

CHINO VALLEY INDEPENDENT FIRE DISTRICT
Special Meeting - Standing Committee Meeting
Human Resources Committee

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Monday, October 7, 2024
8:00 a.m. Committee Meeting

MINUTES

CALLED TO ORDER

Vice President Ramos-Evinger called the meeting to order at 8:00 a.m. She explained the process for members of the public to participate in the meeting and provide public comment.

ROLL CALL

Vice President Sarah Ramos-Evinger
Director John DeMonaco
Fire Chief Dave Williams
Human Resources Director Anthony Arroyo
Clerk of the Board Angela Robles

FLAG SALUTE

Director DeMonaco led the flag salute.

INVOCATION

Chaplain Adam Houde provided the invocation.

CHANGES TO THE AGENDA

Clerk of the Board Robles stated that there were no changes.

PUBLIC COMMUNICATIONS

Public comment:

Senior IT Analyst Chris Roberts addressed the Human Resources Committee regarding the potential expansion of the IT Department at the Chino Valley Fire District.

End of public comment.

There were no requests to speak.

MINUTES

1. Minutes – October 30, 2023 Meeting

The Committee agreed to file the minutes as presented.

OLD BUSINESS

None.

NEW BUSINESS

2. ACCOUNTING MANAGER

The purpose is to review and consider establishing a new position classification and salary range for Accounting Manager.

Report by: Finance Director Mark Shaker.

Finance Director Shaker summarized recent growth within the Finance Department, including the development of Station 68 and the grants secured to support the project. He noted that the variety of grants requires compliance with differing requirements, including a federal Single Audit, and that similar audit requirements are anticipated if additional grant funding is obtained.

Finance Director Shaker reported that the increased workload and operational demands prompted the proposal of an Accounting Manager position. The position would provide technical and administrative support to the Finance Director, oversee grant compliance and reporting, and serve as backup for key Finance functions, including the Accountant and Payroll Administrator. The estimated fully burdened annual cost of the position is approximately \$190,000 and would be absorbed within the FY 2024–25 Budget.

Vice President Ramos-Evinger asked if there was public comment.

There was no request from the public to speak on this item.

Vice President Ramos-Evinger asked for Committee comments.

The Committee members discussed the appropriateness of the position and its title, concluding that it is suitable given the responsibilities of the role and its alignment with similar positions in other special districts.

The Human Resources Committee agreed to place this item on New Business for consideration of approval by the Board of Directors at the next regular meeting.

3. SHIFT BATTALION CHIEF

The purpose is to review and consider the addition of one Shift Battalion Chief position.

Report by: Deputy Chief Jeremy Ault.

Deputy Chief Ault presented a proposal to implement a second Shift Battalion Chief. He explained that implementation would occur by converting the two existing Administrative Battalion Chief positions to Shift Battalion Chief and promoting one additional candidate

from the current eligibility list, resulting in two Shift Battalion Chiefs on duty each day and a total of six positions across three shifts.

Deputy Chief Ault reported that planning for a second Shift Battalion Chief has been underway for several years and described anticipated changes to emergency response coverage, administrative operations, leadership development, and operational readiness in advance of the opening of Fire Station 68. The estimated fiscal impact for the remainder of FY 2024–25 is \$127,000, to be included in a mid-year budget amendment scheduled for Board consideration in March/April 2025.

Vice President Ramos-Evinger asked if there was public comment.

There was no request from the public to speak on this item.

Vice President Ramos-Evinger asked for Committee comments.

The Committee members agreed that the position would provide essential support to the District and its personnel in daily operations and in meeting future organizational needs.

The Human Resources Committee agreed to place this item on New Business for consideration of approval by the Board of Directors at the next regular meeting.

ADJOURNMENT

The meeting was adjourned at 8:19 a.m.