

**CENTRAL FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
AGENDA
PERSONNEL COMMITTEE MEETING
(Franchi, Burnham, Lucchesi)
Thursday, April 19th, 2018 at 11:00 A.M.
Administration Office – 930 17th Avenue, Santa Cruz**

1.0 CALL TO ORDER; ROLL CALL

- 2.0 ORAL COMMUNICATIONS** This is the time for the public to speak on items within the Committee's responsibility but which are not on this agenda. There can be no substantive discussion by the Committee of items not publicly noticed on the agenda. The Committee may refer such non-agendized matters to staff or may consider deferring such items to future meetings after public notice is provided.

The public should speak to the Committee on items appearing on the agenda when the Chair calls for public discussion of the item.

- 2.1 Staff Oral Communications
- 2.2 Committee Oral Communications

3.0 CONSENT AGENDA

Matters listed under the Consent Agenda will be acted upon by one motion affirming the action recommended. There will be no separate discussion on items unless members of the Committee or staff request removal of item for separate action.

Public Comment on Consent Agenda: This is the time for members of the public to address the Committee on items that are on the Consent Agenda. Oral presentations should ordinarily not exceed 3 minutes per person.

- 3.1 Approve Minutes of Committee Meeting on March 27, 2018.
- 3.2 Approve Minutes of Committee Meeting on April 4, 2018.

4.0 OLD BUSINESS

- 4.1 Preliminary Discussions with the Professional Firefighters Union, IAFF Local 3605
Discussion

5.0 CLOSED SESSION

Public Comment: Public comments on closed session agenda items will be accepted by the Board at this time. The Board will then recess into closed session to discuss items on the closed session agenda.

- 5.1 Public Employee Performance Evaluation Government Code § 54957
- Fire Chief

6.0 RECONVENE TO OPEN MEETING

Report of Action(s) – At the conclusion of a closed session a report of any reportable action(s) taken in closed session will be made

- 6.1 Report out of Closed Session

7.0 ADJOURNMENT

Note: The Committee Chair requests that if you have any questions or wish clarification or additional information about any item on the agenda or contained in the attached materials, to please call the Fire Chief at (831) 479-6842 before the meeting.

Information regarding items on the agenda may be reviewed at our business office located at 930 17th Avenue, Santa Cruz, California 95062, or you may view the agenda on our website at www.centrafpd.com

**CENTRAL FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MINUTES
PERSONNEL COMMITTEE MEETING
(Franchi, Burnham, Lucchesi)
Tuesday, March 27th, 2018 at 8:30 A.M.
Administration Office – 930 17th Avenue, Santa Cruz**

1.0 CALL TO ORDER; ROLL CALL

Chair Franchi called the meeting to order at 8:30 a.m. In attendance were Directors Burnham and Lucchesi, and Fire Chief Hall, Finance Director Dannhauser, and Human Resource Manager Fench.

[THE RECORDER WAS NOT TURNED ON UNTIL AFTER SECTION 5.1, SO THERE IS NO INFORMATION TO COMPLETE ITEMS 2.0, 3.0, 4.0, OR ANYTHING PRIOR TO 10:42 a.m. FOR 5.1]

2.0 ORAL COMMUNICATIONS This is the time for the public to speak on items within the Committee’s responsibility but which are not on this agenda. There can be no substantive discussion by the Committee of items not publicly noticed on the agenda. The Committee may refer such non-agendized matters to staff or may consider deferring such items to future meetings after public notice is provided.

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- 2.1 Staff Oral Communications
- 2.2 Committee Oral Communications

3.0 CONSENT AGENDA

Matters listed under the Consent Agenda will be acted upon by one motion affirming the action recommended. There will be no separate discussion on items unless members of the Committee or staff request removal of item for separate action.

Public Comment on Consent Agenda: This is the time for members of the public to address the Committee on items that are on the Consent Agenda. Oral presentations should ordinarily not exceed 3 minutes per person.

- 3.1 Approve Minutes of Committee Meeting on November 21, 2017.
- 3.2 Approve Minutes of Committee Meeting on January 3, 2018.
- 3.3 Approve Minutes of Committee Meeting on January 24, 2018.

4.0 OLD BUSINESS

- 4.1 Preliminary Discussions with the Professional Firefighters Union, IAFF Local 3605
Discussion

5.0 NEW BUSINESS

- 5.1 (A, B, C, D) Increase in Authorized Work Hours, Funding of Existing Position, and New Hire- Finance Director Nancy Dannhauser and Human Resources Director Gena Finch
Discussion

Chair Franchi advised that the Committee was reconvening at 10:42 a.m., and recommended that because the information was so complex, that he would like to see the Minutes from this meeting in the next regular Board Meeting Packet, so that the full Board can read all of the issues that came up. Discussion ensued. Karen Miller, Administrative Group representative, addressed the Committee, advising that the Group has expressed their opinions regarding the part-time positions, and advised that she hoped the Committee understood how important the part-time positions are to the organization and how much the hours are needed; advised that the Group supported the receptionist position – it needs to be manned or not manned, because going back and forth is difficult for both herself and Katie; advised that the Group supports the part-time inspector position; advised that as a Prevention staff person – any time an inspector goes out and it is in the fee schedule, it is billable; advised that the Group is in support of the Fire Chief and hope that the Board will go ahead with the increased hours for the part-time employees. Chief Hall advised that staff was recommending Option 2 in the report; advised that it is what he and the staff believe would accommodate the workload today and into the future, without “going over the top”; advised that he appreciate the Committee’s thoughts, but analyzing the current workload and the current duties, but that he believes that based on Option 2, would suffice for the near future – he advised he couldn’t say what would happen in three to five years as far as the increased workload; advised that Option 1 moves everyone up to 40 hours, and that would cost the District \$33,000 more – but that is \$33,000 that could be used for other things – that are not any more important – but we believe it is not needed. Discussion ensued. Erin Schaffer addressed the Committee, advising that if she needs to work longer hours to get the job done, she always stays; advised that she has always adjusted her schedule, i.e. if the County was closed; advised that she works very diligently – she even eats at her desk because she has the flexibility to do so; she advised that right now she can’t go full-time – more than likely she can in the future; advised that she is frustrated because she has had to justify her 30 hours and now the Committee is suggesting it should be a full-time position. Discussion ensued. Chief Hall reiterated that he and staff are not asking for more employees in the administrative section of Central Fire; advised that the receptionist position has been a nonfunded position but has never been taken off the books; and,

advised that Ms. Fench advised that the receptionist position was a full-time position – and not that many years ago there was someone staffing that position. Discussion ensued regarding the receptionist position. Chief Hall advised that if the recommendation from the full Board is not to not fill the receptionist position, then it will be vacant, and he advised that he was strongly opposed to pulling people from other positions to do receptionist duties; advised that he believes that the additional hours given to the other positions are critical to accomplishing cross-training and to complete their workloads. Ms. Fench suggested that if the Committee and the Board decided to make a position a 40 hour position and the person working the position is unable to work the 40 hours, the District could allow the employee to work less hours, and then at some point if the employee was able to work the 40 hours in the future they could do that. Discussion ensued.

The Committee was in consensus to recommend to the Board to go forward with Option 2.

6.0 ADJOURNMENT

Note: The Committee Chair requests that if you have any questions or wish clarification or additional information about any item on the agenda or contained in the attached materials, to please call the Fire Chief at (831) 479-6842 before the meeting. Information regarding items on the agenda may be reviewed at our business office located at 930 17th Avenue, Santa Cruz, California 95062, or you may view the agenda on our website at www.centralfpd.com

The meeting was adjourned at 11:12 a.m.

This will certify that the foregoing is a true copy of the discussions during the Central Fire Protection District Personnel Committee Meeting held on March 27, 2018, as prepared by me.

Donna J. Steward, Recording Secretary

Dated: _____

ATTEST:

Committee Chair

Dated: _____

**CENTRAL FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MINUTES
PERSONNEL COMMITTEE MEETING
(Franchi, Burnham, Lucchesi)
Wednesday, April 4th, 2018 at 8:30 A.M.
Administration Office – 930 17th Avenue, Santa Cruz**

1.0 CALL TO ORDER; ROLL CALL

Chair Franchi called the meeting to order at 8:30 a.m. In attendance were Directors Burnham and Lucchesi and Human Resources Director Finch.

2.0 ORAL COMMUNICATIONS This is the time for the public to speak on items within the Committee’s responsibility but which are not on this agenda. There can be no substantive discussion by the Committee of items not publicly noticed on the agenda. The Committee may refer such non-agendized matters to staff or may consider deferring such items to future meetings after public notice is provided.

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2.1 Staff Oral Communications

There were none.

2.2 Committee Oral Communications

There were none.

3.0 OLD BUSINESS

3.1 Preliminary Discussions with the Professional Firefighters Union, IAFF Local 3605 Discussion

Chair Franchi advised that Local 3605 were not present.

Chair Franchi moved the meeting to Closed Session at 8:31 a.m.

4.0 CLOSED SESSION

Public Comment: Public comments on closed session agenda items will be accepted by the Board at this time. The Board will then recess into closed session to discuss items on the closed session agenda.

4.1 Public Employee Performance Evaluation Government Code § 54957

- Fire Chief

5.0 RECONVENE TO OPEN MEETING

Report of Action(s) – At the conclusion of a closed session a report of any reportable action(s) taken in closed session will be made

5.1 Report out of Closed Session

Chair Franchi moved the meeting to Open Session at 12:01 p.m., and advised that the Committee discussed the Fire Chief’s evaluation, and advised that the Committee has completed a draft and it will be given to Human Resource Director Finch.

6.0 ADJOURNMENT

Note: The Committee Chair requests that if you have any questions or wish clarification or additional information about any item on the agenda or contained in the attached materials, to please call the Fire Chief at (831) 479-6842 before the meeting. Information regarding items on the agenda may be reviewed at our business office located at 930 17th Avenue, Santa Cruz, California 95062, or you may view the agenda on our website at www.centralfpd.com

The meeting was adjourned at 12:04 p.m.

This will certify that the foregoing is a true copy of discussions during the Central Fire Protection District Personnel Committee Meeting held on April 4, 2018, as prepared by me.

Donna J. Steward
Recording Secretary

Dated: April _____, 2018

ATTEST:

Committee Chair