



# STAFF REPORT

## Board Report for January 16,2024

**STAFF CONTACT:** Chief McKechnie  
**AGENDA TITLE:** Create Additional Wildfire Prevention Division Position:  
Wildfire Prevention Administrative Assistant  
**AGENDA ACTION:** Discussion and Possible Action

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### RECOMENDATION:

Authorize the Fire Chief to create an additional Wildfire Prevention Administrative Assistant position.

### BACKGROUND

- The additional position is necessary to assist the Wildfire Prevention Division with the administrative needs, while also facilitating other Wildfire Prevention/Measure T specific job duties.
- This new position will report to the Wildfire Prevention Manager.

### FISCAL IMPACT

- The annual expenditures for these positions are already reflected in the 2023/2024 FY budget for Measure T.