

Those persons wishing to speak on any item, whether or not it is included on the agenda, are requested to fill out and submit to the Clerk of the Board a "Request to Speak" form. Thank you.

It is the intention of the Chino Valley Independent Fire District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Chino Valley Independent Fire District will attempt to accommodate you in every reasonable manner. Please contact the Administration Office (909) 902-5260 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the District's Administrative Headquarters, 14011 City Center Drive, Chino Hills, CA 91709.

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

Administrative Headquarters  
14011 City Center Drive  
Chino Hills, CA 91709

Monday, July 25, 2022

9:00 a.m. - Open Session

\*\* TELECONFERENCE MEETING INFORMATION\*\*

In accordance with AB 361 this meeting will be conducted remotely.

In order to participate in this meeting, please follow the following instructions.

Current Meeting GoToWebinarURL:

[HTTPS://ATTENDEE.GOTOWEBINAR.COM/REGISTER/8343546555375593739](https://attendeegotowebinar.com/register/8343546555375593739)

Please be aware that when you join the meeting real-time, your screen name will appear on the GoToWebinar screen.

For ADA accommodations, please contact the Clerk of the Board at (909) 315-8805 or by email at [clerk@chofire.org](mailto:clerk@chofire.org) 48 hours prior to the meeting.

**REAL-TIME AND RECORDED PUBLIC VIEWING OF COMMITTEE MEETINGS**

The Committee will use the platform GoToWebinar to hold Committee Meetings. Register using the GoToWebinar URL listed on the Committee meeting agenda.

Upon entering the meeting, you will be in listen-only mode and muted until called on.

For telephone real-time listen-only mode, registration is not required. Please follow the instructions below:

1. Call: 1 (866) 901-6455
2. Enter attendee number: 736-769-028
3. Select the # key: 848-305-795

**PUBLIC COMMENTS**

The public will have the option to either submit a public comment by email to be read into

the record by the Clerk of the Board at the requested time during the Committee Meeting, or participate real-time at the appropriate requested time during the meeting by registering for the meeting and selecting the “raise hand” feature and the appropriate time.

**PUBLIC COMMENT – To be read by the Clerk of the Board during Committee Meeting:**

- Email your comments to [clerk@chofire.org](mailto:clerk@chofire.org)
- Email subject line should read: “Public Comment – Read by Clerk of the Board.” List date of meeting. The body of the email should include the public comment exactly as it should be read by the Clerk of the Board during the meeting. Specify if the comment is on a topic not on the agenda. If the topic is not on the agenda, please provide a topic description. If the comment is on a specific item on the agenda, please clearly describe the location of the item on the agenda such as New Business and state the number of the agenda item.
- Comments read by the Clerk of the Board must be limited to 300 words.
- Submit emails 1 hour prior to the start time of the Committee Meeting.
- Please note that your name will be read into the record.

**PUBLIC COMMENT – Real-time public participation during Committee Meeting:**

If you wish to provide a real-time public comment, please register at GoToWebinar URL:  
<https://attendee.gotowebinar.com/register/8343546555375593739>

When registering for a real-time public comment, specify if the comment is on a topic not on the agenda. If the topic is not on the agenda, provide a topic description. If the comment is on a specific item on the agenda, clearly describe the location of the item on the agenda such as New Business and state the number of the agenda item. You may also use the “raise hand” feature at the appropriate time and you will be called upon and unmuted.

- Log on to GoToWebinar with the URL link provided on the Committee agenda 15 minutes prior to the start of the meeting. Upon entering the meeting you will be muted.
- Registered attendees will be unmuted at the time of the public comment.
- Attendees may also need to “unmute” their own devices to be heard.
- When your name is called, begin the public comments by stating your name and address (optional) for the record.
- Comments must be limited to 5 minutes.

## **AGENDA**

### **ROLL CALL**

### **INVOCATION**

Chaplain Henry Aguilar

### **FLAG SALUTE**

### **PUBLIC COMMUNICATIONS**

This is the time and place for the general public to address the Committee about subjects that do not appear elsewhere on the agenda. The public may address items on the agenda at the

time addressed by the Committee.

Due to Board policy and Brown Act requirements, action may not be taken on any issue on the agenda. When you address the Board, please state your name and address (optional) prior to making your remarks. Please limit your comments to 5 minutes.

#### MINUTES

1. Minutes - May 23, 2022 Meeting

OLD BUSINESS - None

#### NEW BUSINESS

2. REVIEW PROPOSED AMENDED FULL-TIME LEAD FIRE EQUIPMENT MECHANIC JOB DESCRIPTION

Purpose is for the Human Resources Committee to review and discuss a proposed amendment to the education requirements of the job description for the position of Lead Equipment Mechanic.

#### ADJOURNMENT

I, Sandra Heney, Clerk of the Board, on behalf of the Board of Directors, do hereby certify that a copy of this agenda has been posted by 6:00 p.m. on Friday, July 22, 2022.



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Sandra Heney, Clerk of the Board

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**

**NO STAFF REPORT**

Minutes - May 23, 2022 Meeting

**ATTACHMENTS:**

Minutes - May 23, 2022 Meeting

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**

*Special Meeting - Standing Committee Meeting*

*Human Resources Committee*

Administrative Headquarters  
14011 City Center Drive  
Chino Hills, CA 91709

Wednesday, May 23, 2022  
9:00 a.m. Committee Meeting

**MINUTES**

TELECONFERENCE MEETING ANNOUNCEMENT

Director Ramos-Evinger opened the meeting at 9:00 a.m. and stated that in accordance with AB361, the Chino Valley Fire District will hold this special committee meeting remotely. She explained the process for members of the public to participate in the meeting and provide public comment. Director Ramos-Evinger also announced that the meeting would be recorded.

ROLL CALL

Director Sarah Ramos-Evinger  
Director Harvey Luth  
Fire Chief Dave Williams  
Deputy Chief Jeremy Ault  
Deputy Chief Nathan Cooke  
Deputy Chief Carlos Skibar  
Battalion Chief Greg Gabel  
HR Consultant Andrew Tse  
Clerk of the Board Sandra Heney

FLAG SALUTE

Director Harvey Luth

INVOCATION

Chaplain Henry Aguilar

CHANGES TO THE AGENDA

Director Ramos-Evinger asked Clerk of the Board Sandra Heney if there were any changes to the agenda.

No changes to the agenda.

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes – March 30, 2022 Meeting

The Committee agreed to file the minutes, as presented.

OLD BUSINESS

None.

NEW BUSINESS

2. ESTABLISHMENT OF THE JOB SPECIFICATION AND POSITION OF ASSISTANT TO THE FIRE CHIEF AND ADOPT THE RECOMMENDED SALARY RANGE

Purpose is to review the proposed establishment of the position of Assistant to the Fire Chief and job specification and adopt the recommended salary range.

Interim HR Director Andy Tse stated that the Fire Chief and Fire District is like a city manager in the city and the municipal. He also stated that giving him an assistant to the Fire Chief position is accurate and something that is much needed.

Interim HR Director Tse also stated that in Chief Shackelford's tenure, he was looking at developing a similar position inheriting a budget about \$175,000 for the fiscal year 2020 budget for the position.

Interim HR Director Tse stated that he will recommend the proposed job spec for the board's consideration and for the board to recommend the implementation of this position. He further stated that this will be a non-sworn management position similar to an assistant to the city manager in the cities.

Interim HR Director Tse stated that the ideal candidate will be a seasoned public servant with previous governmental experience in a similar capacity. He further stated that the ideal incumbent is expected to have the ability to manage the office of the Fire Chief and be politically astute, neutral and be able to represent the Fire Chief, the Fire District as well as the board of directors in a professional matter.

Interim HR Director Tse stated that this person will be interfacing with the board, elected officials, department directors and staff directed by the Fire Chief. He further stated that the incumbent will perform complex analysis, prepare reports, make presentations and manage projects as presented and directed by the Fire Chief.

Interim HR Director Tse stated that the proposed base salary for his position is \$116,000 to \$142,000 per year. He further stated that the total compensation for a classic employee

will range from \$166,000 to \$191,000 and for a PEPRA member it will be \$163,000 to \$188,000.

Interim HR Director Tse stated that the position is requested to be authorized and funded for fiscal year 2022-23 budgets.

It is recommended that the Human Resources Committee review this request and provide direction to staff.

Director Ramos-Evinger asked Clerk of the Board Heney if there was Public comment.

There was no public comment.

Director Ramos-Evinger asked for Committee comment.

Director Luth asked for clarification on the position being a liaison between different entities including the board of directors. He also asked about the language on essential job functions.

Fire Chief Williams provided clarity on the position's liaison functions and the language on the essential job functions.

Director Ramos-Evinger stated that she also shares the same concerns as Director Luth about the language.

The Finance Committee agreed to move this item to the Full Board for approval as a New Business item.

3. ESTABLISHMENT OF THE POSITION OF INFORMATION TECHNOLOGY INTERN (LIMITED TERM)

Purpose of this report is to review the proposed establishment for the position of Information Technology Intern (Limited Term).

IT Support Analyst Christ Roberts stated that the Support Service Division has considered implementing an intern program for the IT section to provide valuable on-the-job training and experience for a current college graduate or recent graduate majoring in computer science. He further stated that the intern will assist with help-desk routine tasks and special projects as assigned.

IT Support Analyst Roberts stated that the intern will serve on a limited basis for one year. He further stated that his or her tenure may be extended on the recommendation of the IT team.

IT Support Analyst Roberts stated that the intern is expected to work one day a week, no more than 10 hours. He further stated the proposed salary for this position is \$18.00 per hour.

It is recommended that the Human Resources Committee review this request and provide direction to staff.

Director Ramos-Evinger asked Clerk of the Board Heney if there was Public comment.

There was no public comment.

Director Ramos-Evinger asked for Committee comment.

Director Luth asked if \$18.00 an hour was going to be enough as an intern.

IT Support Analyst Roberts stated that there is value in giving them real-world real-life experience for their resume.

Fire Chief Williams stated that this is a new opportunity for us providing much more value to the district.

Director Luth asked about the position reporting to the Deputy Chief.

Fire Chief Williams stated that because of the reporting structure we currently have, Chris is not in the supervisory role for his duty's job specification so that person would be reporting to support services as the formal process. He further stated that Chris will have the ability to provide some direction with the support of the deputy chief.

Director Luth asked for clarification on certain job duties of the intern.

IT Support Analyst Roberts provided clarity on certain job duties and tasks.

Director Ramos-Evinger commented that \$18 is sufficient and a nice starting point. She further stated that this will give students opportunities and enrichment.

The Finance Committee agreed to move this item to the Full Board for approval as a New Business item.

#### ADJOURNMENT

The meeting was adjourned at 9:29 a.m.



**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: JULY 25, 2022**

**TO: HUMAN RESOURCES COMMITTEE**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: REVIEW PROPOSED AMENDED FULL-TIME LEAD FIRE EQUIPMENT  
MECHANIC JOB DESCRIPTION**

**PURPOSE:**

Purpose is for the Human Resources Committee to review and discuss a proposed amendment to the education requirements of the job description for the position of Lead Equipment Mechanic.

**DISCUSSION:**

The District recently held recruitment for a Full-Time Lead Fire Equipment Mechanic and experienced a minimal applicant pool. During the process, staff determined that a specific education/certification requirement limited the number of qualified applicants. This certification (California Fire Mechanics Association Level II) was not reasonably attainable due to the COVID Pandemic shutdown.

Staff has contacted State Fire Training and verified the limited availability of the certification classes. The job description has been amended to reflect this certification as highly desirable rather than a requirement at time of application. The amended job description further reflects a phased implementation of these requirements within a timeframe after appointment.

The salary range is unmodified and presents no fiscal impacts to the District.

**RECOMMENDATION:**

It is recommended that the Human Resources Committee review the attached amended job description with the proposed changes and provide direction to staff.

**ATTACHMENTS:**

Lead Fire Equipment Mechanic



## Chino Valley Fire District Position Classification

### Lead Fire Equipment Mechanic

#### Position Summary

Under the supervision of the Deputy Chief of Support Services and their designee, the Lead Fire Equipment Mechanic schedules, assigns, and leads the work of equipment maintenance personnel, and performs highly skilled electromechanical work involving the diagnosis, maintenance, and repair work of a wide range of fire vehicles and apparatus; operates and demonstrates the proper use of vehicle testing and diagnostic equipment, and performs other related duties as assigned.

#### Essential Job Functions

*The following are the duties performed by employees in this classification. However, this job specification is intended to identify essential functions and requirements of the job and should not be considered all-inclusive.*

- Conduct orientation and training of new employees and ensure that safety practices and equipment maintenance standards are achieved.
- Perform the duties of a Fire Equipment Mechanic.
- Prioritize and assign tasks to fire maintenance personnel; explains work methods, demonstrate the operation of diagnostic equipment, and check work for conformance with quality and production standards.
- Lead and participate in complex or large-scale repairs and guide how the tasks are completed.
- Maintains shop inventory by coordinating standard part and tool purchases with vendors; tracks and updates parts and service records.
- Review service orders or work requests and independently diagnoses causes of more complex problems; determines the extent of needed repairs or adjustments and whether exterior repairs or manufacturer recall work might be required.
- Arrange for the delivery and return of fire vehicles and equipment as part of exterior repairs.
- Overhauls and repairs gas and diesel engines and transmissions, including valves, pistons, piston rings, main bearings, and crankshafts.
- Perform primary engine diagnosis involving testing, analysis, adjustments, and modifications of compression and hydraulic systems and emissions systems.
- Repair front suspension systems, including bushings, kingpins, tie rods, and ball joints.
- Consider how specialized electrical, electronic, mechanical adaptations of equipment can be completed in a cost-effective and timely manner, either with shop personnel or other service providers.
- Drive service vehicles and Fire apparatus into and out of the Fire Shop bays and other locations for maintenance work and to perform road test drives.
- Act on behalf of the Fleet and Facilities Coordinator during absences.
- Other duties as assigned.

## **Qualifications**

### ***Knowledge of:***

- Knowledge of diagnosis and troubleshooting procedures required to solve significant maintenance and complex repair problems.
- Knowledge of operating principles of gasoline and diesel engines and fuel injection systems; mechanical tune-up, smog testing, and general repair and maintenance procedures and techniques.
- Knowledge of electrical, electronic, and heavy equipment hydraulic systems.
- Knowledge of overhaul practices related to transmissions, brakes, and rear axles
- Knowledge of methods, tools, materials, equipment, and procedures used to diagnose, overhaul, repair, and adjust the components and operating systems of automobiles, light-duty, and heavy-duty vehicles and equipment.
- Knowledge of safety procedures and precautions governing the operation, maintenance, and use of tools, vehicles, and equipment.
- Knowledge of primary arc and gas welding techniques.
- Knowledge of State and County regulations about the handling and disposal of hazardous waste and related clean air emission requirements.
- Knowledge of effective leadership techniques.

### ***Ability to:***

- Ability to plan, estimate, coordinate, and schedule the work of others.
- Work and act independently.
- Operate volt ohmmeter, amp meter, pressure gauges, nozzle, and valve repair kits, calibrating tools for engines, rakes, micrometers, dial calipers, welders, grinders, and torch, brazing rod, precision gauges, inspection, and diagnostic equipment.
- Read and follow the simple to complicated instructions, schematics, and other information in repair manuals and repair of fire and EMS vehicles and equipment.
- Performs calculations and works with numbers to solve problems.
- Prepare and maintain various reports and records about the piece; test, diagnose and evaluate electrical and mechanical malfunctions.
- Read and interpret plans, specifications, and manuals.
- Overhaul, repair, maintain and inspect automobiles, light and heavy-duty vehicles, and equipment.
- Demonstrate work methods and procedures, and equipment.
- Operation techniques to lesser skilled personnel and answer questions regarding diagnosis, trouble-shooting, and repair practices.
- Enforce safety rules and policies.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with staff, management, contractors, and vendors.
- Complete and check work service records and time reports.

## **Education and Experience Requirements:**

### ***Education:***

- Equivalent to high school graduation or G.E.D., supplemented by vocational coursework, training, or certification in fire equipment technology.
- Class B or A CDL Driver License and acceptable driving record.

- ASE Mechanic certification is preferred.
- California Fire Mechanics Academy (CFMA) / Emergency Vehicle Technician (EVT) Level I, II, and III certifications are highly desirable.
- Must obtain Emergency Vehicle Technician I (EVT 1) certification within two years of hire date.
- Must obtain EVT II certification within three years of hire date.
- Must obtain EVT III certification within four years of hire date.
- Must pass a pre-employment drug screen, physical, criminal background check, polygraph examination, and psychological evaluation.

***Experience:***

- Four or more years of diagnosis, repair, and maintenance experience involving fire apparatus and light-duty vehicles and fire equipment, including diesel equipment.

**Physical Profile**

Work is performed in a typical automotive repair shop or fire station with the following characteristics:

- Mobility – frequent bending, twisting, reaching, kneeling, and lifting such as retrieving and replacing materials, supplies and inventory maintenance, and repairing vehicles and heavy equipment.
- Lifting – frequently up to 50 pounds; occasionally up to 75 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- Dexterity – frequent repetitive motion; regular repair tools; frequent grasping, holding, and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; systematic supervisor and co-worker contact; occasional working alone.
- Environmental – Work is performed in an automotive repair shop or at a fire station; may be subject to exposure to extreme weather conditions, hazardous chemicals, and fumes common to automotive repair shops.
- Operates various emergency vehicles and equipment on an as-needed basis (for testing purposes)

FLSA Status:            Non-Exempt  
Date Approved:        \_\_/\_\_/2022