

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
OCTOBER 23, 2024 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 Kerr, Vice President Stamey, Directors Lee, Crean, and Parker

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

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

Vice President Stamey led the Pledge of Allegiance.

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

President Kerr 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 Parker to approve Consent Calendar Items 5.1 through 5.5; seconded by Vice President Stamey. Motion carried unanimously by roll call vote.

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

6.1 Chandler Asset Management Investment Update.

Portfolio Strategist Karl Meng from Chandler Asset Management provided an investment update.

**7. OLD BUSINESS**

There was no Old Business.

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**8. NEW BUSINESS**

- 8.1 Public Hearing for Report on Abatement Costs and Adoption of Resolution No. 2024-07 (Confirmation of the Report on Cost of Abatement).

President Kerr opened the Public Hearing for the Report on Abatement Costs. Fire Marshal Roy Wendel presented a staff report. There were no public comments or objections of any property owners liable to be assessed for the work of abatement. Motion by Director Lee to adopt proposed Resolution No. 2024-07 receiving and confirming the report on abatement costs and establishing the County Recorder's Office the assessment to property in the form of liens; seconded by Director Parker. There was no Board comment. Motion carried unanimously by roll call vote. President Kerr concluded the Public Hearing.

**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 2024.

- 10.2 Training Division – Battalion Chief Dave Garcia  
Training Report of monthly activities.

Battalion Chief Garcia provided the monthly activities report for September 2024.

- 10.3 EMS Division – EMS Division Manager Lance Maples  
EMS Report of monthly activities.

EMS Division Manager Maples provided the monthly activities report September 2024.

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

Fire Marshal Wendel provided the monthly activities report for September 2024.

The Board took a brief 12-minute recess at 2:04 p.m.

- 10.5 Fleet and Facilities Division – Interim Deputy Chief Chris Parsons  
Fleet and Facilities Report of monthly activities.

Interim Deputy Chief Parsons provided the monthly activities report for September 2024.

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- 10.6 Communications Division –Deputy Chief Aguiar  
Communications Report of monthly activities.

Deputy Chief Aguiar provided the monthly activities report for September 2024.

- 10.7 Technology Division – Interim Deputy Chief Chris Parsons  
Technology Report of monthly activities.

Interim Deputy Chief Parsons provided the monthly activities report for September 2024.

- 10.8 Human Resources Division – Interim Deputy Chief Chris Parsons  
Human Resources Report of monthly activities.

Interim Deputy Chief Parsons provided the monthly activities report for September 2024.

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

Chief Financial Officer Hatfield provided the monthly activities report for September 2024.

- 10.10 Emergency Preparedness – Emergency Preparedness Coordinator Ron Marley  
Emergency Preparedness Report of quarterly activities.

Emergency Preparedness Coordinator Marley provided the monthly activities report for September 2024.

- 10.11 Fire Chief – Fire Chief, Paige Meyer  
Verbal report on monthly meetings, seminars, committee meetings, and other District-related activities.

Fire Chief Meyer provided the monthly activities report for September 2024.

## **11. GOOD OF THE ORDER**

- 11.1 Comments by Board of Directors.

President Kerr recognized Vice President Stamey’s birthday. Also, President Kerr acknowledged VP Stamey’s 15-year service to the District and presented him with a District pin. Director Lee asked the Board to save the date for the CCSDA (Contra Costa Special Districts Association) Annual Dinner Meeting on March 27, 2024 at the Pleasant Hill Community Center.

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- 11.2 Update from Personnel Subcommittee Chair Vice President Stamey and recommendation to approve proposed Board of Directors Policy and Procedures Manual.

Personnel Subcommittee Chair Vice President Stamey updated the Board on the September 30, 2024 Personnel Subcommittee Meeting, and recommended that the Board adopt the Board of Directors Policy and Procedures Manual. He also stated the Board Binder will be reorganized and condensed. The Board agreed to accept proposed changes for Sections 2.8, 5.9 and 9.1 (Items #1 and 5), and modified language for Section 9.1 (Item#16). Motion by Director Lee to adopt the proposed Board of Directors Policy and Procedures Manual with the discussed proposed modifications; seconded by VP Stamey. Motion carried unanimously by roll call vote.

**12. UPCOMING CALENDAR OF EVENTS**

- 12.1 Next Regular Board Meeting, November 20, 2024 at 1:00 p.m.

President Kerr announced the above meeting and additional upcoming events: San Ramon Valley Education Foundation and San Ramon Valley Unified School District's *State of the School* on October 30, 2024 at 7:30 a.m. at The Village Theatre in Danville, with graduate recognition of Firefighter Tyler Oranje, and the EBMUD Annual Briefing at The Roundhouse, The Library Room, on October 31, 2024 at 7:45 a.m.

President Kerr announced the Board will enter Closed Session for Agenda Item No. 13.1 for Anticipated Litigation. The Board entered Closed Session at 3:35 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)(2): 3 potential cases. Facts and circumstances that might result in litigation need not be disclosed.

**14. RETURN TO OPEN SESSION**

The Board returned to Open Session at 4:03 p.m.

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


District Counsel/Clerk Brendlen announced there was no reportable Board action from Closed Session.

**16. ADJOURNMENT.**

President Kerr adjourned the meeting at 4:03 p.m.

**SIGNATURES TO FOLLOW ON NEXT PAGE**

Prepared by: *Stephanie Brendlen*  
Stephanie Brendlen  
District Counsel/Clerk

Approved by:  H Jay Kerr (Nov 20, 2024 15:23 PST)  
President Kerr  
Board President