



**To:** Board of Directors  
**From:** Steve Leighton, Fire Chief  
**Date:** September 15, 2021  
**Subject:** Administrative Staffing

**Background:**

Office Manager/Clerk of the Board Crawford's last day with Meeks Bay Fire will be November 5<sup>th</sup>. She has been working with North Tahoe's administrative staff, instructing them on the various aspects of her job duties. Her responsibilities will be distributed amongst North Tahoe's administrative team. With these added responsibilities, it has become apparent that administrative staff has reached, and at times will exceed, their work capacity limits. In an effort to reduce stress, continue with high-quality work and maintain office morale, it is imperative that North Tahoe Fire increases its administrative staff.

That being said, there is nothing in the management agreement to cover the cost of North Tahoe Fire providing administrative support for Meeks Bay Fire.

**Recommendation:**

Authorize the cost of one administrative staff member to be hired by North Tahoe Fire, with the understanding that no single staff member will be dedicated to Meeks Bay Fire administrative needs and requirements.