



**CONFIRE**

## Staff Report

**DATE: 3/16/2023**

**FROM: Nathan Cooke  
Interim Director**

**TO: CONFIRE Board of Directors**

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**SUBJECT: Re-Classification and Recruitment Request for an Executive Director and Deputy Executive Director**

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**Recommendation:**

Approve this request to enable CONFIRE staff and the Administrative Committee to initiate a reclassification review process with San Bernardino County HR to change the current Communications and Assistant Communications Director position to CONFIRE Executive Director and Deputy Executive Director respectively.

**Background:**

The complexity of CONFIRE continues to evolve as it now serves nine member and five contract fire and EMS agencies covering over 80 percent of the area and population of San Bernardino County for the receipt and transmission of fire and emergency medical incidents. In 2022 CONFIRE received over 620,000 calls of which 370,000 were reporting some kind of fire or medical emergency. This resulted in the dispatch of 248,378 emergency responses system wide.

There are expanding regional opportunities in Emergency Medical Services, interoperability initiatives, operational and funding partnerships. The need for the CONFIRE Director to be able to fully participate at the executive level in strategic partnerships is vital to CONFIRE's continued development and success as a public safety service provider. Fostering relationships, participating on important boards and committees ensure CONFIRE and its member agencies are well represented in various venues of interest to their collective mission.

The complexity of managing a dynamic multi-agency partnership, interacting with a wide-range of stakeholders, customers, elected officials, senior civic leaders and professional colleagues increases the exposure and visibility of CONFIRE and its senior executive. This reclass will provide CONFIRE with a long overdue succession plan and reinforce the day-to-day operations of the organization by inserting strong senior leadership to better support frontline managers and supervisors.

Currently, the senior executive role at CONFIRE is described as the Communications Director. While the role has evolved significantly over the years the basic job description and related duties has not. A minor revision occurred in 2014.

A survey of similar organizations in size, scope and organization suggests the CONFIRE Director position be reclassified to an Executive Director or equivalent. The second-in-command role would then be reclassified/re-titled accordingly.

This process would be undertaken with the guidance and authority of the CONFIRE Administrative Committee and managed by the current Interim Director, whom has no intention on remaining in that role or assuming an Executive Director position. The effort will be coordinated with the appropriate San Bernardino County Human Resources Department staff. A job classification review would be conducted and presented to the Administrative Committee for approval and recommendation to the CONFIRE Board of Directors for adoption. The updated classifications would also have to be approved by the County Board of Supervisors.

The goal is to have the reclassifications completed by May and approved by the BOS at its June budget adoption meeting. Recruitment for CONFIRE's new executive leadership would commence at approximately the same time with the hope of having the position filled by late summer. CONFIRE intends to coordinate the recruitment with County HR with the assistance of a national recruiting firm.

**Fiscal Impact:**

It is likely a reclassification of the Director position will result in a commensurate salary increase to put the position on par with similar organizations. In addition to the recruitment of the new position of Deputy Director at some point in FY 24 the increase in costs could be in the range of \$200,000-400,000 depending on when the positions are filled. This expenditure would require Board approval through the FY 24 budget adoption process.