

**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 Brendler
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Stephanie Brendlen

Signed by: Matt Stamey
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Approved by: Matt Stamey
Matt Stamey, Vice President
Committee Chair