



Contra  
Costa  
County

To: Board of Supervisors  
From: Dean Colombo, Fire Chief, Crockett-Carquinez Fire Protection District  
Date: March 10, 2020

Subject: Resolution No. 2020/65 - Monthly Compensation Adjustment of Administrative Assistant

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### **RECOMMENDATION(S):**

Acting solely in its capacity as the governing board of the Crockett-Carquinez Fire Protection District, ADOPT Resolution No. 2020/65 to establish the classifications and monthly compensation rate of the Payroll Clerk and Training Captain positions, as recommended by the Crockett-Carquinez Fire Protection District Fire Chief.

### **FISCAL IMPACT:**

The approximately annual cost will be \$5,000 and will be paid 100% by the Crockett-Carquinez Fire Protection District.

### **BACKGROUND:**

The Crockett-Carquinez Fire Department is an approximately 50 person strong force serving and protecting the communities of Crockett, including Valona and Selby, and Port Costa. The Department needs to establish the classifications of Payroll Clerk in order to continue to independently manage its payroll and personnel responsibilities. The Department also needs to establish the classifications of Training Captain to retain key training personnel.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/10/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

### **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 10, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Paul Reyes,  
(925)335-1096

**CONSEQUENCE OF NEGATIVE ACTION:**

The Crockett-Carquinez Fire Protection District will be unable to manage payroll for its volunteer workforce of firefighters. The District would also be unable to properly train its volunteer firefighters.

## ATTACHMENTS

Resolution 2020/65