



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
Department No.: 031
For Agenda Of: 4/4/2023
Placement: Departmental
Estimated Time: 5 minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Mark Hartwig, Fire Chief/Fire Warden
Director(s) Mona Miyasato, County Executive Officer

Contact Info: Kelly Hubbard, Director of Emergency Management

SUBJECT: Approve Extra Help Service and Retirement Waiver for the Fire Department

County Counsel Concurrence

As to form: Yes

Other Concurrence: CEO

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- A) In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of retired County employee Sonia Thompson is necessary to fill a critical need in the Fire Department before 180 days have passed from her date of retirement;
- B) Approve and authorize the Fire Chief to appoint retired employee, Sonia Thompson, as an Extra Help employee to provide assistance with specialized grants administration services on a part time basis, not to exceed 960 hours of annual service, with an effective start date of April 5, 2023; and
- C) Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA Guidelines because the actions are organizational or administrative activities of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item is to request that your Board certify there is a critical need to allow the Fire Department to hire retired Department Business Specialist II, Sonia Thompson as an Extra Help employee before 180 days have passed from the date of her retirement. Ms. Thompson retired on March 31, 2023. Ms. Thompson would be hired to assist the Office of Emergency Management with grants administration and disaster reimbursement. Specifically, Ms. Thompson would be assigned to ensure the required financial and programmatic reports for federal grants are completed and submitted on time, which is a condition of the grant awards, as well as reimbursement documentation for recent disasters. In addition, Ms. Thompson would train the newly assigned grants administrator on all the required FEMA and Cal OES Reporting.

Background:

Ms. Thompson has several years of experience in grants administration and has been the primary grants manager for Office of Emergency Management (OEM). Her extra help appointment will allow OEM to continue to meet grant requirements and focus on regular and ongoing work, while Ms. Thompson works on grants administration and training of the new Department Business Specialist.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Narrative: It is anticipated that Ms. Thompson will provide Extra Help services to OEM for assistance regarding grants administration up to 960 hours. In accordance with the California Government Code section 7522.56(d), Ms. Thompson's will perform this work at a salary rate that does not exceed the maximum authorized in the County's salary table for a Department Business Specialist II. This extra help position will be covered by existing budgeted funds.

Special Instructions:

N/A

Attachments:

N/A

Authored by:

Kelly Hubbard, Director Office of Emergency Management