



Windsor Fire Protection District

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Resolution No. 444
Dated January 19, 2016

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR
FIRE PROTECTION DISTRICT OF SONOMA COUNTY, STATE OF
CALIFORNIA,
APPROVING CREATION OF NEW JOB CLASSIFICATIONS**

WHEREAS, staff has analyzed current administrative staffing needs, options and costs and recommends the creation of the two new positions of Finance Manager and Accounting Assistant; and

WHEREAS, staff has developed job descriptions for the positions of Finance Manager and Accounting Assistant (attached as Exhibits A and B) which appropriately reflect the current needs of the District and critical focus of each position; and

WHEREAS, staff has researched salary ranges for comparable positions in comparable agencies and is prepared to recommend salary ranges for the two new positions.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Windsor Fire Protection District as follows:

1. The Board approves the creation of the two new positions of Finance Manager and Accounting Assistant, with job descriptions as set forth in the attached Exhibits A and B, and
2. The Board approves the following salary ranges for the two new positions

FINANCE MANAGER: \$8,044 - \$9,777 per month

ACCOUNTING ASSISTANT: \$3,900 - \$4,740 per month

Sprinklers and Smoke Alarms Save Lives

The foregoing resolution was introduced by Director Nelson who moved its adoption, seconded by Director Plamann and adopted ~~on a roll call vote~~ by the following vote:

Director Nelson aye, President Brolan aye Director Curreri aye Director Klick aye
Director Plamann aye

AYES: 5 NOES: 0 ABSTAIN: 0 ABSENT: 0

WHEREUPON, the Chair declared the foregoing resolution adopted, and SO ORDERED.

Attest: Douglas M. [Signature], Clerk of the Board