



**CONFIRE**

## STAFF REPORT

**DATE: June 28, 2024**

**FROM: Nathan Cooke, Interim Director**

**BY: Damian Parsons, Finance/Administrative Director**

**TO: Administrative Committee**

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**SUBJECT: Job Title Change and Increase in Salary and Benefit Costs for  
Fiscal/Budget/Contract Manager Position**

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### **Recommendation**

Approve a change in job title from Fiscal/Budget/Contract Manager to Finance Manager and an increase in salary and benefits costs in the amount of \$36,927.

### **Background Information**

The County of San Bernardino awarded CONFIRE the Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility and Critical Care transport Services for Exclusive Operating Areas in the county contract. To adhere to the provisions set forth in the contract and to operate effectively and efficiently six positions, including the Fiscal/Budget/Contract Manager position were added. In review of the Fiscal/Budget/Contract Manager position it has been determined that the salary and benefits are not commensurate with the job duties and responsibilities when compared to similar positions such as those within San Bernardino County. Specifically, the complexities of the total budget and revenue cycles require a person with higher level finance capability and experience. It should also be considered that this position will be responsible to act on behalf of the Finance/Administrative Director when not available and therefore requires attracting a person with higher level skill sets which should be aided by an increase in salary and benefits costs.

### **Fiscal Impact**

This position is included in the approved 2024-25 budget for a total cost of \$114,578. The new costs will increase by \$36,927 for a total cost of \$151,505. This position is funded by Call Volume and Ambulance revenues.