Resolution approving Budget Action Form to utilize salary savings from the Deputy Chief position and increase funding for the Extra Help line item, and Volunteer Training.

Salary savings in the amount of $13,600 (001-0228-542.01-02, Deputy Chief) are available from the delay in filling the Deputy Chief position. Transfer of these funds will result in an increase in funding for Extra Help, (001-0228-542.02-01) in the amount of $5600 and Training (001-0228-542.04-34) in the amount of $8,000.

EXTRA HELP Mandated reporting of fire incidents to meet the National Fire Incident Reporting System requirements have changed and time of entry has increased significantly. The department estimates 1200 person-hours to bring the reports on schedule. Summary attached.

TRAINING This account is used to support training of volunteer firefighters and officers. We have an opportunity to send our personnel to training at a series of conferences within the state for professional development.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Board has authorized re-distribution of salary savings.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Not approve accrual and forgo use of salary savings for other uses within the department.

COSTS: (X) Not Applicable

A. Budget current FY $0
B. Total anticipated costs $0
C. Required Additional funding $_______
D. Internal transfers $13,600

SOURCE: ( ) 4/5ths Vote Required

A. Unanticipated revenues $_______
B. Reserve for contingencies $_______
C. Source Description: Contingency
D. Balance in reserve for contingencies if approved: $_______

SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively.

CLERK'S USE ONLY: ADMINISTRATIVE OFFICERS RECOMMENDATIONS

Resolution No: 2292 Order No: _____

Vote - Ayes _____ Noes _____

Absent _____ Abstained _____

Approved ( ) Denied ( )

Minute Order Attached ( ) No action necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: 

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: ____________________________

Deputy

This item on agenda as: 

______ Recommended

______ For policy determination

______ Submitted with comment

______ Return for further action

Comments:

A.O. Initials: ____________________________
**BUDGET ACTION FORM**

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
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<td>001</td>
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<td>542.01-02</td>
<td>Deputy Chief</td>
<td>CF71</td>
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<td>542.02-01</td>
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<tr>
<td>001</td>
<td>0104</td>
<td>414-1090</td>
<td>General Contingency</td>
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**TRANSFER BETWEEN FUNDS**

**TOTALS** 13600 13600

**ACTION REQUESTED:** (CHECK ALL THAT APPLY)

- [X] Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any fund of the budget, or appropriating Reserve for Contingencies.

- [ ] Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION:**

Line 4 Salary savings in the Deputy Chief position - delay in hiring  
Line 5 Increase in extra help to process fire reports  
Line 6 Training opportunity to train Battalion Chiefs and Company Officers at FDIC Sacramento

**DEPT HEAD SIGNATURE:** [Signature]  
**DATE:** 3/22/02

**APPROVED BY RES NO. 9292 CLERK** [Signature]  
**DATE:** 4-3-02

**AUDITORS USE ONLY**

**BA#**

BAC Sal Sav  
3/21/02
Salary Savings – Deputy Chief Position

This department and Personnel have completed the position specifications for the Deputy Chief position, however, the position will probably not be filled until late this fiscal year. The salary savings as a result of this change in timing will be used in two areas.

EXTRA HELP
We are impacted by recent changes in the National and California Fire Incident Reporting Systems. Reports now consume from 30 minutes to four hours depending on the complexity. The department estimates 1266 hours of data entry required to bring the system into timely status. This burdens the staff and we experience significant difficulty in meeting timely reporting schedules. The use of these funds will provide for extra help assistance to perform the data entry. Volunteer personnel have assisted the department in data entry but the tasks and familiarization requirements have created a serious backlog in data entry. Note Exhibit A

TRAINING
The department has an opportunity to send a number of volunteer officers to the Fire Conference and Exposition in Sacramento in April of this year as well as other training opportunities. Classes at the conference include company and fire management, training, and operations. This is a significant opportunity and provides continuing education not normally available. Participation in an active professional development program has contributed significantly to improvement in our ISO ratings.
**Exhibit A**  
**National Fire Incident Reporting System 3.0 vs 5.0**

<table>
<thead>
<tr>
<th>Category</th>
<th>3.0 System</th>
<th>5.0 System</th>
<th>Total 2001</th>
<th>Not Entered</th>
<th>Hours Required</th>
<th>YTD 2002</th>
<th>Hours Required</th>
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<tbody>
<tr>
<td>Daily Activity Response Sheets (basic response)</td>
<td>10 min / 1</td>
<td>30 min / 4</td>
<td>2191</td>
<td>1095</td>
<td>548</td>
<td>183</td>
<td>91</td>
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<td>EMS (emergency medical response)</td>
<td>15 min / 1</td>
<td>30 min / 4</td>
<td>1660</td>
<td>830</td>
<td>415</td>
<td>151</td>
<td>76</td>
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<tr>
<td>Other responses (motor vehicle accidents, haz mat)</td>
<td>20 min / 4</td>
<td>30 min / 8</td>
<td>413</td>
<td>206</td>
<td>103</td>
<td>17</td>
<td>9</td>
</tr>
<tr>
<td>Vegetation Fire</td>
<td>1 hour / 4</td>
<td>2 hours / 8</td>
<td>58</td>
<td>4</td>
<td>8</td>
<td>4</td>
<td>16</td>
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<tr>
<td>Structure Fire/Investigation Report</td>
<td>2 hours / 4</td>
<td>4 hours / 13</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>11</td>
<td>0</td>
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<table>
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<th>Year</th>
<th>Total Hrs</th>
<th>Rate/hour *</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>2001</td>
<td>1074</td>
<td>9.34/ hr</td>
<td>$11,825</td>
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<td>2002</td>
<td>192</td>
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*Sr Office Assistant / Class 108 - Step 1

**Note:** Time includes gathering and verifying information