

Item H.2

**MORONGO VALLEY COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

11207 Ocotillo Street
Morongo Valley, CA 92256

SPECIAL BOARD MEETING MINUTES

Video Conference via "Zoom"

Information on how to join a zoom meeting is on our website
(morongocsd.specialdistrict.org)

6:00 p.m. Regular Business

March 25, 2020

The Morongo Valley Community Services District complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call (760) 363-6454.

Materials related to any items on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection during normal business hours at the CSD Main Office, 11207 Ocotillo Street, Morongo Valley, CA 92256.

The recorder was not recording during this meeting. The minutes were written with notes taken by the CSD Staff during the Special Board Meeting of March 25, 2020.

A. CALL TO ORDER

The Special Board Meeting of March 25, 2020 was called to order at 6:04 PM.

B. ROLL CALL

- 1. Gayl Swarat, President X
- 2. Kristina Brook, Vice President X
- 3. Matthew Campos, Director X
- 4. Laurie Klimowicz, Director X
- 5. Johnny Tolbert, Director X

All Board of Directors were in attendance via Zoom Electronic Meeting.

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Swarat.

D. APPROVAL OF THE AGENDA

The Board generally considers items in the order listed on the agenda. However, items may be considered in any order as established by the direction of the Board. Under certain circumstances, new agenda items may be added by a two-thirds vote of the Board. [Gov. Code Sec. 54954.2(b)(2)]

1. Agenda for the Special Board Meeting of March 25, 2020

President Swarat stated that because this was a Special Meeting and not a Regular Board Meeting, Agenda items G.2 and G.3 were to be removed per the District's attorneys advise.

MOTION: Director Brook motioned to approve the Agenda for the Special Board Meeting of March 25, 2020 with the changes made.

SECOND: Director Tolbert Seconds.

RESULT: Motion to pass with a 5-0 Vote.

E. PUBLIC COMMENTS ON AGENDA ITEMS

The Board of Directors now takes time to consider your comments on items which are on the agenda. The President will recognize you at the appropriate time in order to assist in the orderly and timely conduct of the meeting. When called upon to speak, please state your name and residence. Comments will be limited to three (3) minutes or less. If you wish to comment on an agenda item or non-agenda items during Public Comment, fill out a Request to Speak form and give it to the General Manager. There will also be a one (1) minute Public Comment period before each agenda item.

There were no Public Comments at this time.

F. PUBLIC COMMENTS ON NON-AGENDA ITEMS

The Board takes time to consider public comments on items of concern not on the agenda. When you are called to speak, please limit your comments to three (3) minutes or less. The Board is prohibited by law from taking action or entering into active discussion or deliberation on items not listed on the agenda. [Gov. Code Section 54954.2(a)(2)]

There were no Public Comments at this time.

G. NEW AND CONTINUED BUSINESS

1. **Director of Operations Ad Hoc Committee** – President Swarat and Director Brook
1. Director of Operations Job Description

Director Brook stated that the Director of Operations Job Description was put together from a General Manager Job Description that was amended in 2012. It was reviewed on January 1, 2019 and was drafted March 25, 2020. Director Brook read the Job Description. Director Tolbert stated that the Board of Directors did not have anything to do with the day to day operations of the office. He also stated that most of the duties listed are completed by the office staff. He stated that the way the Job Description is written, it allows the Director of Operations to push his work onto the office staff, which is not fair to the office staff. Director Campos stated that this Job Description requires and inadequate amount of experience. A Fire Chief should have proper certifications in order to serve their community. Director Tolbert and Campos both agree that the Director of Operations should be an exempt employee. Director Brook stated that this will be an hourly position. Director Tolbert asked if this was standard and stated that it would cost too much money. Director Brook stated that she appreciated their inputs but does not understand where they are getting their information. There was no motion made at this time, it was agreed upon by the Board of Directors to bring this item back during the next Regular Board Meeting.

2. Director of Operations Employment Agreement

It was agreed this item would be brought back during the next Regular Board Meeting of April 15, 2020.

3. Duty Officer Compensation for Extra Duty

It was agreed this item would be brought back during the next Regular Board Meeting of April 15, 2020.

4. Public Workshop – How to perform an Evaluation –
Deputy Chief Brakebill

After some deliberation it was decided by the Board of Directors to continue on with Chief Brakebill's presentation. Chief Brakebill presented a slide show, informing everyone on how to properly conduct a performance evaluation. During the presentation, Chief Brakebill stated that to conduct a proper evaluation one should create a strategic plan, an improvement plan, set annual goals, create growth expectations and discuss continuing education plans. He stated that the evaluation process should be positive, structured, an information tool to guide change, a method for promoting goals, and always preformed in a positive environment. Typical performance standards are leadership, relations, communications, and management effectiveness. Evaluation pitfalls are focusing on one event, focusing on the emotions of the Board, the CSD Board not speaking as one voice, failure to follow policies, not putting agreements in writing, and no contract or job description to base the overall evaluation on. A well-executed evaluation celebrates accomplishments, reflects the entire period being reviewed, promotes opportunity for growth, assures a timely, fair, thorough review, and ratings are justified and supported with comments. All Directors of the Board thanked Chief Brakebill for a wonderful presentation.

-----END OF ADMINISTRATIVE ITEMS-----

Morongo Valley Community Services District

H. ANNOUNCEMENTS

1. Next Regular Board Meeting: April 15, 2020

Directors End Reports:

Unfortunately, the Directors Comments were not recorded.

I. ADJOURNMENT

The Special Board Meeting of March 25, 2020 adjourned at 7:51 PM.