

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

**Wednesday, February 28, 2024 – 6:00 p.m.**

*Jay Kerr, Board President  
Matthew Stamey, Board Vice President  
Ryan Crean, Director, Michelle Lee, Director, Don Parker, Director*

**~MISSION STATEMENT~**

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

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

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

**AGENDA**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **DETERMINATION OF QUORUM AND CONFIRMATION OF AGENDA**
4. **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.

5. **CLOSED SESSION**
  - 5.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
California Government Code Section 54956.9:  
Karan Ravi Panjabi v. SRVFPD, et al., Case No.: CIVMSC21-00077
  - 5.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
California Government Code Section 54956.9:  
Scott Carrillo v. SRVFPD, WCAB #: ADJ15343215
  - 5.3 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
California Government Code Section 54956.9:  
Laura Begin v. SRVFPD; and DOES 1 through 50, inclusive, Case No.: C23-00085
6. **RETURN TO OPEN SESSION**
7. **REPORT UPON RETURN FROM CLOSED SESSION (if applicable)**

**8. 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.

- 8.1 Approve the demand register for the period January 12, 2024 through February 15, 2024 in the amount of \$5,657,517.19.
- 8.2 Approve the Board Minutes from the January 24, 2024 Regular Board Meeting.
- 8.3 Approve salary, payroll taxes and retirement contributions for the period of January in the amount of \$5,248,358.38.
- 8.4 Approve Agreement with Lon Phares for Specialized Services.
- 8.5 Approve Third Amendment to the AT&T Cell Site Lease Agreement.
- 8.6 **Personnel Actions:**

**New Hire**

Confirmation of Employment. Approve staff recommendation to hire, effective March 1, 2024:  
Victor Rocha for Public Safety Dispatcher 2, step 1

**Step Increases**

Approve staff recommendation to award the following step increases, effective March 1, 2024:  
Captain Brandon Eynck to Captain 10, step 6  
Engineer Ryan Vander Hyde to Engineer 5, step 6

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

- 9.1 Award to 2023 Employee of the Year Sean Rule.
- 9.2 Chandler Asset Management Semi-Annual Investment Update.

**10. OLD BUSINESS**

No Old Business.

**11. NEW BUSINESS**

- 11.1 Open Public Hearing for Second Reading and Adoption of Proposed Amended Ordinance No. 24: Administrative Citations.
- 11.2 Acknowledge 2023 Occupancy Inspection Compliance Report and Approve Resolution No. 2024-01.

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

Letters of appreciation and support from the community.

**13. MONTHLY ACTIVITY REPORTS**

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

- 13.2 Training Division – Battalion Chief Chris Parsons  
Training Report of monthly activities.
- 13.3 EMS Division – EMS Division Manager Lance Maples  
EMS Report of monthly activities.
- 13.4 Community Risk Reduction Division – Interim Fire Marshal Roy Wendel  
Community Risk Reduction Report of monthly activities.
- 13.5 Fleet and Facilities Division – Interim Deputy Dave Garcia  
Fleet and Facilities Report of monthly activities.
- 13.6 Communications and Technology Division – Interim Deputy Chief Garcia  
Communications and Technology Report of monthly activities.
- 13.7 Human Resources Division – Interim Deputy Chief Garcia  
Human Resources Report of monthly activities.
- 13.8 Finance Division – Chief Financial Officer Davina Hatfield  
Finance Report of monthly activities.
- 13.9 Emergency Preparedness – Emergency Preparedness Coordinator Ron Marley  
Emergency Preparedness Report of quarterly activities.
- 13.10 Fire Chief – Fire Chief Paige Meyer  
Verbal report on monthly meetings, seminars, committee meetings, and other District related activities.

**14. GOOD OF THE ORDER**

- 14.1 Comments by Board of Directors.

**15. UPCOMING CALENDAR OF EVENTS**

- 15.1 Next Regular Board Meeting/Board Retreat, March 27, 2024 at 1:00 p.m.
- 15.2 San Ramon Valley Emergency Preparedness Citizen Corps Council Policy Advisory Committee (CCC/PAC) Meeting, Danville Town Office, 500 La Gonda Way, Danville, March 20, 2024 at 9:00 a.m.
- 15.3 2024 State of the Town with Mayor Karen Stepper, Bay Club Crow Canyon, March 21, 2024 at 11:30 a.m.
- 15.4 2024 Red, Blue & Gold Banquet, Tri-Valley Knights of Columbus honoring the Tri-Valley's top Police Officers, Firefighters, and District Attorney Investigators, Blackhawk Country Club, April 19, 2024 at 5:30 p.m.

**16. ADJOURNMENT TO THE NEXT REGULAR BOARD MEETING/BOARD RETREAT SCHEDULED FOR WEDNESDAY, MARCH 27, 2024 at 10:00 a.m.**

Prepared by:

*Stephanie Brendlen*

Stephanie Brendlen, District Counsel/District Clerk

*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 Offices located at 2401 Crow Canyon Road, Suite A, San Ramon, California, or at the scheduled meeting.*