



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

Special Meeting/Workshop

Wednesday, September 25, 2019 – 10:00 a.m.

Administration Building

16320 Everhart Drive ▪ Weed, California 96094 ▪ (530) 938-3281

CALL TO ORDER:

LSCSD Board Roll Call: Directors: Beck _____ Cupp _____ MacIntosh _____ Mitchell _____ Thompson _____

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENTS: This is an opportunity for members of the public to address the Board only on subject(s) of the special meeting. The Board reserves the right to reasonably limit the length of individual comments, and/or the total amount of time allotted to public comments.

DISCUSSION / ACTION ITEMS:

1. Consideration of acceptance of FEMA FY 2018 Staffing for Adequate Fire and Emergency Response (SAFER) Grant award (EMW-2018-FF-00373) (FC Pappas)
2. Consideration of Job Description – Fire Captain - Recruitment & Retention Coordinator (FC Pappas)
3. Consideration of Salary Schedule – Fire Captain – Recruitment & Retention Coordinator (FC Pappas)
4. Consideration of setting a date and time for a Special Meeting in November 2019 to replace the Regular Board Meeting scheduled for November 20, 2019 (Pres. Thompson)

BOARD MEMBER COMMENTS:

ADJOURNMENT:

The next LSCSD Regular Board Meeting is scheduled to be held on October 16, 2019 at 1:00 p.m. at the Administration Building.



TO: Lake Shastina CSD Board of Directors
MEETING DATE: September 25, 2019
FROM: Steven Pappas, Fire Chief *SP*
SUBJECT: SAFER GRANT

Background:

The Lake Shastina Fire Department has been awarded a 3-year SAFER grant by FEMA. This is a highly sought-after grant with a competitive field. The grant includes a full-time paid position for the Fire Department to help with recruitment and retention of firefighters as well as \$41,500 for structure and wildland PPE (gear), a new Lake Shastina Fire website, \$4,000 annual budget for advertisement, \$12,950 for firefighter training costs, \$1,950 for training the new employee. This is a no match grant that will not cost the District any out of pocket expenses. The grant will be available to renew after the 3-year period with another successful application.

Recommendation:

The Fire Chief recommends that the Board accept the funds from the SAFER grant.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
**Staffing for Adequate Fire and Emergency Response
Recruitment and Retention of Volunteer Firefighters Application
(Questions and Narrative)**

OMB Collection Number: 1660-0135
Expiration Date: 01/31/2021

PAPERWORK BURDEN DISCLOSURE NOTICE
FEMA Form 080-0-4b

Public reporting burden for this data collection is estimated to average 7.5 hours per response for FEMA Form 080-0-4b, Staffing for Adequate Fire and Emergency Response Recruitment and Retention of Volunteer Firefighters Application (Questions and Narrative). The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472-3100, Paperwork Reduction Project (1660-0135) NOTE: Do not send your completed form to this address.

Request Details

<p>* In cases of demonstrated economic hardship, and upon the request of the grant applicant, the FEMA Administrator may waive or reduce a SAFER Recruitment and Retention (R&R) grant applicant's minimum budget requirement.</p> <p>Is it your department's intent to apply to waive this requirement?</p>	<div style="border: 1px solid black; height: 20px; width: 100%; text-align: center;">No</div>
<p>* Is there a grant-writing fee associated with the preparation of this request? (If yes, you must add the cost as a budget item below in order to be reimbursed with grant funds)</p>	<div style="border: 1px solid black; height: 20px; width: 100%; text-align: center;">No</div>

		Activity					Action
Recruitment and Retention of Volunteer Firefighters							View Details
Category	Sub-Category	Sub-Category Other	First 12-Months	Second 12-Months	Third 12-Months	Fourth 12-Months	Total Cost Action
1. Recruitment & Retention Coordinator	Salary (Employee)		\$58,509	\$58,509	\$58,509	\$0	\$175,527 View Details
2. Recruitment & Retention Coordinator	Fringe Benefits (Employee)		\$19,980	\$19,980	\$19,980	\$0	\$59,940 View Details
3. Marketing Program	Media Marketing (TV/Radio/Internet, etc.)		\$2,500	\$0	\$0	\$0	\$2,500 View Details
4. Marketing Program	Print Marketing (Newspaper/Signs/Banners/Flyers/Brochures, etc.)		\$4,000	\$4,000	\$4,000	\$0	\$12,000 View Details
5. Personal Protective Equipment (PPE)	Full Set - Structural Personal Protective Equipment (PPE)		\$35,000	\$0	\$0	\$0	\$35,000 View Details
6. Personal Protective Equipment (PPE)	Full Set - Wildland Personal Protective Equipment (PPE)		\$6,500	\$0	\$0	\$0	\$6,500 View Details
7. Training	Basic (Minimum) Firefighter Training		\$8,950	\$2,000	\$2,000	\$0	\$12,950 View Details
8. Training	Instructor/Train-the-Trainer Training		\$950	\$500	\$500	\$0	\$1,950 View Details
Total Cost			\$136,389	\$84,989	\$84,989	\$0	\$306,367

POLICY TITLE: Job Description – Recruitment and Retention Coordinator
POLICY NUMBER: 1608 (Added 9/25/19)

1608.10 General Job Description:

Under direction of the Fire Chief, the Recruitment and Retention Coordinator is responsible for recruiting new volunteer firefighters and retaining current volunteers through various outlets including but not limited to: incentive programs, training programs, career fairs, school presentations, and advertisements. The recruitment and retention coordinator will also respond to fire, hazmat, rescue, and medical emergencies.

The Recruitment and Retention Coordinator's primary duties include:

Perform administrative and technical work recruiting and retaining candidates for volunteer positions with the Lake Shastina Community Services District Fire Department.

Provide informational programs at community job fairs, media outlets, web-based sources, and high school work programs.

Develop and implement plans, projects, and programs designed to solicit new volunteer firefighters, retain current volunteer firefighters, and to ensure the sustainability and growth of the Lake Shastina Fire Department.

Defining, administering, and maintaining records for a training program for all LSCSD fire fighters. Manage recruitment and retention of the volunteer fire fighter plan of LSFD, including monitoring and reporting of measurable results.

Create and monitor LSCSD Fire Department website and social media activities in coordination with LSCSD IT company.

Pursue opportunities for external support of recruitment and retention programs, including grants and partnerships, and ensure compliance with requirements of grant awards and other support.

Provide training opportunities to all volunteers, assuring the needs are met for all volunteer fire fighters including training and proper PPE.

Maintaining cordial relations with all persons entitled to the services of Lake Shastina Fire Department and attempting to resolve all public and firefighter complaints.

Performs other duties as assigned.

1608.20 Prerequisite Qualifications: He/she must possess an associate's degree in fire science or a related field, or a bachelor's degree from a 4 year university, or have completed an accredited Firefighter 1 academy, and/or shall have one (1) years' experience in firefighting with an agency similar in size as Lake Shastina Fire or larger, a current California state driver's license, CPR / First aid. EMT-B certification or willing to acquire within 1 year of hire.

He/she must have knowledge of marketing, be competent at public speaking and be willing to present LSFD to the surrounding community through networking, media, and presentations.

1608.25 Additional Desirable Qualifications: California State Fire Training Instructor series and Certified Instructor. Degree in communications or marketing. Commercial driver's license or firefighter endorsement. Experience in grant writing.

1608.30 Salary Range: The Recruitment and Retention Coordinator's salary is determined by contract or Salary Schedule.

1608.40 Essential Job Physical Demands: Sitting; standing; stooping; bending; squatting; walking; driving vehicles (cars and fire-fighting equipment); lifting and carrying up 50 lbs., close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls. Operation of modern fire apparatus and fire-fighting equipment, medical equipment, telephone, two-way radio, computer, copier, facsimile

machine, printers, and other related business machines, and access file storage facilities. He/she must be capable of passing a fit test on breathalyzer equipment and the Lake Shastina agility test for fire fighters.

1608.50 Marginal Job Physical Demands: Occasional running, lifting and carrying up to 100 lbs., climbing ladders, pushing and pulling.

1608.60 Environmental Demands:

Outside: Fights fires and performs training exercises out-of-office in a variety of weather conditions including rain and snow and is subjected to conditions of extreme heat. Responds to medical emergencies both indoors and outside.

Inside: Occasional training exercises indoors in temperature-controlled environment.

Fumes/Gases: Exposure to smoke and dust.

Noise/Vibration: Operation of large fire trucks and noise associate with fires.

1608.70 Mental Requirements:

Reading: Ability to read manuals and instructions for operation and maintenance of equipment, computer software and hardware, letters, reports, memos, messages, etc.

Writing: Ability to write reports, memos, messages, and fill out information forms. Needs ability to use or quickly learn the latest versions of Microsoft Office Software.

Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn Excel Spreadsheet Software.

Attention to Detail: High level of concentration and attention to detail for extended periods of time.

Repetition: Not a particularly repetitive job.

Judgment: Ability to manage, prioritize work, and make decisions for the operation of the services to the Lake Shastina Community. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals

Social Skills: Ability to relate cooperatively with members of the public, Directors, and District personnel on a constant and face-to-face basis.

Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.