

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

Wednesday, February 28, 2024 – 6:00 p.m.

*Jay Kerr, Board President
Matthew Stamey, Board Vice President
Ryan Crean, Director, Michelle Lee, 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

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. **CLOSED SESSION**
 - 5.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
California Government Code Section 54956.9:
Karan Ravi Panjabi v. SRVFPD, et al., Case No.: CIVMSC21-00077
 - 5.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
California Government Code Section 54956.9:
Scott Carrillo v. SRVFPD, WCAB #: ADJ15343215
 - 5.3 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
California Government Code Section 54956.9:
Laura Begin v. SRVFPD; and DOES 1 through 50, inclusive, Case No.: C23-00085
6. **RETURN TO OPEN SESSION**
7. **REPORT UPON RETURN FROM CLOSED SESSION (if applicable)**

8. 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.

- 8.1 Approve the demand register for the period January 12, 2024 through February 15, 2024 in the amount of \$5,657,517.19.
- 8.2 Approve the Board Minutes from the January 24, 2024 Regular Board Meeting.
- 8.3 Approve salary, payroll taxes and retirement contributions for the period of January in the amount of \$5,248,358.38.
- 8.4 Approve Agreement with Lon Phares for Specialized Services.
- 8.5 Approve Third Amendment to the AT&T Cell Site Lease Agreement.
- 8.6 **Personnel Actions:**

New Hire

Confirmation of Employment. Approve staff recommendation to hire, effective March 1, 2024:
Victor Rocha for Public Safety Dispatcher 2, step 1

Step Increases

Approve staff recommendation to award the following step increases, effective March 1, 2024:
Captain Brandon Eynck to Captain 10, step 6
Engineer Ryan Vander Hyde to Engineer 5, step 6

9. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 9.1 Award to 2023 Employee of the Year Sean Rule.
- 9.2 Chandler Asset Management Semi-Annual Investment Update.

10. OLD BUSINESS

No Old Business.

11. NEW BUSINESS

- 11.1 Open Public Hearing for Second Reading and Adoption of Proposed Amended Ordinance No. 24: Administrative Citations.
- 11.2 Acknowledge 2023 Occupancy Inspection Compliance Report and Approve Resolution No. 2024-01.

12. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Letters of appreciation and support from the community.

13. MONTHLY ACTIVITY REPORTS

- 13.1 Operations Division – Deputy Chief Jonas Aguiar
Operations Report of monthly activities.

- 13.2 Training Division – Battalion Chief Chris Parsons
Training Report of monthly activities.
- 13.3 EMS Division – EMS Division Manager Lance Maples
EMS Report of monthly activities.
- 13.4 Community Risk Reduction Division – Interim Fire Marshal Roy Wendel
Community Risk Reduction Report of monthly activities.
- 13.5 Fleet and Facilities Division – Interim Deputy Dave Garcia
Fleet and Facilities Report of monthly activities.
- 13.6 Communications and Technology Division – Interim Deputy Chief Garcia
Communications and Technology Report of monthly activities.
- 13.7 Human Resources Division – Interim Deputy Chief Garcia
Human Resources Report of monthly activities.
- 13.8 Finance Division – Chief Financial Officer Davina Hatfield
Finance Report of monthly activities.
- 13.9 Emergency Preparedness – Emergency Preparedness Coordinator Ron Marley
Emergency Preparedness Report of quarterly activities.
- 13.10 Fire Chief – Fire Chief Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

14. GOOD OF THE ORDER

- 14.1 Comments by Board of Directors.

15. UPCOMING CALENDAR OF EVENTS

- 15.1 Next Regular Board Meeting/Board Retreat, March 27, 2024 at 1:00 p.m.
- 15.2 San Ramon Valley Emergency Preparedness Citizen Corps Council Policy Advisory Committee (CCC/PAC) Meeting, Danville Town Office, 500 La Gonda Way, Danville, March 20, 2024 at 9:00 a.m.
- 15.3 2024 State of the Town with Mayor Karen Stepper, Bay Club Crow Canyon, March 21, 2024 at 11:30 a.m.
- 15.4 2024 Red, Blue & Gold Banquet, Tri-Valley Knights of Columbus honoring the Tri-Valley's top Police Officers, Firefighters, and District Attorney Investigators, Blackhawk Country Club, April 19, 2024 at 5:30 p.m.

16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING/BOARD RETREAT SCHEDULED FOR WEDNESDAY, MARCH 27, 2024 at 10:00 a.m.

Prepared by:

Stephanie Brendlen

Stephanie Brendlen, District Counsel/District Clerk

All public meetings under the Brown Act must comply with Section 202 of the Americans with Disabilities Act ("ADA") and its implementing rules and regulations. If you have a disability and require a reasonable accommodation to fully participate in a public meeting, please contact the District Clerk at (925) 838-6661 as soon as possible but at least 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting may be viewed on the District website at www.firedepartment.org, at the District's Administrative Offices located at 2401 Crow Canyon Road, Suite A, San Ramon, California, or at the scheduled meeting.



CONSENT ITEMS

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Check/Voucher Register
From 1/12/2024 Through 2/15/2024

Check Num...	Check Date	Payee	Check Amount	Transaction Description
01/23/24-01	1/23/2024	ACE AUTO REPAIR AND TIRE CENTER	550.64	Replaced Tires (2)-Unit 810
01/23/24-02	1/23/2024	ACE AUTO REPAIR AND TIRE CENTER	1,761.04	Preventative Maintenance and Repairs-Unit 710
01/23/24-03	1/23/2024	ACE AUTO REPAIR AND TIRE CENTER	200.51	Service and Maintenance-Unit 345
01/25/24-01	1/25/2024	ACE AUTO REPAIR AND TIRE CENTER	174.76	Preventative Maintenance Service-Unit 361
01/25/24-02	1/25/2024	ACE AUTO REPAIR AND TIRE CENTER	1,723.40	Preventative Maintenance Service-Unit 714
01/25/24-03	1/25/2024	ACE AUTO REPAIR AND TIRE CENTER	1,440.95	Preventative Maintenance Service-Unit 713
02/08/24-01	2/8/2024	ACE AUTO REPAIR AND TIRE CENTER	908.76	Brake Inspection and Battery Replacement-Unit 715
02/15/24-01	2/15/2024	ACE AUTO REPAIR AND TIRE CENTER	533.42	Replacement Vehicle Batteries (2)
231356	2/8/2024	ACI OF SAN RAMON	908.40	Garbage Service 1/1/24-1/31/24-Stn 30
	2/8/2024	ACI OF SAN RAMON	393.70	Garbage Service 1/1/24-1/31/24-Stn 34
	2/8/2024	ACI OF SAN RAMON	530.51	Garbage Service 1/1/24-1/31/24-Stn 38
	2/8/2024	ACI OF SAN RAMON	530.51	Garbage Service 1/1/24-1/31/24-Stn 39
231290	1/23/2024	AETNA HEALTHCARE	565.81	Ambulance Refund
02/15/24-02	2/15/2024	AIR EXCHANGE INC	502.50	Service Call/Torn Hose-Stn 30
01/23/24-04	1/23/2024	AIRGAS USA LLC	1,543.99	Oxygen Tank Cylinder Rental-December 2023
01/23/24-05	1/23/2024	AIRGAS USA LLC	55.42	Oxygen
01/23/24-06	1/23/2024	AIRGAS USA LLC	426.13	Oxygen
01/23/24-07	1/23/2024	AIRGAS USA LLC	81.18	Oxygen
01/23/24-08	1/23/2024	AIRGAS USA LLC	22.66	Oxygen Tank Cylinder Maintenance
02/08/24-02	2/8/2024	AIRGAS USA LLC	1,075.52	Oxygen
02/08/24-03	2/8/2024	AIRGAS USA LLC	527.98	Oxygen
02/15/24-03	2/15/2024	AIRGAS USA LLC	1,377.74	Oxygen Tank Cylinder Rental-01/24
02/15/24-04	2/15/2024	AIRGAS USA LLC	167.36	Oxygen
02/15/24-05	2/15/2024	AIRGAS USA LLC	477.41	Oxygen
02/15/24-06	2/15/2024	AIRGAS USA LLC	679.71	Oxygen
02/15/24-07	2/15/2024	AIRGAS USA LLC	579.68	Oxygen
02/15/24-08	2/15/2024	AIRGAS USA LLC	430.91	Oxygen
02/15/24-09	2/15/2024	AIRGAS USA LLC	104.24	Oxygen Tank Cylinder Testing and Maintenance
231316	1/25/2024	ALAMEDA COUNTY FIRE DEPARTMENT	3,928.30	Service and Repairs-Unit 529
	1/25/2024	ALAMEDA COUNTY FIRE DEPARTMENT	2,937.43	Service and Repairs-Unit 604
231411	2/15/2024	ALAMEDA COUNTY FIRE DEPARTMENT	1,623.54	Replaced MDC Antenna and Wiring-Unit 554
	2/15/2024	ALAMEDA COUNTY FIRE DEPARTMENT	3,163.65	Service and Repairs-Unit 526
	2/15/2024	ALAMEDA COUNTY FIRE DEPARTMENT	4,109.28	Service and Repairs-Unit 554
	2/15/2024	ALAMEDA COUNTY FIRE DEPARTMENT	1,623.99	Service and Repairs-Unit 712
231412	2/15/2024	ALAMO ACE HARDWARE	108.35	Household Supplies-Stn 33
	2/15/2024	ALAMO ACE HARDWARE	48.43	Maintenance Supplies-Stn 35
02/08/24-04	2/8/2024	ALL BRIGHT ELECTRIC	1,885.00	Installed New Doorbell System-Stn 31
02/08/24-05	2/8/2024	AMAZON CAPITAL SERVICES	108.70	Phone Cases-New BCs (2)
02/08/24-06	2/8/2024	AMAZON CAPITAL SERVICES	136.42	Phone Accessories-New BCs (2)

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02/08/24-07	2/8/2024	AMAZON CAPITAL SERVICES	17.37	Supplies-Stn 33
02/08/24-08	2/8/2024	AMAZON CAPITAL SERVICES	116.90	Office Supplies
02/08/24-09	2/8/2024	AMAZON CAPITAL SERVICES	278.18	GIS Plotter Printheads for EOC
02/08/24-10	2/8/2024	AMAZON CAPITAL SERVICES	110.70	Groundbreaking Ceremony Supplies
02/08/24-11	2/8/2024	AMAZON CAPITAL SERVICES	284.66	Station Supplies-Stn 33
02/08/24-12	2/8/2024	AMAZON CAPITAL SERVICES	219.00	Academy-Books (10)
02/08/24-13	2/8/2024	AMAZON CAPITAL SERVICES	32.50	Books (2)-Roberts Rules of Order
02/08/24-14	2/8/2024	AMAZON CAPITAL SERVICES	23.09	Office Supplies
02/15/24-17	2/15/2024	AMAZON CAPITAL SERVICES	(269.91)	Credit-Academy Books
	2/15/2024	AMAZON CAPITAL SERVICES	282.72	District Aides-Rain Coats (4)
02/15/24-18	2/15/2024	AMAZON CAPITAL SERVICES	76.90	Engineer Promotional Exam Supplies
02/15/24-19	2/15/2024	AMAZON CAPITAL SERVICES	43.49	Cork Board
02/15/24-20	2/15/2024	AMAZON CAPITAL SERVICES	575.29	Office Printer-Communications Center Manager
231413	2/15/2024	AMERICAN MESSAGING	82.41	Paging Service-02/24
231291	1/23/2024	ANTHEM BLUE CROSS	1,806.00	Ambulance Refund
231357	2/8/2024	ANTHONY ORTEGA	250.00	Reimbursement-Paramedic License Renewal
231358	2/8/2024	ARI INVESTIGATIONS INC	1,500.00	Pre-Employment Background-Internal Recruit Program
01/23/24-09	1/23/2024	ARMOUR PETROLEUM SERVICE AND EQUIPMENT CORPORATION	552.60	Service Call Unleaded Pump Down-Stn 38
01/23/24-10	1/23/2024	ARMOUR PETROLEUM SERVICE AND EQUIPMENT CORPORATION	552.60	Service Call Pump Locked Out-Stn 31
02/08/24-15	2/8/2024	ARMOUR PETROLEUM SERVICE AND EQUIPMENT CORPORATION	1,236.65	Replaced Leaking Hose-Stn 31
02/08/24-16	2/8/2024	ARMOUR PETROLEUM SERVICE AND EQUIPMENT CORPORATION	864.20	Service and Repair Pump Handle-Stn 38
02/15/24-21	2/15/2024	ARMOUR PETROLEUM SERVICE AND EQUIPMENT CORPORATION	480.80	Fuel Pump Service Call-Stn 32
231414	2/15/2024	ATLAS TECHNICAL CONSULTANTS	8,000.00	Live Fire Training Site-Geotechnical Engineering Study
231317	1/25/2024	ATT	29.35	Phone Service 12/19/23-1/18/24
231359	2/8/2024	ATT	1,408.19	Phones/Data/Radio Circuit/Long Distance 12/20/23-1/19/24
231415	2/15/2024	ATT	2,208.59	Phone Service 12/20/23-1/19/24
231292	1/23/2024	ATT MOBILITY	50.07	Cell Phones/Mobile Data 12/1/23-12/31/23
231293	1/23/2024	ATT MOBILITY	1,382.02	Cell Phones/Mobile Data 1/1/24-1/31/24
231416	2/15/2024	ATT MOBILITY	50.10	Cell Phones/Mobile Data 01/24
231417	2/15/2024	ATT MOBILITY	625.25	Cell Phones/Mobile Data 02/24
R20659	1/26/2024	BANC OF AMERICA LEASING	1,331,001.65	Equipment Lease 2018/2022-FY23/24
01/25/24-04	1/25/2024	BAUER COMPRESSORS INC	920.32	Service and Repairs-Unit 805
02/15/24-22	2/15/2024	BAUER COMPRESSORS INC	1,224.91	Service and Replace Leaking Sequence Valve-Unit 805
231360	2/8/2024	BAY AREA AIR QUALITY MANAGEMENT DISTRICT	489.00	Annual Permit Renewal 3/1/24-3/1/25-Stn 34 Generator
01/25/24-05	1/25/2024	BAYSPORT PREVENTIVE MEDICAL GROUP	14,785.00	Wellness Fitness Lab Work
01/25/24-06	1/25/2024	BAYSPORT PREVENTIVE MEDICAL GROUP	11,215.00	Wellness Fitness Lab Work
01/25/24-07	1/25/2024	BAYSPORT PREVENTIVE MEDICAL GROUP	9,620.00	Wellness Fitness Lab Work
02/15/24-23	2/15/2024	BAYSPORT PREVENTIVE MEDICAL GROUP	795.00	Wellness Fitness Blood Draws-Administration
02/15/24-24	2/15/2024	BAYSPORT PREVENTIVE MEDICAL GROUP	260.00	Wellness Fitness Blood Draw-Administration

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From 1/12/2024 Through 2/15/2024

Check Num...	Check Date	Payee	Check Amount	Transaction Description
01/23/24-11	1/23/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 1/12/24-Stn 30
01/23/24-12	1/23/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 1/12/24-Stn 31
01/23/24-13	1/23/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 1/12/24-Stn 32
01/23/24-14	1/23/2024	BIOMEDICAL WASTE DISPOSAL INC	102.00	Bio-Hazard Waste Collection Service 1/12/24-Stn 33
01/23/24-15	1/23/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 1/12/24-Stn 34
01/23/24-16	1/23/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 1/12/24-Stn 35
01/23/24-17	1/23/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 1/12/24-Stn 36
01/23/24-18	1/23/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 1/12/24-Stn 38
01/23/24-19	1/23/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 1/12/24-Stn 39
02/15/24-25	2/15/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 2/9/24-Stn 30
02/15/24-26	2/15/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 2/9/24-Stn 31
02/15/24-27	2/15/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 2/9/24-Stn 32
02/15/24-28	2/15/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 2/9/24-Stn 33
02/15/24-29	2/15/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 2/9/24-Stn 34
02/15/24-30	2/15/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 2/9/24-Stn 35
02/15/24-31	2/15/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 2/9/24-Stn 36
02/15/24-32	2/15/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 2/9/24-Stn 38
02/15/24-33	2/15/2024	BIOMEDICAL WASTE DISPOSAL INC	90.00	Bio-Hazard Waste Collection Service 2/9/24-Stn 39
01/23/24-20	1/23/2024	BOUNDTREE MEDICAL LLC	139.98	Pharmaceutical Supplies
01/23/24-21	1/23/2024	BOUNDTREE MEDICAL LLC	83.99	Medical Supplies-Non-Disposable
01/23/24-22	1/23/2024	BOUNDTREE MEDICAL LLC	1,500.50	Pharmaceutical Supplies
01/23/24-23	1/23/2024	BOUNDTREE MEDICAL LLC	2,276.69	Pharmaceutical Supplies
01/23/24-24	1/23/2024	BOUNDTREE MEDICAL LLC	4,689.08	Medical Supplies-Disposable
01/23/24-25	1/23/2024	BOUNDTREE MEDICAL LLC	239.50	Medical Supplies-Disposable
01/23/24-26	1/23/2024	BOUNDTREE MEDICAL LLC	309.50	Pharmaceutical Supplies
01/23/24-27	1/23/2024	BOUNDTREE MEDICAL LLC	349.25	Pharmaceutical Supplies
01/23/24-28	1/23/2024	BOUNDTREE MEDICAL LLC	179.50	Medical Supplies-Disposable
02/08/24-17	2/8/2024	BOUNDTREE MEDICAL LLC	352.25	Medical Supplies-Disposable
02/08/24-18	2/8/2024	BOUNDTREE MEDICAL LLC	4,048.19	Medical Supplies-Disposable
02/08/24-19	2/8/2024	BOUNDTREE MEDICAL LLC	1,557.99	Pharmaceutical Supplies
02/08/24-20	2/8/2024	BOUNDTREE MEDICAL LLC	973.87	Medical Supplies-Non-Disposable
02/08/24-21	2/8/2024	BOUNDTREE MEDICAL LLC	2,545.99	Medical Supplies-Disposable
02/08/24-22	2/8/2024	BOUNDTREE MEDICAL LLC	1,048.16	Pharmaceutical Supplies
02/15/24-34	2/15/2024	BOUNDTREE MEDICAL LLC	599.55	Pharmaceutical Supplies
02/15/24-35	2/15/2024	BOUNDTREE MEDICAL LLC	15.59	Medical Supplies-Disposable
02/15/24-36	2/15/2024	BOUNDTREE MEDICAL LLC	4,433.03	Medical Supplies-Disposable
02/15/24-37	2/15/2024	BOUNDTREE MEDICAL LLC	1,098.38	Pharmaceutical Supplies
231318	1/25/2024	BRANDON J EYNCK	188.79	Reimb-Educ Assist Confined Space Rescue Technician
231361	2/8/2024	BRIAN CARPENTER	121.70	Reimbursement-EVOC Training Mileage

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From 1/12/2024 Through 2/15/2024

Check Num...	Check Date	Payee	Check Amount	Transaction Description
231362	2/8/2024	BRIAN PARISI	1,695.00	1/25/24 Payroll Advance Returned by ADP
231319	1/25/2024	BRIELLE DRAKE	460.26	Reimb-Educ Assist Trench Rescue Technician
231294	1/23/2024	BURNS TRUCK AND TRAILER SERVICES	7,174.30	Service Maintenance and Repairs-Unit 600
231320	1/25/2024	BURNS TRUCK AND TRAILER SERVICES	3,285.98	Service Maintenance and Repairs-Unit 602
EFT 01/18/...	1/18/2024	CA DEPARTMENT OF TAX AND FEE ADMINISTRATION	5,540.00	Sales/Use Tax Online Payment 10/1/23-12/31/23
231321	1/25/2024	CA STATE DEPARTMENT OF JUSTICE	147.00	Pre-Employment Live Scans (3)
231363	2/8/2024	CAL FIRE	825.00	Academy-Rope Rescue Awareness Operational Training (11)
231295	1/23/2024	CALIFORNIA BANK OF COMMERCE	108.09	Station 34 Remodel-PP22 Retention AC#1132505 SRFS#34
231418	2/15/2024	CALIFORNIA BANK OF COMMERCE	10,776.43	Station 34 Remodel-PP23 Retention AC#1132505 SRFS#34
231419	2/15/2024	CALIFORNIA STATE UNIVERSITY, SACRAMENTO	3,500.00	EMS Paramedic Program-N Mosiello Tuition Spring 2024
EFT 01/25/...	1/25/2024	CALPERS	764,778.62	CalPERS Health-02/24
231364	2/8/2024	CCC DEPT OF INFO TECH	24,291.17	Radio Services EOC/Stn 34-Dec 2023
	2/8/2024	CCC DEPT OF INFO TECH	15,748.30	Radio Services EOC/Stn 34-Nov 2023
	2/8/2024	CCC DEPT OF INFO TECH	12,858.30	Radio Services EOC/Stn 34-Oct 2023
Wire 1/19/...	1/19/2024	CCC EMPLOYEES RETIREMENT ASSOCIATION	515,067.48	Employee Retirement Contributions-12/2023
231365	2/8/2024	CDW GOVERNMENT INC	5,067.04	Adobe Software Subscriptions-PDF/Creative Cloud/Photoshop
02/15/24-38	2/15/2024	CHANDLER ASSET MANAGEMENT INC	1,944.78	Investment Management Services-01/24
231366	2/8/2024	CHRIS QUIRK	1,284.15	Reimbursement-CERT EOC Comm Room Supplies
02/08/24-23	2/8/2024	CHRISTIANSTEVEN SOFTWARE LLC	1,841.37	Annual Maintenance CRD 3/5/24-3/4/25
231420	2/15/2024	CHRISTOPHER STEVENSON	250.00	Reimbursement-Paramedic License Renewal
231296	1/23/2024	CINTAS CORPORATION	77.37	Carpet Runner/Air Filter Cleaning Fee-Stn 32
231367	2/8/2024	CINTAS CORPORATION	77.37	Carpet Runner/Air Filter Cleaning Fee-Stn 32
231421	2/15/2024	CINTAS CORPORATION	79.24	Carpet Runner/Air Filter Cleaning Fee-Stn 32
231322	1/25/2024	CITY OF SACRAMENTO	6,300.00	Academy-EVOC Driver Training (14)
231410	2/12/2024	CITY OF SAN RAMON	380,915.88	Training Facility Building Permit Fees
01/25/24-08	1/25/2024	CLARK PEST CONTROL	141.00	Pest Control Service-Training Site
02/15/24-39	2/15/2024	CLARK PEST CONTROL	141.00	Pest Control Service-Training Site
01/25/24-09	1/25/2024	CLUB CARE INC	225.00	Service on Treadmill-Stn 36
231323	1/25/2024	COMCAST	1.43	Cable Service 1/8/24-2/7/24-Admin
231368	2/8/2024	COMCAST	155.94	Cable Service 1/1/24-2/29/24-Stn 33
231369	2/8/2024	COMCAST	262.63	Cable Service 1/26/24-2/25/24-Stn 31
231370	2/8/2024	COMCAST	135.22	Cable Service 2/1/24-2/29/24-Stn 39
231371	2/8/2024	COMCAST	127.27	Cable Service 1/27/24-2/26/24-Stn 35
231372	2/8/2024	COMCAST	232.92	Cable Service 1/26/24-2/25/24-Stn 36
231373	2/8/2024	COMCAST	139.03	Cable Service 1/27/24-2/26/24-Stn 34
231374	2/8/2024	COMCAST	162.20	Cable Service 1/27/24-2/26/24-Stn 38
231422	2/15/2024	COMCAST	71.90	Cable Service 1/26/24-2/25/24-Training Site
231423	2/15/2024	COMCAST	148.48	Cable Service Final-Old Admin
231424	2/15/2024	COMCAST	106.47	Cable Service 2/8/24-3/7/24

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Check/Voucher Register
From 1/12/2024 Through 2/15/2024

Check Num...	Check Date	Payee	Check Amount	Transaction Description
231324	1/25/2024	CONCERN EAP	3,467.80	Employee Assistance Premium-01/24
231425	2/15/2024	CONCERN EAP	3,467.80	Employee Assistance Premium-02/24
231426	2/15/2024	CONCORD UNIFORMS	1,148.15	Class A Uniform Full Complement-Borges
	2/15/2024	CONCORD UNIFORMS	517.58	Class A Uniform Full Complement-M.Garcia
	2/15/2024	CONCORD UNIFORMS	1,246.87	Class A Uniform Full Complement-Mongeau
	2/15/2024	CONCORD UNIFORMS	1,148.15	Class A Uniform Full Complement-R.Smith
	2/15/2024	CONCORD UNIFORMS	124.43	Class A Uniform Update-Alvarez
	2/15/2024	CONCORD UNIFORMS	581.46	Suppression-Uniform Shirts (3)/Pants (1)
231427	2/15/2024	CONSENSUS CLOUD SOLUTIONS	50.30	eFax Usage-01/24
231375	2/8/2024	CONTRA COSTA CRISIS CENTER	8,333.33	Behavioral Health Warm Transfer Call Svcs-Jan 2024
231325	1/25/2024	CONTRA COSTA HEALTH SERVICES	116.00	Health Permit 2024/2025-Medical Waste Disposal Stn 30
	1/25/2024	CONTRA COSTA HEALTH SERVICES	116.00	Health Permit 2024/2025-Medical Waste Disposal Stn 31
	1/25/2024	CONTRA COSTA HEALTH SERVICES	116.00	Health Permit 2024/2025-Medical Waste Disposal Stn 32
	1/25/2024	CONTRA COSTA HEALTH SERVICES	116.00	Health Permit 2024/2025-Medical Waste Disposal Stn 34
	1/25/2024	CONTRA COSTA HEALTH SERVICES	116.00	Health Permit 2024/2025-Medical Waste Disposal Stn 36
	1/25/2024	CONTRA COSTA HEALTH SERVICES	116.00	Health Permit 2024/2025-Medical Waste Disposal Stn 39
231376	2/8/2024	CONTRA COSTA HEALTH SERVICES	116.00	Health Permit 2024/2025-Medical Waste Disposal Stn 38
231297	1/23/2024	CONTRA COSTA P AND S	1,659.53	Fleet Detailing Supplies
231377	2/8/2024	CONTRA COSTA P AND S	465.45	Fleet Detailing Supplies
02/08/24-24	2/8/2024	CONWAY SHIELD INC	508.70	Academy-Helmet Shields (9)
231428	2/15/2024	CORE PSYCHOLOGICAL CORPORATION	500.00	Pre-Employment Psychological Exam-Internal Recruit Trng Prg
231429	2/15/2024	COSCO FIRE PROTECTION INC	13,600.00	5 Year Fire Sprinkler Inspection-Stn 30/31/32/33/35/36/38/39
231378	2/8/2024	CSMFO	55.00	2024 CSMFO Professional Membership-Perceval
231379	2/8/2024	CUSHING PAINTING AND DRYWALL	760.00	Plaque Hanging/Sign Relocation/Paint-Stn 34
02/08/24-25	2/8/2024	DA PAGE LLC	550.00	Paging Software Service-02/24
231430	2/15/2024	DAVID SCAMPORRINO	1,048.79	Reimb-Educ Assist Company Officer 2C/2E/Wildland S-290
01/25/24-10	1/25/2024	DEFINITIVE NETWORKS INC	112,259.00	Admin/Suppression/CQI/ePCR Support/MDCs/Comm Center-01/24
02/15/24-40	2/15/2024	DEFINITIVE NETWORKS INC	8,143.49	Comm Center Monitors (15)
02/15/24-41	2/15/2024	DEFINITIVE NETWORKS INC	38,948.71	Comm Center Workstations and Monitors (8)
02/15/24-42	2/15/2024	DEFINITIVE NETWORKS INC	8,390.73	Administration IT Closet Rack
02/15/24-43	2/15/2024	DEFINITIVE NETWORKS INC	4,472.37	Comm Center Copper and Fiber Cabling
02/15/24-44	2/15/2024	DEFINITIVE NETWORKS INC	2,430.10	Comm Center Keyboards
02/15/24-45	2/15/2024	DEFINITIVE NETWORKS INC	10,227.39	Video Conference Workstations (7)
231326	1/25/2024	DEL CONTE LANDSCAPING INC	4,222.00	Landscape Maintenance 1/24-Stn 30/31/32/33/35/38/39
01/25/24-11	1/25/2024	DELTA DENTAL OF CALIFORNIA	14,652.50	Dental Claims 1/5/24-1/11/24
02/08/24-26	2/8/2024	DELTA DENTAL OF CALIFORNIA	14,072.00	Dental Claims 1/12/24-1/18/24
02/08/24-27	2/8/2024	DELTA DENTAL OF CALIFORNIA	6,157.50	Dental Insurance Administrative Fee-01/24
02/08/24-28	2/8/2024	DELTA DENTAL OF CALIFORNIA	28,167.00	Dental Claims 1/19/24-1/25/24
02/08/24-29	2/8/2024	DELTA DENTAL OF CALIFORNIA	23,703.20	Dental Claims 1/26/24-2/1/24

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02/15/24-46	2/15/2024	DELTA DENTAL OF CALIFORNIA	10,116.90	Dental Claims 2/2/24-2/8/24
231327	1/25/2024	DFL HONOR GUARD TRAINING	5,000.00	Honor Guard Training May 2024-Deposit
231328	1/25/2024	DIABLO PRINTING AND COPYING	315.38	Weed Abatement Envelopes
231329	1/25/2024	DIRECTV	95.71	Cable Service 1/12/24-2/11/24
231431	2/15/2024	DUBLIN SAN RAMON SERVICES DISTRICT	57.68	Water Service 12/1/23-1/31/24-Stn 30
231330	1/25/2024	EBMUD	1,337.44	Water Service 9/12/23-1/11/24-Admin
231331	1/25/2024	EBMUD	2,475.53	Water Service 9/12/23-1/11/24-Admin
231332	1/25/2024	EBMUD	663.74	Water Service 11/7/23-1/10/24-Stn 36
231333	1/25/2024	EBMUD	328.08	Water Service 11/7/23-1/10/24-Stn 36
231380	2/8/2024	EBMUD	98.80	Water Service 11/17/23-1/22/24-Old Stn 32
231432	2/15/2024	EBMUD	692.36	Water Service 9/27/23-1/29/24-Stn 34
231433	2/15/2024	EBMUD	1,137.79	Water Service 9/27/23-1/29/24-Stn 34
231434	2/15/2024	EBMUD	420.00	Water Service 11/27/23-1/29/24-Stn 34
231435	2/15/2024	EBMUD	1,337.44	Water Service 9/29/23-1/31/24-Stn 31
231436	2/15/2024	EBMUD	2,822.70	Water Service 9/29/23-1/31/24-Stn 31
231437	2/15/2024	EBMUD	131.80	Water Service 9/29/23-1/31/24-Stn 31
231438	2/15/2024	EBMUD	684.21	Water Service 9/29/23-1/31/24-Stn 31
231439	2/15/2024	ECS IMAGING INC	8,716.66	Records Management System-Users and Public Portal
231334	1/25/2024	ELITE AUTO GLASS INC	597.69	Repaired Cracked Windshield-Tiller Unit 525
231440	2/15/2024	ELITE AUTO GLASS INC	125.00	Windshield Chip Repair-Unit 362
231335	1/25/2024	ELIZABETH DE DIOS	1,650.00	Academy-Fire Control 4A Training
02/08/24-30	2/8/2024	ENTERPRISE FM TRUST	5,440.98	Monthly Fleet Lease Payment (16)-2/1/24-2/29/24
231381	2/8/2024	ETHER WEB NETWORK LLC	75.00	Wireless Internet Service-Stn 37
231298	1/23/2024	EXPRESS FENCE LLC	655.00	Chain Link Fence Removal-Stn 34
231299	1/23/2024	FASTSIGNS OF SAN RAMON	88.64	Boardroom Members Name Inserts
231382	2/8/2024	FASTSIGNS OF SAN RAMON	27.51	Board Room Signage
231383	2/8/2024	FIRE PLAN REVIEW INC	2,175.00	Plan Review Services-01/24
231384	2/8/2024	FIREFIGHTERS BURN INSTITUTE	250.00	Youth Fire Setter Program Membership
231385	2/8/2024	FIRELINE SHIELDS LLC	267.50	Captains-Helmet Shields (3)
01/23/24-29	1/23/2024	FULL TILT STRATEGIES LLC	16,292.10	BH Solution-Design & Implementation/Reimb Expenses-12/23
02/15/24-47	2/15/2024	FULL TILT STRATEGIES LLC	16,322.98	BH Solution-Design & Implementation/Reimb Expenses-01/24
231441	2/15/2024	GEOCON CONSULTANTS INC	450.00	Stn 34-Testing and Inspection 12/23
231300	1/23/2024	GOLDEN STATE FLEET SERVICES INC	125.00	Tow Service-Unit 360
231442	2/15/2024	GOLDEN STATE FLEET SERVICES INC	500.00	Tow Service-Unit 528
01/23/24-30	1/23/2024	GOVERNMENT JOBS.COM INC	7,576.89	Applicant Recruitment Tracking System 12/14/23-12/13/24
231386	2/8/2024	GRANITE STATE FIRE HELMETS	1,199.00	BC-Structure Helmet
231336	1/25/2024	GUARANTEED PLUMBING	870.00	Electronic Leak Detection to Water Main Line-Stn 35
	1/25/2024	GUARANTEED PLUMBING	448.00	Install New Cartridges for Hot/Cold Kitchen Faucet-Stn 36
	1/25/2024	GUARANTEED PLUMBING	2,995.00	Replaced Water Heater-Stn 38

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231387	2/8/2024	GUARANTEED PLUMBING	16,800.00	Replaced 195 Feet for Water Main Line-Stn 35
231388	2/8/2024	HCI SYSTEMS INC	3,450.80	Grounding Bar Installation for Station Alerting-8 Stations
01/25/24-12	1/25/2024	HDL COREN AND CONE	6,334.73	Property Tax Consulting Q3
231337	1/25/2024	HWW INC	1,628.00	Job Posting-Contract Position EBRCSA
231389	2/8/2024	HWW INC	5,545.00	Job Posting-Single Role/Accounting Technician
231443	2/15/2024	HWW INC	355.00	Job Posting-Accounting Technician
02/08/24-31	2/8/2024	INDUSTRIAL SCIENTIFIC CORP	1,229.29	Monthly iNet Gas Monitoring Subscription 01/24
231444	2/15/2024	INGRAM CONSTRUCTION INC	8,261.41	Shower Pan Curb Upgrades (3)-Stn 32
231338	1/25/2024	INNOVATIVE CLAIM SOLUTIONS	10,679.67	Workers' Comp Claim Admin Fee 2/1/24-2/28/24
231390	2/8/2024	INTELLI-TECH	1,651.22	Smoke Detection Inspection and Service-Stn 31 Server Room
02/15/24-48	2/15/2024	INTERNATIONAL ACADEMIES OF EMERGENCY DISPATCH	650.00	EMD ACE Re-Accreditation Maintenance Plan 2024-2025
	2/15/2024	INTERNATIONAL ACADEMIES OF EMERGENCY DISPATCH	93.00	EMD/EFD Recertification-Dispatcher
01/25/24-13	1/25/2024	iPRINT TECHNOLOGIES	812.40	Printer Toner (3)
01/25/24-14	1/25/2024	iPRINT TECHNOLOGIES	454.60	Printer Toner (2)
231391	2/8/2024	ISINGS CULLIGAN	75.59	Water Softener Salt 01/24-Stn 30
231392	2/8/2024	ISINGS CULLIGAN	114.07	Water Service 01/24-Dispatch
231339	1/25/2024	JEAN GAUTHIER	75.00	Service on Range-Stn 32
01/25/24-15	1/25/2024	JEFF KATZ ARCHITECTURAL CORPORATION	7,775.00	SR Training Facility Plans-Construction Administration
02/15/24-49	2/15/2024	JEFF KATZ ARCHITECTURAL CORPORATION	7,775.00	SR Training Facility Plans-Construction Administration
231445	2/15/2024	KEITH ADDERLY	890.44	Reimb-Educ Assist Nozzle Forward Class/Lodging
02/08/24-32	2/8/2024	KENNETH R CAMPO CPA	15,240.50	Administrative Management Services-January 2024
231340	1/25/2024	KNOW BE4	4,374.00	KnowBe4 Security Awareness Training
02/08/24-33	2/8/2024	L N CURTIS AND SONS	2,358.79	Suppression-Replacement Turnout Coat
02/08/24-34	2/8/2024	L N CURTIS AND SONS	338.82	Suppression-Wildland Jacket
02/08/24-35	2/8/2024	L N CURTIS AND SONS	215.32	Suppression-Station Boots (1)
02/08/24-36	2/8/2024	L N CURTIS AND SONS	409.99	Suppression-Wildland Web Gear
02/08/24-37	2/8/2024	L N CURTIS AND SONS	948.85	Suppression-Structure Gloves (7)
02/08/24-38	2/8/2024	L N CURTIS AND SONS	294.05	Comm Reserves-PPE Jacket Modifications
02/15/24-51	2/15/2024	L N CURTIS AND SONS	182.46	Academy-Uniform Boots (1)
	2/15/2024	L N CURTIS AND SONS	(144.74)	Credit-Academy Station/Wildland Boots
02/15/24-52	2/15/2024	L N CURTIS AND SONS	369.69	Academy-Wildland Boots (1)
02/15/24-53	2/15/2024	L N CURTIS AND SONS	163.13	District Aide-Uniform Pants (2)
02/15/24-54	2/15/2024	L N CURTIS AND SONS	180.81	District Aide-Uniform Belts (4)
02/15/24-55	2/15/2024	L N CURTIS AND SONS	161.42	Academy-Hood
02/15/24-56	2/15/2024	L N CURTIS AND SONS	106.74	Academy-Incident Response Pocket Guidebooks (9)
02/15/24-57	2/15/2024	L N CURTIS AND SONS	464.40	District Aide-Uniform Boots (3)
02/15/24-58	2/15/2024	L N CURTIS AND SONS	928.18	Suppression-Uniform Pants (5)
02/15/24-59	2/15/2024	L N CURTIS AND SONS	196.72	Suppression-Uniform Pants (1)
02/15/24-60	2/15/2024	L N CURTIS AND SONS	55.60	District Aide-Uniform Belt (1)

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02/15/24-61	2/15/2024	L N CURTIS AND SONS	389.55	Single Role Paramedic-New Hire Equipment
02/15/24-62	2/15/2024	L N CURTIS AND SONS	565.20	Suppression-Uniform Pants (3)
02/15/24-63	2/15/2024	L N CURTIS AND SONS	931.97	Suppression-Uniform Pants (5)
02/15/24-64	2/15/2024	L N CURTIS AND SONS	748.31	Suppression-Uniform Pants (4)
02/15/24-65	2/15/2024	L N CURTIS AND SONS	145.84	Academy-Structure Gloves (1)
02/15/24-66	2/15/2024	L N CURTIS AND SONS	671.63	District Aide-Uniform Pants (8)
02/15/24-67	2/15/2024	L N CURTIS AND SONS	252.32	District Aide-Belt (1)/Suppression-Uniform Pants (1)
02/15/24-68	2/15/2024	L N CURTIS AND SONS	381.48	Suppression-Uniform Pants (2)
02/15/24-69	2/15/2024	L N CURTIS AND SONS	106.13	Suppression-Name Change Alterations on Wildland Coats
02/15/24-70	2/15/2024	L N CURTIS AND SONS	78.27	Suppression-Wildland Gear Bag
02/15/24-71	2/15/2024	L N CURTIS AND SONS	666.72	Suppression-Uniform Shirts (4)
02/15/24-72	2/15/2024	L N CURTIS AND SONS	76.26	Single Role Paramedic-Uniform Shirts (2)
02/15/24-73	2/15/2024	L N CURTIS AND SONS	687.93	Road Flares
02/15/24-74	2/15/2024	L N CURTIS AND SONS	178.18	Single Role Paramedic-Uniform Pants (2)
02/15/24-75	2/15/2024	L N CURTIS AND SONS	55.60	Single Role Paramedic-Uniform Belt (1)
231393	2/8/2024	LAMPO INVESTIGATIONS POLYGRAPH	450.00	Pre-Employment Polygraph-Internal Recruit Training Program
231394	2/8/2024	LETICIA NAJERA	355.00	Reimbursement-Uniform Pants and Shoes
231395	2/8/2024	LIQUIDSPRING	2,072.80	Fluid Kit for Hydraulic Pump-Unit 710
231341	1/25/2024	LIVERMORE SAW AND MOWER LLC	60.00	Chainsaw Service and Maintenance
231446	2/15/2024	LIVERMORE SAW AND MOWER LLC	3,228.01	Chains for Chainsaws (10)
231396	2/8/2024	LOGOBOSS LLC	408.15	Firefighter and Dispatcher of the Year Awards
	2/8/2024	LOGOBOSS LLC	327.44	Ribbons-Police/Fire/Communications Center
231397	2/8/2024	LON M PHARES	19,939.00	Professional Services-January 2024
231398	2/8/2024	LUKE DANGER	327.00	Reimb-Educ Assist Firefighter 1 & 2 Registration/Testing
231447	2/15/2024	LYMAN ERICK HUBBARD	48.99	Reimbursement-Replacement Windshield Wipers/Fluid Unit 712
231399	2/8/2024	MARTIN ROSSEN	1,899.84	Reimbursement-HazMat Specialist 1G Training
231301	1/23/2024	MATTHEW BENDER AND COMPANY INC	291.36	Books-CA Fire Laws 2023 (4)
231302	1/23/2024	MEDICARE PART B	557.56	Ambulance Refund
231303	1/23/2024	MEDICARE PART B	818.78	Ambulance Refund
231304	1/23/2024	MEDICARE PART B	592.39	Ambulance Refund
01/25/24-16	1/25/2024	MEYERS NAVE, A PROFESSIONAL CORPORATION	577.50	Legal Services-Litigation
01/25/24-17	1/25/2024	MEYERS NAVE, A PROFESSIONAL CORPORATION	18,619.50	Legal Services-Litigation
01/25/24-18	1/25/2024	MEYERS NAVE, A PROFESSIONAL CORPORATION	5,219.00	Legal Services-Litigation
01/25/24-19	1/25/2024	MEYERS NAVE, A PROFESSIONAL CORPORATION	2,262.00	Legal Services-Litigation
01/25/24-20	1/25/2024	MEYERS NAVE, A PROFESSIONAL CORPORATION	22,993.50	Legal Services-Litigation
01/25/24-21	1/25/2024	MEYERS NAVE, A PROFESSIONAL CORPORATION	7,126.00	Legal Services-Litigation
01/25/24-22	1/25/2024	MEYERS NAVE, A PROFESSIONAL CORPORATION	10,266.00	Legal Services-Litigation
01/25/24-23	1/25/2024	MEYERS NAVE, A PROFESSIONAL CORPORATION	1,696.50	Legal Services-Litigation
231342	1/25/2024	MICKEY BENKO	245.00	Installed Lock on Evidence Room Door-Stn 30

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231400	2/8/2024	MICKEY BENKO	2,426.00	Installed Locks on Gates-Stn 34
231448	2/15/2024	MVP SPORTS AND RECREATION INC	678.33	Academy Jerseys
231305	1/23/2024	NCTI	14,000.00	EMS Paramedic Program-N. Gonzales
231449	2/15/2024	NICHOLS CARPET CLEANING INC	1,000.00	Carpet and Tile Cleaning Service-Stn 35
231343	1/25/2024	NORTHERN CALIFORNIA RESCUE TRAINING LLC	9,000.00	Academy-Confined Space Rescue Technician Training (9)
231306	1/23/2024	ODP BUSINESS SOLUTIONS LLC	108.40	Office Supplies-Admin
231344	1/25/2024	ODP BUSINESS SOLUTIONS LLC	122.44	Office Supplies-Admin
231401	2/8/2024	ODP BUSINESS SOLUTIONS LLC	377.51	Office Supplies-Admin
	2/8/2024	ODP BUSINESS SOLUTIONS LLC	32.56	Office Supplies-EOC
231450	2/15/2024	ODP BUSINESS SOLUTIONS LLC	232.67	Office and Kitchen Supplies
02/15/24-76	2/15/2024	OSBORN SPRAY SERVICE INC	70.00	Pest Control Service-Stn 32
02/15/24-77	2/15/2024	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 32
02/15/24-78	2/15/2024	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 33
02/15/24-79	2/15/2024	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 35
02/15/24-80	2/15/2024	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 30
02/15/24-81	2/15/2024	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 38
02/15/24-82	2/15/2024	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 31
02/15/24-83	2/15/2024	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 34
02/15/24-84	2/15/2024	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 39
02/15/24-85	2/15/2024	OSBORN SPRAY SERVICE INC	55.00	Pest Control Service-Stn 36
02/15/24-86	2/15/2024	OSBORN SPRAY SERVICE INC	70.00	Pest Control Service-Stn 35
02/15/24-87	2/15/2024	OSBORN SPRAY SERVICE INC	70.00	Pest Control Service-Stn 36
02/15/24-88	2/15/2024	OSBORN SPRAY SERVICE INC	70.00	Pest Control Service-Stn 33
02/15/24-89	2/15/2024	OSBORN SPRAY SERVICE INC	70.00	Pest Control Service-Stn 31
02/15/24-90	2/15/2024	OSBORN SPRAY SERVICE INC	70.00	Pest Control Service-Stn 30
02/15/24-91	2/15/2024	OSBORN SPRAY SERVICE INC	70.00	Pest Control Service-Stn 38
02/15/24-92	2/15/2024	OSBORN SPRAY SERVICE INC	70.00	Pest Control Service-Stn 34
02/15/24-93	2/15/2024	OSBORN SPRAY SERVICE INC	70.00	Pest Control Service-Stn 39
02/08/24-39	2/8/2024	P AND A ADMINISTRATIVE SERVICES INC	132.00	COBRA Notice Fees-01/24
231307	1/23/2024	PACIFIC MOBILE STRUCTURES INC	(3,494.64)	Credit-Temp Fire House Teardown and Removal-Stn 34
	1/23/2024	PACIFIC MOBILE STRUCTURES INC	12,276.71	Temp Fire House Teardown and Removal-Stn 34
231308	1/23/2024	PG&E	72.26	Signal Light 01/24-Stn 34
231309	1/23/2024	PG&E	15,797.73	Gas/Electric Service 01/24
231345	1/25/2024	PG&E	3,475.17	Gas/Electric Service 12/11/23-1/9/24-Stn 36
231346	1/25/2024	PG&E	2,007.41	Gas/Electric Service 12/6/23-1/4/24-Stn 32
231451	2/15/2024	PG&E	93.04	Signal Light 02/24-Stn 34
231452	2/15/2024	PG&E	2,196.94	Gas/Electric Service 1/5/24-2/4/24-Stn 32
231453	2/15/2024	PG&E	456.48	Electric Service-Stn 34
01/25/24-24	1/25/2024	PUBLIC AGENCY RETIREMENT SERVICES	300.00	PARS ARS Fee 11/23

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231310	1/23/2024	PURCHASE POWER	500.00	Postage Meter Account Refill 1/4/24
231454	2/15/2024	PURCHASE POWER	500.00	Postage Meter Account Refill 1/25/24
01/25/24-25	1/25/2024	RAHUL MAHARAJ	1,250.00	CCC EMS Compliance Review-November 2023
01/25/24-26	1/25/2024	RAHUL MAHARAJ	1,150.00	CCC EMS Compliance Review-December 2023
01/25/24-27	1/25/2024	RAHUL MAHARAJ	3,350.00	EMD/EFD Quality Improvement Review-November 2023
01/25/24-28	1/25/2024	RAHUL MAHARAJ	3,750.00	EMD/EFD Quality Improvement Review-December 2023
01/23/24-31	1/23/2024	RAMOS OIL INC.	1,350.82	Unleaded/Diesel Fuel-Stn 31
01/23/24-32	1/23/2024	RAMOS OIL INC.	1,196.03	Diesel Fuel-Stn 33
01/23/24-33	1/23/2024	RAMOS OIL INC.	5,023.44	Unleaded/Diesel Fuel-Stn 38
02/08/24-41	2/8/2024	RAMOS OIL INC.	(139.12)	Credit-Diesel Fuel Stn 34
	2/8/2024	RAMOS OIL INC.	1,737.86	Diesel Fuel-Stn 32
02/08/24-42	2/8/2024	RAMOS OIL INC.	1,606.97	Unleaded Fuel-Stn 34
02/08/24-43	2/8/2024	RAMOS OIL INC.	1,203.14	Diesel Fuel-Stn 35
02/08/24-44	2/8/2024	RAMOS OIL INC.	690.70	Diesel Fuel-Stn 36
02/08/24-45	2/8/2024	RAMOS OIL INC.	5,754.76	Unleaded Fuel-Stn 38
02/08/24-46	2/8/2024	RAMOS OIL INC.	2,092.96	Unleaded/Diesel Fuel-Stn 31
02/08/24-47	2/8/2024	RAMOS OIL INC.	703.40	Unleaded Fuel-Stn 38
02/08/24-48	2/8/2024	RAMOS OIL INC.	1,397.70	Unleaded/Diesel Fuel-Stn 31
02/08/24-49	2/8/2024	RAMOS OIL INC.	2,039.85	Diesel Fuel-Stn 34
02/08/24-50	2/8/2024	RAMOS OIL INC.	1,192.60	Unleaded/Diesel Fuel-Stn 36
02/08/24-51	2/8/2024	RAMOS OIL INC.	4,830.46	Unleaded/Diesel Fuel-Stn 38
02/08/24-52	2/8/2024	RAMOS OIL INC.	1,771.46	Diesel Fuel-Stn 39
02/08/24-53	2/8/2024	RAMOS OIL INC.	786.84	Diesel Fuel-Stn 35
02/15/24-94	2/15/2024	RAMOS OIL INC.	811.87	Diesel Fuel-Stn 30
02/15/24-95	2/15/2024	RAMOS OIL INC.	1,227.43	Unleaded/Diesel Fuel-Stn 31
02/15/24-96	2/15/2024	RAMOS OIL INC.	969.76	Diesel Fuel-Stn 33
02/15/24-97	2/15/2024	RAMOS OIL INC.	4,783.00	Unleaded Fuel-Stn 38
02/15/24-98	2/15/2024	RAMOS OIL INC.	496.15	Diesel Fuel-Stn 35
02/15/24-99	2/15/2024	RAMOS OIL INC.	4,363.35	Unleaded Fuel-Stn 38
231455	2/15/2024	REGIONAL GOVERNMENT SERVICES	5,856.00	Payroll Services-December 2023
	2/15/2024	REGIONAL GOVERNMENT SERVICES	235.19	Payroll Services-December 2023 (Reimbursable Expenses)
	2/15/2024	REGIONAL GOVERNMENT SERVICES	8,902.40	Payroll Services-November 2023
	2/15/2024	REGIONAL GOVERNMENT SERVICES	13,152.00	Payroll Services-October 2023
01/23/24-34	1/23/2024	REPUBLIC SERVICES 210	810.76	Garbage Service 11/23-Stn 31
01/23/24-35	1/23/2024	REPUBLIC SERVICES 210	810.76	Garbage Service 12/23-Stn 31
01/23/24-36	1/23/2024	REPUBLIC SERVICES 210	810.76	Garbage Service 1/24-Stn 31
02/15/24-1...	2/15/2024	REPUBLIC SERVICES 210	405.36	Garbage Service 02/24-Stn 33
02/15/24-1...	2/15/2024	REPUBLIC SERVICES 210	778.30	Garbage Service 01/24-02/24-Stn 35
02/15/24-1...	2/15/2024	REPUBLIC SERVICES 210	853.26	Garbage Service 02/24-Training Site

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01/25/24-29	1/25/2024	ROEBBELEN CONTRACTING INC	489,611.98	San Ramon Training Facility-PP1
231456	2/15/2024	SAN MATEO REGIONAL NETWORK INC	420.00	FireDispatch.com CAD Interface/Radio Audio Streaming
231457	2/15/2024	SAN RAMON CHAMBER OF COMMERCE	700.00	Annual Membership Dues
231311	1/23/2024	SAUSAL CORPORATION	2,053.75	Station 34 Remodel-PP22
231402	2/8/2024	SAUSAL CORPORATION	204,752.09	Station 34 Remodel-PP23
231458	2/15/2024	SEAN ODWYER	115.00	Reimbursement-Commercial B License Physical
01/25/24-30	1/25/2024	SHAMROCK OFFICE SOLUTIONS INC	15.00	Toner Cartridge Shipping Fee
02/08/24-54	2/8/2024	SHAMROCK OFFICE SOLUTIONS INC	6.63	Copier Charge 12/13/23-1/12/24-Admin
02/15/24-1...	2/15/2024	SHAMROCK OFFICE SOLUTIONS INC	15.00	Toner Cartridge Shipping Fee
02/15/24-1...	2/15/2024	SHAMROCK OFFICE SOLUTIONS INC	15.00	Toner Cartridge Shipping Fee
02/15/24-1...	2/15/2024	SKYHAWK PHOTOGRAPHY	850.00	Pre-Plan Service-9000 Alcosta Blvd
231403	2/8/2024	STANFORD HEALTH CARE TRI-VALLEY	576.00	Pre-Employment Physicals-District Aide/Dispatcher
231459	2/15/2024	STANFORD HEALTH CARE TRI-VALLEY	234.00	Pre-Employment Physical-Internal Recruit Training Program
231312	1/23/2024	STERICYCLE INC	242.31	Document Shredding Service 12/23-Admin
231347	1/25/2024	STERICYCLE INC	611.55	Document Purge/Special Pick up-Old Admin
	1/25/2024	STERICYCLE INC	630.36	Document Shredding Services 11/23 and 12/23-Stn 31/Old Admin
231404	2/8/2024	STERICYCLE INC	209.10	Document Shredding Service 12/23-Dispatch
231460	2/15/2024	STERICYCLE INC	282.73	Document Shredding Services-Admin
231461	2/15/2024	STRYKER SALES CORP	601.99	Gurney Maintenance and Repairs
231313	1/23/2024	SUNSHIELD SOLUTIONS	1,150.00	Installed Window Shades-Stn 34
231348	1/25/2024	THE ED JONES COMPANY	251.80	Badge (1)
	1/25/2024	THE ED JONES COMPANY	1,741.45	Badges (9)/Name Bars (5)
	1/25/2024	THE ED JONES COMPANY	72.37	Name Bar (1)
231405	2/8/2024	THE ED JONES COMPANY	193.61	BC Collar Emblems
	2/8/2024	THE ED JONES COMPANY	922.97	Service Pins
231462	2/15/2024	THE ED JONES COMPANY	76.32	Name Bar (1)
231463	2/15/2024	THE HARTFORD	2,288.00	Life/AD&D Insurance-02/24
231406	2/8/2024	THE HOME DEPOT PRO	1,048.65	Cleaning Supplies-Stations
	2/8/2024	THE HOME DEPOT PRO	2,502.53	Household Supplies-Stations
	2/8/2024	THE HOME DEPOT PRO	988.82	Station Supplies-Water
231464	2/15/2024	THE HOME DEPOT PRO	947.50	Household Supplies-Stations
	2/15/2024	THE HOME DEPOT PRO	402.09	Office Supplies-Stations
231465	2/15/2024	THE SOURCING GROUP	2,365.32	Joint PS Building-Challenge Coins
231349	1/25/2024	THOMAS G McKENZIE	88.36	Reimbursement-Books for Captains Exam
231407	2/8/2024	TIMOTHY ENG	3,682.03	Dining Table Parts and Materials-Stn 34
01/25/24-31	1/25/2024	TRI VALLEY TIRE INC	399.00	Service Call/Flat Repair-Unit 708
01/25/24-32	1/25/2024	TRI VALLEY TIRE INC	612.32	Service Call/New Tires (2)-Unit 708
02/08/24-55	2/8/2024	TRI VALLEY TIRE INC	403.22	Flat Tire Repair-Unit 611
02/08/24-56	2/8/2024	TRI VALLEY TIRE INC	851.87	New Tires (2)-Unit 350

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02/15/24-1...	2/15/2024	TRI VALLEY TIRE INC	401.65	Repair Flat Tire (2)-Unit 610
02/15/24-1...	2/15/2024	TRI VALLEY TIRE INC	581.60	Service Call/Tire Rotation-Unit 556
231350	1/25/2024	TWISTED PAIR	2,971.54	Install Copper Cable in Comm Center Server Room
231314	1/23/2024	UNITED PARCEL SERVICE	18.29	Delivery Charges 1/13/24
	1/23/2024	UNITED PARCEL SERVICE	18.29	Delivery Charges 1/6/24
231408	2/8/2024	UNITED PARCEL SERVICE	18.36	Delivery Charges 1/20/24
	2/8/2024	UNITED PARCEL SERVICE	18.36	Delivery Charges 1/27/24
	2/8/2024	UNITED PARCEL SERVICE	18.36	Delivery Charges 2/3/24
231466	2/15/2024	UNITED PARCEL SERVICE	18.37	Delivery Charges 2/10/24
AP 12/23-01	1/22/2024	US BANK	235.90	Flags for Stations (10)
AS 12/23-01	1/22/2024	US BANK	2,055.00	Navigator Conference 2024-Registration (3)
AS 12/23-02	1/22/2024	US BANK	2,055.00	Navigator Conference 2024-Registration (3)
AS 12/23-03	1/22/2024	US BANK	263.24	Groundbreaking Ceremony Supplies
AS 12/23-04	1/22/2024	US BANK	53.00	Board Meeting Supplies
AS 12/23-05	1/22/2024	US BANK	493.42	Board Meeting-Meals
AS 12/23-07	1/22/2024	US BANK	685.00	Navigator Conference 2024-Registration (1)
AS 12/23-08	1/22/2024	US BANK	235.34	CalCard Stmt 12/22/23-Admin Services
ASI 12/23-01	1/22/2024	US BANK	217.48	Replacement Headlights-Unit 714
BE 12/23-01	1/22/2024	US BANK	21.74	Doorbell-Stn 31
BO 12/23-01	1/22/2024	US BANK	67.28	Apparatus Washing Towels
BO 12/23-02	1/22/2024	US BANK	11.94	Wiring Repair Parts-Unit 856
BO 12/23-03	1/22/2024	US BANK	273.33	Santa Community Event-Crew Meals
BW 12/23-01	1/22/2024	US BANK	36.42	Light Bulbs-Stn 36
BW 12/23-02	1/22/2024	US BANK	146.00	Preconstruction Meeting 12/12/23-Meals
CE 12/23-01	1/22/2024	US BANK	93.94	Station Tools-Stn 34
CE 12/23-02	1/22/2024	US BANK	15.21	Envelopes for Station Keys
CE 12/23-03	1/22/2024	US BANK	518.27	Shelving Equipment-Stn 34
CE 12/23-04	1/22/2024	US BANK	126.12	Station Supplies-Stn 34
CE 12/23-05	1/22/2024	US BANK	70.63	Station Supplies-Stn 34
CE 12/23-06	1/22/2024	US BANK	443.75	Station Tools-Stn 34
CE 12/23-07	1/22/2024	US BANK	183.79	Station Supplies-Stn 34
CE 12/23-08	1/22/2024	US BANK	33.23	Station Supplies-Stn 34
CE 12/23-09	1/22/2024	US BANK	86.83	Station Supplies-Stn 34
CE 12/23-10	1/22/2024	US BANK	247.40	Mattress Protectors-Stn 34
CJ 12/23-01	1/22/2024	US BANK	403.40	Outdoor Enclosed Bulletin Cabinet-PS Building
CJ 12/23-02	1/22/2024	US BANK	40.00	Fastrak Replenishment
CJ 12/23-03	1/22/2024	US BANK	86.99	Floor Mat-Stn 34
CJ 12/23-04	1/22/2024	US BANK	218.08	Rubber Drainage Mats-Stn 34
CJ 12/23-05	1/22/2024	US BANK	500.00	Dumpster Deposit for Trailer Site Clean Up-Stn 34

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CJ 12/23-06	1/22/2024	US BANK	40.00	Fastrak Replenishment
CJ 12/23-07	1/22/2024	US BANK	173.98	Floor Mat-Stn 34
CP 12/23-01	1/22/2024	US BANK	650.00	Academy-Graduation Auditorium Rental Deposit
CR 12/23-01	1/22/2024	US BANK	7.65	Striker for Torch
DA 12/23-01	1/22/2024	US BANK	353.13	Emergency Preparedness Supplies
DA 12/23-02	1/22/2024	US BANK	216.06	Fire Investigation Training-Meals
DA 12/23-03	1/22/2024	US BANK	65.24	Grease for Hydrants
DA 12/23-04	1/22/2024	US BANK	309.72	Office Supplies
DA 12/23-05	1/22/2024	US BANK	53.07	Office Supplies-Water
DA 12/23-07	1/22/2024	US BANK	217.96	Office Supplies
DA 12/23-08	1/22/2024	US BANK	117.18	Fuel
DA 12/23-09	1/22/2024	US BANK	162.95	Station Supplies
DA 12/23-10	1/22/2024	US BANK	78.53	Facility Maintenance Supplies
DA 12/23-11	1/22/2024	US BANK	13.57	Facility Maintenance Supplies
DA 12/23-12	1/22/2024	US BANK	140.00	Wash Tickets
DA 12/23-13	1/22/2024	US BANK	97.81	Station Supplies
DA 12/23-14	1/22/2024	US BANK	53.07	Office Supplies-Water
DA 12/23-15	1/22/2024	US BANK	6.49	Facility Maintenance Supplies
DA 12/23-16	1/22/2024	US BANK	27.75	Grease for Hydrants
DA 12/23-17	1/22/2024	US BANK	238.97	Fire Investigation Supplies
DAL 12/23-...	1/22/2024	US BANK	2.00	Measure X Meeting-Parking
DBE 12/23-...	1/22/2024	US BANK	15.99	Zoom Meeting Monthly Fee
DBE 12/23-...	1/22/2024	US BANK	62.00	Constant Contact-CERT Database
DH 12/23-01	1/22/2024	US BANK	1,489.00	Training Facility-Permit Fees
DH 12/23-02	1/22/2024	US BANK	259.72	Contracted Payroll Service On-Site 11/28/23
DH 12/23-03	1/22/2024	US BANK	45.90	CRR-Inspection and Plan Review Credit Card Fee
DP 12/23-01	1/22/2024	US BANK	4,462.47	CalCard Stmt 12/22/23-D.Pangelinan
EF 12/23-01	1/22/2024	US BANK	176.18	Academy Auto Extrication Training-Meals
EF 12/23-02	1/22/2024	US BANK	176.18	Academy Auto Extrication Training-Meals
EMS 12/23-...	1/22/2024	US BANK	16.00	AHA Heartsaver CPR Online Course
EMS 12/23-...	1/22/2024	US BANK	463.00	AHA BLS eCards (130)
EMS 12/23-...	1/22/2024	US BANK	581.37	EVOG Training-Lodging (3)
EMS 12/23-...	1/22/2024	US BANK	929.76	Office Supplies-White Boards (5)
EMS 12/23-...	1/22/2024	US BANK	3.99	Data Analysis Training 12/11/23-12/13/23-Meals
EMS 12/23-...	1/22/2024	US BANK	12.76	Data Analysis Training 12/11/23-12/13/23-Meals
EMS 12/23-...	1/22/2024	US BANK	9.55	Data Analysis Training 12/11/23-12/13/23-Meals
EMS 12/23-...	1/22/2024	US BANK	20.88	Data Analysis Training 12/11/23-12/13/23-Meals
EMS 12/23-...	1/22/2024	US BANK	13.95	Data Analysis Training 12/11/23-12/13/23-Meals
EMS 12/23-...	1/22/2024	US BANK	6.65	Data Analysis Training 12/11/23-12/13/23-Meals

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EMS 12/23...	1/22/2024	US BANK	456.56	Data Analysis Training 12/11/23-12/13/23-Lodging
GM 12/23-...	1/22/2024	US BANK	128.19	Station Supplies
GM 12/23-...	1/22/2024	US BANK	479.52	Station Supplies-Water
GM 12/23-...	1/22/2024	US BANK	674.75	Station Supplies-Electrolytes
GM 12/23-...	1/22/2024	US BANK	479.52	Station Supplies-Water
JB 12/23-01	1/22/2024	US BANK	12.54	Academy Supplies-Water
JL 12/23-01	1/22/2024	US BANK	143.55	Replacement CO Detector-Unit 555
JL 12/23-02	1/22/2024	US BANK	68.02	Fire Investigator Team Meeting-Snacks
JL 12/23-03	1/22/2024	US BANK	57.45	Fire Investigator Team Meeting-Snacks
JL 12/23-04	1/22/2024	US BANK	42.00	Fire Investigator Team Meeting-Coffee
JL 12/23-05	1/22/2024	US BANK	22.01	Station Supplies
JL 12/23-06	1/22/2024	US BANK	8.47	Santa Community Event-Supplies
JL 12/23-07	1/22/2024	US BANK	368.78	Santa Community Event-Crew Meals
JL 12/23-08	1/22/2024	US BANK	97.77	Santa Community Event-Supplies
JL 12/23-09	1/22/2024	US BANK	123.91	Santa Community Event-Supplies
JL 12/23-10	1/22/2024	US BANK	50.04	Fuel
JY 12/23-01	1/22/2024	US BANK	60.12	Emergency Response-Crew Meals
JY 12/23-02	1/22/2024	US BANK	4.00	Station Supplies
JY 12/23-03	1/22/2024	US BANK	13.04	Station Supplies-Stn 34
JY 12/23-04	1/22/2024	US BANK	12.09	Station Supplies-Stn 34
JY 12/23-05	1/22/2024	US BANK	75.01	Replace Seat Cushion-Tiller Truck
KB 12/23-01	1/22/2024	US BANK	49.45	Name Tags for Lockers-Stn 32
LN 12/23-01	1/22/2024	US BANK	350.00	Labor Law Posters
MR 12/23-01	1/22/2024	US BANK	16.26	Kitchen Supplies-Stn 31
MR 12/23-02	1/22/2024	US BANK	126.85	Household Supplies-Stn 31
MR 12/23-03	1/22/2024	US BANK	65.23	Household Supplies-Stn 31
RM 12/23-01	1/22/2024	US BANK	44.32	Fire Investigation Supplies
RW 12/23-01	1/22/2024	US BANK	110.00	ICC-Certification Renewal
RW 12/23-02	1/22/2024	US BANK	103.49	NFPA-iLink Code Renewal
SD 12/23-01	1/22/2024	US BANK	54.86	Station Supplies
SO 12/23-01	1/22/2024	US BANK	79.99	Community Event 12/10/23-Crew Meals
SO 12/23-02	1/22/2024	US BANK	17.38	Station Supplies-Stn 34
SO 12/23-03	1/22/2024	US BANK	16.51	Household Supplies-Stn 34
SO 12/23-04	1/22/2024	US BANK	64.70	Kitchen Supplies-Stn 34
SO 12/23-05	1/22/2024	US BANK	97.56	Household Supplies-Stn 34
SO 12/23-06	1/22/2024	US BANK	19.56	Kitchen Supplies-Stn 34
SO 12/23-07	1/22/2024	US BANK	108.72	Kitchen Supplies-Stn 34
SO 12/23-08	1/22/2024	US BANK	32.32	Station Supplies-Stn 34
SS 12/23-01	1/22/2024	US BANK	26.75	CalCard Stmt 12/22/23-S.Sauve

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ST 12/23-01	1/22/2024	US BANK	46.25	Recruitment Supplies-Snacks
ST 12/23-02	1/22/2024	US BANK	100.00	Employee ID Cards
ST 12/23-03	1/22/2024	US BANK	49.78	Office Supplies
ST 12/23-04	1/22/2024	US BANK	60.01	Recruitment Supplies-Snacks
ST 12/23-05	1/22/2024	US BANK	105.11	BC Promotional Interview Panel-Lunch
ST 12/23-06	1/22/2024	US BANK	105.00	Recruitment Supplies-Snacks
ST 12/23-07	1/22/2024	US BANK	80.20	DC Promotional Interview Panel-Lunch
TD 12/23-01	1/22/2024	US BANK	3,722.98	CalCard Stmt 12/22/23-Technology Division
Trvl-3 12/2...	1/22/2024	US BANK	1,347.80	Public Safety Building Masons Plaque-Final Payment
Trvl-3 12/2...	1/22/2024	US BANK	1,000.00	Stn 34 Dedication Plaque-Deposit
Trvl-4 12/2...	1/22/2024	US BANK	899.11	CalCard Stmt 12/22/23-Travel Card 4/IT
2461833	1/25/2024	US BANK CORPORATE TRUST SVCS	166,900.00	2015 COP FY23/24-Interest
2463060	1/25/2024	US BANK CORPORATE TRUST SVCS	646,531.25	2020 COP FY23/24-Interest
231351	1/25/2024	US BANK EQUIPMENT FINANCE	2,785.21	Ricoh (2)/HP Copier Lease (1) 1/1/24-1/31/24
231467	2/15/2024	US BANK EQUIPMENT FINANCE	413.34	Ricoh (2)/HP Copier Lease (1) 03/24
231352	1/25/2024	VALLEY PLUMBING HOME CENTER INC	285.00	Annual Backflow Testing-Stn 32
	1/25/2024	VALLEY PLUMBING HOME CENTER INC	95.00	Annual Backflow Testing-Stn 34
	1/25/2024	VALLEY PLUMBING HOME CENTER INC	95.00	Annual Backflow Testing-Stn 39
	1/25/2024	VALLEY PLUMBING HOME CENTER INC	380.00	Backflow Testing-Stn 36
231468	2/15/2024	VERIZON WIRELESS	4,031.81	Wireless and Data 1/4/24-2/3/24
231469	2/15/2024	VICKERS CONSULTING SERVICES INC	2,400.00	Grant Writing Services-AFG/SAFER Grants
231470	2/15/2024	VICKIE CALLAHAN	(103.31)	Credit-Uniform Job Shirt (1)
	2/15/2024	VICKIE CALLAHAN	198.48	Uniform Shipping Fees
231353	1/25/2024	VISION SERVICE PLAN	12,125.07	Vision Insurance-2/24
231315	1/23/2024	WALNUT CREEK FORD	670.86	Service and Repairs-Unit 350
231354	1/25/2024	WALNUT CREEK FORD	2,050.40	Service and Repairs-Unit 715
02/08/24-57	2/8/2024	WATTCO EQUIPMENT INC.	744.94	Replace Back Up Camera-Unit 362
01/23/24-37	1/23/2024	WESTERN MACHINERY ELECTRIC INC	372.71	Generator Maintenance and Service-Stn 31
01/23/24-38	1/23/2024	WESTERN MACHINERY ELECTRIC INC	333.43	Annual Subscription-Cellular Monitoring Stn 30
01/23/24-39	1/23/2024	WESTERN MACHINERY ELECTRIC INC	333.43	Annual Subscription-Cellular Monitoring Stn 31
01/23/24-40	1/23/2024	WESTERN MACHINERY ELECTRIC INC	333.43	Annual Subscription-Cellular Monitoring Stn 34
01/23/24-41	1/23/2024	WESTERN MACHINERY ELECTRIC INC	333.43	Annual Subscription-Cellular Monitoring Stn 35
01/23/24-42	1/23/2024	WESTERN MACHINERY ELECTRIC INC	333.43	Annual Subscription-Cellular Monitoring Stn 36
01/23/24-43	1/23/2024	WESTERN MACHINERY ELECTRIC INC	333.43	Annual Subscription-Cellular Monitoring Stn 38
01/23/24-44	1/23/2024	WESTERN MACHINERY ELECTRIC INC	333.43	Annual Subscription-Cellular Monitoring Stn 39
01/23/24-45	1/23/2024	WESTERN MACHINERY ELECTRIC INC	338.03	Annual Subscription-Cellular Monitoring Stn 37
01/23/24-46	1/23/2024	WESTERN MACHINERY ELECTRIC INC	333.43	Annual Subscription-Cellular Monitoring Stn 33
01/23/24-47	1/23/2024	WESTERN MACHINERY ELECTRIC INC	333.43	Annual Subscription-Cellular Monitoring Stn 32
01/23/24-48	1/23/2024	WESTERN MACHINERY ELECTRIC INC	333.43	Annual Subscription-Cellular Monitoring Highland Ridge

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01/23/24-49	1/23/2024	WESTERN MACHINERY ELECTRIC INC	333.43	Annual Subscription-Cellular Monitoring Rocky Ridge
01/23/24-50	1/23/2024	WESTERN MACHINERY ELECTRIC INC	903.49	Generator Service Call-Stn 36
231355	1/25/2024	WITMER PUBLIC SAFETY GROUP INC	959.98	Suppression-Structure Boots (1)
01/25/24-33	1/25/2024	WITTMAN ENTERPRISES LLC	22,612.82	Ambulance Collection Fee-11/23
02/08/24-58	2/8/2024	WITTMAN ENTERPRISES LLC	24,341.88	Ambulance Collection Fee-12/23
01/25/24-34	1/25/2024	WORLD OIL ENVIRONMENTAL SERVICES	1,750.00	Non-Hazardous Waste Clean Out and Removal-Stn 36
02/08/24-59	2/8/2024	WORLD OIL ENVIRONMENTAL SERVICES	1,342.85	Waste Removal Services-Stn 30
231409	2/8/2024	WRIGHT L ESTRANGE AND ERGASTOLO	5,069.01	Legal Services-Mental Health Project November-December 2023
231471	2/15/2024	ZEKIEL SPANI	250.00	Reimbursement-Paramedic License Renewal
Report Total			5,657,517.19	

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
JANUARY 24, 2024 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 Kerr, Vice President Stamey, Directors Lee, Crean, and Parker

Board Member(s) Absent: None

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Director Lee led the Pledge of Allegiance.

3. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

President Kerr declared a quorum of the Board was present, and confirmed there were no changes to the Agenda.

4. PUBLIC COMMENT

Mr. Don Reid provided public comment thanking past president Michelle Lee, the Board, Management, District employees, and firefighters for their hard work.

5. CONSENT CALENDAR

Motion by Director Lee to approve Consent Calendar Items 5.1 through 5.6; seconded by Vice President Stamey. Motion carried unanimously by roll call vote.

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

6.1 Update on Behavioral Health Response Pilot Program.

Chief Meyer introduced Deputy Chief Jonas Aguiar, EMS Division Manager Lance Maples and Consultant Preston Looper to present the update on the Behavioral Health Response Pilot Program since Firefighter First Response went live in October 2023.

7. OLD BUSINESS

7.1 Approve revisions to the District's Fund Balance Reserve Policy.

Motion by Director Crean to approve revisions to the District's Fund Balance Reserve Policy; seconded by Director Parker. Motion carried unanimously by roll call vote.

8. NEW BUSINESS

8.1 Introduce by title only and waive the First Reading of Proposed Amended Ordinance No. 24: Administrative Citations.

Motion by Vice President Stamey to: (1) Introduce by title only and waive the first reading of proposed Amended Ordinance No. 24: Administrative Citations; (2) Designate the District Counsel/District Clerk to prepare a summary of the proposed Ordinance and publish at least five (5) days prior to the February 28, 2024 Regular Board Meeting; and (3) Post a certified copy of the full text of the proposed Amended Ordinance in the District Clerk's office at least five (5) days prior to the February 28, 2024 Regular Board Meeting; seconded by Director Lee. Motion carried unanimously by roll call vote.

8.2 Approve the requested change orders with Golden State Fire Apparatus in an amount not to exceed \$335,767.

Motion by Director Lee to approve the requested change orders with Golden State Fire Apparatus in an amount not to exceed \$335,767; seconded by Director Crean. 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 December 2023.

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

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

10.3 EMS Division – EMS Division Manager Lance Maples
EMS Report of monthly activities.

EMS Division Manager Lance Maples provided the monthly activities report for December 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 December 2023.

- 10.5 Fleet and Facilities Division – Interim Deputy Dave Garcia
Fleet and Facilities Report of monthly activities.

Interim Deputy Chief Garcia provided the monthly activities report for December 2023.

- 10.6 Communications and Technology Division – Chief Meyer/Interim Deputy Chief Garcia
Communications and Technology Report of monthly activities.

Chief Meyer and Interim Deputy Chief Garcia provided the monthly activities report for December 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 December 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 December 2023.

- 10.9 Fire Chief – Fire Chief, Paige Meyer

Fire Chief Meyer provided the monthly activities report for December 2023.

11. GOOD OF THE ORDER

- 11.1 Comments by Board of Directors.

President Kerr announced that Director Lee was elected to CCSDA Member-at-Large on January 22, 2024.

- 11.2 Report on District Standing Committee Assignments for 2024.

President Kerr announced the following Committee Assignments for 2024:

Community Risk Reduction: Director Lee (Chair), Director Crean

Disaster Preparedness: Director Parker (Chair), Director Crean

EMS: Director Lee (Chair), Vice President Stamey

Facilities: President Kerr (Chair), Director Lee

Finance: Director Crean (Chair), President Kerr

Personnel: Vice President Stamey (Chair), Director Parker

San Ramon Valley Emergency Preparedness Citizen Corps Council Policy Advisory Committee (CCC/PAC): President Kerr

12. UPCOMING CALENDAR OF EVENTS

- 12.1 Next Regular Board Meeting, February 28, 2024 at 1:00 p.m.
- 12.2 Ribbon Cutting Ceremony for Public Safety Complex/Communications Center, 2401 Crow Canyon Road, San Ramon, January 25, 2024 at 5:30 p.m.
- 12.3 Station 34 Community Event, 12599 Alcosta Boulevard, San Ramon, January 27, 2024, 12:00 p.m.-2:00 p.m.
- 12.4 2023-I Recruit Academy Graduation Ceremony, February 2, 2024, The Roundhouse, 2600 Camino Ramon, Tahoe Auditorium at 3:00 p.m.
- 12.5 Street Smarts Program 20th Anniversary Celebration, City of San Ramon City Hall Rotunda, 7000 Bollinger Canyon Road, San Ramon, February 8, 2024, 5:00 p.m. – 7:00 p.m. (RSVP required).

President Kerr announced the above events.

President Kerr announced the Board will enter Closed Session for Agenda Item No. 13.1, Conference with Legal Counsel – Existing Litigation, and 13.2, Conference with Legal Counsel – Anticipated Litigation. The Board took a recess at 2:50 p.m. and entered Closed Session at 3:00 p.m.

13. CLOSED SESSION

- 13.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
California Government Code Section 54956.9(d)(1):
Laura Begin v. SRVFPD; and DOES 1 through 50, inclusive, Case No.: C23-00085
- 13.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2): 1 potential case. Facts and circumstances that might result in litigation need not be disclosed.

14. RETURN TO OPEN SESSION

The Board returned to Open Session at 3:26 p.m.

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

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

16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, FEBRUARY 28, 2024, AT 1:00 P.M.

President Kerr adjourned the meeting at 3:26 p.m.

Prepared by: _____
Stephanie Brendlen
District Counsel/Clerk

Approved by: _____
President Kerr
Board President

San Ramon Valley Fire Protection District Salaries, Payroll Taxes & Retirement Contributions

For the Month of: **January-24**

Department	# Reg Employees	Gross Wages	Payroll Taxes	Retirement	Total	% of Total
GL Acct Number		(5110,5115,5120,5121)	(5140)	(5150,5151)		
Board of Directors	5	\$ 590.00	\$ 7.85	-	\$ 597.85	0.01%
Fire Chief	2	40,086.93	574.25	33,714.46	74,375.64	1.42%
District Counsel	1	19,204.00	271.54	6,763.65	26,239.19	0.50%
Human Resources	2	19,944.44	274.34	6,826.82	27,045.60	0.52%
Finance	2	27,997.23	392.43	9,667.25	38,056.91	0.73%
Community Risk Reduction	3	62,906.66	913.53	11,932.33	75,752.52	1.44%
Technology	2	21,610.57	301.50	6,429.61	28,341.68	0.54%
Communication Center	13	221,978.30	3,169.83	50,890.60	276,038.73	5.26%
Emergency Preparedness	1	10,815.00	154.70	3,809.04	14,778.74	0.28%
Facilities	0	-	-	-	-	0.00%
Fire Suppression	138	2,880,967.45	41,833.68	1,501,211.66	4,424,012.79	84.29%
Fleet	1	4,753.31	1.52	3,733.71	8,488.54	0.16%
Training	0	-	-	-	-	0.00%
EMS	8	101,013.10	1,383.48	18,228.13	120,624.71	2.30%
Rescue		40,234.43	-	26,135.95	66,370.38	1.26%
Fire Investigation Team		10,349.53	-	6,508.79	16,858.32	0.32%
Hazmat		31,485.96	-	19,290.82	50,776.78	0.97%
TOTALS	178	\$ 3,493,936.91	\$ 49,278.65	\$ 1,705,142.82	\$ 5,248,358.38	100.00%



San Ramon Valley Fire Protection District
2401 Crow Canyon Road, Suite A
San Ramon, CA 94583
www.firedepartment.org

Date: February 28, 2024
To: Board of Directors
From: Paige Meyer, Fire Chief
Subject: Approval of Agreement with Lon Phares for Specialized Services

Background

The District desires to contract with Lon Phares (Contractor) for the provision of ongoing capital project management, consulting services and support to the Board of Directors, Fire Chief and other District personnel as directed. Such services fall outside of the normal scope of job duties of any existing District position. The services include, but are not limited to, the following:

- Oversee completion of the Public Safety Building project;
- Oversee completion of the Station 34 renovation and expansion project;
- Oversight and project management services related to development of the South County Training Facility project at 1500 Bollinger Canyon Road;
- Provide construction litigation support to the District on an as needed basis; under direction of the Fire Chief and Board of Directors, represent the District in meetings with contractors and legal counsel on matters relating to construction litigation; and
- Other such work as assigned by the Fire Chief which require Contractor's special services.

Given the temporary and specialized nature of these services, a contract for service is deemed appropriate and preferable to an employment contract; and Contractor has demonstrated the unique and specialized knowledge, skills and abilities required to provide the services.

The agreement calls for Contractor to be compensated at the rate of \$127 per hour for services provided, with Contractor reporting directly to the Fire Chief. The effective date of the agreement is January 1, 2024.

Financial Impact

Funds for this services contract will come from the capital project funds previously budgeted for project management and oversight services.

Recommended Board Action

Staff recommends approval of the agreement with Lon Phares for Specialized Services

Attachment

Agreement with Lon Phares for Specialized Services

**AGREEMENT BETWEEN
THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT
AND LON PHARES FOR CONSULTING SERVICES**

THIS AGREEMENT (“Agreement”) is made and entered into this 1st day of January 2024, by and between the San Ramon Valley Fire Protection District (“District”), a California Special District, and Lon Phares (“Contractor”). District and Contractor are sometimes referred to as “Parties” and each a “Party” in this Agreement.

RECITALS

WHEREAS, District desires to have those contractor services provided as set forth in Exhibit “A,” which is incorporated by this reference; and

WHEREAS, Contractor represents that it is qualified and able to perform services set forth in Exhibit “A;” and

WHEREAS, Contractor is agreeable to providing the services on the terms and conditions set forth in this Agreement.

NOW THEREFORE, the Parties agree as follows:

1. **Recitals.** Each of the Recitals set forth above are incorporated as terms and conditions of this Agreement.
2. **Term of Agreement.** The term (“Term”) of this Agreement shall extend from January 1, 2024 (“Commencement Date”) to December 31, 2024 (the “Termination Date”) with an option to extend as agreed upon by the Parties in writing.
3. **Contractors Services.** Contractor shall perform the services described in Exhibit A (“Scope of Work” and/or “Services”) to the full satisfaction of District.
4. **Time of Performance.** Contractor shall perform the Services on or by the Termination Date set forth in Section 2 of this Agreement, unless extended in writing by the Parties to this Agreement.
5. **Compensation.** District agrees to compensate Contractor, and Contractor agrees to accept in full satisfaction for the Services required by this Agreement, the consideration set forth in Exhibit “B,” which is incorporated by this reference (“Payment”). District shall pay Contractor in accordance with the schedule of payment set forth in Exhibit B.
6. **Independent Contractor.** Contractor is, and shall at all times remain, as to District, a wholly independent contractor. Neither District nor any of its agents shall have control over the conduct and direction of Contractor, except as set forth in this Agreement. Contractor shall not, at any time, or in any manner, represent that it is in any manner an agent or employee of District. In no event shall Contractor have the authority to bind the District in any agreement, contract, or obligation.
7. **Assignment.** Contractor shall not assign or attempt to assign any portion of this Agreement without prior written approval by District.
8. **Responsible Principal of Contractor:** The Responsible Principal of the Contractor is LON PHARES, who shall be the individual responsible for Contractor’s obligations under this Agreement and shall serve as principal liaison between District and Contractor. Designation of another Responsible Principal by the Contractor shall not be made without the prior written consent of District.
9. **Personnel.** Contractor represents that it has, or shall secure at its own expense, all personnel required to perform Contractor’s services under this Agreement. Contractor shall assign only competent personnel. In

the event that District, in its sole discretion, at any time during the Term of this Agreement, desires the removal of any such persons, Contractor shall, immediately upon receiving notice from District of such desire of District, cause the removal of such person or persons.

- a. **Employment Eligibility.** Contractor shall ensure that all employees of Contractor and any subcontractor retained by Contractor in connection with this Agreement have provided the necessary documentation to establish identity and employment eligibility as required by the Immigration Reform and Control Act of 1986, any amendments thereto and all applicable labor laws in effect at the time of this Agreement. Failure to provide the necessary documentation will result in the termination of the Agreement as required by the Immigration Reform and Control Act of 1986.
10. **Changes to Scope of Work.** District may, by written notice, initiate any change to the Agreement Scope of Work. A corresponding equitable change in the Payment of this Agreement will be made for each change ordered as mutually agreed upon by the Parties in writing.
11. **Conflicts of Interest.** Contractor represents and warrants that it has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the Services contemplated by this Agreement.
12. **Responsibility of Contractor.** Contractor shall take all responsibility for the Work and Services, shall bear all losses and damages directly or indirectly resulting to Contractor, to the District, its elected and appointed officials, officers, attorneys, agents, employees, and volunteers and each of them from any and all loss or damage on account of the performance or character of the Work or Services.
13. **Insurance.** At all times during the Term of this Agreement, which shall include any extended period agreed upon by the Parties, Contractor agrees to have and maintain the policies set forth in Exhibit C entitled "INSURANCE REQUIREMENTS," which is attached and incorporated by this reference. All policies, endorsements, certificates, and/or binders shall be subject to approval by the District as to form and content, and approved in advance of Contractor commencing work. These requirements are subject to amendment or waiver only if so approved in writing by the District.
 - a. Contractor agrees to have and maintain Insurance Requirements at all times during this Agreement, including, without limitation, all insurance required by law such as workers' compensation. The cost of such insurance shall be the sole responsibility of Contractor. In the event Contractor does not satisfy Insurance Requirements or terms and conditions set forth in this Agreement, Contractor shall not be relieved of any obligations under this Agreement.
 - b. Contractor agrees to include with all subcontractors in their subcontract the same requirements and provisions of this Agreement including the indemnity and insurance requirements to the extent they apply to the scope of the subcontractor's work. Subcontractors hired by Contractor agree to be bound to Contractor and District in the same manner and to the same extent as Contractor is bound to District under this Agreement and any other applicable contract documents. Subcontractor further agrees to include these same provisions with any sub-subcontractor. A copy of the Indemnify and Insurance provisions in this Agreement shall be furnished to the subcontractor upon request. Contractor shall require all subcontractors to provide to the District valid certificates of insurance and the required endorsements prior to commencement of any work.
 - c. Contractor shall require each of its subcontractors to maintain insurance coverage which meets all of the requirements of this Agreement while performing any Services for Contractor or District under this Agreement.

- d. The Insurance Requirements required under this Agreement shall be issued by an insurer admitted in the State of California.
 - e. Contractor agrees that if it or its subcontractor do not keep Insurance Requirements in full force and effect, the District may immediately terminate this Agreement and that any lapse in any required insurance coverage during this Agreement shall be a substantial breach of this Agreement by Contractor and shall not relieve Contractor of any obligations under this Agreement.
 - f. Upon execution of this Agreement and at all times during the Term of this Agreement, Contractor shall maintain on file with the District a certificate or certificates and endorsements of the Insurance Requirements required under this Agreement showing that the required insurance policies are in effect in the required amounts, including, without limitation, any certificates and endorsements required for Contractor's subcontractor insurance coverage. If required insurance endorsements are not attached to certificates, the certificates shall be non-compliant and shall be considered a breach of this Agreement by Contractor.
 - g. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of an insurance policy or proceeds available to the named Insured; whichever is greater.
 - h. Contractor shall remain responsible for any Insurance Requirements which shall survive the termination or completion of this Agreement.
14. **Indemnification.** To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless District, its directors, officers, attorneys, representatives, agents, employees, volunteers and each of them ("District indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, damages, loss, expenses, and costs of every nature, including reasonable attorneys' fees and costs of litigation ("claims") arising out of or in connection with Contractor's performance or nonperformance of its obligations under this Agreement or out of the operations conducted by Contractor or its failure to comply with any of its obligations contained in this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the District. In the event the District indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Contractor's performance of this Agreement, the Contractor shall provide a defense to the District indemnitees, or at the District's option, reimburse the District indemnitees their costs of defense, including reasonable attorneys' fees incurred in defense of such claims.
- a. **General.** This obligation to indemnify and defend District as set forth herein is binding on the successors, assigns, or heirs of Contractor and shall survive the termination of this Agreement or this Agreement Section 14. By execution of this Agreement, Contractor acknowledges and agrees that it has read and understands the provisions hereof and that this section is a material element of consideration. The Parties agree that if any part of this Indemnification is found to conflict with applicable laws, such part shall be unenforceable only insofar as it conflicts with said laws, and that this indemnification shall be judicially interpreted and rewritten to provide the broadest possible indemnification legally allowed and shall be legally binding upon Contractor.
 - b. **Survival.** Contractor is responsible for such defense and indemnity obligations, which shall survive the termination or completion of this Agreement for the full period of time allowed by law.
 - c. **No Limitation by Insurance Obligations.** The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance

obligations contained in this Agreement.

- d. **Scope.** This Section shall in no event be construed to require indemnification by Contractor to a greater extent than permitted under the public policy of the State of California.

15. **Termination.**

- a. In addition to any other rights of termination and suspension set forth in this Agreement or at law, either Party may terminate this Agreement with or without cause by providing ten (10) days' notice in writing to the other Party.
- b. The District may terminate this Agreement at any time without prior notice in the event that Contractor commits a material breach of the terms of this Agreement.
- c. In the event of termination of this Agreement by District, due to no fault or failure of performance by Contractor, Contractor shall be paid full compensation for all Services performed by Contractor, in an amount to be determined as follows: For Work done in accordance with the terms and provisions of this Agreement, Contractor shall be paid an amount equal to the amount of Services performed prior to the effective date of termination or cancellation; provided, in no event shall the amount of money paid under the foregoing provisions of this paragraph exceed the amount which would be paid to Contractor for the full performance of the Scope of Work under this Agreement.
- d. Upon termination, this Agreement shall become of no further force or effect and all Parties shall be discharged from their duties and obligations under this Agreement, except for any survival of termination clauses expressly set forth in this Agreement. Notwithstanding, the provisions of this Agreement concerning retention of records, District's rights to material produced, confidential information, Contractor's responsibility, indemnification, insurance, dispute resolution, litigation, and jurisdiction and severability shall survive termination of this Agreement.

- 16. **Notice.** All notices that are required either expressly or by implication to be given by one Party to the other under this Agreement shall be signed for Contractor by its Responsible Principal and for District by the Fire Chief, or, for either Party, by such officer as it may, from time to time, be authorized to so act. All such notices shall be deemed to have been given if delivered personally or if enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail or overnight express carrier. Unless and until formally notified otherwise, all notices shall be addressed to the Parties at their addresses as follows:

Contractor shall address notices to:

Paige Meyer, Fire Chief
San Ramon Valley Fire Protection District
1500 Bollinger Canyon Road
San Ramon, CA 94583
Email: pmeyer@srvfire.ca.gov

With copies to:

Stephanie Brendlen, District Counsel
San Ramon Valley Fire Protection District
1500 Bollinger Canyon Road
San Ramon, CA 94583
Email: sbrendlen@srvfire.ca.gov

Davina Hatfield, CFO
San Ramon Valley Fire Protection District
1500 Bollinger Canyon Road
San Ramon, CA 94583
Email: dhatfield@srvfire.ca.gov

District shall address notices to:

Lon Phares
3415 Claridge Drive
Danville, CA 92526
Email: Lonphares@comcast.net

17. **Compliance with Laws.**

- a. **In General.** Contractor shall observe and comply with all laws, policies, general rules and regulations established by District and shall comply with all local, state, and federal laws, ordinances, codes, rules and regulations, including without limitation those set forth by governmental agencies, (including federal, state, municipal and local governing bodies) applicable to the performance of this Agreement and the Scope of Work hereunder, including, but not limited to, all provisions of the Occupational Safety and Health Act of 1979 as amended.
 - b. **Drug-free Workplace.** Contractor shall comply with the District's policy of maintaining a drug-free workplace. Contractor shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code section 812, including, without limitation, marijuana, heroin, cocaine, and amphetamines, at any facility, premises or worksite used in any manner in connection with performing services pursuant to this Agreement. If Contractor is convicted or pleads *nolo contendere* to a criminal drug statute violation occurring at such a facility, premises, or worksite, the Contractor shall notify the District within five (5) days.
 - c. **Licenses and Permits.** Contractor represents and warrants to District that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Contractor to practice its profession. Contractor represents and warrants to District that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals which are legally required for Contractor to practice its profession.
18. **Facilities and Equipment.** Except as set forth in Exhibit "D" ("Facilities and Equipment"), Contractor shall, at its sole cost and expense, furnish all of Contractor's facilities and equipment, which may be required for completing the Scope of Work pursuant to this Agreement. District shall furnish to Contractor only the facilities and equipment listed in Exhibit D according to the terms and conditions set forth in Exhibit D.
19. **Exhibits.** All exhibits referred to in this Agreement are attached and incorporated by this reference.
20. **Benefits and Taxes.** Contractor shall not have any claim under this Agreement or otherwise against District for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance, medical care, hospital care, insurance benefits, social security, disability, unemployment, workers compensation or employee benefits of any kind. Contractor shall be solely liable for and obligated to pay directly all applicable taxes, including, but not limited to, federal and state income taxes, for which Contractor shall indemnify and hold District harmless from any and all liability that District may incur because of Contractor's failure to pay such taxes. District shall have no obligation whatsoever to pay or withhold any taxes on behalf of Contractor.
21. **Dispute Resolution.** Should any dispute arise concerning any provisions of this Agreement, or the Parties' rights and obligations hereunder, the Parties shall meet and confer in an attempt to resolve the dispute. Prior

to commencing any legal action, the complaining Party shall provide to the other Party seven (7) days' written notice of the intent to take such action; provided that such notice shall not be required where a delay in commencing an action would prejudice the interests of the Party that intends to file suit. During the seven (7) day notice period, the Parties shall meet and confer in an attempt to resolve the dispute. Except as specifically provided, nothing herein is intended to waive or abridge any right or remedy that either Party may have.

22. **Attorneys' Fees.** In the event any legal action is commenced to enforce this Agreement, the prevailing Party is entitled to reasonable attorney's fees, costs, and expenses incurred.
23. **Documents and Records.**
 - a. **Property of District.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda or other written or electronic documents or materials prepared by Contractor pursuant to this Agreement shall become the property of District upon completion of the Work to be performed hereunder including without limitation upon termination of this Agreement.
 - b. **Retention of Records.** Until the expiration of three (3) years after the furnishing of any Services pursuant to this Agreement, Contractor shall retain and, upon written request by District, make available to the District or any Party designated by the District this Agreement, such books, documents, records and electronic documents of Contractor that are necessary or convenient for audit purposes to certify the nature and extent of the reasonable cost of services to District.
24. **Inspection of Records.** The District or its duly authorized representatives shall have the right to inspect and make copies of Contractor's books and records, related to Contractor's Services under this Agreement. Contractor shall maintain and promptly make available for such inspection all accurate records related to the Services provided by Contractor to the District under this Agreement.
25. **Confidential Information.** Contractor shall hold any confidential information ("Confidential Information" as defined in this Section 25) received from District in the course of performing this Agreement in trust and confidence and will not reveal such Confidential Information to any person or entity, either during the term of the Agreement or at any time thereafter. Upon expiration of this Agreement, or termination as provided herein, Contractor shall return materials which contain any Confidential Information to District. For purposes of this Section 25, "Confidential Information" is defined as all oral and written information disclosed to Contractor by District, its directors, officers, employees, representatives and agents which relate to District, including without limitation all information relating its directors, officers, employees, representatives and agents, which information is not otherwise of public record under California law. This Section 25 shall survive termination of this Agreement.
26. **Successors and Assigns.** This Agreement and all of its provisions shall apply to and bind the successors and assigns of each the Parties.
27. **Waiver.** 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 Agreement shall not be deemed to be a waiver with respect to any other default or matter.
28. **Agreement Interpretation.** Each Party to this Agreement has had an opportunity to review the Agreement, confer with legal counsel regarding the meaning of the Agreement, and negotiate revisions to the Agreement. Accordingly, neither Party shall rely upon Civil Code section 1654 in order to interpret any uncertainty in the meaning of the Agreement.
29. **Entire Agreement.** This Agreement 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 Agreement may not be modified or amended except by a writing signed by both Parties.

- 30. **Jurisdiction and Severability.** This Agreement shall be governed and construed in accordance with California law. The venue for any legal action in State court filed by a Party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Superior Court of California, County of Contra Costa. The venue for any legal action in Federal court filed by a Party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement within the jurisdiction of the Federal courts shall be the Northern District of California. The appropriate venue for arbitration, mediation or similar legal proceeding under this Agreement shall be in the County of Contra Costa, California; however, nothing in this Agreement section shall obligate a Party to submit to arbitration any dispute arising under this Agreement. If any term or provision of this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement shall not be affected.
- 31. **Signatures.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of Contractor and District.
- 32. **Counterparts.** This Agreement 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. This Agreement shall constitute the entire understanding and agreement of the Parties.

IN WITNESS WHEREOF, San Ramon Valley Fire Protection District and Contractor do hereby agree to the full performance of the terms set forth herein.

**SAN RAMON VALLEY
FIRE PROTECTION DISTRICT**

CONTRACTOR

BY: _____
Paige Meyer, Fire Chief

BY: _____
Lon Phares

DATE:

DATE:

APPROVED AS TO FORM:

BY: _____
Stephanie Brendlen, District Counsel

DATE:

APPROVED AS TO BUDGET AUTHORITY:

BY: _____
Davina Hatfield, CFO

DATE:

Attachments:

- Exhibit A – Scope of Work
- Exhibit B – Payment and Schedule of Payments
- Exhibit C – Insurance Requirements
- Exhibit D – Facilities and Equipment

EXHIBIT A

SCOPE OF WORK AND MINIMUM QUALIFICATIONS

At no time shall Contractor have the authority to bind the District in contractual agreements.

At no time shall Contractor have the authority to bind the District in contractual agreements.

Provide ongoing capital project management, consulting services and support to the Board of Directors, Fire Chief and other District personnel as directed; duties to include, but not limited to, the following:

- Oversee completion of the Public Safety Building project;
- Oversee completion of the Station 34 renovation and expansion project;
- Oversight and project management services related to development of the South County Training Facility project at 1500 Bollinger Canyon Road;
- Provide construction litigation support to the District on an as needed basis; under direction of the Fire Chief and Board of Directors, represent the District in meetings with contractors and legal counsel on matters relating to construction litigation; and
- Other such work as assigned by the Fire Chief which require Contractor's special services.

The results of the consulting services outlined above will be communicated to the District as directed by the Fire Chief.

EXHIBIT B
PAYMENT AND SCHEDULE OF PAYMENTS

TOTAL COMPENSATION

1. District shall compensate Contractor for the satisfactory performance, which performance shall be determined satisfactory in the full discretion of the District, of the work described in this Agreement to not exceed the amount of \$127.00 per hour.
2. Contractor shall submit itemized statements to the District on a District approved form for its Services performed, which shall include documentation of the services rendered, and the hours of service, if appropriate. District shall compensate Contractor the amount of such billing within thirty (30) days receipt of same.
3. There shall be no right to reimbursement of expenses or costs incurred by Contractor except as mutually agreed to in writing in advance of Contractor incurring such expenses.

EXHIBIT C
INSURANCE REQUIREMENTS

Please refer to the insurance requirements listed below. Those that have an “X” indicated in the space before the requirement apply to Contractor’s Agreement.

Contractor shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work or Services hereunder by Contractor, its agents, representatives, employees or subcontractors.

Contractor shall provide its insurance broker(s)/agent(s) with a copy of these requirements and request that they provide Certificates of Insurance complete with copies of all required endorsements.

Upon execution of this Agreement, Contractor shall furnish District with copies of original endorsements affecting coverage required by this Exhibit C. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements and certificates are to be received and approved by District before Contractor commences any work or Services. District has the right to require Contractor to provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

Commercial General Liability (CGL):

- Insurance Services Office (“ISO”) Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Agreement or the general aggregate limit shall be twice the required occurrence limit.
- ISO Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Agreement or the general aggregate limit shall be twice the required occurrence limit.
- ISO Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than **\$5,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Agreement or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability:

- ISO Form Number CA 0001 covering, Code 1 (any auto), if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than **\$1,000,000** per accident for bodily injury and property damage.
- ISO Form Number CA 0001 covering, Code 1 (any auto), with limits no less than **\$5,000,000** per accident for bodily injury and property damage.
- Garage keepers’ extra liability endorsement to extend coverage to all vehicles in the care, custody and control of the Contractor, regardless of where the vehicles are kept or driven.

Professional Liability (Errors and Omissions):

- ___ Insurance appropriate to the Contractor’s profession covering acts, errors, mistakes, omissions arising out of the work or Services performed by the Contractor, or any person employed or working for the Contractor, with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate.
- ___ Includes Design/Build: Insurance appropriate to the Contractor’s profession covering acts, errors, mistakes, omissions, including design and build errors, mistakes, and omissions, arising out of the work or Services performed by the Contractor, or any person employed or working for the Contractor, with limits no less than **\$1,000,000** per occurrence or claim, and **\$2,000,000** policy aggregate.

Workers’ Compensation Insurance:

- ___ Insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease. *(Not required if Contractor provides written verification it has no employees)*

The Contractor makes the following certification, required by section 1861 of the California Labor Code:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' 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.

Contractor Signature

Other Insurance Provisions:

The insurance policies are to contain or be endorsed to contain the San Ramon Valley Fire Protection District as additional insured.

Notice of Cancellation, Suspension or Otherwise Voiding Policies:

Each insurance policy required above shall contain, or be endorsed to contain **that coverage shall not be suspended, voided, canceled or reduced in coverage or in limits except with thirty (30) days’ prior written notice** by certified mail, return receipt requested to the District.

Acceptability of Insurers:

Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than A:VII, unless otherwise acceptable to District in writing.

Subcontractors:

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that District is an additional insured on insurance required from subcontractors. For CGL coverage, subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13.

Verification of Coverage:

Contractor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before any work or Services commence. However, failure to obtain the required documents prior to the work or Services beginning shall not waive Contractor’s obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Failure to Comply:

Each insurance policy required above shall contain or be endorsed to contain that any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its elected and appointed officials, officers, attorneys, agents, employees and volunteers.

EXHIBIT D
FACILITIES AND EQUIPMENT

District shall furnish physical facilities such as desks and conference space, as may be reasonably necessary and convenient for Contractor's use while consulting with District employees and reviewing records and the information in possession of District. Contractor shall not use such services, premises, facilities, supplies or equipment for any purpose other than in the performance of Contractor's obligations under this Agreement. Contractor shall perform work under this Agreement in his sole control and direction.



San Ramon Valley Fire Protection District
2401 Crow Canyon Road, Suite A
San Ramon, CA 94583
www.firedepartment.org

Date: February 28, 2024
To: Board of Directors
From: Paige Meyer, Fire Chief
Subject: Approval of Third Amendment to Cell Site Lease with AT&T

Background:

The District entered into a Cell Site Lease at Station 31 in Danville with Bay Area Cellular dated July 24, 1996, as amended by First Amendment to Cell Site Lease (with Cingular Wireless as successor to Bay Area Cellular) dated August 29, 2005, as further amended by Second Amendment to Cell Site Lease dated July 21, 2016. The lease is now between the District and AT&T as successor to Cingular.

Base rent payments were increased to \$5,000 per month with the second amendment in 2016, with an annual increase of 3% per year, and are currently at \$5,796 per month. The 3% annual escalator would continue for the remainder of the lease term (and any extensions) under the third amendment; and, as noted below, base rent would increase by an additional \$750 per month with the installation of a backup generator by AT&T. (Note the added base rent would also be subject to the 3% annual rent escalation.)

The term of the current Lease will expire on July 31, 2026, and the parties mutually desire to renew the Lease, memorialize such renewal period and modify the Lease with respect to the following terms and conditions:

- **Term.** The Term of the Lease shall be amended to provide that commencing on August 1, 2026 ("New Term Commencement Date"), the Lease will be automatically renewed, for a new initial term of sixty (60) months ("New Initial Term") and will be automatically renewed for up to four (4) additional sixty (60) month terms (each an "Extension Term"), upon the same terms and conditions of the Lease, unless Lessee provides Lessor one hundred and eighty (180) days non-renewal written notice or Lessor provides Lessee thirty-six (36) months non-renewal written notice prior to the expiration of the New Initial Term or then current Extension Term.
- **New Premises Area.** Lessor agrees to increase the size of the Premises leased to Lessee to accommodate Lessee's needs by approximately one hundred twenty (120) additional square feet to accommodate Lessee's generator. (The backup generator would provide added stability to AT&T cell service in the area in the event of a power outage.)

- **Modification of Rent.** Commencing the first day of the month following commencement of installation within the New Premises Area , the Base Rent shall be increased by Seven Hundred Fifty and 00/100 Dollars (\$750.00) per month, subject to further adjustments, if any, as provided in the Lease; provided that the first such increased payment shall not be due until up to sixty (60) days after such Increase Commencement Date.

Financial Impact

The District will receive approximately \$70,000 in base rent under the cell site lease in FY 2023/24. Under the third amendment, the District would continue to receive monthly rent payments for up to an additional 25 years. With the annual 3% rent escalation, base rent in the final year would amount to approximately \$230,000.

Recommended Board Action

Staff recommends approval of the third amendment to AT&T Cell Site Lease Agreement.

Attachment

AT&T Third Amendment to Cell Site Lease Agreement

Cell Site No.: CCL00476
Cell Site Name: Danville 2 – San Ramon Valley (CA)
Fixed Asset No.: 10087778
Market: San Francisco/Sacramento
Address: 800 San Ramon Valley Blvd., Danville, Ca. 94526

THIRD AMENDMENT TO CELL SITE LEASE

THIS THIRD AMENDMENT TO CELL SITE LEASE (“Third Amendment”) dated as of the later date below (“Effective Date”) is by and between San Ramon Fire Protection District, special district organized and operating under the Fire Protection District Law of 1987 (California Health & Safety Code Section 13800 et seq), having a mailing address at 2401 Crow Canyon Road, San Ramon, Ca 94583 (hereinafter referred to as “Lessor”) and New Cingular Wireless PCS, LLC, successor in interest to Bay Area Cellular Telephone Company, having a mailing address at 1025 Lenox Park Blvd. NE, 3rd Floor Atlanta, GA 30319 (hereinafter referred to as “Lessee”).

WHEREAS, Lessor and Lessee (or their predecessors-in-interest) entered into a Cell Site Lease dated July 24, 1996, as amended by First Amendment to Cell Site Lease dated August 29, 2005, as amended by Second Amendment to Cell Site Lease dated July 21, 2016 (hereinafter, collectively, the "Lease "), whereby Lessor leased to Lessee certain Premises, therein described, that are a portion of the Site located at 800 San Ramon Blvd, Danville, CA 94526; and

WHEREAS, the term of the Lease will expire on July 31, 2026, and the parties mutually desire to renew the Lease, memorialize such renewal period and modify the Lease in certain other respects, all on the terms and conditions contained herein; and

WHEREAS, Lessor and Lessee desire to extend the term of the Lease; and

WHEREAS, Lessor and Lessee desire to modify, as set forth herein, the Base Rent payable under the Lease; and

WHEREAS, Lessor and Lessee desire to amend the Lease to clarify the scope of Lessee's permitted use of the Premises; and

WHEREAS, Lessor and Lessee, in their mutual interest, further wish to amend the Lease as set forth below.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee agree as follows:

- 1. Term.** The Term of the Lease shall be amended to provide that commencing on August 1, 2026 (“New Term Commencement Date”), the Lease will be automatically renewed, for a new initial term of sixty (60) months (“New Initial Term”) and will be automatically renewed for up to four (4) additional sixty (60) month terms (each an “Extension Term”), upon the same terms and conditions of the Lease, unless Lessee provides Lessor one hundred and eighty (180) days non-renewal written notice or Lessor provides Lessee thirty-six (36) months non-renewal written notice prior to the expiration of the New Initial Term or then current Extension Term. Hereafter, “Term” shall include the New Initial Term and any applicable Extension Term.

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Lessor agrees and acknowledges that, except as such permitted use or other rights may be amended herein, Lessee may continue to use and exercise its rights under the Lease as permitted prior to the New Term Commencement Date.

2. **Acknowledgement.** Lessor acknowledges that: 1) this Third Amendment is entered into of the Lessor’s free will and volition; 2) Lessor has read and understands this Third Amendment and the underlying Lease and, prior to execution of this Third Amendment, was free to consult with counsel of its choosing regarding Lessor’s decision to enter into this Third Amendment and to have counsel review the terms and conditions of this Third Amendment; 3) Lessor has been advised and is informed that should Lessor not enter into this Third Amendment, the underlying Lease between Lessor and Lessee, including any termination or non-renewal provision therein, would remain in full force and effect.
3. **New Premises Area.** Lessor agrees to increase the size of the Premises leased to Lessee to accommodate Lessee’s needs by approximately one hundred twenty (120) additional square feet to accommodate Lessee’s generator. Upon the execution of this Third Amendment, Lessor leases to Lessee the additional Premises described on attached Exhibit B-2 (“**New Premises Area**”), which shall also include new conduit and utility lines, automatic transfer switch, emergency shut-off switch and fire extinguisher cabinet. Lessor’s execution of this Third Amendment will signify Lessor’s approval of Exhibit B-2. Exhibit B-2 hereby supplements Exhibits B and B-1 to the Lease. The Premises under the Lease prior to this Third Amendment in addition to the New Premises Area under this Third Amendment shall be the Premises under the Lease. Upon the expiration of the Lease or upon the removal of any equipment under Section 4 herein, whichever occurs first, Lessee agrees to return the Premises to its original condition prior to Lessee’s modifications, unless waived by Lessor in writing.
4. **Generator.** Lessee shall have the right to install, repair, maintain, modify, replace, remove, utilize and operate (including but not limited to operate as may be required by applicable law) equipment within the New Premises Area, including without limitation a concrete pad and generator thereon, including back-up power supply. Lessee shall have the right to access the New Premises Area, and any provisions in the Lease governing access shall apply to such access. The generator shall remain the property of Lessee and Lessee shall have the right to remove or modify it at any time. Lessee shall prepare, execute and file all required applications to obtain any government approvals for Lessee’s use of the New Premises Area under the Lease. Where applicable law governs how the generator will be used, Lessee may use the generator in the manner set forth in applicable law. Lessee further agrees that before any future modifications are undertaken to the generator equipment in the New Premises Area, Lessee shall provide Lessor, at its sole cost and expense, reports from electrical engineers acceptable to both parties establishing that any installed equipment set forth in this section complies with all applicable rules, laws, and regulations governing the generator equipment. Lessee may relinquish its rights to operate within the New Premises Area by written notice to Lessor at any time, and the Base Rent increase set forth in section 5 shall not take effect or shall remain in effect until such time as the New Premises Area is restored to its previous condition, less ordinary wear and tear, prior to modification by Lessee to Lessor’s satisfaction, at which time

Cell Site No.: CCL00476
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it will be cancelled. Lessor, however, at its sole discretion, may waive in writing the requirement to restore the New Premises Area to its previous condition.

5. **Modification of Rent.** Commencing the first day of the month following commencement of installation within the New Premises Area (“**Increase Commencement Date**”), the Base Rent shall be increased by Seven Hundred Fifty and 00/100 Dollars (\$750.00) per month, subject to further adjustments, if any, as provided in the Lease; provided that the first such increased payment shall not be due until up to sixty (60) days after such Increase Commencement Date.
6. **Notices.** Section 21 of the Lease is hereby deleted in its entirety and replaced with the following:

NOTICES. All notices, requests, demands and communications hereunder will be given by first class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notices will be addressed to the parties as follows.

As to Lessee:

New Cingular Wireless PCS, LLC,
c/o AT&T Network Real Estate Administration,
Cell Site #: CCL00476, Cell Site Name: Danville 2 – San Ramon Valley (CA)
Fixed Asset No: 10087778
1025 Lenox Park Blvd. NE, 3rd Floor
Atlanta, GA 30319

With a required copy to:

Attn.: AT&T Legal Department,
New Cingular Wireless PCS, LLC,
Re: Cell Site #: CCL00476, Cell Site Name: Danville 2 – San Ramon Valley (CA),
Fixed Asset No: 10087778
208 S. Akard Street
Dallas, TX 75202-4206

As to Lessor:

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

With required copies to:

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

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

7. **Permitted Use.** Section 2(b) of the Lease is hereby deleted in its entirety and replaced with the following: Permitted Use. Lessee, its personnel, invitees, contractors, agents, subtenant/licensors, or its authorized sublessee, or assigns may use the Premises, at no additional cost or expense, for the sole purpose for the transmission and reception of any and all communications signals and to modify, supplement, replace, upgrade, expand, including but not limited to the number and type(s) of antennas, or refurbish the equipment and/or improvements thereon, or relocate the same within the Premises at any time during the Term of the Lease for any reason, or in order to be in compliance with any current or future federal, state or local mandated application, including but not limited to emergency 911 communication services or for any other reason. Lessee shall be responsible for all governmental and other use permits or approvals necessary or desirable for the foregoing permitted use and ensuring such use is in compliance with all applicable rules, regulations, and laws. If Lessee does not comply with the terms of this section, in addition to any other rights it may have at law, Lessor may terminate the Lease and shall have no further liability to Lessee. If Lessee does not comply with the terms of this section, Lessor will have the right to exercise any and all rights available to it under law and equity, including the right to cure Lessee's default.
8. **Removal/Restoration.** In addition to the terms set forth in the Lease, Lessor agrees that the Premises and any related equipment brought to the Premises by Lessee, its agents, contractors, predecessors-in-interest or sublessees, shall be and remain Lessee's personal property or the personal property of its sublessee(s), as the case may be. Lessee, in its sole discretion, may remove the equipment or any portion of the Premises at any time during the Term of the Lease, without notice to Lessor and without Lessor's consent. Notwithstanding any terms to contrary, Lessee will not be responsible for the replacement of any trees, shrubs or other vegetation, nor will Lessee be required to remove from the Premises or the Site any foundations or underground utilities.
9. **RIGHT OF FIRST REFUSAL.** Notwithstanding any other provisions contained in the Lease, if at any time after the Effective Date, Lessor receives a bona fide written offer from a third party seeking any sale, conveyance, assignment or transfer, whether in whole or in part, of any property interest in or related to the Premises, including without limitation any offer seeking an assignment or transfer of the Base Rent payments associated with the Lease or an offer to purchase an easement with respect to the Premises ("Offer"), Lessor shall immediately furnish Lessee with a copy of the Offer. Lessee shall have the right within ninety (90) days after it receives such copy to match the financial terms of the Offer and agree in writing to match such terms of the Offer. Such writing shall be in the form of a contract substantially similar to the Offer, but Lessee may assign its rights to a third party. If Lessee chooses not to exercise this right or fails to provide written notice to Lessor within the ninety (90) day period, Lessor may sell, convey, assign or transfer such property interest in or related to the Premises

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pursuant to the Offer, subject to the terms of the Lease. If Lessor attempts to sell, convey, assign or transfer such property interest in or related to the Premises without complying with this section, the sale, conveyance, assignment or transfer shall be void. Lessee shall not be responsible for any failure to make payments under the Lease and reserves the right to hold payments due under the Lease until Lessor complies with this section. Lessee's failure to exercise the right of first refusal shall not be deemed a waiver of the rights contained in this section with respect to any future proposed conveyances as described herein.

10. Sublease Rights. Lessee may sublease all or any portion of the Premises to any person or entity licensed by the FCC to operate wireless communications services (hereinafter, a "Sublessee") in compliance with all rules, regulations, and laws and upon such terms and conditions as Lessee and Sublessee shall agree (each such lease a "Sublease"). Lessee is required to promptly provide Lessor with a copy of all executed Subleases. From and after the Effective Date hereof, provided a Sublease is subject to the terms and conditions of the Lease as amended hereby and in consideration of the amended terms herein, Lessor's consent to a Sublessee or Sublease will not be required so long as Lessor is promptly provided with a copy of the executed Sublease. Notwithstanding any terms in the Lease to the contrary, no revenue sharing from sublessees shall be due to Lessor nor shall Lessor be responsible to review plans from Lessee or its sublessees.

[NO MORE TEXT ON THIS PAGE - SIGNATURES TO FOLLOW ON NEXT PAGE]

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IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute and seal this Third Amendment on the date and year below.

LESSOR:
San Ramon Valley Fire Protection District,
a California special district,

LESSEE:
New Cingular Wireless PCS, LLC,
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By: _____

By: _____

Print Name: PAIGE MEYER

Print Name: _____

Title: FIRE CHIEF

Title: _____

Date: _____

Date: _____

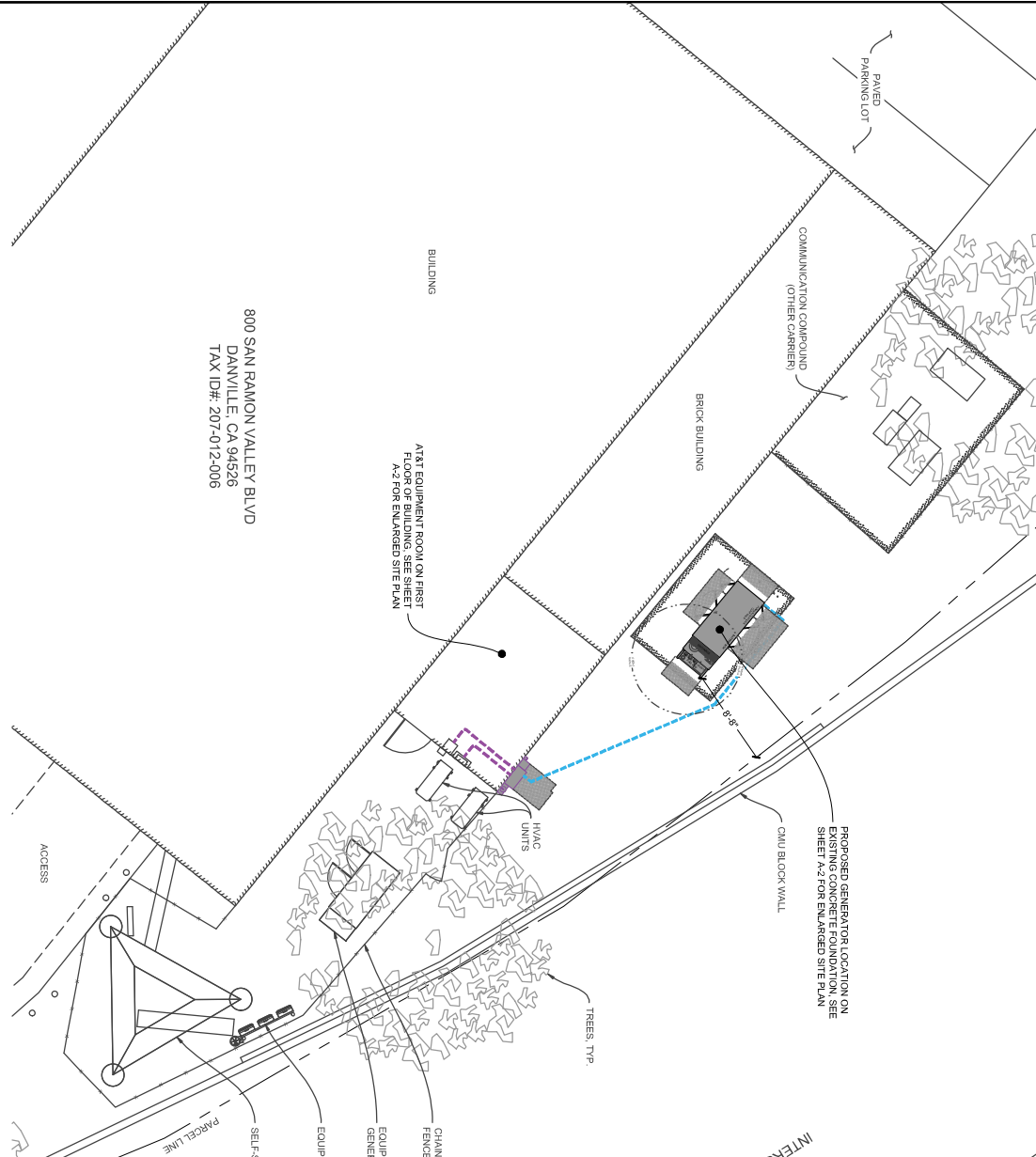
Cell Site No.: CCL00476
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EXHIBIT B-2

New Premises Area

EXISTING CONDITIONS:
 THESE DRAWINGS WERE PRODUCED WITH INFORMATION PROVIDED BY THE CLIENT. LINES, EASEMENTS, AND SETBACKS SHALL BE VERIFIED PRIOR TO START OF CONSTRUCTION. GEOSTRUCTURAL DOES NOT GUARANTEE THE ACCURACY OF SAID PROPERTY LINE, EASEMENTS AND SETBACKS.

NOTE:
 EVERYTHING SHOWN IS EXISTING UNLESS MARKED PROPOSED



GENSET USE AND INFORMATION:

- THE PROPOSED GENERAC S950 GENSET:
 - IS RATED AT 88 HP AT MAXIMUM RATED MW OUTPUT.
 - IS INSTALLED WITH AN ABOVE-GROUND DOUBLE-WALL SECONDARY CONTAINER WITH AN ABOVE-GROUND DOUBLE-WALL SECONDARY CONTAINER AND A 150 US GALLON DOUBLE-WALL FUEL TANK.
 - IS LIMITED TO 100 HOURS PER YEAR OF NON-EMERGENCY USE TESTING & MAINTENANCE.
 - IS INSTALLED WITH A LEVEL 2 ACOUSTIC ENCLOSURE WHICH BUFFERS SOUND OF THE GENERATOR FROM THE SURROUNDING AREA.
 - IS COMPLIANT WITH APPL. CABLE AIR QUALITY REGULATIONS.

CUMULATIVE VOLUME CALCULATIONS:

THE PHYSICAL DIMENSIONS OF THE PROPOSED GENERATOR W/ ENCLOSURE AND BASE FUEL TANK ARE LESS THAN 250 CU. FT. IN VOLUME.
 BASE FUEL TANK = 108" x 28" x 28" = 87.7 CU. FT.
 GENERATOR BODY W/ ENCLOSURE = 54" x 61" x 28" = 129.1 CU. FT.
 TOTAL CUMULATIVE VOLUME OF GENSET = 87.7 + 129.1 = 216.8 CU. FT.

OVERALL SITE PLAN
 SCALE: 1" = 50' (124-283)
 SCALE: 1" = 100' (114-17)
 1

CITY USE

at&t
 GENERAL DYNAMICS
 Information Technology

GEOSTRUCTURAL
 PO BOX 2621 BOSELE, ID 83701
 CONTACT@GEOSTRUCTURAL.COM
 WWW.GEOSTRUCTURAL.COM

DATE SHEET: 2/6/22

SITE INFORMATION
 DANVILLE 2 - SAN RAMON VALLEY
 10087778
 GENERATOR INSTALLATION PROJECT
 800 SAN RAMON VALLEY BLVD
 DANVILLE, CA 94526

REV	DATE	DESCRIPTION	INT
0	2/09/22	ISSUED FOR CONSTRUCTION	CON

THIS INFORMATION CONTAINS THE SET OF USE ON BEHALF OF OTHER THAN THAT WHICH REQUESTED BY THE CLIENT AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM.

CHECKED BY: GGD

SHEET TITLE:
 OVERALL SITE PLAN
 SHEET NUMBER:
 A-1

UTILITY NOTE:
THE UTILITIES AS SHOWN ON THIS SET OF DRAWINGS WERE DEVELOPED FROM RECORD INFORMATION. THE INFORMATION PROVIDED IS IMPLIED NOT INTENDED TO BE A COMPLETE INVENTORY OF THE UTILITIES IN THIS AREA. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE LOCATION OF ALL UTILITIES THROUGH FIELD SURVEY AND RESPECT AND PROTECT ALL UTILITIES FROM ANY DAMAGE CAUSED BY CONTRACTOR'S ACTIVITIES.

EXISTING CONDITIONS:
THESE DRAWINGS WERE PRODUCED WITH INFORMATION PROVIDED BY THE CLIENT. THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AT THE START OF CONSTRUCTION. GEOSTRUCTURAL DOES NOT GUARANTEE THE ACCURACY OF SAID PROPERTY LINE, EASEMENTS AND SETBACKS.

SCOPE OF WORK DETAILS:

GENERAL:
- NEW GENERAC DIESEL GENERATOR PROVIDED BY GENERAL DYNAMICS & INSTALLED BY GENERAL CONTRACTOR. SEE SHEETS E-4.0, E-4.1, E-4.2
- NEW GENERAC AUTOMATIC TRANSFER SWITCH PROVIDED BY GENERAL DYNAMICS & INSTALLED BY CONTRACTOR. SEE SHEETS E-2.0, E-3.0, E-3.1
- CONTRACTOR TO VERIFY ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
- INNER AND OUTER TANK TESTING DOCUMENTATION SHALL BE PROVIDED ONCE TANK IS IN PLACE ON SITE IN ACCORDANCE WITH NFPA 30.
- A CALIBRATION CHART OF PERMANENT AND DURABLE CONSTRUCTION SHALL BE LOCATED AT THE FILL BOX.

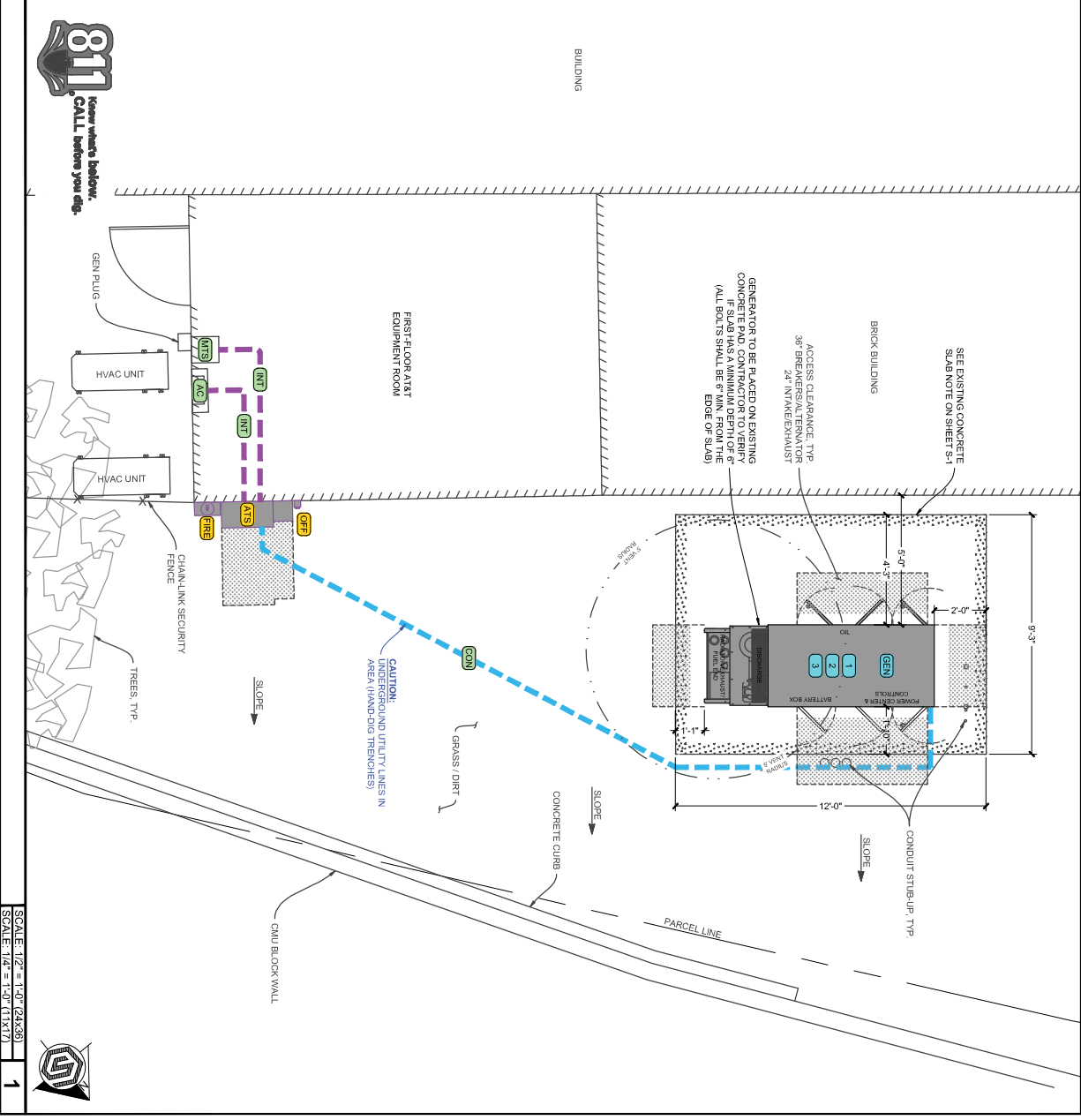
CONDUITS:
- INSTALL PULL STRING IN EACH CONDUIT
- (1) NEW ELECTRICAL CONDUITS WITH CONDUCTORS TO BE INSTALLED FROM NEW GENERATOR TO NEW ATS. CONDUIT PROVIDED AND INSTALLED BY GENERAL CONTRACTOR. SEE SHEETS E-1, E-2.
- (2) NEW ELECTRICAL CONDUITS WITH CONDUCTORS TO BE INSTALLED FROM NEW GENERATOR TO AC PANEL. CONDUIT PROVIDED & INSTALLED BY GENERAL CONTRACTOR. SEE SHEETS E-1, E-2.
- (3) NEW ELECTRICAL CONDUITS WITH CONDUCTORS TO BE INSTALLED BY GENERAL CONTRACTOR. SEE SHEETS E-1, E-2.

GROUNDING:
- NEW EXOTHERMIC CONNECTION FROM EXISTING GROUND RING TO NEW MECHANICAL CONNECTION AT GENERATOR CHASSIS. GENERAL CONTRACTOR TO VERIFY LOCATION IN FIELD. LOCATE GROUND RODS NO MORE THAN 8'-0" APART. SEE SHEET E-3.
H-FRAME:
- CONTRACTOR TO PROVIDE NEW H-FRAME FOR ATS INSTALLATION. IF REQUIRED, MATCH EXISTING H-FRAME MATERIAL FOR CONSTRUCTION OF NEW H-FRAME. SEE SHEET S-2.
POWER ROUTING KEYED NOTES:
(MIS) EXISTING AT&T MANUAL TRANSFER SWITCH
(MNT) INTERCEPT EXISTING CONDUIT AND CONDUCTORS AT ATS AND REROUTE THROUGH PROPOSED ATS (-25'). COORDINATE PATH WITH CONSTRUCTION MANAGER
(ACG) EXISTING AC LOAD CENTER
(CON) PROPOSED AT&T UNDERGROUND GENERATOR CONDUIT ROUTE (-20'). CONTRACTOR TO LOCATE EXISTING UTILITIES PRIOR TO EXCAVATION. SEE SHEETS E-1, E-2.
SEE SHEET E-1 FOR SINGLE LINE DIAGRAM.

GENERATOR KEYED NOTES:
(G20) PROPOSED AT&T 5KW DIESEL GENERATOR W/ SOUND ATTENUATED ENCLOSURE. NORMAL EMERGENCY TANK VENTING AND BASE FUEL TANK ON A CONCRETE PAD. SEE SHEETS S-1, S-2, E-3 WITH A SOLID FILL CONNECTION, AND WITH OVERFILL PREVENTION.
(2) FUEL TANK NORMAL AND EMERGENCY VENTS SHALL TERMINATE AT LEAST 12'-0" ABOVE THE ADJACENT GRADE. SEE SHEET S-2.
(3) NFPA 704 PLACARD AND OTHER SIGNAGE. SEE SHEET S-2.

ATS / EQUIPMENT KEYED NOTES:
(R20) FIRE EXTINGUISHER (2X-20LB) OR APPROVED EQUIV. PER CFC 908.3
(R21) FIRE EXTINGUISHER CABINET (RFC-7000 OR APPROVED EQUIV.) MOUNT TO BUILDING WALL PER CFC 908.3 (9'-0" MAX. ABOVE GRADE)
(R22) LOCKABLE EMERGENCY SHUTOFF SWITCH MOUNT TO BUILDING WALL PER CFC 908.3 (3'-0" MAX. ABOVE GRADE)
(R23) FRONT CLEARANCE. SEE SHEET S-2.

NOTE:
EVERYTHING SHOWN IS EXISTING UNLESS MARKED PROPOSED



GENERAL DYNAMICS
Information Technology

GENE
CONTRACTOR

PO BOX 2621 BOSELE, ID 83701
CONTACT@GENECONTRACTOR.COM
WWW.GENCONTRACTOR.COM

GENE
CONTRACTOR

PO BOX 2621 BOSELE, ID 83701
CONTACT@GENECONTRACTOR.COM
WWW.GENCONTRACTOR.COM

DATE: 5/15/22
SITE INFORMATION
DANVILLE 2 - SAN RAMON VALLEY
10087778
GENERATOR INSTALLATION PROJECT
800 SAN RAMON VALLEY BLVD
DANVILLE, CA 94526

REVISIONS

NO.	DATE	DESCRIPTION	INT.

THE INFORMATION CONTAINED IN THIS SET OF DRAWINGS IS THE PROPERTY OF GENE CONTRACTOR. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. ANY REUSE OR MODIFICATION OF THIS INFORMATION IS PROHIBITED.

CHECKED BY: GGD

SHEET TITLE:
ENLARGED SITE PLAN

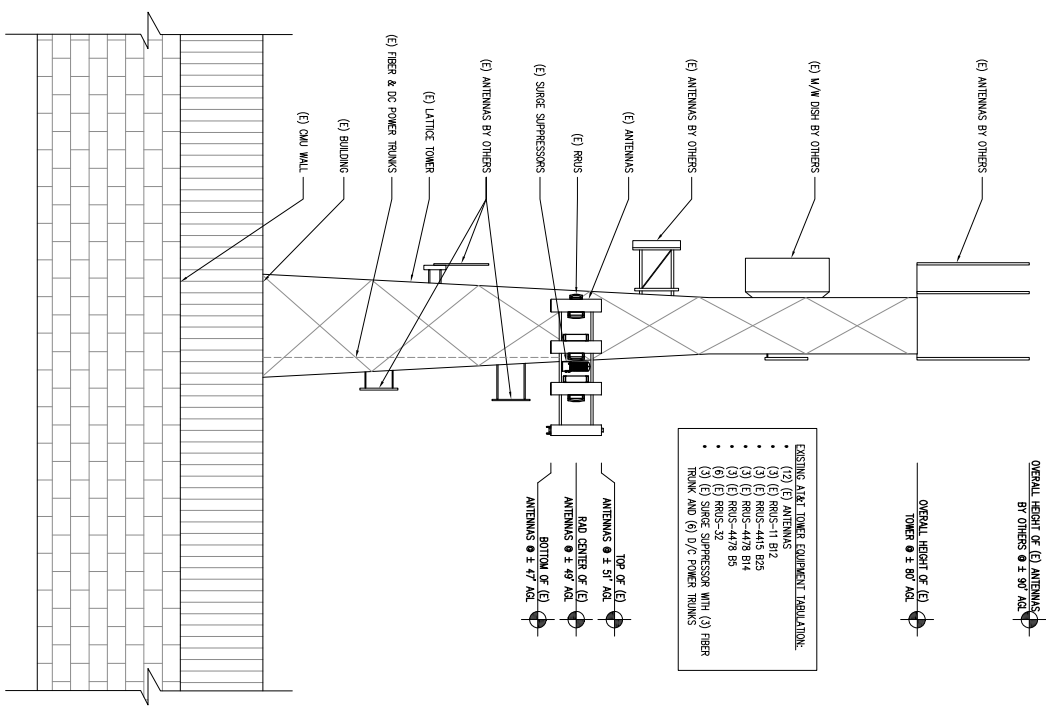
SHEET NUMBER:
A-2

SCALE: 1/2" = 1'-0" (24X36)
SCALE: 1/4" = 1'-0" (12X17)

1

STRUCTURAL NOTE:
 EXISTING SELF-SUPPORT TOWER TO BE STRUCTURALLY REINFORCED PRIOR TO ANY OTHER WORK BEING PERFORMED. STRUCTURAL DESIGN MODIFICATIONS ENGINEERED BY OTHERS SEE GEO GROUP, INC. COMPREHENSIVE STRUCTURAL ANALYSIS REPORT WITH REVISIONS DATED 12/27/12 (S31, S32, S33, S34, S35, S36, S37, S38, S39, S40, S41, S42, S43, S44, S45, S46, S47) OF THEIR MODIFICATIONS DRAWINGS.

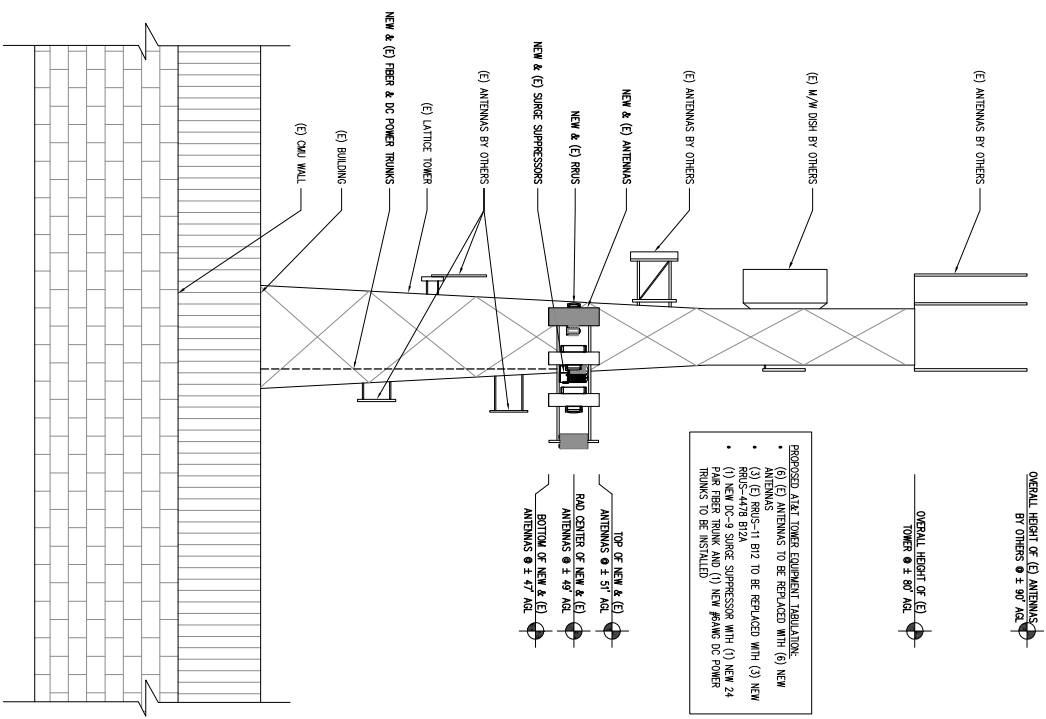
EXISTING ANTENNA CONFIGURATION:
 (12) EXISTING PANEL ANTENNAS
 (18) EXISTING FRU UNITS
 FINAL ANTENNA CONFIGURATION:
 (12) PANEL ANTENNAS AND (18) FRU UNITS



(E) WEST ELEVATION

SCALE: 3/16"=1'-0"

2



(P) WEST ELEVATION

SCALE: 3/16"=1'-0"

1

PROPRIETARY INFORMATION
 THE INFORMATION CONTAINED IN THIS SET OF DRAWINGS IS PROPRIETARY AND IS TO BE USED ONLY FOR THE PROJECT AND SITE IDENTIFIED HEREIN. ANY REUSE OR DISSEMINATION OF THIS INFORMATION IS STRICTLY PROHIBITED.



PROJECT INFORMATION:

DANVILLE 2
 800 SAN RAMON VALLEY BLVD
 DANVILLE, CA 94526

REV.	DATE	DESCRIPTION	BY
1	9-20-21	50% CONSTRUCTION DDC'S	AMP
2	11-2-21	85% CONSTRUCTION DDC'S	AMP
3	3-11-22	100% CONSTRUCTION DDC'S	AMP

COORDINATING ENGINEER:

 12952 Enford Ave Suite 101
 Auburn, California 95602
 Phone (530) 885-6180
 E-Mail info@peeksitecomm.com



SHEET NUMBER: **A-6**

SHEET TITLE: **ELEVATIONS**

DATE: **03/04/22**

CHK: **AMP**

DRAWN BY: **AMP**



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

Date: February 28, 2024
To: Board of Directors
From: Roy Wendel, Interim Fire Marshal
Subject: Public Hearing and Adoption of Proposed Amended Ordinance No. 24:
Administrative Citations

Background

At the January 24, 2024 San Ramon Valley fire Protection District (“District”) Board of Directors (“Board”) Regular meeting, the Board introduced by title only and waived the first reading of proposed Amended Ordinance No. 24: Administrative Citations, an Ordinance allowing for staff to issue Administrative Citations per District policy and procedures (“Amended Ordinance”). The Board read the title of the Ordinance and, by way of unanimous roll call vote, waived further reading.

At the Board’s direction, District Counsel/District Clerk prepared a summary of the proposed Amended Ordinance which she published on February 15, 2024 in the local newspaper with the notice of the public hearing and adoption of the Amended Ordinance at this February 28, 2024 Regular Board meeting pursuant to the Health and Safety and Government Codes (“Codes”).

Within 15 days after passage of the Amended Ordinance, District Counsel/District Clerk will publish a summary of the Amended Ordinance with the names of the Board members voting for and against the Amended Ordinance pursuant to the Codes and enter into the Board Minutes that the Ordinance has been duly published. If adopted, the Amended Ordinance will then become effective on March 29, 2024 or 30 days after passage, whichever is later.

Financial Impact

The adoption of Amended Ordinance No. 24 has no financial impact on the District.

Recommended Board Action

1. Adopt proposed Amended Ordinance No 24: Administrative Citations.
2. Direct District Counsel/District Clerk to publish a summary of the Ordinance with the names of the Board members voting for and against the Amended Ordinance pursuant to the Health and Safety Code and enter into the Minutes that the Amended Ordinance has been duly published.

Attachment

Proposed Amended Ordinance No. 24

ORDINANCE NO. 24
ADMINISTRATIVE CITATIONS
(AS AMENDED)

THE BOARD OF DIRECTORS, AS THE GOVERNING BODY OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT, DOES ORDAIN AS FOLLOWS:

Sections:

- 24.010 Applicability
- 24.020 Definitions
- 24.030 Continuing violations
- 24.040 Administrative citation
- 24.050 Amount of fine
- 24.070 Hearing request
- 24.080 Advance deposit hardship waiver
- 24.090 Hearing officer
- 24.100 Hearing procedures
- 24.110 Hearing officer's decision
- 24.120 Late payment charges
- 24.130 Recover of administration citation fines and costs
- 24.140 Right to judicial review
- 24.150 Notices
- 24.160 Administrative fine schedule
- 24.170 Amended Ordinance No. 24 replaces Ordinance No. 24
- 24.180 Validity
- 24.190 Effective Date

24.010 Applicability.

This Ordinance provides for administrative citations, which are in addition to all other legal remedies, criminal or civil, which the District may pursue to address a violation of this code. Use of this Ordinance is at the sole discretion of the District. This Ordinance is authorized under Government Code Sections 53069.4 and Health and Safety Code Sections 13861(h), 13870 and 13871.

24.020 Definitions.

For the purposes of this Ordinance:

“District” means San Ramon Valley Fire Protection District (SRVFPD).

“Code” means the SRVFPD Ordinance, or California State Fire Code, or Health and Safety Code.

“Enforcement officer” means an employee of the SRVFPD with the authority to enforce a provision of this code.

“Hearing officer” means the hearing officer appointed under section 24.090.

24.030 Continuing violations.

If a violation is a continuing one and pertains to a fire or life safety issue that does not create an immediate danger to health or safety, the District shall provide a reasonable period of time for the responsible person to correct or otherwise remedy the violation before the imposition of an administrative citation or penalty.

24.040 Administrative citation.

A. Authority. Whenever an enforcement officer determines that a violation of the code has occurred, the enforcement officer has the authority to issue an administrative citation to the person responsible for the violation.

B. Contents of Citation. Each administrative citation shall contain the following information:

1. The date of the violation.
2. The address or a definite description of the location where the violation occurred.
3. The section of the code violated and a description of the violation.
4. The amount of the fine for the code violation.
5. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid.
6. An order prohibiting the continuation or repeated occurrence of the code violation described in the administrative citation.
7. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained.

8. The name and signature of the citing enforcement officer.

C. Delivery of Citation. The administrative citation shall be delivered personally or sent by first class mail or certified mail to the person responsible for the violation.

D. Dismissal of Citation. At any time before the hearing, if the Fire Marshal determines that there was no violation as charged in the administrative citation or that the citation should be dismissed in the interest of justice, the Fire Marshal shall dismiss the administrative citation, cancel the hearing, and refund any administrative citation fine.

24.050 Amount of fine.

A. Maximum Amount of Fine. The maximum amount of the fine imposed for each code violation under this Ordinance is subject to the Administrative Fine Schedule in Resolution 2022-10 or the then current adopted Administrative Fine Schedule.

B. Additional Amounts. Administrative costs, interest, late payment charges, costs of compliance reinspections, and collection costs are in addition to the fine. These include:

1. Administrative costs: Costs based on time spent by code enforcement staff, supervisors and attorneys' costs, at the full hourly rate of each and for each employee, shall also include salary, benefits and overhead.

2. Late payment charges: Shall be due at the rate of 10 percent per month.

3. Compliance reinspection costs: Costs based on staff time at the full cost hourly rate.

4. Collection costs: Actual collection costs.

C. Discretion of Hearing Officer – Factors in Establishing Fine. In determining the amount of the fine and additional amounts, the Hearing Officer has the discretion to set the fine lower than the maximum amount, or to reduce the additional costs, based on any or all of the following factors:

1. The duration of the violation;

2. The frequency, recurrence and number of violations, related or unrelated, by the same violator;

3. The seriousness of the violation;

4. The good faith efforts of the violator to come into compliance;

5. The economic impact of the fine on the violator;

6. The impact of the violation on the community; and

7. Such other factors as justice requires.

24.060 Payment of the fine.

A. Due Date. The fine shall be paid to the District within 30 days from the date the administrative citation was issued. The District may suspend the imposition of fines for any period of time during which the violator has filed for necessary permits, and such permits are required to achieve compliance, and permit applications are actively pending before the appropriate governmental agency.

B. Refund. The District shall refund a fine paid if the Hearing Officer determines, after a hearing held under Section 24.100, that the person charged in the citation was not responsible for the violation or that there was no violation as charged.

C. Further Violations Not Excused. Payment of a fine under this chapter shall not excuse or discharge any continuation or repeated occurrence of the code violation.

24.070 Hearing request.

A. Hearing Request. A person who receives an administrative citation may contest the citation on the basis that there was no violation of the code or that they are not the responsible party. To contest the citation, the person shall submit a request for hearing to the District within 30 days from the date the administrative citation was issued. The request form may be obtained from the Administrative Office of the Fire District. The completed request must be submitted together with either an advance deposit in the amount of the fine or documentation that a request for an advance deposit hardship waiver has been filed under Section 24.080. Hearing requests can be filed online at www.firedepartment.org or in person at 2401 Crow Canyon Road, Suite A, San Ramon, CA 94583 during normal business hours.

B. Notice of Hearing. The person requesting the hearing shall be notified of the time and place set for the hearing at least 10 days before the date of the hearing.

C. Additional Reports. If the enforcement officer submits an additional written report concerning the administrative citation to the hearing officer for consideration at the hearing, then a copy of this report also shall be provided to the person requesting the hearing at least five days before the date of the hearing.

24.080 Advance deposit hardship waiver.

A. Request for Waiver. A person who intends to contest an administrative citation under 24.070 and who is financially unable to make the required advance deposit of the fine may file a request for an advance deposit hardship waiver under this Section 24.080.

B. Filing. An advance deposit hardship waiver application shall be filed with the District on a form provided by the District. The application submitted shall include an affidavit, together with any supporting documents or materials, demonstrating the person's actual financial inability to deposit with the District the full amount of the fine. The waiver application shall be filed within 10 calendar days from the date the administrative citation was issued. Waiver applications can be filed online at www.firedepartment.org or in person at 2401 Crow Canyon Road, Suite A, San Ramon, CA 94583 during normal business hours.

C. Deposit Requirement Stayed. The requirements of depositing the fine shall be stayed unless or until the District makes a determination not to issue the advance deposit hardship waiver.

D. Standard for Waiver. The District may waive the requirement of an advance deposit under Section 24.070 and issue the waiver only if the evidence submitted demonstrates to the satisfaction of the District the person's actual financial inability to deposit with the District the full amount of the fine in advance of the hearing.

E. Written Determination. The District shall issue a written determination listing the reasons for their determination to issue or not issue the advance deposit hardship waiver. The written determination of the District is final. The written determination shall be served upon the person who applied for the waiver.

F. Deposit Required If Waiver Denied. If the District determines not to issue a waiver, the person cited shall deposit the fine with the District within 10 days of the date of that decision or 30 days from the date the administrative citation was issued, whichever is later.

24.090 Hearing Officer.

A. The Fire Marshal of the District shall designate the Hearing Officer for the administrative citation hearing. The Hearing Officer shall be an impartial person such as:

1. A city or special district employee from another city or district which has no involvement in SRVFPD code enforcement nor is from a division of SRVFPD; or

2. A person selected randomly from a panel of local attorneys who have been admitted to practice before the courts of this state for at least 5 years willing to volunteer as a Hearing Officer.

B. Should the person seeking the hearing reject the Hearing Officer selected by the District, then the Hearing Officer shall be hired from an organization which provides such hearing officer services and the cost therefore shall be shared equally by the District and the person cited.

C. The employment, performance evaluation, compensation and benefits of the Hearing Officer shall not be directly or indirectly conditioned upon or affected by decision rendered or the amount of administration citation fines upheld by the Hearing Officer, if any.

24.100 Hearing procedure.

A. Setting the Hearing. A hearing before the Hearing Officer shall be set for a date that is not less than 15 days nor more than 60 days from the date that the request for hearing is filed. The person requesting the hearing shall be notified of the time and place set for the hearing, and at least 10 days before the hearing. If the enforcement officer submits a written report concerning the citation to the Hearing Officer for consideration at the hearing, then a copy of the report shall be served on the person requesting the hearing at least five days before the hearing. No hearing shall be held unless the fine has been deposited in advance, under Section 24.070(A), or an advance deposit hardship waiver has been issued under Section 24.080.

B. Failure to Appear. The failure of the person requesting the hearing to appear at the hearing shall constitute a forfeiture of the fine and a failure to exhaust their administrative remedies.

C. At the Hearing. The administrative citation and any additional report submitted by the enforcement officer shall constitute prima facie evidence of the respective facts contained in those documents. At the hearing, the party contesting the citation shall be given the opportunity to testify and to present evidence concerning the citation.

D. Continuances. The Hearing Officer may continue the hearing and may request additional information for the enforcement officer or the person receiving the citation before issuing the decision.

24.110 Hearing Officer's decision.

A. Decision. After considering the testimony and evidence presented at the hearing, the Hearing Officer shall issue a written decision to uphold, dismiss or modify the administrative citation. The Hearing Officer shall state the reasons for the decision and shall send a copy of the decision to the person requesting the hearing and to the enforcement officer. The decision of the Hearing Officer is final, and may not be appealed.

B. Status of Fine. If the citation is upheld, then the fine amount on deposit with the District shall be retained by the District. If the fine has not been deposited because there was an advance deposit hardship waiver, the Hearing Officer shall set forth in the decision a payment schedule for the fine.

If the citation is dismissed, the District shall promptly refund the amount of any fine deposited, together with interest at the average rate earned on the District's portfolio for the period of time that the fine was held by the District.

24.120 Late payment charges.

A person who fails to pay the District the fine imposed under this chapter on or before the date that fine is due is also liable for the payment of the applicable late payment charges set forth in Section 24.050.

24.130 Recovery of administrative citation fines and costs.

A. Costs of Securing Payment. A person who fails to pay any fine or other charge owed to the District under this Ordinance is liable in any action brought by the District for all costs incurred in securing payment of the delinquent amount, including but not limited to administrative costs and attorneys' fees. Such collection costs are in addition to any fines, interest, and late charges.

B. Other Costs. In addition to the administrative citation fine, the District may collect its administrative costs, interest, late payment charges, costs of compliance reinspections, and collection costs.

C. Collection. The District may collect any past due administrative citation fine and other costs and charges by any available legal means.

24.140 Right to judicial review.

A person aggrieved by the Hearing Officer's decision on an administrative citation may obtain review of the decision by filing a petition for review with the Superior Court in Contra Costa County within 20 days after service of the final decision in accordance with the timelines and provisions set for in California Government Code Section 53069.4.

24.150 Notices.

A. Method of Service. The administrative citation and all notices required to be given by this Ordinance shall be served on the responsible party either by personal service, by first class mail, or by certified mail, return receipt requested.

B. Real Property. When real property is involved in the violation, the original notice, the administrative citation and all notices required to be given by this Ordinance shall be served on the responsible party and, if different, to the property owner at the address as shown on the last equalized county assessment roll. If personal service or service by mail on the property owner is unsuccessful, a copy of each notice and the citation shall be conspicuously posted at the property which is the subject of the violation. The District may, in its discretion, also serve notice on a tenant, a mortgagor or any other person having an interest in the property.

C. Failure to Receive Notice. The failure of a person to receive a required notice shall not affect the validity of any proceedings taken under this Ordinance.

24.160 Administrative fine schedule.

A. Violation Penalties. Every person who violates any provision of this Ordinance or any provision of the California Fire Code or International Fire Code or California Health and Safety Code, as adopted by reference, is guilty of a misdemeanor. The imposition of one penalty for any violation shall not excuse the violation or permit to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified, each day that prohibited conditions are maintained may constitute a separate offense.

B. Maximum Amount of Fine Not Listed. The maximum amount of the fine imposed for any violation not listed in Resolution 2022-10 or the then current adopted Administrative Fine Schedule may not exceed \$250.00 for first offense, \$500.00 for second offense and \$1,000 for third offense.

C. Maximum Amount of Fine. The maximum amount of the fine imposed for each code violations under this Ordinance is listed in Resolution 2022-10 or the then current adopted Administrative Fine Schedule.

24.170 Amended Ordinance No. 24 replaces Ordinance No. 24.

This amended Ordinance No. 24 dated January 24, 2024 shall replace Ordinance No. 24 dated November 18, 2010.

24.180 Validity.

The San Ramon Valley Fire Protection District Board of Directors declares that if any section, paragraph, sentence, or word of this Ordinance as adopted and amended herein is declared for any reason to be invalid, it is the intent of the San Ramon Valley Fire Protection District Board of Directors that it would have passed all other portions or provisions of this Ordinance independent of the elimination here from any portion or provision as may be declared invalid.

24.190 Effective Date.

This Ordinance becomes effective on March 29, 2024 or 30 days after passage, whichever is later. Within 15 days of passage, this Ordinance shall be published once in the East Bay Times, a newspaper published in this County. This Ordinance shall be published in a manner satisfying the requirements of Government Code Section 25124, including the names of the members voting for and against the Ordinance.

Passed and adopted on _____, by the following Votes:

AYES:

NOES:

ABSENT:

ATTEST:

Stephanie Brendlen
District Clerk

H. Jay Kerr, President
Board of Directors



San Ramon Valley Fire Protection District
2401 Crow Canyon Road, Suite A
San Ramon, CA 94583
www.firedepartment.org

Date: February 28, 2024
To: Board of Directors
From: Roy Wendel, Interim Fire Marshal
Subject: 2023 Occupancy Inspection Compliance Report and Proposed Resolution
No. 2024-01

Background

California Health and Safety Code (HSC) Section 13146.2 requires the San Ramon Valley Fire Protection District (“District”) to annually inspect all hotels, motels, lodging houses, apartment houses, and dwellings and associated accessory structures for compliance with building standards and other regulations of the State Fire Marshal. Single family dwellings, including duplexes, are excluded. The occupancies covered by this statute are defined in the “Group R” occupancy classifications within the California Fire and Building Codes. HSC Section 13146.3 requires the District to inspect all public and private schools not less than once per year. The occupancies covered by this statute are defined in the “Group E” occupancy classifications within the California Fire and Building Codes. It should be noted that a school is defined as containing grades K-12 and does not include day care, colleges, or adult learning facilities.

Furthermore, effective January 1, 2019, HSC Section 13146.4 requires all city or county fire departments and fire districts responsible for conducting these inspections to report annually to their governing body on their compliance with these mandated inspection programs. Additionally, the governing body is required to adopt a resolution acknowledging receipt of the report. For the calendar year 2023 reporting period, the District completed 100% of the required annual inspections of both Group E and Group R occupancies within its jurisdiction.

Financial Impact

There is no fiscal impact associated with the adoption of this resolution.

Recommended Board Action

Acknowledge receipt of the report on the District’s compliance with mandated inspection programs and adopt proposed Resolution No. 2024-01 as required pursuant to Health and Safety Code Section 13146.4.

Attachment

Proposed Resolution No. 2024-01

RESOLUTION NO. 2024-01

**RESOLUTION OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT
ACKNOWLEDGING RECEIPT OF THE 2023 OCCUPANCY INSPECTION COMPLIANCE
REPORT**

(Acknowledging Receipt of 2023 Occupancy Inspection Compliance Report)

WHEREAS, California Health & Safety Code (“HSC”) § 13146.4 became effective on January 1, 2019; and

WHEREAS, HSC § 13146.2 requires all fire departments, including the San Ramon Valley Fire Protection District (“District”), that provide fire protection services to perform annual inspections in every building used as hotels, motels, lodging houses, apartment houses and dwellings, and associated accessory structures for compliance with building standards and other regulations of the State Fire Marshal, as provided; and

WHEREAS, HSC § 13146.3 requires all fire departments, including the District, that provide fire protection services to perform annual inspections in every building used as public or private schools for compliance with building standards and other regulations of the State Fire Marshal, as provided; and

WHEREAS, HSC § 13146.4 requires all fire departments that provide fire protection services, including the District, to report annually to its administering authority on its compliance with §§ 13146.2 and 13146.3 and the administering authority to acknowledge receipt of the report in a resolution or similar formal document; and

WHEREAS, HSC § 13146.4 defines, in part, “administering authority” as a “district board;” and

WHEREAS, the District Board of Directors intends this Resolution No. 2024-01 to fulfill the requirements of the California Health and Safety Code requiring the Board to acknowledge receipt of the District’s report made pursuant to HSC § 13146.4.

NOW, THEREFORE BE IT RESOLVED, the District Board of Directors expressly acknowledge receipt of the District’s report made pursuant to HSC § 13146.4 as follows:

1. **RESIDENTIAL GROUP R OCCUPANCIES.** Residential Group R occupancies, for the purpose of this Resolution No. 2024-01, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), as well as other residential occupancies including residential care facilities. Within the District there were 67 Group R (R-1, R-2, R-2.1, and R-4) occupancies known to the District. Not included within this list are all Group R occupancies in the planning, design, or new construction phase that are not occupied, as well as one and two-family dwellings which are classified as Group R-3 occupancies. During the calendar year 2023, the District completed the annual inspection of all occupied Group R occupancies.

2. **EDUCATIONAL GROUP E OCCUPANCIES.** Educational Group E occupancies are those public and private schools used by more than six persons at any one time for educational purposes, including kindergarten through the 12th grade. Within the District, there were 52 Group E occupancies known to the District. During the calendar year 2023, the District completed the annual inspection of all occupied Group E occupancies.

Resolution No. 2024-01
(Acknowledging Receipt of 2023 Occupancy Inspection Compliance Report)

PASSED, APPROVED, and ADOPTED this 28th day of February 2024 at a regular meeting of the Board of Directors of the San Ramon Valley Fire Protection District at San Ramon, California on motion made by Director _____, seconded by Director _____, and duly carried with the following roll call votes:

AYES:
NOES:
ABSTAIN:
ABSENT:

DATED: February 28, 2024

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

H. Jay Kerr
President, Board of Directors

ATTEST:

Stephanie Brendlen, District Counsel/Clerk

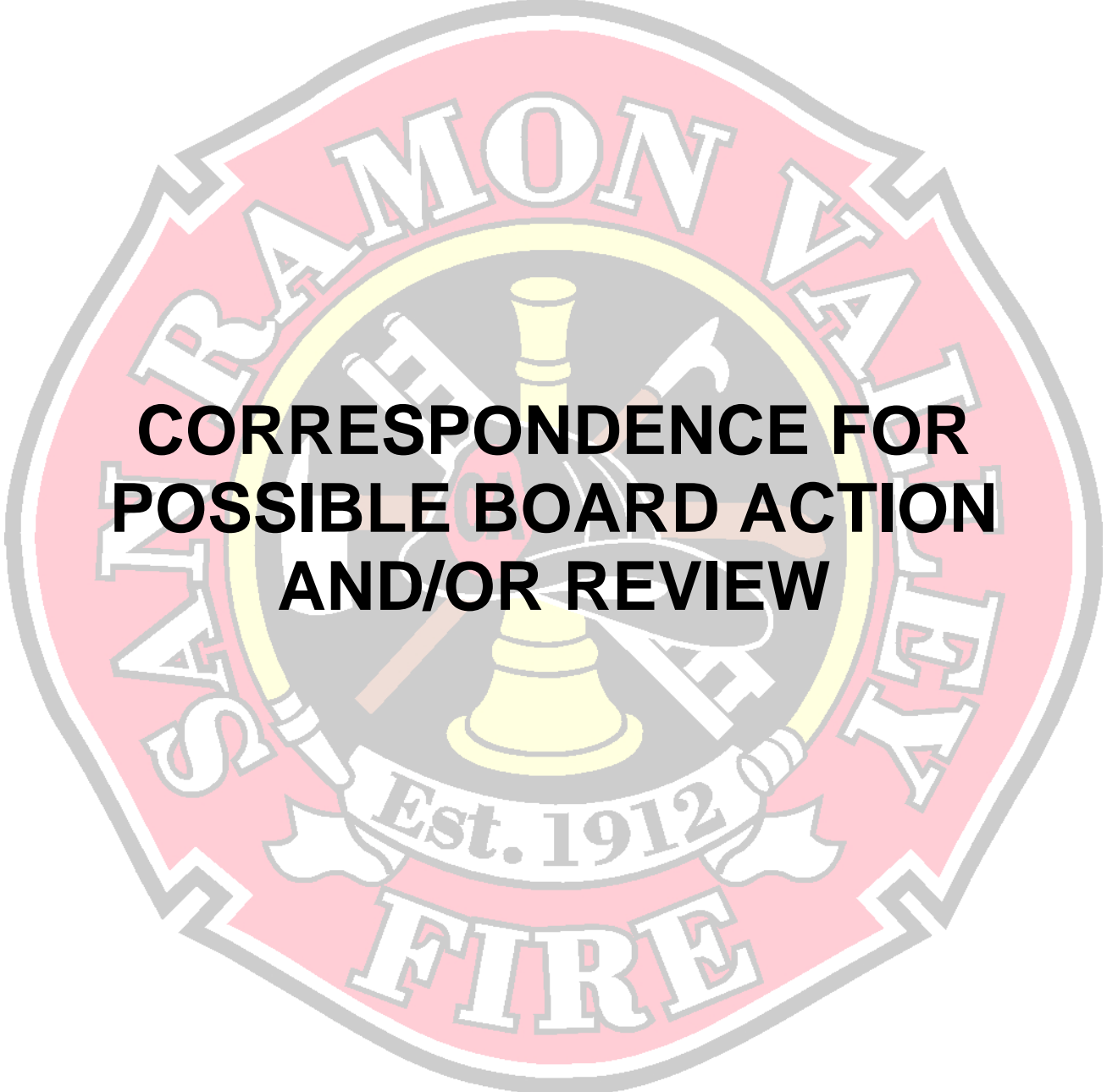
APPROVED AS TO CONTENT:

Paige Meyer, District Fire Chief

APPROVED AS TO FORM:

Stephanie Brendlen, District Counsel/Clerk

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The logo of the Ramon Valley Fire Department is a Maltese cross. The top arm contains the word "RAMON" and the right arm contains "VALLEY". The bottom arm contains the word "FIRE". In the center of the cross is a yellow fire bell, a fire hose nozzle, and a fire axe. A banner at the bottom of the cross reads "Est. 1912".

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

From: Jerry Engen <jengen@bishopranch.com>
Sent: Wednesday, December 20, 2023 11:09 AM
To: Roy Wendel <rwendel@srvfire.ca.gov>
Subject: My Retirement

Roy,

My last day in the office will be tomorrow. I wanted let you know that it has been an honor and a pleasure to work with you over the last almost eight years. You are a consummate professional. We have shared many successes and I have not worked with any fire department professional as accomplished, reasonable and fair as you. Thank you for being a part of the “Sunset” of my career. If you ever need anything, you can reach me at [REDACTED]. My cell will remain the same as well: [REDACTED].

Warmly,

Jerry Engen
Senior Vice President of Development

O 925.866.0100
D 925.380.9420
F 925.866.1330



www.bishopranch.com



Jan 18

Dear Fire Team,

To have to help my loved dog pass on was a terrible day of/ on its own but to have my daughter experience a grand mal seizure in the middle of the euthanasia was surreal at best.

Thank you for your kindness.

You circled around our living room and witnessed a very poignant and devastating moment in our lives.

Thank you for caring.
Warmly, Kirsten [REDACTED]



SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT
 2150 Webster Street, P.O. Box 12688
 Oakland, CA 94604-2688
 (510) 464-6000

2024

January 19, 2024

Bevan Dufty
 PRESIDENT
 Mark Foley
 VICE PRESIDENT
 Robert Powers
 GENERAL MANAGER

The Honorable Paige Meyer
 Chief, San Ramon Valley Fire Protection District
 2401 Crow Canyon Rd, Suite A
 San Ramon, CA 94583

Dear Chief Meyer,

DIRECTORS

Debora Allen
 1ST DISTRICT
 Mark Foley
 2ND DISTRICT
 Rebecca Saltzman
 3RD DISTRICT
 Robert Raburn, Ph.D.
 4TH DISTRICT
 John McPartland
 5TH DISTRICT
 Elizabeth Ames
 6TH DISTRICT
 Lateefah Simon
 7TH DISTRICT
 Janice Li
 8TH DISTRICT
 Bevan Dufty
 9TH DISTRICT


On behalf of the San Francisco Bay Area Rapid Transit District (BART), I express deep appreciation for the extraordinary responsiveness and significant assistance that you and your San Ramon Valley Fire Protection District staff provided to BART riders and employees during the partial train derailment near the Orinda BART Station on January 1, 2024.

BART is critical to the economy and reinforces the Bay Area’s identity as one region. With federal and state relief funds, BART has restored service to pre-pandemic levels and is pursuing initiatives to make the system safer, cleaner, and more reliable. BART not only connects San Ramon Valley residents to jobs and leisure activities throughout the Bay Area, but it also brings visitors and workers to downtown, commercial, and entertainment centers within your jurisdiction.

Due to the support that you and your staff offered to BART, a highly successful fire life safety response occurred to the incident on January 1. Your leadership and commitment to ongoing training and preparedness with BART helped avoid a more serious incident. Only minor injuries were sustained, and we were able to restore full train service by the next morning.

Thank you again for your extraordinary assistance and ongoing partnership to help ensure the safety of our riders and San Ramon Valley residents.

Sincerely,


 Robert M. Powers
 General Manager

cc: San Ramon Valley Fire Protection District Board of Directors

From: Michelle [REDACTED]
Sent: Friday, January 19, 2024 9:42 PM
To: Danielle Bell <DBell@srvfire.ca.gov>
Subject: Re: Luncheon

Hi Danielle,
I am having problems with sending mail via my cell phone. So if you get another note similar to this - just disregard it. 😊

You were (are) fabulous!! You are so engaging and sweet and honest. We loved your style and presentation. You have a gift! Bonus: WE LEARNED!
I think we all went on Amazon and ordered radios, solar chargers, kits, whistles, etc. Such a worthwhile presentation for us. Nobody wanted to leave. They kept asking questions. Sorry that it went longer than it was meant to.

Thank you so very much and we truly look forward to seeing you again in May!

Fondly,
Michelle

On 01/17/2024 12:18 PM PST Michelle [REDACTED] wrote:

Hello Danielle,
We are looking forward to meeting you tomorrow at Blackhawk Fat Maddie's around 11:30.

Thank you!
Michelle



OPERATIONS



San Ramon Valley Fire Protection District
2401 Crow Canyon Road, Suite A
San Ramon, CA 94583
www.firedepartment.org

Date: February 28, 2024
To: Board of Directors
From: Jonas Aguiar, Deputy Chief of Operations
Subject: Monthly Operations Report for January 2024

Operations

- ❖ District responded to 954 Incidents
- ❖ Helicopter rescue team compliance training
- ❖ Company performance standards 1st quarter training
- ❖ Reserve Firefighter training
- ❖ iQuest Program Ride-A-Long for four students
- ❖ Battalion Chief Academy
- ❖ Recruit Academy Live Fire training
- ❖ Annual Wellness Fitness physicals
- ❖ Upstaffed OES prepositioned Engines and Battalion Chiefs

Special Teams

- ❖ Hazardous Materials Team
 - Quarter 1 Training
 - Atmospheric Monitoring and PEAC-WMD Software Training
- ❖ Technical Rescue Team
 - Quarter 1 Training
 - Rope Rescue, Patient Extraction, K9 Search

Meetings

- ❖ Led EMS Division meeting – weekly goal review
- ❖ Led Training Division meeting – weekly goal review
- ❖ Participated in weekly Training Tower planning meeting
- ❖ Attended Monthly Command Staff meeting
- ❖ Attended Monthly Labor Management meeting
- ❖ Conducted Annual Wellness Fitness physical planning meeting
- ❖ Participated in Deputy Chief Bi-Weekly Meeting with HR and Finance
- ❖ Instructed at Battalion Chief Academy
- ❖ Conducted Internal Recruit Training Program interview

- ❖ Attended 2024 CCC Board of Supervisors Reorganization Luncheon
- ❖ Conducted Public Safety Dispatch Supervisor interviews
- ❖ Participated in Drone Response Policy development meeting
- ❖ Participated in Behavioral Health Program stakeholder meeting
- ❖ Attended Firefighter First Pilot Program data metrics tracking meeting
- ❖ Attended Firefighter First Pilot Program meeting with San Ramon Police Department
- ❖ Collaborated in Contra Costa Community College scholarship meeting
- ❖ Collaborated in Captain Academy planning meeting with Training Division
- ❖ Attended Annual Hose Testing planning meeting
- ❖ Participated in Public Safety Complex ribbon cutting ceremony
- ❖ Participated in Training Site groundbreaking ceremony
- ❖ Attended Station 34 Open House
- ❖ Conducted Hazardous Materials Team Coordinator interview

Events Attended by Suppression Personnel

- ❖ E34 and PM38 Watermark Senior Living First Responders Breakfast

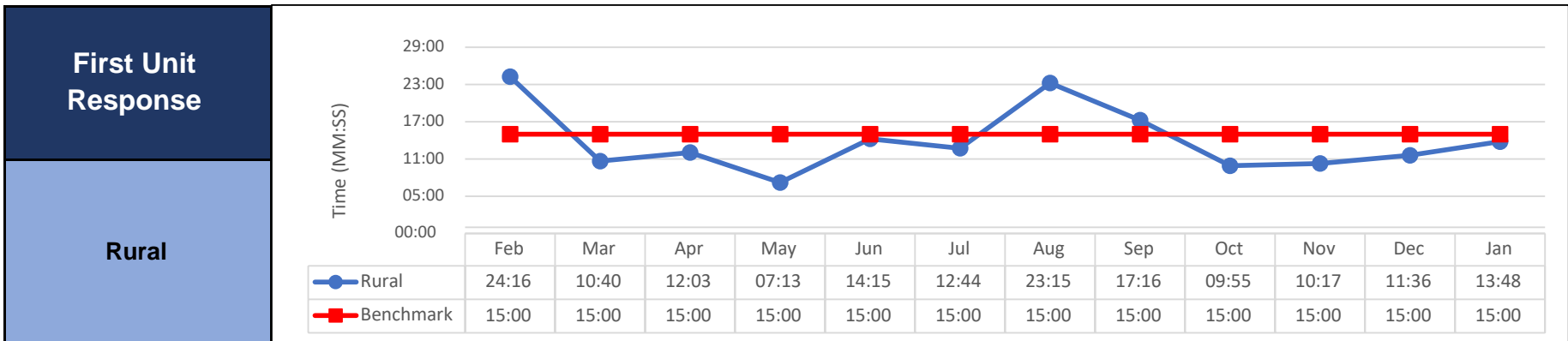
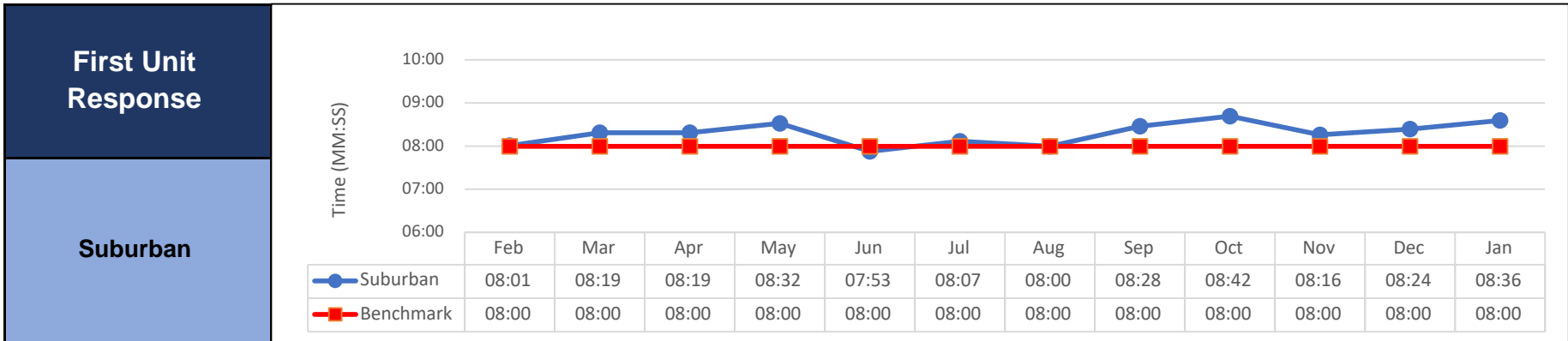
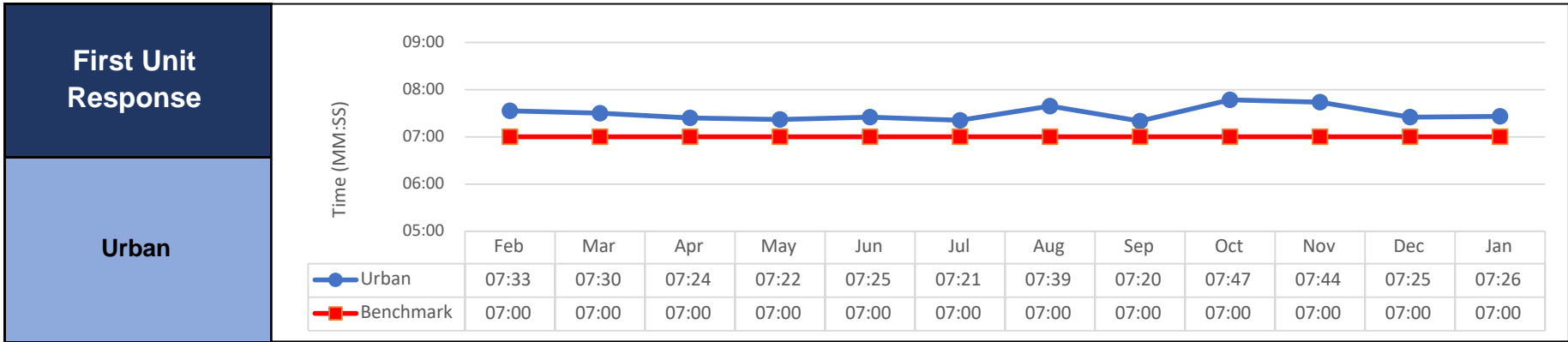
Standards of Cover Policy Compliance Report January 1, 2024 - January 31, 2024

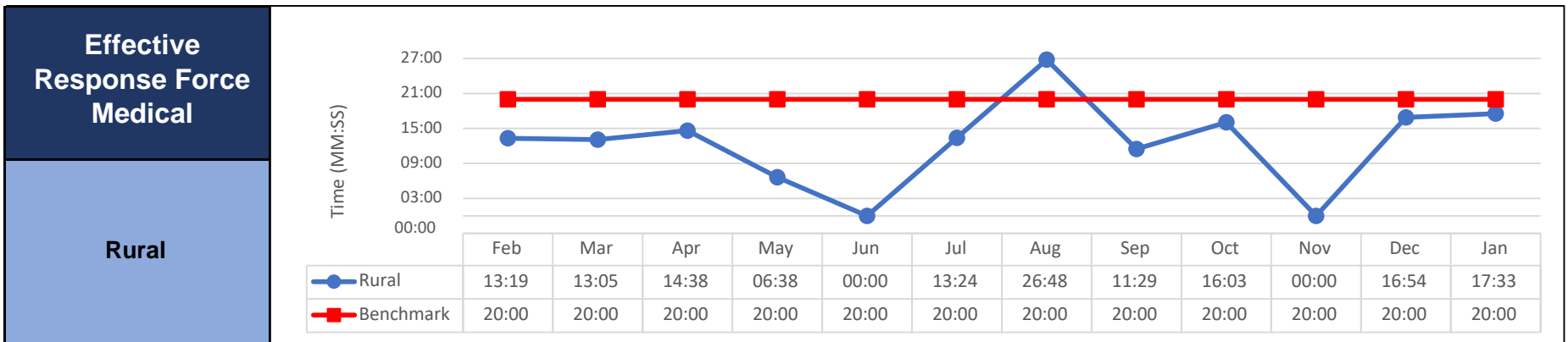
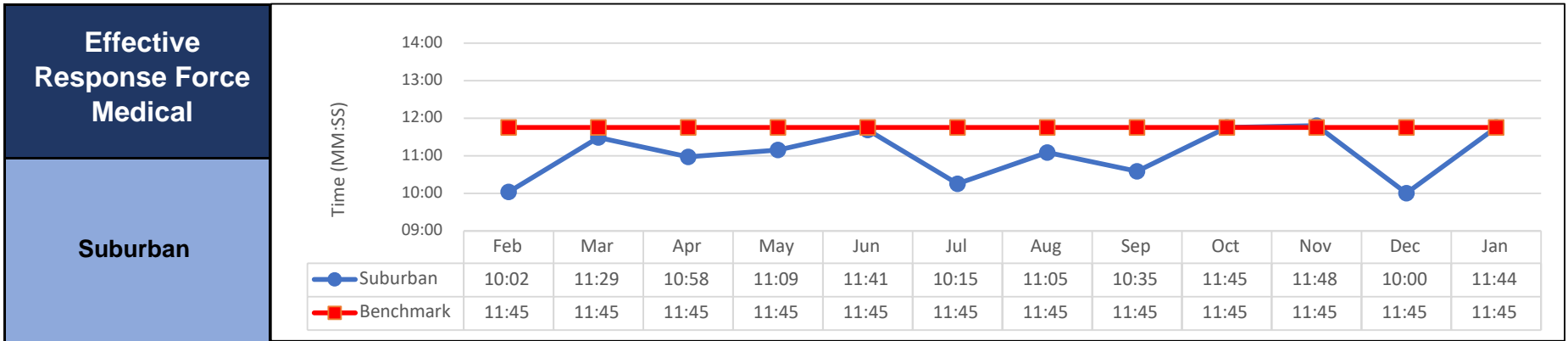
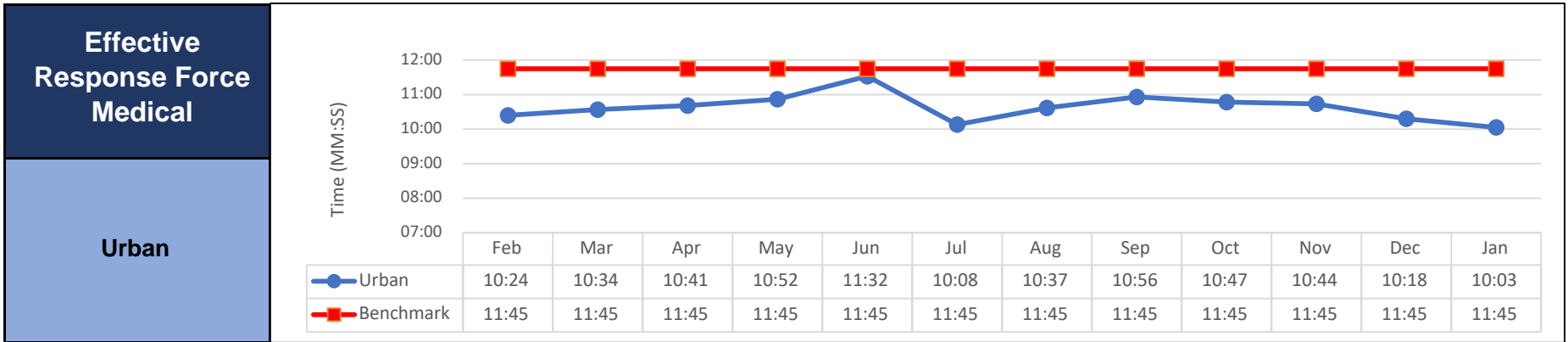
	SOC Goal 1, 5, 6			SOC Goal 2, 5, 6			SOC Goal 3, 5, 6			SOC Goal 5, 6		
	Urban (Count = 410)			Suburban (Count = 158)			Rural (Count = 7)			Wilderness (Count = 1)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
First Unit Response	7:00	7:26	7:29	8:00	8:36	8:22	15:00	13:48	12:44	45:00	11:25	23:13
		96%	95%		97%	97%		100%	100%		100%	100%

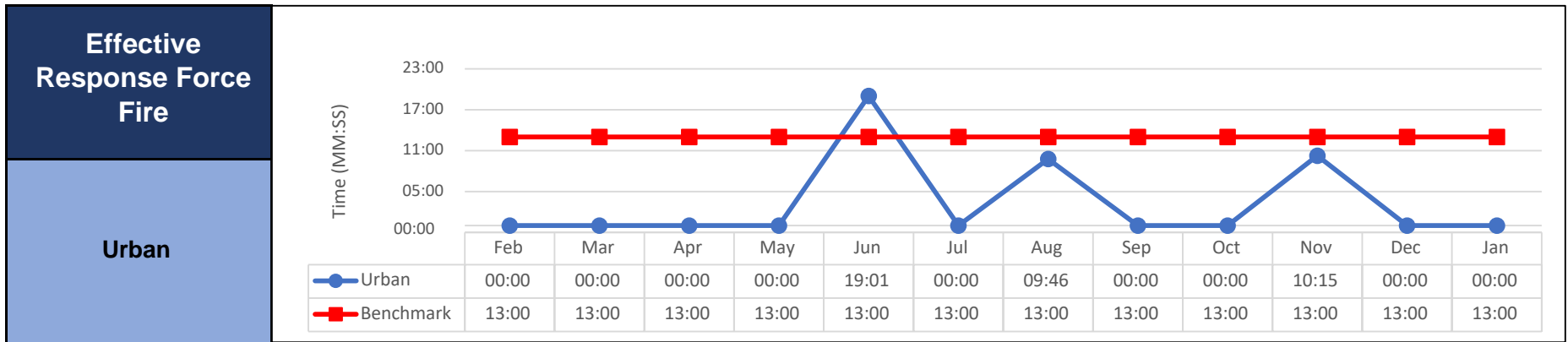
	SOC Goal 4											
	Urban (Count = 0)			Suburban (Count = 0)			Rural (Count = 0)			Wilderness (Count = 0)		
	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D	Goal	Actual	Y-T-D
ERF Fire Response	13:00	0:00	19:01	14:00	0:00	18:08	21:00	0:00	0:00	45:00	0:00	0:00
		0%	84%		0%	56%		0%	0%		0%	0%

	SOC Goal 8											
	Urban (Count = 218)			Suburban (Count = 85)			Rural (Count = 3)			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	10:03	10:37	11:45	11:44	11:05	20:00	17:33	16:54	20:00	0:00	36:05
		100%	100%		100%	100%		100%	100%		100%	56%

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	1:08	1:05	1:00	1:44	1:46	2:00	1:39	1:42
	96%	98%		83%	84%		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

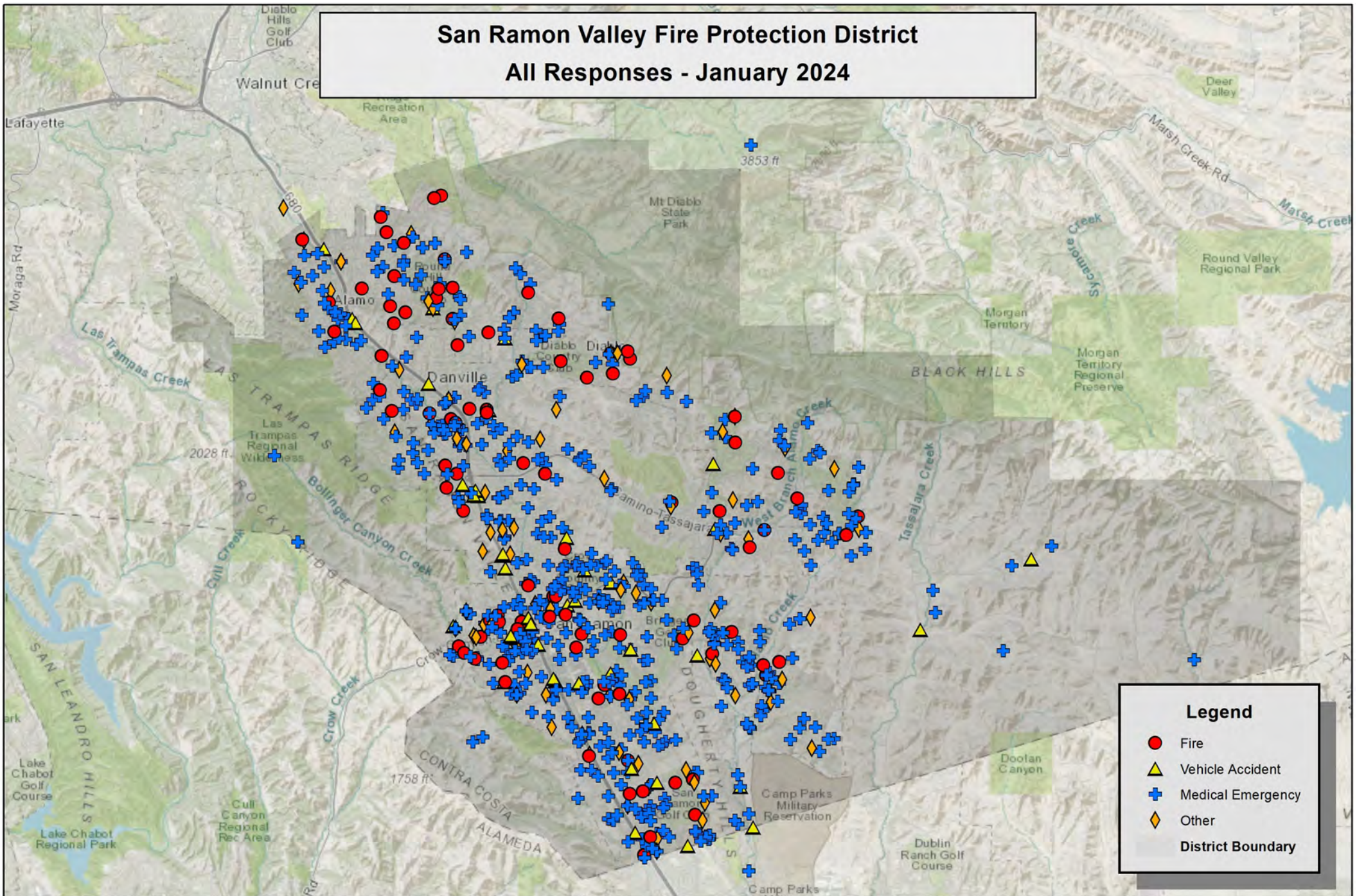
A concentrated focus will be placed on systems, training and feedback measures to crews to lower dispatch and turnout time reflex measures to national best practices of 1 minute for dispatch and 2 minutes for fire crew turnout, 90 percent of the time.

Goal 8

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

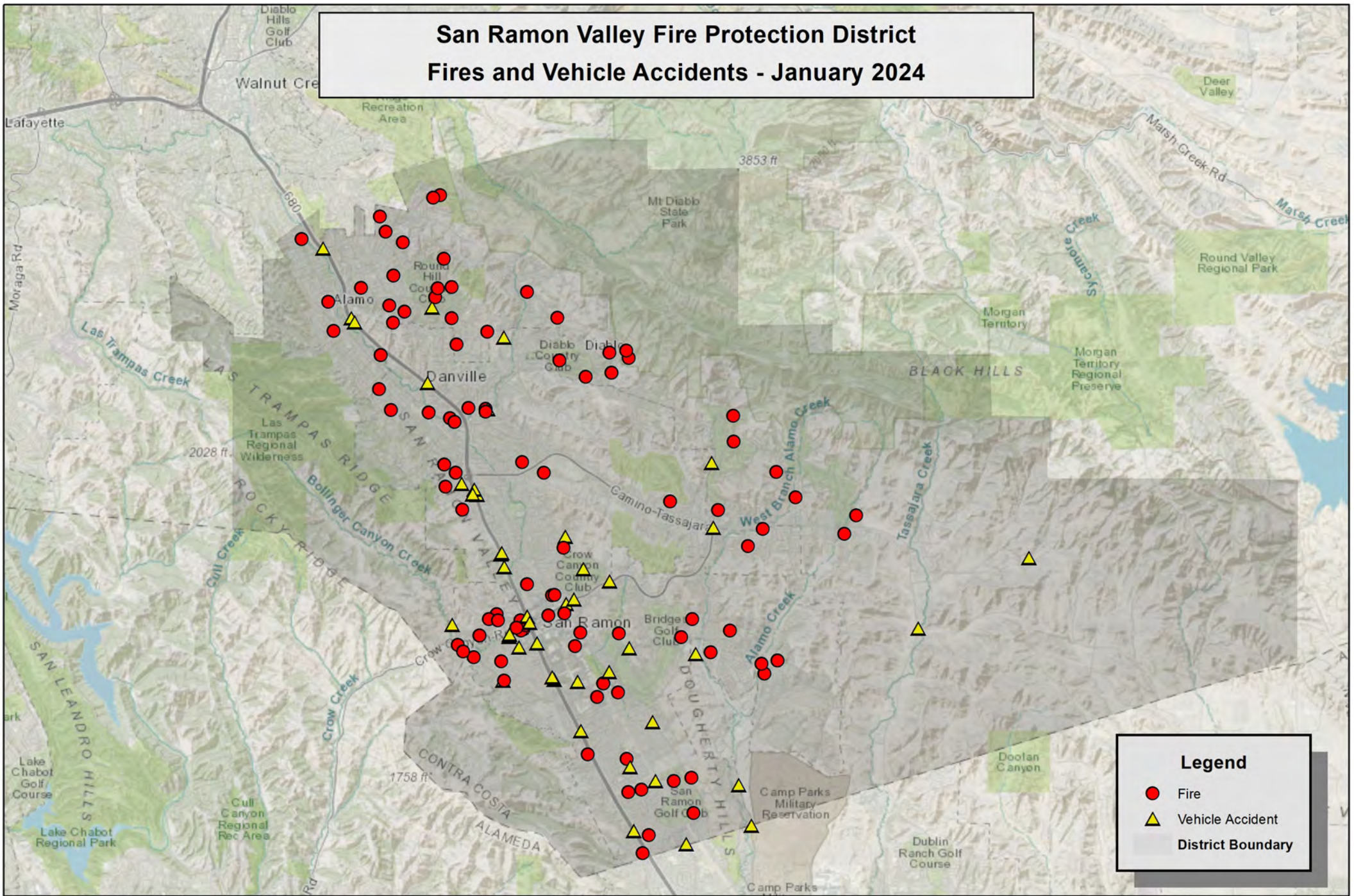
To treat medical patients requiring advanced procedures and skills (defined as Charlie, Delta or Echo), a two-unit response consisting of one paramedic-staffed ambulance and one additional paramedic-staffed unit for a response force of at least five personnel should arrive within 6 minutes travel time 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 - January 2024



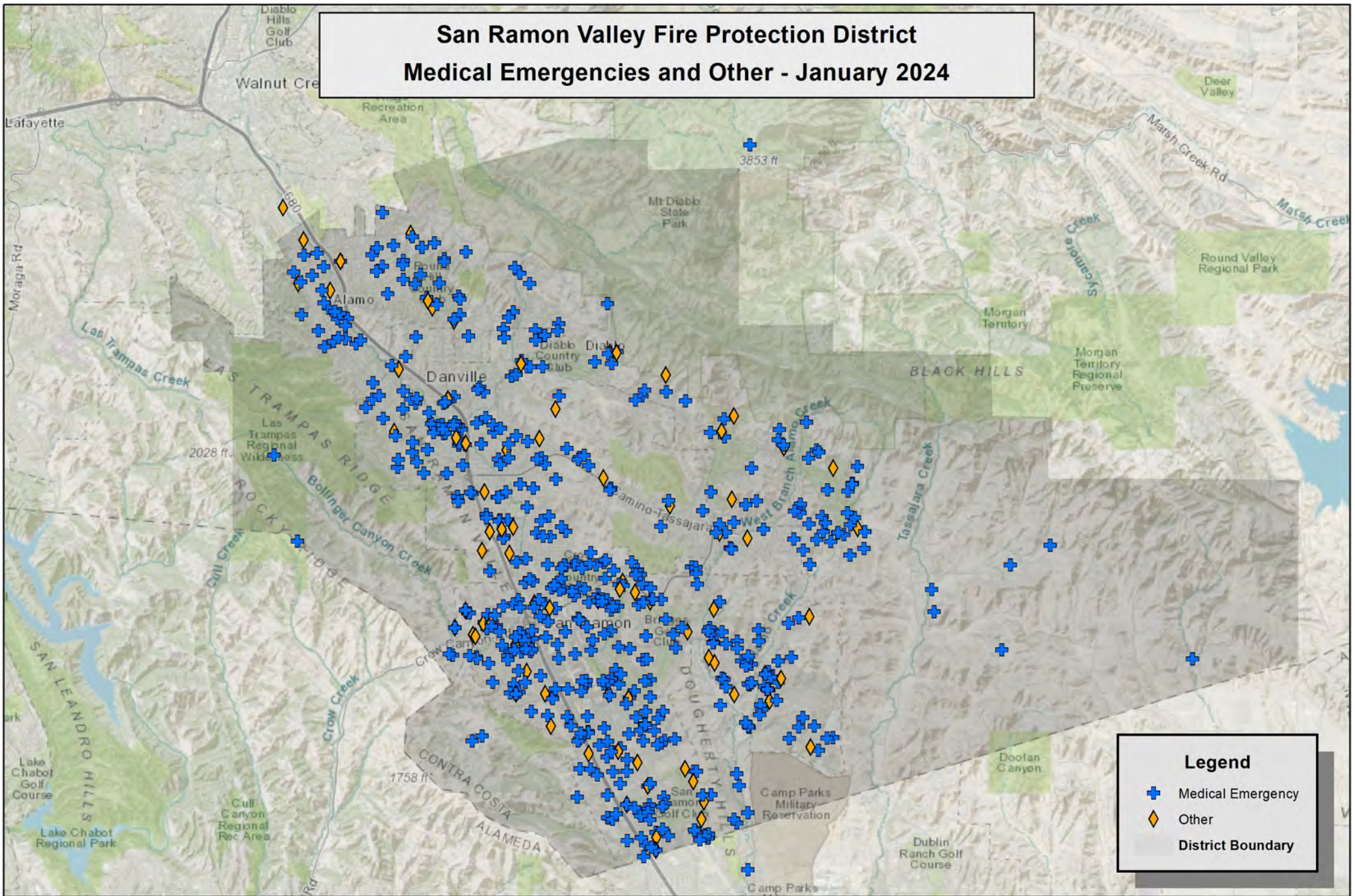
	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
All Responses	779	988	846	888	868	962	999	896	957	881	990	954
Fires & Vehicle Accidents	129	162	138	149	154	165	179	143	157	149	148	155
Med Emergencies & Other	650	826	707	739	714	797	820	752	800	732	842	799

San Ramon Valley Fire Protection District Fires and Vehicle Accidents - January 2024



	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Fires & Vehicle Accidents	129	162	138	149	154	165	179	143	157	149	148	155

San Ramon Valley Fire Protection District Medical Emergencies and Other - January 2024

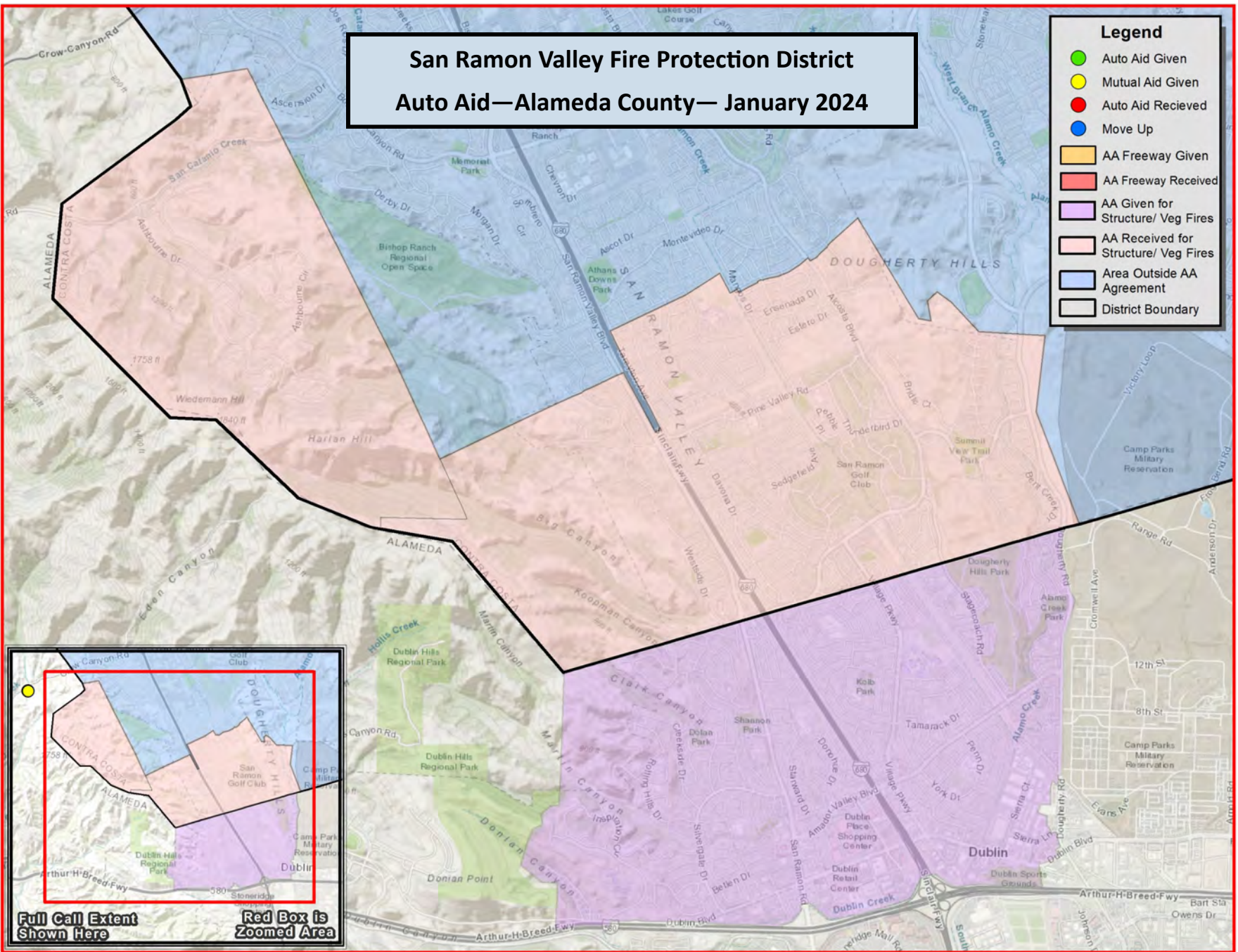


	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Med Emergencies & Other	650	826	707	739	714	797	820	752	800	732	842	799

San Ramon Valley Fire Protection District Auto Aid—Alameda County— January 2024

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

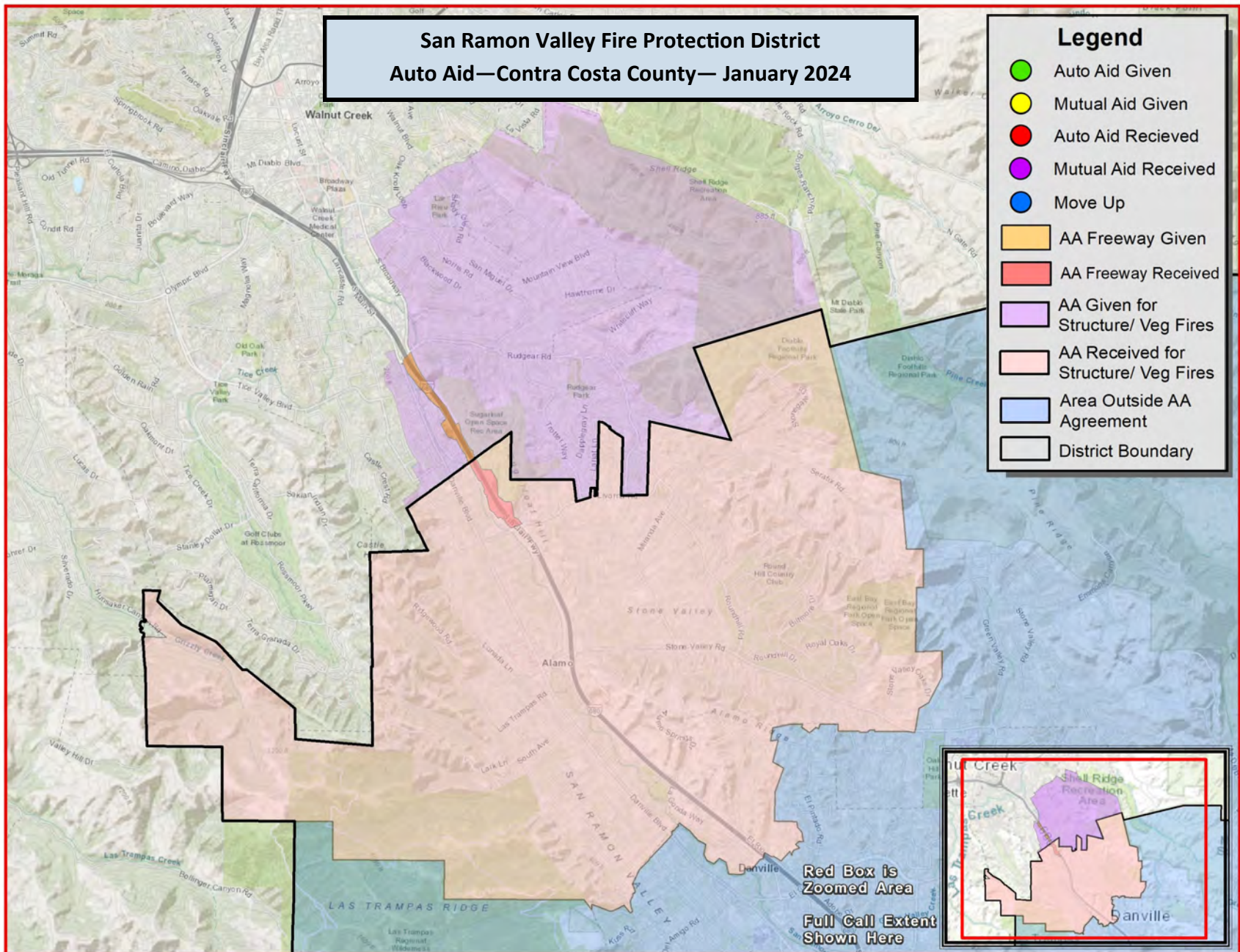


	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Auto Aid Given	9	14	15	12	20	13	0	0	0	0	1	0
Mutual Aid Given	5	10	1	7	7	10	0	1	0	0	0	1
Auto Aid Received	0	5	1	1	1	1	3	0	0	0	0	0
Mutual Aid Received	0	0	0	0	0	0	0	0	0	0	0	0
Move-up	0	0	0	0	0	0	0	0	0	0	0	0

**San Ramon Valley Fire Protection District
Auto Aid—Contra Costa County— January 2024**

Legend

- Auto Aid Given
- Mutual Aid Given
- Auto Aid Received
- Mutual 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



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

Date: February 28, 2024
To: Board of Directors
From: Chris Parsons, Battalion Chief of Training
Re: Monthly Training Report for January 2024

Activities

- ❖ Finalized Contract with United Engineering & Construction
- ❖ Delivered 2024 Battalion Chiefs Academy
- ❖ Planned Recruit Academy 2023-1 Graduation Ceremony
- ❖ Planned State Fire Training Instructor 2 Course
- ❖ Updated Probationary Firefighter/Paramedic Taskbook
- ❖ Conducted Captain Remedial Testing
- ❖ Planned Auto-Aid Training with Alameda County Fire Department
- ❖ Planned 2024 Captains Academy
- ❖ Coordinated 2024 Wellness Fitness Physical Exams
- ❖ Participated in District Aide Interviews
- ❖ Participated in Hazmat Team Coordinator Interview
- ❖ 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
- ❖ Alamo Liaison Meeting
- ❖ Auto-Aid Training Planning Meeting
- ❖ Training Site Weekly Planning Meetings
- ❖ Taskbook Workgroup 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

Date: February 28, 2024
To: Board of Directors
From: Lance Maples, EMS Division Manager
Subject: Monthly EMS Division Report for January 2024

EMS – Incidents

- ❖ The Fire District responded to 716 emergency medical incidents during the month of January
 - Of the medical incidents, ten (10) were in response to sudden cardiac arrest. Please see the breakdown of the sudden cardiac arrest cases below:

January Cardiac Arrest Incident Data

	Number of Incidents	Percent of Total
Bystander-Initiated CPR	6	60%
AED Applied	0	0%
Achieved Return of Spontaneous Circulation (ROSC)	2	20%

Activities

- ❖ Initiated Quarter 1 EMS Training:
 - 75 individuals have completed Pediatric Advanced Life Support (PALS) training
- ❖ 16 requests for public records were processed and released
- ❖ Assisted in Battalion Chiefs Academy
- ❖ SRP Sean Rule completed the Provisional Paramedic Tours
 - Initiated Field Training Observation on 01/30/2024

Meetings

- ❖ Led EMS Division Meetings – weekly goal review
- ❖ Facilitated meeting to review electronic records processing system with Granicus
- ❖ Participated in CCC Chiefs meeting

- ❖ Participated in CCC EMS Chiefs meeting
- ❖ Participated in data review meeting with DNI
- ❖ Participated in CCCEMSA Paramedic Accreditation Process and Policy meeting
- ❖ Participated in Laserfish PRA meeting
- ❖ Participated in CCCEMSA STEMI QI meeting
- ❖ Reviewed CCCEMSA Buprenorphine Program with Dr. Johnson
- ❖ Facilitated collaboration meeting with San Ramon Regional Medical Center
- ❖ Attended CCCEMSA QLC meeting
- ❖ Facilitated District EMS Committee meeting
- ❖ Participated in CCCEMSA PES/CCRMC/911 Ambulance Providers meeting

Behavioral Health Activities Update

- ❖ Updated Statistics for 2024:

Behavioral Health Response Pilot Program

	Number of Incidents
City of San Ramon	17
Warm Hand Offs <i>(Since 01/09/2023)</i>	14
Firefighter First Responses <i>(Since 10/02/2023)</i>	13

- ❖ Worked with Consultant Preston Looper to continue CQI process refinement for Behavioral Health calls
- ❖ Participated in Behavioral Health Collaboration meetings including:
 - Behavioral Health Stakeholder meeting
 - Warm Hand Off Tracking meeting
 - Contra Costa Crisis Center
 - San Ramon PD Data Discussion meeting
 - Employee Wellbeing Program Discussion meeting
 - BHJIS Wrap-up 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

Date: February 28, 2024
To: Board of Directors
From: Roy Wendel, Interim Fire Marshal
Re: Monthly Community Risk Reduction Report for January 2024

Plan Review and Inspections

Staff processed 90 applications and completed 98 Plan Reviews and 99 construction inspections during the month of January. There are currently 632 active permits for construction.

Compliance Inspections

Staff continue to conduct compliance inspections. Inspection schedule reflects inspection based on risk of High, Moderate and Low per NFPA. Inspections are scheduled at 1-year, 2-year and 3-year intervals.

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 meeting for Deer Creek South Apartments to discuss floor plan changes
- ❖ Attended project meeting for Chevron project to discuss changes to corridor system
- ❖ Attended meeting with Valley Vista to discuss medical alarm calls
- ❖ Attended project launch meeting with GOGov for weed abatement software
- ❖ Attended pre-application meeting with Developer regarding Town and Country project
- ❖ Attended project meeting with architects for BR1A project to discuss remaining plan review comments

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

Educator Bell conducted the following activities:

- ❖ First grade presentations at Tassajara Elementary, Green Valley Elementary, Twin Creek Elementary and Greenbrook Elementary
- ❖ Personal Emergency Preparedness presentation to Newcomers Club of San Ramon, SRV Babysitters Club and HOA Danville Heights
- ❖ Readyman Training for 2 Cub Scout troops
- ❖ Heartsafe Program for Monte Vista 9th Grade Program
- ❖ CERT Refresher course on Pet Preparedness
- ❖ Meeting with CERT Instructors



FLEET AND FACILITIES



San Ramon Valley Fire Protection District
2401 Crow Canyon Road, Suite A
San Ramon, CA 94583
www.firedepartment.org

Date: February 28, 2024
To: Board of Directors
From: Dave Garcia, Interim Deputy Chief
Re: Monthly Fleet and Facilities Report for January 2024

Facilities

- ❖ Managed various facility-related repairs and maintenance projects
- ❖ Received and mounted Station 34 and Public Safety Building plaques
- ❖ Participated in Drager Live Burn Prop Site Preparation
- ❖ Completed Station 35 water main leak repair and mitigation project
- ❖ Investigated Station 32 shower slip hazard
- ❖ Continued Station 34 Project closeout/warranty items (Project Manager Lon)
- ❖ Continued Public Safety Building Project closeout/warranty items (Project Manager Lon)
- ❖ Completed Training Facility Demolition (Project Manager Lon)

Fleet

- ❖ Prepared outfitting for (7) Command Vehicles
- ❖ Coordinated mid-construction inspection for Communications Unit
- ❖ Worked with District Counsel on RedSky Emergency Vehicles contract for (3) new ambulances
- ❖ Ordered BK Mobile Wildland Radios for suppression fleet
- ❖ Worked on annual maintenance service on District Fleet
- ❖ Continued ongoing repairs on District Fleet

Meetings/Activities

- ❖ Training Site Groundbreaking Ceremony
- ❖ Public Safety Building Ribbon Cutting Ceremony
- ❖ Station 34 Open House Event
- ❖ Enterprise website review for Fleet Operations
- ❖ Instructed Battalion Chief Academy module for staffing
- ❖ Reviewed Communications Center punch list with DNI
- ❖ Apparatus Committee Meeting
- ❖ Labor Management Meeting
- ❖ Command Staff Meeting
- ❖ Progress Meetings with Finance Division regarding major Facility Projects
- ❖ Weekly Training Tower Progress Meeting with COAR & Roebbelen



**COMMUNICATIONS
AND
TECHNOLOGY**



San Ramon Valley Fire Protection District
2401 Crow Canyon Road, Suite A
San Ramon, CA 94583
www.firedepartment.org

Date: February 28, 2024
To: Board of Directors
From: Dave Garcia, Interim Deputy Chief
Re: Monthly Communications and Technology Report for January 2024

Technology

- ❖ Migrated Station 39 and Station 35 to Phoenix G2 Station alerting
- ❖ Programed Motorola APX 8000 portable radios
- ❖ Facilitated semi-annual preventative maintenance and inspection of ST31 server room
- ❖ Provided iPads for the EMS Academy
- ❖ Provided training to Management Staff on their IT systems
- ❖ Received in-service training on Station 34 lighting system

GIS

- ❖ Provided training for the Battalion Chief Academy on GIS services
- ❖ Updated Pre-plans
- ❖ Provided information on Stats relating to EMS and Fire calls

Media

- ❖ Filmed Fire Academy's Fire Control 3 for Live Fire training
- ❖ Photographed Training Site Groundbreaking Ceremony
- ❖ Photographed Public Safety Building Ribbon Cutting Ceremony
- ❖ Photographed Station 34 Open House Event

Communications Reserves

- ❖ Assisted with communications for Race to the Flagpole Run
- ❖ Initiated driver's training program for two Communication Reserves
- ❖ Attended Annual Communication Reserves Holiday Party

Meetings

- ❖ Firefighters First Pilot Program stat review meeting
- ❖ Drone response policy development meeting
- ❖ Labor Management Meeting
- ❖ Weekly IT/DNI Meeting

San Ramon Valley Fire IT Monthly Scorecard Jan 2023

End User Support

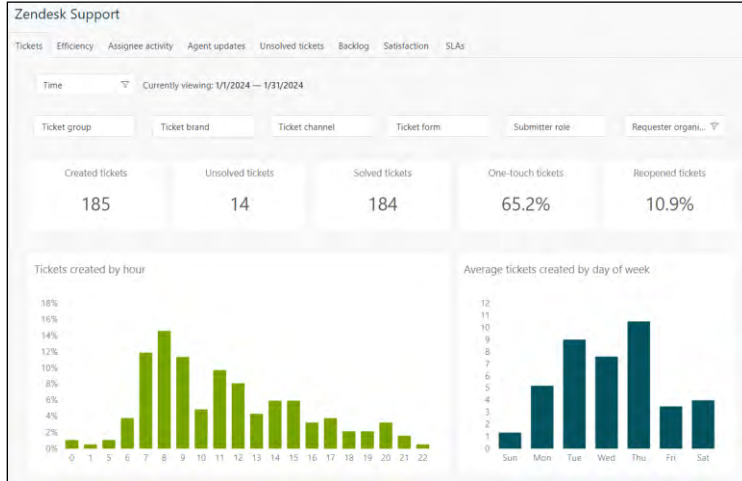


Figure 1: End User Support Requests

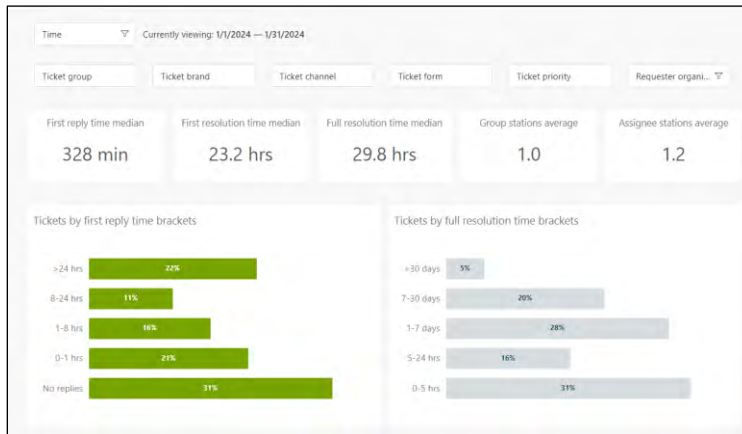


Figure 2: Ticket-Resolution Times

Agent updates

Updater name	Updates	Comments	Public comments	Internal comments	Tickets updated w/comment	Tickets solved	Tickets created
1 Curtis Rich	112	71	41	30	41	36	0
2 Nick Messenger	83	68	37	31	32	25	0
3 Brenden Lecomte	82	33	15	18	17	22	4
4 Injellah Pan	83	64	37	27	26	20	2
5 Brian Lum	110	87	55	32	23	18	0
6 Spencer Nelson	49	41	29	12	22	16	6
7 Collin Ciresse	24	19	6	13	17	14	0
8 David Pannell	40	27	25	2	21	12	0
9 Tyler Lecomte	95	11	6	5	7	11	2
10 Diego Mayorga	21	16	13	3	5	5	0
11 Ryan Lecomte	24	21	1	20	21	2	20
12 Jayro Rosas	7	6	6	0	3	1	0

Figure 3: San Ramon End-User Support Team



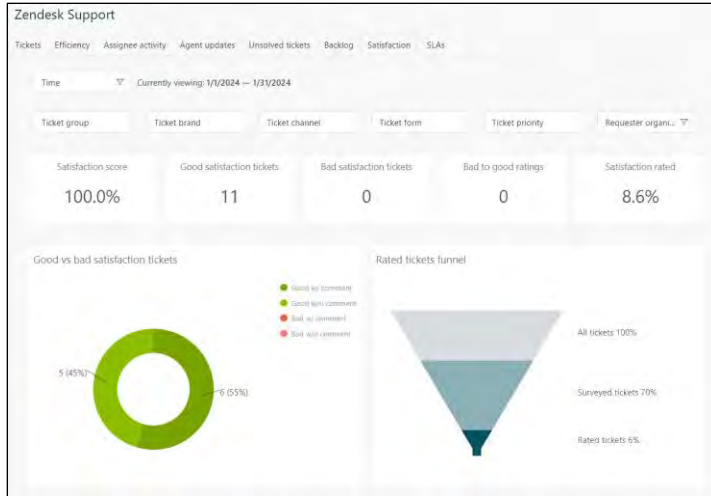


Figure 4: San Ramon End-User Feedback

- 185 Service Tickets Opened
- 184 Service Tickets Resolved
- 65% Completed in One Technical Session
- 47% of Tickets Resolved within 24 Hour of Submitting the Ticket
- Median Resolution Time of 29.8 hours
- 100% End User Satisfaction
- 12 DNI Staff Members Provided End-User Support

After Hours / Emergency Telephone Support

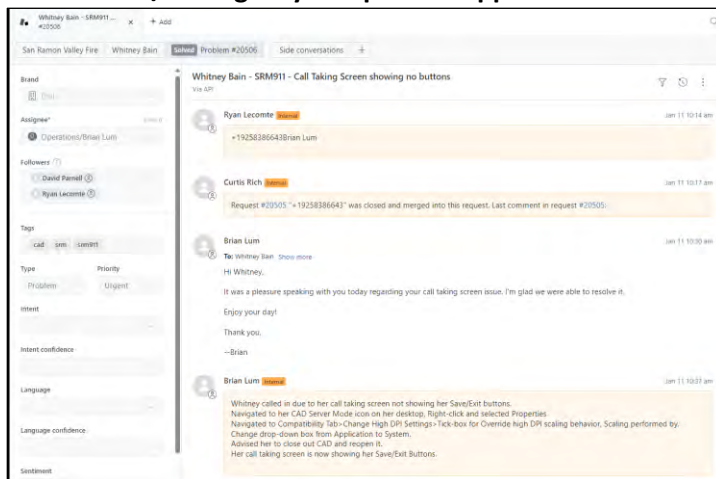


Figure 5: Emergency Support After-Action Report

- Received 24 After-Hours / Emergency Support Calls
- Average Triage Time Was 2.2 Minutes



System Alerts

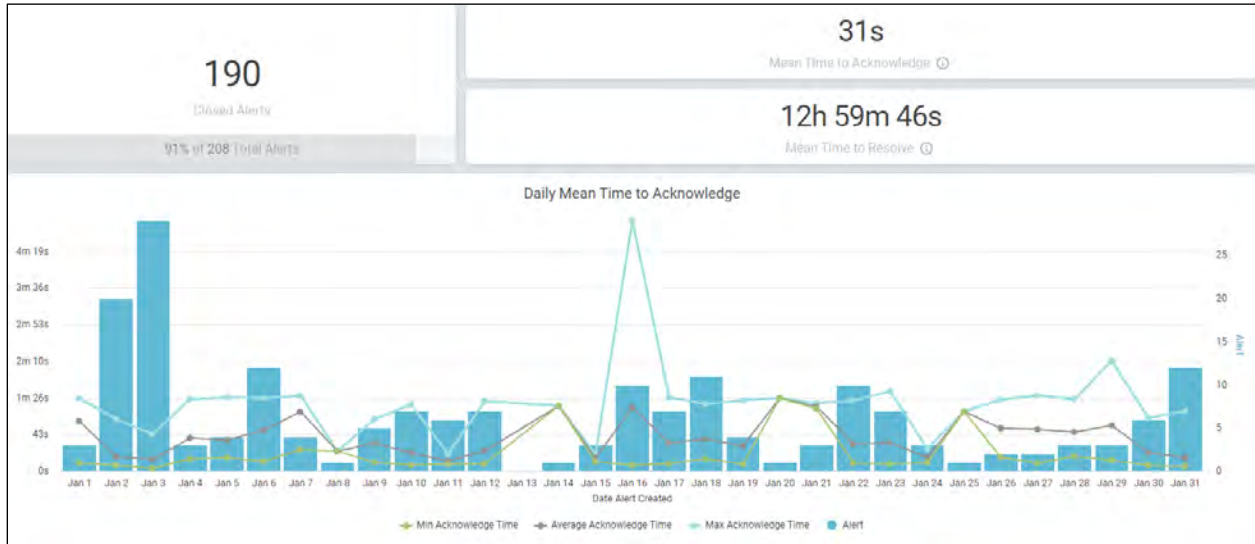


Figure 6: System Alert Response

Alert Response (Security, Performance, Outage)

- 190 Alerts Responses Triggered by Monitoring Systems
- 31 Second Mean Time Response Acknowledgement by On-Call Team
- Mean Time Resolution of Issue 12 Hours 59 Minutes

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

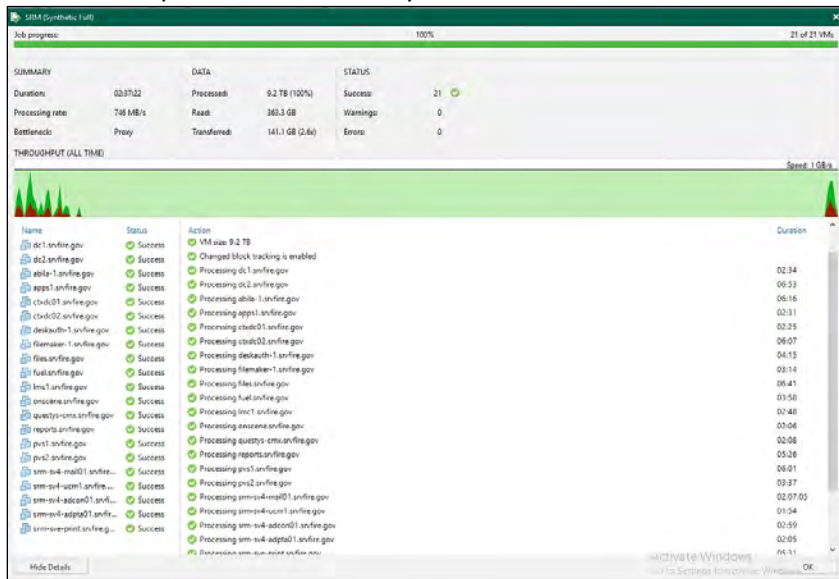


Figure 7: In-Progress Backup Dashboard



Managed Apple Devices

- 68 Managed iPhones and iPads
- Pushed Out G2 Mobile to Backup G2 Station Alerting System
- Pushed Out 1 Operating System Update to 63 Devices
- Reviewed 55 IOS Applications and Updated as Appropriate

App	Publisher	Category	Platform	Price	License Type	Total Devices	Upload Status
Hexnode MDM	Hexnode Inc.	Business	iOS	Free	VM	75 / 1000	Success
Phoenix G2 FSA Mobile	US Digital Designs	Utilities	iOS	Free	VM	69 / 1000	Success
Vector - Scheduling	Vector Solutions, Inc.	Productivity	iOS	Free	VM	67 / 1000	Success
Citrix Workspace	Citrix Systems, Inc.	Business	iOS	Free	VM	67 / 1000	Success
Avenza Maps: Offline ...	Avenza Systems Inc.	Navigation	iOS	Free	VM	36 / 1000	Success
PulsePoint Respond	PulsePoint Foundation	Medical	iOS	Free	VM	68 / 1000	Success
Zoom - One Platform	Zoom Video Communications, Inc.	Business	iOS	Free	VM	66 / 1000	Success
Central Costa County E...	Acid Romp LLC	Medical	iOS	Free	VM	45 / 1000	Success
Vector Check It	Maligan, Inc.	Business	iOS	Free	VM	65 / 1000	Success

Figure 8: MDM Applications

Apparatus MDC

Availability Trend for Group: San Ramon (67 Gateways) from Jan 1 to Feb 1 (31 days), availability as uptime over gateway run time, 58 reporting, 3 below average of 99%, 3,066,037 events

Save Results Change Edit

Results by vehicle (active WAN link only)

Vehicle	Run Time	Average	Jan 1	Jan 2	Jan 3	Jan 4	Jan 5	Jan 6	Jan 7	Jan 8	Jan 9	Jan 10	Jan 11	Jan 12	Jan 13	Jan 14	Jan 15	Jan 16	Jan 17	Jan 18	Jan 19	Jan 20	
352 3173 ND83020077011034	3 days 2 hours	98%	100%	86%	100%	100%	100%	100%	100%	99%	100%	98%	99%	100%	91%	100%	100%	100%	100%	100%	100%	100%	
356 ND75110133011033	15 days 15 hours	99%	100%	100%	100%	100%	100%	42%	100%	100%	100%	100%	100%	100%	95%	100%	100%	100%	100%	100%	100%	100%	
609 E334 ND83020135011034	27 days 3 hours	99%	100%	100%	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	100%	100%	
553 E31 ND83020094011034	30 days 23 hours	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	98%	100%	100%	100%	100%	100%	100%	100%	
708 ND83010140011034	29 days 18 hours	99%	100%	100%	100%	100%	100%	100%	99%	100%	100%	100%	100%	99%	100%	99%	100%	99%	99%	100%	100%	100%	
544 E38 ND83060118011034	26 days 7 hours	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	100%	100%	100%	100%	100%	100%	
714 PM38 ND83010256011034	30 days 23 hours	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	100%	99%	100%	100%	100%	100%	99%	99%	100%
602 E336 ND83010120011034	28 days 13 hours	99%	100%	99%	100%	100%	100%	100%	100%	100%	100%	100%	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%
706 M30 ND83020185011034	16 days 8 hours	99%	100%	100%	100%	100%	100%	100%	100%	100%	99%	100%	100%	100%	100%	100%	99%	100%	100%	99%	99%	100%	
556 E34 ND83060211011034	30 days 23 hours	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%	99%	99%	100%	100%	100%	99%	100%	100%	
500 *new E1-Res1 ND83120471011034	30 days 23 hours	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	

Figure 9: Apparatus Connectivity Report

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



Station Alerting

The screenshot shows a web browser window with the URL https://10.10.35.19/sc_remote.cgi. The page title is "US DIGITAL DESIGNS" and "Station Controller Interface | version 2.41". The main content area is titled "Station S35" and "Station Status". It shows "Alerts Active: 0" and a table of units: E35, T35, PM35, E335, E635, E35A, RM35, SR35, E335A, WR135, and Moved Up. Below this is a "Last Message" section with the following details:

DISPATCH TIME: 19:47
Incident: FD24042025
Type: Medical Emergency (ME)
Location: 38 MAGNOLIA PL
Address: 38 Magnolia Pl
Jurisdiction: BLACKHAWK
Cross streets: CHESTNUT PL/Dead End
Map: 65483 T19C
Units Dispatched: PM35 E35
Comments: [7] Automatic Case Number(s) issued for Incident #[FD24042025], Jurisdiction: Fire, Case Number(s): SRM240001366, requested by PM35. [Shared]
[6] COCO TRANSFER FOR MEDICAL, CALLER'S PHONE DISCONNECTED [Shared]

Figure 10: Station 35 G2 Station Alerting Dashboard

- Turned Up G2 at Station 35, Station 38, and Station 39
- Will Migrate Station 31, Station 32, Station 33, and Station 36 in February



Security Audit Results (Desktops, Laptops, and Servers)

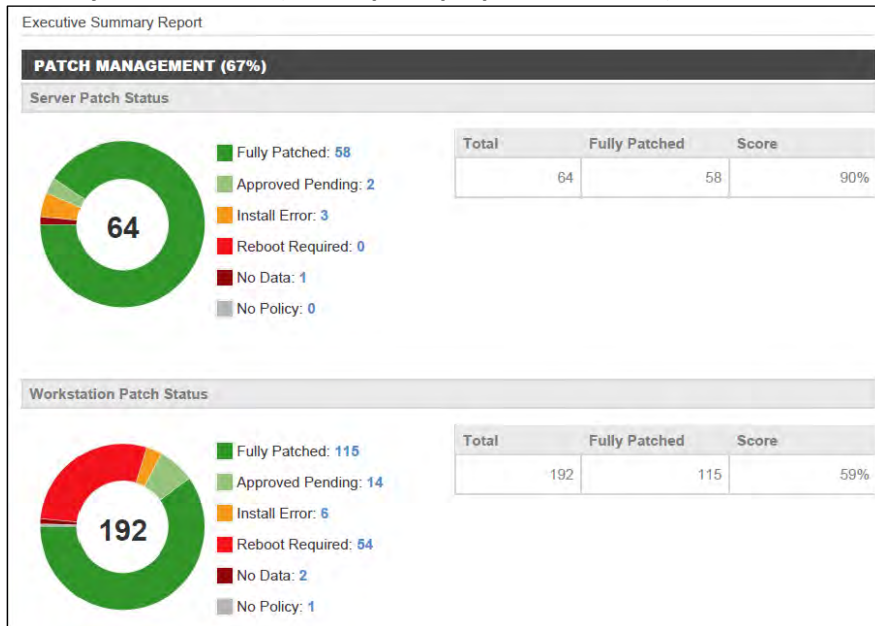


Figure 11: Patch Status

- 173 Devices Fully Patched
- 54 Devices Scheduled for Reboot
- 9 Devices Scheduled for Follow Up (Patch Error)
- 16 Patches Being Tested in Sandbox
- 3 Devices in An Error State (Scheduled for Follow Up)

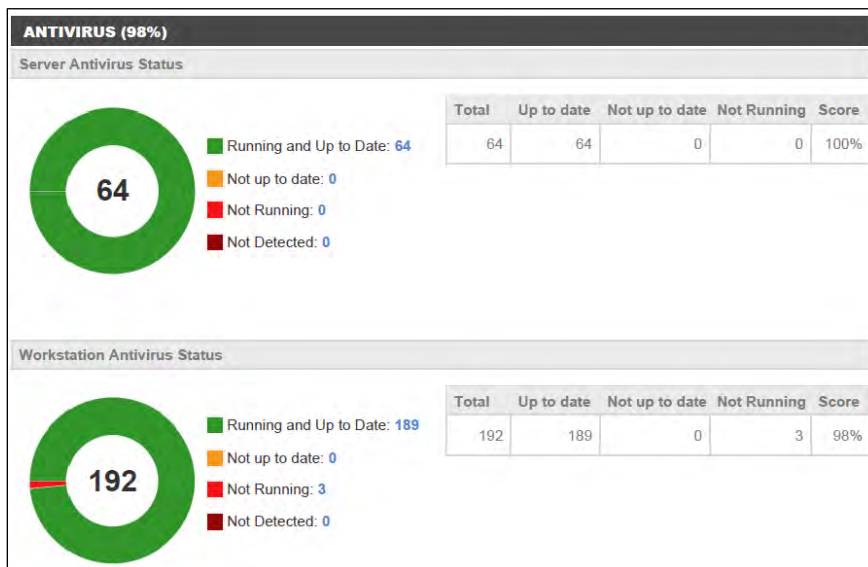


Figure 12: Antivirus Status for District Windows Devices

- 253 Devices Current
- 3 Devices in an Error State (Scheduled for Follow Up)



Email Cyberthreats

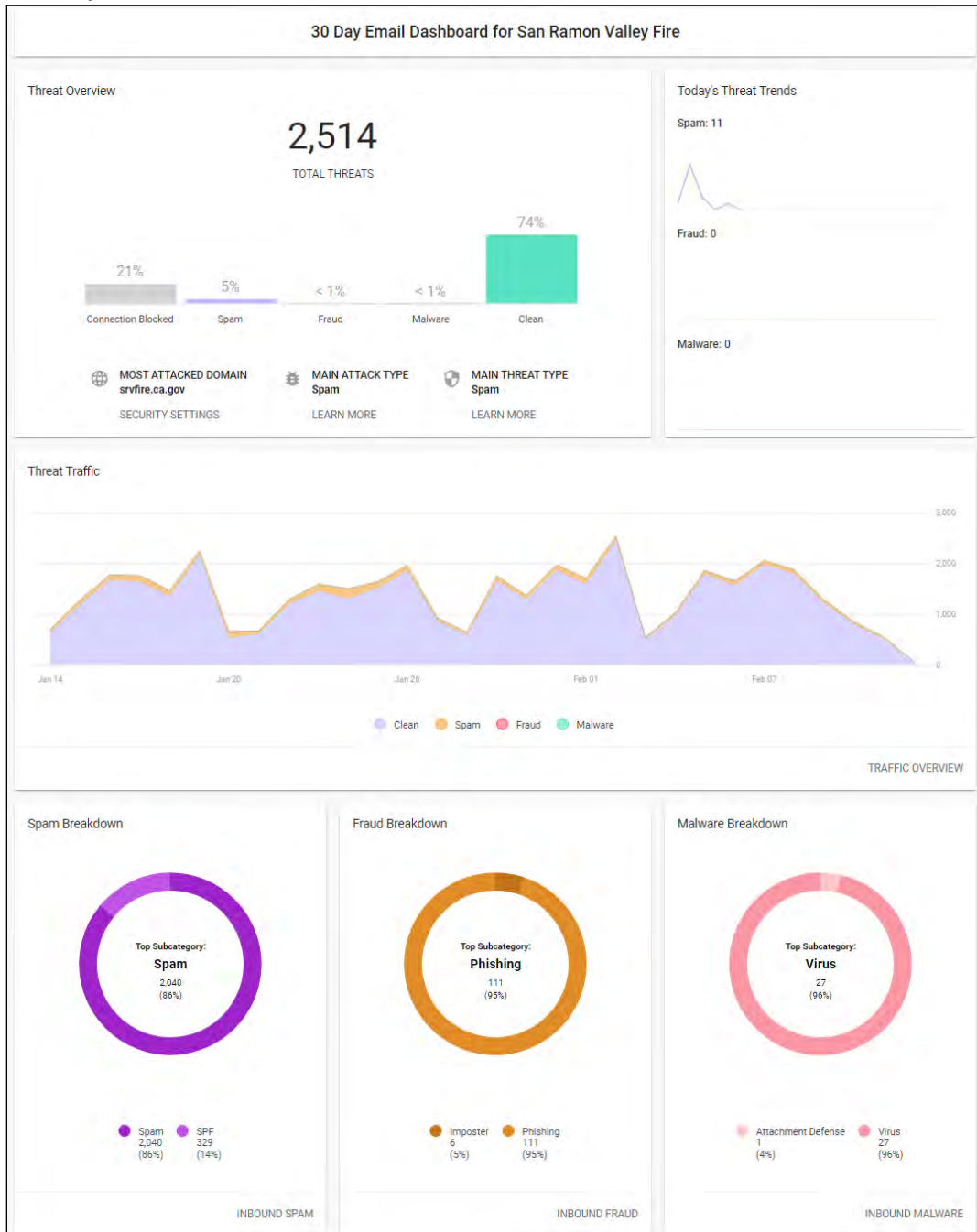


Figure 13: Asset Management Status of Districts Workstations and Servers

Threat Mitigation

- Mitigated 2,514 Email Threats
- Blocked 26% of all Emails Sent to San Ramon Staff



General Analytics Support

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

Patient-Care Reporting CQI (ImageTrend)

- Reviewed 554 PCR Reports
- 97 PCR Reports in Queue

System Administration Support

- Assisted HR with Updates to Records Retention System (Laserfiche)
- Assisted Dispatch and Suppression with Support for Performance Evaluation System (FireGauge)

Construction Support

- Worked with Vendor to Correct Wiring Issues at Station 34
- Organized and Cleaned Server Room at Communication Server





HUMAN RESOURCES



San Ramon Valley Fire Protection District
2401 Crow Canyon Road, Suite A
San Ramon, CA 94583
www.firedepartment.org

Date: February 28, 2024
To: Board of Directors
From: Dave Garcia, Interim Deputy Chief
Subject: Monthly Human Resources Report for January 2024

Recruitment:

- ❖ Worked with WBCP on Communications Center Manager position recruitment
- ❖ Participated in a recruitment planning meeting for upcoming Firefighter Paramedic and Single Role recruitments
- ❖ Announced and opened specialty team recruitment for Mechanic Coordinator
- ❖ Announced and opened Accounting Technician position
- ❖ Coordinated Public Safety Dispatcher Supervisor interviews
- ❖ Coordinated District Aide interviews
- ❖ Coordinated Single Role Paramedic interview
- ❖ Coordinated Internal Recruit Training Program Chief's interviews
- ❖ Coordinated and tracked pre-employment backgrounds for:
 - One (1) Public Safety Dispatcher
 - One (1) Internal Recruit Training Program Candidate
- ❖ Tracked and screened applications for the recruitments:
 - Internal Recruit Training Program
 - Specialty Team Fire Investigator
 - Account Technician
 - Promotional Fire Captain
 - Promotional Engineer
 - Specialty Team HazMat Coordinator
 - Single Role Paramedic

Additional Accomplishments:

- ❖ Onboarded four (4) District Aides
- ❖ Reviewed and updated Lexipol policies
- ❖ Reviewed and obtained legal consultation for Human Resources best practices
- ❖ Assisted four (4) outside agencies with salary and compensation information requests
- ❖ Assisted one (1) outside investigator with review of background file
- ❖ All HR Staff participated in six (6) days of Neogov training webinars
- ❖ Scheduled and coordinated Wellness Fitness evaluations for Communication Reserve Volunteers, Dispatch and Administration employees

Report: Employee Illness/Injury Report –December 2024



San Ramon Valley Fire Protection District
2401 Crow Canyon Road, Suite A
San Ramon, CA 94583
www.firedepartment.org

Date: February 28, 2024
To: Board of Directors
From: David Garcia, Interim Deputy Chief
Subject: January 2024 Employee Illness/Injury Report

Indemnity (Lost Time)

January 14, 2024 DOI- 1/13/24- An employee sought treatment for left ankle injury.

Status: Remains off work

January 18, 2024 DOI- 11/14/23- An employee sought treatment for right knee injury.

Status: Remains off work

Medical Only (No Lost Time)

January 17, 2024 DOI- 1/16/24- An employee sought treatment for exposure. No loss time.

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

- 24 shifts for 3 shift employees

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FINANCE



San Ramon Valley Fire Protection District

2401 Crow Canyon Road, Suite A

San Ramon, CA 94583

www.firedepartment.org

Date: February 28, 2024
To: Board of Directors
From: Davina Hatfield, Chief Financial Officer
Re: Monthly Financial Report for January 2024

Meetings/Activities

- ❖ Facilitate and manage payroll and related duties
- ❖ Submitted the 2022-23 Special District Financial Transactions Report to the California State Controller.
- ❖ Completed the Annual Debt Transparency Report for the California Debt and Investment Advisory Commission (CDIAC).
- ❖ Processed and distributed required tax reporting forms for employees (W-2) and vendors (1099).
- ❖ Provided support and assistance to other Divisions with the following projects:
 - Battalion Chief Academy
 - Contract administration
 - Measure X
 - Construction Projects
 - Station 34
 - Training Facility
- ❖ Meetings and Events
 - Contra Costa County Board of Supervisors Reorganization Luncheon
 - Labor/Management Meeting
 - Deputy Chiefs/Finance/Human Resources Bi-Weekly Meetings
 - EMS – reimbursements and grant updates

Financial Statements

- ❖ Balance Sheets
- ❖ Revenues | All Funds, Budget vs. Actual
- ❖ Expenditures | General Fund Budget vs. Actual
- ❖ Expenditures | Capital and Debt Service Funds Budget vs. Actual
- ❖ Revenue and Expense History by Month | General Fund
- ❖ Overtime Analysis

San Ramon Valley Fire Protection District

Combined Balance Sheet

January 31, 2024

	GOVERNMENTAL FUNDS					AGENCY	ACCOUNT GROUPS		Total
	General Fund	Budget Stabilization	Debt Service	Capital Projects	Special Revenue	CERT	Fixed Asset	Long-Term Debt	
ASSETS									
Cash - Checking	\$ 704,093	\$ -	\$ -	\$ -	\$ 2,285	\$ 125,904	\$ -	\$ -	\$ 832,282
Cash - Money Market	515,673	-	-	-	-	-	-	-	515,673
Cash - Workers' Compensation	(63,683)	-	-	-	-	-	-	-	(63,683)
Cash - Flexible Spending	15,016	-	-	-	-	-	-	-	15,016
Cash - Chandler	349,581	-	-	-	-	-	-	-	349,581
Petty Cash	1,250	-	-	-	-	-	-	-	1,250
Investments - LAIF @ 4.012%	26,931,839	13,259,580	-	6,102,664	-	-	-	-	46,294,083
Investments - Market Value Adjustment	(2,311,088)	(1,127,036)	-	(647)	-	-	-	-	(3,438,771)
Investments - Bank of the West @ .60% avg	19,378,399	10,123,425	-	-	-	-	-	-	29,501,824
Investments - Chandler @ 4.48% avg	25,382,873	-	-	-	-	-	-	-	25,382,873
Escrow Account - CA Bank of Commerce (St.34 ret)	-	-	-	395,151	-	-	-	-	395,151
Escrow Account - River City Bank (PSB retention)	-	-	-	1,428,433	-	-	-	-	1,428,433
Cash with Fiscal Agent	-	-	133	3,179,352	-	-	-	-	3,179,485
Accounts Receivable	145,151	-	-	-	-	30,000	-	-	175,151
Interest Receivable	126,369	46,634	-	-	-	-	-	-	173,003
YE Accrued Ambulance Billing	1,630,548	-	-	-	-	-	-	-	1,630,548
Prepaid Expenses and Deposits	7,406,262	-	-	10,737,896	-	-	-	-	18,144,158
Land	-	-	-	-	-	-	6,000,878	-	6,000,878
Buildings and Improvements	-	-	-	-	-	-	34,354,445	-	34,354,445
Construction in Progress	-	-	-	-	-	-	41,166,010	-	41,166,010
Leased Assets	-	-	-	-	-	-	50,000	-	50,000
Equipment	-	-	-	-	-	-	10,908,234	-	10,908,234
Vehicles	-	-	-	-	-	-	25,014,372	-	25,014,372
Accumulated Depreciation	-	-	-	-	-	-	(41,271,518)	-	(41,271,518)
Amount to be Provided - Long Term Debt	-	-	-	-	-	-	-	63,626,418	63,626,418
TOTAL ASSETS	\$ 80,212,283	\$ 22,302,603	\$ 133	\$ 21,842,849	\$ 2,285	\$ 155,904	\$ 76,222,421	\$ 63,626,418	\$ 264,364,896
LIABILITIES									
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	3,627,822	-	-	-	-	-	-	-	3,627,822
Deposits Payable	24,693	-	-	-	-	-	-	-	24,693
Deferred Ambulance Billing Revenue	936,135	-	-	-	-	-	-	-	936,135
Long Term Debt - Certificates of Participation	-	-	-	-	-	-	-	42,085,000	42,085,000
Long Term Debt - Vehicle Lease	-	-	-	-	-	-	-	8,398,780	8,398,780
Workers' Compensation	-	-	-	-	-	-	-	9,643,000	9,643,000
Accumulated Leave	-	-	-	-	-	-	-	3,499,638	3,499,638
TOTAL LIABILITIES	4,588,650	-	-	-	-	-	-	63,626,418	68,215,068

San Ramon Valley Fire Protection District

Combined Balance Sheet

January 31, 2024

	GOVERNMENTAL FUNDS					AGENCY	ACCOUNT GROUPS		Total
	General Fund	Budget Stabilization	Debt Service	Capital Projects	Special Revenue	CERT	Fixed Asset	Long-Term Debt	
FUND BALANCE									
Investment in General Fixed Assets	-	-	-	-	-	-	76,222,421	-	76,222,421
Non-Spendable Fund Balance	252,099	-	-	10,737,896	-	-	-	-	10,989,995
Restricted Fund Balance	-	-	133	11,104,953	2,285	-	-	-	11,107,371
Committed Fund Balance:									
Dry Period Funding	74,895,430	-	-	-	-	-	-	-	74,895,430
Budget Stabilization	-	17,418,189	-	-	-	-	-	-	17,418,189
Workers' Compensation Claims	-	4,884,414	-	-	-	-	-	-	4,884,414
Capital Projects	-	-	-	-	-	-	-	-	-
Assigned Fund Balance:									
Other Assigned Fund Balance	476,104	-	-	-	-	-	-	-	476,104
Unassigned Fund Balance	-	-	-	-	-	155,904	-	-	155,904
TOTAL FUND BALANCE	<u>75,623,633</u>	<u>22,302,603</u>	<u>133</u>	<u>21,842,849</u>	<u>2,285</u>	<u>155,904</u>	<u>76,222,421</u>	<u>-</u>	<u>196,149,828</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 80,212,283</u>	<u>\$ 22,302,603</u>	<u>\$ 133</u>	<u>\$ 21,842,849</u>	<u>\$ 2,285</u>	<u>\$ 155,904</u>	<u>\$ 76,222,421</u>	<u>\$ 63,626,418</u>	<u>\$ 264,364,896</u>

San Ramon Valley Fire Protection District

Revenues - All Funds

For the Period Ended January 31, 2024

FISCAL YEAR COMPLETED - 58.33%

	2022/23		2023/24		
	Actual (unaudited)	Budgeted	Realized	Remaining Budget	% Received
TAXES					
Property Taxes - Current Secured	\$ 83,105,371	\$ 87,414,234	\$ 47,633,490	\$ 39,780,744	54.5%
Property Taxes - Supplemental	2,961,706	-	204,111	(204,111)	#DIV/0!
Property Taxes - Utilities (Unitary)	1,330,595	1,264,065	758,295	505,770	60.0%
Property Taxes - Current Unsecured	2,367,660	2,397,986	2,797,531	(399,545)	116.7%
Homeowners Property Tax Relief	425,143	453,404	-	453,404	0.0%
RDA Property Tax	1,653,389	1,727,524	1,206,866	520,658	69.9%
County Tax Administration	(536,032)	(657,121)	-	(657,121)	0.0%
Property Taxes - Prior Secured	(280,822)	(280,822)	(400,338)	119,516	142.6%
Property Taxes - Prior Supplemental	(165,900)	(165,900)	(941)	(164,959)	0.6%
Property Taxes - Prior Unsecured	(7,057)	(13,012)	14,482	(27,494)	-111.3%
Total Taxes	<u>90,854,053</u>	<u>92,140,358</u>	<u>52,213,496</u>	<u>39,926,862</u>	<u>56.7%</u>
INTERGOVERNMENTAL					
Measure H	-	33,000	-	33,000	0.0%
Measure X	-	-	-	-	#DIV/0!
State Aid/Grants	822,065	217,692	175,907	41,785	80.8%
Federal Grant Revenue	-	-	(13,668)	13,668	#DIV/0!
Other Intergovernmental Revenue	415,643	511,773	197,914	313,859	38.7%
PP-IGT GEMT	231,692	558,839	28,228	530,611	5.1%
Consolidated Dispatch	1,666,206	2,219,020	1,109,510	1,109,510	50.0%
Use Tax Share Revenue	-	-	-	-	
Total Intergovernmental	<u>3,135,606</u>	<u>3,540,324</u>	<u>1,497,891</u>	<u>2,042,433</u>	<u>42.3%</u>
CHARGES FOR SERVICE					
Inspection Fees	6,628	10,000	47,266	(37,266)	472.7%
Plan Review	630,741	525,000	412,044	112,956	78.5%
Weed Abatement Charges	3,256	3,500	2,898	602	82.8%
Administrative Citation Charges	-	-	4,500	(4,500)	#DIV/0!
Ambulance Services	6,342,468	6,562,535	4,303,517	2,259,018	65.6%
Reports and Photocopies	1,170	1,000	1,060	(60)	106.0%
Total Charges For Service	<u>6,984,263</u>	<u>7,102,035</u>	<u>4,771,285</u>	<u>2,330,750</u>	<u>67.2%</u>
USE OF MONEY AND PROPERTY					
Investment Earnings	<u>1,229,324</u>	<u>1,000,000</u>	<u>1,114,001</u>	<u>(114,001)</u>	<u>111.4%</u>
Total Use Of Money and Property	<u>1,229,324</u>	<u>1,000,000</u>	<u>1,114,001</u>	<u>(114,001)</u>	<u>111.4%</u>
RENTAL INCOME					
Rent On Real Estate	<u>68,307</u>	<u>79,510</u>	<u>50,565</u>	<u>28,945</u>	<u>63.6%</u>
Total Rental Income	<u>68,307</u>	<u>79,510</u>	<u>50,565</u>	<u>28,945</u>	<u>63.6%</u>
OTHER REVENUE					
Donations	100	-	-	-	#DIV/0!
Sale Of Property	2,058	-	29,656	(29,656)	#DIV/0!
Miscellaneous Revenue	580,423	10,000	2,870	7,130	28.7%
Developer Contributions	-	-	-	-	#DIV/0!
Total Other Revenue	<u>582,581</u>	<u>10,000</u>	<u>32,526</u>	<u>(22,526)</u>	<u>325.3%</u>
Total Revenue	<u>\$ 102,854,134</u>	<u>\$ 103,872,227</u>	<u>\$ 59,679,764</u>	<u>\$ 44,192,463</u>	<u>57.5%</u>

San Ramon Valley Fire Protection District

Expenditures - General Fund

For the Period Ended January 31, 2024

FISCAL YEAR COMPLETED - 58.33%

	2022/23		2023/24		
	Actual (unaudited)	Budget	Actual to Date	Remaining Budget	% Expended
SALARIES AND BENEFITS					
Permanent Salaries	\$ 31,631,629	\$ 32,305,519	\$ 18,258,492	\$ 14,047,027	56.5%
Temporary Salaries	608,298	752,697	332,012	420,685	44.1%
Overtime	11,294,992	11,735,000	6,874,755	4,860,245	58.6%
FICA/Medicare	607,716	637,244	358,424	278,820	56.2%
Retirement Contributions	18,753,686	21,410,633	12,276,656	9,133,977	57.3%
Retirement Contributions - UAAL	279,000	288,000	288,000	-	100.0%
401A Contributions - Employer Paid	60,000	60,000	35,000	25,000	58.3%
Employee Group Insurance	4,585,402	4,940,886	3,172,063	1,768,823	64.2%
Retiree Health Insurance	3,921,695	3,973,032	2,884,504	1,088,528	72.6%
OPEB Contribution	7,762,900	7,496,122	1,874,030	5,622,092	25.0%
Unemployment Insurance	6,496	8,000	-	8,000	0.0%
Workers' Compensation	1,255,052	1,400,000	707,798	692,202	50.6%
Total Salaries and Benefits	80,766,866	85,007,133	47,061,734	37,945,399	55.4%
SERVICES AND SUPPLIES					
Office Supplies	24,638	37,383	15,401	21,982	41.2%
Postage	10,857	26,357	4,164	22,193	15.8%
Telecommunications	206,555	271,958	100,617	171,341	37.0%
Utilities	492,779	498,368	288,892	209,476	58.0%
Small Tools and Equipment	99,835	127,848	24,878	102,970	19.5%
Miscellaneous Supplies	74,884	143,597	38,494	105,103	26.8%
Medical Supplies	245,699	245,408	122,733	122,675	50.0%
Firefighting Supplies	69,423	91,312	10,499	80,813	11.5%
Pharmaceutical Supplies	89,737	75,000	34,519	40,481	46.0%
Computer Supplies	6,933	16,061	955	15,106	5.9%
Radio Equipment and Supplies	1,966	22,173	1,650	20,523	7.4%
Film Processing/Supplies	4,500	5,000	12	4,988	0.2%
Food Supplies	29,463	46,988	15,143	31,845	32.2%
PPE Inspection and Repairs	25,786	21,091	16,776	4,315	79.5%
Safety Clothing	336,893	333,051	210,027	123,024	63.1%
Class A Uniforms	8,522	11,357	311	11,046	2.7%
Non-Safety Clothing	14,131	49,187	19,506	29,681	39.7%
Class B Uniforms	65,291	81,430	34,885	46,545	42.8%
Household Supplies	75,958	53,245	43,883	9,362	82.4%
Central Garage - Repairs	467,954	450,000	227,065	222,935	50.5%
Central Garage - Maintenance	74,626	236,000	43,479	192,521	18.4%
Central Garage - Gas, Diesel and Oil	595,216	581,224	304,532	276,692	52.4%
Central Garage - Tires	72,350	60,000	50,394	9,606	84.0%
Central Garage - Mandated Inspections	34,591	-	280	(280)	#DIV/0!
Maintenance and Repairs - Equipment	234,423	219,674	119,670	100,004	54.5%
Maintenance and Repairs - Radio and Electronic	29,580	99,479	11,721	87,758	11.8%

San Ramon Valley Fire Protection District

Expenditures - General Fund

For the Period Ended January 31, 2024

FISCAL YEAR COMPLETED - 58.33%

	2022/23	2023/24			
	Actual (unaudited)	Budget	Actual to Date	Remaining Budget	% Expended
Maintenance and Repairs - Buildings	160,609	216,319	79,701	136,618	36.8%
Maintenance and Repairs - Grounds	70,980	97,050	33,035	64,015	34.0%
Rents and Leases	175,586	226,328	120,887	105,441	53.4%
Software and Licensing	481,494	584,393	244,217	340,176	41.8%
Professional Services	2,771,052	2,976,730	1,592,393	1,384,337	53.5%
Recruiting Costs	160,117	199,917	66,971	132,946	33.5%
Legal Services	125,540	160,000	138,340	21,660	86.5%
Medical Services	128,974	165,486	(1,330)	166,816	-0.8%
Communications Services	95,040	103,141	91,800	11,341	89.0%
Election Services	300	-	-	-	#DIV/0!
Insurance Services	579,856	828,859	593,341	235,518	71.6%
Publication Of Legal Notices	857	1,000	-	1,000	0.0%
Specialized Printing	5,757	30,280	3,492	26,788	11.5%
Memberships	83,523	109,823	63,707	46,116	58.0%
Educational Courses and Supplies	178,767	421,013	126,995	294,018	30.2%
Educational Assistance	17,523	54,080	15,742	38,338	29.1%
Public Educational Supplies	2,218	8,867	8,139	728	91.8%
Books and Periodicals	6,560	29,431	3,806	25,625	12.9%
Recognition Supplies	7,382	6,950	7,209	(259)	103.7%
Meetings and Travel	74,869	129,956	42,206	87,750	32.5%
Other Expense	8,789	-	2,586	(2,586)	#DIV/0!
Taxes and Assessments	271,410	189,000	171,425	17,575	90.7%
Total Services and Supplies	8,799,793	10,341,814	5,145,148	5,196,666	49.8%
Total Operating Expenditures	\$ 89,566,659	\$ 95,348,947	\$ 52,206,882	\$ 43,142,065	54.8%

San Ramon Valley Fire Protection District

Expenditures - All Other Funds

For the Period Ended January 31, 2024

FISCAL YEAR COMPLETED - 58.33%

	2022/23	2023/24			
	Actual (unaudited)	Budget	Actual to Date	Remaining Budget	% Expended
CAPITAL PROJECTS					
Professional Services	\$ (2,089)	\$ -	\$ -	\$ -	
Legal Services	-	-	-	-	
Technology Improvements	76,308	15,318	13,440	1,878	87.7%
Specialized Printing	-	-	-	-	
Various Improvements	18,578,217	17,814,710	2,176,465	15,638,245	12.2%
Radio and Electronic Equipment	2,047,951	1,330,255	122,782	1,207,473	9.2%
Major Equipment	328,850	1,437,165	-	1,437,165	0.0%
Autos and Trucks	261,362	1,287,100	8,468	1,278,632	0.7%
Total Capital Projects	<u>\$ 21,290,599</u>	<u>\$ 21,884,548</u>	<u>\$ 2,321,155</u>	<u>\$ 19,563,393</u>	<u>10.6%</u>
DEBT SERVICE					
2022 Equipment Lease	\$ 2,066,373	\$ 2,072,556	\$ 1,333,884	\$ 738,672	64.4%
2015 Certificates Of Participation	924,625	924,650	924,650	-	100.0%
2020 Certificates of Participation	1,993,663	1,991,763	1,991,762	1	100.0%
2018 Equipment Lease	595,999	597,696	1,336,369	(738,673)	223.6%
Total Debt Service	<u>\$ 5,580,660</u>	<u>\$ 5,586,665</u>	<u>\$ 5,586,665</u>	<u>\$ -</u>	<u>100.0%</u>
Total Capital, Equipment and Debt Service	<u>\$ 26,871,259</u>	<u>\$ 27,471,213</u>	<u>\$ 7,907,820</u>	<u>\$ 19,563,393</u>	<u>28.8%</u>

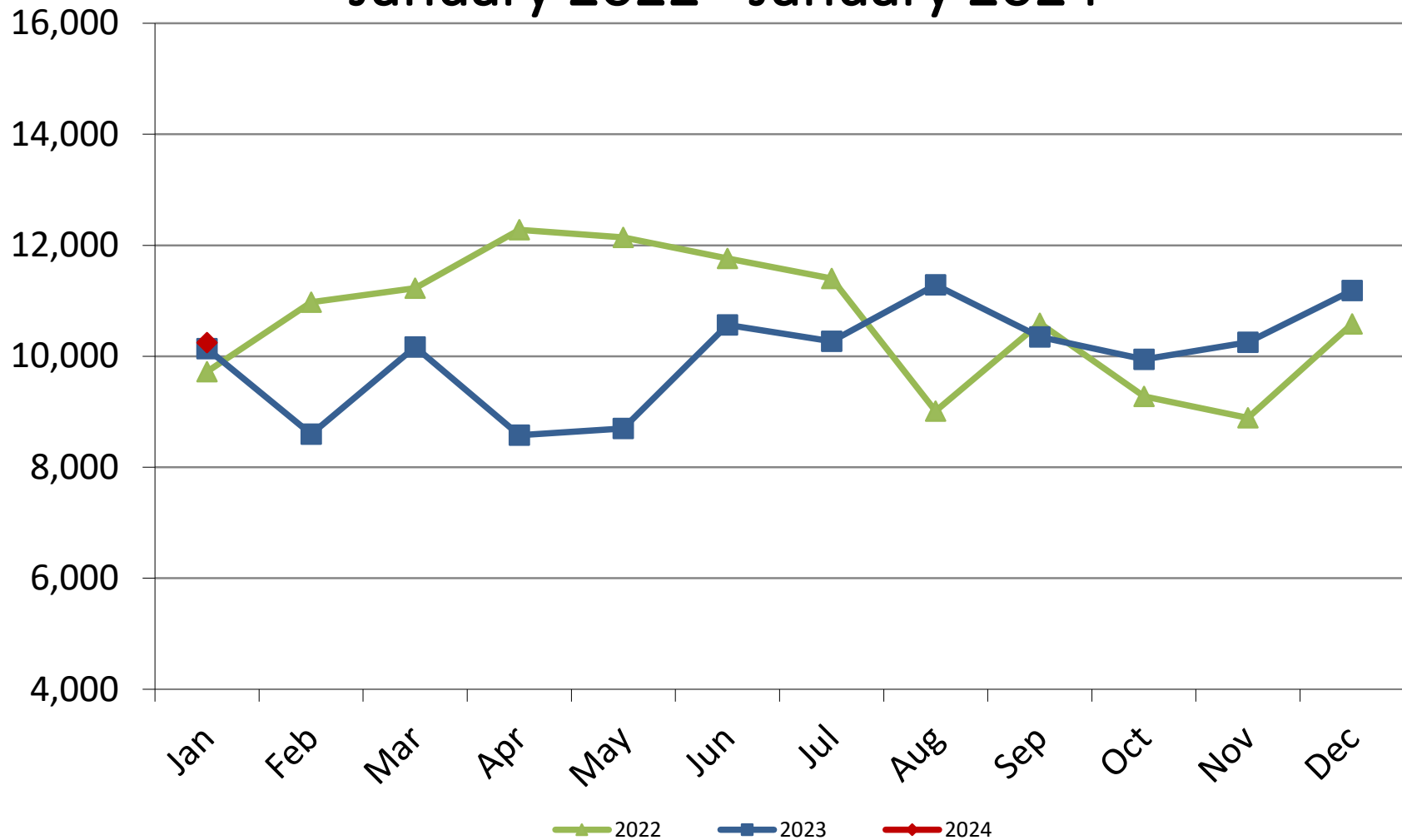
San Ramon Valley Fire Protection District

General Fund

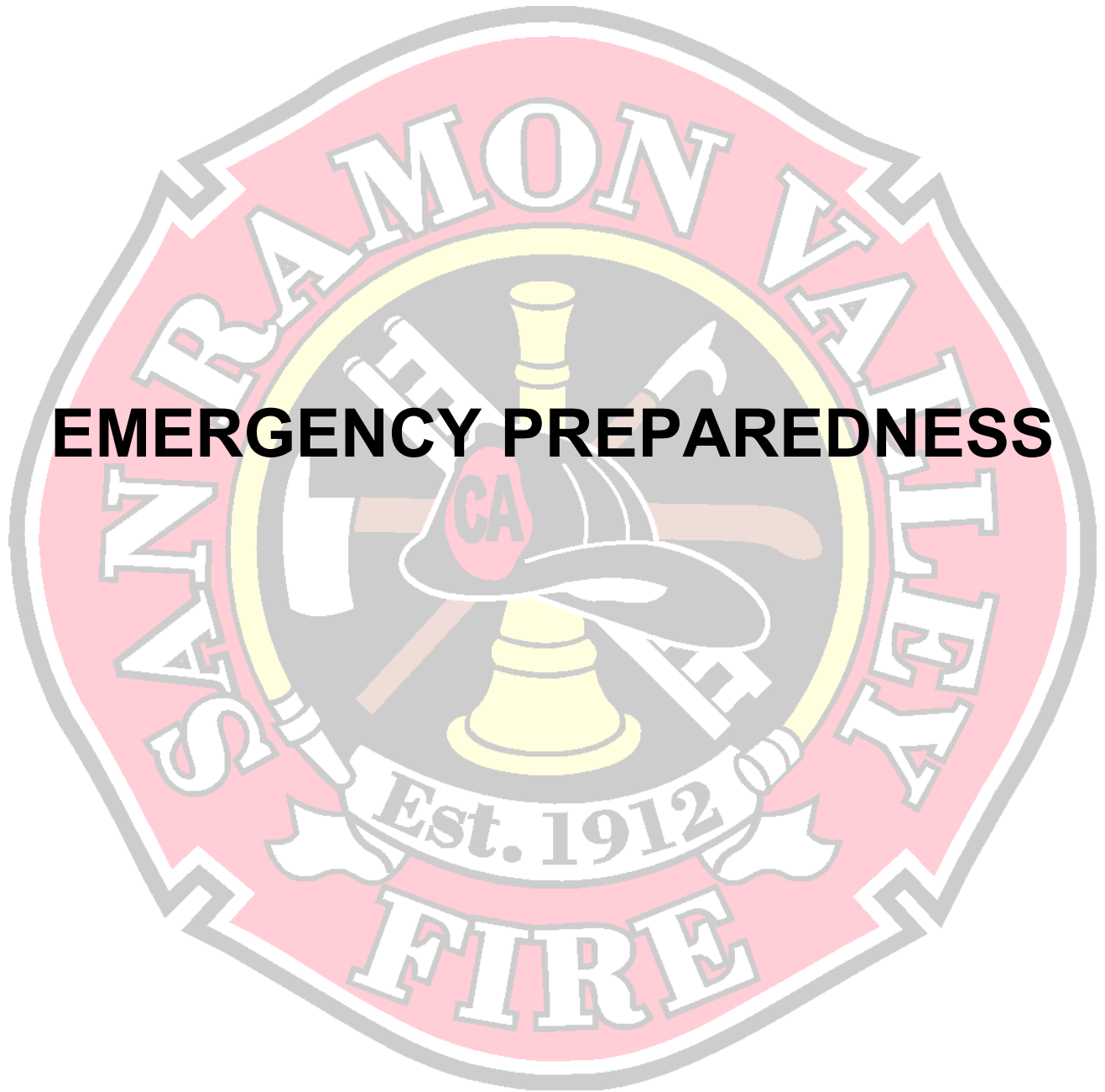
Revenue and Expenditures

Month	2019/20		2020/21		2021/22		2022/23		2023/23	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	\$ 749,436	\$ 5,451,614	\$ 748,807	\$ 7,063,529	\$ 615,957	\$ 7,595,516	\$ 683,878	\$ 7,137,702	\$ 1,352,524	\$ 7,180,822
August	610,284	6,468,445	436,936	5,415,373	614,807	6,716,218	794,827	7,906,784	774,356	6,943,225
September	388,535	5,580,182	481,504	6,749,996	575,880	7,181,678	707,135	6,719,074	1,734,787	6,883,753
October	2,931,282	6,169,069	633,361	6,409,267	2,286,870	6,771,836	2,685,628	8,002,926	3,736,812	6,994,559
November	516,137	6,368,317	3,069,984	7,404,339	701,139	6,726,630	583,984	7,305,110	582,018	9,063,240
December	40,716,284	6,133,552	42,109,519	6,465,330	43,887,931	7,471,404	47,252,299	7,850,949	49,336,019	7,500,476
January	1,818,008	5,781,707	1,919,622	6,769,534	1,929,139	6,681,116	2,179,022	7,831,154	2,026,938	7,640,807
February	856,640	5,675,617	915,885	6,680,845	691,516	7,195,480	717,269	7,240,345	-	-
March	742,260	5,932,483	1,696,361	6,936,490	759,860	7,318,574	777,429	7,805,061	-	-
April	29,646,763	5,904,545	31,336,141	7,254,141	31,841,248	7,199,179	35,822,408	7,631,948	-	-
May	507,535	5,565,403	579,440	7,178,714	2,558,038	7,313,714	1,164,786	6,881,017	-	-
June	6,469,451	6,475,129	7,280,114	7,465,440	7,935,470	7,703,006	9,238,562	7,254,590	-	-

Total Overtime Hours by Month January 2022 - January 2024



EMERGENCY PREPAREDNESS





San Ramon Valley Fire Protection District
2401 Crow Canyon Road, Suite A
San Ramon, CA 94583
www.firedepartment.org

Date: February 28, 2024
To: Board of Directors
From: Ron Marley, Emergency Preparedness Coordinator
Re: Monthly Emergency Preparedness Report for January 2024

❖ **Meetings, Activities and Presentations**

- Monitoring CA State Board of Forestry "Zero Zone" Project
- Lithium Ion "Stored Energy" Committee meetings for NFPA
- Rewrote District Annex to CoCoCo Hazard Mitigation Plan
- Daily monitoring of intelligence feeds for District and City of San Ramon
- Monthly Committee Meetings: International Public Safety Assoc., Society of Fire Protection Engineers, International Assoc. of Fire Chiefs

❖ **Homeowners Insurance Cancellations**

- Weekly conversations with homeowners
- Tracking and reporting on CA insurance industry trends
- Continued tracking CALFIRES new Fire Severity Zone map project
- First certified NFPA FIREWISE program.

❖ **District Fire Investigation Program**

- Implemented training for new team members
- Continued response and support to fire investigations
- Provided "daytime" follow-up to fire investigations

❖ **Emergency Operations Center (EOC) and Preparedness**

- National intelligence reviews for District and City of San Ramon
- Develop a training sequence for District and City of San Ramon's "new" EOC Team
- Training program overview