

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**Board of Directors Regular Board Meeting**  
**Wednesday, June 26, 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. **CLOSED SESSION**
  - 5.1 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
  - 5.2 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.
  - 5.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
California Government Code Section 53957(b)  
Title: District Counsel/Clerk
  - 5.4 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
California Government Code Section 53957(b)  
Title: Fire Chief

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 May 9, 2024 through June 14, 2024 in the amount of \$3,566,503.45.
- 8.2 Approve the Board Minutes from the May 22, 2024 Regular Board Meeting.
- 8.3 Approve salary, payroll taxes and retirement contributions for the period of May in the amount of \$5,494,538.41.
- 8.4 Approve the Board Minutes from the June 18, 2024 Budget Workshop.
- 8.5 Declare Surplus Property and approve the sale at auction.
- 8.6 Authorize staff to enter into contract with Burns Truck and Trailer Services to provide on-site fleet maintenance and repairs.
- 8.7 Adopt Resolution No. 2024-05 establishing the appropriations limit for Fiscal Year 2024-2025 at \$221,314,962.
- 8.8 Authorize additional CIP budget in the amount of \$385,000 for final expenditures related to the Public Safety Building project.
- 8.9 Authorize the Fire Chief to enter into an agreement with RNA Sports LLC to implement the Functional Fitness Program in an amount not to exceed \$300,000.

8.10 **Personnel Actions**

**Promotions:**

Approve staff recommendation to appoint the following effective June 1, 2024:

Firefighter Brock Haynie to Engineer 4, step 5

Public Safety Dispatcher Juan Casillas to Public Safety Dispatch Supervisor, step 5

**Step Increases:**

Approve staff recommendation to award the following step increases, effective July 1, 2024:

Battalion Chief Damien Alvarez to Battalion Chief 1, step 4

Battalion Chief Joseph Bradely to Battalion Chief 1, step 6

Captain Michael Duggan to Captain 11, step 5

Captain Steven Reed to Captain 11, step 5

Captain Sean Carrillo to Captain 10, step 3

Engineer Moyses Garcia to Engineer 4, step 6

**Academy 2020-1**

Firefighter Keith Adderly to Firefighter 5, step 5

Firefighter Daniel Arriola to Firefighter 5, step 5

Firefighter Anthony Ortega to Firefighter 5, step 5

Firefighter Oliver Ruggles to Firefighter 5, step 5

Firefighter Tanner Silva to Firefighter 5, step 5

Firefighter Lisa Slifer to Firefighter 5, step 5

Firefighter David Townley to Firefighter 5, step 5

**Step Increases (continued):**

- Public Safety Dispatch Supervisor Dina Taylor to Public Safety Dispatch Supervisor, step 5
- Chief Financial Officer Davina Hatfield to Chief Financial Officer, step 6
- EMS Division Manager Lance Maples to EMS Division Manager, step 3
- Administrative Analyst Lynette Rabara to Administrative Analyst, step 3
- Public Safety Systems Specialist Ryan Mahone to Public Safety Systems Specialist, step 2

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

**Academy 2023-1**

- Firefighter Anthony Hazel to Firefighter 5, step 2
- Firefighter Dominic Marks to Firefighter 5, step 2
- Firefighter Conor McGovern-Calder to Firefighter 5, step 2
- Firefighter Douglas Xiques to Firefighter 5, step 2

- Firefighter William Perkins to Firefighter 5, step 3
- Single Role Paramedic Peter Kravariotis to Single Role Paramedic, step 2
- Single Role Paramedic Anthony Villeggiante to Single Role Paramedic, step 3
- Single Role Paramedic Andrew Youngstrom to Single Role Paramedic, step 3

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

None.

**10. OLD BUSINESS**

None.

**11. NEW BUSINESS**

- 11.1 Approve Agreement with Danielle Bell as CERT Coordinator.
- 11.2 Approve Employment Agreement with Denise Pangelinan for interim Director of Emergency Communications.
- 11.3 Public Hearing and Adoption of the 2024-2025 Annual Operating and Capital Budgets for Fiscal Year 2024-2025. The 2024-2025 Proposed Budget can be found on the District's website at [www.firedepartment.org/home/showdocument?id=5325](http://www.firedepartment.org/home/showdocument?id=5325) or at the District's Administrative Offices located at 2401 Crow Canyon Road, Suite A, San Ramon.

**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 Chief Dave Garcia  
Fleet and Facilities Report of monthly activities.
- 13.6 Communications Division – Deputy Chief Jonas Aguiar  
Communications Report of monthly report activities.
- 13.7 Technology Division – Interim Deputy Chief Dave Garcia  
Technology Report of monthly activities.
- 13.8 Human Resources Division – Interim Deputy Chief Dave Garcia  
Human Resources Report of monthly activities.
- 13.9 Finance Division – Chief Financial Officer Davina Hatfield  
Finance Report of monthly 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.
- 14.2 Report from Community Risk Reduction Committee (Director Lee, Chair).
- 14.3 Report from Finance Committee (Director Crean, Chair).

**15. UPCOMING CALENDAR OF EVENTS**

- 15.1 Next Regular Board Meeting, August 28, 2024 at 1:00 p.m.
- 15.2 State of the County Address with Supervisor Candace Andersen, San Ramon Marriott, 2600 Bishop Drive, San Ramon, Thursday, July 18, 2024, 11:30am – 1:30pm.

**16. ADJOURNMENT**

Prepared by:

*Stephanie Brendlen*

Stephanie Brendlen, District Counsel/District Clerk

Agenda posted on June 21, 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](http://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](http://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.*