

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
PERSONNEL SUBCOMMITTEE MEETING**

**SEPTEMBER 14, 2023 – 1:00 p.m.**

*President Lee (Chair), Director Don Parker*

**~MISSION STATEMENT~**

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

**LOCATION:** San Ramon Valley Fire Protection District  
Administrative Offices - Boardroom  
1500 Bollinger Canyon Road, San Ramon, CA 94583

**WEBSITE:** <https://www.firedepartment.org/>

**AGENDA**

**1. CALL TO ORDER**

**2. 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.

**3. NEW BUSINESS**

3.1 Approval of Minutes from the April 11, 2023 Personnel Subcommittee Meeting.

**4. CLOSED SESSION**

4.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

California Government Code Section 54957(b)

Title: District Counsel/District Clerk

4.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

California Government Code Section 54957(b)

Title: Fire Chief

**5. RETURN TO OPEN SESSION**

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

7. **ADJOURNMENT**

Prepared by:

*Stephanie Brendlen*

Stephanie Brendlen, District Counsel/District Clerk

*Agenda posted on September 6, 2023 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and on the San Ramon Valley Fire Protection District's 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 Office located at 1500 Bollinger Canyon Road, San Ramon, California, or at the scheduled meeting.*

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
PERSONNEL SUBCOMMITTEE MEETING  
APRIL 11, 2023 – MINUTES**

*President Lee (Chair), Director Don Parker*

**~MISSION STATEMENT~**

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**AGENDA**

**1. CALL TO ORDER**

President Lee called the meeting to order at 11:37 a.m.

**2. PUBLIC COMMENT**

None.

**3. NEW BUSINESS**

3.1 Approval of Minutes from the April 7, 2022 Personnel Subcommittee Meeting.

Motion by Director Parker to approve the Minutes from the April 7, 2022 Personnel Subcommittee Meeting; seconded by President Lee. Motion passed unanimously.

3.2 Discuss the Board's performance evaluation procedure.

The Committee discussed the Board's annual performance evaluation procedure and will propose the following to the Board at the April meeting: (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).

**4. ADJOURNMENT**

The Personnel Subcommittee meeting concluded at 12:50 p.m.

Prepared by:

Approved by:

Stephanie Brendlen, District Counsel/District Clerk

Michelle Lee, President/Subcommittee Chair