

**FOOTHILL FIRE PROTECTION DISTRICT
SEPECIAL MEETING MINUTES
March 14, 2009**

Meeting called to order by Chairman, Gary West at 10:00 a.m.

1. Pledge of Allegiance

2. Roll Call

Directors Present: Ed Anderson, Jeff Palm, and Gary West

Directors Absent: Ken Glissman and Ron Spradlin

Officers Present: Secretary Linda West

Officers Absent: Chief Mike Siligo

3. Public Comments

Gary Caldwell, Valley Springs, suggested that an agenda format change be considered to allow for the addition of emergency items to the agenda. Its agenda location would be after "Roll Call" headed as: "Approval Agenda." At this point in the meeting the Directors would be allowed to add items of an emergency nature and/or in conjunction with the Brown Act. A motion would be required to either accept the agenda as is or include the added agenda item(s). Director Anderson thanked Caldwell for his suggestion and suggested using the format change to establish a protocol for adding agenda items.

4. Closed Session (Personnel Brown Act #54957)

Chairman West announced the meeting was now in Closed Session and posted signage on the door to Station #1 stating the "Closed Session" was in progress.

The Closed Session started at 10:05 a.m.

5. Fire District Clerk - Interviews

Chairman West stated the interview format for the top three (3) candidates, as determined by the Personnel Committee's selection, would begin. The record will reflect that the top three candidates are: Denise Meyer, Rhonda Evans and Pamela Rodgers.

The first candidate's interview would be via a taped interview he conducted with Denise Meyer on March 13th (with Ms. Meyer's permission) followed by interviews of the two scheduled candidates. After the question and answer session with the candidates, the Directors would compare the merits of each and, possibly, come to a consensus. It was noted that each Director had their own set of questions that would be asked each candidate. The Personnel Committee

interview summary was not received so as to eliminate the possibility of redundancy to the applicants. It was noted that should the Board take any action on this matter, Director Anderson had a proxy vote from Director Glissman and Chairman West had a proxy vote from Director Spradlin.

6. Return to Open Session – Report of Action Taken

The open session started at 11:15 a.m. [No public was in attendance.]

Directors' comments included the following:

- The Personnel Committee was commended for selecting three highly qualified candidates.
- The title change from "Fire Chief Assistant" to "Fire District Clerk" was explained and was met with no objections or negative connotation.
- The candidates were available to start work immediately and had no problems with establishing a work schedule that suited the District's preference.
- The interviewed candidates expressed no hardship should the hours be reduced from the estimated 75 hours monthly or the starting pay of \$10.00 per hour.
- A transition period would be established with the bookkeeper, payroll person and secretary to assist the selected candidate.
- The bond requirement, adherence to HIPPA laws and confidentiality/ privacy guidelines were emphasized for the Clerk's position.
- The chain-of-command and grievance procedure were reviewed by the Directors.

**Motion passed to hire Pamela Rodgers for the position of Fire District Clerk.
(Anderson/Palm – Approved 3 – 0 Absent Glissman/Spradlin)**

**Motion passed that the start date for the Fire District Clerk position will commence on April 1, 2009 for a probationary period of 90 days (ending July 1, 2009) with a full performance review scheduled for October 2009.
(Anderson/Palm – Approved 3 – 0 Absent Glissman/Spradlin)**

**Motion passed to pay the Fire District Clerk at the rate of \$10.00 per hour
(Anderson/Palm – Approved 3 – 0 Absent Glissman/Spradlin)**

7. Adjournment

Meeting adjourned at approximately 12:05 p.m.

Approved by,

Submitted by,

Gary West
Chairman

Linda West
Secretary

Attachments

1. Resume from Denise Meyer.
2. Resume from Rhonda Evans
3. Resume from Pamela Rodgers