



CONFIRE

STAFF REPORT

DATE: October 25, 2022

FROM: Mike Bell
Interim Director

TO: CONFIRE Admin Committee

SUBJECT: Interim Director Transition

Recommendation

Approve Interim Director Transition.

Approval of this item will result in the following actions:

Approve transition of Interim Assistant Director of Communications Nathan Cooke to Interim Director.

Exercise the extension of the existing agreement with Chino Valley Fire for six months (June 30, 2023) by approving attached addendum to the original agreement with Chino Valley Fire.

Appropriate salary savings from Fund 5008 (from the current Director vacancy to fund the extension), transfer those funds to Fund 5010 (Contracts).

Cancel the agreement with the current Interim Director who will assume the position of Public Service Employee/Extra Help – Assistant Director (previously Project Manager, no compensation change).

Background Information

As noted in an earlier Staff Report from the June 28, 2022, Admin Committee meeting, the incumbent Director of Communications has taken an extended leave due to a family emergency. CONFIRE retained its former Director as the Interim Director and entered an agreement with Chino Valley Fire to utilize the services of one of its employees to serve as an Interim Assistant Director.

In August of 2022, the incumbent Director advised the Admin Chief that he would be changing his job status from active to a leave of absence without right of return. He

does not anticipate returning to CONFIRE in a full-time capacity. The current Interim Assistant Director and Interim Director have concluded that the best course of action moving forward is to essentially swap roles. The interim Assistant Director has assimilated very well to the organization and developed a keen awareness of all major projects and issues facing the organization. He is fully capable of assuming all job functions of the CONFIRE Director of Communications on an interim basis until the position is filled permanently.

The current Interim Director is also the Project Manager for the CAD-to-CAD project which will necessitate the use of the majority of his time and effort over the next several months. Given the situation with the on-going Ambulance RFP, it is not prudent for CONFIRE to permanently fill this position until that matter has been resolved. That will likely not occur until February/March of 2023.

The Chino Valley Fire Chief has graciously supported this proposal and is willing to commit his employee for an additional six months to assist CONFIRE through this transition.

Fiscal Impact

The extension of the agreement with Chino Valley Fire will cost \$192, 253. This amount will be covered with a transfer of funds from salary savings (from the Director vacancy) from Fund 5008 into Fund 5010 (Contracts). No increase in costs to agencies will result from this action.