

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
DECEMBER 12, 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 Crean, Parker and Stamey

**Board Member(s) Absent:** None

**1. CALL TO ORDER**

President Lee called the meeting to order at 1:03 p.m.

**2. PLEDGE OF ALLEGIANCE**

Director Parker 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. President Lee confirmed that the staff report for Agenda Item No. 5.4 had an updated attachment in the Board packet, which is now available to the Board, public, on the website, and at the meeting.

**4. PUBLIC COMMENT**

There was no public comment.

**5. CONSENT CALENDAR**

Motion by Director Stamey to approve Consent Calendar Items 5.1 through 5.8; seconded by Vice President Kerr. President Lee announced the November 15, 2023 Board Meeting Minutes referenced comprehensive Finance Committee report will be presented at the January Board meeting instead of the December meeting. Motion carried unanimously by roll call vote.

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

6.1 Update on Scholarship Implementation.

Fire Chief Paige Meyer presented the Board with updated information about the District's Internal Recruit and Retention Scholarship Program. Based on Board feedback today, President Lee gave staff direction to return to the Board with a proposal for this Program, taking into consideration expanding the Program to iQuest and community college applicants. President Lee also suggested looking at tiers based on need.

Board Minutes December 12, 2023

Page 2 of 5

**7. OLD BUSINESS**

There was no Old Business.

**8. NEW BUSINESS**

8.1 Nomination and Election of Board President and Vice President for 2024.

Motion by President Lee for the nomination of Vice President Kerr as Board President for 2024; seconded by Director Stamey. Motion carried by roll call vote, Vice President Kerr abstaining. Motion by Vice President Kerr for the nomination of Director Stamey as Board Vice President for 2024; seconded by Director Parker. Motion carried unanimously by roll call vote.

8.2 Approve Amendment to the Employment Agreement between the San Ramon Valley Fire Protection District and District Counsel/District Clerk Stephanie Brendlen.

Motion by Vice President Kerr to approve Amendment to the Employment Agreement between the San Ramon Valley Fire Protection District and District Counsel/District Clerk Stephanie Brendlen; seconded by Director Crean. Motion carried unanimously by roll call vote.

8.3 Approve Amendment to the Employment Agreement between the San Ramon Valley Fire Protection District and Fire Chief Paige Meyer.

Motion by Director Stamey to approve Amendment to the Employment Agreement between the San Ramon Valley Fire Protection District and Fire Chief Paige Meyer; seconded by Director Parker. Motion carried unanimously by roll call vote.

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.

Motion by Director Parker to (1) Authorize additional CIP funding in the amount of \$427,421.75 for the Purchase of 3 Replacement Ambulances in lieu of the remounts; and (2) Authorize the purchase of 3 replacement ambulances from RedSky Emergency Vehicles in an amount not to exceed \$1,110,521.75; second 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 November 2023.

Board Minutes December 12, 2023

Page 3 of 5

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

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

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

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

- 10.6 Communications and Technology Division – Director of Emergency Communications Denise Pangelinan  
Communications and Technology Report of monthly activities.

Fire Chief Meyer provided the monthly activities report for November 2023, including announcing Director Pangelinan's upcoming retirement.

- 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 November 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 November 2023.

- 10.9 Fire Chief – Fire Chief, Paige Meyer

Fire Chief Meyer provided the monthly activities report for November 2023. Fire Chief Meyer also presented Director Crean with his 5-year service pin.

**11. GOOD OF THE ORDER**

11.1 Comments by Board of Directors.

The Board had no comments.

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***

The Board approved the above 2024 Board meeting dates.

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

Motion by Director Stamey for the nomination of President Lee for the position of Member-At-Large to the CCSDA Executive Committee; seconded by Director Parker. Motion carried unanimously by roll call vote.

**12. UPCOMING CALENDAR OF EVENTS**

12.1 Next Regular Board Meeting, January 24, 2024 at 1:00 p.m.

President Lee announced the next regular Board meeting is scheduled for January 24, 2024 at 1:00 p.m and the Agenda Item 12.2 to 12.4 events.

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.

President Lee announced the Board will enter Closed Session for Agenda Item No. 13.1. The Board took a recess at 2:48 p.m. and entered Closed Session at 3:12 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.

Board Minutes December 12, 2023

Page 5 of 5

**14. RETURN TO OPEN SESSION**

The Board returned to Open Session at 3:22 p.m.

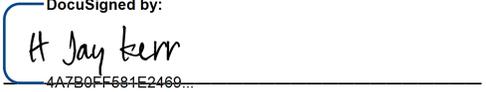
**15. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)**

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

**16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, JANUARY 24, 2024, AT 1:00 P.M.**

President Lee adjourned the meeting at 3:22 p.m.

Prepared by:   
Stephanie Brendlen  
District Counsel/Clerk

Approved by:   
President Kerr  
Board President