

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

**MINUTES**  
*July 6, 2010*

**ROLL CALL**

Board Members Present: DeMonaco, Espinosa, Evinger, Gray, and Marquez.

Board Members Absent: None.

**OPEN SESSION**

President DeMonaco called the Open Session to order.

**FLAG SALUTE**

Fire Chief Benson.

**PUBLIC COMMUNICATIONS**

Winn Williams requested to speak and provided the Board of Director with his opinion on his experience with Fire Chief Paul Benson.

**OLD BUSINESS**

None.

**NEW BUSINESS**

1. **FIRE CHIEF VACANCY**. Purpose is to discuss the options for filling the vacancy created by the retirement of Fire Chief Paul Benson, and determine a succession plan.

Human Resources Manager Nelson stated that with the announcement of Fire Chief Paul Benson's retirement on August 31, 2010, the Board of Directors is charged with filling this position vacancy. She also stated that the options for filling the vacancy need to be reviewed and include either an internal promotional process or an open and promotional process. She added that the level of recruitment assistance that may be desired also needs be considered.

Human Resources Manager Nelson also stated that it is appropriate to consider whether an interim appointment will be necessary to allow sufficient time for a recruitment/and selection process, and if so, how that process will take place.

There was a consensus by the Board of Directors that the first step in the process will be to appointment an Interim Fire Chief through a selection process from within the District's management ranks to include Battalion Chiefs and above.

The Board Members gave direction to Human Resources Manager Nelson to proceed with a process to solicit letters of interest and resumes, followed by an interview with the Board of Directors. Interested letters for the Interim Fire Chief position are to be submitted to Human Resources by July 19, 2010, at noon. It was suggested that the interviews be held on July 21, 2010, contingent upon Board Members availability.

Board Members also requested that Human Resources Manager Nelson provide a rough estimate of fees for a consultant or recruiter to assist with the recruitment/and selection process.

RECOMMENDATION: It is recommended that the Board of Directors give direction to staff regarding the process for filling the Fire Chief position.

**BOARD COMMENTS**

None.

**ADJOURNMENT**

President DeMonaco adjourned the meeting at 11:25 a.m. to a Regular Board Meeting scheduled for July 14, 2010, 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 14TH DAY OF JULY 2010.

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Sandra Heney, Clerk of the Board

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John DeMonaco, President