



CONFIRE

STAFF REPORT

DATE: May 28, 2024

**FROM: Nathan Cooke
Interim Director**

TO: Administrative Committee

SUBJECT: Contracts for Extra-Help Public Service Employees

Recommendation

Approve contracts for Extra-Help Public Service Employees, serving in the capacities of Lead Project Coordinators for an indefinite period.

Background Information

CONFIRE has utilized Extra-Help Public Service Employees (PSEs) in various capacities to augment staffing as needed. CONFIRE has the need to continue to utilize PSEs to perform Lead Project Coordinator duties for the foreseeable future. The table below provides the details for each PSE position.

Position Number	Employee Name	Position Title	Hourly Rate	Function/Projects
89267	Graves, David	Lead Project Coordinator	\$52.03	Telestaff and Mutual Aid Resource Availability Administrator
99202	DeAntonio, Dana	Lead Project Coordinator	\$52.03	Westnet Alerting/Automated Voice Dispatching support and Valley Communication Center Project Coordinator
99203	Bell, Michael	Lead Project Coordinator	\$52.03	CAD to CAD Project Manager

Terms and conditions of the extra-help contract, include but are not limited to, the following:

- In compliance with the Patient Protection and Affordable Care Act (PPACA), offered minimum value health plan coverage if scheduled to work more than 30 or more hours per week.

- step advances are at the discretion of the appointing authority after completion of not less than 1,040 hours actually worked for each step.
- not required to work 26 consecutive pay periods.
- participate in San Bernardino County's Deferred Compensation Plan in lieu of participation in any other retirement plan.

In addition to the job functions listed above, these extra help positions act as Agency Liaisons to ensure the managed information service needs of agencies are being met. CONFIRE recommends continued utilization of these three resources as they provide an extensive base of institutional knowledge that is critical to the efficient and effective operation of CONFIRE, and the support provided to other agencies.

Fiscal Impact

The annual cost for each position is \$81,167 based on 30 hours a week for a total cost of \$243,501. These positions will be funded by Managed Information Systems Universal and Seat Based revenues and was included in the 2024-25 budget approved by the Board of Directors.