

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

August 22, 2023

FROM

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

SUBJECT

Extra Help Appointment of Public Information Officer as a Returning Retiree

RECOMMENDATION(S)

Acting as the governing body of the San Bernardino County Fire Protection District, approve the appointment of Tracey Martinez, a returning retiree, before 180 days has passed, into an Extra Help Public Information Officer position, due to the critical need of public communications during emergency incidents throughout the peak wildfire season, including urgent evacuations and community safety efforts, for the period of August 22, 2023 through June 30, 2024 at a compensation rate not to exceed \$53,779.

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

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

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

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

Approval of the recommended action will not result in the use of Discretionary General Funding (Net County Cost). The total cost of the Extra Help appointment is estimated to be \$53,779, based on a maximum of 960 hours of work at an hourly rate of \$56.02. Sufficient appropriation for this cost is included in San Bernardino County Fire Protection District's (SBCFPD) 2023-24 budget.

BACKGROUND INFORMATION

Tracey Martinez was actively managing all SBCFPD communications as the Public Information Officer (PIO) up to the point of her retirement in July 2023. Her continued presence in the PIO role is crucial for SBCFPD's effective response to emergencies, protection of public safety, and mass communication with the community, while assisting with a seamless transition to her replacement. With the predicted extensive fire season and the pressing requirement for heightened communication efforts, Ms. Martinez' expertise and dedication is indispensable in managing public safety communications and ensuring the community remains well-informed during crises and emergencies.

Under the California Public Employees' Pension Reform Act of 2013, a retired person shall not be eligible to be employed for a period of 180 days following the date of retirement unless the employer certifies the nature of the employment, and that the appointment is necessary to fill a critically needed position before 180 days have passed. SBCFPD certifies that approval of Ms.

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Martinez' appointment to an Extra Help position before 180 days has passed, is necessary to fill a critically needed position to ensure continuity of SBCFPD communications with the public.

The Extra Help position may be terminated by either party without cause upon 14 days written notice to the other party. The appointee shall not be scheduled to work, and shall not work, more than 960 hours for the fiscal year.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on August 1, 2023; Human Resources (Gina King, Assistant Director, 387-5564) on August 1, 2023; Finance (Tom Forster, Administrative Analyst, 387-4635) on August 2, 2023; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on August 2, 2023.

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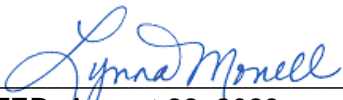
Record of Action of the Board of Directors
San Bernardino County Fire Protection District

Public Comment: None

APPROVED

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

Lynna Monell, SECRETARY

BY 
DATED: August 22, 2023



cc: File – SBCFPD w/ attachment
JLL 08/25/2023