

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
OCTOBER 25, 2023 MINUTES**

**Board of Directors Regular Board Meeting**

***MISSION STATEMENT***

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

**Location:** SRVFPD Administrative Offices – Boardroom  
2401 Crow Canyon Road, Suite A, San Ramon, CA 94583

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

**Board Member(s) Absent:** Vice President Kerr

**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 confirmed there were no changes to the Agenda.

**4. PUBLIC COMMENT**

There was no public comment.

**5. CONSENT CALENDAR**

Motion by Director Stamey to approve Consent Calendar Items 5.1 through 5.8; seconded by Director Crean. Motion carried unanimously by roll call vote.

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

No Special Announcements/Presentations/General Business.

**7. OLD BUSINESS**

No Old Business.

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**8. NEW BUSINESS**

8.1 Award specialized, professional services contract for Geotechnical Observation, Special Inspection and Materials Testing Services related to the San Ramon Training Facility construction project to Consolidated Engineering Laboratories, consistent with their Scope of Services and Fee Estimate (attached) and the provisions contained in the RFP, and authorize the Fire Chief, or his designee, to execute a final contract with Consolidated Engineering Laboratories.

Motion by Director Stamey to award specialized, professional services contract for Geotechnical Observation, Special Inspection and Materials Testing Services related to the San Ramon Training Facility construction project to Consolidated Engineering Laboratories, consistent with their Scope of Services and Fee Estimate (attached) and the provisions contained in the RFP, and authorize the Fire Chief, or his designee, to execute a final contract with Consolidated Engineering Laboratories; seconded by Director Crean. Motion carried unanimously by roll call vote.

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

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

**10. MONTHLY ACTIVITY REPORTS**

10.1 Operations Division - Deputy Chief Jonas Aguiar  
Operations Report of monthly activities.

Deputy Chief Aguiar provided the monthly activities report for September 2023.

10.2 Training Division – Battalion Chief Chris Parsons  
Training Report of monthly activities.

Battalion Chief Parsons provided the monthly activities report for September 2023.

10.3 EMS Division - Deputy Chief Jonas Aguiar  
EMS Report of monthly activities.

Deputy Chief Aguiar provided the monthly activities report for September 2023.

10.4 Community Risk Reduction – Interim Fire Marshal Roy Wendel  
Community Risk Reduction of monthly activities.

Interim Fire Marshal Wendel provided the monthly activities report for September 2023.

10.5 Fleet and Facilities Division – Interim Deputy Chief Lon Phares  
Fleet and Facilities Report of monthly activities.

Interim Deputy Chief Phares provided the monthly activities report for September 2023.

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10.6 Communications and Technology Division – Director of Emergency Communications Denise Pangelinan

Communications and Technology Report of monthly activities.

Director Pangelinan provided the monthly activities report for September 2023.

10.7 Human Resources Division – Interim Administrative Services Director Ken Campo  
Human Resources Report of monthly activities.

Interim Administrative Services Director Campo provided the monthly activities report for September 2023.

10.8 Finance Division – Chief Financial Officer Davina Hatfield  
Finance Report of monthly activities.

Interim Administrative Services Director Campo provided the monthly activities report for September 2023.

10.9 Fire Chief – Fire Chief, Paige Meyer

Chief Meyer provided the monthly activities report for September 2023.

**11. GOOD OF THE ORDER**

11.1 Comments by Board of Directors.

Director Crean recognized staff for their work on the move and the new building.

**12. UPCOMING CALENDAR OF EVENTS**

12.1 Next Regular Board Meeting, November 15, 2023 at 1:00 p.m.

12.2 Cornerstone Ceremony by the Grand Lodge of California (Orinda Lodge No. 122), San Ramon Valley Fire Protection District Administrative Offices, 2401 Crow Canyon, San Ramon, 2:30 p.m. to 3:30 p.m. on Sunday, November 5, 2023.

President Lee announced the above events on the upcoming calendar. Director Parker provided the history of the Cornerstone Ceremony and welcomed all to attend.

President Lee announced the Board will enter Closed Session for Agenda Item No. 13.1. The Board took a brief 13-minute recess and entered Closed Session at 2:03 p.m.

**13. CLOSED SESSION**

13.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
California Government Code Section 54956.9(d)(1):  
James Martin v. SRVFPD, WCAB #: ADJ6580735

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**14. RETURN TO OPEN SESSION**

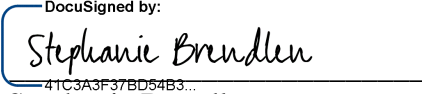
The Board returned to Open Session at 2:08 p.m.


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

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

**16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, NOVEMBER 15, 2023, AT 1:00 P.M.**

President Lee adjourned the regular Board meeting at 2:08 p.m.

Prepared by:   
Stephanie Brendlen  
District Counsel/Clerk

Approved by:   
Michelle Lee  
President Lee  
Board President