

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**

*Special Meeting - Standing Committee Meeting*

*Human Resources Committee*

Administrative Headquarters  
14011 City Center Drive  
Chino Hills, CA 91709

Monday, September 18, 2023  
8:00 a.m. Committee Meeting

**MINUTES**

CALLED TO ORDER

Director 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

Director Sarah Ramos-Evinger  
Director Tom Haughey  
Fire Chief Dave Williams  
Human Resources Director Anthony Arroyo  
Clerk of the Board Angela Robles

FLAG SALUTE

Director Ramos-Evinger led the flag salute.

INVOCATION

Chaplain Keith Roby provided the invocation.

CHANGES TO THE AGENDA

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

PUBLIC COMMUNICATIONS

There were no requests to speak.

MINUTES

1. Minutes – July 10, 2023 Meeting

The Committee agreed to file the minutes as presented.

OLD BUSINESS

None.

NEW BUSINESS

2. TITLE CHANGE FOR ADMINISTRATIVE SECRETARY

Purpose is for the Human Resources Committee to review the job title of Administrative Secretary.

Report by Human Resources Director Anthony Arroyo.

Human Resources Director Arroyo stated many agencies have changed or eliminated the job title of Secretary and changed the title which is commonly referred to as Administrative Assistant.

Human Resources Director Arroyo verified the current Administrative Secretaries and Teamsters were in agreement to change the title to Administrative Assistant.

Director Ramos-Evinger asked if there was public comment.

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

Director Ramos-Evinger asked for Committee comments.

The Committee Members agreed as times change, it is appropriate for titles to be updated to reflect those changes.

The Human Resources Committee agreed to place this item on the Consent Calendar for approval by the Board of Directors at a future Board meeting.

3. TITLE CHANGE FOR AUXILIARY WORKER

Purpose is for the Human Resources Committee to review the job description and title for Auxiliary Worker.

Report by Human Resources Director Anthony Arroyo.

Human Resources Director Arroyo stated the Management staff has consulted with members of the Support Services division to come to the conclusion to propose a change in the job title from Auxiliary Worker to Support Services Technician.

Director Ramos-Evinger asked if there was public comment.

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

Director Ramos-Evinger asked for Committee comments.

The Committee Members commented on the job title confusion that people have regarding the job responsibilities of an Auxillary Worker and changing the title and description may relieve some of that confusion.

The Human Resources Committee agreed to place this item on the Consent Calendar for approval by the Board of Directors at a future Board meeting.

4. AMENDING THE FIRE INSPECTOR JOB CLASSIFICATION

Purpose is for the Human Resources Committee to review the job description for Fire Inspector.

Report by Human Resources Director Anthony Arroyo.

Human Resources Director Arroyo stated the job description needs to correctly reflect the current duties, responsibilities and needs of the Community Risk Reduction Division. One significant change is to eliminate the language that pertains to the duties that are now assigned to the Public Information Officer.

Human Resources Director Arroyo verified that Teamsters and Fire Marshal O'Toole were onboard with the updated changes to the job description of Fire Inspector.

Director Ramos-Evinger asked if there was public comment.

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

Director Ramos-Evinger asked for Committee comments.

In response to questions from the Committee Members, Fire Marshal O'Toole explained that the language was changed in order to remove outdated terminology regarding associations and certificates.

The Human Resources Committee agreed to place this item on the Consent Calendar for approval by the Board of Directors at a future Board meeting.

ADJOURNMENT

The meeting was adjourned at 8:10 a.m.