



# Menlo Park Fire Protection District

170 Middlefield Road • Menlo Park, CA 94025 • Tel: 650-688-8400 • Fax: 650-323-9129

Website: [www.menlofire.org](http://www.menlofire.org) • Email: [mpfd@menlofire.org](mailto:mpfd@menlofire.org)

## **HUMAN RESOURCES COMMITTEE MEETING**

08/06/2019 at 2:00 PM  
170 Middlefield Road, Menlo Park  
Conference Room 1<sup>st</sup> Floor

*Director Jones and Director McLaughlin*

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## **AGENDA**

### **ROLL CALL**

### **PUBLIC COMMENT #1**

*A fundamental element of democracy is the right of citizens to address their elected representatives, therefore under Public Comment #1, the public may address the Board on any subject listed on the Agenda. Each speaker may address the Board once under Public Comment for a limit of three minutes. The filing of speaker cards is not mandatory, but is helpful in creating an accurate record.*

### **REGULAR AGENDA**

*The public may address the Board on any subject listed on the Regular Agenda. Each speaker may address the Board once for a limit of three minutes. The filing of speaker cards is not mandatory, but is helpful in creating an accurate record. Each speaker will be called upon to speak by the President when the item is heard.*

1. Review and Accept the Minutes of the July 2, 2019, Human Resources Committee Meeting
2. Discuss Updating Section 4.4 of the Board of Directors' Policy and Procedures Manual

### **PUBLIC COMMENT #2**

*A fundamental element of democracy is the right of citizens to address their elected representatives, therefore if unable to address the Board under Public Comment #1, the public may address the Board on any subject at this time. Each speaker may address the Board for a limit of three minutes. The filing of speaker cards is not mandatory, but is helpful in creating an accurate record. The Board can not act on items not on the agenda and therefore the Board can not respond to non-agenda issues brought up under Public Comment other than to provide general information.*

### **ADJOURNMENT TO NEXT SCHEDULED MEETING OF SEPTEMBER 3, 2019**

The HR Committee regularly meets on the First Tuesday of each month in the Conference Room at 170 Middlefield Road, Menlo Park, 1<sup>st</sup> floor. The Agenda is available through the Internet at <https://www.menlofire.org/board-agendas-and-minutes> 72 hours prior to the meeting and is also available at the Administration Office located at 170 Middlefield Road, Menlo Park.

The Committee may take action on any item on the agenda with the exception of Oral Communications section. In compliance with the Americans With Disabilities Act of 1990, if you need special assistance to participate in MPFPD Board meeting or if you need a copy of the agenda and/or agenda packet materials in alternative format, please contact the Clerk of the Board during normal working business hours at 650-688-8400 at least 48 hours prior to the meeting so that request can be handled.

Human Resources Committee Agenda

08/06/2019



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## HUMAN RESOURCES COMMITTEE MEETING

July 2, 2019 at 3:00 PM  
170 Middlefield Road, Menlo Park  
Conference Room 1<sup>st</sup> Floor

*Director Jones ~ Director McLaughlin*

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## MINUTES

### ROLL CALL

**PRESENT:** Director Jones and Director McLaughlin

**ABSENT:** None

**STAFF PRESENT:** Fire Chief Harold Schapelhouman, and Clerk of the Board Michelle Kneier

### CALL TO ORDER

Director Jones called the meeting to order at 3:01 p.m.

### PUBLIC COMMENT #1

There were none.

### REGULAR AGENDA

#### **1. Review and Accept the Minutes of the June 4, 2019, Human Resources Committee Meeting**

**Motion:** Upon motion by Director McLaughlin, seconded by Director Jones, the Committee approved the minutes of the June 4, 2019, meeting. (Vote: 2-0-0)

#### **2. Discuss Updates to the Board of Directors' Policy and Procedures Manual**

The Committee discussed and recommends changes to the following sections of the Board of Directors' Policy and Procedures Manual to be forwarded to the Board for consideration:

- 1.1 *Fire District Governing Authority*
- 5.1 *Board Responsibilities and Duties of Fire Chief*
- 7.8 *Agenda Item Requests – Members of the Public*

## **PUBLIC COMMENT #2**

There were none.

## **ADJOURNMENT**

**Motion:** Upon motion by Director McLaughlin, seconded by Director Jones, the Human Resources Committee adjourned at 3:55 p.m. (Vote: 2-0-0)

DRAFT

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# **MENLO PARK FIRE PROTECTION DISTRICT**

## **STAFF REPORT**

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**TO: Human Resources Committee**

**MEETING DATE: August 6, 2019**

**PREPARED BY: Michelle Kneier**

**ITEM: DISCUSS UPDATING SECTION 4.4 OF THE BOARD OF DIRECTORS' POLICY AND PROCEDURES MANUAL**

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### **RECOMMENDATION**

It is recommended that the Human Resources Committee:

1. Accept the report as presented; and
2. Discuss updates to section 4.4 of the Board of Directors' Policy and Procedures Manual

### **BACKGROUND**

The Human Resources Committee has been meeting to address concerns regarding conflicting information in the Board of Directors' Policy and Procedures Manual and have been discussing alternative language and changes to the manual to be forwarded to the Board for consideration.

### **DISCUSSION**

From section 4.4 of the Board Policy and Procedures Manual:

#### **4.4 Board Committees and Liaisons**

The Board President or designee shall outline the duties and responsibilities of a Board member on a committee at the time of appointment. Two Board members shall serve on all standing and ad hoc committees. Appointments of Board Members to standing committees shall be made in accordance with Section 4.2.

Standing Committees:

- **Emergency Preparedness** – Shall work with the jurisdictions on policy guidance and planning to ensure readiness in the event of an emergency.
- **Finance** – Shall oversee and provide direction on all matters related to the financial management including but not limited to the budget, policies, audit and expenditure reviews.

- **Human Resources** – Shall oversee and provide policy direction on matters related but not limited to personnel risk management, overall compensation and benefits, negotiations, and general welfare of departmental personnel.
- **Strategic Planning** – Shall oversee and provide policy and direction on matters related to departmental strategic planning including facilities, apparatus, real property, equipment, alliances and service area extensions, major acquisitions and operations.

## **ATTACHMENT**

A. Recommended changes received from Director Jones

# Board Committees

## Roles and Responsibilities –

### *Proposed Changes*

#### 4.4 Board Committees and Liaisons

The Board President ~~or designee~~ and the Fire Chief shall outline the duties and responsibilities of a Board member on a committee and the rules of engagement of staff and board members at the time of appointment. Two Board members shall serve on all standing and ad hoc committees. Appointments of Board Members to standing committees shall be made in accordance with Section 4.2.

#### Board Committee Roles

Committee Members should be aware and understand time constraints and deadlines. Committee members should also have an understanding that the committee does not make decisions; rather it advises and recommends. Board Committees are to concentrate on only pressing issues and avoid wasting board members time on activities that are not of strategic importance.

#### Standing Committees:

- **Emergency Preparedness** – Shall work on and provide guidance on policy and planning matters to ~~to Shall work with the jurisdictions on policy guidance and planning to~~ ensure readiness in the event of an emergency and to ensure Board policy(ies) are implemented.-
- **Finance** – Shall work on, provide guidance and oversee on ~~oversee and provide policy and planning direction on all~~ matters related to the financial management including but not limited to the budget, ~~polieies~~, audit and expenditure reviews, and to ensure Board policy(ies) are implemented.-
- **Human Resources** – Shall work on and provide guidance and oversee on policy and planning matters related ~~oversee and provide policy direction on matters related but not limited to~~ personnel risk management, overall compensation and benefits, negotiations, and general welfare of departmental personnel and to ensure Board policy(ies) are implemented.-
- **Strategic Planning** – Shall work on and provide guidance and oversee on and provide policy and planning direction on matters related to Board of Directors ~~departmental~~ strategic planning including facilities, apparatus, real property, equipment, alliances and service area extensions, major acquisitions and operations, and to ensure Board policy(ies) are implemented.-