



## **ORGANIZATION & PERSONNEL COMMITTEE SUMMARY NOTES For January 27, 2017 Meeting**

### **I. Call to Order:**

Chair Green called the meeting to order at 9:32 AM.

### **II. Pledge of Allegiance:**

Director Kalvans lead the Pledge of Allegiance as requested by Chair.

### **III. Roll Call:**

All Committee Members were present based on roll call of members.

Also in attendance: General Manager Gentry.

### **IV. Selection of Chair:**

By unanimous consent of Committee, Director Green was selected as Chair. He assumed position and commenced with agenda items.

### **V. Oral and Written Communications:**

There were no persons in attendance wishing to speak on a matter not on the agenda.

## **VI. AGENDA**

### **1. Review and Discuss Revisions to Board Rules and By-Laws Manual**

General Manager introduced this request item and reviewed the background information as detailed in the submitted written report. GM pointed out that this comprehensive revision is a part of the annual work program approved by the Board. Revisions have been prompted by changing conditions, new Directors, new Board functions, any applicable regulations and new District personnel.

The Board Handbook/Manuel is based substantially on the previous handbook but there have been some specific content changes worth noting.

GM then asked the Committee members how they would like to conduct this review and exchange of ideas.

Chair Green commented that he would like to be able to compare the existing document to this revision so he could see the intended changes, a redlined version would work for him.

Director Parent agreed that might be helpful in speeding up the Committee's discussion but he also need more time to review in depth the entire Handbook.

On the basis of this discussion, Committee members asked and agreed that this item be brought back for the next meeting prior to Committee making a recommendation to the Board.

## **2. Review and Discussion of Job Opening Recruitment of Administrative Department position.**

GM gave a supplemental report to the submitted written report which is seeking authorization to proceed with the job announcement and recruitment of Administrative Department position.

The submitted report will be scheduled for Board consideration in February so the recruiting process can proceed.

Chair Green commented the need for some flexibility in hiring and salary level if a qualified candidate with Black Mountain experience can be found. He believes it might be useful for the Board to provide GM with some hiring/salary level flexibility. He supports use of temporary help if needed.

Director Parent commented that he does not believe it pays to be too frugal and District has to focus on grow in what the District does and will be doing in the future. He also asked if GM could check with legal on his ability to discuss.

Committee members unanimously agreed to advance this request to the Board at its next agenda.

## **3. Review and Discussion of Existing District Contractual Agreements— Continued Review**

General Manager introduced this report which represents a continued discussion of the "global review" of existing service-related agreements. Future reviews will be done as a matter of routine reporting and status reviews. The other reason for providing detailed background on this item is due to new Director coming on board.

GM indicated that Committee may provide direction or refer to the Board with a recommendation. There are 3 categories of service related contacts described in the written report. Each of those categories were briefly reviewed by GM for Committee discussion. The written report description provides information regarding each contract situation. As stated in the report, the remaining discussion item is how to hold a frank discussion on evolving the Fire Department staffing. GM reported that there is growing evidence that the Department needs to grow and

evolve into some paid positions, or utilize contractual services without taking on additional District employees and related costs at this time. The option of hiring 1-2 persons would need a full cost analysis so the Board could determine the best, most cost effective means to evolve the Department.

Chair Green commented that Board should have an examination and understanding of all feasible options but he supports splitting fire functions/duties from other District department job functions and duties. He also expressed comments about how equipment has been used in the past. He remains concerned but did not elaborate further in his remarks.

Chair Green asked about the current separation of fire contract hours and utility services. He believed that it is time to evaluate how best to meet present and future operational needs for the two functional areas of duties and consider splitting the functions.

Director Parent spoke about need to focus on how positions are being recruited and hired. He believes the District Board should discuss how to relax some of the procedures and grant more authority to the GM. He thinks there is micro-managing going on which could be hurting the ability to attract and even retain personnel.

Director Parent also stated that he would be willing to exam options but is not convinced one way or the other. If information is presented then he will determine what direction should be taken, if any. He stated that morale among staff members is quite low and is concerned how such a condition affects work performance overall.

There was no further discussion. Committee did ask for additional follow-up by GM and bring it back to Committee in near future.

There were no public comments or requests to speak on this item.

#### **4. Review and Discuss General Manager's Report on Status of Utility Services Recruitment**

GM provided supplemental verbal information to the submitted written report. GM stated that since the report was published, a website has been identified and being used to advertise and list the 2 open Utility Services positions. That website is free cost and has, as of the meeting dated, generated several candidates and applications. The results of this approach has produced more candidates with qualifications then has been previously realized by the District. Recruitment closes on February 22<sup>nd</sup>.

Director Parent commented that District needs to get these personnel in place because they are sorely needed.

There were no further comments or questions.

**VI. COMMITTEE COMMENT:**

Chair Green asked GM to include an update on Utility Services Recruitment, to continue discussions on existing contractual agreements and to review the defined scope of District Engineer/Utility Services Manager and continued review of Board Handbook. GM noted that these items are noted for next agenda.

There were no other Committee comments to consider.

Chair adjourned the meeting at 10:59 AM.

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Next Committee meeting is March 17<sup>th</sup>.