



# FRESNO COUNTY FIRE

PROTECTION DISTRICT

*Honor, Integrity, Cooperation & Professionalism*

## MEMORANDUM

**Date:** 09/10/2020

**To:** Board Directors

**Attn:** Mike Del Puppo  
President

**From:** Fire District Staff

**Subject:** District Special Projects Analyst, Part-Time Position

## BOARD OF DIRECTOR'S BRIEFING PAPER

### ISSUE:

Staff are seeking approval to create and fill a District Special Projects Analyst position with a part-time hire.

### BACKGROUND:

Since 2010 the District has hired an independent contractor to provide special projects analyst work on transition agreements, CFD calculations, ERAF calculations, Fresno County Special Accounting liaison and budget forecasting.

### DISCUSSION:

District staff have determined it is time to hire a part-time employee to provide the analysis of all special projects.

**OPTIONS:**

1. Authorize staff to create and fill the District Special Projects Analyst position with a part-time hire.
2. Not authorize staff to create and fill the District Special Projects Analyst position with a part-time hire and continue with an independent contractor.

**IMPACTS** *(Consider potential consequences related to each of the following areas of concern for proposed alternatives):*

- Fiscal – Funding is available to fill the position with a part-time hire
- Operational - No know impact
- Legal – No know impact
- Labor – No know impact
- Sociopolitical – No know impact
- Policy – Staff would revise Policy 1004 to include the position.
- Health and safety – No know impact
- Environmental – No know impact
- Interagency – No know impact

**RECOMMENDATION:**

Staff is recommending that the District Board of Director's approve Option #1 and authorize the Administration Officer to create and fill the District Special Projects Analyst position with a part-time hire and move the funding from the independent contractor funding to an individual line item in the District budget.

**APPROVED:**

  
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Josh I. Chrisman, Administration Officer

  
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Date