

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

July 14, 2020

FROM

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

SUBJECT

Employment Contract for Deputy Fire Chief

RECOMMENDATION(S)

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

1. Approve **Employment Contract No. 20-594** with Bertral Washington as Deputy Fire Chief for the period of July 18, 2020 through July 14, 2023 at an estimated annual cost of \$403,500 (\$207,693 Salary and \$195,807 Benefits) that includes the option to extend the contract term for a maximum of three successive one-year periods.
2. Authorize the Fire Chief, on behalf of SBCFPD, to execute amendments to extend the contract term for a maximum of three successive one-year periods, subject to review by County Counsel.
3. Direct the Fire Chief to transmit all documents in relation to the contract amendments 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.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost) as the cost of this employment contract (an estimated \$403,500 per year) will be funded by SBCFPD revenue sources. Appropriation for this contract is included in SBCFPD's 2020-21 budget and will be included in future recommended budgets.

The hourly compensation rate for this contractor is equivalent to Range E76B/Step 14 of the June 20, 2020 salary schedule of the SBCFPD Exempt Compensation Plan. The contractor shall receive any across-the-board salary adjustments (increases or decreases) provided to, and at the same time as, employees in the SBCFPD Exempt Compensation Plan Group B.

BACKGROUND INFORMATION

SBCFPD is seeking approval of the recommended employment contract with Bertral Washington as the Deputy Fire Chief of Administration. This senior level position reports directly to the Fire Chief and serves a vital role; assisting in management of the day-to-day functions of the organization and helping to forge the future direction of a large, complex department while continuing to ensure protection of the County's residents and visitors. The Deputy Fire Chief of Administration has primary responsibility for providing oversight for

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professional services, informational services, community risk reduction operations, training staff, and support services (Fleet and Warehouse).

In addition to providing oversight and leadership for the department's day-to-day operational activities, the Deputy Fire Chief serves as a valuable member of the Fire Chief's executive team, as well as a technical advisor to all member cities on fire, disaster management, training, emergency communications, hazardous materials, and emergency medical services. The Deputy Fire Chief is also responsible for establishing and maintaining positive employee/labor relations, maximizing the efficient use of both human and financial resources, and ensuring that the overall functions of SBCFPD are achieved.

The term of the employment contract is for three years, with the option to extend for a maximum of three successive one-year periods. Either party may terminate this employment contract at any time, without cause, with a 14-day written notice to the other party. SBCFPD may also terminate this contract immediately for just cause.

PROCUREMENT

In conjunction with the County Human Resources Department, SBCFPD utilized the services of Ralph Andersen and Associates (RAA), an executive search firm specializing in public sector recruitments, to conduct a nationwide search for the Deputy Fire Chief and assist with the selection process. After conducting preliminary interviews, RAA recommended eight top tier candidates for advancement to the panel interview. This was a structured, virtual interview process, adhering to recommended COVID-19 safety protocols, which included a panel of four diverse and distinguished California Fire Chiefs selected by RAA. The panel recommended final candidates for in-person interviews with the Fire Chief. As a result of this process, Bertral Washington was deemed the best candidate for the Deputy Chief of Administration.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on June 26, 2020; Human Resources (Mark DeBoer, Assistant Director, 387-5570) on June 26, 2020; Finance (Tom Forster, Administrative Analyst, 387-4635) on June 26, 2020; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on June 28, 2020.

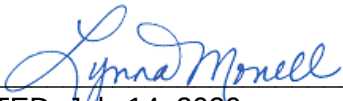
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Record of Action of the Board of Directors
San Bernardino County Fire Protection District

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Josie Gonzales
Ayes: Robert A. Lovingood, Janice Rutherford, Curt Hagman, Josie Gonzales
Absent: Dawn Rowe

Lynna Monell, SECRETARY

BY 
DATED: July 14, 2020



cc: SBCFPD- Munsey w/agree
 Contractor- C/O SBCFPD w/agree
 File- w/agree
la 07/20/2020