



CONFIRE

STAFF REPORT

DATE: August 22, 2023

**FROM: Nathan Cooke
Interim Director**

TO: CONFIRE Admin Committee

**SUBJECT: Authorization to Hire Extra Help for
Payroll/EMACS/Worker's Compensation/Risk Management
Duties (County Clarification Project)**

Recommendation

It is recommended that the CONFIRE Administrative Committee authorize the Interim Director to hire an Extra-Help employee for a period of up to 6-months, to perform duties related to the administrative functions of payroll, Employee Management and Compensation System (EMCAS), and worker's compensation/risk management services, that are a result of the County Clarification Project (CCP).

Background Information

At the direction of the CONFIRE Administrative Committee and Board of Directors, as well as Staff have been working on the CCP for the past year. As we embarked on this journey, we were keenly aware that CONFIRE may need to take on additional services/duties that were previously provided by the County. As a result of the project, the CONFIRE Administrative Committee and Board of Directors previously approved the authorization for CONFIRE to enter into an agreement with the County of San Bernardino.

The agreement clarifies the services that the County will provide to CONFIRE, on a go-forward basis. As a result of the agreement, CONFIRE staff will need to start performing duties that were previously being provided by the County, prior to the agreement being executed. These duties include but are not limited to administrative functions of payroll, Employee Management and Compensation System (EMCAS), and worker's compensation/risk management services.

Due to our current staffing levels and authorized positions, our current staff do not have the bandwidth to take on these additional duties. As a result, Staff is recommending that CONFIRE hire an Extra-Help employee. The Extra-Help employee is part-time position that is meant to assist departments with special projects or for a specified period of time.

The Extra-Help position will provide Staff the time needed to determine the actual workload and duties that will need to be performed and if a full-time position will be required in the future.

Fiscal Impact

The Extra-Help position is estimated to cost \$50,000, for a 6-month period. The funds used to pay for this position will come from projected salary savings in the Communications Division. Staff is recommending that we use account 5008 to fund the position.

Staff will include this position in the mid-year budget review to determine next steps in funding.