

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
NOVEMBER 15, 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, Vice President Kerr, Directors Parker and Stamey

**Board Member(s) Absent:** Director Crean

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

Director Stamey 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 5.4; seconded by Vice President Kerr. 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.

Board Minutes November 15, 2023

Page 2 of 4

**8. NEW BUSINESS**

8.1 Approve Employment Agreement with Retired District Employee Stephen Rodwell as Interim Dispatch Supervisor.

Motion by Vice President Kerr to (1) approve the temporary hire of Stephen Rodwell as a retired annuitant in the position of Interim Dispatch Supervisor; (2) approve the attached Employment Agreement with Stephen Rodwell; and (3) adopt the attached Resolution No. 2023-06 certifying the critical need for the temporary hiring; seconded by Director Stamey. 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 October 2023.

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

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

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

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

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 October 2023.

Board Minutes November 15, 2023

Page 3 of 4

- 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 October 2023.

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

Chief Financial Officer Hatfield provided the monthly activities report for October 2023. The Finance Committee Meeting was held on November 13, 2023, and Vice President Kerr will provide a comprehensive report to the Board at the December meeting.

- 10.9 Fire Chief – Fire Chief, Paige Meyer

Chief Meyer provided the monthly activities report for October 2023.

## 11. GOOD OF THE ORDER

- 11.1 Comments by Board of Directors.  
11.2 Reschedule December Regular Board Meeting from Wednesday, December 13, 2023, to Thursday, December 14, 2023.

Director Stamey thanked Director Parker and Orinda Lodge No. 122 for sponsoring the Cornerstone Ceremony. President Lee also commented that it was an honor to have the ceremony and asked Director Parker to extend the District's appreciation to the Lodge. The Board approved rescheduling the December Regular Board Meeting to Tuesday, December 12, 2023.

## 12. UPCOMING CALENDAR OF EVENTS

- 12.1 Next Regular Board Meeting, December 13, 2023 at 1:00 p.m.

President Lee reiterated that the December Regular Board Meeting was rescheduled to Tuesday, December 12, 2023, at 1:00 p.m.

- 12.2 San Ramon Chamber of Commerce *WOW Awards Dinner*, The Bridges Golf Club, 9000 S. Gale Ridge Road, San Ramon, Wednesday, December 6, 2023 at 5:30 p.m. to 8:30 p.m.

President Lee announced the above event.

President Lee announced the Board will enter Closed Session for Agenda Items No. 13.1, 13.2, and 13.3. The Board took a brief 11-minute recess and entered Closed Session at 2:30 p.m.

## 13. CLOSED SESSION

- 13.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(4): 2 potential cases. Facts and circumstances that might result in litigation need not be disclosed.

Board Minutes November 15, 2023

Page 4 of 4

- 13.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
California Government Code Section 54957(b)  
Title: District Counsel/District Clerk
- 13.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
California Government Code Section 54957(b)  
Title: Fire Chief

14. **RETURN TO OPEN SESSION**

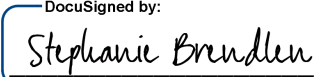
The Board returned to Open Session at 3:41 p.m.

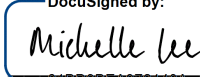
15. **REPORT UPON RETURN FROM CLOSED SESSION (if applicable)**

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

16. **ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING SCHEDULED FOR WEDNESDAY, DECEMBER 13, 2023, AT 1:00 P.M.**

President Lee reminded the Board the December Board Meeting was rescheduled to Tuesday, December 12, 2023, at 1:00 p.m. President Lee adjourned the regular Board meeting at 3:41 p.m.

Prepared by:   
Stephanie Brendlen  
District Counsel/Clerk

Approved by:   
Michelle Lee  
President Lee  
Board President