



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Human Resources  
**Department No.:** 064  
**For Agenda Of:** June 4, 2024  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Kristine Schmidt, Human Resources Director, 568-2817  
Director(s) Mark Hartwig, Fire Chief/Fire Warden  
Contact Info: Erin Jeffery, Fiscal & Workforce Planning Division Chief,  
568-2808  
**SUBJECT:** Establish Job Classification of Fuels Crew Supervisor

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Adopt the resolution in Attachment A to establish the classification of Fuels Crew Supervisor (Class #3590, Range #3590, \$40.956 to \$49.259 per hour), as well as reclassify one (1) 1.0 FTE legal position in the Fire Department to this classification; and
- b) Determine that the above actions are exempt from California Environmental Quality Act (CEQA) review per CEQA Guidelines Section 15378(b)(4) since the recommended actions are government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

**Summary Text:**

The recommended action would establish the job classification of Fuels Crew Supervisor. This classification would be used in the Fire Department and lead the Fuels Crew program. The Fuels Crew currently implements multi-year grant-funded fuels management projects, typically in adverse environmental conditions working around heavy equipment with inherent risk of injury.

In accordance with the Employer-Employee Relations Policy all recognized employee organizations were notified of the County's intent to assign the classification to bargaining unit 27 (Supervisory Craft Workers, Technicians and Maintenance Services Employees) represented by Service Employees International Union, Local 620 and there were no objections. The County met and conferred with the Union and agreed on the proposed salaries for the classification.

**Background:**

The Santa Barbara County Fire Department (SBCFD) established the Fuels Crew in 2020 to implement the Lompoc Valley Fuel Reduction Project. The project is funded by the State of California Department of Forestry and Fire Protection (CAL FIRE) and California Climate Investments Fire Prevention Grant program. SBCFD was successful in recruiting an Extra Help position to fill a need to provide leadership and supervise a 15- to 18-person fuels crew 48 to 50 weeks out of the year.

In 2021, SBCFD was also successful in applying for a grant to fund the Tepusquet Vegetation Management Program project also through CAL FIRE and the California Climate Investments Fire Prevention Grant program. These projects are multi-million-dollar, multi-acre fuel reduction projects implemented by a typically inexperienced workforce who are operating chainsaws and working around large equipment for the first time. The Fuels Crew Supervisor is essential in ensuring the safety of the workforce, as well as the recruiting and training of the crew members.

The position of Fuels Crew Supervisor demands robust leadership attributes, including proficiency in navigating challenging work environments, adeptness in training and mentoring, and acute situational awareness to ensure the safety of crew members. The Santa Barbara County Fire Department (SBCFD) aims to formalize this role as a regular job classification to effectively attract and retain uniquely qualified candidates.

**Fiscal and Facilities Impacts:** No facilities impact.

Budgeted: Yes **Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Budget:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State	\$ 176,800.00	\$ 166,100.00	\$ -
Federal			
Fees			
Other:			
Total	\$ 176,800.00	\$ 166,100.00	\$ -

Narrative:

The current FY 2023-24 adopted budget allocated \$176,800 for estimated salaries and benefits for a regular position throughout the fiscal year. This amount was calculated based on historical costs associated with the job classification #3099 previously utilized by the department, specifically the former wildland specialty assignment, and was allocated to a Pending Classification (class #8000) placeholder allocation. As the classification process unfolded and the salaries and benefits associated with Fuels Crew Supervisor became clearer, the FY 2024-25 requested budget included \$166,100 of estimated salaries and benefits for this specific allocation.

Grant funding from the State covers the costs of this position. In the event that the grant funding supporting this program expires, the program and associated positions, including this supervisor position, would no longer be funded or filled.

**Staffing Impacts:**

**Legal Positions:**

No change

**FTEs:**

No change

There are no staffing impacts associated with adding the classification or reclassifying the position. A regular position is included in the FY 2023-24 budget and this action completes the classification process for this position: staffing impacts are likely to occur when recruitment begins for this position.

**Special Instructions:**

Please email one (1) copy of the minute order and one (1) copy of the fully executed Salary Resolution to Tracy Rogers, Workforce Planning Analyst, Human Resources Department at [trogers@countyofsb.org](mailto:trogers@countyofsb.org).

**Attachments:**

Attachment A: Salary Resolution

Attachment B: Proposed Class Specification for Fuels Crew Supervisor

**Authored by:**

Stefan Brewer, Workforce Planning Manager, County Human Resources

**cc:**

Mona Miyasato, County Executive Officer

Nancy Anderson, Chief Assistant County Executive Officer

Wade Horton, Assistant County Executive Officer