

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

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Wednesday, March 30, 2022
8:30 a.m. Committee Meeting

MINUTES

TELECONFERENCE MEETING ANNOUNCEMENT

Director Ramos-Evinger opened the meeting at 8:30 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
Acting Clerk of the Board Ariana Cisneros

FLAG SALUTE

Director Harvey Luth

INVOCATION

Chaplain Henry Aguilar

CHANGES TO THE AGENDA

Director Ramos-Evinger asked Acting Clerk of the Board Ariana Cisneros if there were any changes to the agenda.

Acting Clerk of the Board Cisneros stated that staff pulled Item #2.

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes – January 31, 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

This item was pulled by staff.

3. CLASSIFICATION SPECIFICATION AND SALARY RANGE – FULL-TIME FIRE EQUIPMENT MECHANIC POSITIONS

Purpose is to review and discuss the job specifications and establishment of the positions of Fire Equipment Mechanic and Lead Fire Equipment Mechanic, and proposed salary ranges.

Battalion Chief Greg Gabel stated that the District is currently utilizing several outside vendors for its fleet maintenance. A third-party vendor primarily maintains the heavy equipment, and a local vendor services the light fleet.

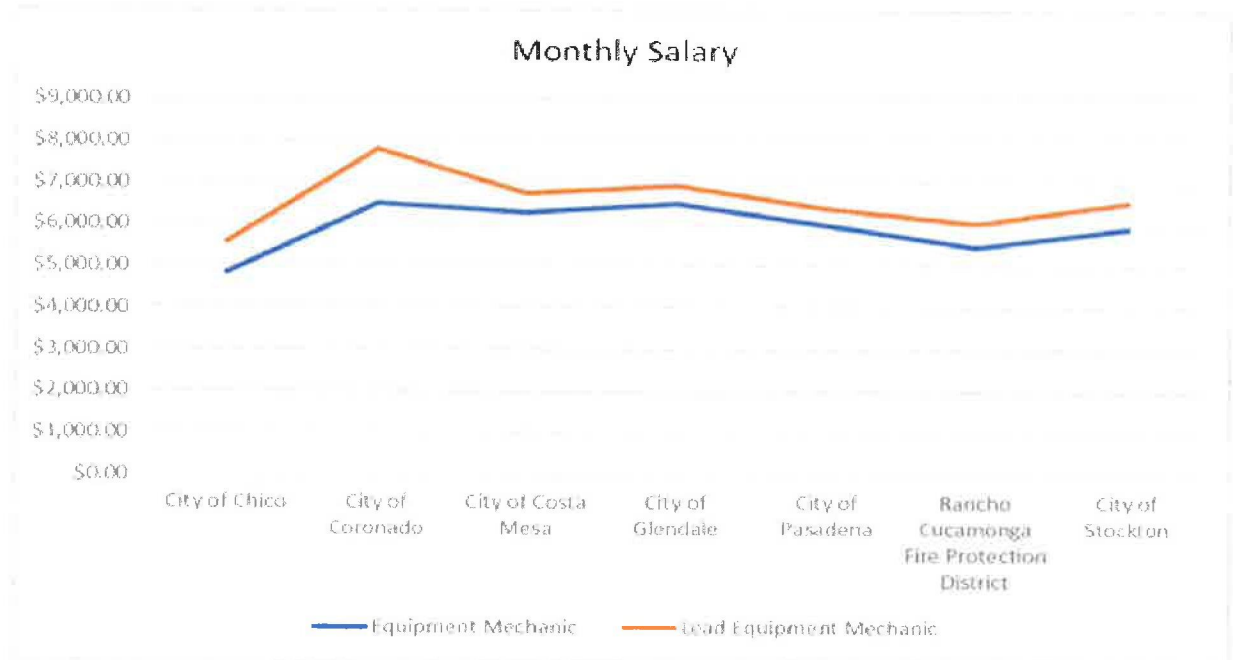
Based on the continual heightening operational needs of the organization and the necessity of minimizing single points of failure, the District identified the demand for a feasibility study of its Fleet Maintenance Program. This study includes the option of contracting out services with a private company for heavy equipment and or light-fleet maintenance, and the potential hiring of District-employed Fire Equipment Mechanics.

The District currently has thirty-five apparatus that are considered heavy fleet. The third-party vendor that currently services the District's heavy fleet follows a two-to-one mechanic to the apparatus safety factor. As the population and call volume increase, our fleet will need to grow accordingly. This will, in turn, stress the importance of a minimum of two full-time mechanics to effectively and efficiently maintain the District's fleet.

Management concurs with the recommendation of two Fire Equipment Mechanic positions and agrees they will provide the necessary level of experience and expertise that the District values. Furthermore, due to the level of responsibility, one of the positions will serve in a lead role for the overall fleet maintenance. The two mechanic positions will be under the leadership of the Support Services Deputy Chief.

The proposed monthly base salary range is for the Fire Equipment Mechanic is \$5,117 - \$6,219 (\$61,404 - \$74,628 annual). The proposed salary range for the Lead Fire Equipment Mechanic is \$5,629 - \$6,842 (\$67,548 - \$82,104 annual). The new proposed positions will result in an estimated annual financial savings of approximately \$75,000 compared to the contract service fees the District currently pays the third-party vendors. This salary range reflects the current market for similar positions with comparable fire organizations in California.

The following graph depicts the results of a salary survey:



A cost analysis was performed regarding labor costs for maintaining the District’s heavy and light fleet vehicles. The following table outlines these costs for the last four years, including the current fiscal year:

TOTAL COSTS					
LIGHT/HEAVY FLEET VENDOR					
	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR
VENDOR	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Light Fleet	\$33,064.00	\$13,488.15	\$13,586.69	\$26,797.85	\$12,644.69
Heavy Fleet	\$219,419.53	\$181,772.51	\$216,108.61	\$235,832.35	\$155,890.72
TOTAL FY COST	\$252,483.53	\$254,721.86	\$229,695.30	\$262,630.20	\$168,535.41

The funding for the proposed positions will be requested during the Fiscal Year 2022-23 budget process.

It is recommended that the Human Resources Committee review the job specification for the Fire Equipment Mechanic and the Lead Fire Equipment Mechanic and the proposed salary ranges and provide direction to staff.

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

There was no public comment.

Director Ramos-Evinger asked for Committee comment.

Director Luth asked if the potential employees be required or expected to have their own tools or would the District be supplying the tools and if the District would be supplying the tools, do they need to acquire them or do they have them already.

Battalion Chief Gabel replied by stating that the employees would be required to supply themselves with up to an inch and a half size sockets and applicable small hand tools. The District does currently have heavy tools that are already out at our Carter building, that are currently being utilized by our 3rd party vendor.

Director Luth asked if that included diagnostic equipment as well.

Battalion Chief Gabel replied by stating that the District does have a limited supply of diagnostic equipment and typically speaking, the mechanics of this level will have their own diagnostic equipment, however, the District has budgeted for a specified number of tools that will be including diagnostic equipment and additional tools that are needed.

Director Luth asked if the District has budgeted for ongoing training for them to maintain certifications.

Battalion Chief Gabel informed Director Luth that yes, the funds have been budgeted for training, etc.

Director Luth had a question regarding the statement 2:1 mechanic to apparatus safety factor.

Battalion Chief Gabel replied by stating that per the California Fire Mechanics Association, there are ratios for technicians to vehicles. Typically speaking on Fire Apparatus, it's a 30:1 ratio, meaning 30 heavy equipment to 1 fire mechanic. Because the District currently has 35 heavy equipment, it would yield them to have a minimum of 2 mechanics to handle their heavy fleet. In addition to that ratio, there's also a 2:1 safety factor when any mechanic is working on heavy equipment. He explained that similar to the Fire Department, there are safety factors built-in as well based on the possibility of injury and

such based on the weight of the equipment. He further explained that based on that, they are recommending a 2:1 safety factor to mechanics per one large vehicle.

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

4. AUTHORIZE AN ADDITIONAL SIX (6) FIREFIGHTER/PARAMEDIC POSITIONS

Purpose is to review and discuss a proposed increase to overall staffing of the District by an additional six (6) Firefighter/Paramedics. This will bring the total number of fire suppression staff from 99 to 105 full-time positions.

Deputy Chief Nathan Cooke stated that Board of Directors has given staff the approval to design and build Fire Station 68. Once construction is completed, Station 68 will be staffed with fire suppression personnel and will become operational. As the Board is aware, the purpose of adding Fire Station 68 to our deployment model was due to a significant geographical coverage issue in the southwest portion of the District and to increase All-Risk Fire Suppression/Emergency Medical Services coverage in this portion of the District. This increased coverage will help decrease response times to emergency incidents, which can help improve patient outcomes, increase survivability for fire victims, and lead to quicker suppression efforts, thereby limiting the potential for property damage.

Deputy Chief Nathan Cooke stated the Board and the Standards of Cover report (completed by City Gate) have demonstrated a need for additional coverage in Fire Station 68's proposed area of responsibility for several years now. In lieu of waiting for Fire Station 68 to be completely built, before deploying additional suppression personnel, staff is recommending that an additional two (2) Firefighter/Paramedics are deployed daily beginning July 1, 2022. He further reported that the two (2) additional daily Firefighter/Paramedics would staff another paramedic unit (ambulance, paramedic squad, etc.) in the District until the ambulance crisis has been resolved or until Fire Station 68 is opened and staffed. This would equate to a total of six (6) additional Firefighter/Paramedics being added to the overall number of fire suppression personnel and would increase the total number of personnel from 99 to 105.

Deputy Chief Nathan Cooke stated that computation of fiscal impact is based on Step B of the Firefighter Paramedic salary scale. This is the step that lateral candidates are typically appointed. Given the robust recruitment the District just completed that yielded over 100 lateral applicants, it is anticipated that the six (6) positions will be filled with experienced lateral personnel. The proposed addition of six (6) is a base salary of \$139,068 to \$169,039 per year. Total compensation for Classic PERS Members is estimated to be \$159,264 per Firefighter/Paramedic, and PEPRP PERS Members is estimated to be \$151,193 per Firefighter/Paramedic. Total compensation for six (6)

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Firefighter/Paramedics is estimated to be approximately \$955,600 for the fiscal year. These positions are requested to be authorized and will request funding during the budget cycle for Fiscal Year 2022-2023.

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

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

There was no public comment.

Director Ramos-Evinger asked for Committee comment.

There was no comment.

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 8:48 a.m.