



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Honor, Integrity, Cooperation & Professionalism

MEMORANDUM

Date: December 11, 2020

To: Board Directors

Attn: Mike Del Puppo
President

From: Fire District Staff

Subject: District Executive Officer Position

BOARD OF DIRECTOR'S BRIEFING PAPER

ISSUE:

Staff is seeking approval to create and fill a District Executive Officer position.

BACKGROUND:

Due to increasing workload and multiple projects requiring executive skills, staff has determined the need to create and fill an Executive Officer position to support the Board of Directors and Fire Chief and ensure success with current and future projects.

DISCUSSION:

The Executive Officer position would primarily be involved with strategic planning, succession planning, interagency relations, and project management.

ALTERNATIVES:

1. Authorize staff to create and fill a District Executive Officer position.
2. Not authorize staff to fill a District Executive Officer position.


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

- Fiscal – Funding is available to fill the Executive Officer position.
- Operational – The Executive Officer position will help maintain the District operations.
- Legal – No known impacts
- Labor - No known impacts
- Sociopolitical - No known impacts
- Policy - No known impacts
- Health and safety - No known impacts
- Environmental - No known impacts
- Interagency – the Executive Officer position will help with interagency relations.

RECOMMENDATION:

Staff is recommending that the District Board of Director's approve Option #1 and authorize the District Administration Officer to create and fill the District Executive Officer with a permanent hire and to create an individual line item in the District budget for the position

APPROVED:



Josh I. Chrisman, Administration Officer



Date



FRESNO COUNTY FIRE

PROTECTION DISTRICT

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POLICY NO.: 1004
SUBJECT: Schedule C Employee Salary and Wage Ranges
REVISION DATE: 12/16/2020

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	\$15.00	\$31,200
Maximum Wage	\$19.14	\$39,820

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

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

<u>Equipment Services Assistant</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$18.00	\$37,440
Maximum Wage	\$22.00	\$45,760

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

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

<u>Executive Officer</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$47.45	\$98,700
Maximum Wage	\$57.68	\$119,970