SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Board of Directors Regular Board Meeting Wednesday, September 25, 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. <u>CALL TO ORDER</u>
- 2. PLEDGE OF ALLEGIANCE
- 3. <u>DETERMINATION OF OUORUM AND CONFIRMATION OF AGENDA</u>
- 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. <u>CONSENT CALENDAR</u>

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 August 10, 2024 through September 13, 2024 in the amount of \$5,855,625.16.
- 5.2 Approve the Board Minutes from the August 28, 2024 Regular Board Meeting.
- 5.3 Approve salary, payroll taxes and retirement contributions for the period of August 2024 in the amount of \$4,954,129.17.
- 5.4 Adopt Resolution No. 2024-06 Amending the District's Conflict of Interest Code.
- 5.5 Approve the contract with Tablet Command Inc. in an amount not to exceed \$35,650.

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5.6 **Personnel Actions**

New Hire

Confirmation of Employment. Approve staff recommendation to hire:

Yvette Arteaga-Largent for Office Assistant, effective September 16, 2024

Jordyn Moody for Public Safety Dispatcher 1, effective September 27, 2024

Step Increases

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

Engineer Devin Mongeau to Engineer 5, step 6

Engineer Colton Fredrickson to Engineer 4, step 6

Engineer Zekiel Spani to Engineer 4, step 6

Academy 2022-1 (Group 1)

Firefighter Hunter Clement to Firefighter 5, step 3

Firefighter Luke Danger to Firefighter 5, step 3

Firefighter Deandre Espinoza to Firefighter 5, step 3

Firefighter Justin McCabe to Firefighter 5, step 3

Firefighter Tyler Oranje to Firefighter 5, step 3

Firefighter Emmett Theodore to Firefighter 5, step 3

6. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

- 6.1 Internal Scholarship Awards to Andres Arrizon (Community Risk Reduction Scholarship) and Gianni Roof (Public Safety Dispatcher Scholarship).
- 6.2 Fire Prevention Week (October 6-12, 2023) and Fire Prevention Month 2024 Proclamation.

7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

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 <u>Training Division Battalion Chief Dave Garcia</u>
 - Training Report of monthly activities.
- 10.3 <u>EMS Division EMS Division Manager Lance Maples</u> EMS Report of monthly activities.
- 10.4 <u>Community Risk Reduction Division Fire Marshal Roy Wendel</u> Community Risk Reduction Report of monthly activities.

- 10.5 <u>Fleet and Facilities Division Interim Deputy Chief Chris Parsons</u> Fleet and Facilities Report of monthly activities.
- 10.6 <u>Communications Division Deputy Chief Jonas Aguiar</u> Communications Report of monthly report activities.
- 10.7 <u>Technology Division Interim Deputy Chief Chris Parsons</u> Technology Report of monthly activities.
- 10.8 <u>Human Resources Division Interim Deputy Chief Chris Parsons</u> Human Resources Report of monthly activities.
- 10.9 <u>Finance Division Chief Financial Officer Davina Hatfield</u> Finance Report of monthly activities.
- 10.10 <u>Fire Chief Fire Chief Paige Meyer</u>

 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 Contra Costa Special Districts Association (CCSDA) September 16, 2024 Meeting Update by Director Lee.
- 11.3 Proposed Board of Directors Policy and Procedures Manual.
- 11.4 Special District Grant Accessibility Act (H.R. 7525 and S. 4673).

12. UPCOMING CALENDAR OF EVENTS

- 12.1 Next Regular Board Meeting, October 23, 2024 at 1:00 p.m.
- 12.2 Street Smarts Advisory Committee Meeting, October 9, 2024, San Ramon City Hall, 1st Floor, 7000 Bollinger Canyon Rd, San Ramon at 12:00 p.m. to 1:00 p.m.

13. <u>CLOSED SESSION</u>

13.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION California Government Code Section 54956.9(d)(1):
Thomas Andersen v. SRVFPD, WCAB #: ADJ16692751

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 September 20, 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 <u>www.firedepartment.org.</u>

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.