

Plumas County Fire Chiefs Association



TO: PCFCA CHIEFS

FROM: JACK ROSEVEAR, TREASURER

DATE: JANUARY 26, 2026

RE: ADMINISTRATIVE ASSISTANT POSITION (WILDLAND SPECIALIST)

Chiefs,

This proposal is to request the Chief's Association financial support for the specialty position of Administrative Assistant-Wildland Specialist. The position will be a year-round employee of the Beckwourth Peak Fire District with primary funding from the Peninsula Fire District and Beckwourth Peak Fire District. The position will offer a variety of specialized services, including payroll preparation and weekly support for the Peninsula FD, Beckwourth Peak FD invoicing of the Plumas NF for responses and coverage in the PNF, creating/processing resource orders/support for IMT deployments, IQS (Incident Qualification System) & IROC (Interagency Resource Ordering Capability) database management, assisting departments with the new OES requirement to enter firefighter qualification information into the IQS system, assisting with support of training classes, providing support with the OES MARS and FAST systems, etc.

We have experienced increasing requirements regarding the documentation of firefighter training credentials for deployment, red card issuance, CICCIS review and the documentation necessary to deploy to fires or prepositions. This position is intended to provide administrative support and guidance to all Plumas County Fire Departments. The technical requirements and continual rule changes make this position necessary for the Plumas County fire service.

Attached is the job description for the position, which outlines objectives for the position and duties involved. There is quite a bit of experience and skill necessary to perform the job successfully. The position and authority to hire will be considered and decided at the Beckwourth Peak Fire Board meeting on Wednesday evening, February 4, 2026. If approved, the position would be posted for interested people. Applications would be considered and interviews given, with the goal of having a successful candidate starting May 4, 2026. The first task of the new Administrative Assistant would be to transition all qualified fire personnel in Plumas County from the IROC system to the OES required IQS system. The transition requires server access to the IQS system. The Plumas County Operational Area will be using Peninsula FD's server, which has been in operation, supporting the IMT taken over from Chester FD. Thank you to Chief Bob Gray for granting permission for all of us to use their server to comply with the new requirements. IQS access will only be through the new Administrative Assistant position and the approved back-up person, to maintain consistency and security.

The request of the Chiefs is to consider the value of the position, in support of all Plumas County fire agencies and to decide upon (at the upcoming 1/31 Chiefs meeting) an annual financial contribution towards the position partnership with Peninsula and Beckwourth Peak FDs. The suggested annual contribution amount is 10% of

the position cost, or \$6,000. I am not sure that amount is affordable for the Chiefs Association, this year, but will leave it to the membership to discuss and decide what is appropriate.

The contribution by the Chiefs Association would cover all support detailed above, except for IMT personnel sponsored by the individual departments. Peninsula is already funding more than half of the position, to support their team members. Any department utilizing the Assistant for IMT processing for incidents would be an additional service billed directly to the district at a rate of \$30 per hour.

Thank you for your consideration.