



# FRESNO COUNTY FIRE

PROTECTION DISTRICT

*Honor, Integrity, Cooperation & Professionalism*

## MEMORANDUM

**Date:** August 10, 2023  
**To:** Board Directors  
**Attn:** Matt Furrer  
President  
**From:** Fire District Staff  
**Subject:** Emergency Fire Dispatcher I/II/III Positions

### BOARD OF DIRECTOR'S BRIEFING PAPER

#### ISSUE:

We currently have multiple vacancies in the Emergency Command Center in the Communication Operator rank and are unable to fill all of the Schedule A positions. The Board has previously authorized 6 Schedule A positions allocated in the current FY23/24 budget. Staff is recommending adjusting our current policy and position descriptions to now include a Schedule C rank and 6 positions in each rank of Emergency Fire Dispatcher level I/II/and III. This would allow Staff to fill vacancies in either rank or funding source based on qualified candidates and opportunities. Staff will not fill more than the original approved 6 vacancies total in any combination of title or funding source without prior board approval. These positions titles and counts would be reflected in adjustments to policy 1007, Personnel Positions. The salary range and classification would be reflected in changes to the attachment within Policy 1004, Schedule C Employee Salary and Wage Ranges.

#### BACKGROUND:

The District Board authorizes the type and number of positions that are hired within the District. The District identifies positions that are either funded through the CAL FIRE Schedule A program or through the District Schedule C Program. Where appropriate the District identifies the positions in both programs to allow for hiring flexibility (i.e. GIS Analyst, Administrative Assistant, and Heavy Equipment Mechanic).

**DISCUSSION:**

Staff has identified the need to fill multiple vacancies within the Emergency Command Center. The creation of Schedule C positions will allow staff flexibility to hire within either the Schedule A or Schedule C program if/when the need arises.

**ALTERNATIVES:**

1. Make no changes at this time.
2. Propose a different number of positions than proposed.

**IMPACTS** *(Consider potential consequences related to each of the following areas of concern for proposed alternatives):*

- Fiscal – No increase in the budget is required. The positions are already identified and funded in the Schedule A program.
- Operational – Potential ability to hire local qualified personnel and eliminate vacancies.
- Legal – No known impacts
- Labor - No known impacts
- Sociopolitical - No known impacts
- Policy – Updates the current policies related to personnel positions
- Health and safety - No known impacts
- Environmental - No known impacts
- Interagency - No known impacts

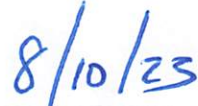
**RECOMMENDATION:**

It is recommended by Staff that the District Board of Director's approves revised Policy 1004, Schedule C Employee Salary and Wage Ranges and Policy 1007, Personnel Positions as presented.

**APPROVED:**



**Ryan Michaels, Division Chief**



**Date**

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## Schedule C Employee Salary and Wage Ranges

### 1004.1 SCOPE AND PURPOSE

To provide Fresno County Fire Protection District Administration with guidelines regarding wage ranges for approved Schedule C positions.

### 1004.2 POLICY

1. This policy shall apply to all Schedule C employees of the District as described in the Personnel Positions Policy.
2. Employees must be hired at a wage level within the range for the position, normally at the minimum wage within the range, except where a higher wage level is justified in the District's discretion due to experience or other factors.
3. Employees will have their performance reviewed annually, in or about October of each year.
4. In conjunction with the performance review, each employee's compensation will be reviewed on an annual basis.
5. Annual wage increases are not guaranteed, but are in the District's discretion considering individual performance and the District's financial condition. Wage increases shall not exceed 5% per year, but under no circumstance shall an employee wage increase beyond the maximum wage for the employees' position.

#### 1004.2.1 WAGE RANGES

The salary and wage ranges are defined in the Schedule C Employee Salary and Wage Ranges Attachment:

[See attachment: Schedule C Employee Salary and Wage Ranges Attachment 8\\_16\\_23.pdf](#)

## Attachments

## **Schedule C Employee Salary and Wage Ranges Attachment 8\_16\_23.pdf**



# FRESNO COUNTY FIRE

PROTECTION DISTRICT  
Avenue

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**POLICY NO.:** 1004  
**SUBJECT:** Schedule C Employee Salary and Wage Ranges  
**REVISION DATE:** 08/16/2023  
**EFFECTIVE DATE:** 08/17/2023

Salary and Wage Ranges:

<u>IT Administrator</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.85	\$60,008
Maximum Wage	\$36.82	\$76,588

<u>Facility Repair Coordinator</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,331

<u>GIS Analyst</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$23.99	\$49,899
Maximum Wage	\$30.62	\$63,685

<u>Fire Inspector</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$25.41	\$52,858
Maximum Wage	\$30.89	\$64,246

<u>Fire Inspector, Senior</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$32.44	\$67,475
Maximum Wage	\$39.43	\$82,016

<u>Fire Inspector, Part-Time/Temporary</u>	<u>Hourly</u>	<u>Annual</u>
Wage	\$18.00	\$37,440

<u>Administrative Assistant</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$20.00	\$41,600
Maximum Wage	\$24.31	\$50,565

## Personnel Positions

### 1007.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive list of all employee positions and their associated classification specifications within the District.

### 1007.2 POLICY

It is the policy of the Fresno County Fire Protection District to obtain District Board of Directors approval for all full-time, part-time and part-time on-call District employee positions. All District positions will have a classification specification.

### 1007.3 PROCEDURE

The District Board of Directors and the Fire Chief will direct the development and maintenance of the classification specifications. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

### 1007.4 PERSONNEL POSITIONS

The Fresno County Fire Protection District Board of Directors has approved the following personnel positions as full-time or part-time employees of the Fire District:

#### 1007.4.1 FULL-TIME DISTRICT EMPLOYEES

- **Administrative Analyst** (1 position)
- **Administrative Assistant** (3 positions, Protection & Planning, Training, Headquarters)
- **Administrative Officer** (1 position)
- **Emergency Fire Dispatcher I** (Not to exceed 6 positions in any combination of the Emergency Fire Dispatcher classifications including Schedule A Communications Operator)
- **Emergency Fire Dispatcher II** (Not to exceed 6 positions in any combination of the Emergency Fire Dispatcher classifications including Schedule A Communications Operator)
- **Emergency Fire Dispatcher III** (Not to exceed 6 positions in any combination of the Emergency Fire Dispatcher classifications including Schedule A Communications Operator)
- **Equipment Services Assistant** (2 positions)
- **Facilities Repair Coordinator** (1 position)

# Fresno County Fire Protection District

## Policy Manual

### *Personnel Positions*

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- **Fire Inspector** (3 positions)
- **Senior Fire Inspector** (1 position)
- **Fleet Services Technician** (1 position)
- **Heavy Equipment Mechanic** (3 positions including Schedule A)
- **Information Technology Administrator** (1 position)
- **Staff Accountant** (1 position)

#### 1007.4.2 PART-TIME DISTRICT EMPLOYEES

The Fresno County Fire Protection District Board of Directors has approved the following part-time positions as regular part-time employees of the Fire District:

- **Special Projects Analyst** (1 position)
- **Fire Inspector** (1 position)

#### 1007.4.3 PART-TIME ON-CALL EMPLOYEES (PAID-CALL FIREFIGHTERS)

The Fresno County Fire Protection District Board of Directors has approved the following part-time on call positions (Paid-Call Firefighters):

- **Paid-Call Firefighters** (21 positions)



<b><u>Administrative Officer</u></b>	<u>Hourly</u>	<u>Annual</u>
Minimum Salary	\$47.45	\$ 98,700
Maximum Salary	\$57.68	\$119,970

<b><u>Heavy Equipment Mechanic</u></b>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,331

<b><u>Equipment Services Assistant</u></b>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$20.00	\$41,600
Maximum Wage	\$28.14	\$58,535

<b><u>Fleet Services Technician</u></b>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,331

<b><u>Special Projects Analyst (Part-time)</u></b>	<u>Hourly</u>	<u>Annual</u>
Wage	\$27.00	\$42,120

<b><u>Staff Accountant</u></b>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$27.00	\$56,160
Maximum Wage	\$32.82	\$68,263

<b><u>Administrative Analyst</u></b>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$30.00	\$62,400
Maximum Wage	\$38.29	\$79,640

<b><u>Emergency Fire Dispatcher I</u></b>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$25.00	\$52,000
Maximum Wage	\$28.94	\$60,197

<b><u>Emergency Fire Dispatcher II</u></b>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$27.56	\$57,330
Maximum Wage	\$31.91	\$66,367

<b><u>Emergency Fire Dispatcher III</u></b>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$30.39	\$63,206
Maximum Wage	\$38.78	\$80,669