



## AGENDA

### STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT PERSONNEL COMMITTEE MEETING

Date: Thursday, February 7, 2019  
Time: 5:00 PM  
Place: Station 26 Meeting Room, 3318 Topeka Street, Riverbank, CA

#### COMMITTEE MEMBERS

Susan Larson-Zanker, Board President  
Michelle Guzman, Director  
Michael Whorton, Fire Chief

Michael Wapnowski, Deputy Chief  
Rick Bussell, Battalion Chief  
Captain Derek Nichols, Local 3399  
Betty Hannah, Administrative Assistant III/ Board Clerk

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#### CALL TO ORDER

#### ROLL CALL

#### PLEDGE OF ALLEGIANCE

#### APPROVAL OF AGENDA

**PUBLIC COMMENT** – *While the Stanislaus Consolidated Fire Protection District welcomes and encourages participation at committee meetings, it would be appreciated if comments are limited to three minutes per individual so everyone may be heard. The Committee may consider adding the item to a future agenda for consideration.*

**APPROVAL OF MINUTES** – August 13, 2018, December 6, 2018 & January 31, 2019

#### DISCUSSION ITEMS

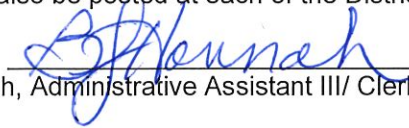
1. Review of revised draft Battalion Chief job description
2. Proposed Administrative Manager position - review of new draft job description
3. Fire Marshal position (vacant October 22, 2018)
4. Operations Assistant position (vacant 1/30/2019)
5. Discussion and updates on Administration staffing solutions
  - a. Administrative Assistant II temp assignment (January, 2019-June, 2019)
  - b. Hiring of permanent administrative assistant II/III position to fill vacancy

**ADJOURNMENT** – The next regular meeting of the SCFPD Board of Directors is Thursday, February 14, 2019, at 6 PM in the Station 26 Meeting Room, located at 3318 Topeka Street in Riverbank, CA.

#### AFFIDAVIT OF POSTING

I, Betty Hannah, Board Clerk of the Stanislaus Consolidated Fire Protection District Board of Directors, do hereby declare that the foregoing agenda for the February 7, 2019, 5 PM meeting of the SCFPD Personnel Committee will be posted at the administrative offices of the Stanislaus Consolidated Fire Protection District at least 72 hours prior to the meeting date and will also be posted at each of the District stations.

Dated: February 4, 2019

  
Betty Hannah, Administrative Assistant III/ Clerk of the Board

ADA Compliance Statement: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk at (209) 869-7470, ext. 1010. Notification 48 hours prior to meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.