

SAN RAMON VALLEY FIRE PROTECTION DISTRICT
Board of Directors Regular Board Meeting

November 17, 2021 – 1:00 p.m.

Matt Stamey, Board President
Ryan Crean, Board Vice President
Don Parker, Director, Michelle Lee, Director

~MISSION STATEMENT~

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

Pursuant to Assembly Bill 361 and the Ralph M. Brown Act (Government Code section 54950 et seq.), this meeting may utilize teleconferencing. As a precaution to protect the health and safety of staff, officials, and the general public, participating Board Members will not be physically in attendance but will be available via video conference. Although there will be no physical location for members of the public to participate in the meeting, members of the public will have the opportunity to address the Board directly during the Public Comment period by participating in the meeting through Zoom or a call-in option. All votes shall be by roll call due to Board Members participating by teleconference.

HOW TO PARTICIPATE IN THE MEETING REMOTELY VIA ZOOM

Participate via Zoom by joining the webinar online at: <https://srvfpd.zoomgov.com/j/1600848894>

Meeting Details:

Webinar ID: 160 084 8894

Passcode: SRVF

When connected, **click the “Raise Your Hand” button** to request to speak during the Public Comment period. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will then be re-muted.

HOW TO PARTICIPATE IN THE MEETING REMOTELY BY PHONE

Listen or participate with an Audio Only connection by telephone, using the dial-in information below:

Meeting Details:

Phone Number: +1 (669) 254-5252

Webinar ID: 160 084 8894

When connected, enter ***9 on your telephone to “Raise Your Hand”** and request to speak during the Public Comment period. When it is your turn, you will be allowed to speak and prompted **to enter *6 on your phone to unmute yourself**. You will have up to 3 minutes to make your comment. After the allotted time, you will then be re-muted.

HOW TO SUBMIT WRITTEN PUBLIC COMMENT

Members of the public may submit written public comment via email to PublicComment@srvfire.ca.gov prior to the end of the Public Comment period. Please include “Public Comment 11/17/21” in the subject line and the

Agenda Item Number for which the comment is being submitted if the comment pertains to an Agenda Item. In the body of the email, please include your name. The District reserves the right to read comments received prior to the start of the meeting into the record or include the emailed comment in the next month's Board packet, depending on the length of the email.

AGENDA

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**

4. **PUBLIC COMMENT**

Pursuant to the Brown Act, 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 up to a maximum of three (3) minutes.

5. **BOARD APPOINTMENT TO FILL VACANCY AND OATH OF OFFICE**

5.1 Appointment of H. Jay Kerr to Fill the Vacant District Director Board Position.

5.2 Administer Oath of Office to Director H. Jay Kerr.

5.3 Comment from new Director H. Jay Kerr.

6. **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.

6.1 Approve the demand register for the period October 16, 2021 through November 11, 2021 in the amount of \$2,443,869.39.

6.2 Approve the Board Minutes from the October 27, 2021 Regular Board Meeting.

6.3 Approve salary, payroll taxes and retirement contributions for the month of October 2021 in the amounts of \$4,860,713.25.

6.4 Receive and review the Quarterly Investment Report for the quarter ended September 30, 2021.

6.5 Adopt Resolution No. 2021-05 of the Board of Directors of the San Ramon Valley Fire Protection District Re-ratifying the Proclamation of a State of Emergency by Governor Newsom March 4, 2020, and Re-authorizing Teleconference Meetings Under Assembly Bill 361 for a Period of Thirty Days.

6.6 Approve Update to Disposing of Surplus Equipment Policy.

6.7 **Personnel Actions:**

Step Increases:

Approve staff recommendation to award the following step increase, effective December 1, 2021:

Engineer Ryan Terres to Engineer 4, step 6

Engineer Chad Bower to Engineer 4, step 5
Engineer Michael Duggan to Engineer 4, step 5
Engineer Garrett McIntyre to Engineer 4, step 5

Fire and Life Safety Permit Technician Stephanie Caughey to Fire and Life Safety Permit Technician, step 6

7. SPECIAL ANNOUNCEMENTS/PRESENTATIONS/GENERAL BUSINESS

8. OLD BUSINESS

8.1 Approve and Authorize the Fire Chief, or designee, to execute the agreement authorizing the District to provide emergency ambulance services in the County's Emergency Response Area IV.

9. NEW BUSINESS

9.1 Authorize staff to implement systems for Defensible Space Inspections and amend the fee schedule to include Defensible Space Inspection fee of \$281.00.

10. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW

Letters of appreciation and support from the community.

11. MONTHLY ACTIVITY REPORTS

11.1 Operations and Training Division - Deputy Chief Jim Selover

Operations and Training Report of monthly activities.

11.2 EMS Division - Deputy Chief Jim Selover

EMS Report of monthly activities.

11.3 Fire and Life Safety Division – Deputy Chief Frank Drayton

Fire and Life Safety Report of monthly activities.

11.4 Fleet and Facilities Division – Deputy Chief Frank Drayton

Fleet and Facilities Report of monthly activities.

11.5 Communications and Technology Division – Director of Emergency Communications, Denise Pangelinan

Communications and Technology Report of monthly activities.

11.6 Human Resources Division – District Counsel, Stephanie E. Sakai

Human Resources Report of monthly activities.

11.7 Finance Division – Financial Consultant, Ken Campo

Finance Report of monthly activities.

11.8 Fire Chief – Fire Chief, Paige Meyer

Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

12. GOOD OF THE ORDER

12.1 Comments by Board of Directors.

13. UPCOMING CALENDAR OF EVENTS

- 13.1 Next CERT PAC Meeting, December 10, 2021 at 9:00 a.m.
- 13.2 Next Regular Board Meeting, December 15, 2021 at 1:00 p.m.

14. CLOSED SESSION

- 14.1 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.
- 14.2 REORGANIZATION UPDATE
Pursuant to California Government Code Section 54957(b)(1).

15. RETURN TO OPEN SESSION

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

17. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY DECEMBER 15, 2021 AT 1:00 P.M.

Prepared by:

DocuSigned by:

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Stephanie E. Sakai, District Clerk

Agenda posted on November 12, 2021 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.

The San Ramon Valley Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 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 at 1500 Bollinger Canyon Road, San Ramon, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the Agenda, please contact the District Clerk at (925) 838-6661.