

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT BOARD OF  
DIRECTORS REGULAR MEETING AND BOARD RETREAT (CONTINUED)  
APRIL 26, 2023 MINUTES**

**Board of Directors Regular Board Meeting and Board Retreat (Continued)**

*~MISSION STATEMENT~*

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

**Location:** SRVFPD Administration Offices - Boardroom, 1500 Bollinger Canyon Road, San Ramon

**Board Members Present:** President Lee, Vice President Kerr, Directors Crean, Parker and Stamey

**Board Member(s) Absent:** None

**1. CALL TO ORDER**

President Lee called the meeting to order at 1:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

Director Parker led the Pledge of Allegiance.

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

President Lee declared a quorum of the Board was present, and there were no changes to the Agenda.

**4. PUBLIC COMMENT**

Public comments were made by Don Reid relating to collapsible pet carriers and Bill Schardt relating to weed abatement.

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

5.1 Identifying and Disrupting Wildfire Pathways into our Community.

Presentation by Dave Winnacker from Pyrezo who then answered Board questions.

The Board took a brief recess at 2:06 p.m. until 2:15 p.m.

5.2 Continue update on Goals from 2022-2023. Continue identifying and prioritizing 2023-2024 Goals. (**Board Retreat**)

Staff resumed updating the Board on their Division Goals from 2022-2023, and identified and prioritized their 2023-2024 Division Goals, with the Board asking numerous questions throughout the meeting that were answered by Staff. During the presentation of 2023-2024 Facilities Division Goals, the Board gave direction to staff to secure a commercial realtor to research and identify properties based on GIS mapping and provide recommendations for Station 39. The Board agreed to send 2023-2024 Board goals and Fire Chief goals to President Lee and Chief Meyer.

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The Board took a brief recess at 3:57 p.m. until 4:04 p.m.

**6. CONSENT CALENDAR**

Motion by Director Stamey to approve Consent Calendar Items 6.1 through 6.6; seconded by Director Crean. Motion carried unanimously by roll call vote.

**7. OLD BUSINESS**

7.1 Open Public Hearing for Second Reading and Adoption of Proposed Ordinance 2023-38: An Ordinance of the San Ramon Valley Fire Protection District Establishing Fuel Mitigation and Exterior Hazard Abatement Standards in All State and Local Responsibility Areas within the District, and Adopting Findings of Fact.

President Lee opened the public hearing with the Second Reading by title only of Ordinance No. 2023-38. There was no public comment. President Lee concluded the public hearing.

Motion by Vice President Kerr to adopt Ordinance No. 2023-38; seconded by Director Stamey. Motion carried unanimously by roll call vote.

7.2 2022-2023 Midyear Operating Budget update and approve budget adjustment recommendations.

This item was presented by Chief Financial Officer Hatfield.

Motion by Director Parker to approve the following budget adjustments: (1) increase General Fund revenue budget by \$2.2 million; (2) increase General Fund expenditure budget by \$2.15 million; (3) increase Capital Improvement Fund revenue budget by \$206,500; and (4) increase Capital Improvement Fund expenditure budget by \$3,364,000; seconded by Director Stamey. Motion carried unanimously by roll call vote.

7.3 Personnel Subcommittee recommendations for performance evaluation procedures from President Lee (Chair).

President Lee (Chair) presented the Board with proposed performance evaluation procedure recommendations discussed at the Personnel Subcommittee meeting held on April 11, 2023: (1) Staff will send self-evaluations to the Board (in early-mid July), Personnel Subcommittee will collect the Board's performance evaluations for staff after the Board has had the opportunity to review staff's self-evaluations (by the end of July); (2) Personnel Subcommittee Meeting (#2) to discuss performance evaluations with staff being evaluated and to develop recommendation to the Board (early to mid-August); (3) Personnel Subcommittee presents to the Board staff performance evaluations and recommendations to the Board (August Board meeting) (and then send any draft contract amendments out to the Board for review); and (4) Board receives for consideration approval of any contractual amendments (September Board meeting). Motion by Director Parker to approve the Personnel Subcommittee performance evaluation procedure recommendations; seconded by President Lee. Motion carried by the following votes: Director Parker, President Lee, and Vice President Kerr.

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**8. NEW BUSINESS**

- 8.1 Approve San Ramon Fire Training Facility project in amount not to exceed \$16,500,000, award construction contract for the San Ramon Fire Training Facility project to Roebbelen Contracting, Inc., consistent with their bid submittal and provisions contained in the RFP, and authorize the Fire Chief to execute a final contract with Roebbelen Contracting, Inc., in an amount not to exceed the Guaranteed Maximum Price of \$15,900,103.

Motion by Director Parker to approve the San Ramon Fire Training Facility project in amount not to exceed \$16,500,000, award construction contract for the San Ramon Fire Training Facility project to Roebbelen Contracting, Inc., consistent with their bid submittal and provisions contained in the RFP, and authorize the Fire Chief to execute a final contract with Roebbelen Contracting, Inc., in an amount not to exceed the Guaranteed Maximum Price of \$15,900,103; seconded by Director Stamey. Motion carried unanimously by roll call vote.

Fire Chief Meyer noted that funding for the San Ramon Fire Training Facility project is expected from an allocation of countywide Measure X funds.

**9. CORRESPONDENCE FOR POSSIBLE BOARD ACTION AND/OR REVIEW**

Letters of appreciation and support from the community were received and acknowledged.

**10. MONTHLY ACTIVITY REPORTS**

- 10.1 Operations Division – Deputy Chief Jonas Aguiar  
Operations Report of monthly activities.
- 10.2 Training Division – Deputy Chief Jonas Aguiar  
Training Report of monthly activities.
- 10.3 EMS Division – Deputy Chief Jonas Aguiar  
EMS Report of monthly activities.
- 10.4 Community Risk Reduction Division – Deputy Chief Frank Drayton  
Community Risk Reduction Report of monthly activities.
- 10.5 Fleet and Facilities Division – Deputy Chief Frank Drayton  
Fleet and Facilities Report of monthly activities.
- 10.6 Communications and Technology Division – Director of Emergency Communications, Denise Pangelinan  
Communications and Technology Report of monthly activities.
- 10.7 Human Resources Division – Administrative Services Consultant, Ken Campo  
Human Resources Report of monthly activities.
- 10.8 Finance Division – Chief Financial Officer, Davina Hatfield  
Finance Report of monthly activities.
- 10.9 Fire Chief – Fire Chief, Paige Meyer  
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

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**11. GOOD OF THE ORDER**

11.1 Comments by Board of Directors.

Related to Agenda item no. 7.2, Director Crean inquired about the management of the Public Safety Building (PSB) project causing the variance budget on this project. The Board provided direction to move forward with District Counsel to research legal remedies related to mismanagement of the PSB project.

11.2 Street Smarts “Be Reel!” Video Contest update by President Lee.

President Lee provided an update on this video contest.

**12. UPCOMING CALENDAR OF EVENTS**

12.1 Next Regular Board Meeting, May 24, 2023 at 1:00 p.m.

12.2 Street Smarts Community Bike Festival, Saturday, May 6, 2023, 8:30 a.m. to 2:00 p.m. at Iron Horse Middle School.

President Lee announced the above events on the upcoming calendar.

President Lee announced the Closed Session Agenda items. The Board took a brief recess at 5:08 p.m. and entered Closed Session at 5:14 p.m.

**13. CLOSED SESSION**

13.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

California Government Code Section 54956.9:

Laura Begin v. SRVFPD; Chief John Duggan; and DOES 1 through 50, inclusive, Case No.: C23-00085

13.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

California Government Code Section 54956.9:

James Harder v. SRVFPD, WCAB #: ADJ1408633

13.3 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

California Government Code Section 54956.9:

James Harder v. SRVFPD, WCAB #: ADJ15812611

13.4 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. RETURN TO OPEN SESSION**

The Board returned to Open Session at 5:22 p.m.

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

President Lee announced there was no reportable Board action from Closed Session.

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**16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING/BOARD RETREAT SCHEDULED FOR WEDNESDAY, MAY 24, 2023 AT 1:00 P.M.**

The regular Board meeting and Board Retreat adjourned at 5:26 p.m.

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*Stephanie Brendlen*  
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Prepared by: \_\_\_\_\_  
Stephanie Brendlen  
District Clerk

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*Michelle Lee*  
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Approved by: \_\_\_\_\_  
Michelle Lee  
President Lee  
Board President