

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING AND BOARD RETREAT
MARCH 27, 2024 MINUTES**

Board of Directors Regular Board Meeting and Board Retreat

MISSION STATEMENT

In the spirit of our tradition, we strive for excellence, respectfully serving all with pride, honor and compassion.

Location: Roundhouse, 2600 Camino Ramon, San Ramon, CA - Tenaya Room

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

Board Member(s) Absent: None

AGENDA

1. CALL TO ORDER

President Kerr called the meeting to order at 10:10 a.m.

Vice President Stamey led the Pledge of Allegiance.

2. DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA

President Kerr declared a quorum of the Board was present, and there were no changes to the Agenda. Chief Meyer informed the Board that the order of Agenda items were arranged to accommodate the Board Retreat; informing the Board and public that Agenda Item No. 4.3 (COVID Expense Reimbursement) will be presented around 11:30 a.m. when Supervisor Candace Andersen arrives, and Agenda Item No. 12 (Closed Session) is scheduled for 1:00 p.m. He also noted that Monthly Division Activity Reports will not be presented today since Management will be updating the Board on their Division Goals, but Division Reports are included in the Board Meeting packet.

3. PUBLIC COMMENT

There was no public comment.

4. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

4.1 Danville American Heart Month February 2024 Proclamation.

Deputy Chief Aguiar presented the Board with the Danville American Heart Month Proclamation for February 2024.

4.2 Update on Goals from 2023-2024. Identify and Prioritize 2024-2025 Goals. **(Board Retreat)**

Chief Meyer introduced the Board Retreat, Staff's update on Goals from 2023-2024 and presentation of proposed 2024-2025 Goals. Staff updated the Board on their Division Goals from 2023-2024, and identified and prioritized their 2024-2025 Division Goals, with the Board asking numerous questions throughout the meeting that were answered by Staff. The Board took a brief recess at 11:22 a.m. Staff resumed Goals at

11:34 a.m. The Board moved to Agenda Item No. 4.3 at 11:43 a.m. and returned to Staff Goals at 11:50 a.m. The Board took a lunch recess at 12:26 p.m. and returned to Open Session at 1:01 p.m. with the announcement of Closed Session. The Board resumed Staff Goals at 1:50 p.m. after returning from Closed Session. Staff completed the update and presentation of their Goals at 3:25 p.m. and took a brief recess at 3:27 p.m. At 3:36 p.m., Board Goals 2023-2024 and Fire Chief Goals 2023-2024/2024-2025 were reviewed and discussed.

The Board moved to Agenda Item No. 5 (Consent Calendar).

4.3 Special Presentation of COVID Expense Reimbursement to SRVFPD for Administering Vaccination Clinics throughout Contra Costa County. (Chief Meyer and Supervisor Candace Andersen)

At 11:43 a.m. Supervisor Anderson and Chief Meyer presented a COVID Expense Reimbursement to the Board for administering vaccination clinics through Contra Costa County in the amount of \$345,507.29.

5. CONSENT CALENDAR

Motion by Director Lee to approve Consent Calendar Items 5.1 through 5.7; seconded by Vice President Stamey. Motion carried unanimously by roll call vote.

6. OLD BUSINESS

There was no Old Business.

7. NEW BUSINESS

7.1 Approve Changes to Full-Time Non-Represented Employee Compensation.

Motion by Director Lee to approve changes to Full-Time Non-Represented Employee Compensation; seconded by Director Parker. Motion carried unanimously by roll call vote.

8. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

A letter of appreciation and support from the community was received and acknowledged.

9. MONTHLY ACTIVITY REPORTS

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

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

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

9.4 Community Risk Reduction Division – Interim Fire Marshal Roy Wendel
Community Risk Reduction Report of monthly activities.

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

9.6 Communications and Technology Division – Interim Deputy Chief Garcia
Communications and Technology Report of monthly activities.

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- 9.7 Human Resources Division – Interim Deputy Chief Garcia
Human Resources Report of monthly activities.
- 9.8 Finance Division – Chief Financial Officer Davina Hatfield
Finance Report of monthly activities.
- 9.9 Fire Chief – Fire Chief Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

10. GOOD OF THE ORDER

- 10.1 Comments by Board of Directors.

President Kerr updated the Board on the CCC/PAC meeting last week. Director Lee announced the Streets Smart video contest was held last week in San Ramon and valuable safety information was presented to students. President Kerr recognized the recent Danville State of the Town with Mayor Karen Stepper.

- 10.2 LAFCO Ballot for Regular Special District Member (Due April 19, 2024).

President Kerr presented this item and asked for Board comment, which there was none. He announced as the District's voting delegate he will vote for Mr. McGill.

11. UPCOMING CALENDAR OF EVENTS

- 11.1 Next Regular Board Meeting, April 24, 2024 at 10:00 a.m.

President Kerr announced the Board will enter Closed Session for Agenda Item No. 12.1 at 1:01 p.m.

12. CLOSED SESSION

- 12.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2): 2 potential cases. Facts and circumstances that might result in litigation need not be disclosed.

13. RETURN TO OPEN SESSION

The Board returned to Open Session at 1:50 p.m.

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

President Kerr announced there was no reportable Board action from Closed Session. Staff resumed presentation of Staff Goals under Agenda Item 4.2.

15. ADJOURNMENT.

The regular Board meeting adjourned at 4:05 p.m.

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Stephanie Brendlen
Prepared by: _____
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Stephanie Brendlen
District Clerk

DocuSigned by:
H Jay Kerr
Approved by: _____
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President Kerr
Board President