

OFFICIAL  
PERSONNEL BOARD MINUTES  
Thursday, March 6, 2014

**CALL TO ORDER**

The meeting began at 5:31 p.m. in Conference Room 113 at City Hall.

**ROLL CALL**

Present: Ed Fuentes, Ed Comerford

Absent: Anna Marie Jones, Joe Roberts

City Staff: Human Resources Director Tami Yuki, Management Analyst Kristen Elderson, Deputy Fire Chief David Downing.

City Council: Rico Medina

**REVIEW OF AGENDA**

No change to the order of the agenda.

**APPROVAL OF MINUTES**

Personnel Board Member Ed Comerford motioned to approve the minutes, Personnel Board Member Ed Fuentes seconded the motion.

**PUBLIC COMMENT**

No public comment.

**CONDUCT OF BUSINESS**

**Extend Eligibility List**

Fire Battalion Chief

Human Resources Director Tami Yuki thanked both Personnel Board members for being able to attend the special meeting. Human Resources Director Tami Yuki stated that the expiration date for the Fire Battalion Chief position was today and the department would like to extend it.

Deputy Fire Chief David Downing stated that the City of San Bruno has recently merged its Fire Administration with the City of Millbrae and Central County Fire. Deputy Fire Chief David Downing stated that over the last six months, the City has identified a critical need for chief officer representation as part of the consolidation effort. Deputy Fire Chief David Downing noted that San Bruno has lost several chief officer positions over the last few years through shared services and attrition. He continued that currently San Bruno only employs two Chief Officers of the thirteen in the merged administration- which represents 15% of the administrative staff.

Deputy Fire Chief David Downing stated that the current Battalion Chief list was established as part of a joint testing process with the City of San Bruno, Millbrae and Central County in March 2013. Deputy Fire Chief David Downing explained that the test was administered by the joint training division with input from all City's Human Resources Departments. Deputy Fire Chief David Downing stated that this list is set to expire today, March 6, 2014.

Deputy Fire Chief David Downing stated that last week the City Manager and the San Bruno Fire subcommittee met to discuss hiring a new Battalion Chief to represent San Bruno in the administrative merger and to fill the need of the emergency preparedness position. Staff will be requesting approval to fill this position at the City Council meeting next week on Tuesday, March 11, 2014.

Deputy Fire Chief David Downing stated that it is common practice in the fire agencies to extend eligibility list for an additional year to make them valid for two years total. One reason that this is done is for succession planning. It provides an opportunity for employees an opportunity to act in the role they are put on the list for. The second reason that this is done is because it takes a large amount of financial and staff resources to administer a test.

Deputy Fire Chief David Downing stated that the San Bruno Personnel Board has extended lists in the past, one example recent example was the Fire Captain list which was extended for one year. Deputy Fire Chief David Downing stated that at this time, the department feels it is critical to get this extension so that if the administrative Battalion Chief position is approved, they can hire a highly qualified candidate off of the list. Deputy Fire Chief David Downing stated that at this time, they are asking the personnel board to extend the list for an additional year, until March 6, 2015.

Personnel Board Member Ed Comerford asked what the specific reason for having a San Bruno administrative Battalion Chief position was if we have a merged department. Deputy Chief Downing stated that there are a large number of requirements for administrative issues in the San Bruno Fire Department such as meetings, workers comp. issues, and personnel issues and we really need someone to be here during the day to assist with all of these different things.

Deputy Fire Chief David Downing stated that he is currently shared between San Bruno and Millbrae, so he can only be in the station about half of his time, and the City would benefit by having an administrative Battalion Chief that can be in the office all of the time. Human Resources Director Tami Yuki stated that San Bruno is also the least represented with Battalion Chief's in the merger with Millbrae and Central County. Deputy Fire Chief David Downing agreed and noted that San Bruno currently only has two chief officers out of thirteen total representing all agencies.

Personnel Board Member Ed Fuentes stated that is not within the authority of the Personnel Board to determine if the actual position is needed, but they are only able to determine whether or not to extend the list. Personnel Board Member Ed Fuentes asked how many Battalion Chiefs there are currently. Deputy Fire Chief David Downing stated that there are currently three Battalion Chiefs, two employed by the City of Millbrae and one employed by the City of San Bruno.

Deputy Fire Chief David Downing stated that this position will fill the need for an administrative battalion chief and the emergency preparedness coordinator. Personnel Board Member Ed Fuentes asked what had happened to the Emergency Services Coordinator position that was approved by the Personnel Board. Deputy Fire Chief David Downing stated that the position will be absorbed in to the new Battalion Chief position.

Councilmember Rico Medina stated that he is the Council subcommittee- yes, there was a position for the preparedness that was approved, yes it was approved by council and now combine it. It helps manage costs by combining it with another position, assists with succession planning, command staff of the three agencies to meet and we'd like to have more representation at the table of those meetings, help lead the merge on the front line in San Bruno and assist with the day to day.

Personnel Board Member Ed Fuentes stated that the Personnel Board does not like to extend eligibility lists unless there is a dire need and if they feel that somewhere out there they may be another person who is eligible to apply. Personnel Board Member Ed Fuentes asked if this was one of the positions that was internal candidates only. Human Resources Director Tami Yuki stated that yes it was and there are currently two employees on this list. Personnel Board Member Fuentes asked if the employees on the list were only San Bruno employees. Deputy Chief David Downing stated that at this point in time, they conducted a joint recruitment effort however each agencies developed their own eligibility list. Deputy Fire Chief David Downing stated that this is because each agency still has slightly different requirements for position as well as issues with pay, benefits, and labor agreements.

Personnel Board Member Ed Fuentes clarified that if the list is extended, there is a person that the department wants to select to move forward in the position if it is approved by council. Human

Resources Director Tami Yuki stated that they have two candidates on the eligibility list and yes, there is a candidate that they would like to move forward with if the position is approved.

Personnel Board Member Ed Fuentes made a motion to extend the eligibility list for three months. Personnel Board Member Ed Comerford seconded the motion.

### **Recruitment Information**

Management Analyst Kristen Elderson stated that there several eligibility lists to be expiring before our next meeting in June including the Street and Storm Manager, Lead Maintenance Worker, Engineer Technician/ Public Works Inspector, Community Development Technician, Parks Maintenance Technician I/II position. Management Analyst Kristen Elderson stated that there are several recruitments that are in process since our meeting in December including the Associate Civil Engineer, Building Inspector, Public Safety Dispatcher, Parks Maintenance Technician, Finance Director, Police Officer. Management Analyst Kristen Elderson stated that we are preparing to open our Public Works Maintenance Worker position in the next week. We typically receive anywhere between 500-600 applications for this position and we are planning to have a test on Monday, March 31, 2014 if any of the Personnel Board Members are interested in participating as proctors, we would be happy to have them.

### **BOARD MEMBER COMMENTS**

Next meeting will be on June 16, 2014.

### **ADJOURNMENT**

Personnel Board Member Ed Comerford motioned to adjourn the meeting. Personnel Board Member Ed Fuentes seconded the motion.