

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
FEBRUARY 28, 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 6:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

Director Parker 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**

There was no public comment.

President Kerr announced the Board will enter Closed Session for Agenda Item Nos. 5.1 through 5.3. The Board entered Closed Session at 6:05 p.m.

**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

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**6. RETURN TO OPEN SESSION**

The Board returned to Open Session at 7:03 p.m.

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

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

**8. CONSENT CALENDAR**

Motion by Director Lee to approve Consent Calendar Items 8.1 through 8.6; seconded by Director Parker. Motion carried unanimously by roll call vote.

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

9.1 Award to 2023 Employee of the Year Sean Rule.

Chief Meyer presented the 2023 Employee of the Year Award to Sean Rule. President Kerr congratulated Mr. Rule on behalf of the Board.

The Board took a brief 5-minute recess for photos with Mr. Rule.

9.2 Chandler Asset Management Semi-Annual Investment Update.

Chief Financial Officer Davina Hatfield introduced Chandler Asset Management Portfolio Strategist Karl Meng who presented the District's Semi-Annual Investment Update.

**10. OLD BUSINESS**

There was no Old Business.

**11. NEW BUSINESS**

11.1 Open Public Hearing for Second Reading and Adoption of Proposed Amended Ordinance No. 24: Administrative Citations.

President Kerr opened the public hearing with the Second Reading by title only of Ordinance No. 2023-38. There was no public comment and no comment by the Board. President Kerr concluded the public hearing.

Motion by Director Crean to adopt Amended Ordinance No. 24: Administrative Citations and 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; seconded by Vice President Stamey. Motion carried unanimously by roll call vote.

Amended Ordinance No. 24: Administrative Citations has been duly published.

- 11.2 Acknowledge 2023 Occupancy Inspection Compliance Report and Approve Resolution No. 2024-01.

Motion by Director Lee to 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; seconded by Director Parker. Motion carried unanimously by roll call vote.

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

Letters of appreciation and support from the community were received and acknowledged.

**13. MONTHLY ACTIVITY REPORTS**

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

Deputy Chief Aguiar provided the monthly activities report for January 2024.

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

Battalion Chief Parsons provided the monthly activities report for January 2024.

- 13.3 EMS Division – EMS Division Manager Lance Maples  
EMS Report of monthly activities.

EMS Division Manager Lance Maples provided the monthly activities report for January 2024.

- 13.4 Community Risk Reduction – Interim Fire Marshal Roy Wendel  
Community Risk Reduction of monthly activities.

Interim Fire Marshal Wendel provided the monthly activities report for January 2024.

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

Interim Deputy Chief Garcia provided the monthly activities report for January 2024.

- 13.6 Communications and Technology Division – Interim Deputy Chief Dave Garcia  
Communications and Technology Report of monthly activities.

Interim Deputy Chief Garcia provided the monthly activities report for January 2024.

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- 13.7 Human Resources Division – Interim Deputy Chief Dave Garcia  
Human Resources Report of monthly activities.

Interim Deputy Chief Garcia provided the monthly activities report for January 2024.

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

Chief Financial Officer Hatfield provided the monthly activities report for January 2024.

- 13.9 Emergency Preparedness – Emergency Preparedness Coordinator Ron Marley  
Emergency Preparedness Report of quarterly activities.

Emergency Preparedness Coordinator Ron Marley provided the monthly activities report for January 2024.

- 13.10 Fire Chief – Fire Chief Paige Meyer

Fire Chief Meyer provided the monthly activities report for January 2024.

**14. GOOD OF THE ORDER**

- 14.1 Comments by Board of Directors.

On behalf of the Personnel Committee, Vice President Stamey informed the Board that he has asked staff to prepare recommendations for performance evaluations which the Committee will bring to the Board after review.

**15. UPCOMING CALENDAR OF EVENTS**

- 15.1 Next Regular Board Meeting/Board Retreat, March 27, 2024 at 10:00 a.m.  
15.2 San Ramon Valley Emergency Preparedness Citizen Cops 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.

President Kerr announced the above events, noting the March 27, 2024 Board Retreat will start at 10:00 a.m. and the Regular Board Meeting will start at 1:00 p.m. at the Roundhouse (Bishop Ranch) in the Tenaya Room. Director Lee announced the Street Smarts Meeting on March 19, 2024, at 10:30 a.m., at San Ramon City Hall.

**16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING/BOARD RETREAT SCHEDULED FOR WEDNESDAY, MARCH 27, 2024 AT 10:00 A.M.**

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President Kerr adjourned the meeting at 8:33 p.m.

Prepared by: Stephanie Brendlen  
Stephanie Brendlen  
District Counsel/Clerk

Approved by: H Jay Kerr  
President Kerr  
Board President