

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**Board of Directors Regular Board Meeting**  
**Wednesday, December 18, 2024 – 1:00 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 AND OATH OF OFFICE**

- 2.1 Pledge of Allegiance.
- 2.2 Introduction of New Terms for H. Jay Kerr, Matthew Stamey and Michelle Lee.
- 2.3 Administer Oath of Office to H. Jay Kerr, Matthew Stamey and Michelle Lee.

**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. 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.

- 5.1 Approve the demand register for the period November 8, 2024 through December 12, 2024 in the amount of \$5,769,858.14.
- 5.2 Approve the Board Minutes from the November 20, 2024 Regular Board Meeting.
- 5.3 Approve salary, payroll taxes and retirement contributions for the period of November 2024 in the amount of \$5,081,754.58.
- 5.4 Approve the Third Amendment with Full Tilt Strategies LLC for Behavioral Health Response and Wellness Solution.
- 5.5 Approve the contract with GOGov for the Community Risk Reduction Division in the amount of \$71,528.

- 5.6 Approve Computer Aided Dispatch (CAD)/GIS Analyst position and appointment of Juan Pedreno to position of Step Five Computer Aided Dispatch (CAD)/GIS Analyst.
- 5.7 Approve the Second Amendment for the MOU with the Contra Costa Crisis Center in the amount of \$40,000.
- 5.8 Approve purchase of the Elkhart XD Nozzles for all District Type 1 Engines in the amount of \$43,397.78.
- 5.9 Authorize Training Costs for Heavy Equipment Rigging Specialists Course.
- 5.10 Authorize purchase of UTV, with modifications, and trailer for REMS Team Deployments.
- 5.11 **Personnel Actions**

**Promotions:**

Approve staff recommendation to award the following promotions, effective, December 15, 2024:

Engineer Chad Bower to Captain 11, step 4

Firefighter Dale Flora to Engineer 5, step 4

**Step Increases:**

Approve staff recommendation to award the following step increases, effective January 1, 2025:

Battalion Chief Damien Alvarez to Battalion Chief 1, step 5

Captain Michael Duggan to Captain 11, step 6

Captain Steven Reed to Captain 11, step 6

Captain Sean Carrillo to Captain 10, step 4

Public Safety Dispatch Supervisor Dina Taylor to Public Safety Dispatch Supervisor, step 6

EMS Division Manager Lance Maples to EMS Division Manager, step 4

Fire Marshal Roy Wendel to Fire Marshal, step 5

Public Safety Systems Specialist Ryan Mahoney to Public Safety Systems Specialist, step 3

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

- 6.1 XyloPlan for Wildfire Modeling Presentation (Dave Winnacker).

**7. ACTION ITEMS**

- 7.1 Public Hearing for Report on Abatement Costs and Adoption of Resolution No. 2024-08. (Confirmation of the Report on Cost of Abatement).
- 7.2 Nomination and Election of 2025 Board President and Vice President (who will assume their duties after the adjournment of the December meeting).
- 7.3 Authorize Purchases for Central Control and Central Smoke Distribution System in the amount of \$236,185.68 (Update on Training Facility Project).
- 7.4 Authorize the Fire Chief to execute an agreement with the Contra Costa County Animal Services Department in substantial form as outlined in the SRVFPD Service Plan.

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

Letters of appreciation and support from the community.

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**9. MONTHLY ACTIVITY REPORTS**

- 9.1 Operations Division – Deputy Chief Jonas Aguiar  
Operations Report of monthly activities.
- 9.2 Training Division – Battalion Chief Dave Garcia  
Training Report of monthly activities.
- 9.3 EMS Division – EMS Division Manager Lance Maples  
EMS Report of monthly activities.
- 9.4 Community Risk Reduction Division – Fire Marshal Roy Wendel  
Community Risk Reduction Report of monthly activities.
- 9.5 Fleet and Facilities Division – Interim Deputy Chief Chris Parsons  
Fleet and Facilities Report of monthly activities.
- 9.6 Communications Division – Deputy Chief Jonas Aguiar  
Communications Report of monthly report activities.
- 9.7 Technology Division – Interim Deputy Chief Chris Parsons  
Technology Report of monthly activities.
- 9.8 Human Resources Division – Interim Deputy Chief Chris Parsons  
Human Resources Report of monthly activities.
- 9.9 Finance Division – Chief Financial Officer Davina Hatfield  
Finance Report of monthly activities.
- 9.10 Fire Chief – Fire Chief Paige Meyer  
Verbal report on monthly meetings, seminars, committee meetings, and other District-related activities.

**10. GOOD OF THE ORDER**

- 10.1 Comments by Board of Directors.
- 10.2 Ceremonial Passing of the Gavel.

**11. UPCOMING CALENDAR OF EVENTS**

- 11.1 Next Regular Board Meeting, January 22, 2025 at 1:00 p.m.
- 11.2 2025 Chair of the Board Supervisor Candace Andersen, Board of Supervisors Reorganization Luncheon, Diablo Country Club, 1700 Club House Road, Diablo, January 14, 2025 at 11:30 a.m.

**12. CLOSED SESSION**

There will be no Closed Session.

**13. RETURN TO OPEN SESSION**

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

**15. ADJOURNMENT**

Prepared by:

*Stephanie Brendlen*

Stephanie Brendlen, District Counsel/District Clerk

*Agenda posted on December 12, 2024 at the District's Administrative Offices, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts 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 Offices located at 2401 Crow Canyon Road, Suite A, San Ramon, California, or at the scheduled meeting.*