



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:** Fire Protection District  
**Department No.:** 031  
**For Agenda Of:** December 5, 2023  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5

---

**TO:** County of Santa Barbara Board of Supervisors  
**FROM:** Fire Protection District: Mark A Hartwig, Fire Chief/Fire Warden  
Contact Info: Shawna Jorgensen, Deputy Director/CFO x15506  
Anthony Stornetta, Fire Operations Deputy Chief x14202  
Garrett Huff, EMS and Training Division Chief x15503  
**SUBJECT:** EMS Ambulance Transport Administrative Salary Resolution Amendment

---

**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management, Human Resources, CEO Budget & Research

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Adopt a Resolution (Attachment A) amending the Salary Resolution, which adds sixteen (16) administrative support full-time equivalent (FTE) positions, to include 1.0 FTE Team/Project Leader-General, 2.0 FTE Ambulance Operator Paramedic/Ambulance Operator Paramedic (24 Hours Shift), 2.0 FTE Administrative Office Professional I/II, 1.0 FTE Administrative Office Professional Senior, 1.0 FTE Storekeeper, 1.0 FTE Accountant III, 2.0 FTE Department Business Specialist I/II, 3.0 FTE Fire Captain Staff/Shift, 1.0 FTE EDP Office Automation Specialist I/II, and 2.0 FTE Computer Systems Specialist I/II, effective December 11, 2023; and
- b) Approve Budget Revision BJE-0009451 in the amount of \$1,412,200 funded from Fire Protection District Fund Balance for the administrative positions (Attachment B); and
- c) Determine that the above action is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15378(b)(4) and 15378(b)(5) because it consists of government administrative or fiscal activities that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

This Board item recommends adoption of a salary resolution and budget revision for the administrative staff required for the Santa Barbara County Fire Protection District's (Fire District) successful launch of an Emergency Medical Service (EMS) Ambulance Transportation System on March 1, 2024. The administrative staff positions were not included in the salary resolution and budget revision approved by the Board on November 7, 2023 for 123.0 frontline staff positions.

**Background:**

On September 19, 2023, the County Board of Supervisors approved three Ambulance Provider Permits for the Fire District: Emergency Medical Calls; Interfacility Transports and Special Event Standby; and Critical Care Transport. The approval of the permits provided the Fire District the opportunity to expand its EMS for ambulance transport across the County of Santa Barbara. The new permits integrate paramedic first response with ambulance transport, ensuring seamless care from '9-1-1 call' to hospital arrival. Under the current contract, American Medical Response will continue to be the ambulance service provider for the County through the end of February 2024. The Fire District will implement its expanded EMS Ambulance Transport on March 1, 2024.

On November 7, 2023, the County Board of Supervisors received and filed an Ambulance Transport Implantation Plan and approved a Budget Resolution and a Salary Resolution for the frontline staff to operate the Emergency Ambulance Transport System. The request before the Board today supplements administrative staffing for the Fire District to implement EMS Ambulance Transport.

Approval of the recommended actions will allow the Fire District to add the following positions:

1. One (1) 1.0 FTE Team/Project Leader-General
2. Two (2) 1.0 FTE Ambulance Operator Paramedics/Ambulance Operator Paramedics (24 Hours Shift)
3. Two (2) 1.0 FTE Administrative Office Professionals I/II
4. One (1) 1.0 FTE Administrative Office Professional Senior
5. One (1) 1.0 FTE Storekeeper
6. One (1) 1.0 FTE Accountant III
7. Two (2) 1.0 FTE Department Business Specialists I/II,
8. Three (3) 1.0 FTE Fire Captains Staff/Shift
9. One (1) 1.0 FTE EDP Office Automation Specialist I/II
10. Two (2) 1.0 FTE Computer Systems Specialists I/II

**Performance Measure:**

Enhanced patient outcome-driven performance measures are being developed in collaboration with the County Public Health Department Local Emergency Medical Services Agency to ensure transparency, patient outcomes, integration, and system efficiency. Detailed performance metrics will be included in the Agreements between the Fire District and County for EMS Ambulance Transport service, anticipated to be brought to the Board for approval early in 2024.

**Contract Renewals and Performance Outcomes:**

Per Chapter 5, Ambulances, of the County Code Sec. 5-12. Term and Transferability of Provider Permits: (A) The term of each initial Permit issued pursuant to this Chapter shall be one (1) year. Upon renewal, each Permit shall be valid for two (2) years.

**Fiscal Impact:**

Budgeted: No.

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State			
Federal			
Fees			
Other:	\$ 1,412,200.00		
Total	\$ 1,412,200.00	\$ -	\$ -

**Fiscal Analysis:**

The total projected cost of \$1,412,000 includes the addition of 16.0 FTEs plus an additional 3.0 Extra Help employees. This will allow the Fire District to hire these employees from the months of January and February in anticipation of the March 1<sup>st</sup> go-live.

The additional extra help support roles comprise a storekeeper responsible for aiding in supply ordering, delivery, and facility requirements on an ongoing basis, and a staff nurse and EMT tasked with assisting in onboarding and training for the next 6-9 months.

**Staffing Impacts:**

**Legal Positions:**  
Add 16 new

**FTEs:**  
Add 16.0

Once approved, recruitment efforts to hire 16.0 FTEs and three additional Extra Help positions will begin immediately but are anticipated to be filled sometime between January and February. These positions will be filled to support the current administrative divisions and sections including EMS, Finance, Human Resources, Logistics, and Information Technology within the Fire District that will support the Emergency Medical Transport system.

**Special Instructions:**

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

**Attachments:**

- A. Salary Resolution
- B. Budget Revision BJE-009451

**Authored by:**

Garrett Huff, EMS & Training Division Chief

**cc:**

Mona Miyasato, County Executive Officer  
Rachel Van Mullem, County Counsel

December 5, 2023

Page 4 of 4

Betsy M. Shaffer, Auditor-Controller