

4-2-02

MARIPOSA COUNTY  
BOARD OF SUPERVISORS

AGENDA  
ACTION FORM

DATE: March 22, 2002  
AGENDA ITEM NO: 3B

DEPARTMENT: Fire Protection/OES BY: Blaine Shultz PHONE: 966-4330

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: YES ( ) NO (X))

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 forgoe 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

SPECIAL INSTRUCTIONS:  
List the attachments and number the pages consecutively

SOURCE: ( ) 4/5ths Vote Required

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

CLERK'S USE ONLY:

ADMINISTRATIVE OFFICERS RECOMMENDATIONS

Resolution No: 0292 Order No: \_\_\_\_\_  
 Vote - Ayes 4 Noes \_\_\_\_\_  
 Absent Richard Abstained \_\_\_\_\_  
 Approved  Denied  
 Minute Order Attached  No action necessary  
 The foregoing instrument is a correct copy of the original on file in this office.


This item on agenda as:  
 Recommended  
 For policy determination  
 Submitted with comment  
 Return for further action

Date:

Comments:

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

By: \_\_\_\_\_  
Deputy

A.O. Initials: 

**BUDGET ACTION FORM**

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0228	542.01-02	Deputy Chief	CF71		13600
001	0228	542.02-01	Extra Help	CF71	5600	
001	0228	542.04-34	Training	CF71	8000	
001	0104	414-1090	General Contingency			
TRANSFER	BETWEEN	FUNDS				
<b>TOTALS</b>					<b>13600</b>	<b>13600</b>

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

- Budget appropriation by Board of Supervisors (4/5ths Vote Required): Ammending 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: BES DATE: 3-22-02

APPROVED BY RES NO. 02-92 CLERK MW DATE: 4-3-02

**AUDITORS USE ONLY**  
 BA#

# MARIPOSA COUNTY FIRE DEPARTMENT

## EXECUTIVE SUMMARY

### **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**

	3.0 System Time/Pages	5.0 System Time/Pages	Total 2001	Not Entered	Hours Required	YTD 2002	Hours Required
Daily Activity Response Sheets (basic response)	10 min / 1	30 min / 4	2191	1095	548	183	91
EMS (emergency medical response)	15 min / 1	30 min / 4	1660	830	415	151	76
Other responses (motor vehicle accidents, haz mat)	20 min / 4	30 min / 8	413	206	103	17	9
Vegetation Fire	1 hour / 4	2 hours / 8	58	4	8	4	16
Structure Fire/Investigation Report	2 hours / 4	4 hours / 13	60	0	0	11	0
			2001		1074		192
			2002		192		

Total Hrs 1266 9.34/hr \* **\$11,825**  
 Total Wks 32  
 \*Sr Office Assistant / Class 108 - Step 1

Note: Time includes gathering and verifying information