Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

### A. GENERAL INFORMATION

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<th>1. Date</th>
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<td>9/11/2022</td>
<td>Department of Forestry &amp; Fire Protection</td>
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#### 3. Organizational Placement (Division/Branch/Office Name)

Cooperative Fire Protection- Headquarters

#### 4. CEA Position Title

Assistant Deputy Director - Cooperative Fire

#### 5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

The Department of Forestry & Fire Protection proposes to change the existing above CEA position. The Assistant Deputy Director of Cooperative Fire will be responsible to oversee, create and maintain policy, and provide direction to three programs which are experiencing increased growth and complexity within the Department's Fire Protection programs, balancing the span of control and organizational structure.

#### 6. Reports to: (Class Title/Level)

Deputy Director - Cooperative Fire Protection

#### 7. Relationship with Department Director (Select one)

- [ ] Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- [✓] Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain): Information provided to the supervisor for Executive discussion.

#### 8. Organizational Level (Select one)

- [ ] 1st
- [ ] 2nd
- [✓] 3rd
- [ ] 4th
- [ ] 5th (mega departments only - 17,001+ allocated positions)
B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

Under the direction of the Deputy Director, Cooperative Fire Protection, the Assistant Deputy Director, Cooperative Fire is responsible for the policy direction, policy implementation, coordination, and support of the California Department of Forestry and Fire Protection's involvement with governmental agencies that are critical to achieving departmental goals and objectives. The CEA is responsible for the following statewide programs: Local Government Fire Protection Program, Oversight and Administration of the six Contract Counties, Federal and State and Foreign Programs, Conservation Camp and Crew Programs, Fire Protection Grant Program, and the Administrative Support Program.

The CEA will be play a critical role in the development, implementation and regulation of major Departmental policies and programmatic decisions associated with the strategic coordination and planning of emergency response involving federal agencies, such as the United States Forest Service, Bureau of Land Management, National Park Service, Bureau of Indian Affairs, United States Fish and Wildlife Service, Corps of Engineers, Bureau of Reclamation, and the National Weather Services; the incumbent works with other western states including Oregon and Nevada on response agreements; and contractual fire protection relationships with the Counties of Los Angeles, Ventura, Kern, Santa Barbara, Orange and Marin who provide wildland fire protection on behalf of the State. The incumbent also has responsibilities or coordination of civil defense and other emergencies, planning and operations with other state agencies such as the Office of Emergency Services, California Conservation Corps, Department of Water Resources, California Department of Public Health, and the California Military Department.

The CEA will continuously collaborate with the Assistant Region Chiefs, Sacramento program Assistant Deputy Directors, and Chiefs of Budgets, Fiscal Services, Information Technology, Labor and Human Resources and Tech Services to influence the development, establishment, implementation, and evaluation of all departmental policies, programs, budgets, and other fiscal matters.

The CEA will participate as an active member of Department committees that impact training such as the Exams, Hiring, Operations and Training (EHOT) and Policy and Procedure Committee (PPC).

The CEA will oversee the development, maintenance and implementation of capital outlay projects involving current and proposed training centers to maintain capacity scales based on Departmental growth.

The CEA is responsible for the overall management of the Cooperative Fire programs in areas of responsibility also include collaboration with local, state, and federal training cooperators as needed to ensure cooperative training relationships are maintained.
10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

✔ Program is directly related to department's primary mission and is critical to achieving the department's goals.

☐ Program is indirectly related to department's primary mission.

☐ Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The mission of the Department of Forestry and Fire Protection is to serve and safeguard the people and protect the property and resources of California. CAL FIRE strives to be a leader in providing fire prevention and protection, emergency response, and natural resource protection services.

Fire protection and prevention is the Department's core responsibility. The Department of Forestry and Fire Protection is statutorily responsible for maintaining an integrated staff and equipment to accomplish the fire protection and prevention responsibility.

The CEA will be responsible to maintain direct oversight to Cooperative Fire Services which are all critical to the Department's core functions, and their respective managers.

The CEA will balance existing program areas fiscal and policy responsibilities to levels commensurate to a mid-organizational level, while maintaining large programs with subordinate managers. Furthermore equipping Cooperative Fire Protection with the staff resources necessary to effectively assist with policy-making decisions and ensure proper oversight and administration of subordinate programs.
B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

Climate change continues to intensify and result in a year-round fire season in California. Over the past several years, the state has experienced unprecedented wildfire activity with increases in the number and severity of wildfires. 10 of the 20 largest wildfires in California have occurred since 2017 with six of those occurring in 2020 and 17 of the 20 occurring since 2000. Approximately 4.3 million acres burned within California in 2020 and an additional 2.5 million acres burned in 2021. Additionally, growth in the wildlands urban interface has put more Californians at risk than ever before. More than 25 million acres of the state's wildlands are classified as under very high or extreme fire threat and several years of drought conditions continue to intensify fire conditions. Accordingly, the Administration has taken decisive action to bolster the state's emergency preparedness and response capacity, reduce wildfire risk, and protect vulnerable communities.

In many areas of the state, fire season never ends adding to the increased workload and need for close coordination at the Assistant Deputy Director level. Over the last 10 years, CAL FIRE has experienced a significant increase in fire activity in the middle of the winter months. Scientists have been confirming that in fire season length and intensity have noticeably increased over the past two decades. The changing climate in California continues to lengthen the fire season into what is now considered a full fire year. These extreme fire conditions and fire activity have resulted in the addition of CAL FIRE fire suppression resources and partnerships with local, state and federal agencies to meet the demand for prevention and response measures to protect the life, property and resources of California. CAL FIRE's budget has increased $1.1 billion, for a total of $3.7 billion (42% increase) and the number of positions has increased by approximately 4,767 between BY 2012-13 to BY 2022-23. The impact of this growth has led to the immediate need for this request to appoint a second Assistant Deputy Director to balance the need to manage internal controls and procedures, as well as making policy changes as needed.

As the State's fire season has virtually become year round, administrative responsibilities have increased as well as operational needs. Duration and complexity of fire season in conjunction with our Cooperative agreements, and budget management cycles being continuous with annual budget drills coupled with augmentation requests has impacted the current CEA's ability to devote sufficient attention and make appropriate recommendations to the Deputy Director and Executive management.

Establishing two CEA-As will allow for a distribution of program management to better ensure that issues are addressed timely and that crucial decisions and recommendations are made to ensure the Department can continue to operate efficiently and effectively year-round. The change in duties for this CEA will result in a more balanced span of control and organizational structure, while also addressing the impacts from the expansion of programs, personnel, equipment, budgets, and policies guiding implementation of Cooperative Fire Programs at an Executive level.
C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The CEA will be responsible for development of Department-wide policy for CAL FIRE's program areas to support and facilitate the accomplishment of CAL FIRE's primary mission and strategic goals within the area of responsibility. The CEA will consult with and provide expert and consultation and technical advice to the Deputy Director and Executive Staff. The position will be responsible to plan, direct, evaluate, manage, and establish strategic priorities for the Department and thus, may have to address the Legislature, Agency, DGS, DOF, SCO and/or the Governor’s Office regarding any of the policies in these Programs. The policy decisions made by the incumbent will directly impact all levels of staff within the Department.

Examples are as follows:

1. Transparency and Accountability: The CEA will make strategic decisions to continue to improve upon CAL FIRE's transparency and accountability. The Department is accountable to many stakeholders, including media outlets, legislative committees, the State Auditor, environmental community groups, and PRA requesters.

2. The CEA will be responsible for a number of CAL FIRE's Policies and Procedures found in the Issuance Handbook, including sections 6000 and 6300 (Conservation Corps Handcrew Program), 6400 (CDCR Camp Program), section 8500 (Cooperative Fire Programs). The CEA will play an integral role in developing new polices and revising existing policies to support the mission of this program, and the individual missions of the units largely based on existing policies that departmental personnel are working under as they relate to multiple cooperative programs to meet the Department's mission and vision.

3. The CEA will serve as a member of the Leadership Team, works cooperatively with the Assistant Region Chiefs, Sacramento program Assistant Deputy Directors, and Chiefs of Budgets, Fiscal Services, Information Technology, Labor and Human Resources and Tech Services to influence the development, establishment, implementation, and evaluation of all departmental policies, programs, budgets, and other fiscal matters. This includes working with Unit, Region, program, and management services staff in preparing information for executive staff and the Department of Finance.

All of the policy sections identified above in CAL FIRE's Issuance Handbook provide direction to Departmental Personnel in order to implement standards and guidance across a broad range of activities that are undertaken to ensure an efficient, safe, and accountable work environment where procedures are consistent with the Department's mission.
C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position’s scope and nature of decision-making authority?

As advisor to the Deputy Director of Cooperative Fire Protection, the CEA will provide major input in directing the development, establishment, and implementation, and evaluation of all departmental policies concerning program areas related to fire center administration, training curriculum, operational safety training and administration.

This will include setting performance metrics, changing and creating policies and procedures, aligning resources and staff to meet the Department’s objectives, reorganizing outdated team units, and overseeing the Operations budgets to support CAL FIRE’s mission. The CEA will have full decision-making authority in these program areas and will act as an advisor to core and support programs when reforms to those program areas are necessary, via statutory and regulatory changes or process improvement initiatives to increase the level of service and ensure compliance with laws, rules, and regulations.

Providing expert advice to top management is essential in avoiding errors that could expose the Department to criticism from the Legislature and seriously restrict the operating capacity and flexibility of the Department. Failure to effectively perform the duties of the position could result in not meeting Executive, control agency, and Legislative deadlines, resulting in potential negative financial, public relations, and policy impacts; the loss of critical funding; and potential risk to the public health and the environment.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The CEA works with other program Assistant Deputy Directors and Assistant Region Chiefs in developing multi-year plans and program objectives consistent with CAL FIRE’s objectives. The position advises and makes recommendations on legislation and legislative proposals which affect CAL FIRE’s Fire Protection and Cooperative Fire programs.

As advisor to the Executive Leadership Team, Director, Chief Deputy Director, and the State Fire Marshal, the CEA provides major input in directing the development, establishment, implementation, and evaluation of all Departmental policies, programs, budget, and fiscal matters concerning local government program agreements, state, federal, and foreign cooperative agreements, Contract Counties, Conservation Camp and Crew Programs, non-fire emergencies, and State and Volunteer Fire Assistance grants.