



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/17/2020

Agenda Placement: 6L

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Christine Briceño for Karen Taylor - Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending the Table and Index of Classes

RECOMMENDATION

Director of Human Resources and County Fire Chief request adoption of a resolution amending the Table and Index of Classes by adding Vegetation Management Aide, effective March 17, 2020, with no increase to full-time equivalents, with no impact to the County General Fund for use by the County Fire Department to assist with fire prevention activities.

EXECUTIVE SUMMARY

The Director of Human Resources and the Napa County Fire Chief are requesting a new classification as part of a key fire prevention chipping program. If approved, this request will add the classification of Vegetation Management Aide to the Table and Index of Classes.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The requested positions are 100% funded by the Fire Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Adding the classification of Vegetation Management Aide will allow CalFire to fully staff chipping crews that will work on limiting fire risk, by eliminating fuels in vulnerable areas of Napa County.

Is the general fund affected?	No
Future fiscal impact:	There is an existing budget for Extra Help staffing for the Chipping Program in the Fire Fund. Future budgets will include the Vegetation Management Aide classification and account for the approved rate of pay.
Consequences if not approved:	If the requested action is not approved, the County might not be able to effectively recruit and retain Extra Help staff to support the Chipping Program ahead of the fire season.
County Strategic Plan pillar addressed:	Effective and Open Government Vibrant and Sustainable Environment Healthy, Safe, and Welcoming Place to Live, Work, and Visit
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

County Fire Chief requested that Napa County Human Resources develop a new classification to be used to specifically staff the Chipping Program ahead of the fire season. It was determined that a classification titled Vegetation Management Aide would best capture the work being performed to prevent fires, and would be recognizable to the public, and to potential applicants seeking work. The classification of Vegetation Management Aide will be designated as exclusively an Extra Help position. Additionally, the salary point was placed at a market-competitive rate, with no step increases.

Therefore, the Director of Human Resources and the Fire Chief recommend the adoption of a resolution to amend the Table and Index of Classes as shown on "Exhibit A," effective March 17, 2020, with no net increase in full-time equivalents, and no impact to the County General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi