



Legislation Details (With Text)

**File #:** 24-265      **Version:** 1

**Type:** Resolution      **Status:** Agenda Ready

**File created:** 2/7/2024      **In control:** Board of Supervisors

**On agenda:** 2/27/2024      **Final action:**

**Title:** Adopt a Resolution to amend the Table and Index of Classes, the Departmental Allocation List for the Napa County Fire Department and appropriate personnel policies. (Fiscal Impact: \$190,170 annual expenses; Fire Fund; Not Budgeted; Discretionary) [4/5 vote required]

**Sponsors:** Human Resources – Division of CEOs Office

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution, 2. Exhibit A - 3 (Redlined), 3. Exhibit A - 3 (Clean), 4. Exhibit A - 4 (Redlined), 5. Exhibit A - 4 (Clean), 6. Exhibit A - 5 (Redlined), 7. Exhibit A - 5 (Clean)

Date	Ver.	Action By	Action	Result
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**TO:** Board of Supervisors

**FROM:** Christine Briceño, Director of Human Resources

**REPORT BY:** Joy Cadiz, Staff Services Manager

**SUBJECT:** Amend the Table and Index of Classes and Departmental Allocation List for the Napa County Fire Department

**RECOMMENDATION**

Adopt a Resolution to amend the Table and Index of Classes, the Departmental Allocation List for the Napa County Fire Department and appropriate personnel policies. (Fiscal Impact: \$190,170 annual expenses; Fire Fund; Not Budgeted; Discretionary)

[4/5 vote required]

**BACKGROUND**

In 2023, Napa County began building the Napa County Fire Department with the addition of a new Fire Administrator, followed by a new Fire Marshal and a Project Manager. In the past, under the County’s contract with CAL FIRE, the Fire Marshal and Deputy Fire Marshal positions were filled by CAL FIRE employees. In July 2023, under a new 2-year contract with CAL FIRE, the County agreed to hire its own Fire Marshal (filled by a County employee) to provide consistency and stability to the position. To further stabilize the Fire

Marshal's Office, the County is moving in a direction to create its own positions to be filled by County employees, including this requested Deputy Fire Marshal position. This CAL FIRE position was vacated when the candidate was hired for the County Fire Marshal position. One CAL FIRE Captain (Deputy Fire Marshal) will continue to support the County Fire Marshal's Office per the contract.

The Deputy Fire Marshal will assist with plan reviews, inspections, manage the Defensible Space Program, Public Education Program and assist with public information and media needs. Due to ongoing development and fire rebuilds, the demand for timely plan reviews continues to increase. The salaries and benefits for this new position will be covered by savings realized when budgeted positions were not yet filled.

Requested Action:

1. Adopt a resolution to amend the Table and Index of Classes, appropriate personnel policies, and the Departmental Allocation List for the Napa County Fire Department effective March 2, 2024, with a net increase of 1.0 full-time equivalent.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Fire Fund - Fire Marshal 2100001
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification	The County is building up the Napa County Fire Department and staffing with County employees rather than CAL FIRE employees.
Is the general fund affected?	No
Future fiscal impact:	The annualized cost of salary and benefits is approximately \$190,170 and will be budgeted for accordingly.
Consequences if not approved:	Demands for services provided by the Napa County Fire Department's Fire Marshal's Office will not be met in a timely manner.

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.