



# Menlo Park Fire Protection District

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## HUMAN RESOURCES COMMITTEE MEETING

September 3, 2024, 2:00 PM

*Director Silano ~ Director Jones*

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### MINUTES

#### ROLL CALL

**PRESENT:** Director Silano and Director Jones

**ABSENT:** None

**STAFF PRESENT:** Fire Chief Mark Lorenzen, Administrative Services Director Francine Hunt, Human Resources Manager Kristin MacDonald, and Clerk of the Board Michelle Kneier

#### CALL TO ORDER

Director Silano called the meeting to order at 2:01 p.m.

#### PUBLIC COMMENT

There were none.

#### REGULAR AGENDA

##### **1. Review and Accept the Minutes of the August 6, 2024, Special and Regular Human Resources Committee Meetings**

**Motion:** Upon motion by Director Jones, seconded by Director Silano, the committee approved the minutes of the August 6, 2024, special and regular Human Resources Committee meetings. (Vote: 2-0-0)

##### **2. Discuss a Special Recognition Program for Community Members and Organizations**

Human Resources Manager Kristin MacDonald gave an overview, provided a draft policy, and answered questions from the committee.

Upon consensus, the committee requested staff return to the committee in October with a draft recognition submission form for the website.

##### **3. Discuss a Performance Evaluation Form for General Counsel**

Administrative Services Director Francine Hunt gave an overview, provided a draft performance review form, and answered questions from the committee.

Upon consensus, the committee requested staff forward the form to the Board President to distribute to the rest of the Board to fill out and then schedule a special closed session meeting for the General Counsel performance evaluation.

### **ADJOURNMENT**

The meeting adjourned at 2:28 p.m.

DRAFT