



# 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**

07/02/2019 at 3:00 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 June 4, 2019, Human Resources Committee Meeting
2. Discuss Updates to 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 AUGUST 6, 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.



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## HUMAN RESOURCES COMMITTEE MEETING

June 4, 2019 at 2:00 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, Human Resources Manager Brenna Rowe, and Clerk of the Board Michelle Kneier

### CALL TO ORDER

Director Jones called the meeting to order at 2:04 p.m.

### PUBLIC COMMENT #1

There were none.

### REGULAR AGENDA

#### **1. Review and Accept the Minutes of the May 7, 2019, Human Resources Committee Meeting**

**Motion:** Upon motion by Director McLaughlin, seconded by Director Jones, the Committee approved the minutes of the May 7, 2019, meeting. (Vote: 2-0-0)

#### **2. Discuss the Master Pay Schedule for All District Employees – Information Report Only**

Human Resources Manager Brenna Rowe provided an overview of the master pay schedule and answered questions from the Committee.

### **3. Consider and Discuss Establishing a Policy on Board Interactions and Rules of Engagement**

The Committee discussed establishing an Ad-Hoc Committee to address Fire Board goals and priorities, and recommended an item be placed on the June Board meeting agenda for discussion and consideration.

Director Jones provided a proposed work plan for Board and staff interactions and rules of engagement and the Committee recommended it be forwarded to the Board for consideration at the June Board meeting.

The Committee will continue to consider alternative language for conflicting information in the Board Policy and Procedures Manual and will return with suggestions at the next Committee meeting.

#### **PUBLIC COMMENT #2**

There were none.

#### **ADJOURNMENT**

**Motion:** Upon motion by Director McLaughlin, seconded by Director Jones, the Human Resources Committee adjourned at 3:08 p.m. (Vote: 2-0-0)

DRAFT

# MENLO PARK FIRE PROTECTION DISTRICT

## STAFF REPORT

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**TO: Human Resources Committee**

**MEETING DATE: July 2, 2019**

**PREPARED BY: Michelle Kneier**

**ITEM: DISCUSS UPDATES TO 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 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**

#### Fire District Governing Authority:

The District's legal counsel recommends the following update to section 1.1 of the Board of Directors' Policy and Procedures Manual, shown in track changes as follows:

The Fire District was established January 3, 1916, by the San Mateo County Board of Supervisors. The Fire District ~~is a California Special District (Independent) as a local government agency with taxation authority as established on June 27, 1916.~~ currently derives the authority for its organization and powers as a fire protection district under The Fire Protection District Law of 1987 which succeeded the Fire Protection District Law of 1961 and all of its statutory predecessors.

#### Agenda Item Requests – Members of the Public:

Currently, the District allows members of the public to place items on the agenda of a regularly scheduled meeting of the Board of Directors per section 7.8 of the Policy and Procedures Manual (see Attachment A). There have been concerns from staff and Board members regarding this practice.

On September 6, 2018, the City Clerk for the City of Grand Terrace sent out a listserv message to Clerks throughout California asking if the Councils of their city or public agency allow the practice of allowing residents to place items on their agenda by responding with either a “yes” or a “no.” The clerk later reported on the results of her survey stating that “she received over fifty responses and it was a resounding ‘no,’ not one of the responding agencies have that practice in place.”

### **ATTACHMENTS**

- A. Section 7.8 (Agendas), and 7.11 (Public Comments), of the Board of Directors’ Policy and Procedures Manual

## **7.8 Agendas (pages 33-34 of the Board of Directors' Policy and Procedures Manual)**

### *Agenda Item Requests - Members of the Public*

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors. The request may be made during the public comment portion of any Board meeting, but unless the requirements of the Brown Act can be met, the agenda item may only be added to a future meeting agenda as a "Proposed Agenda Item". If the request is made outside of a Board meeting, the procedure is as follows:

1. The request must be submitted, in writing, to the Fire Chief at least one week prior to the Board meeting, and
2. The Board President, upon consultation with the Fire Chief, will determine whether the public request is a "matter directly related to the District Business" and if so, it may be placed on the Board's next scheduled meeting as a "Proposed Agenda Item" agenda.
3. The Agenda Item request from the public will be placed under the "Proposed Agenda Items" section of the agenda. If the Board approves the Agenda Item request, that item will be placed on the upcoming regularly scheduled Board Meeting and the requestor will provide staff to provide necessary reports and/or attachments for the Board Meeting packet.

## **7.11 Public Comments (pages 35-36 of the Board of Directors' Policy and Procedures Manual)**

Public comment is encouraged at all Board meetings. Any person requesting to speak is advised to fill out a speaker request card, but is not required to do so. Public comment is limited to three minutes per speaker, which may be waived or modified by the Board President.

The agenda will emphasize the right to public comment by including the following phrase as a preamble to the public comment section: "A fundamental element of democracy is the right of citizens to address their elected representatives, therefore..."

There are three opportunities for public comment:

*Public Comment #1* - Under "Public Comment #1", the public may address the Board on any subject NOT listed on the agenda. Each speaker may address the Board once under Public Comment for a limit of three minutes. Speakers will be asked (but are not required) to clearly state their name and address or political jurisdiction where they live. The Board cannot act on items that are not listed on the agenda and, therefore, the Board cannot respond to non-agenda items brought up under Public Comment other than provide general information. This will generally take place before the consideration of the Consent Calendar.

*Public Comment for Agenda Items* - District policy assures members of the public the opportunity to speak to any regular or special meeting agenda item before final action. This

opportunity to speak is during the public discussion portion of each agenda item and must be related to matters under consideration for that agenda item.

*Public Comment #2* - Under Public Comment #2, the public may address the Board if they were unable to do so during Public Comment #1. The same caveats apply.