

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

Administrative Headquarters  
14011 City Center Drive  
Chino Hills, CA 91709

Monday, August 29, 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. The process was explained 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 Carlos Skibar  
Acting Deputy Chief Dean Smith  
Human Resources Director Anthony Arroyo  
Finance Director Mark Shaker  
Acting Clerk of the Board Sandra Escudero

FLAG SALUTE

Director Harvey Luth led the flag salute.

INVOCATION

Chaplain Henry Aguilar provided the invocation.

CHANGES TO THE AGENDA

Acting Clerk of the Board Sandra Escudero stated that there were no changes to the agenda.

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes – July 25, 2022 Meeting

The Committee agreed to file the minutes, as presented.

OLD BUSINESS

None.

NEW BUSINESS

2. REORGANIZATION OF CLERK OF THE BOARD OFFICE TO INCLUDE RECLASSIFICATION OF ADMINISTRATIVE SECRETARY (CONFIDENTIAL) POSITION AND RECLASSIFICATION OF ONE OFFICE TECHNICIAN POSITION; AND UPDATE AND AMEND THE JOB CLASSIFICATION FOR CLERK OF THE BOARD POSITION

Purpose is for the Human Resources Committee to review and discuss a reorganization of the office of the Clerk of the Board to include reclassification of the position of Administrative Secretary (Confidential) to Deputy Clerk of the Board (Confidential) and reclassify one Office Technician position to Records Technician; and update and amend the job classification and salary table of the position of Clerk of the Board.

Report by Human Resources Director Anthony Arroyo.

Human Resources Director Anthony Arroyo stated that the reason for this item is to reorganize the Clerk of the Board department by reclassifying two positions specifically the Administrative Secretary (Confidential) to Deputy Clerk of the Board and one Office Technician to Records Technician and, lastly, to reduce the salary of the Clerk of the Board due to future reassignment of duties.

It is recommended that the Human Resources Committee review and discuss a reorganization of the office of the Clerk of the Board, reclassification of positions and salary adjustments, and provide direction to staff.

There were no requests from the public to address the Committee on this item.

The Committee reviewed the job descriptions and requested clarification on the role of the office of the Clerk of the Board with regard to elections and Fair Political Practices Commission filings. Additionally, the Committee requested copies of the current and proposed job descriptions be attached to the staff report in the future for reference.

Acting Clerk of the Board Sandra Escudero shared with the Committee that the Clerk of the Board administers the biannual update of the District's Conflict of Interest Code as well as the Statement of Economic Interest Form 700 filings. Additionally, issues reminders of campaign filing statements and is authorized to issue nomination papers during an election nomination filing period.

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

3. REVIEW PROPOSED AMENDED FULL-TIME ASSISTANT TO THE FIRE CHIEF  
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 Assistant to the Fire Chief.

Report by Human Resources Anthony Arroyo.

Human Resources Director Anthony Arroyo stated that when he reviewed the job description for the Assistant to the Fire Chief he discovered that the approved job description required a college degree but, in his experience, he believes that the position requires more of a high level of experience rather than a college degree.

Human Resources Director Anthony Arroyo reported that HR is proposing to eliminate the need for a college degree and focus more on the 5-year government experience with 2-years of management or supervisor experience. He also reported that they anticipate this will expand the reach when the position opens up for recruitment sometime in September.

It is recommended that the Human Resources Committee authorize the attached amended job description with the proposed changes to the full Board for approval.

There were no requests from the public to address the Committee on this item.

Director Ramos-Evinger asked for Committee comment.

Director Luth stated he appreciated the recommendation.

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

ADJOURNMENT

The meeting was adjourned at 9:18 a.m.