



CONFIRE

STAFF REPORT

DATE: March 26, 2024

**FROM: Nathan Cooke
Interim Director**

TO: CONFIRE Administrative Committee

SUBJECT: CONFIRE/County of San Bernardino Services Agreement

Recommendation

It is recommended that the CONFIRE Administrative Committee adopt Resolution No. 2024-01 authorizing CONFIRE to access State and Federal level summary criminal background history information through the California Department of Justice (DOJ) for newly hired CONFIRE employees, volunteers, and contract employees.

Background Information

Currently, CONFIRE is processing all background checks through the County of San Bernardino Fire Department (County). As a result of the separation of CONFIRE from the County, CONFIRE staff will need to take over the background checking process to ensure all our job applicants, volunteers and contract employees are guaranteed that all privileged personal information is kept confidential, located in one assigned secured location and only released to approved confidential CONFIRE personnel.

The adoption of this resolution will provide CONFIRE authority to request a comprehensive criminal background check for newly hired CONFIRE employees, volunteers, and contract employees.

The resolution presented before the CONFIRE Administrative Committee also specifically authorizes CONFIRE to access federal level summary criminal history information in addition to state and local criminal information for employees, including volunteers and contract employees. While the law does not require federal background checks on employees, it is recommended that the Administrative Committee adopt this resolution as a matter of due diligence since the law does allow for federal background checks on employees, volunteers, and contract employees.

CONFIRE is authorized by the law to perform background checks for job applicants, volunteers and contract employees and is permitted to inquire into a job applicant's criminal records by use of criminal history record searches. An applicant's criminal history can be used as a basis for denying employment if the conviction is related to the job and future job performance in addition provides assurance to our Governing Board, community, and staff, we have prescreened our employees, volunteers, and contract employees to the fullest extent to maintain safety, integrity, and pride we value at CONFIRE.

Fiscal Impact

The costs associated with this agreement will fluctuate annually and are based on the actual number employees who are submitted to the DOJ and Live Scan for background checks. Currently, CONFIRE is paying \$32 for the fingerprint vouchers through the County of San Bernardino Sheriff and the DOJ Live scan is \$49 for a total of \$81.