

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS  
OF SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT  
AND RECORD OF ACTION**

June 28, 2022

**FROM**

**DAN MUNSEY, Fire Chief/Fire Warden, San Bernardino County Fire Protection District**

**SUBJECT**

Employment Contract for Wildland Program Coordinator with San Bernardino County Fire Protection District

**RECOMMENDATION(S)**

Acting as the governing body of the San Bernardino County Fire Protection District:

1. Approve **Employment Contract No. 22-452** with Michael Wakoski as Wildland Program Coordinator, for the period of July 1, 2022 through June 30, 2023, for an estimated annual cost of \$120,241 (Salary - \$107,557, Benefits - \$12,684).
2. Authorize the Chief Executive Officer or the Fire Chief/Fire Warden to execute amendments to extend the term of the contract for a maximum of one successive one-year period on behalf of San Bernardino County Fire Protection District, subject to County Counsel review.
3. Direct the Chief Executive Officer or the Fire Chief/Fire Warden to transmit any documents in relation to the contract to the Secretary of the Board of Directors within 30 days of execution.

(Presenter: Dan Munsey, Fire Chief/Fire Warden, 387-5779)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**FINANCIAL IMPACT**

Approval of this contract does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of \$120,241 for this employment contract will continue to be fully funded by the San Bernardino County Fire Protection District (SBCFPD) through its existing revenue sources. Appropriation for this employment contract is included in SBCFPD's 2022-23 budget.

**BACKGROUND INFORMATION**

The Wildland Program is a valuable resource to SBCFPD as wildland fires have become a year-round reality in San Bernardino County. The Wildland Program helps mitigate the impact from these incidents by clearing dried vegetation, creating access routes in remote areas, and establishing fire containment lines during wildland fires, in addition to other emergency response activities.

The Wildland Program Coordinator (WPC) provides supervision and management of the Handcrew Firefighters and Heavy Fire Equipment Operators assigned to the Wildland Program.

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The WPC may assist with fire suppression, mop-up operations, flood mitigation, and/or hazardous fuel reduction. The WPC may also assume a command role/position on vegetation fires within the jurisdiction of SBCFPD or serve as the Agency Representative or Unified Incident Commander on multijurisdictional incidents within San Bernardino County. Given the specialized qualifications for this position, SBCFPD has traditionally relied on the use of contract personnel to perform the WPC functions. The current contract with Michael Wakoski as the WPC, which was initially approved by the Board of Directors on June 23, 2020 (Item No. 109), and subsequently amended on June 22, 2021 (Item No. 112), will end on June 30, 2022.

SBCFPD would like to continue to have Michael Wakoski serve as the WPC. The new employment contract with Michael Wakoski shall be effective July 1, 2022, for one year through June 30, 2023. Authorization is requested for the Chief Executive Officer or the Fire Chief/Fire Warden to execute amendments to extend the term of the contract for a maximum of one successive one-year period. Either party may terminate the contract at any time without cause with 14 days prior written notice to the other party. SBCFPD may terminate the contract immediately for just cause.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant Counsel, 387-5455) on June 16, 2022; Human Resources (Gina King, Deputy Director, 387-5571) on June 16, 2022; Finance (Tom Forster, Administrative Analyst, 387-4635) on June 16, 2022; and County Finance and Administration (Diana Atkeson, Deputy Executive Officer, 387-5423) on June 16, 2022.

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Record of Action of the Board of Directors  
San Bernardino County Fire Protection District

**APPROVED (CONSENT CALENDAR)**

Moved: Janice Rutherford Seconded: Col. Paul Cook (Ret.)  
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Joe Baca, Jr.  
Absent: Curt Hagman

Lynna Monell, SECRETARY

BY

  
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DATED: June 28, 2022



cc: SBCFPD - Munsey w/agree  
Contractor - C/O SBCFPD w/agree  
File - w/agree

CCM 06/30/2022