

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
PERSONNEL SUBCOMMITTEE MEETING
Thursday, April 17, 2025 – 10:00 a.m.**

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

Website: <https://www.firedepartment.org/>

Committee: President Stamey (Chair), Vice President Director Parker

AGENDA

1. CALL TO ORDER

2. 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 Personnel Committee Chair and may be limited to three (3) minutes.

3. ACTION ITEMS

- 3.1 Approve the Minutes from the September 30, 2024 Personnel Subcommittee Meeting.
- 3.2 Organizational Review/Succession Discussion.

4. CLOSED SESSION

- 4.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
California Government Code Section 53957(b)
Title: District Counsel/Clerk
- 4.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
California Government Code Section 53957(b)
Title: Fire Chief

5. RETURN TO OPEN SESSION

6. REPORT UPON RETURN FROM CLOSED SESSION (if applicable)

7. ADJOURNMENT

Prepared by:

Stephanie Brendlen

Stephanie Brendlen, District Counsel/District Clerk

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Agenda posted on April 10, 2025 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38, 39 and the San Ramon Valley Fire Protection Districts website at 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, at the District's Administrative Offices located at 2401 Crow Canyon Road, Suite A, San Ramon, California, or at the scheduled meeting.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT
PERSONNEL COMMITTEE MEETING
SEPTEMBER 30, 2024 MINUTES**

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: Vice President Stamey (Chair), Director Parker

1. CALL TO ORDER

Chair Vice President Stamey called the meeting to order at 1:00 p.m.

2. PUBLIC COMMENT

None.

3. NEW BUSINESS

3.1 Approve the Minutes from the June 18, 2024 Personnel Committee Meeting.

Director Parker made a motion to approve the Minutes from the June 18, 2024 Personnel Committee Meeting; seconded by Chair Vice President Stamey. Motion carried unanimously.

3.2 Review Proposed Board of Directors Policy and Procedures Manual.

Chair Vice President Stamey confirmed the Policy and Procedures Manual (Manual) will supplement the Board Handbook (Handbook); the Handbook to be updated annually for each new calendar year. Direction to staff to update the draft Manual with today’s Committee recommendations and reorganize the Handbook accordingly. Direction from the Committee to bring the updated draft Manual to the Board for approval at the October 23, 2024 Regular Board Meeting.

4. ADJOURNMENT

The meeting concluded at 2:16 p.m.

Prepared by: _____
Stephanie Brendlen

Approved by: _____
Matt Stamey, President
Committee Chair