

**CENTRAL FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
AGENDA  
PERSONNEL COMMITTEE MEETING  
(Radliff, Lucchesi)  
Wednesday, January 27<sup>th</sup>, 2021 at 9:00 A.M.  
Administration Office – 930 17<sup>th</sup> Avenue, Santa Cruz**

**Notice of Teleconferenced Meeting**

Pursuant to Governor Newsom’s Executive Order N-25-20 regarding COVID-19, members of the Central FPD District Board of Directors and staff are strongly encouraged to participate in this meeting by teleconference. **To reduce the spread of COVID-19, members of the public are encouraged to listen to the meeting from their homes via teleconference by calling 1 (312) 757-3121 and entering Access Code 483-268-029, or connecting to the meeting online via their computer, smart phone or tablet at the following link: <https://global.gotomeeting.com/join/483268029>.**

Any Directors, staff or public not able to attend by teleconference and choosing to attend the meeting in person will be required to maintain appropriate social distancing, wear masks, use provided hand sanitizer and remain a minimum of 6’ apart. Those experiencing any flu-like symptoms, fever, or recent positive COVID-19 test results may not attend the meeting in person.

To submit public comments during the meeting, please email [sarah.melton@centralfiresc.org](mailto:sarah.melton@centralfiresc.org) and write “Public Comment” in the subject line. Include the item number and/or title of the item in the body of the email and your comments. Submitted comments will be read out loud at the meeting (not to exceed three minutes or 4,000 characters).

**1.0 CALL TO ORDER; ROLL CALL**

**2.0 CONSENT AGENDA**

- 2.1 Approve Minutes of Meeting on April 19, 2018
- 2.2 Approve Minutes of Meeting on June 20, 2018
- 2.3 Approve Minutes of Meeting on April 19, 2019
- 2.4 Approve Minutes of Meeting on June 10, 2019
- 2.5 Approve Minutes of Meeting on December 6, 2019
- 2.6 Approve Minutes of Meeting on January 27, 2020
- 2.7 Approve Minutes of Meeting on September 23, 2020
- 2.8 Approve Minutes of Meeting on January 5, 2021

### **3.0 ORAL COMMUNICATION**

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.

3.1 Staff Oral Communications

3.2 Committee Oral Communications

### **4.0 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 17<sup>th</sup> Avenue, Santa Cruz, California 95062, or you may view the agenda on our website at [www.centralfpd.com](http://www.centralfpd.com)



CENTRAL  
FIRE PROTECTION DISTRICT  
of Santa Cruz County

**STAFF REPORT**

Date: January 27, 2021  
To: Central Fire Protection District Personnel Committee  
From: Administrative Assistant Sarah Melton  
Subject: Meeting Minutes Approval 2018 - 2021

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During a recent review, it was discovered that a number of past Committee Minutes had not been approved during an agendaized Personnel Committee meeting.

All minutes not yet approved have been provided to this committee for review and approval. After said approval, minutes will be posted on the District website in our Agendas and Minutes section, for public access.

The minutes are attached with this agenda, for your review. Thank you!

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

**1.0 CALL TO ORDER; ROLL CALL**

Chair Franchi called the meeting to order at 11:03 a.m. Also in attendance were Director Lucchesi, Chief Hall, Human Resources Director Gena Finch, and Dan Jordan, President of Local 3605. Director Burnham was absent.

**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**

There was none.

**2.2 Committee Oral Communications**

There was none.

**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**

Director Lucchesi made a motion to approve the Consent Agenda. The motion was seconded by Director Franchi.

The motion passed with 2-Ayes; Director Burnham was absent.

**4.0 OLD BUSINESS**

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

Dan Jordan, President of Local 3605 advised that there was nothing to report regarding the upcoming negotiations.

**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

Director Franchi moved the meeting to Closed Session at 11:08 a.m.

**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

Chair Franchi moved the meeting back to Open Session at 1:45 p.m. and advised that in Closed Session the Committee discussed the Chief's evaluation with the Chief, and will be bringing the evaluation to the full Board at the next regular Board meeting.

**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 17<sup>th</sup> Avenue, Santa Cruz, California 95062, or you may view the agenda on our website at [www.centrafpd.com](http://www.centrafpd.com)

The meeting was adjourned at 1:47 p.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 April 19, 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, June 20<sup>th</sup>, 2018 at 2:00 P.M.  
Administration Office – 930 17<sup>th</sup> Avenue, Santa Cruz**

**1.0 CALL TO ORDER; ROLL CALL**

Chair Franchi called the meeting to order at 2:00 p.m. In attendance were Directors Burnham and Lucchesi, as well as Chief Hall and Human Resources Director, Gena 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**

Chief Hall gave a report on the quarterly SCCFAIG meeting that was held June 20, 2018; advised that representatives from Local 3605 attended the meeting, as well as Scott Sorensen from Cardinal Point Advisors; advised that the meeting covered how the Worker’s Compensation System works, as well as the role of the Excess Insurance Authority, the role of York Risk Services, and the JPA Program that is administered by Keenan. Director Lucchesi inquired whether worker compensation trends were discussed, and the Chief advised that trends could not be discussed in an open session meeting. Additionally, Chief Hall advised that several items were discussed, to include a return to work program and resolving some long-term claims.

**2.2 Committee Oral Communications**

There were none.

There was no public comment(s).

**3.0 NEW BUSINESS**

**3.1 Proposed Increase of Chief Officers; Battalion Chief of Training and Safety – Chief Steven Hall  
Discussion/Action**

Chief Hall advised that he was proposing an increase in the number of Battalion Chiefs from three to four; advised that the new Battalion Chief position would be of training and safety, as the needs of the District have increased and become more complex; advised that the position would act as a line Battalion Chief if necessary; advised that the Training Captain position would continue to be filled; and, advised that the new Battalion Chief position request would be presented to the full Board at the July meeting if the Personnel Committee reached a consensus. Discussion ensued regarding any increase in salary costs, the effect on the current staffing levels and job duties. Chief Hall reported that there would be a slight increase in costs, that the total number of suppression personnel would not change, and that the vacancy caused by promotions would not be filled at this time but will be filled at some point during the year.

The Committee reached a consensus to present the proposed increase in Battalion Chiefs from three to four at the full Board Meeting in July.

3.2 Proposed Hiring of Additional Firefighter/Paramedics – Chief Steven Hall Discussion

Chief Hall gave a brief overview and advised that he will be looking to hire two firefighter/paramedics in the future.

3.3 Proposed Hiring of Fleet Services Mechanic – Chief Steven Hall Discussion

Chief Hall advised that he is proposing the hiring of one additional Fleet Services mechanic; advised that the workload of Fleet Services has increased, which has been causing a backlog of apparatus repairs; and, advised that he is looking into a potential intern or part-time mechanic.

**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 Conference with Labor Negotiators Government Code § 54957.6

- Agency Designated Representatives: Standing Personnel Committee Consisting of Mr. Barry Franchi, Mr. John Lucchesi, Mr. David Burnham
- Unrepresented Employee: Fire Chief

Chair Franchi moved the meeting to Closed Session at 3:28 p.m.

**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 reconvened the meeting to Open Session at 3:32 p.m. and advised that the Committee reached consensus to re-open the Fire Chief’s contract to amend the education time off section.

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 17<sup>th</sup> Avenue, Santa Cruz, California 95062, or you may view the agenda on our website at [www.centralfpd.com](http://www.centralfpd.com)

The meeting was adjourned at 3:35 p.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 June 20, 2018, as prepared by me.

\_\_\_\_\_  
Donna J. Steward, Recording Secretary

Dated: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Committee Chair

Dated: \_\_\_\_\_

**CENTRAL FIRE PROTECTION DISTRICT  
 BOARD OF DIRECTORS  
 \*\*\* SPECIAL PERSONNEL COMMITTEE MEETING \*\*\*  
 MINUTES  
 (Franchi, Burnham)  
Friday, April 19<sup>th</sup>, 2019 at 8:00 A.M.  
 Administration Office – 930 17<sup>th</sup> Avenue, Santa Cruz**

**1.0 CALL TO ORDER: ROLL CALL**

Chair Franchi called the meeting to order at 8:07 a.m.

**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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There were no public in attendance.

**2.1 Staff Oral Communications**

There was none.

**2.2 Committee Oral Communications**

There was none.

Chair Franchi moved the meeting to Closed Session at 8:08 a.m.

**3.0 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.

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

**4.0 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.

**4.1 Report out of Closed Session**

Chair Franchi moved the meeting back to Open Session at 10:21 a.m., and advised that in Closed Session the Committee discussed the Chief’s Evaluation for the past year; advised that further action would be taken at the Regular Board Meeting in May 2019.

**5.0 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 17<sup>th</sup> Avenue, Santa Cruz, California 95062, or you may view the agenda on our website at [www.centralfpd.com](http://www.centralfpd.com)

The meeting was adjourned at 10:22 a.m.

This will certify that the foregoing is a true copy of discussions during the Central Fire Protection District Special Personnel Committee Meeting held on April 19, 2019, 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)  
Monday, June 10<sup>th</sup>, 2019 at 3:30 P.M.  
Administration Office – 930 17<sup>th</sup> Avenue, Santa Cruz**

**1.0 CALL TO ORDER; ROLL CALL**

Chair Franchi called the meeting to order at 3:30 p.m. Chief Hall and Finance Director Dannhauser were also in attendance.

**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

There was no public comment.

There was no staff comment.

Director Burnham advised that the Ad Hoc Committee met with the Management Bargaining Group, who provided the Ad Hoc Committee with a proposal, but Director Walter is on vacation until July.

**3.0 NEW BUSINESS**

3.1 Proposed Hiring of Additional Fire Apparatus Technician – Chief Steven Hall  
Discussion/Action

Chief Hall advised that this a year or so ago when the Fleet Business Plan was presented, it included the proposal for another mechanic; advised that an additional mechanic is warranted at this time; advised that one of the Finance Directors felt that the Personnel Committee should discuss this – however, the Finance Committee advised that they would approve this position if the Personnel Committee approved it; advised that there are three agencies that would like to utilize our Fleet Services; advised that the work load has increased and there are currently only two mechanics –

but if one of them is gone, the work load stacks up – and, one of the mechanic's was injured today; advised that the hiring of another mechanic will aid in succession planning; and, advised that staff is recommending that another mechanic be hired. Discussion ensued.

There is a consensus of the Personnel Committee to hire a new mechanic for Fleet Services.

### 3.2 Proposed Hiring of Logistics Technician – Chief Steven Hall Discussion/Action

Chief Hall advised that this would be a shared 50/50 position with Aptos/La Selva; advised that this position would assist Fleet Services and Facilities; gave an overview of all the duties the Logistic Technician would perform, and advised that the goal is for the person to have a Class B license within six months; advised that a vehicle will be available for the Logistics Technician to use from Aptos; and, advised that the Logistic Technician will report to the Division Chief Skrabak. Discussion ensued. Ms. Dannhauser advised that Fleet Services has improved in productivity and we are subsidizing them less; advised that if we add the mechanic and the logistics technician, then there will be additional costs, but more work will get done and they can take on more business; and, advised that this position was budgeted for and was approved by the Finance Committee.

There was a consensus of the Personnel Committee to hire the Logistics Technician.

### 3.3 Proposed Hiring of Receptionist (EMSIA) – Chief Steven Hall Discussion/Action

Chief Hall gave an overview of the position, and gave an overview of what EMSIA does and what the EMS Chief does; advised that Aptos is the “parent” for the EMS Chief – they pay him and then EMSIA reimburses Aptos; advised that the EMS Chief is now currently at Central and working closely with the Training Division; advised that EMSIA authorized 10 hours a week to assist the EMS Chief, but the individual that was doing that work at Aptos is no longer with the organization; advised that EMSIA had a meeting earlier this date to discuss increasing the hours for the EMS Chief support to 20 hours – and EMSIA approved the 20 hours; and, advised that the request is for Aptos and Central to split the cost of the other 20 hours so that the position would be for 40 hours – the hours split would be for overflow administrative needs for Aptos and Central; and, the additional 20 hours would be revisited in six months. Discussion ensued.

There was a consensus of the Personnel Committee to not move forward with the additional 20 hours that was going to be split by Aptos and Central for overflow administrative duties.

### 3.4 Administration Office Hours/Staffing- Chief Steven Hall Discussion

Chief Hall advised that he was going to make an operational determination to have equality with Aptos – Central is currently open Monday through Thursday 8 a.m. to 5 p.m. and Friday 8 a.m. to 4 p.m.; advised that the new hours will be Monday through Friday 8 a.m. to 5 p.m., which aligns with the Aptos hours; advised that Aptos closes their office from 12:00 to 1:00 p.m. – advises that he believes it’s a benefit to the employee – advised that if the office is closed from 12 to 1, then all administrative staff could take their lunch at the same time – and, advised that he doesn’t have a problem with it. Discussion ensued.

**4.0 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 17<sup>th</sup> Avenue, Santa Cruz, California 95062, or you may view the agenda on our website at [www.centrafpd.com](http://www.centrafpd.com).

The meeting was adjourned at 4:10 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 June 10, 2019, 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)  
Friday, December 6, 2019 at 2:00 P.M.  
Administration Office – 930 17<sup>th</sup> Avenue, Santa Cruz**

**1.0 CALL TO ORDER; ROLL CALL**

Chair Franchi called the meeting to order at 1:59 p.m. Also in attendance were Director Burnham and Human Resources Director Gena 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.

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**

There was none.

**2.2 Committee Oral Communications**

There was none.

**3.0 NEW BUSINESS**

**3.1 New Proposed Salary Range For Logistics Technician – Fire Chief Steven Hall  
Discussion/Action**

Ms. Finch advised that a Logistic Technician position was established; advised that it was announced and open for 30-days – advertised it in multiple locations, to include Western Fire Chiefs and Fire Mechanics; advised received six applications – one was rejected and five were invited to the testing and oral board process; advised that the test consisted of a fairly basic Excel document that was created – they just needed to edit it slightly and a Word document that was already written and they needed to find some errors in it – of the five, only one person passed both tests; advised that the one person that passed went to the Chief’s interview and went through the background check – and once everything was done, the candidate met with the Chief again because the candidate indicated that he needed a slightly higher salary; advised that the District is back to square one with no viable candidate; advised that the Chief and those on the

oral board were very impressed with the person and thought that he would make an excellent addition – but he can't take the position at the salary that is being offered; advised that she and the Chief met and discussed the job description and the salary range and they decided that they don't quite match – what is wanted in a person is a fairly high level of skillset for a position that starts at \$20.00 per hour; advised that what the Chief is bringing to the Personnel Committee is a new proposed salary schedule, and Ms. Finch went over the new figures and how they arrived at the salary figures; advised that there is a possibility that the candidate might still be interested – otherwise, the District may need to announce the position again and that with the new salary, there may be more candidates; advised that this is not an established program, that someone needs to come in and completely create the logistics program; and, advised that the candidate came highly recommended and already knows how fleet works and he has done inventory systems before from the ground up. Discussion ensued regarding salary, steps and that the Salary Range is only considering salary and not benefits. A Director suggested that the position is long overdue. Discussion ensued again regarding how the duties will increase once the consolidation occurs.

The Personnel Committee recommended that the proposed Salary Range for Logistics Technician be presented to the full Board for approval.

### 3.2 Establishment of A Master Pay Schedule For All Classifications – Human Resources Director Gena Finch Discussion/Action

Ms. Finch gave an overview, advising that CalPERS and the Government Code require that Districts or public entities have a Master Pay Schedule with all positions listed on it, that include the effective date of the salary, the range, and the monthly salary – advised that she prepared the schedule to include hourly and monthly salaries based off the January 1, 2020 rates – advised that she left the Logistics Technician blank, pending what was decided – and advised that when it goes to the full Board that it will be the master schedule along with the Resolution (per CalPERS requirement) – advised that this is Central adhering to the rules – once it's done and approved by the Board, it will go onto the District website and be available for anyone from the public to view, as well as for CalPERS to view it any time they choose, and then any time there is a salary change or any new positions, the Board will have to approve the revisions/changes; advised that the numbers in the Schedule are based on the approved MOU's; advised that there are positions that are listed that exist but are unfunded (Assistant Chief, Executive Admin Assistant and Receptionist) – but they still need to be listed. Discussion ensued.

The Personnel Committee recommended that the proposed Master Pay Schedule be approved by the full Board.

## 4.0 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 17<sup>th</sup> Avenue, Santa Cruz, California 95062, or you may view the agenda on our website at [www.centraalfpd.com](http://www.centraalfpd.com)



The meeting was adjourned at 2:15 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 December 6, 2019, 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  
(Burnham, Miller)  
Monday, January 27, 2020 at 3:00 P.M.  
Administration Office – 930 17<sup>th</sup> Avenue, Santa Cruz**

**1.0 CALL TO ORDER; ROLL CALL**

Chair Burnham called the meeting to order at 3:01 p.m. and asked everyone in attendance to join him in saluting the flag. In attendance were Director Miller, Human Resource Director Gena Finch and Chief Hall.

**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

There was no public, staff, or Committee oral communications.

Chair Burnham moved the meeting to Closed Session at 3:03 p.m.

**3.0 CLOSED SESSION**

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

- 3.1 Government Code § 54957 – Public Employment  
I Title - Fire Chief

**4.0 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.

4.1 Report out of Closed Session - Personnel Committee Chair Dave Burnham

Chair Burnham moved the meeting back to Open Session at 3:40 p.m., and advised that in Closed Session, the Committee discussed going to the Full Board regarding the Fire Chief Contract at the next Regular Board Meeting.

**5.0 NEW BUSINESS**

5.1 Division Chief Job Descriptions – Fire Chief Steven Hall Discussion

Chief Hall advised that that this would be a shared services temporary position at this time until there is a Division Chief test scheduled for April 23 and 24, 2020; and, advised that this would be a Central Fire Battalion Chief moving into a Division Chief position at this time (until the testing). A lengthy discussion ensued.

**6.0 ADJOURNMENT**

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The meeting was adjourned at 4:00 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 January 27, 2020, as prepared by me.

\_\_\_\_\_  
Donna J. Steward, Recording Secretary

Dated: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Committee Chair

Dated: \_\_\_\_\_

**CENTRAL FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
PERSONNEL COMMITTEE  
MINUTES**

**Wednesday, September 23, 2020 – 1:00 P.M.**

Administration Office – 930 17<sup>th</sup> Avenue, Santa Cruz, CA

Complete Board Meeting packets are available on request for review at the Administration Office, Fire Stations, and on Central’s website.

Call (831) 479-6842 or visit: [www.centralfpd.com](http://www.centralfpd.com).

**Notice of Teleconferenced Meeting**

Pursuant to Governor Newsom’s Executive Order N-25-20 regarding COVID-19, members of the Central FPD District Board of Directors and staff may participate in this meeting by teleconference. **To reduce the spread of COVID-19, members of the public are encouraged to listen to the meeting from their homes via teleconference by calling 1 (872) 240-3212 and entering Access Code 735-777-253, or connecting to the meeting online via their computer, smart phone or tablet at the following link:**

<https://global.gotomeeting.com/join/735777253>

Directors, staff and public attending the meeting in person will be required to maintain appropriate social distancing, a minimum of 6’ apart.

To submit public comments during the meeting, please email [09232020@centralfpd.com](mailto:09232020@centralfpd.com) and write “Public Comment” in the subject line. Include the item number and/or title of the item in the body of the email and your comments. Submitted comments will be read out loud at the meeting (not to exceed three minutes or 4,000 characters).

**1.0 CALL TO ORDER**

1.1 Pledge of Allegiance

1.2 Call Meeting to Order – Roll Call of Directors

Chiar Burnham called the meeting to order at 1:03 p.m. and asked everyone in attendance to join him in saluting the flag. In attendance were Director Miller, Fire Marshal DeMars, Deputy Fire Marshal Mack and Interim Chief Walbridge.

**2.0 NEW BUSINESS**

2.1 Defensible Space Inspector Job Descriptions and Salary Range- Interim Fire Chief John Walbridge and Deputy Fire Marshal Marco Mack Discussion

Interim Chief Walbridge advised that the Committee was looking at job descriptions for employees formerly called the LE100 Inspectors; and, advised that he saw Deputy Fire Marshal Mack and Fire Marshal DeMars as the emerging leaders of a countywide model for a higher level defensible space program.

Deputy Fire Marshal Mack advised that a directive came about from a meeting with Chief Lowe and Chef Hall last fall, to create a strategic process for defensible space inspections, identify the county's wildfire problem(s), and to develop a way to improve inspections and wildfire issues; and, proceeded to give a very in-depth overview of the program and how the new program differs from the old method of using the LE100 Inspectors.

A lengthy discussion ensued regarding the total hours the new proposed employees will work, as well as the total cost for the proposed positions; the effect of these new positions on the Budget and if the wages were incorporated in the Budget; the fact that these new inspectors are educating the public in addition to just doing inspections; on what information the proposed hourly rates were based; the fact that part of the area(s) inspected are under Cal Fire jurisdiction and that maybe CalFire should be responsible for some of the proposed wages; a suggestion that Cal Fire should be made aware of the proposed new Inspectors and recommending that they contribute monies towards the wages; an inquiry was made regarding how much had been spent on LE100 Inspections and how many hours the Inspectors had worked over the past calendar year; the process of selecting candidates for the Inspector position; a suggestion that there be a change in the job description; i.e. it currently states "reports to the Fire Marshal and the Deputy Fire Marshal"; the use of the term "temporary position" and whether there was going to be a new hiring process annually; how the advertisement for the recruitment would be handled and how to do the recruitment safely in light of COVID-19; developing a hiring list and possibly having a list that is good for a minimum of a couple of years; the fact that due to the recent fires, the public seems to be more willing to follow the recommendations provided by the Inspectors, and the public is asking for, and want more, information; and, utilizing a defensible space instructor(s) – "train the trainers" so the community can help themselves.

The consensus of the Committee was to move the proposed positions and information to the full board, with the language modifications regarding who the Inspectors report to and the deliverables information be given to the Board and be added to the staff report (the number of inspections done and how much was spent for the Inspectors).

### 3.0 **ADJOURNMENT**

Note: The Board 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 17<sup>th</sup> Avenue, Santa Cruz, California 95062,

The meeting was adjourned at 2:10 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 September 23, 2020, 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  
(Radliff, Lucchesi)  
Tuesday, January 5<sup>th</sup> 2021 at 9:00 A.M.  
Administration Office – 930 17<sup>th</sup> Avenue, Santa Cruz**

**Notice of Teleconferenced Meeting**

Pursuant to Governor Newsom’s Executive Order N-25-20 regarding COVID-19, members of the Central FPD District Board of Directors and staff are strongly encouraged to participate in this meeting by teleconference. **To reduce the spread of COVID-19, members of the public are encouraged to listen to the meeting from their homes via teleconference by calling 1 (571) 317-3122 and entering Access Code 874-778-085, or connecting to the meeting online via their computer, smart phone or tablet at the following link:**  
<https://global.gotomeeting.com/join/874778085>

Any Directors, staff or public not able to attend by teleconference and choosing to attend the meeting in person will be required to maintain appropriate social distancing, wear masks, use provided hand sanitizer and remain a minimum of 6’ apart. Those experiencing any flu-like symptoms, fever, or recent positive COVID-19 test results may not attend the meeting in person.

To submit public comments during the meeting, please email [01052021@centralfpd.com](mailto:01052021@centralfpd.com) and write “Public Comment” in the subject line. Include the item number and/or title of the item in the body of the email and your comments. Submitted comments will be read out loud at the meeting (not to exceed three minutes or 4,000 characters).

**1.0 CALL TO ORDER; ROLL CALL**

Chair Radliff called the meeting to order at 9:03 a.m. In attendance were Director Lucchesi, Human Resources Director Gena Finch, Administrative Assistant Sarah Melton, and Interim Chief Walbridge.

**2.0 CONSENT AGENDA**

- 2.1 Approve Minutes of Meeting on November 2, 2020
- 2.2 Approve Minutes of Meeting on December 15, 2020

Becky Steinbruner addressed the Committee, and advised that she noted that the November meeting was a short one and that the December Committee meeting had a rather lengthy closed session; and, she mentioned that at the Aptos La Selva Fire Board Meeting, that the Union Representative mentioned that the Aptos Union was hoping for a single contract for both Unions at the time of consolidation.

Director Lucchesi made a motion to approve the Consent Agenda. The motion was seconded by Chair Radliff.

The motion passed with 2-Ayes.

**3.0 ORAL COMMUNICATION**

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.

Becky Steinbruner addressed the Committee, thanking them for allowing the public to attend the Committee meeting; mentioned that the LAFCO protest hearing regarding the consolidation is tomorrow; mentioned that since she does not live in either District, she could not lodge a protest, but that she did send a letter with all of her concerns to LAFCO; and, mentioned that it would be nice if there was someplace that the public could go to log in and hear the LAFCO hearing, such as at the Central or Aptos Administration buildings.

**3.1 Staff Oral Communications**

There were none.

**3.2 Committee Oral Communications**

There were none.

There was no public comment regarding the Closed Session Items.

Chair Radliff moved the meeting to Closed Session at 9:16 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 Conference with Labor Negotiators Government Code § 54957.6**

- Agency Designated Representatives: Standing Personnel Committee Consisting of Mr. John Lucchesi, Mr. Ken Radliff
- Unrepresented Employee: Chief Officers

**4.2 Conference with Labor Negotiators Government Code § 54957.6**

- Agency Designated Representatives: Standing Personnel Committee Consisting of Mr. John Lucchesi, Mr. Ken Radliff
- Unrepresented Employee: Fire Chief

**4.3 Government Code § 54957- Public Employment**

- Title - 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 Radliff moved the meeting back to Open Session at 2:12 p.m. and advised that the Committee discussed the MOU's and took no action, other than to agree to move the MOU's to the full Board for review and comment.

6.0 NEW BUSINESS

6.1 Over-hire of One Firefighter/Paramedic- Interim Fire Chief John Walbridge Discussion/Action

Interim Chief Walbridge advised that the proposal is to over-hire one Firefighter/ Paramedic; advised that the current list will expire once the consolidation occurs; advised that there is an opening because of all the move-ups that occurred (Fire Chief, Division Chief, Battalion Chief and Captain); and, advised that the over-hire will be for a short period of time due to the consolidation.

Discussion ensued.

The Committee agreed to move the recommendation to the full Board.

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 17<sup>th</sup> Avenue, Santa Cruz, California 95062, or you may view the agenda on our website at [www.centralfpd.com](http://www.centralfpd.com)

The meeting was adjourned at 2:21 p.m.

his will certify that the forgoing is a true copy of discussions during the Personnel Committee meeting of Central Fire Protection District held on January 5, 2021, as prepared by me.

\_\_\_\_\_  
Donna J. Steward, Recording Secretary

Dated: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Committee Chair

Dated: \_\_\_\_\_