

**Resolution No. XXXX-2025**

**RESOLUTION OF THE MENLO PARK FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPROVING THE FIRE MARSHAL CLASSIFICATION JOB DESCRIPTION AND SALARY RANGE**

**WHEREAS**, the Board of Directors (Board) received a staff report from the Administrative Services Director at its January 21, 2025, Board meeting recommending approval of the Fire Marshal classification job description and salary range; and

**WHEREAS**, the Board accepted the report as submitted; and

**WHEREAS**, the Board agreed to the terms as provided in the report; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Board of Directors of the Menlo Park Fire Protection District:

1. Approve the Fire Marshal classification job description; and
2. Approve the salary range for the classification of Fire Marshal as follows:

Class Title	Group	FLSA	Min Range	Max Range	Time Base
Fire Marshal	Chief Officers	Exempt	\$9,407.72	\$12,230.04	Semi-Monthly

**I HEREBY CERTIFY** that the above and foregoing resolution was passed and adopted by the Board of Directors of the Menlo Park Fire Protection District at its regular meeting held on the 21st day of January 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTESTED:

APPROVED:

\_\_\_\_\_  
Michelle Kneier, Clerk of the Board

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Robert Jones, Board President