

West Plainfield Fire Protection District

24901 County Road 95, Davis, California 95616 (530)756-0212

STANDING COMMITTEE – PERSONNEL – MINUTES
January 8, 2022 at 4:00 PM

Held at:
West Plainfield Fire Department
Station 30
24901 County Road 95
Davis CA, 95616

1. Call the meeting to order

The meeting was called to order by Chair Guarino at 1602 hours. Present were:

Board Members: Guarino and Amy
Staff: Fire Chief Rita / Interim Board Clerk

2. Public comment

No public comment.

3. Discussion/Action

a. Hiring - Career Company Officer

i. Obtain Consensus to Hold Interviews ASAP using same process as most recent hiring

By consensus the committee members agreed that we should use the same process as we used for the last hire.

Chief Rita asked if either member would like to see any changes to the interview questions. Neither committee member did. But, Commissioner Amy asked that the Clerk provide the questions to the committee members a few days before the interviews.

Additionally, the committee members asked the Clerk to make sure the meeting started at least a half hour before the first interview.

b. Hiring – Board Clerk (was on agenda as Hall Manager)

Because this committee does not take independent action, it was determined to proceed regarding the Board Clerk position in order to make additional recommendations to the Board regarding recruitment and hiring.

i. Review job description

After review of the current Board Clerk job description, the members recommend:

- Change Section 210.04 – “a basic working knowledge of Microsoft Word and Adobe products” to “a basic working knowledge of Microsoft Office Suite and Adobe products”
- Add new sections:
 - o 210.06 – Reimbursement for mileage
 - o 210.07 – 90-day probationary period, with a 45-day progress meeting; annual evaluation

ii. Determine recommended process

Because we have some time to fill the position, the committee recommends utilizing free methods to advertise and publicize the position. Possible locations: Facebook, Next Door-West Plainfield, bulletin boards around the area, and the fire department's lighted sign.

4. Open Forum
Nothing.

5. Calendar

a. The next Personnel Committee meeting to be determined

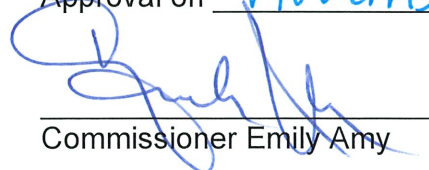
No date set.

6. Adjourn Meeting

Meeting adjourned at 1636 hours.

Approval on

November 15, 2022



Commissioner Emily Amy



Interim Clerk Rita