

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Board of Directors Regular Board Meeting
Wednesday, May 22, 2024 – 1:00 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. **CONSENT CALENDAR**

Consent Calendar items are considered routine and are acted upon by the Board with a single action unless a Board member requests separate discussion and/or action.

- 5.1 Approve the demand register for the period April 13, 2024 through May 8, 2024 in the amount of \$1,928,115.10.
- 5.2 Approve the Board Minutes from the April 24, 2024 Regular Board Meeting.
- 5.3 Approve salary, payroll taxes and retirement contributions for the period of April in the amount of \$5,295,975.53.
- 5.4 Approve the Board Minutes from the April 24, 2024 Board and Management Harassment Prevention Training Meeting.
- 5.5 Approve the Board Minutes from the May 9, 2024 Elected Officials EOC Training.
- 5.6 Adopt Resolution No. 2024-03 specifying requirements for electing members to the Board of Directors.
- 5.7 Approve contract with H&N Enterprises and authorize staff to execute the contract for weed abatement services.

- 5.8 Approve the proposal from WATTCO in the amount of \$145,575 for installation of radios and related equipment.
- 5.9 Approve the First Amendment to the Agreement between the San Ramon Valley Fire Protection District and AP Triton for EMS Consulting Services in an amount not to exceed \$60,000 annually.

5.10 **Personnel Actions**

New Hires

Confirmation of Employment. Approve staff recommendation to hire the following for Public Safety Dispatcher 2, step 1:

- Eric Young, effective May 15, 2024
- Jeanette Mazzaferro, effective May 17, 2024
- Brenda DaPrato, effective May 29, 2024

Step Increases

Approve staff recommendation to award the following step increase, effective May 1, 2024:

- Battalion Chief Eric Sabye to Battalion Chief 2, step 6
- Captain Garrett McIntyre to Captain 10, step 6
- Captain Brett Herendeen to Captain 10, step 5
- Single Role Paramedic Sean Rule to Single Role Paramedic, step 2

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

None.

7. OLD BUSINESS

- 7.1 Approve Scholarship Agreement with the Contra Costa Community College Foundation.

8. NEW BUSINESS

8.1 Approve Funding Memorandum of Understanding between Contract Costa County Fire Protection District and San Ramon Valley Fire Protection District for South County Training Facility and Authorize Fire Chief to executing the Funding Agreement.

8.2 Open Public Hearing to consider Annual CPI Adjustment to Service Fees and Charges contained within Ordinance No. 28 and Adoption of Resolution No. 2024-04.

9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Letters of appreciation and support from the community.

10. MONTHLY ACTIVITY REPORTS

- 10.1 Operations Division – Deputy Chief Jonas Aguiar
Operations Report of monthly activities.
- 10.2 Training Division – Battalion Chief Chris Parsons
Training Report of monthly activities.
- 10.3 EMS Division – EMS Division Manager Lance Maples
EMS Report of monthly activities.

- 10.4 Community Risk Reduction Division – Interim Fire Marshal Roy Wendel
Community Risk Reduction Report of monthly activities.
- 10.5 Fleet and Facilities Division – Interim Deputy Chief Dave Garcia
Fleet and Facilities Report of monthly activities.
- 10.6 Communications Division – Deputy Chief Jonas Aguiar
Communications Report of monthly report activities.
- 10.7 Technology Division – Interim Deputy Chief Dave Garcia
Technology Report of monthly activities.
- 10.8 Human Resources Division – Interim Deputy Chief Dave Garcia
Human Resources Report of monthly activities.
- 10.9 Finance Division – Chief Financial Officer Davina Hatfield
Finance Report of monthly activities.
- 10.10 Fire Chief – Fire Chief Paige Meyer
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

11. GOOD OF THE ORDER

- 11.1 Comments by Board of Directors.
- 11.2 Report from Personnel Subcommittee (Director Stamey, Chair).
- 11.3 Discussion on September and October Board Meeting Dates.

12. UPCOMING CALENDAR OF EVENTS

- 12.1 Promotional Ceremony, Thursday, May 30, 2024, Roundhouse, 2600 Camino Ramon (San Ramon), at 6:00 p.m. to 8:00 p.m.
- 12.2 Finance Committee Meeting, Wednesday, June 12, 2024 at 10:00 a.m.
- 12.3 Budget Workshop, Tuesday, June 18, 2024 at 10:00 a.m.
- 12.4 Next Regular Board Meeting, June 26, 2024 at 1:00 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, a Government Entity, Chief John Duggan, an individual, 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

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

16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, JUNE 26, 2024 AT 1:00 P.M.

Prepared by:

Stephanie Brendlen

Stephanie Brendlen, District Counsel/District Clerk

Agenda posted on May 17, 2024 at the District's Administrative Offices, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts website at www.firedepartment.org.

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.