



**CONFIRE**

## STAFF REPORT

**DATE: April 30, 2024**

**FROM: Nathan Cooke  
Interim Director**

**TO: Board of Directors**

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**SUBJECT: Additional CONFIRE Position (ISA-III)**

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### **Recommendation**

It is recommended that the CONFIRE Board of Directors (BOD) approve the addition of the following full-time position to CONFIRE:

(1) Information System Analyst-III (ISA-III)

### **Background Information**

The Management Information Systems Division (MIS) continues to evolve and provide critical support services to the Communications Division or allied agencies and is now also responsible for providing the same level of service to the newly created EMS Division.

As a result of the continued evolution of CONFIRE and our supporting services, it is imperative to ensure the MIS Division is staffed accordingly. MIS is requesting the addition on an ISA-III position that will bolster their ability to perform and implement support functions related to information system's hardware, software, and policy requirements. The additional ISA-III will integrate into the MIS team and will take on the additional workload from the aforementioned services that are now required.

### **Fiscal Impact**

The additional positions will cost approximately \$172,145 annually.

The position will be funded by Fund 5008-600 (MIS).