

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
PERSONNEL/ HUMAN RESOURCES  
SUBCOMMITTEE MEETING MINUTES**

**Thursday, December 15, 2016 – 1:00 p.m.**

**Location:** Administration Building – Large Conference Room  
1500 Bollinger Canyon Road  
San Ramon, CA 94583

---

**Committee:** Director Stamey (Chair), Director Stark

**Staff:** Chief Meyer, HR Director Korthamar Wong, District Clerk Maxwell

**1. CALL TO ORDER**

**2. DETERMINATION OF A QUORUM AND CONFIRMATION OF AGENDA**

**3. PUBLIC COMMENT**

Any person may address the Committee on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act, (Government Code §54950 *et. seq.*) and may be limited to three minutes for any person addressing the Committee.

*No speaker cards were submitted for comment.*

**4. NEW BUSINESS**

4.1 Discussion and possible approval of the non-represented employee handbook.

*As reported by HR Korthamar Wong, the Management and Non-Represented Handbook was recently updated to reflect the District's current compensation and benefit offering. The existing handbook was in effect from April 2004 through June 2007 and since that time, there has been pension reform legislation and changes to the District provided benefits. Many of the updates made to the handbook reflect previously approved benefit changes or current procedural practices. The key updates include: Described the various salary components. Updated the special compensation currently offered. Explains the employee retirement components. Describes the current benefit offerings. Provides authorization to the Fire Chief to adjust the annual vacation accrual on new employees based on the employee's length of service with a prior employer. Describes the annual vacation cash-out procedures. Explains pension benefits and retirement contribution amounts. Describes the benefits offered to part-time permanent employees. Describes the work schedules offered and work periods. Updates the formatting and organization for easier readability. Directors Stamey and Stark approved the updated handbook and recommended submittal to the full Board of Directors, during Regular session, in a future meeting.*

Personnel Subcommittee Meeting  
December 15, 2016

4.2 Discussion on current Human Resources Division structure and staffing.

*As reported by HR Korthamar Wong, the Human Resources Division will soon be recruiting due to a retirement. Prior to initiating this recruitment, staff would like feedback from the Personnel Subcommittee members, with regard to the structure and staffing of the Division. The current HR Division is comprised of three budgeted positions: (1) Human Resources Direct; (2) HR Generalist; (3) and (1) Senior Office Assistant. The HR Generalist focuses on recruitment and workers' compensation matters, while the SOA focuses on benefits administration, updating and maintaining employee records and providing administrative support for the HR Division. Goals of the Division include cross-training HR staff and restructuring the Division to provide for better efficiency for our current and retired employee and future candidates. Directors Stamey and Stark concurred and recommended that the restructure of the existing HR Division be brought to the full Board at their next meeting in January.*

5. **ADJOURNED TO THE NEXT REGULARLY SCHEDULED BOARD MEETING;  
IMMEDIATELY FOLLOWING THIS MEETING, AT 2:00 P.M.**

Prepared by:

Approved by:

DocuSigned by:

*Donna Maxwell*

Donna Maxwell, District Clerk

DocuSigned by:

*Matt Stamey*

Director Matthew Stamey, Chair

*The San Ramon Valley Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 1500 Bollinger Canyon Road, San Ramon, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact District Clerk Donna Maxwell at (925) 838-6661.*