



CONFIRE

STAFF REPORT

DATE: December 11, 2023

FROM: Nathan Cooke
Interim Director

TO: Board of Directors

SUBJECT: Additional CONFIRE Positions

Recommendation

It is recommended that the CONFIRE Board of Directors (BOD) approve the addition of the following positions to CONFIRE because CONFIRE was awarded the Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility and Critical Care Transport Services for Exclusive Operating Areas in San Bernardino County contract:

Executive Director

Purchasing/Buyer

Clerk of the Board of Directors

Emergency Medical Dispatch Coordinator

Fiscal/Budget/ Contract Manager

Executive Assistant

Background Information

The County of San Bernadino has awarded CONFIRE the Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility and Critical Care Transport Services for Exclusive Operating Areas in San Bernardino County contract. In order to adhere to the provisions, set forth in the contract, and to operate effectively and efficiently, CONFIRE will need to add an Executive Director, Purchasing Buyer, Clerk of the Board of Directors, Emergency Medical Dispatch Coordinator, Fiscal/Budget/Contract Manager, and an Executive Assistant.

This additional positions are vital to the overall success of the implementation and maintenance of the ambulance contract. CONFIRE will is now responsible for one of the largest ambulance contracts in California and will need additional personnel to take on the additional duties and responsibilities accordingly.

Fiscal Impact

The (6) additional positions will cost approximately \$1,433,605.10 annually. These positions will be funded by the EMS Division and the revenue generated from the Advanced Life Support and Basic Life Support Ground Ambulance Services, Interfacility and Critical Care Transport Services for Exclusive Operating Areas in San Bernardino County contract.

The following is the financial breakdown of each position:

Executive Director-\$535,500.00 (fully encumbered)

Purchasing Buyer-\$116,507.10 (fully encumbered)

Clerk of the Board of Directors- \$301,914.29 (fully encumbered)

Emergency Medical Dispatch Coordinator- \$131,146.70 (fully encumbered)

Fiscal/Budget/ Contract Manager- \$175,000.18 (fully encumbered)

Executive Assistant- \$173,536.27 (fully encumbered)