shall identify partner and/or member of the joint venture and their roles and responsibilities.

2.02 **Submittals**

- A. Completed Questionnaire. Bidder shall include a completed Statement of Qualification Questionnaire in the form attached to this Document 00 4513 as Attachment "A".
- B. Resumes of Proposed Key Personnel. Bidder shall provide a resume for each named Key Personnel of Bidder, to include as necessary: Years of experience; Education - degrees, schools and years obtained; Professional Registrations; Fluency in English (Yes/No); The bidder's proposed job site superintendent must have minimum 3 years' experience with similar projects and have completed at least 1 similar project. In making this determination, when the job site

superintendent may partially but not fully meet this requirement, Owner may also consider the experience of the proposed project executive directly overseeing the project. Owner will make the sole determination of whether bidder's project experience is similar, considering the primary characteristics and challenges of the specific project.

- C. Audited or Reviewed Financial Statements. Include audited or reviewed financial statements for the three most recently completed fiscal years for Bidder and each member of any proposed consorting or joint venture. Also include audited or reviewed financial statements for the three most recently completed fiscal years for any parent companies) of Bidder and each member of any proposed consortium or joint venture.
- D. Surety Letter re: Capability to Provide Required Performance and Payment Bonds. Bidder shall include a letter from a surety duly licensed to do business in the State of California, having a financial rating from A.M. Best Company of A-, VII or better, that the surety has agreed to provide Bidder with the required performance and payment bonds in accordance with the requirements set forth in Documents 00 6113.13 (Construction Performance Bond) and 00 6113.16 (Construction Labor and Material Payment bond), each in the penal sum of the Contractor's bid when submitted. Owner shall have the right to verify with the surety that the surety, based upon the Bid prices, will issue the required bonds under the conditions stated.
- E. Insurer Letter re: Capability to Provide the Required Insurance. Bidder shall provide a letter from an insurance underwriter, having a financial rating reasonably acceptable to Owner, confirming that the insurer will provide Bidder the required coverages and amounts specified in the Contract Documents.
- F. Description of Human and Physical Resources. Bidder shall identify, describe, and quantify for itself, the following technical information for the construction work: Description and location of manufacturing facilities, naming products and quantifying production capacity and current demand; Description of field organization(s), naming skills and equipment; Description of safety program quality control procedures, and safety experience.
- G. License: Evidence of a valid contractor's license and required licenses of all licensees of persons who are Key Personnel necessary to perform the Work.
- H. Litigation History. Description of litigation history for the past three years, including names of involved parties, nature of dispute, and disposition.

### **2.03 Format**

- A. The SOQ shall be clear and concise to enable management-oriented personnel to make a thorough evaluation and arrive at a sound determination as to whether the SOQ meets Owner's requirement. To this end, the SOQ should be specific, detailed and complete as to demonstrate clearly and fully that the Bidder has a thorough understanding of and has demonstrated knowledge of the requirements to perform the Work (or applicable portion thereof).
- B. Any explanation requested by a Bidder regarding the meaning or interpretation of this Document 00 4513 must be requested in writing and with sufficient time allowed for a reply to reach Bidder before the submission of its SOQ. Oral explanations or instructions will not be binding. Any information provided to any prospective Bidder concerning this Document 00 4513 will be furnished to all prospective Bidders as an Addendum to the Bidding Documents.

STATEMENT OF QUALIFICATION QUESTIONNAIRE FOLLOWS ON NEXT PAGE

**ATTACHMENT "A" – Statement of Qualification Questionnaire**

Bidders shall complete the entire Statement of Qualification Questionnaire and submit it in accordance with Document 00 2000 (Instructions to Bidders) and Document 00 4513 (Statement of Qualifications). Failure to complete the questionnaire or inclusion of any false statement(s) shall be ground for immediate disqualification.

**CONTACT INFORMATION**

Company Name: United Engineering& Construction Inc.

Owner of Company: Reza Fard & Cornell Gillenwater

Contact Person: Reza Fard

Address:336 North Central Ave. Suite 10A

Phone:(818) 662-8055 Fax: (818)662-8054

**PART A: GENERAL INFORMATION**

- 1. Does Bidder possess a valid and current California Contractor's license for the work proposed? Yes  No
- 2. Does Bidder have a minimum of \$1,000,000 liability insurance coverage? Yes  No
- 3. Has Bidder's License been revoked at any time in the last five years? Yes  No
- 4. Has Bidder been "default terminated" by an Owner (other than for convenience), or has a Surety completed a contract for Bidder within the last five years? Yes-  No
- 5. Has Bidder been convicted more than twice for failure to pay prevailing wages in the last three years? Yes  No
- 6. Has Bidder attached copies of its reviewed or audited financial statements and accompanying notes for the last three years? Yes  No

**Bidder may be disqualified if any answer to questions 1, 2, or 6 is No.  
Bidder may be disqualified if any answer to questions 3, 4, or 5 is Yes.**

**PART B: SAFETY, PREVAILING WAGE, DISPUTES AND BONDS**

**(SAFETY)**

- 1. Has Cal/OHSA, Federal OSHA, the EPA or any Air Quality Management Owner cited Bidder in the past five years?  
Yes  No  If yes, attach description of each citation.

2. How often does Bidder require documented safety meetings be held for:
- |                  |        |                                     |           |                                     |         |                                     |                   |                          |
|------------------|--------|-------------------------------------|-----------|-------------------------------------|---------|-------------------------------------|-------------------|--------------------------|
| Field Supervisor | Weekly | <input type="checkbox"/>            | Bi-Weekly | <input type="checkbox"/>            | Monthly | <input checked="" type="checkbox"/> | Less Than Monthly | <input type="checkbox"/> |
| Employees        | Weekly | <input checked="" type="checkbox"/> | Bi-Weekly | <input type="checkbox"/>            | Monthly | <input type="checkbox"/>            | Less Than Monthly | <input type="checkbox"/> |
| New Hires        | Weekly | <input checked="" type="checkbox"/> | Bi-Weekly | <input type="checkbox"/>            | Monthly | <input type="checkbox"/>            | Less Than Monthly | <input type="checkbox"/> |
| Subcontractors   | Weekly | <input type="checkbox"/>            | Bi-Weekly | <input checked="" type="checkbox"/> | Monthly | <input type="checkbox"/>            | Less Than Monthly | <input type="checkbox"/> |
3. How often does Bidder conduct documented safety inspections?  
 Quarterly  Semi-annually  Annually  Other
4. Does Bidder have home office safety representatives who visit/audit the job site?  
 Quarterly  Semi-annually  Annually  Other
5. What is Bidder's Interstate Experience Modification Rate? \_\_\_\_\_ (A rating in excess of **[1]** may constitute grounds for disqualification as non-responsible).

**(PREVAILING WAGE PROVISIONS)**

6. Has Bidder been fined, penalized or otherwise found to have violated any prevailing wage or labor code provision? If yes, attach description of each occurrence.  
 Yes  No

**(LICENSE PROVISIONS)**

7. Has Bidder changed names or license numbers in the past 5 years? If so, please state reason for change.  
 Yes  No  Reason: \_\_\_\_\_

**(DISPUTES)**

8. Has Bidder had any claims, litigation, or disputes ending in mediation or arbitration, or termination for cause associated with any project in the past 5 years? If yes, attach description of each instance including details of total claim amount, settlement amount, and Owner's name and phone number.  
 Yes  No

**(BONDING)**

9. Bonding Capacity – Provide documentation from Bidder's surety identifying the following:
- Name of bonding company/surety: The Gray Insurance Company, The Gray Casualty & Surety Company.
- Name of Surety Agent: Chris Lydick
- Surety Agent address: \_\_\_\_\_
- Surety Agent phone number: \_\_\_\_\_
- Is surety a California-admitted surety? Yes  No
- Is surety listed in the current edition of the California Department of the Treasury's Listing of approved sureties? Yes  No
- List surety's A.M. Best Rating: \_\_\_\_\_

What is Bidder's total bonding capacity? 5,000,000.00 \_\_ to 7,000,000.00\_Agregate \_\_

What percent does Bidder pay for bonds? \_1.5\_\_\_\_\_

**PART C: EXPERIENCE OF PRIME CONTRACTOR**

The nature of this Project requires prior similar experience for the firm and the Key Personnel assigned. Summarize similar project experience below and provide the detailed project information requested:

**Prime Contractor.** List three projects of similar size and scope to the Work of the Contract, completed in the past three [3] years, and indicate who were the superintendent, project manager and scheduler.

NOTE: this listing will be used to assess compliance with the stated minimum qualifications in Paragraph 1.01B.

Project Name	Construction Cost (\$)	Year Completed	Name of Project Superintendent	Name of Project Manager	Name of Project Scheduler
Glendale Fire Department	1,028,854.58	2019	John Massie	Reza Fard	Sam Hafez
Riverside Cal Fire	220,000.00	2021	John Massie	Reza Fard	Mike Hakemi
City of Hemet Fire Department	678,212.00	2022	John Massie	Reza Fard	Mike Hakemi

List Key Personnel that will be assigned to the Work of the current Project and their experience/training with the projects listed above:

San Ramon Valley Fire Protection District  
San Ramon Public Safety Building  
San Ramon, CA

2/1/2021  
Statement of Qualifications  
00 4513 - 5  
Agenda No. 5.4

Project Manager: Reza Fard \_\_\_\_\_

Project Superintendent: Arial Nejar \_\_\_\_\_

Project Scheduler: Fahim Hakim

**Recent Projects.**

Provide information about three (3) of its most currently completed projects. Names and references must be current and verifiable. If Owner is unable, after reasonable efforts, to confirm the past project information submitted by prospective bidder, said project will not be accepted as a qualifying project. This listing will be used to assess compliance with the stated minimum qualifications in Paragraph 1.01B. If a separate sheet is used, it must contain all the following information:

1. Project Name: Glendale Fire Training Center \_\_\_\_\_

Location: \_\_Glendale\_\_\_\_\_

Owner: Glendale Fire Department \_\_\_\_\_

Owner Contact (name and phone): Brian Richy (818) 298-9049 \_\_\_\_\_

Architect/Engineer: UECI \_\_\_\_\_

Architect/Engineer Contact (name and phone number): \_\_\_\_\_

Const. Mgr. or Project Mgr. (name and phone number): \_\_\_\_\_

Description of Project, Scope of Work Performed: \_\_\_\_\_

Total Construction Cost: 1,028,000.00 \_\_\_\_\_

Total Change Order Amount: Additional to the contract\_420,000.00 \_\_\_\_\_

Did Change Orders exceed 10% of original contract sum? \_\_\_\_\_ If yes, please explain on separate sheet.

Original Scheduled Date of Completion: on time \_\_\_\_\_

Time Extensions Granted (number of Days): \_\_N/A\_\_\_\_\_

Actual Date of Completion: April 2019 \_\_\_\_\_

Number of Stop Notices filed by Subcontractors or Suppliers: 0 \_\_\_\_\_

3. Project Name: Cal Fire Riverside \_\_\_\_\_

4. Location: Riverside \_\_\_\_\_

Owner: \_Cal Fire\_\_\_\_\_

Owner Contact (name and phone): \_Sean Suni (909)969-0677 \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_

Architect/Engineer Contact (name and phone number): \_\_\_\_\_

Const. Mgr. Or Project Mgr. (name and phone number): \_\_\_\_\_

Description of Project, Scope of Work Performed: \_\_\_\_\_

Total Construction Cost: 220,000.00 \_\_\_\_\_

Total Change Order Amount: 00 \_\_\_\_\_

Did Change Orders exceed 10% of original contract sum?  N/A  If yes, please explain on separate sheet.

Original Scheduled Date of Completion: October 2021 \_\_\_\_\_

Time Extensions Granted (number of Days): N/A \_\_\_\_\_

Actual Date of Completion: October 2021 \_\_\_\_\_

Number of Stop Notices filed by Subcontractors or Suppliers: 0 \_\_\_\_\_

3. Project Name: City of Hemet \_\_\_\_\_

Location: Hemet Fire Department Station3 \_\_\_\_\_

Owner: Hemet Fire Department \_\_\_\_\_

Owner Contact (name and phone): Sean Murphy (714)222-8831 \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_

Architect/Engineer Contact (name and phone number): \_\_\_\_\_

Const. Mgr. Or Project Mgr. (name and phone number): \_\_\_\_\_

Description of Project, Scope of Work Performed: \_\_\_\_\_

Total Construction Cost: \$678,212.00 \_\_\_\_\_

Total Change Order Amount: \$58,000 \_\_\_\_\_

Did Change Orders exceed 10% of original contract sum?  9%  If yes, please explain on separate sheet.

Original Scheduled Date of Completion:  December  2022 \_\_\_\_\_

Time Extensions Granted (number of Days):  0  \_\_\_\_\_

Actual Date of Completion: Dec. 2022 \_\_\_\_\_

Number of Stop Notices filed by Subcontractors or Suppliers:0\_\_\_\_\_

PART D: FINANCIAL INFORMATION

1. Has Bidder ever reorganized under the protection of bankruptcy laws?  
Yes \_\_\_\_\_ No X If yes, please state when \_\_\_\_\_
2. If Bidder has had the general liability carrier identified in Document 00 4314 (Bidder Registration and Safety Experience Form) for less than 5 years, please provide additional information below for balance of the last 5 years:

Agency Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number \_\_\_\_\_

Carrier: \_\_\_\_\_ A.M. Best Rating: \_\_\_\_\_

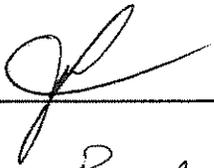
Carrier: \_\_\_\_\_ A.M. Best Rating: \_\_\_\_\_

Carrier: \_\_\_\_\_ A.M. Best Rating: \_\_\_\_\_

3. Has Bidder ever had insurance terminated by a carrier? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain on a separate signed sheet marked with correlating cross-reference to this paragraph of the questionnaire.

Bidder hereby declares under penalty of perjury that all the information provided in this questionnaire is true and correct.

SIGNATURE



TITLE

President

END OF DOCUMENT

NON-COLLUSION AFFIDAVIT

PUBLIC CONTRACT CODE § 7106

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

STATE OF CALIFORNIA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

Reza Fard, being first duly sworn,  
(Name of Principal of Bidder)

deposes and says that he or she is President  
(Office of Affiant)

of United Engineering & Construction Inc., the party  
(Name of Bidder)

making the foregoing Bid, that the Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Bid is genuine and not collusive or sham; that Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham Bid, and has not directly or indirectly colluded, conspired, connived or agreed with any bidder or anyone else to put in a sham Bid, or that anyone shall refrain from bidding, and that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the Bid price of Bidder or any other bidder, or to fix any overhead, profit or cost element of the Bid price, or of that of any other bidder, or to secure any advantage against the San Ramon Valley Fire Protection District ("Owner"), or anyone interested in the proposed contract; that all statements contained in the Bid are true; and further, that Bidder has not, directly or indirectly, submitted its Bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, Bid depository, or to any member or agent thereof to effectuate a collusive or sham Bid.

Executed under penalty of perjury under the laws of the State of California:

Reza Fard  
(Name of Bidder)

[Signature]  
(Signature of Principal)

Subscribed and sworn before me \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

Notary Public of the State of \_\_\_\_\_

In and for the County of \_\_\_\_\_

My Commission expires \_\_\_\_\_

(Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

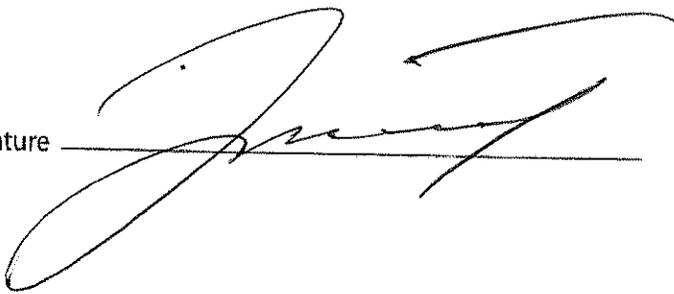
# CALIFORNIA JURAT

State of California

County of Los Angeles

Subscribed and sworn to (or affirmed) before me on this 1 day  
of December, 20 23, by Reza Mousavi Fazel.

proved to me on the basis of satisfactory evidence to be the person(s)  
who appeared before me.

Signature 



(Seal)

### OPTIONAL INFORMATION

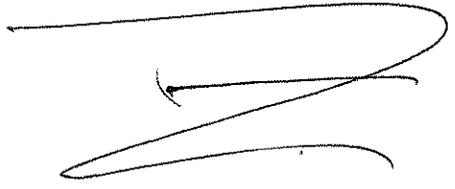
Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this jurat to an unauthorized document and may prove useful to persons relying on the attached document.

#### Description of Attached Document

This certificate is attached to a document titled/for the purpose of

Document 004000  
Bridal Form.

containing 21 pages, and dated NO date.



Additional Information	
Method of Affiant Identification	
Proved to me on the basis of satisfactory evidence: <input checked="" type="radio"/> form(s) of identification <input type="radio"/> credible witness(es)	
Notarial event is detailed in notary journal on: Page # _____ Entry # _____	
Notary contact: _____	
Other	
<input type="checkbox"/> Affiant(s) Thumbprint(s)	<input type="checkbox"/> Describe: _____

**NOTE:** If Bidder is a partnership or a joint venture, this affidavit must be signed and sworn to by every member of the partnership or venture.

**NOTE:** If Bidder [including any partner or venturer of a partnership or joint venture] is a corporation, this affidavit must be signed by the Chairman, President, or Vice President and by the Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer.

**NOTE:** If Bidder's affidavit on this form is made outside the State of California, the official position of the person taking such affidavit shall be certified according to law.

**END OF DOCUMENT**

DOCUMENT 00 4546

BIDDER CERTIFICATIONS

The undersigned Bidder certifies to Owner as set forth in sections 1 through 5 below.

1. **STATEMENT OF CONVICTIONS.** By my signature hereunder, I hereby swear, under penalty of perjury, that no more than one final, unappealable finding of contempt of court by a Federal Court has been issued against Bidder within the past two years because of failure to comply with an order of a Federal Court or to comply with an order of the National Labor Relations Board.

2. **CERTIFICATION OF WORKER'S COMPENSATION INSURANCE.** By my signature hereunder, as the Contractor, I certify that I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract.

3. **CERTIFICATION OF PREVAILING WAGE RATES AND RECORDS.** By my signature hereunder, as the Contractor, I certify that I am aware of the provisions of Section 1773 of the California Labor Code, which requires the payment of prevailing wage on public projects. Also, that the Contractor and any subcontractors under the Contractor shall comply with California Labor Code §1776, regarding wage records, and with California Labor Code §1777.5, regarding the employment and training of apprentices. It is the Contractor's responsibility to ensure compliance by any and all subcontractors performing work under this Contract.

4. **CERTIFICATION OF COMPLIANCE WITH PUBLIC WORKS CHAPTER OF LABOR CODE.** By my signature hereunder, as the Contractor, I certify that I am aware of Sections 1777.1 and 1777.7 of the California Labor Code and Contractor and Subcontractors and am eligible to bid and work on public works projects.

5. **CERTIFICATION OF NOTICE OF COMPLIANCE MONITORING.** By my signature hereunder, as the Contractor, I certify that I am aware of aware of Section 1771.4 of the California Labor Code and that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

6. **CERTIFICATION OF ADEQUACY OF CONTRACT AMOUNT.** By my signature hereunder, as the Contractor, pursuant to Labor Code Section 2810(a), I certify that, if awarded the Contract based on the undersigned's Bid, the Contract will include funds sufficient to allow the Contractor to comply with all applicable local, state, and federal laws or regulations governing the labor or services to be provided. I understand that the San Ramon Valley Fire Protection District ("Owner") will be relying on this certification if it awards the Contract to the undersigned.

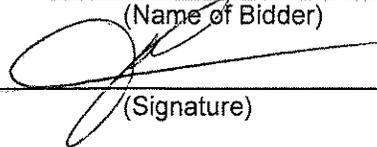
BIDDER:

*Reca Fard*

(Name of Bidder)

Date: 12-1-2023, [2023]

By:



(Signature)

Name:

(Print Name)

Its:

(Title)

END OF DOCUMENT



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: December 12, 2023  
To: Board of Directors  
From: Paige Meyer, Fire Chief  
Subject: Approve Staffing Changes to Technology and EMS Divisions

---

**Background:**

In the recent past, Administration has been afforded the opportunity to continue to undertake a close review of the operational needs of both the EMS Division and Technology Division with the goal that moving forward we have personnel in place with the appropriate skills to meet those operational needs.

The technology needs of the District continue to grow and evolve, especially with the recent move to the new administration building and the opening of a new EOC/Dispatch Center. As a result, Ryan Mahoney, Media Communications and Public Education Analyst, has been asked to take on greater responsibility with respect to providing a higher level of technology services in addition to radio tech responsibilities. Administrative staff believe it appropriate at this time to reclassify Ryan Mahoney to the position of Public Safety Systems Specialist which is more commensurate with his demonstrated skill level and the duties he is performing.

Discussions with administrative staff resulted in the development of a new classification of EMS Division Manager. The job description for the EMS Division Manager classification is attached for the Board's consideration and approval. The EMS Division Manager position will provide professional journey-level support and leadership to the EMS Division. This position will perform planning, organizing and the maintenance of EMS service quality through constant observations, needs analysis, and staff development.

The addition of the EMS Division Manager position is necessary to support the District's activities and strategic initiatives, such as the Behavioral Health Program and Single-Role Paramedic Program. Lance Maples has proven to be an essential member of the EMS Division and has been effectively functioning in this role since July 2021. His appointment to the EMS Division Manager position will ensure continuity of staff supervision and oversight of the mission-critical programs underway in the division.

**Financial Impact**

These changes would have no impact on the FY 2023/24 operational budget. The EMS position is currently budgeted in the EMS Operations budget and the reclassification of the Media Communications and Public Education Analyst to Public Safety Systems Specialist can be absorbed within the existing Technology Division budget due to staffing vacancies.

**Recommended Board Action**

Staff recommends that the District Board take the following actions:

1. Approve the attached job description for the EMS Division Manager position; and
2. Approve the appointment of Lance Maples to the position of Step Two EMS Division Manager, effective January 1, 2024; and
3. Approve the reclassification of Ryan Mahoney to Public Safety Systems Specialist, effective January 1, 2024.

**Attachment**

Emergency Medical Services Division Manager Job Description



## Emergency Medical Services Division Manager

Bargaining Unit: Unrep - Confidential Mgmt

\$13,041.78 - \$16,742.11 Monthly

\$156,501.38 - \$200,905.37 Yearly

**FLSA: EXEMPT**

### **DEFINITION**

Under the direct supervision of the District's Deputy Fire Chief, the Emergency Medical Services Division Manager is responsible for the planning, organizing, and the maintenance of EMS service quality through periodic observation of field EMS operation: needs analysis planning and implementation; facilitating compliance with the District, Local EMS Agency (LEMSA), State (EMS) and Federal reporting requirements; capturing and documenting system performance metrics; conducting continuous quality improvement (CQI) audits, reviews, analysis and reports; liaising with the LEMSAs staff; attending regular meetings with other EMS Division personnel and District staff, the District's Fire Based Medical Director, the District's EMS Advocate, CQI stakeholders, Emergency Medical Dispatch Review Committee (EMDRC) members and the District's EMS Committee, networking with counterparts at other EMS agencies and service vendors to develop and maintain a system of service resources; in conjunction with Human Resources and other stakeholders, developing, monitoring and evaluating EMS related performance metrics and performance improvement plans for personnel, as appropriate; facilitating the maintenance of Continuing Education programs and documentation of required EMS certifications for District personnel; developing the District's basic life support (BLS) and advanced life support (ALS) training programs and activities; as appropriate, supporting Suppression Division operations during large scale incidents and performing other duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the District's Deputy Fire Chief, supervises, and manages direct reports that are normally assigned to the EMS Division. The position may have supervisory duties during training, emergency incidents, or as assigned.

### **CLASS CHARACTERISTICS**

This is a professional journey-level classification in the EMS Division. A person in this position, working within the framework of District policy must be a knowledgeable, personable, highly competent professional with exceptional organizational, project management, and communication skills and the ability to motivate others. The Emergency Medical Services Division Manager will utilize a team-oriented approach to develop and maintain the knowledge, skills, and abilities of EMS personnel in a practical and applicable manner. This person must possess the ability to assist with EMS quality improvement and overall EMS operational initiatives and duties. This is an FLSA exempt, Non-Safety, Contra Costa County Employees' Retirement Association (CCCERA) retirement position.

### **ASSIGNMENT PARAMETERS**

This position is an administrative assignment requiring a 40-hour work week, Monday through Friday. Alternate schedules of either four (4) 10-hour days per week (4/10 schedule), or nine (9) 9-hour days over two (2) weeks (9/80 schedule) may be available and would require the approval

of the Deputy Fire Chief, occasional evenings, weekends, and/or holiday work assignments may be necessary.

### **ESSENTIAL FUNCTIONS**

The following duties are typical for this classification, incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below, to address business needs and changing business practices.

- Assess EMS training needs and requirements for development, and/or coordination of delivery.
- Coordinates EMS Continuing Education courses and facilitates compliance with State CE Provider requirements as defined California Code of Regulations (CCR), Title 22, Chapter 11, Article 6.
- Coordinates the curriculum for the EMS Modules of the Recruit Firefighter Academy, Single-Role Academy, Reserve/Volunteer EMS training, and Contra Costa County EMS Training programs.
- Facilitates and provides administrative support to the District's Paramedic Provisional Assignment Program, and assists with the development, and evaluation of Provisional Paramedic personnel.
- Coordinates required annual EMS training, such as Cal OSHA Blood-Borne Pathogen update training and EMT-1 and Paramedic skills verification.
- In conjunction with the Deputy Fire Chief, and Training Division Battalion Chief facilitates the placement of Paramedic Interns with Paramedic Preceptors and acts as a liaison between District Preceptors and the paramedic training institutions.
- Work with vendors for EMS equipment and supplies as needed.
- Facilitates the tracking and management of employees' EMS certifications.
- Assist in the development of EMS policies and procedures as required.
- Participates in committees and meetings. Acts as a resource and point of contact for other public agencies.
- Determines and directs the implementation of EMS policies as directed by the District's Medical Director.
- At the direction of the Deputy Fire Chief, attends meetings with corresponding agencies, regulatory bodies, and business partners to plan, develop and implement District adopted EMS Division goals.
- At the direction of the Deputy Fire Chief, assists with investigations of EMS related complaints and unusual occurrences relating to patient care, including communicating with members of the public, coaching employees, and resolving relevant issues effectively.
- Researches and writes reports, analyzes data, and corresponds with regulatory, governmental, and business entities as required.
- Supports the District's Controlled Substance Inventory Program.
- Assists in the preparation of the portion of the District's budget dealing with Emergency Medical Service.
- Supports the District's Behavioral Health Program.
- Researches and writes grants appropriate for the EMS Division.
- Performs other related EMS duties as directed.

## **QUALIFICATIONS**

### **EXPERIENCE**

Three years in the position of Fire Captain or Training Captain

### **EDUCATION**

Possession of a Bachelor of Arts and Science degree from an accredited college or university or equivalent

### **CERTIFICATIONS**

California State Board of Fire Services Firefighter I, Firefighter II

### **REQUIRED LICENSE**

Possession of a valid California driver's license, Maintenance of a valid Class C California driver's license, including the medical clearance, is required as a condition of employment.

## **KNOWLEDGE AND SKILLS**

Knowledge and Comprehension of:

- Various District and legally required accountability systems
- Principles and practices in the development of EMS training processes
- Principles and practices related to the instructional methods/delivery of effective employee education and training
- Principles and practices of education and public speaking, including the planning, preparation, and evaluation of educational materials and outreach tools
- Principles and practices of project management
- Contra Costa County Pre-Hospital Care Policies, and Field Treatment Guidelines
- Contra Costa County Administrative Policies
- County, state and federal laws, rules, and regulations
- Organization and operations of various governmental agencies involved in emergency medical services
- Administrative methods and procedures including material and equipment acquisition
- Safe working procedures near and in potentially dangerous environments including material and equipment including Immediately Dangerous to Life and Health (IDLH) atmospheres; OSHA requirements and respiratory protection laws; First Responder Awareness Level of Hazardous Materials; Operational Area policies and procedures
- Center for Disease Control (CDC) CHEMPACK Program policy and procedures

Ability To:

- Develop and maintain cooperative relationships with public officials and other agencies
- Facilitate compliance with District and legally required accountability systems to accommodate timely, consistent, complete, and effective documentation and reporting, as required
- Evaluate EMS practices and conduct comparative analysis against industry standards and alternative and/or progressive practices
- Plan, coordinate, and evaluate EMS education and training modules. Maintain a positive attitude and communicate effectively with EMS personnel, government officials, civic groups, the public and District staff.

- Prepare clear, concise and accurate written reports
- Represent the District in meetings with the public, and government bodies to promote the District's EMS program goals
- Computers and software for information retrieval, analysis and planning, records management, status tracking sessions, meetings, and projects
- Utilize well-developed communication skills, including presentation skills and ability to effectively facilitate training sessions, meetings, and projects
- Utilize written skills, including exercising professional use of grammar
- Utilize organizational skills with the ability to be flexible and to multi-task
- Maintain strict confidentiality relating to patient medical records, employee performance documentation, and testing/evaluation processes
- Provide and promote excellent customer service for all internal and external
- Understand principles, and practices of public administration

### **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit or reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, jog or run.

The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must have the ability to: drive district vehicles, operate a personal computer, read small print on documents and maps, detect subtle shades of color, hear, and speak well enough to communicate over the telephone, radio and in person. The employee must be physically fit enough to carry EMS equipment as needed, load and unload vehicles, and work outdoors in all types of weather conditions; and possess the stamina to perform administrative functions and meet physical and mental demands of the position.

### **OTHER CHARACTERISTICS**

Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements. May be required to attend meetings, seminars, and conferences during or after scheduled work hours and regularly scheduled days off; travel out-of-town or out-of-state for several days at a time; consistently follow through with duties/assignments and work harmoniously with co-workers, the public, and superiors; wear approved uniform; wear appropriate personal protective clothing; report for work on a regular and consistent basis, and maintain an acceptable attendance records in accordance with District policy.

### **ENVIRONMENTAL ELEMENTS**

While performing the duties of this job, the employee occasionally works outside with the potential exposure of wet, humid, hot, and inclement weather conditions. The employee may also be exposed to heights, temperature extremes, crowds, loud noises, limited visibility and moving mechanical parts.



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: December 12, 2023  
To: Board of Directors  
From: Jonas Aguiar, Deputy Chief of Operations  
Subject: Approve First Amendment for the Memorandum of Understanding Between the Contra Costa Crisis Center and the San Ramon Valley Fire Protection District

---

**Background**

In March 2023, the Memorandum of Understanding (MOU) between the Contra Costa Crisis Center (Crisis Center) and San Ramon Valley Fire Protection District (District) for the Warm Hand-Off Pilot Program was approved by the Board and executed.

The District's partnership with the Crisis Center has allowed the District to implement a first of its kind Warm Hand-Off Pilot Program (Program) in which SRV 911 is able to transfer calls directly to the Crisis Center. The direct transfer to the Crisis Center provides our citizens with access to local resources from a local agency. Since January 9, 2023, 5.7% of behavioral health incidents resulted in a warm hand-off to the Crisis Center.

As the District's Behavioral Health Program has grown, so have the tasks the Crisis Center completes to support the Program. This amendment will extend the contract for an additional 12 months until January 9, 2025 and also ensures the Crisis Center provides the following new services:

- The Crisis Center will receive and process real-time warm transfers and consultative support from Firefighter-Paramedics.
- The Crisis Center will provide telephonic follow up for all persons identified as experiencing a behavioral health crisis by the District's Firefighter First Program.
- The Crisis Center will maintain a dedicated QR code for dissemination for persons served by the District.

The Crisis Center has agreed to an amendment effective January 9, 2023 with maximum funding of \$100,000.

**Financial Impact**

There will be no financial impact to the District due to the CARESTAR grant funding.

**Recommended Board Action**

Approve the First Amendment for the Memorandum of Understanding between the Contra Costa Crisis Center and San Ramon Valley Fire Protection District in the amount of \$100,000.

**Attachment**

First Amendment for the Memorandum of Understanding Between the Contra Costa Crisis Center and the San Ramon Valley Fire Protection District

**FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING BETWEEN THE  
CONTRA COSTA CRISIS CENTER AND THE SAN RAMON VALLEY FIRE  
PROTECTION DISTRICT**

This First Amendment (“First Amendment”) to the Memorandum of Understanding between the Contra Costa Crisis Center and the San Ramon Valley Fire Protection District (“MOU”) is made and entered into on December 12, 2023 by and between the San Ramon Valley Fire Protection District (“District”) and the Contra Costa Crisis Center (“Crisis Center”), each a “Party” and collectively the “Parties.”

**RECITALS**

WHEREAS, the Parties entered into the MOU with an Effective Date of January 9, 2023 for the Project which coordinates the development of protocol and procedures to provide mental health support services for those requiring immediate help, a copy of which is attached and incorporated as **Exhibit A**;

WHEREAS, the term of the MOU expires on January 9, 2024; and

WHEREAS the Parties which to modify the terms and conditions in the MOU and extend the term as set forth in this First Amendment.

NOW, THEREFORE, in consideration of the mutual covenants contained in this First Amendment, the Parties agree to modify the Agreement as follows:

1. Section 9. Section 9.1 shall be replaced with the following:
  - 9.1 This MOU shall commence on the Effective Date and continue for a term of twelve (12) months, unless terminated under Section 9.2 of the MOU or extended by the mutual agreement of the parties in writing.
2. Sections 9.1 and 11.2. Under Sections 9.1 and 11.2, the Parties may extend the term of the MOU by mutual agreement in writing. The Parties agree to extend the term of the MOU from January 9, 2024 to January 9, 2025, unless terminated under Section 9.2 of the MOU or extended by the mutual agreement of the parties in writing.
3. Section 4. The following Sections shall be added to Section 4 of the MOU:
  - 4.9 The Crisis Center will receive and process real-time warm transfers and consultative support from Firefighter-Paramedics.
  - 4.10 The Crisis Center will provide telephonic follow up for all persons identified as experiencing a behavioral health crisis by the District’s Firefighter First Program.

- 4.11 The Crisis Center will maintain a dedicated QR code for dissemination for persons served by the District.
- 4.12 The Crisis Center will continue to provide real-time feedback regarding outcomes.
- 4. Section 5. Section 5.7 of the MOU shall be replaced with the following:
  - 5.7 SRV 911 will provide Crisis Center a total of One Hundred Thousand Dollars (\$100,000) compensation for performing services for this Project under the terms and conditions of this MOU and First Amendment, paid in 12 equal monthly installments for each month of services provided to the District during the Term unless terminated as set forth under Section 9.2.
- 5. All Other Terms to Remain the Same. All other terms of the MOU that are not expressly amended by this First Amendment shall remain unaffected by this First Amendment and shall continue in full force and affect.

IN WITNESS WHEREOF, the Parties do hereby agree to the full performance of the terms set forth herein.

**San Ramon Valley Fire Protection District      Contra Costa Crisis Center**

By: \_\_\_\_\_  
Paige Meyer, Fire Chief

By: \_\_\_\_\_  
Tom Tamura, Executive Director

**EXHIBIT A**

**MEMORANDUM OF UNDERSTANDING BETWEEN THE CONTRA COSTA CRISIS CENTER AND THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

1. PURPOSE

- 1.1. This Memorandum of Understanding (“MOU”) sets forth the agreement between the Contra Costa Crisis Center (“Crisis Center”) and the San Ramon Valley Fire Protection District (“District”) that will serve as a framework for the parties to coordinate in the development of protocols and procedures for providing immediate, accessible care and support to persons experiencing suicidal and/or homicidal thoughts, at risk of harming themselves or others, or struggling with emotional distress, who may need mental health support services and require immediate help (“Project”).
- 1.2. The parties bring different skill sets and expertise to help meet the needs of people in crisis. The intent of this MOU is to promote collaboration between the parties regarding the processing and transferring of requests for assistance for the benefit of the citizens in accordance with local, state, and federal laws.

2. THE PARTIES

- 2.1. Crisis Center is a 501c(3) nonprofit organization, accredited by the American Association of Suicidology (“AAS”), that provides callers with 24-hour telephone crisis intervention, suicide prevention, community information and referral services, and other community-based resources via the 988 and 800-273-8255 telephone numbers (collectively, “988”), 211, and other published and unpublished numbers.
- 2.2. District is an autonomous fire protection district organized pursuant to the Fire Protection District Law of 1987, California Health and Safety Code § 13800, et seq. District provides all-risk fire, rescue and emergency medical services and operates the San Ramon Valley 911 Communications Center (“SRV 911”), which is a primary public safety answering point for the receipt, processing, dispatching and response coordination of emergency calls for assistance through the 911 telephone number.

3. DEFINITIONS

- 3.1. The “Effective Date” of this MOU shall be January 9, 2023.
- 3.2. “Imminent Risk of Suicide” means Crisis Center staff have determined, based on the Crisis Center’s protocols and standards, that there is a close temporal connection between a person’s current risk status and actions that could lead to serious bodily injury or death; in other words, if no actions are taken, Crisis Center staff believe the person at risk is likely to seriously harm or kill himself.

- 3.3. “Imminent Risk of Violence” means Crisis Center staff have determined, based on the Crisis Center’s protocols and standards, that there is a close temporal connection between a person’s current risk status and actions that could lead to serious bodily injury or death to others; in other words, if no actions are taken, Crisis Center staff believe the person at risk is likely to seriously harm or kill other persons.

#### 4. CRISIS CENTER’S ROLES AND RESPONSIBILITIES.

- 4.1. Crisis Center will secure a dedicated phone line (DID) for this Project connecting to SRV 911 and will train call specialists to prioritize and accept calls transferred by SRV 911 where callers seek non-emergency help with suicidal and/or homicidal thoughts or emotional crises.
- 4.2. Crisis Center will transfer to SRV 911 calls seeking emergency services, such as fire, law enforcement, or medical services.
- 4.3. In cases of Imminent Risk of Suicide or Violence,
  - 4.3.1. Crisis Center will contact SRV 911 for assistance only when a less invasive plan cannot be collaborated on with the person at risk.
  - 4.3.2. Crisis Center will collect, and provide to SRV 911, as much information as possible regarding the circumstances.
  - 4.3.3. Crisis Center will provide to SRV 911 information to locate an individual in imminent risk, such as caller ID information, physical address/location or any other identifying information and hazards the caller shared with Crisis Center.
- 4.4. Crisis Center will utilize warm transfer processes to connect callers to SRV 911.
- 4.5. Crisis Center will provide training for SRV 911 staff about Crisis Center’s services, protocols, and processes.
- 4.6. Crisis Center staff, as assigned by their agency’s Executive Director, will assist in the planning, design, and operations of this Project.
- 4.7. Crisis Center will collaborate with SRV 911 regarding continuous quality improvement for SRV 911 services.
- 4.8. Crisis Center will maintain records and provide aggregated data of all calls in common with SRV 911 for this Project, consistent with standards specified in Section 7, CONFIDENTIALITY.

5. SRV 911'S ROLES AND RESPONSIBILITIES.

- 5.1. For calls received through the 911 system,
  - 5.1.1. SRV 911 will secure a dedicated phone line (DID) for this Project connecting to Crisis Center and will collaborate with Crisis Center to develop protocols and train SRV 911 staff to assess urgency of risks to determine appropriate response.
  - 5.1.2. SRV 911 will assess and determine the appropriate mental health response to promote the safety of the caller, bystanders, patients, and responders. SRV 911 will not provide callers with mental health counseling or treatment.
  - 5.1.3. SRV 911 will identify and implement appropriate documentation and record keeping methods and policies related to mental health calls for service, including new problem nature or incident types that might be used.
- 5.2. SRV 911 will transfer to Crisis Center callers seeking non-emergency help with emotional support, referrals to community resources, suicide assessment and safety planning, and support to third party persons concerned about someone with a possible mental illness or in emotional distress.
- 5.3. SRV 911 will accept calls transferred by Crisis Center where callers seek emergency services, such as fire, law enforcement, or medical services.
- 5.4. SRV 911 will utilize warm transfer processes to connect callers to Crisis Center.
- 5.5. SRV 911 will provide training for Crisis Center staff about SRV 911's services, protocols, and processes.
- 5.6. SRV 911 will collaborate with Crisis Center regarding continuous quality improvement for Crisis Center services.
- 5.7. SRV 911 will provide Crisis Center a total of \$70,000 compensation for performing services for this Project under the terms and conditions of this MOU, paid in 12 equal monthly installments for each month of services provided to the District during the Term of this MOU or as precipitated by events specified in Section 9.2, TERM AND TERMINATION.

6. TRANSFER PROTOCOLS AND PROCEDURES.

- 6.1. The parties will establish bi-directional agency-to-agency transfer protocols and procedures to foster efficient and secure transfer and sharing of information to help the public during emergencies and non-emergency mental health crises.

- 6.2. The parties will establish and maintain dedicated phone numbers for transfers of calls between them. The parties' dedicated phone numbers are the following:
  - 6.2.1. Crisis Center: DID 925-627-7896
  - 6.2.2. SRV 911: DID 925-838-6691
- 6.3. Prior to transfer, a caller being transferred should be informed of, and give consent to the transfer.
- 6.4. All transfers between Crisis Center and SRV 911 will utilize warm transfer processes.
  - 6.4.1. When transferring calls to SRV 911, the Crisis Center counselors will announce their name and agency, will provide as much information about the caller as possible, including name, location, phone number, means of attempt, prior attempts, weapons or dogs present, gender, ethnicity, and clothing, and will request an incident number or, if none is available, a dispatch number. The Crisis Center counselor will remain on the line until SRV 911 is on the line with the caller.
    - 6.4.1.1. In cases of Imminent Risk of Suicide or Violence, the Crisis Center counselor on the line with the caller may not transfer the call to SRV 911; instead, the Crisis Center counselor may stay on the line with the caller while another Crisis Center counselor contacts SRV 911 to relay pertinent information.
  - 6.4.2. When transferring calls to Crisis Center, SRV 911 staff will announce the transfer and provide the caller's name, phone number, and location, a brief summary of the caller's situation and chief complaint, and any other applicable information. Upon transferring the call to Crisis Center, SRV 911 will confirm the caller and Crisis Center counselor have connected and will disconnect the line.
  - 6.4.3. At the conclusion of calls received from SRV 911, Crisis Center staff will call SRV 911 to provide information and the outcome of the call.
- 6.5. Wherever possible, chat/text line communications will be maintained by Crisis Center while contact is initiated with SRV 911.
- 6.6. In cases of Imminent Risk of Suicide or Violence where the caller's location or address information is unknown,
  - 6.6.1. SRV 911 may contact the caller's cell phone provider to ping the cell phone for location information and/or may conduct an IP lookup by contacting the caller's internet provider (if known) or by utilizing the Instant IP Address Lookup ([whatismyipaddress.com](http://whatismyipaddress.com)) or American Registry for Internet Numbers ([arin.net](http://arin.net)).

- 6.6.2. Crisis Center may utilize creative and curious questioning to obtain information about the caller's specific location or information that can lead to the caller's specific location, including a child's school, a name and phone number of a family member or friend to contact later, or description of nearby businesses and/or landmarks).

## 7. CONFIDENTIALITY

- 7.1. The parties agree to treat all information received as confidential and protected, as required by law, and to use information only for the successful resolution of the incident, for continuous quality improvement purposes, and to provide services for the health, welfare, and safety of the citizens.
- 7.2. SRV 911 recognizes that Crisis Center services may include an emphasis upon confidentiality and informed consent.
- 7.3. Crisis Center recognizes that information availability is inherent and vital to SRV 911's call processing and dispatching services.
- 7.4. The parties will provide each other with an aggregated data report of contacts referred to the other party on a quarterly basis or as needed.

## 8. DISPUTE RESOLUTION

- 8.1. Should any dispute arise under this MOU, the dispute shall, prior to resort to legal action or remedy, be referred to the District Fire Chief or their designee and the Crisis Center Executive Director or their designee, who shall attempt, in good faith, to resolve the dispute. Such shall be initiated by written request and direct discussions between the parties' representative shall take place within 5 business days of the request, or other reasonable time as agreed to by the parties.
- 8.2. If the dispute cannot be settled through direct discussions, the parties agree to endeavor first to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration.
- 8.3. The parties further agree that any unresolved controversy or claim arising out of or relating to this contract, or breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. Claims shall be heard by a single arbitrator. The place of arbitration shall be Contra Costa County, California. The arbitration shall be governed by the laws of the State of California. Time is of the essence for any arbitration under this MOU and arbitration hearings shall take place within 90 days of filing and awards rendered within 120 days. The Arbitrator shall agree to these limits prior to accepting appointment. Pursuant to the Commercial Arbitration Rules, the arbitrator will have the authority to allocate the costs of the arbitration process among the parties, but will only have the authority to allocate

attorneys' fees if a particular law permits them to do so. The award of the arbitrators shall be accompanied by a reasoned opinion. Except as may be required by law, neither a party nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both parties.

## 9. TERM AND TERMINATION

- 9.1. This MOU shall commence on the Effective Date and continue for a term of 12 months, unless terminated earlier or extended by mutual agreement of both parties.
- 9.2. Either party may terminate this MOU by providing to the other party written notice of intent to terminate at least thirty (30) days prior to termination.

## 10. CONSTRUCTION OF THE MOU

- 10.1. Nothing in this MOU shall be construed to create any joint venture, partnership, or other business association, any employee/employer relationship, or any obligation or commitment by one party to enter any obligation or commitment on behalf of the other party.
- 10.2. The captions heading sections of this MOU are for convenience only and shall not be considered to limit, expand, or define the contents of the respective sections.
- 10.3. This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same MOU.

## 11. MISCELLANEOUS

- 11.1. This MOU may be executed in counterparts, each of which will be deemed and original, but all of which taken together shall constitute one and the same instrument.
- 11.2. This MOU contains the entire agreement between the parties and supersedes all prior negotiations, correspondence, understandings, and agreements by or between the parties regarding the subject matter hereof. This MOU may not be modified or amended except by a writing signed by both Parties.
- 11.3. This MOU and all of its provisions shall apply to and bind the successors and assigns of each of the parties.
- 11.4. Any waiver at any time by either party hereto of its rights with respect to a default or any other matter arising in connection with this MOU shall not be deemed to be a waiver with respect to any other default or matter.

11.5. The individuals executing this MOU represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this MOU on behalf of the respective legal entities of the parties.

**CONTRA COSTA CRISIS CENTER**

Date: 3/29/2023 | 1:59 PM PDT By:   
7F81D6A0333641D...  
Tom Tamura, Executive Director

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

Date 3/30/2023 | 3:19 AM PDT By:   
F56C8122F442487...  
Paige Meyer, Fire Chief



# San Ramon Valley Fire Protection District

2401 Crow Canyon Road, Suite A, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: December 12, 2023  
To: Board of Directors  
From: Lon Phares, Interim Deputy Chief  
Subject: Approve Extrication Equipment Order from Diamondback Fire & Rescue

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## **Background**

In February of 2022, the Board of Directors approved a purchase from Golden State Fire Apparatus including (4) Type I Engines, (6) Type III Engines, (1) Tiller Truck, (1) Heavy Rescue, and (1) Communication's Unit. The approval also included funding for certain safety equipment that staff identified as necessary for the upfitting of the apparatus. The apparatus order is currently in various stages of production and we expect the first of the orders to start arriving in the Winter of 2024.

Unlike the old apparatus that carried hydraulic extrication equipment, the new Truck and Heavy Rescue were designed for battery-powered extrication equipment. The total cost of extrication equipment needed to outfit the Truck and the Heavy Rescue totals \$155,532.52, including spreader tools, cutter tools, extension tips, telescoping rams, combination tools, chain package equipment with quick adjust, and rescue struts.

Included in the District's Capital Improvement Plan for FY23/24 is \$579,000 for Vehicle Upfitting Improvements. The extrication equipment order comes with an extended lead-time and is being prioritized in the ordering process ahead of other equipment needs to be available when the apparatus is delivered.

## **Financial Impact**

There is no financial impact. Funds are allocated in the Annual Budget Capital Improvement Plan for FY23/24.

## **Recommended Board Action**

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



**SPECIAL ANNOUNCEMENTS/  
PRESENTATIONS/ GENERAL  
BUSINESS**

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**OLD BUSINESS**

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**NEW BUSINESS**



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: December 12, 2023  
To: Board of Directors  
From: Ken Campo, Interim Administrative Services Director Ken Campo  
Subject: Amendment to the Employment Agreement between the San Ramon Valley Fire Protection District and District Counsel/District Clerk Stephanie Brendlen

---

**Background**

At the September 14, 2023, Personnel Subcommittee meeting, under Closed Session item 4.1 Public Employee Performance Evaluation – District Counsel/District Clerk, the Committee discussed Brendlen’s overall performance during her tenure with the District, along with desired modifications to her employment agreement. At the September 27, 2023, meeting of the full Board of Directors, under Closed Session item 13.2 Public Employee Performance Evaluation – District Counsel/District Clerk, the Personnel Committee presented Brendlen’s performance evaluation and reviewed the proposed modifications to her employment agreement.

The Board discussed its desire to extend Brendlen’s existing agreement for services beyond the expiration date of April 1, 2024, under the same terms and conditions with the following modifications:

- Extending the term of the agreement for one year from April 1, 2024 to April 1, 2025.
- For each year Brendlen continues her employment as District Counsel/District Clerk after April 1, 2024, the District agrees to pay for six (6) months of Employee’s COBRA coverage for enrolled group benefits upon Employee’s retirement, up to a maximum of eighteen (18) months of coverage after three (3) years and subject to mutual agreement by the Parties to further extend the term of the Agreement beyond April 1, 2025.

**Financial Impact**

Based on current health premiums, the cost to the District for six months of health premiums for Brendlen would be approximately \$15,000 with no other impact on retirement costs.

**Recommended Board Action**

It is recommended that the District Board consider and approve the Amendment to the employment agreement between the San Ramon Valley Fire Protection District and Brendlen.

**Attachment**

Amendment to Employment Agreement

**FIRST AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN SAN RAMON VALLEY FIRE PROTECTION DISTRICT AND STEPHANIE BRENDLEN**

This First Amendment to the Employment Agreement Between San Ramon Valley Fire Protection District and Stephanie Brendlen (“First Amendment”) is made and entered into on December 12, 2023 (the “Effective Date”) by and between the San Ramon Valley Fire Protection District (“District”) and Stephanie Brendlen (“Employee”) with respect to the amended terms and conditions of employment of Employee as District Counsel/District Clerk for the District; each a “Party,” and collectively the “Parties.”

**Recitals**

WHEREAS, Employee was hired by the District as District Counsel/District Clerk on March 31, 2021 and has continued working for the District;

WHEREAS, the Parties entered into the Employment Agreement Between San Ramon Valley Fire Protection District and Stephanie Brendlen (“Agreement”) on April 13, 2022 to continue employing Employee as District Counsel/District Clerk on the terms and conditions contained in the Agreement; and

WHEREAS, the Parties desire to extend the Agreement and amend the terms and conditions of the Agreement as set forth in this First Amendment.

NOW, THEREFORE, in consideration of the mutual covenants contained in this First Amendment, the Parties agree to modify the Agreement as follows:

1. Section 15. Section 15 of the Agreement allows the Parties to modify the Agreement in a written document signed by the Employee and the District.
2. Section 2 (Term). Under Section 2.1, the Parties agree to extend the term of the Agreement for one year from April 1, 2024 to April 1, 2025.
3. Section 7 (Retirement). The Parties agree to add the following to Section 7: Additionally, the Parties agree so long as Employee is not terminated by the Board under Section 3 of the Agreement, for each year Employee continues her employment as District Counsel/District Clerk after April 1, 2024, the District agrees to pay for six (6) months of Employee’s COBRA coverage for enrolled group benefits upon Employee’s retirement, up to a maximum of eighteen (18) months of coverage after three (3) years and subject to mutual agreement by the Parties to further extend the term of the Agreement beyond April 1, 2025.
4. Section 13 (Notices). The District’s mailing address under Section 13 shall be revised to: 2401 Crow Canyon Road, Suite A, San Ramon, CA 94583.
5. All Other Terms to Remain the Same. All other terms of the Agreement that are not expressly amended by this First Amendment shall remain unaffected by this First Amendment and shall continue in full force and affect.

**{{SIGNATURES TO FOLLOW ON NEXT PAGE}}**

IN WITNESS WHEREOF, the Parties do hereby agree to the full performance of the terms set forth herein.

**“Employee”**

**“District”**

**San Ramon Valley Fire Protection District**

By: \_\_\_\_\_  
Stephanie Brendlen

By: \_\_\_\_\_  
Michelle Lee, President  
Board of Directors

Dated:

Dated:



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: December 12, 2023  
To: Board of Directors  
From: Ken Campo, Interim Administrative Services Director Ken Campo  
Subject: Amendment to the Employment Agreement between the San Ramon Valley Fire Protection District and Fire Chief Paige Meyer

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**Background**

At the September 14, 2023, Personnel Subcommittee meeting, under Closed Session item 4.2 Public Employee Performance Evaluation – Fire Chief, the Committee discussed Chief Meyer’s overall performance during his tenure with the District, along with desired modifications to his employment agreement. At the September 27, 2023, meeting of the full Board of Directors, under Closed Session item 13.3 Public Employee Performance Evaluation – Fire Chief, the Personnel Committee presented Chief Meyer’s performance evaluation and reviewed the proposed modifications to his employment agreement.

The Board discussed its desire to retain the services of Chief Meyer beyond his anticipated retirement date of December 31, 2023, to assist the District in several vital areas for which Chief Meyer is uniquely qualified, such as:

- Continued succession planning, mentoring, and instilling organizational culture in the next generation of executive managers, including newly appointed Deputy Chief, Communications Manager, Fire Marshall, and Battalion Chiefs.
- Assist with the selection and hiring of a successor Fire Chief to lead the District.
- Oversee major projects to completion: Public Safety Building, Training Site, and Live-Burn Training Site.
- Initiate process for Station 39 relocation and Station 31 remodel.
- Oversee completion of mental health pilot project.
- Ensure payoff of OPEB and CCCERA long-term liabilities.
- Continue efforts to secure Measure X funding for capital projects with recognized regional benefit.
- Manage any outstanding lawsuits/arbitration proceedings.
- Negotiate successor labor agreements.
- Remain in place through the 2024 District Board election cycle and assist with transition and orientation in the event of newly elected Board members.

The employment agreement modifications discussed during the meeting pertained to the conditions under which Chief Meyer would continue working for the District beyond his December 31, 2023, anticipated retirement date and consisted of the following:

- Extending the term of his employment agreement to December 31, 2025, subject to further modification by mutual agreement of the parties.
- Modifying the election date for Chief Meyer's option to retire and continue working as a retired annuitant for the remainder of his term to December 31, 2024.
- Establishing his compensation as a retired annuitant to be \$225 per hour for hours worked, not to exceed 40 hours per week, with no paid time off for vacations, holidays, or illness.
- Establishing there will be no further annual salary increases beyond April 1, 2024.
- The District's contribution of \$5,000 per month into Chief Meyer's deferred compensation account would continue through the term of his employment agreement.

### **Financial Impact**

In the event Chief Meyer should exercise his option to remain as a retired annuitant there would be a savings to the District of approximately \$220,000 generated from the cessation of employer retirement contributions, no paid leave benefits, and the forgoing of certain benefits paid on behalf of a successor Fire Chief.

### **Recommended Board Action**

It is recommended that the District Board consider and approve the attached amendment to the employment agreement between the San Ramon Valley Fire Protection District and Chief Meyer.

### **Attachment**

Amendment to Employment Agreement

**EIGHTH AMENDMENT AND RESTATEMENT TO EMPLOYMENT  
AGREEMENT BETWEEN THE SAN RAMON VALLEY FIRE PROTECTION  
DISTRICT AND PAIGE MEYER**

This EIGHTH AMENDMENT and RESTATEMENT ("Eighth Amendment") is made and entered into as of December 12, 2023, by and between the SAN RAMON VALLEY FIRE PROTECTION DISTRICT ("District") and PAIGE MEYER ("Employee"), with respect to terms and conditions of employment of Employee as District Fire Chief.

**WHEREAS**, District and Employee entered into an Employment Agreement for the position of District Fire Chief ("Agreement"), effective March 18, 2013; and,

**WHEREAS**, the parties modified the terms of the Agreement effective April 1, 2016 (the "First Amendment"), following the District Board of Director's review of Employee; and,

**WHEREAS**, the parties modified the terms of the Agreement effective August 23, 2017 (the "Second Amendment"), following the District Board of Director's review of Employee; and,

**WHEREAS**, the parties modified the terms of the Agreement effective July 1, 2018 (the "Third Amendment"), following the District Board of Director's review of Employee; and,

**WHEREAS**, the parties modified the terms of the Agreement effective May 1, 2019 (the "Fourth Amendment"), following the District Board of Director's review of Employee; and,

**WHEREAS**, the parties modified the terms of the Agreement effective June 24, 2020 (the "Fifth Amendment"), following the District Board of Director's review of Employee; and,

**WHEREAS**, the parties modified the terms of the Agreement effective January 27, 2021 (the "Sixth Amendment"), following the District Board of Director's review of Employee; and

**WHEREAS**, the parties modified the terms of the Agreement effective April 13, 2022 (the "Seventh Amendment"), following the District Board of Director's review of Employee; and

**WHEREAS**, the parties have agreed to again amend, as well as restate, the Agreement; and,

**WHEREAS**, this Eighth Amendment shall be approved at a Regular Meeting of the District Board of Directors.

**NOW, THEREFORE**, in consideration of the mutual covenants contained in this

Eighth Amendment, the Parties agree to modify the Agreement as follows:

1. Effective Date.

All terms and conditions of this Eighth Amendment shall be effective commencing December 12, 2023.

2. Section 2 “Term” is amended as follows:

The end of the Initial Term of the Agreement shall be extended from March 31, 2025, to December 31, 2025, subject to modification by mutual agreement of the parties and the District’s right of termination or removal set forth in Agreement Sections 2 and 3 and the Employee’s right to resign as set forth in Section 2.

3. Section 2.4.1 “Employee Retired Annuitant Option” is amended as follows:

Subject to the Contra Costa County Employees’ Retirement Association rules regarding working after retirement, Employee shall have the option, beginning December 31, 2024, to retire and continue working in the position of District Fire Chief as a retired annuitant for the remainder of the Initial Term of the contract. If Employee should exercise this option, then Employee acknowledges and agrees that the Severance provisions listed in Section 4 of the Agreement become null and void upon such election and are no longer applicable.

4. Section 6.1 "Salary" is amended as follows:

- a. Employee's annual base salary shall be increased by \$10,000 effective April 1, 2024.
- b. If Employee exercises the option under Section 2.4.1 to retire and continue working in the position of District Fire Chief as a retired annuitant for the remainder of the Initial Term of the contract as provided for under Section 2.4.1, Employee shall be compensated at the hourly rate of \$225 for hours worked up to 40 hours per work week in lieu of an annual base salary and will no longer be entitled to pay for time not worked such as time off taken for vacation, holiday or illness.

5. Section 6.8 “Loss of Benefits,” is added as follows:

If Employee elects the option to retire and continue working in the position of District Fire Chief as a retired annuitant for the remainder of the Initial Term of the contract as provided for under Section 2.4.1, then Employee acknowledges and agrees that the preceding Section 6.2 “Vacation Leave,” Section 6.3 “Sick Leave,” Section 6.4 “Administrative Leave,” Section 6.5 “Life Insurance” and Section 6.6 regarding medical and retirement benefits become null and void upon such election and are no longer applicable.

6. Terms of Agreement and Subsequent Amendments Remain Effective.

All other terms and conditions of the Agreement and subsequent First, Second, Third, Fourth, Fifth, Sixth and Seventh Amendments are hereby restated and shall remain in full force and effect except as modified by this Eighth Amendment.

7. Counterparts.

This Eighth Amendment and all amendments and supplements to it may be executed in counterparts, together which shall be construed as one document.

IN WITNESS WHEREOF, the Parties do hereby agree to the full performance of the terms set forth herein.

**“Employee”**

**“District”**

**San Ramon Valley Fire Protection District**

By: \_\_\_\_\_  
Paige Meyer

By: \_\_\_\_\_  
Michelle Lee, President  
Board of Directors

Dated:

Dated:

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Stephanie Brendlen  
District Counsel/District Clerk



# San Ramon Valley Fire Protection District

2401 Crow Canyon Road, Suite A, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: December 12, 2023

To: Board of Directors

From: Lon Phares, Interim Deputy Chief

Subject: Approve the Purchase of Three (3) Replacement Ambulances

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## **Background**

In May of 2022, the District received a quote from Leader REV Group for (3) Ford-F450 Ambulance remounts. This entailed the removal of the modular boxes off our current reserve ambulances, rebuilding, painting, and then mounting the rebuilt modular box onto a new F-Series chassis. However, due to a shortage of vehicles, no chassis were acquired. Moving into 2023, Leader assured the District that they would be receiving chassis in the coming year. The FY23/24 Capital Improvement Plan included \$683,100 to complete the (3) necessary remounts.

The District was subsequently notified by Leader that due to automobile manufacturer strikes, combined with their own staffing issues, they were not going to be able to secure the chassis and complete the work. Discussions with neighboring fire agencies confirmed similar issues with Leader.

Staff then reached out to multiple manufacturers regarding both ambulance remounts and availability of new ambulances. Only one reputable company was found that will entertain remounts, but the pricing was comparable to that of a new ambulance purchase.

New ambulance orders currently have lead-times ranging from 18–38 months. We were fortunate to identify a vendor, RedSky Emergency Vehicles, that currently has (3) new Type I 2024 Ford F-450XLT ambulances in production that recently became available. These ambulances meet the District’s specifications and are available to the District at a total price of \$1,110,521.75 for all (3). Anticipated delivery dates for the (3) ambulances are May, July, and August of 2024.

An added benefit of using RedSky is that they are located in Tracy, CA and have an in-house shop available to do all upfitting and maintenance of the ambulances.

## **Financial Impact**

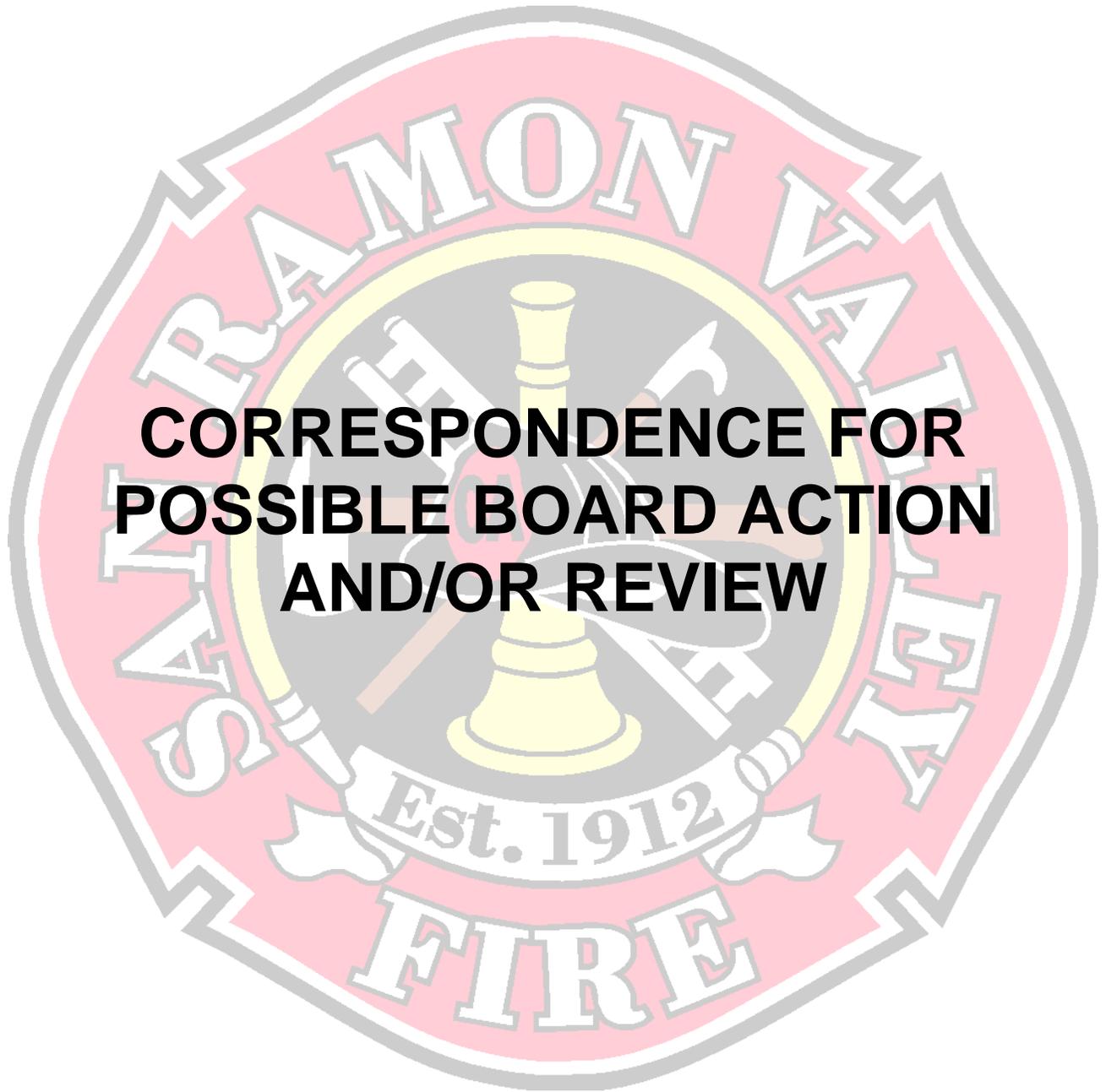
The FY23/24 Capital Improvement Plan included \$683,100 for three (3) ambulance remounts. If approved, the purchase of three (3) new ambulances would require an additional appropriation of CIP funds in the amount of \$427,421.75. Sufficient funds are available in the Capital Projects Fund to cover the supplemental funding request.

**Recommended Board Action**

Given our urgent need for replacement ambulances and the risk of ambulances going out of service with no reserves available, staff recommends the Board take the following actions:

- (1) Authorize additional CIP funding in the amount of \$427,421.75 for the purchase of three (3) replacement ambulances in lieu of the remounts; and
- (2) Authorize the purchase of three replacement ambulances from RedSky Emergency Vehicles in an amount not to exceed \$1,110,521.75.

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**CORRESPONDENCE FOR  
POSSIBLE BOARD ACTION  
AND/OR REVIEW**



# River Delta Fire District

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Proudly Serving River Delta Residents

November 10, 2023

San Ramon Valley Fire Protection District  
2401 Crow Canyon Road, Suite A  
San Ramon, CA 94583

RE: Furniture Donation

Dear Management Staff,

On behalf of the River Delta Fire District and District Fire Board, we would like to express our sincere gratitude for the donation of office furniture from San Ramon Valley Fire Protection District. Your donation has made it possible for us to achieve a critical mission of training firefighters and to furnish our new administrative offices.

Sincerely,

Paul Cutino  
Fire Chief  
pcutino@riverdeltafire.org

*Fremont Fire Department*



*Deputy Chief Heather Mordean*

*Chief Meyer-*

*I want to send a note of thanks to you and the members of SRVFPD. Early Monday morning my mom had a fire in her home in San Ramon. Your crews arrived on scene, assisted her to safety, and did a commendable job with the fire attack, salvage and overhaul. I can't thank you all enough for the care & compassion you showed in performing your duties and caring for my mother.*

*Thank you so much,  
Heather*

# Take Action

## Capitol Staff Delegation Tour Bay Area Special Districts

*By Colleen Haley, CSDA Public Affairs Field Coordinator, Bay Area Network*

During the State Legislature's Interim Study Recess this fall, Capitol Staffers from a dozen different offices participated in a tour of Bay Area special districts. The event was hosted by CSDA, the Association of California Healthcare Districts (ACHD), the California Association of Public Cemeteries (CAPC) and the California Municipal Utilities Association (CMUA).

The goal of the tour was to teach policymakers about the unique nature of special districts, from their governance, to how they are structured and where they get their funding. District hosts included:

- Pleasant Hill Recreation and Park District
- Contra Costa Water District
- San Ramon Valley Fire Protection District
- Alameda County Mosquito Abatement District
- El Camino Healthcare District
- Solano Cemetery District

Attendees heard firsthand from special district board members, general managers, and front-line specialists; they experienced district operations up close and engaged in meaningful policy discussions.

The tour began with a brief survey and introduction on special districts in Sacramento, and then attendees headed to the Pleasant Hill Recreation and Park District. The group was greeted by Director Sandra Bonato and staff, including General Manager Michelle Lacy. While at the district, Capitol staffers were guided through the Teen Center and heard about district programs created especially for low-income teens, a group that often gets left out of after school care funding. Lacy then invited attendees to break up into groups to play a game of "build a park." During the game, groups were instructed to select amenities they wanted for their parks, but within a limited budget. Participants had fun with this activity while learning about the real-life challenges of creating a new park.

Tour attendees then traveled to the Los Vaqueros Reservoir, as hosted by the Contra Costa Water District. At the Los Vaqueros Interpretive Center, the group heard from Board member Antonio Martinez and Chief Executive Officer Rachel Murphy. Attendees learned about the origins of the district as primarily serving agriculture and industry to now serving over 500,000 residents, the importance of representing the community in a transparent and accessible manner and how key facilities like the Contra Costa Canal and Los Vaqueros Reservoir are critical to district operations. The district also shared details about specific challenges it navigates as an urban water agency dependent on the Bay Delta. Lastly, attendees were taken to the crest of the dam at Los Vaqueros to learn about its biological and cultural resources and how the district manages the approximately 20,000-acre watershed.

The third stop on the tour was the San Ramon Valley Fire Protection District. As guided by Fire Chief Paige Meyer and Director of Communications Denise Pangelinan, the group toured the district's new state of the art administrative building, dispatch stations, and emergency operating center (EOC). The new offices are a result of a collaboration between the district, the City of San Ramon, and San Ramon Police Department. When completed, the building will be a regional asset for the entire county. The partnership also contributed to an ISO 1 Rating for the community which helps residents secure better insurance premiums. Attendees additionally learned about the newly created, first of its kind, Behavioral Health Program that will be initiated at this facility to allow for the warm transfer of 911 calls to the local 988 call center, to better assist those with mental health issues.

After an overnight in Oakland, the group headed to the Alameda County Mosquito Abatement District. While here, General Manager Ryan Clausnitzer and employees demonstrated how to properly identify different life



## Lake Shastina Fire Department

16309 Everhart Drive  
Weed CA 96094  
(530) 938-3161

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11/29/2023

Dear San Ramon Valley Fire Protection District,

I hope this letter finds you in good health and high spirits. On behalf of Lake Shastina Fire Department, I wanted to express our deepest gratitude for the generous furniture donation we recently received from you. Your act of kindness has made a significant impact on the construction of our new station and has helped us make it our home.

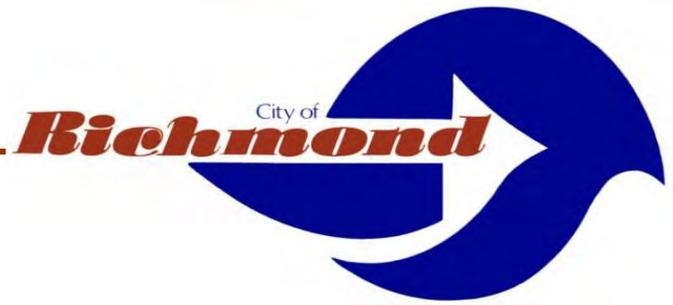
The furniture you donated will go a long way in bringing us comfort. With our limited budget we had planned for very minimal and cheap furniture including plastic folding tables and chairs for our training room. Thanks to you we now have a very professionally designed classroom and office.

At Lake Shastina Fire Department, we do the best with the very small budget we have. We are a combination department with two full-time paid officers (one funded 100% by grant funding) and approximately 18 volunteers. We currently house 7 firefighters who are attending the local fire academy as well.

Please accept our heartfelt appreciation for your support. We are humbled by your generosity and compassion. Your contribution serves as a shining example of how fire departments throughout the state are here to help each other.

Once again, thank you for your furniture donation. We are extremely grateful for your support and the positive impact it has had on our new station. If you ever have any other items you are decommissioning or selling at a reduced rate please keep our department in mind.

Steven Pappas  
Lake Shastina Fire Department



December 1, 2023

San Ramon Valley Fire Protection District  
2401 Crow Canyon Road, Suite A  
San Ramon, CA 94583

Attn:  
SRVFPD Board of Directors  
Fire Chief Paige Meyer  
Interim Deputy Chief Lon Phares

The City of Richmond Fire Department would like to extend our sincere appreciation and gratitude for the generous donation of office furniture from your previous administration building. We have already been able to use some of the items to replace aging furniture in several fire stations and will be updating the battalion chief's office with the remainder of the items in the coming weeks. We have also been able to utilize the storage racks and cabinets to better organize our PPE storage room. The items you donated will have a whole new life at the Richmond Fire Department for years to come.

Sincerely,  
Interim Fire Chief Michael Smith  
Deputy Fire Chief Aaron Osorio  
Battalion Chief Victor Bontempo  
Richmond Fire Department



**OPERATIONS**



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: December 12, 2023  
To: Board of Directors  
From: Jonas Aguiar, Deputy Chief of Operations  
Subject: Monthly Operations Report for November 2023

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**Operations**

- ❖ The Fire District responded to 881 incidents
- ❖ Firefighter survival, offensive/defensive tactics for commercial structures, and large area search training at the old Admin Building
- ❖ Covered Contra Costa County Fire Station 1
- ❖ Helicopter Rescue Team compliance training
- ❖ Multi-Company structure fire training
- ❖ Company performance standards 4<sup>th</sup> Quarter Training
- ❖ Reserve Firefighter training
- ❖ iQuest Program Ride-A-Long for four students
- ❖ Fire Investigation Team training

**Special Teams**

- ❖ Hazardous Materials Team
  - Quarter 4 Training
    - Equipment familiarization and new team member orientation
- ❖ Technical Rescue Team
  - Quarter 4 Training
    - Confined space annual entry drill

**Meetings**

- ❖ Led EMS Division meeting – weekly goal review
- ❖ Led Training Division meeting – weekly goal review
- ❖ Participated in weekly Training Tower planning meeting
- ❖ Participated in scholarship meeting with Chancellor of Contra Costa Community College District
- ❖ Monthly Command Staff meeting
- ❖ Monthly Labor Management meeting
- ❖ Measure X Planning meeting
- ❖ Deputy Chief Bi-Weekly Meeting with HR and Finance
- ❖ Conducted Captain promotional interviews

### **Events Attended by Suppression Personnel**

- ❖ City of San Ramon Light Parade
- ❖ Cornerstone Ceremony at Administration
- ❖ Goldenview Elementary Engine Demo
- ❖ Creekside Elementary Engine Demo
- ❖ Danville Tree Lighting Ceremony

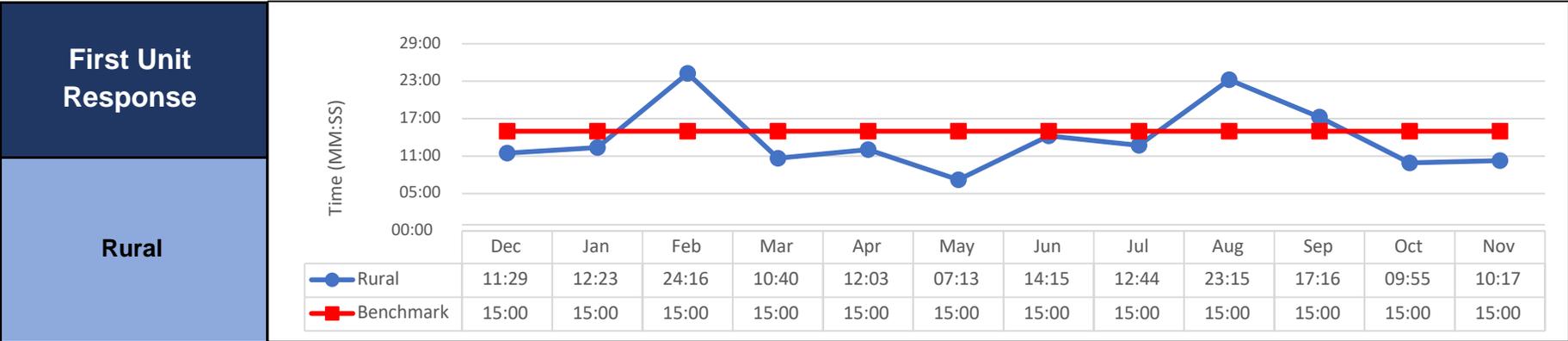
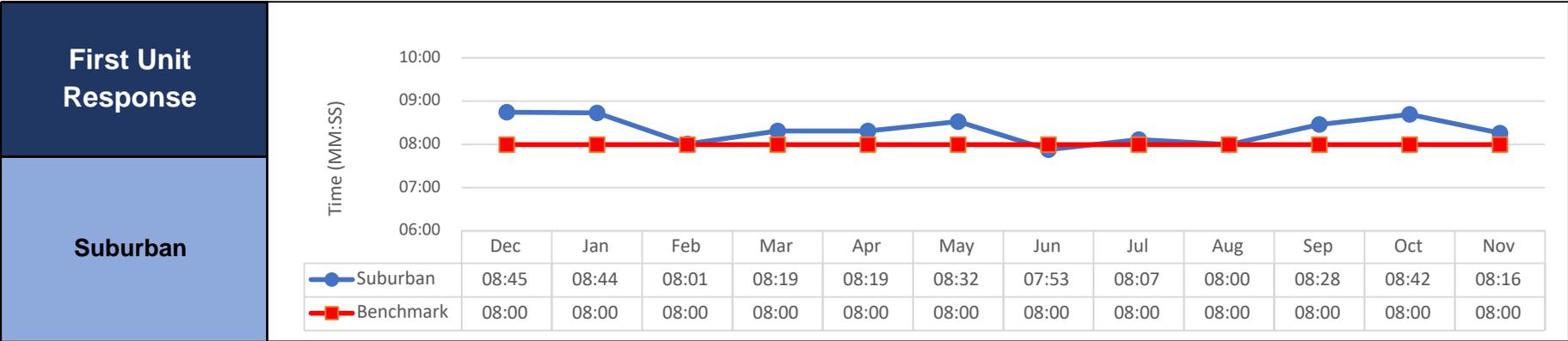
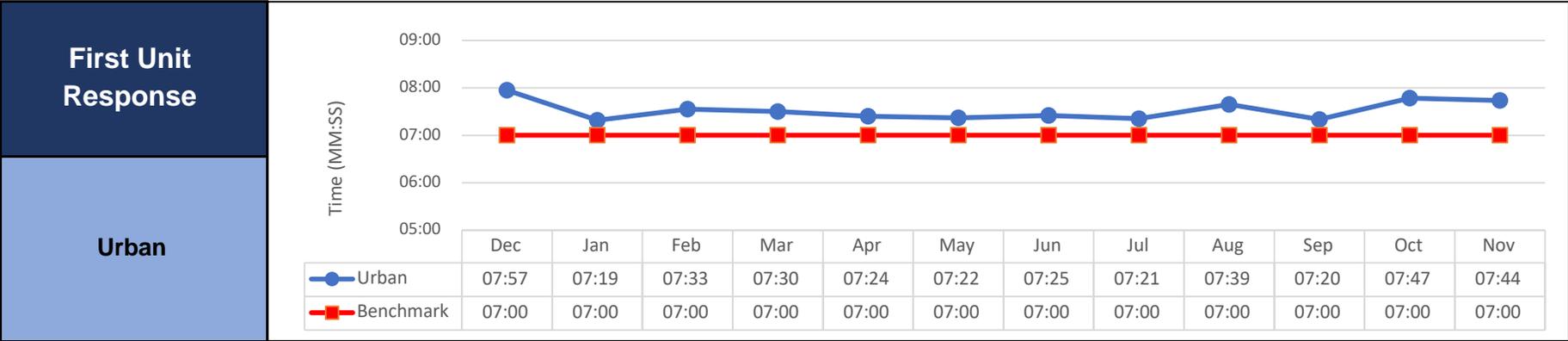
## Standards of Cover Policy Compliance Report November 1, 2023 - November 30, 2023

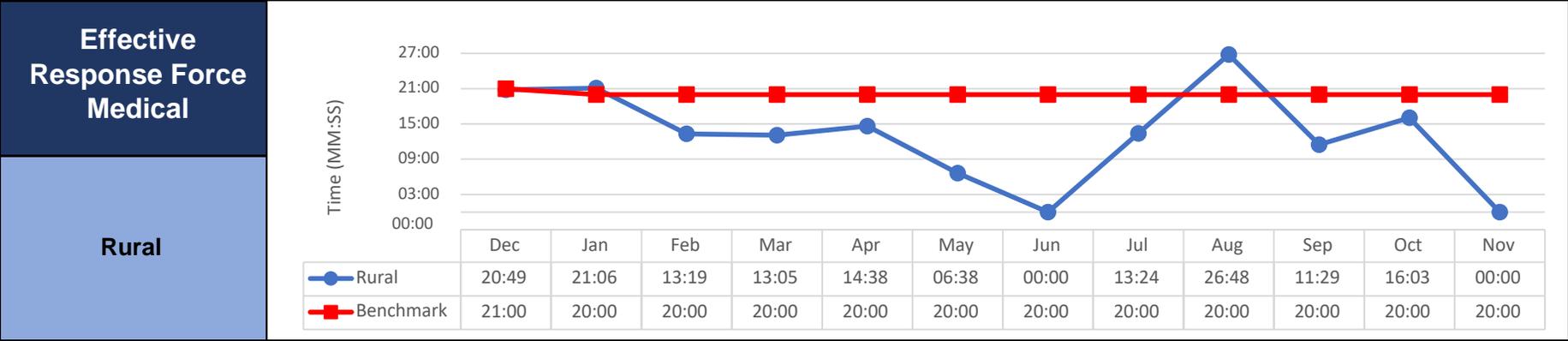
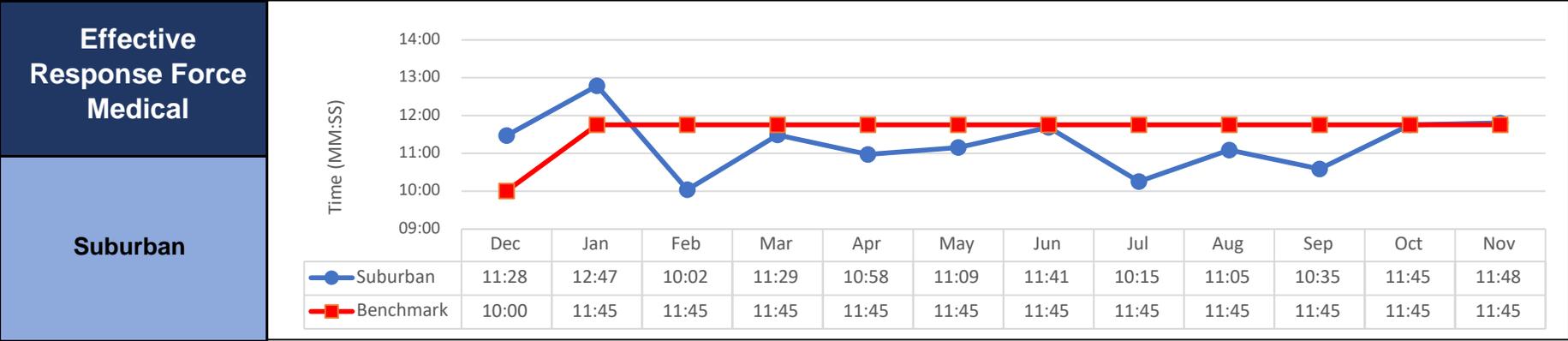
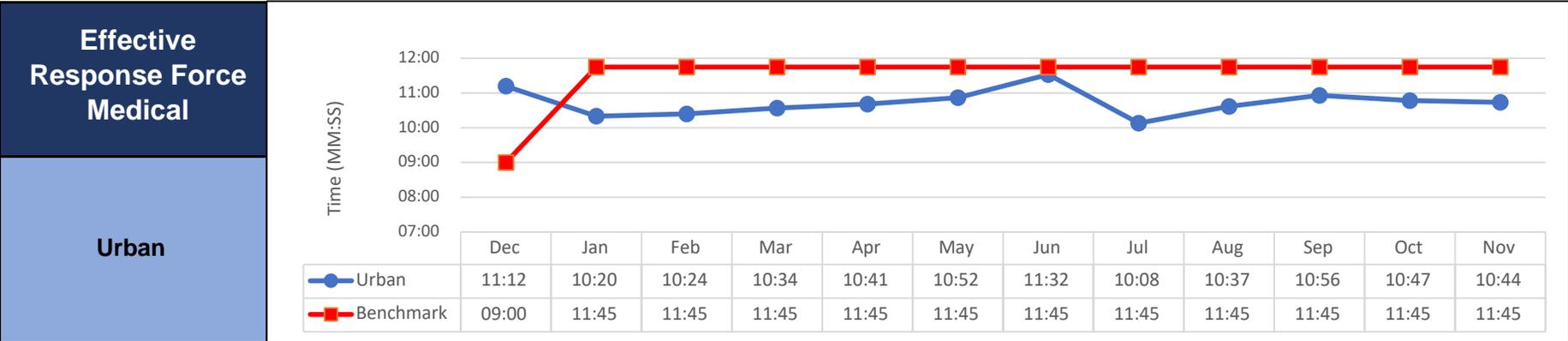
	SOC Goal 1, 5, 6			SOC Goal 2, 5, 6			SOC Goal 3, 5, 6			SOC Goal 5, 6		
	Urban (Count = 370)			Suburban (Count = 160)			Rural (Count = 1)			Wilderness (Count = 1)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
First Unit Response	7:00	7:44	7:34	8:00	8:16	8:23	15:00	10:17	12:26	45:00	13:58	23:13
		91%	94%		89%	97%		100%	100%		100%	100%

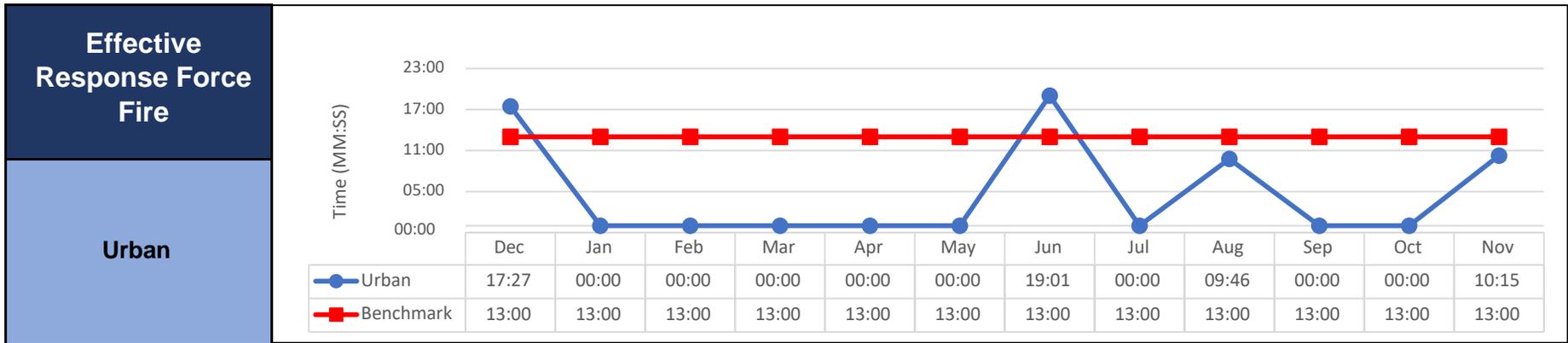
	SOC Goal 4											
	Urban (Count = 2)			Suburban (Count = 0)			Rural (Count = 0)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
ERF Fire Response	13:00	10:15	19:01	14:00	0:00	18:08	21:00	0:00	0:00	45:00	0:00	0:00
		100%	67%		0%	56%		0%	0%		0%	0%

	SOC Goal 8											
	Urban (Count = 174)			Suburban (Count = 76)			Rural (Count = 0)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
ERF Medical Response	11:45	10:44	10:53	11:45	11:48	11:28	20:00	0:00	20:49	20:00	0:00	36:05
		100%	100%		99%	100%		0%	96%		0%	37%

SOC Goal 7								
Call Processing EMS			Call Processing Time			Turnout Time		
Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
1:00	1:03	1:04	1:00	1:49	1:45	2:00	1:43	1:47
	99%	99%		84%	85%		100%	100%







**Goal 1**

*Distribution of Fire Stations for Built-up Urban Areas of Greater than 2,000 People per Square Mile*

To treat and transport medical patients and control small fires, the first-due unit should arrive within 7 minutes total response time, 90 percent of the time from the receipt of the call in fire dispatch. Total response time equates to 1 minute dispatch time, 2 minute crew turnout time and 4 minutes travel time spacing for single units.

**Goal 2**

*Distribution of Fire Stations for Suburban Areas of 1,000 to 2,000 People per Square Mile*

The first-due fire unit should arrive within 8 minutes total response time, 90 percent of the time.

**Goal 3**

*Distribution of Fire Stations for Rural Areas of Less than 1,000 People per Square Mile*

The first-due fire unit should arrive within 15 minutes total response time, 90 percent of the time.

#### **Goal 4**

##### *Effective Response Force (First Alarm) for Urban Areas of Greater than 2,000 People per Square Mile*

To confine fires near the room of origin and to treat up to 5 medical patients at once, a multiple-unit response of at least 15 personnel should arrive within 13 minutes total response time from the time of 911 call receipt, 90 percent of the time. This equates to 1 minute dispatch time, 2 minutes crew turnout time and 10 minutes travel time spacing for multiple units. Suburban areas should receive the full first alarm within 14 minutes total response time, 90 percent of the time with the goal to limit the fire spread to the area already involved upon the arrival of the effective response force. For rural areas, this should be 21 minutes, 90 percent of the time. Outcome goals in these areas would be to confine fires to the building of origin and to care for medical patients.

#### **Goal 5**

##### *Hazardous Materials Response*

Respond to hazardous materials emergencies with enough trained personnel to protect the community from the hazards associated with the release of hazardous and toxic materials. Achieve a total response time consistent with Goal 1, Goal 2 and Goal 3 with the first company capable of operating at the California OSHA First Responder Operations (FRO) level. After size-up and scene evaluation is complete, a determination will be made whether to request the on-duty District Hazardous Materials Team and/or other appropriate resources.

#### **Goal 6**

##### *Technical Rescue*

Respond to technical rescue emergencies with enough trained personnel to facilitate a successful rescue. Achieve a total response time consistent with Goal 1, Goal 2 and Goal 3 with the first company capable of operating at the California Rescue System 1 (RS1) level. After size-up and scene evaluation is complete, a determination will be made whether to request the on-duty District Rescue Team and/or other appropriate resources.

#### **Goal 7**

##### *Call processing and turnout times*

A concentrated focus will be placed on systems, training and feedback measures to crews to lower dispatch and turnout time reflex measures to national best practices of 1 minute for dispatch and 2 minutes for fire crew turnout, 90 percent of the time.

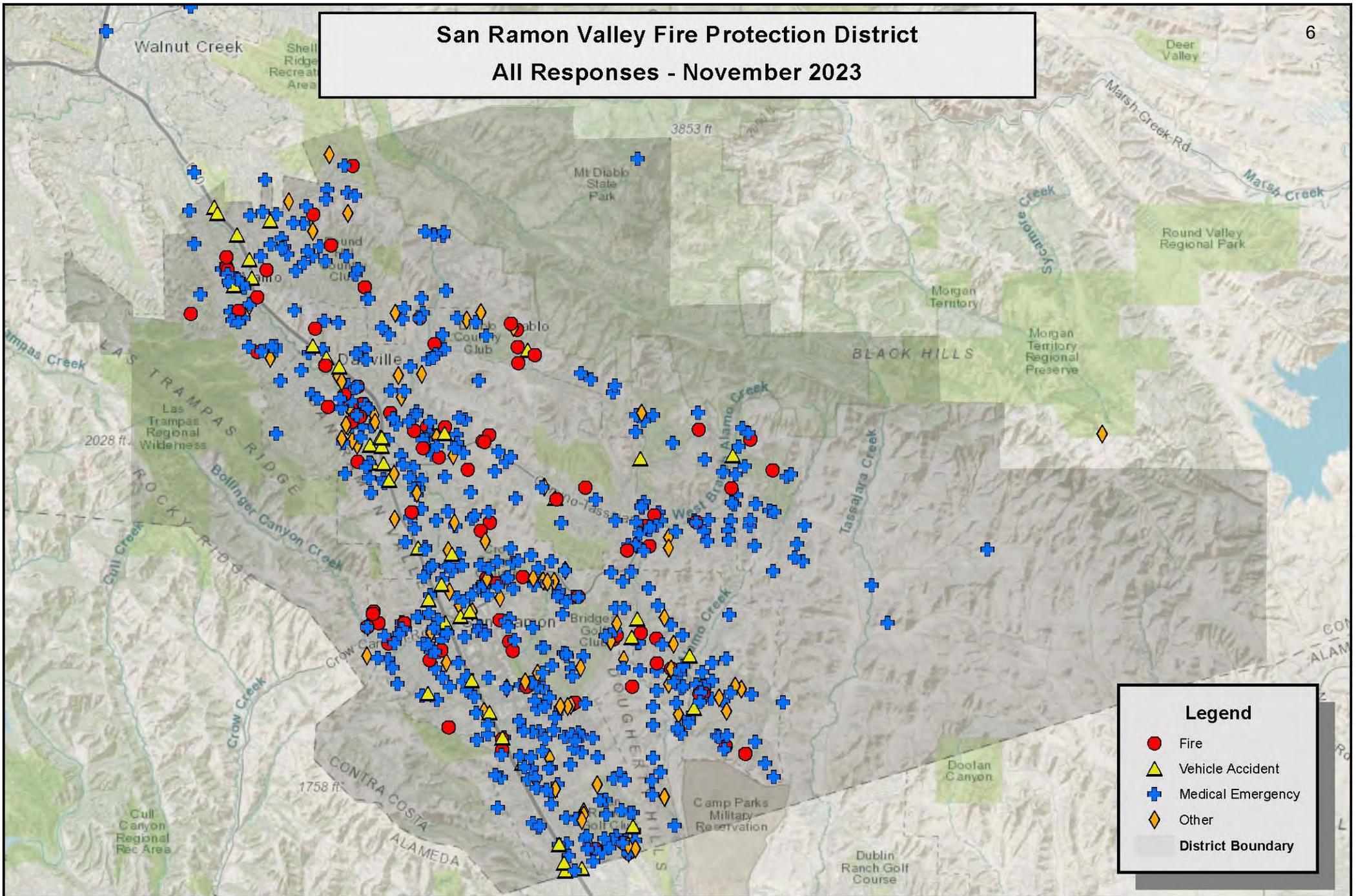
#### **Goal 8**

##### *Effective Response Force for Advanced Life Support (ALS) Medical Emergencies*

To treat medical patients requiring advanced procedures and skills (defined as Charlie, Delta or Echo), a two-unit response consisting of one paramedic-staffed ambulance and one additional paramedic-staffed unit for a response force of at least five personnel should arrive within 6 minutes travel time in urban areas and 7 minutes travel time in suburban areas, 90 percent of the time. For rural areas, excluding Mt. Diablo State Park, personnel should arrive within 18 minutes travel time 90 percent of the time.

# San Ramon Valley Fire Protection District

## All Responses - November 2023

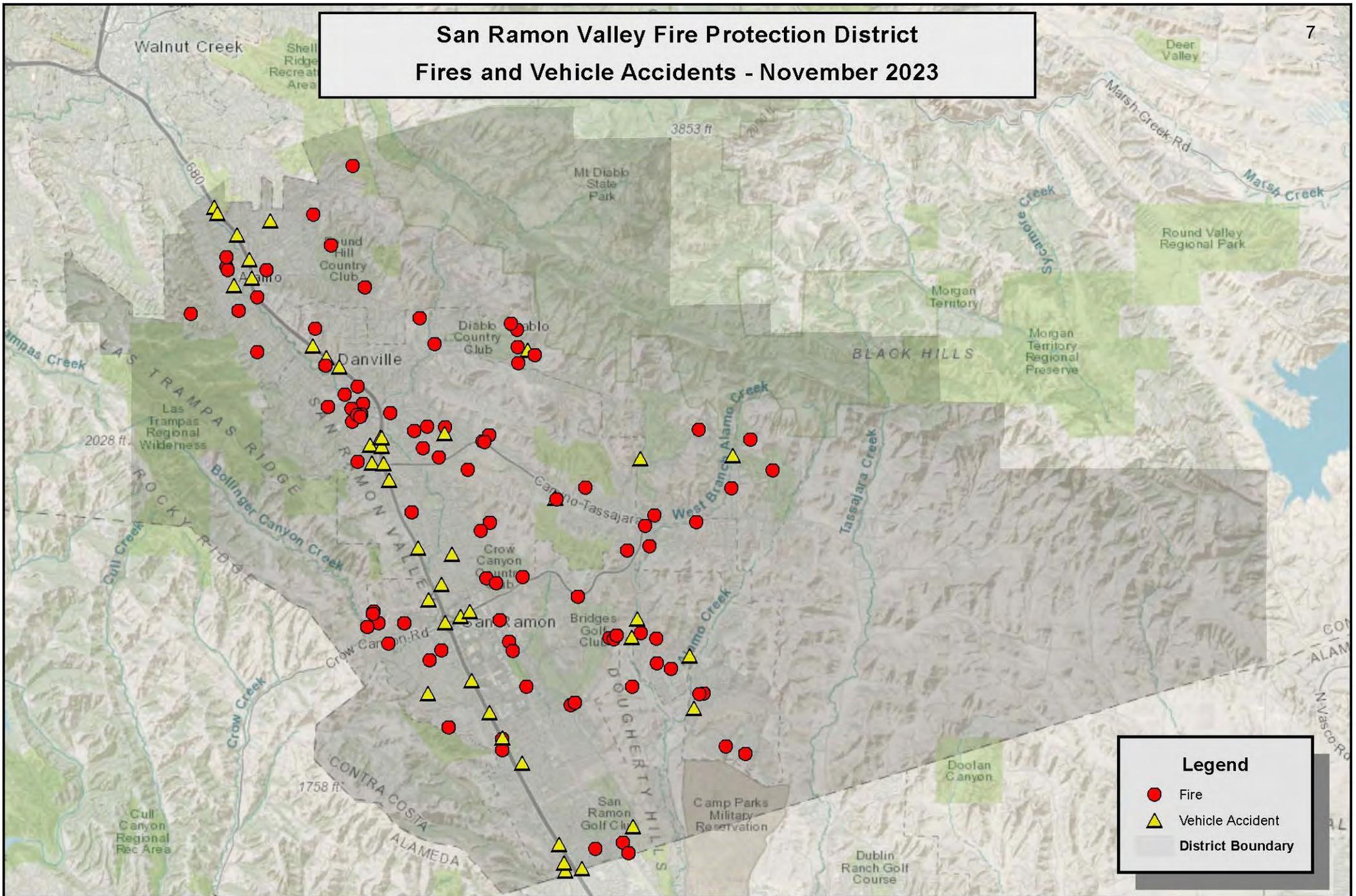


**Legend**

- Fire
- ▲ Vehicle Accident
- + Medical Emergency
- ◆ Other
- District Boundary

	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
<b>All Responses</b>	1133	920	779	988	846	888	868	962	999	896	957	881
<b>Fires &amp; Vehicle Accidents</b>	192	129	129	162	138	149	154	165	179	143	157	149
<b>Med Emergencies &amp; Other</b>	941	791	650	826	707	739	714	797	820	752	800	732

# San Ramon Valley Fire Protection District Fires and Vehicle Accidents - November 2023

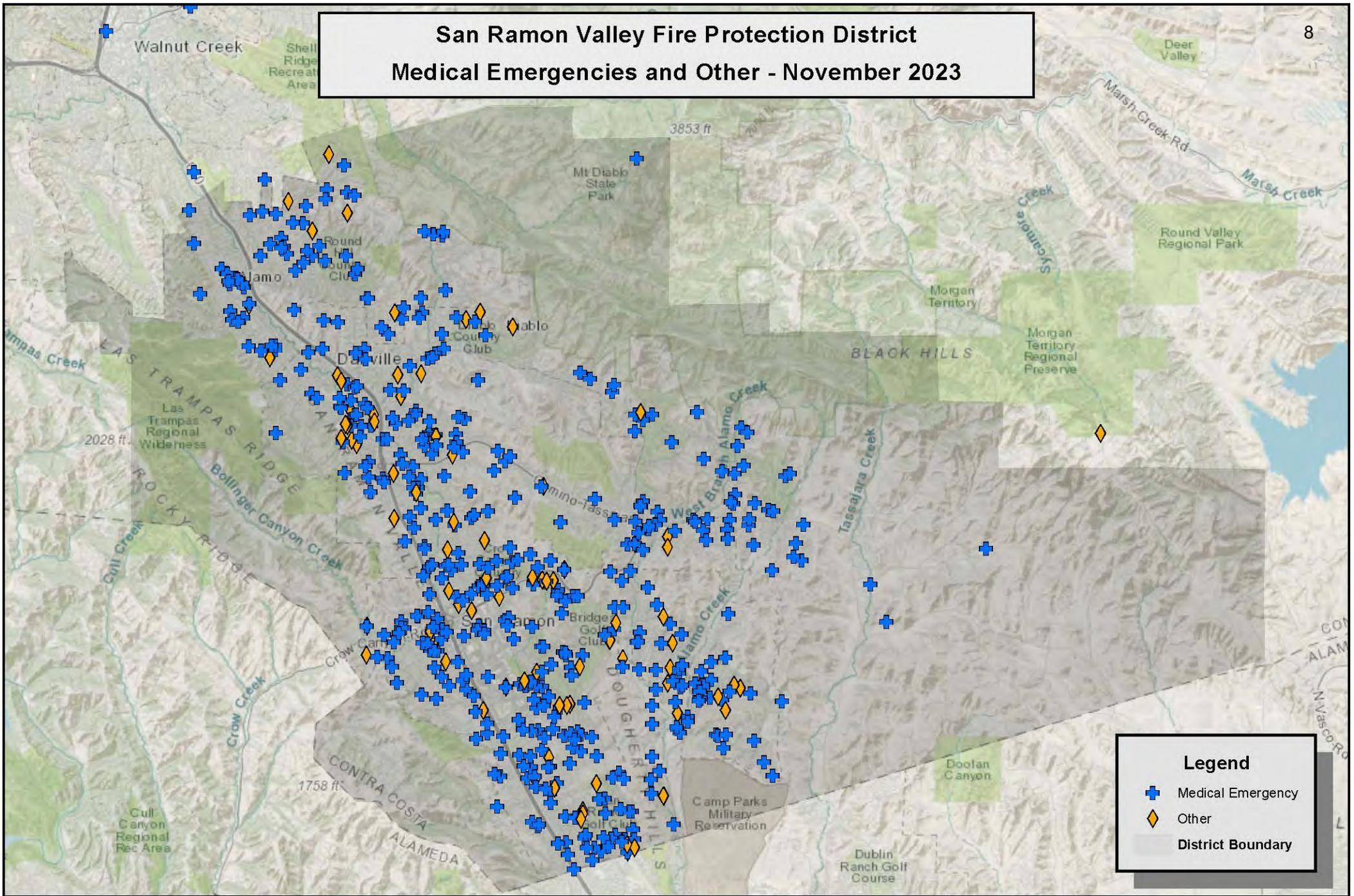


**Legend**

- Fire
- ▲ Vehicle Accident
- 
 District Boundary

	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
<b>Fires &amp; Vehicle Accidents</b>	192	129	129	162	138	149	154	165	179	143	157	149

# San Ramon Valley Fire Protection District Medical Emergencies and Other - November 2023

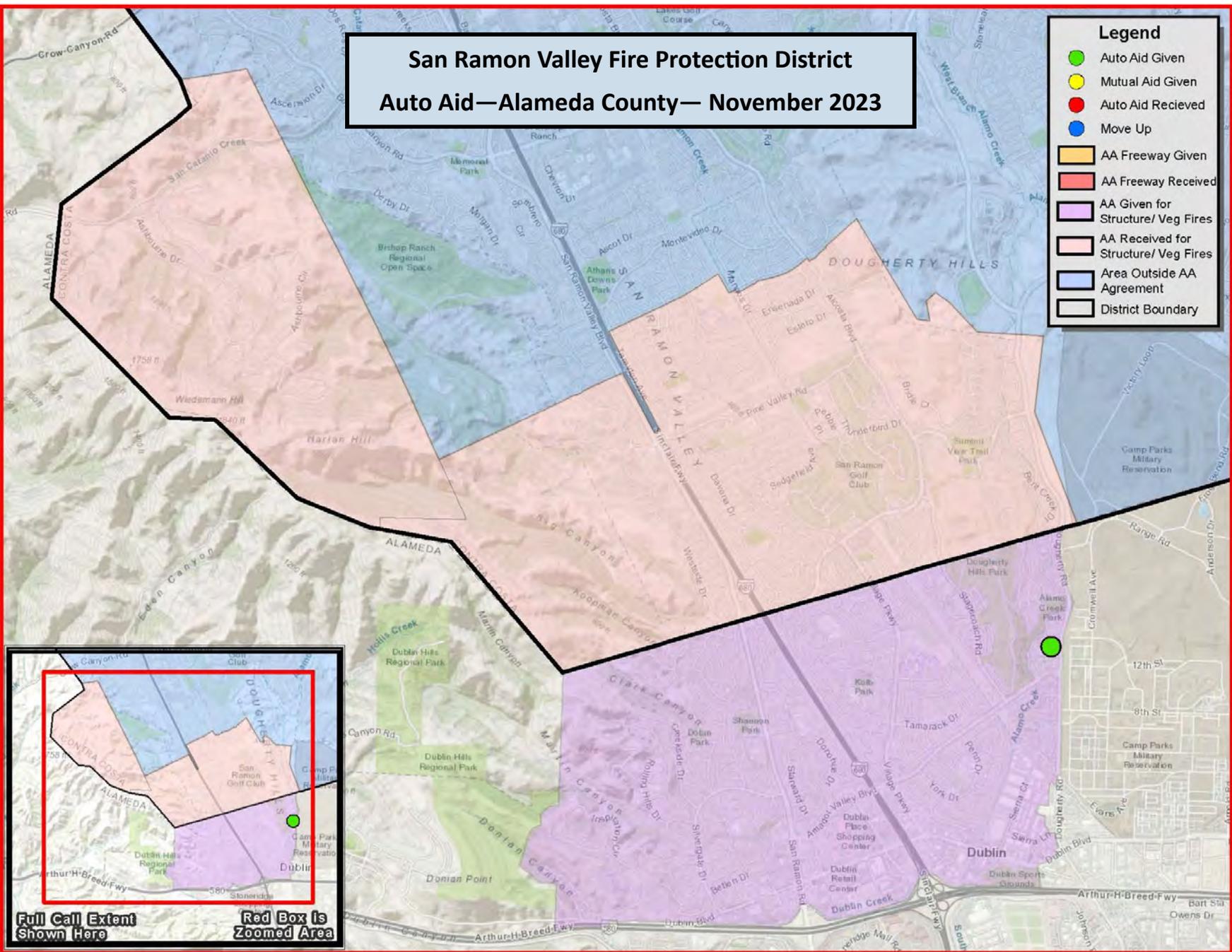


	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
<b>Med Emergencies &amp; Other</b>	941	791	650	826	707	739	714	797	820	752	800	732

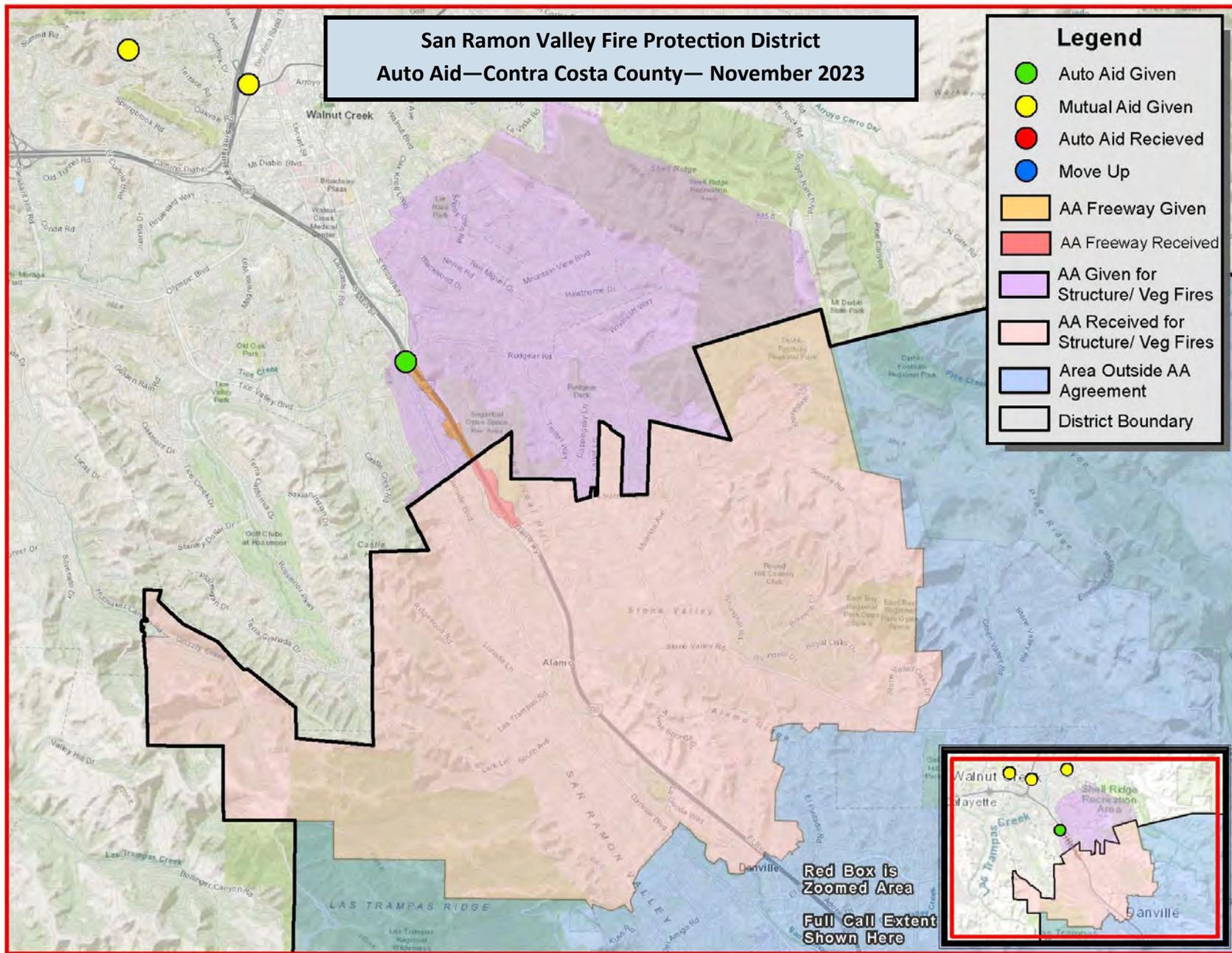
## San Ramon Valley Fire Protection District Auto Aid—Alameda County— November 2023

**Legend**

- Auto Aid Given
- Mutual Aid Given
- Auto Aid Received
- Move Up
- AA Freeway Given
- AA Freeway Received
- AA Given for Structure/ Veg Fires
- AA Received for Structure/ Veg Fires
- Area Outside AA Agreement
- District Boundary



	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Auto Aid Given	17	10	9	14	15	12	20	13	0	0	0	1
Mutual Aid Given	5	11	5	10	1	7	7	10	0	1	0	0
Auto Aid Received	0	0	0	5	1	1	1	1	3	0	0	0
Mutual Aid Received	0	0	0	0	0	0	0	0	0	0	0	0
Move-up	0	0	0	0	0	0	0	0	0	0	0	0



	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Auto Aid Given	1	0	0	1	0	3	2	1	0	1	0	1
Mutual Aid Given	4	4	1	0	2	0	2	1	0	1	2	3
Auto Aid Received	0	0	2	3	0	0	2	0	0	0	0	0
Mutual Aid Received	0	0	0	0	0	0	0	0	0	0	0	0
Move-up	0	0	0	0	0	0	1	0	0	0	0	0

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**TRAINING**



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: December 12, 2023  
To: Board of Directors  
From: Chris Parsons, Battalion Chief of Training  
Subject: Monthly Training Report for November 2023

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### **Activities**

- ❖ Posted Request for Proposals (RFP) for Drager Prop Site Preparation
- ❖ Assisted Academy Coordinator with Management of Recruit Academy 2023-1
- ❖ Participated in Interview Panel for District Aide
- ❖ Participated in Interview Panel for Public Safety Dispatcher
- ❖ Participated in Station 34 Orientation Training
- ❖ Scheduled State Fire Training Instructor 2 Course for February 5–9, 2024
- ❖ Facilitated FF1 and FF2 testing through Chabot College
- ❖ Attended Administration Cornerstone Ceremony
- ❖ Managed the Transfer of Ownership of Administration File Safe
- ❖ Coordinated Training Plan for Old Administration Building
- ❖ Taskbook Issuance and Tracking
- ❖ Managed Ride-Along Program
- ❖ Managed Educational Assistance and District Partnership Programs

### **Meetings**

- ❖ Drager Live Fire Training Prop Meeting
- ❖ Management Staff Meetings
- ❖ Command Staff Meetings
- ❖ Measure X Planning Meeting
- ❖ Deputy Chief Bi-Weekly Meeting with HR and Finance



**EMS**



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: December 12, 2023  
To: Board of Directors  
From: Jonas Aguiar, Deputy Chief of Operations  
Subject: Monthly EMS Division Report for November 2023

---

### **EMS – Incidents**

- ❖ The Fire District responded to 610 emergency medical incidents during the month of November.
  - Of the medical incidents, six (6) were in response to sudden cardiac arrest. Please see the breakdown of the sudden cardiac arrest cases below:

#### November Cardiac Arrest Incident Data

	Number of Incidents	Percent of Total
Bystander-Initiated CPR	3	50.0%
AED Applied	1	16.7%
Achieved Return of Spontaneous Circulation (ROSC)	2	33.3%

### **Activities**

- ❖ Continued Quarter 4 Training through the CCCEMSA learning management system
  - 97 completions as of December 1, 2023
- ❖ 18 requests for public records were processed and released
- ❖ Collaborating with CCCEMSA regarding CE Provider Program Audit
- ❖ Updating ImageTrend for NEMSIS 3.5 platform

### **Meetings**

- ❖ Led EMS Division Meetings – weekly goal review
- ❖ Facilitated CE Provider Program Audit meetings
- ❖ Participated in the CCCEMSA Dispatch Taskforce Workgroup meeting
- ❖ Participated in the County Chiefs meeting

- ❖ Presented the District Behavioral Health Program to surrounding fire agencies at the San Joaquin LAFCO meeting
- ❖ Participated in the County Administrator Office Measure X SRVFPD Funding Status Update meeting
- ❖ Participated in the CCCEMSA Stroke QI Committee meeting
- ❖ Attended the CCC Board of Supervisors and Measure X Community Advisory Board joint meeting

**Behavioral Health Activities Update**

- ❖ Updated Statistics as of December 1, 2023:

Behavioral Health Response Pilot Program

	Number of Incidents
City of San Ramon	237
Warm Hand Offs	13
Firefighter First Responses	3

- ❖ Worked with Consultant Preston Looper to continue CQI process refinement for Behavioral Health calls
- ❖ Participated in Behavioral Health Collaboration meetings including:
  - SRVFPD AHP BHJIS Check-in
  - Firefighter First Policy legal review meetings
  - Julota Behavioral Health response tracking software meeting
  - BHJIS Learning Collaborative
  - Meetings to discuss the District Employee Wellness Program with ICS and Concern EAP
  - Weekly BHJIS Grant Meeting

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**COMMUNITY RISK  
REDUCTION**



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: December 12, 2023  
To: Board of Directors  
From: Roy Wendel, Interim Fire Marshal  
Subject: Monthly Community Risk Reduction Report for November 2023

---

**Plan Review and Inspections**

Staff processed 124 applications and completed 145 Plan Reviews and 99 construction inspections during the month of November. There are currently 583 active permits for construction.

**Compliance Inspections**

Inspections and re-inspections continue to follow schedule based on risk of High, Moderate and Low per NFPA. Inspections are scheduled at 1-year, 2-year and 3-year intervals. Staff anticipates completing all initial inspections scheduled for the year.

**Meetings/Activity**

- ❖ Attended monthly Town of Danville Development Advisory Meeting to discuss current and upcoming projects
- ❖ Attended bi-weekly project review meeting with Sunset Development and City of San Ramon
- ❖ Attended project walk through with Diablo Country Club
- ❖ Attended meeting with CSG Account Manager to discuss contract inspections
- ❖ Attended meeting with Town of Danville Chief Building Official
- ❖ Met with restaurant owner to discuss outdoor dining options
- ❖ Attended project meeting for Chevron relocation

**Public Education / Special Events / Community Emergency Response Team (CERT)**

Educator Bell conducted the following activities:

- ❖ Fire Safety Presentation to 1<sup>st</sup> grade classes at 5 elementary schools for Fire Prevention Month
- ❖ Readyman Training for two scouting troops
- ❖ Fire Safety Presentation to Bright Horizons Preschool
- ❖ Heartsafe Training for Seniors through Town of Danville
- ❖ Heartsafe Training for Quail Run Elementary
- ❖ Completion and graduation of CERT Training Class #93
- ❖ Assisted and mentored Boy Scout Eagle Project Emergency Prep Fair Central Park
- ❖ Arranged and scheduled 5 fire station tours for public groups



**FLEET AND FACILITIES**



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: December 12, 2023  
To: Board of Directors  
From: Lon Phares, Interim Deputy Chief  
Subject: Monthly Fleet and Facilities Report for November 2023

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**Facilities**

- ❖ Temporary Certificate of Occupancy Issued for Station 34
- ❖ Preparation for Station 34 Move-in
- ❖ Planning for Demobilization of Temporary Housing Trailer for Station 34
- ❖ Project Management for Station 34 Closeout in Progress
- ❖ Planning for Training Tower Project in Progress
- ❖ Various Facility-related Repairs and Maintenance Projects in Progress
- ❖ Coordinating Dedication Plaques for Station 34 and Public Safety Building
- ❖ Live Burn Prop Preparation in Progress including Demolition and Concrete Pad

**Fleet**

- ❖ Ground Wells Removed at old Station 32
- ❖ Planning for Ambulance Remount/Replacement Orders
- ❖ Coordination of Command Vehicle Upfitting in Progress
- ❖ Annual Maintenance Service on District Fleet ongoing
- ❖ Repairs of District Fleet Vehicles ongoing

**Meetings/Activities**

- ❖ Deployment Committee Meeting
- ❖ Apparatus Committee Meeting
- ❖ Drager Live Fire Prop Project Status Meetings
- ❖ Masons Cornerstone Ceremony at Public Safety Building
- ❖ Labor Management Meeting
- ❖ Command Staff Meeting
- ❖ Bi-Weekly Station 34 Progress Meetings with Finance Division
- ❖ Weekly Public Safety Building Progress Meetings with Roebbelen
- ❖ Bi-Weekly Progress Meetings with Human Resources Division
- ❖ Attended Dispatch Manager Interview



**COMMUNICATIONS  
AND TECHNOLOGY**



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: December 12, 2023  
To: Board of Directors  
From: Denise Pangelinan, Director of Emergency Communications  
Subject: Monthly Communications and Technology Report for November 2023

---

### **Communications Center and Technology**

- ❖ Installed monitors and radio works stations
- ❖ Installed new 911 ECATS server
- ❖ Racked and installed Uninterrupted Power Supply (UPS) in EOC
- ❖ Coordinated E-waste pickup at old Fire Administration building
- ❖ Installed grounding bars in all Fire Stations for G2 ATX boxes
- ❖ Ported Station 34 primary telephone number to Microsoft Teams
- ❖ Prepped test mobile server for upgrade and configured RT100 map
- ❖ Configured iPad for light duty suppression personnel
- ❖ Completed new map roll for suppression and communications personnel
- ❖ Completed end of year preplan summary to Operations

### **Media**

- ❖ Photographed the Cornerstone Ceremony
- ❖ Captured photos and video at Fire Academy 23-1

### **Training**

- ❖ A/V training for the Communications Center and EOC

### **Meetings**

- ❖ Contra Costa County Managers Association (CCMA)
- ❖ East Bay Regional Communications System (EBRCSA)
- ❖ Contra Costa County Radio Committee (XCC)
- ❖ Wiedemann Radio Tower Project
- ❖ Project Meetings for New Communications Center and Emergency Operations Center

### **Communications Reserves**

- ❖ CS131 deployed for two SWAT callouts
- ❖ Provided Breathing Support and rehab at 2<sup>nd</sup> alarm structure fire

# San Ramon Valley Fire Protection District DNI Technology Monthly Scorecard November 2023

## End User Support

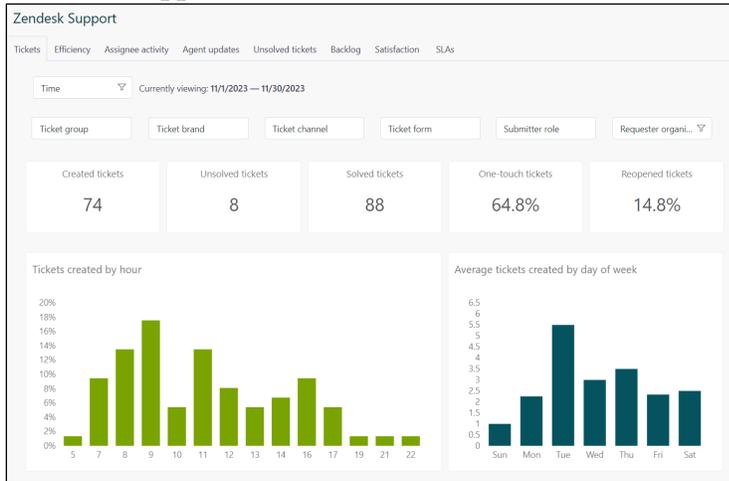


Figure 1: End User Support Requests

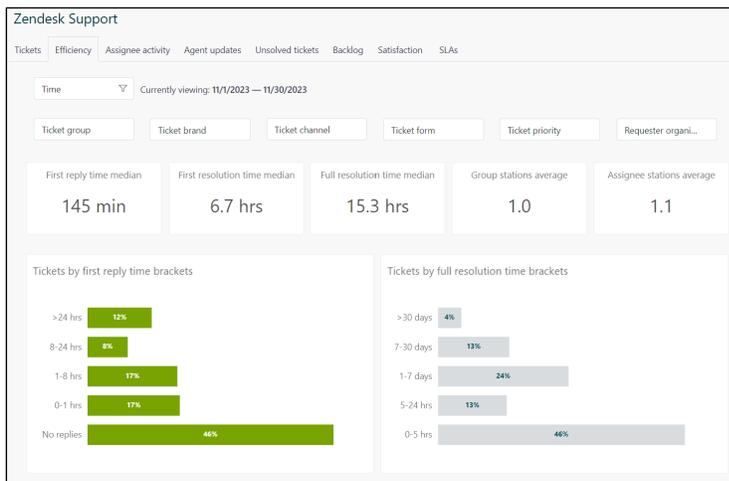


Figure 2: Ticket Resolution Times

Agent updates

Updater name	Updates	Comments	Public comments	Internal comments	Tickets updated w/comment	Tickets solved	Tickets created
1 Nick Messenger	468	366	219	147	179	161	19
2 Injellah Pan	434	362	176	186	131	105	24
3 Curtis Rich	284	161	65	96	97	85	2
4 Brian Lum	210	159	71	88	77	56	4
5 David Parnell	180	150	127	23	122	73	3
6 Brenden Lecomte	215	135	32	103	67	67	28
7 Ryan Lecomte	84	83	4	79	81	1	78
8 Spencer Nelson	91	81	26	55	56	38	3
9 Tyler Lecomte	339	54	26	28	38	53	14
10 Collin Grese	18	13	3	10	9	6	0
11 Steve Rodgers	11	8	8	0	7	7	0
12 Bobby Drye	1	1	0	1	1	0	1

Figure 3: San Ramon End-User Support Team



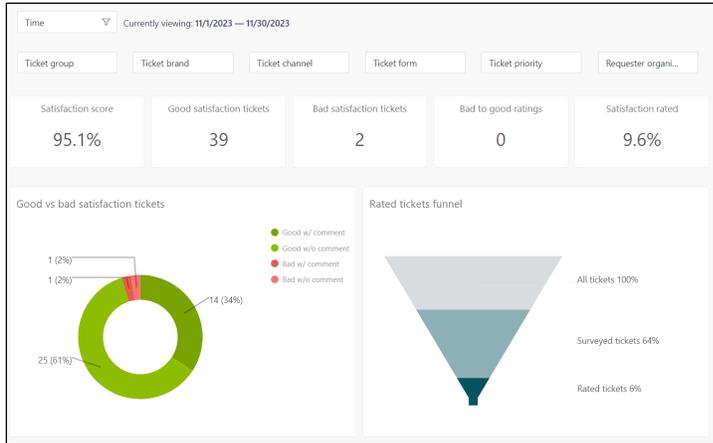


Figure 4: San Ramon End-User Feedback

- 74 Service Tickets Opened
- 88 Service Tickets Resolved
- 65% Completed in One Technical Session
- 59% of Tickets Resolved within 24 Hour of Submitting the Ticket
- Median Resolution Time of 15.3 hours
- 95.1% End User Satisfaction
- 12 DNI Staff Members Provided End-User Support

### After Hours / Emergency Telephone Support

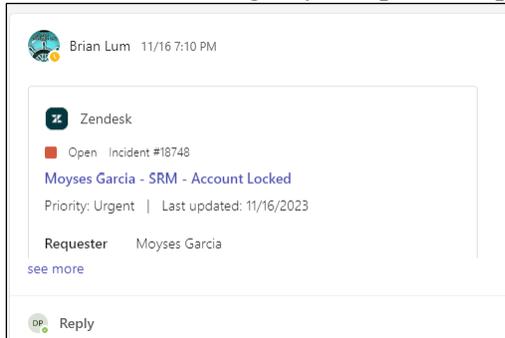


Figure 5: Emergency Support Call Log

- Received 5 After-Hours / Emergency Support Calls
- Average Triage Time Was 2.2 Minutes



## System Alerts

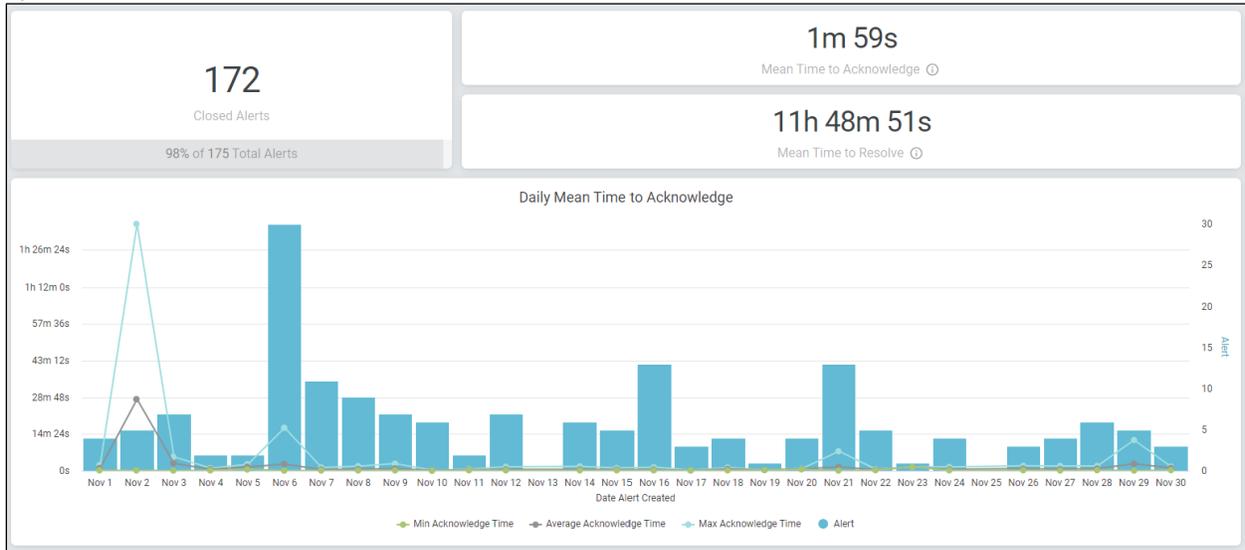


Figure 6: System Alert Response

## Disaster Recovery

- 21 Terabytes of Data Backed Up Daily (Police, Fire, Communications Center, & Offsite Data Centers)
- All Backups Jobs Are Checked Daily
- All Backups Are Tested Weekly

Start Time	End Time	Status	Performance Rate	Data Transferred
12/4/2023 09:30:08 pm	12/4/2023 10:05:01 pm	Success	216.5 MB/s	167.6 GB
12/3/2023 09:30:05 pm	12/3/2023 09:59:42 pm	Success	211 MB/s	148.5 GB
12/2/2023 09:30:02 pm	12/2/2023 10:08:10 pm	Success	210.4 MB/s	153.5 GB
12/1/2023 09:30:10 pm	12/1/2023 10:01:30 pm	Success	213.4 MB/s	161 GB
11/30/2023 09:30:13 pm	11/30/2023 10:02:10 pm	Success	209.3 MB/s	169.2 GB
11/29/2023 09:30:06 pm	11/29/2023 10:02:49 pm	Success	215.7 MB/s	177.2 GB
11/28/2023 09:30:07 pm	11/28/2023 10:00:59 pm	Success	222 MB/s	160.1 GB
11/27/2023 09:30:22 pm	11/27/2023 10:02:02 pm	Success	217 MB/s	156.6 GB
11/26/2023 09:30:19 pm	11/26/2023 09:59:08 pm	Success	219.1 MB/s	144.7 GB
11/25/2023 09:30:14 pm	11/25/2023 10:06:12 pm	Success	216.8 MB/s	141.3 GB
11/24/2023 09:30:01 pm	11/24/2023 09:59:46 pm	Success	219.5 MB/s	145.9 GB
11/23/2023 09:30:08 pm	11/23/2023 09:58:24 pm	Success	210.9 MB/s	143.8 GB
11/22/2023 09:30:09 pm	11/22/2023 09:59:12 pm	Success	214.9 MB/s	147.7 GB
11/21/2023 09:30:23 pm	11/21/2023 10:01:40 pm	Success	222.5 MB/s	165.2 GB
11/20/2023 09:30:20 pm	11/20/2023 10:02:36 pm	Success	218.9 MB/s	158.3 GB
11/19/2023 09:30:14 pm	11/19/2023 09:59:29 pm	Success	215.2 MB/s	142.8 GB
11/18/2023 09:30:07 pm	11/18/2023 10:07:48 pm	Success	218.6 MB/s	151.9 GB
11/17/2023 09:30:02 pm	11/17/2023 10:00:40 pm	Success	222.8 MB/s	158.6 GB
11/16/2023 09:30:03 pm	11/16/2023 10:02:04 pm	Success	211.9 MB/s	168.7 GB
11/15/2023 09:30:09 pm	11/15/2023 10:03:26 pm	Success	209.1 MB/s	172.4 GB
11/14/2023 09:30:01 pm	11/14/2023 10:03:22 pm	Success	209 MB/s	173.8 GB
11/13/2023 09:30:05 pm	11/13/2023 10:01:55 pm	Success	218 MB/s	153.2 GB
11/12/2023 09:30:08 pm	11/12/2023 09:59:57 pm	Success	212.8 MB/s	147.6 GB

Figure 7: San Ramon Dispatch Backup Dashboard



Start Time	End Time	Status	Performance Rate	Data Transferred
12/5/2023 12:30:18 am	12/5/2023 12:49:57 am	Success	806.9 MB/s	156 GB
12/4/2023 12:30:01 am	12/4/2023 01:06:55 am	Success	682.7 MB/s	113.2 GB
12/3/2023 12:30:18 am	12/3/2023 01:12:34 am	Success	689.8 MB/s	120.5 GB
12/2/2023 12:30:14 am	12/2/2023 12:53:42 am	Success	651.7 MB/s	134.9 GB
12/1/2023 12:30:08 am	12/1/2023 12:47:34 am	Success	767.9 MB/s	154 GB
11/30/2023 12:30:14 am	11/30/2023 01:09:52 am	Success	801.2 MB/s	166.8 GB
11/29/2023 12:30:19 am	11/29/2023 12:56:46 am	Success	633.7 MB/s	143.3 GB
11/28/2023 12:30:06 am	11/28/2023 12:58:17 am	Success	690.1 MB/s	148.9 GB
11/27/2023 12:30:22 am	11/27/2023 12:44:21 am	Success	737.3 MB/s	121.3 GB
11/26/2023 12:30:05 am	11/26/2023 01:09:02 am	Success	833.6 MB/s	117.4 GB
11/25/2023 12:30:14 am	11/25/2023 12:53:20 am	Success	614.5 MB/s	124.2 GB
11/24/2023 12:30:14 am	11/24/2023 12:47:57 am	Success	665.3 MB/s	123.1 GB
11/23/2023 12:30:03 am	11/23/2023 01:15:06 am	Success	684.6 MB/s	126.4 GB
11/22/2023 12:30:14 am	11/22/2023 12:50:07 am	Success	753.9 MB/s	263.9 GB
11/21/2023 12:30:01 am	11/21/2023 01:18:29 am	Success	537 MB/s	145.1 GB
11/20/2023 12:30:19 am	11/20/2023 01:00:51 am	Success	568 MB/s	113.8 GB
11/19/2023 12:30:03 am	11/19/2023 01:06:37 am	Success	814.2 MB/s	129 GB
11/18/2023 12:30:05 am	11/18/2023 12:49:25 am	Success	751.6 MB/s	134.6 GB
11/17/2023 12:30:02 am	11/17/2023 12:47:16 am	Success	686.1 MB/s	166.9 GB
11/16/2023 12:30:04 am	11/16/2023 01:16:11 am	Success	700.3 MB/s	162.7 GB
11/15/2023 12:30:10 am	11/15/2023 12:44:02 am	Success	889 MB/s	199.7 GB
11/14/2023 12:30:18 am	11/14/2023 12:44:18 am	Success	858.7 MB/s	142.9 GB
11/13/2023 12:30:16 am	11/13/2023 12:44:45 am	Success	895.8 MB/s	120.7 GB

Records per Page: 25 | Page 1 of 4 | Displaying 1 - 25 of 91

Figure 8: San Ramon Suppression Backup Dashboard

### Managed Apple Devices

- 68 Managed iPhones and iPads
- Pushed 2 Security / IOS Updates
- Updated 6 Applications

The screenshot shows the hexnode mdm interface for a device named SRM PM38. The device is an iPad Pro (5th Gen) with OS version iOS 17.1.1. It is enrolled in MDM, has 17 apps, 2 policies, and is 98% compliant. The last checked-in time is 6 minutes ago. The interface includes sections for Hardware Info, Enrollment details, and a Recent Location map showing the device's location in San Ramon, CA.

Figure 9: SRM PM38 iPad



# Apparatus MDC

Availability Trend for 352 3173 ND83020077011034, 353 3172 ND830101220110... (51 Gateways) from Nov 1 to Dec 1 (30 days 1 hour), availability as uptime over gateway run time, 51 reporting, 2 below average of 99%, 2,907,021 events

Save Results  Change  Edit

Results by vehicle (active WAN link only)

Vehicle	Run Time	Average	Nov 1	Nov 2	Nov 3	Nov 4	Nov 5	Nov 6	Nov 7	Nov 8	Nov 9	Nov 10	Nov 11	Nov 12	Nov 13	Nov 14	Nov 15	Nov 16	Nov 17	Nov 18	Nov 19	Nov 20	
601 E3 Res.2 ND83060273011034	29 days 24 hours	92%	99%	99%	100%	100%	86%	85%	86%	88%	87%	85%	86%	83%	84%	84%	85%	85%	85%	85%	84%	84%	
531 E30 ND83020229011034	29 days 23 hours	98%	100%	100%	100%	100%	87%	85%	87%	95%	100%	100%	100%	100%	100%	100%	100%	99%	100%	100%	100%	100%	
521 E36 ND83060208011034	29 days 24 hours	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	100%	
602 E336 ND83010120011034	29 days 23 hours	99%	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
711 M31 ND83020208011034	29 days 23 hours	99%	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
710 M35 ND83010156011034	29 days 24 hours	99%	99%	99%	100%	100%	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
508 E1 Res.1 ND83060286011034	29 days 4 hours	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	100%	100%	
500 *new E1-Res1 ND83120471011034	29 days 23 hours	99%	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	100%	100%	100%	
356 ND75110133011033	16 days 21 hours	99%	100%							100%	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
ND84140459011034	29 days 24 hours	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
706 M30 ND83020185011034	8 days 14 hours	99%	100%	100%	99%	100%	100%				99%	100%	100%	100%	100%								
557 ND83060230011034	29 days 23 hours	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	100%
609 E334 ND83020135011034	29 days 23 hours	99%	100%	99%	100%	100%	100%	100%	100%	100%	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	100%	100%
556 E34 ND83060211011034	29 days 23 hours	99%	100%	99%	100%	100%	100%	99%	100%	100%	100%	100%	100%	100%	100%	99%	100%	100%	99%	100%	99%	100%	99%
714 PM38 ND83010256011034	29 days 24 hours	99%	100%	100%	100%	100%	99%	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Figure 10: Apparatus Connectivity Report

- 67 In-Motion Gateways (Active and Spares)
- 51 In Service
- Average Uptime of 99%

# Station Alerting

Zetron FSA Console

View Filter

No Filter  Regions  Alarms

Station 30	E30 [Available In]	E330 [Available In]	WT130 [Available In]			
Station 31	E31 [Available In]	T31 [Available In]	PM31 [Available In]	E331 [Available In]	HM31 [Available In]	BS31 [Unknown]
Station 32	E32 [Available In]	PM32 [Available In]	E332 [Available In]			
Station 33	E33 [Available In]	E333 [Available In]				
Station 34	E34 [Responding]	T34 [Available In]	E334 [Available In]	USR134 [Available In]		
Station 35	E35 [Available In]	T35 [Available In]	PM35 [Available In]	E335 [Available In]	WT135 [Available In]	
Station 36	E36 [Available In]	E336 [Available In]				
Station 38	E38 [Available In]	E338 [Available In]	PM38 [Responding]			
Station 39	E39 [Available In]	PM39 [Available In]	E339 [Available In]			

Stations All Select    Station All Units Select    Unselect All

Figure 11: Station Alerting Status Dashboard

- Achieved 100% Uptime for Zetron Station Alerting
- Worked with Staff and G2 Support to Correct Issues Found During Audit



## Security Audit Results

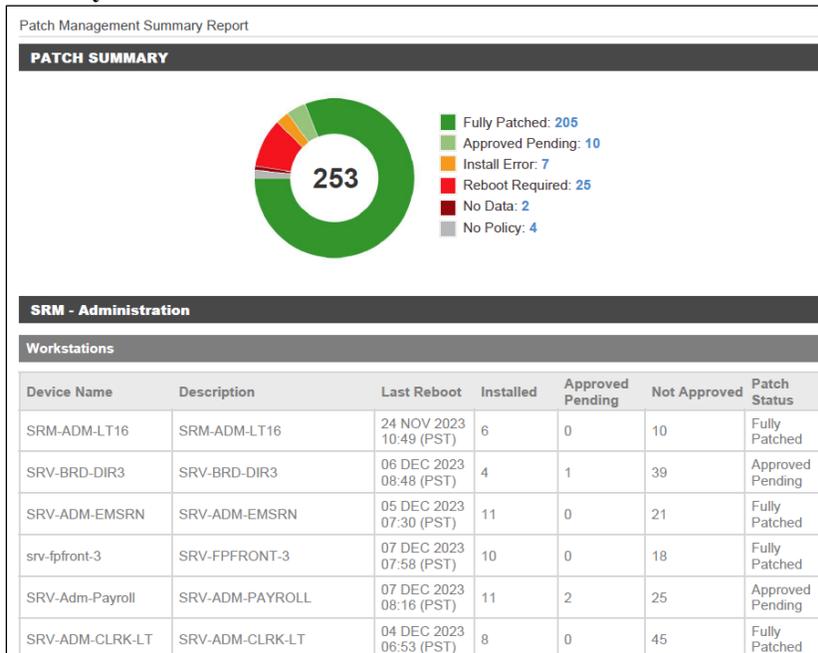


Figure 12: Patch Status of District Workstations and Servers

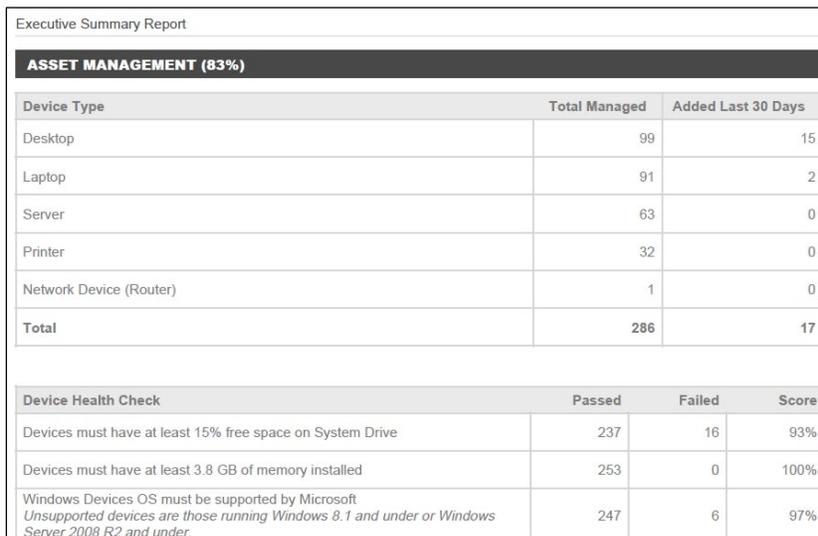


Figure 13: Asset Management Status of Districts Workstations and Servers

## General Analytics Support

- Provided Analytics Support to EMS Division
- Provided Analytics Support for Behavioral Health Initiative

## Patient-Care Reporting CQI (ImageTrend)

- Reviewed 730 PCR Reports
- 80 PCR Reports in Queue



### **Project Support**

- Assisted with Cable Audit and Console Updates for New Dispatch Center
- Installed Monitors for Consoles at New Dispatch Center
- Created Firewall Configuration for New Dispatch Center
- Updated VMWare Hosts
- Deployed New Phone System at Admin Complex
- Assisted with Cable Audit and G2 Configuration for New Station 34



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# **HUMAN RESOURCES**



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: December 12, 2023  
To: Board of Directors  
From: Ken Campo, Interim Administrative Services Director  
Subject: Monthly Human Resources Report for November 2023

---

**Recruitment:**

- ❖ Tracked and screened applications for the following:
  - Internal Recruit Training Program
  - Promotional Battalion Chief
  - Promotional Deputy Chief
  - Promotional Engineer
  - District Aide
  - Communications Center Manager
- ❖ Coordinated interviews for the following positions:
  - EMS Specialist applicant
  - Fire Captain (promotional)
  - Public Safety Dispatcher
  - Communications Center Manager
  - District Aide
  - Internal Recruit Training Program
- ❖ Pre-employment backgrounds for four (4) District Aides
- ❖ Coordinated Chief's meet and greet with District Aide new hires
- ❖ Re-opened Communications Center Manager recruitment
- ❖ Opened promotional Engineer recruitment

**Additional Accomplishments:**

- ❖ Onboarded new employees:
  - Single Role Paramedic (1)
  - Part-Time District Transporter (1)
  - District Aide (3)
- ❖ Met with retiree to go over benefit forms and offboarding forms
- ❖ Processed all Open Enrollment changes in CalPERS
- ❖ Reviewed and updated Lexipol policies
- ❖ Assisted two (2) outside agencies with salary and compensation information requests.
- ❖ HR staff attended the following:



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**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

- California Public Employers Labor Relations Association (CALPELRA) annual conference
- Liebert Cassidy Whitmore Northern California Labor Consortium planning meeting
- ❖ Announced Annual Wellness Fitness blood draw dates
- ❖ Submitted bi-annual EEO-4 Report

Report: Employee Illness/Injury Report –November 2023



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: December 12,2023  
To: Board of Directors  
From: Ken Campo, Interim Administrative Services Director  
Subject: November 2023 Employee Illness/Injury Report

---

**Indemnity (Lost Time)**

No reportable injuries.

**Medical Only (No Lost Time)**

November 15, 2023 DOI- 11/14/23- An employee sought treatment for right knee injury. No loss time.

Total lost time due to injuries for the month of November:

- 12 shifts for 2 shift employees



**FINANCE**



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: December 12, 2023  
To: Board of Directors  
From: Davina Hatfield, Chief Financial Officer  
Re: Monthly Financial Report for November 2023

---

**Meetings/Activities**

- ❖ Prepared for and participated in the Finance Committee Meeting held November 13, 2023.
- ❖ Awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA) for our Annual Comprehensive Financial Report (ACFR) for fiscal year ended June 30, 2022.
- ❖ Completed and submitted data for the Centers for Medicare and Medicare Services (CMS) Ground Ambulance Data Collection System (GADCS). They are requiring ground ambulance organizations to collect and report cost, revenue, utilization and other information to evaluate the Medicare reimbursement rate.
- ❖ Continued to transition the payroll function to Regional Government Services, Inc.
- ❖ Training with Contra Costa County Employees' Retirement Association for monthly contribution reporting.
- ❖ Provided support and assistance to other Divisions with the following projects:
  - Contract administration
  - Measure X
  - Construction Projects
    - Station 34 Cost Summary