

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS PERSONNEL SUBCOMMITTEE MEETING
Tuesday, June 18, 2024 – 1:00 p.m.**

Meeting Location: *SRVFPD Administrative Offices – Boardroom
2401 Crow Canyon Road, Suite A, San Ramon, CA 94583*

Website: <https://www.firedepartment.org/>

Committee: Vice President Stamey (Chair), Director Parker

AGENDA

1. CALL TO ORDER

2. 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 Personnel Committee Chair and may be limited to three (3) minutes.

3. NEW BUSINESS

3.1 Approve the Minutes from the May 21, 2024 and September 14, 2023 Personnel Committee Meetings.

4. CLOSED SESSION

- 4.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
California Government Code Section 53957(b)
Title: District Counsel/Clerk
- 4.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
California Government Code Section 53957(b)
Title: Fire Chief

5. RETURN TO OPEN SESSION

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

7. ADJOURNMENT

Prepared by:

Stephanie Brendlen

Stephanie Brendlen, District Counsel/District Clerk

Agenda posted on June 10, 2024 at the District's Administration Building, 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.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS PERSONNEL SUBCOMMITTEE MEETING
MAY 21, 2024 MINUTES**

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: Vice President Stamey (Chair), Director Parker

1. CALL TO ORDER

Vice President Stamey called the meeting to order at 10:04 a.m.

2. PUBLIC COMMENT

None.

3. NEW BUSINESS

3.1 Discuss Performance Evaluation Recommendations from Staff.

Fire Chief Paige Meyer presented Staff’s performance evaluation recommendations for the Fire Chief and District Counsel/District Clerk.

3.2 Review Fire Chief 2024/2025 Goals.

The Committee reviewed and confirmed proposed Fire Chief 2024/2025 Goals.

The Committee took a 5-minute break at 11:05 a.m.

3.3 Confirm Board of Directors 2024/2025 Goals.

The Committee reviewed and confirmed proposed Board of Directors 2024/2025 Goals.

4. ADJOURNMENT

The meeting concluded at 11:24 a.m.

Prepared by: _____
Stephanie Brendlen
District Counsel/District Clerk

Approved by: _____
Matthew Stamey, Vice President
Committee Chair

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS PERSONNEL SUBCOMMITTEE MEETING
SEPTEMBER 14, 2023 MINUTES**

MISSION STATEMENT

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

Location: 1500 Bollinger Canyon Road
Administrative Building – Boardroom
San Ramon, CA 94583

Board Members Present: President Michelle Lee (Chair), Director Don Parker

1. CALL TO ORDER

President Lee called the meeting to order at 1:07 p.m.

2. PUBLIC COMMENT

None.

3. NEW BUSINESS

3.1 Approval of Minutes from the April 11, 2023 Personnel Subcommittee Meeting.

Motion by Director Parker to approve the April 11, 2023 Minutes; seconded by President Lee. Motion carried unanimously.

President Lee and Director Parker entered Closed Session at 1:08 p.m.

4. CLOSED SESSION

4.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

California Government Code Section 54957(b)

Title: District Counsel/District Clerk

4.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

California Government Code Section 54957(b)

Title: Fire Chief

5. RETURN TO OPEN SESSION

President Lee and Director Parker returned from Closed Session at 2:43 p.m.

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

President Lee stated there was no reportable action from Closed Session.

7. ADJOURNMENT

The Personnel Subcommittee meeting concluded at 2:44 p.m.

Prepared by: _____
Stephanie Brendlen
District Counsel/Clerk

Approved by: _____
Matthew Stamey, Vice President
Committee Chair