

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Board of Directors Regular Board Meeting
Wednesday, August 28, 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 June 15, 2024 through August 9, 2024 in the amount of \$12,777,898.81.
- 5.2 Approve the Board Minutes from the June 26, 2024 Regular Board Meeting.
- 5.3 Approve salary, payroll taxes and retirement contributions for the periods of June 2024 in the amount of \$5,444,987.70 and July 2024 in the amount of \$5,029,012.20.
- 5.4 Approve contract extension with Ramos Oil Company for Fuel and Lubricants.
- 5.5 Authorize Staff to renew the expanded contract with Industrial Scientific for Hazardous Materials Monitoring Equipment.
- 5.6 Approve job descriptions and pay ranges for the positions of Fire Marshal, EMS Manager and Payroll Analyst.

- 5.7 Authorize Fire Chief to execute an amendment to the existing agreement with Definitive Networks, Inc. as recommended by Staff.

5.8 **Personnel Actions**

New Hire:

Confirmation of Employment effective, September 16, 2024. Approve staff recommendation to hire:

Yvette Arteaga-Largent for Office Assistant, step 1

Step Increases:

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

Captain Arturo Perez to Captain 11, step 5

Firefighter Xavier Sanchez Firefighter 5, step 5

Academy 2023-1

Firefighter Brandon Berger Firefighter 5, step 2

Firefighter Daniel Hannigan Firefighter 5, step 2

Firefighter Wade Morris Firefighter 5, step 2

Firefighter Michael Pope Firefighter 5, step 2

Firefighter Troy Schmidt Firefighter 5, step 2

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

6.1 Draeger Training Prop Update.

6.2 Contra Costa Community College Scholarship Award to Nathaniel Jackson, Jr.

7. **OLD BUSINESS**

No Old Business.

8. **NEW BUSINESS**

No New Business.

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 Dave Garcia
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 – Fire Marshal Roy Wendel
Community Risk Reduction Report of monthly activities.

10.5 Fleet and Facilities Division – Interim Deputy Chief Chris Parsons
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 Chris Parsons
Technology Report of monthly activities.
- 10.8 Human Resources Division – Interim Deputy Chief Chris Parsons
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.

12. UPCOMING CALENDAR OF EVENTS

- 12.1 Next Regular Board Meeting, September 25, 2024 at 1:00 p.m.
- 12.2 EMS Committee Meeting, SRVFPD Administrative Office, Boardroom, August 29, 2024 at 10:00 a.m.
- 12.3 CSDA Annual Conference & Exhibitor Showcase, Indian Wells, CA, September 9-12, 2024.
- 12.4 San Ramon Valley Exchange Club, 23rd Annual 911 Remembrance Ceremony, Oak Hill Park, 3005 Stoney Valley Road, Danville, CA, September 11, 2024 at 5:30 p.m. to 6:30 p.m.
- 12.5 Denim & Diamonds 75th Anniversary Dinner & Community Awards, Blackhawk Country Club, 599 Blackhawk Club Drive, Danville, CA, September 18, 2024 at 6:00 p.m. to 9:00 p.m.

13. CLOSED SESSION

- 13.1 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.
- 13.2 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
- 13.3 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
California Government Code Section 54956.9(d)(1):
Paul Ivory v. SRVFPD, WCAB #: ADJ18202949

14. RETURN TO OPEN SESSION

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

16. ADJOURNMENT

Prepared by:

Stephanie Brendlen

Stephanie Brendlen, District Counsel/District Clerk

Agenda posted on August 23, 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.