

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

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Monday, January 31, 2022
3:00 p.m. Committee Meeting

MINUTES

TELECONFERENCE MEETING ANNOUNCEMENT

Director Ramos-Evinger opened the meeting at 3:00 p.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
Clerk of the Board Sandra Heney
HR Consultant Andrew Tse
Finance Director Steve Heide
Administrative Secretary Cisneros

FLAG SALUTE

Director Sarah Ramos-Evinger

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.

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

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes – June 28, 2021 Meeting

The Committee agreed to file the minutes, as presented.

OLD BUSINESS

None.

NEW BUSINESS

2. RECLASSIFICATION OF PART-TIME OFFICE TECHNICIAN POSITION
(EMS/TRAINING) TO FULL-TIME ADMINISTRATIVE SECRETARY
(EMS/TRAINING)

Purpose is to review and discuss the proposed reclassification of the part-time Office Technician (EMS/Training) position to full-time to Administrative Secretary (EMS/Training).

Deputy Chief Jeremy Ault stated that the EMS/Training division is responsible for managing several key programs that directly impact the mission of the Fire District. This would include Emergency Medical Services Administration, managing and directing all aspects of training for District personnel, as well as coordinating the activities at the Training Center. Additionally, the EMS/Training staff are tasked with tracking, evaluating, and synthesizing data to determine our current operational effectiveness, which drives organizational growth and improvement. Currently, the EMS/Training Division is supported by one part-time Office Technician.

Deputy Chief Ault stated that the management of Emergency Medical Services and Training in the District requires significant administrative support. Scheduling classes, managing and tracking certifications and credentials, as well as supporting critical programs such as the District's Cardiac Care Program are supported by the part-time office technician. The increase in demand for administrative support has outpaced the capacity and scope of one part-time Office Technician.

Deputy Chief Ault stated that the Training Center has become a hub for all internal department District training. It is often the host location for county and regional meeting and training events, home to the Mt. San Antonio Fire Academy, and is used by many partner agencies from various municipalities. While the District is proud and honored to host these numerous entities, the additional activity increases the demand on the part-time Office Technician responsible for scheduling, managing, and tracking these various events.

Deputy Chief Ault stated that Staff has conducted a review and study of the current job descriptions for Office Technician and an Administrative Secretary. He further stated that staff has determined that the current and future needs of the District at the Training

Center align with the job description of an Administrative Secretary, and support a reclassification of the current part-time Office Technician position to a full-time Administrative Secretary.

Deputy Chief Ault stated that the differential between the salary schedule of the current position (part-time Office Technician) and the proposed reclassification (full-time Administrative Secretary) would result in a fully burdened annual cost increase of approximately \$56,445. This increase is reflective of the salary increase and the addition of benefits. Assuming an April 1 effective date, the prorated fiscal impact for the remainder of the current fiscal year would be approximately \$14,111. If approved, the fiscal impact of the reclassification for Fiscal '21-22 could be absorbed in the board-approved budget and would not require a budget adjustment at this time.

Deputy Chief Ault stated that the district has the depth of talent necessary to fit the needs of the district within our current workforce. He further stated that if the committee and board of directors approve the position, we would move forward with an internal promotional recruitment process.

It is recommended that the Human Resources Committee review and discuss the request for reclassification of the part-time Office Technician position (EMS/Training), to full-time Administrative Secretary (EMS/Training) 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 who is currently doing these functions.

Deputy Chief Ault stated that the office technician assigned to the Training Center provides current support. He further stated that the reclassification will provide an opportunity to increase or take advantage of more opportunities in the future which would require the increase of hours and the increase of duties and responsibilities.

Deputy Chief Ault stated that as we transition into digital processes and increased workloads, we need to stay with the parameters of the current job classification but anticipate being able to accomplish more if we were to increase that position.

Director Luth asked if there will be a new job description developed.

Deputy Chief Ault stated that the current administrative secretary job description will meet the current need.

Deputy Chief Ault stated that the reclassification would provide expansion of our ability to analyze and process data and configure more reports. He further stated that one of the key differences would be providing direct support to management positions.

Deputy Chief Ault stated that as of right now, all three Deputy Chiefs are sharing one administrative secretary and the other secretary serves the Fire Marshal in Community Risk Reduction.

Deputy Chief Ault stated that there is an increased opportunity for direct support to those management positions with this reclassification.

Director Ramos-Evinger stated that she understands the need for an administrative secretary to allow for a higher level of work and to support management.

Director Ramos-Evinger stated that our training department is full-time and there's a lot of requirements and definitely a need for this.

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 3:19 p.m.