



# El Dorado County Emergency Services Authority

## JPA Special Board of Directors Meeting Minutes

Wednesday, January 22, 2020 - 8:00 a.m.  
Diamond Springs Fire, 501 Main Street, Diamond Springs, CA 95619

**Pledge of Allegiance:** Conducted

### 1. Call to Order/Introductions - Call to order at 8:05 a.m.

#### Board Attendees:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> CAL FIRE - Cameron Park Fire, Div. Chief <b>Sherry Moranz</b>  | <input type="checkbox"/> Alternate Battalion Chief <b>Jed Gaines</b>               |
| <input checked="" type="checkbox"/> CAL FIRE ECC AEU, Unit Chief <b>Scott Lindgren</b>             | <input type="checkbox"/> Alternate Battalion Chief <b>Brian Newman</b>             |
| <input checked="" type="checkbox"/> Diamond Springs Fire, Chief <b>Bryan Ransdell, Vice Chair</b>  | <input type="checkbox"/> Alternate Deputy Chief <b>Ken Earle</b>                   |
| <input checked="" type="checkbox"/> El Dorado County Fire, Chief <b>Tim Cordero</b>                | <input type="checkbox"/> Alternate Division Chief <b>Paul Dutch</b>                |
| <input checked="" type="checkbox"/> El Dorado Hills Fire, Chief <b>Maurice "Mo" Johnson, Chair</b> | <input checked="" type="checkbox"/> Alternate EDH Board of Dir. <b>John Giraud</b> |
| <input type="checkbox"/> Garden Valley Fire, Chief <b>Clive Savacool</b>                           | <input type="checkbox"/> Alternate Battalion Chief <b>Jon Michaelson</b>           |
| <input checked="" type="checkbox"/> Georgetown Fire, Chief <b>Glenn Brown</b>                      | <input type="checkbox"/> No alternate  |
| <input checked="" type="checkbox"/> Mosquito Fire, Chief <b>Eddie Dwyer</b>                        | <input type="checkbox"/> Alternate Battalion Chief <b>Dion Nugent</b>              |
| <input checked="" type="checkbox"/> Pioneer Fire, Chief <b>Mark Matthews</b>                       | <input type="checkbox"/> Alternate Battalion Chief <b>Mike Stutts</b>              |
| <input checked="" type="checkbox"/> Rescue Fire, Deputy Chief <b>Mike Lilienthal</b>               | <input checked="" type="checkbox"/> Alternate Deputy Chief <b>Dustin Hall</b>      |
| <input type="checkbox"/> Marshall Medical Center, Exec. Dir. <b>Maia Schneider</b>                 | <input type="checkbox"/> No alternate  |
| <input checked="" type="checkbox"/> JPA Representative <b>Sherrie Kelley</b>                       |  |

#### Guests:

- José C. Henríquez, LAFCO
- Jim Hartley, El Dorado Hills Fire Board of Directors

#### Other Attendees:

Assistant Chief Bob Bement, Garden Valley Fire

### 2. Approval of Agenda

Director Dwyer motioned to approve the agenda as presented. Director Lilienthal seconded the motion, which carried unanimously.

### 3. Public Comments

None.

### 4. New Business

#### 4.1 Review, Approve or Suggest Modifications to the Personnel Committee's Recommended Recruitment Process for Executive Director including the following Components:

- 4.1.1 Job Description(s)
- 4.1.2 Recruitment Flyer
- 4.1.3 Timeline
- 4.1.4 Budget

#### OVERVIEW OF PROCESS

- Gain Board approval for proposed process

- Budget review (by JPA Finance Committee)
- Open recruitment
- Application process
- Interview panel (by Personnel Committee)
- Final interview panel –open to all JPA Board members
- Conditional job offer
- Background & fingerprinting
- Final offer
- Start date
- Cross training (training plan to be developed)

#### PROPOSED TIMELINE (TENTATIVE)

1/22/2020 = JPA Board of Directors approves plan and budget from Personnel Committee  
 1/22/2020 = JPA Finance Committee directed to complete a budget review/recommend adjustment  
 2/1/2020 = Recruitment opens (Handout –Recruitment Flyer)  
 3/2/2020 = Application deadline  
 3/4/2020 = Personnel Committee reviews applications  
 3/18 or 3/24 = 1<sup>st</sup> round of interviews by Personnel Committee  
 3/25/2020 = Special JPA Board of Directors meeting – review candidates and Personnel Committee recommendations

#### PROPOSED TIMELINE (TENTATIVE) CONT.

4/1/2020 = JPA Board of Directors interviews final candidates  
 4/1/2020 = Conditional job offer extended to selected candidate  
 4/21/2020 = Background completion deadline  
 4/22/2020 = Special JPA Board of Directors meeting – review background and approve final job offer  
 5/11/2020 = New Executive Director's 1<sup>st</sup> day

#### BUDGET

Recruitment = \$2,500  
 Travel allowance = \$3,000 (\$1,000 per candidate x 3 Candidates for final round of interviews)  
 Legal review as needed  
 -----  
 \$5,500 TOTAL

#### ACTIONS REQUESTED

1. Approval for Personnel Committee to move forward with Executive Director recruitment
2. Assignment to JPA Finance to review financial impacts
3. Approval of budget
4. Approval of revised job descriptions
5. JPA Chair to assign a board member(s) to develop the cross-training plan

#### Discussion topics included:

- The Finance Committee needs to look at the budgetary impact of having two JPA employees as well as if there is a need for a travel budget.
- Recruitment should move forward in order to establish a list, which will then await the Finance Committee's recommendation on the funding.
- Determine is the pay scale is appropriate for the position.
- Why does the start date fall in the current fiscal year vs. starting at the beginning of the next fiscal year? The start date should be flexible.
- Update the flyer and the job description to specify that the position is "at will."
- The two interview dates and the start date need to updated to reflect "anticipated to occur."

Director Lindgren motioned to approve that the Personnel Committee move forward with Executive Director recruitment plan as outlined. Director Lilienthal seconded the motion, which carried unanimously.

Director Moranz motioned to have the JPA Finance Committee convene in February to review the financial impacts of recruitment process for the new Executive Director. Director Lilienthal seconded the motion, which carried unanimously.

Director Lindgren motioned not to approve the travel budget until a recommendation is provided by the JPA Finance Committee. Director Matthews seconded the motion, which carried unanimously.

Director Lilienthal motioned to approve the revised job descriptions as presented. Director Dwyer seconded the motion, which carried unanimously.

4.2 Director for a Training Plan to be Developed for the New Executive Director (if needed)  
If an external candidate is selected, a training process will need to be developed.

Director Lindgren motioned to have the Interim Executive Director develop training plan for the new Executive Director position. Director Matthews seconded the motion, which carried unanimously.

**5. Adjournment**

Director Lilienthal motioned to adjourn the meeting at 8:46 a.m. Director Matthews seconded the motion, which carried unanimously.