

CHINO VALLEY INDEPENDENT FIRE DISTRICT
Special Meeting of the Board of Directors

MINUTES
October 4, 2011

ROLL CALL

Board Members Present: Espinosa, Gray, Evinger, DeMonaco, and Marquez.
Board Members Absent: None.

OPEN SESSION

President Espinosa called the Open Session to order.

FLAG SALUTE

President Espinosa.

PUBLIC COMMUNICATIONS

None.

OLD BUSINESS

None.

NEW BUSINESS

1. DEPUTY CHIEF POSITION VACANCY. Purpose is to provide the Board of Directors with information pertaining to the Deputy Chief Position vacancy and receive input.

Fire Chief Summers reported that the Deputy Chief/Fire Marshal position overseeing Prevention has been vacated as a result of the passing of Deputy Chief Turner. He also reported that it is now time to move forward with the future structure of Executive Management and the leadership development focus of our organization, in order to continue to provide the highest quality service to the community and, at the same time, plan for a solid future.

Fire Chief Summers reported that a considerable amount of time has been spent evaluating the District's current and future operational and leadership needs, particularly in light of the current economic environment. One of the key steps was a stakeholder's meeting with representation from throughout the organization, including both labor unions, to evaluate the position responsibilities and review alignment of responsibilities both past and future. Mike Messina, our Leadership Development Consultant, has also provided input from in-depth one-on-one meetings with Fire Prevention staff and other management personnel.

Fire Chief Summers reported that after reviewing several options, he has concluded that it is most appropriate for the organization to promote a Deputy Chief from inside the organization effective October 24, 2011. He also reported that this promotion will result in one Battalion Chief, one Captain and one Engineer vacancy, and to immediately fill the resulting Battalion Chief and Captain positions by promoting from our current eligibility lists. The Engineer position will remain open until a new eligibility list is developed.

Fire Chief Summers stated that he has been designated as the Appointing Authority, with responsibility for filling positions, and assigning and transferring positions. However, at a recent meeting of the Board of Directors, it was suggested that the Fire Chief communicate with the Board of Directors as decisions pertaining to vacant positions are made in light of the current economic environment.

Discussion followed by the Board Members pertaining to the process for filling the Deputy Chief Position.

Director DeMonaco expresses his position on the importance of discussing this issue at a Board meeting as an open and transparent process. Director DeMonaco emphasized that his concern was financial and that the need for additional review and analysis of each vacancy is in response to the current budget deficit. Ultimately, he stated that he would support the Fire Chief's recommendation.

Director Marquez asked several questions regarding the process and asked for clarification. He stated that if the Fire Chief felt that the position should be filled, then he supported filling the position.

Fire Chief Summers addressed several questions and provided clarification regarding several concerns by the Board Members pertaining to the process for filling the Deputy Chief Position.

Vice President Gray stated his support for the Fire Chief filling the Deputy Chief position and expressed his position, that it is the Fire Chief's responsibility to make and carry-out these staffing decisions.

President Espinosa stated that he supported the Fire Chief filling the Deputy Chief Position.

Director Evinger stated that she supported the Fire Chief filling the Deputy Chief Position.

There was some discussion about whether the review of the Fire Chief's decision(s) to fill the vacant position would require an agendaized Board discussion, and Director Marquez ultimately asked Human Resources Manager Nelson to read an excerpt from the Regular Board Meeting minutes dated July 13, 2011, pertaining to the discussion of an agenda item listed as Hiring and/or Promotion Freeze. She read as follows:

Human Resources Manager Nelson reported that the Human Resources Committee members agreed that it was prudent for the Fire Chief to give intense scrutiny to every position that becomes vacant except for positions subject to constant staffing requirements. She also reported that identifying and implementing opportunities to restructure positions and work assignments were also identified as

priorities during this time. Additionally, there was concurrence that the Fire Chief in the role of Appointing Authority would communicate with the Board of Directors as these decisions are being made.

RECOMMENDATION: It is recommended that the Board of Directors receive and file the information provided.

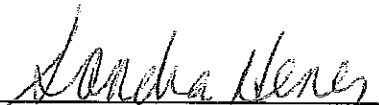
BOARD COMMENTS

None.


ADJOURNMENT

President Espinosa adjourned the meeting at 3:58 p.m. to a Special Board Meeting scheduled for Wednesday, October 19, 2011, at 6:00 p.m. The meeting will be held at the District Headquarters Office located at 14011 City Center Drive, Chino Hills, CA.

APPROVED AND ADOPTED THIS 19th DAY OF OCTOBER 2011.



Sandra Heney, Clerk of the Board



Ed Gray, Vice President