



STAFF REPORT	
<b>SUBJECT:</b> Authorization of Job Description of and Placement into Salary Schedule the Fire Prevention Equipment Operator Position; Resolution No. 2024-50	<b>MEETING DATE:</b> November 7, 2024
<b>SUBMITTED BY:</b> Melissa Swanson, Administrative Services Director/City Clerk	
<b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

**WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:**

The City Council is being asked to adopt the job description for the Fire Protection Equipment Operator, set the salary range for the position, and authorize the position for the 2024-25 Fiscal Year budget.

**BACKGROUND/DISCUSSION:**

The City of Clearlake faces ongoing challenges related to fire prevention and mitigation. The Clear Lake Environmental Research Center (CLERC), recognizing the interconnectedness of environmental health and fire risk, has proposed funding a dedicated position to address these concerns. CLERC has indicated that one of the current biggest barriers to mitigation work is the availability of equipment operators. This partnership aligns with the CLERC's goals of promoting community safety and environmental stewardship. Discussion with the Lake County Fire Protection District indicate that firefighters may be interested in assisting with mitigation work when off duty. City employees may also participate in this work as time is available.

The Fire Prevention Equipment Operator will perform a variety of tasks related to fire prevention and general maintenance, including:

- **Fire Prevention:** Operating equipment to mitigate vegetation in fire prone areas, conducting fire safety inspections, assisting with fire suppression efforts, and participating in community fire prevention education.
- **Maintenance:** Performing maintenance of both public and privately owned land, including parks, streets, vacant lots, and drainage systems. This may involve debris and/or vegetation removal, minor repairs, revegetation projects and assisting with traffic control during maintenance projects.

This position will provide much-needed support to the City's fire prevention efforts. The Fire Prevention Equipment Operator will:

- **Enhance Fire Safety:** Proactive maintenance of private and public spaces will help reduce fire hazards.
- **Support City Staff:** The position will assist existing City staff with essential maintenance tasks, freeing up their time to focus on other priorities.
- **Strengthen Community Partnerships:** This collaboration with the CLERC demonstrates a shared commitment to community safety and well-being.

CLERC will be fully responsible for funding this position for a maximum of 960 hours per fiscal year. This funding arrangement ensures that no additional burden is placed on the City's budget. The proposed wage rate is Range 32, \$23.63 – \$28.72 per hour, which is the current rate for Senior Maintenance Worker.

The creation of this part-time, temporary position represents a valuable opportunity to enhance fire prevention efforts in the City of Clearlake. Staff recommends the City Council to approve the proposed job description and partnership with the CLERC, Lake County Fire Protection District, and other agencies.

**OPTIONS:**

1. Move to adopt Resolution No. 2024-50
2. Other direction

**FISCAL IMPACT:**

None       \$      Budgeted Item?    Yes    No

Budget Adjustment Needed?    Yes    No      If yes, amount of appropriation increase: \$

Affected fund(s):    General Fund    Measure P Fund    Measure V Fund    Other:

Comments:

**STRATEGIC PLAN IMPACT:**

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

**SUGGESTED MOTIONS:**

Move to adopt Resolution No. 2024-50.

- Attachments:**      1) Job Description  
   2) Resolution No. 2024-50