



Interoffice Memo

DATE: August 25, 2021

PHONE: 909-252-4101

FROM: Robert Boyd, Captain
Emergency Operations Division

TO: Robert O'Brine, Deputy Chief
Emergency Services Bureau

SUBJECT	RETIREE RE-EMPLOYMENT- James Ells
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I am requesting a 12-month extension for returning retiree James Ells as a part-time extra help automotive officer based upon the following:

- The Emergency Operations Division (ERD) is comprised of both the Aviation and the Volunteer Forces Units. Between both elements, we have an aggregate fleet size of 54 vehicles between trucks, passenger cars, and trailers. The personnel allotments for the overall division, as defined by County human resources/employee resources, does not include personnel to maintain these vehicles. In the interest of public safety, the proper maintenance of these vehicles is of paramount importance to the mission of both units- especially in the time of emergency. Historically, this job has been assigned to and employed with limited duration retirees.
- A workload analysis of each sworn and general position employed by ERD has been conducted. Based upon the type of jobs performed by each member, it is not feasible to have the mentioned automotive needs of the either unit performed as an ancillary duty of regularly assigned personnel. Due to the nature of the needs of this type of automotive assignment, it would also not be feasible to employ an outside, unvetted vendor to tend to the vehicle maintenance needs as described. Mr. Ells meets the criteria for re-hire as defined by the hiring policies of the Sheriff's Department and County Human Resources.

Based upon the aforementioned, I request a re-employment extension of 12 months for James Ells in order for the Division and Department to continue to meet its public safety obligation.

Exhibit C: Page 2

From: Guerra, Eric <eguerra@SBCSD.ORG>

Sent: Friday, October 22, 2021 3:44 PM

To: Kathleen Crook <kcrook@sbccera.org>; Zamora, Michelle <mzamora@SBCSD.ORG>; Boyd, Robert <rboyd@sbcsd.org>

Cc: karol.barrera@hr.sbcounty.gov; zachary.adamson@hr.sbcounty.gov

Subject: RE: James "Mike" Ells

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Good afternoon Kathleen, and thank you for your inquiry.

Hopefully this additional information from the Department will help to clarify. As outlined in the previous reemployment request, Mr. Ells intended on performing the duties of a training specialist and vehicle maintenance. However, the COVID-19 Pandemic hampered training efforts and has put this type of training on hold. The Department does intend on continuing this training, but probably not until 2023. This was mentioned in the submitted memorandum.

As such, this reemployment request is to continue Mr. Ells' employment for vehicle maintenance. These duties include taxiing vehicles, coordinating vehicle/equipment repairs, accounting for vehicle maintenance, fuel and mileage, and ensuring equipment readiness for times of emergency and natural disaster. Maintenance is a generic term, in that Mr. Ells is not the one actually doing small engine repair. Rather, he takes the vehicles/equipment to other mechanics throughout the county for the required maintenance and more importantly, ensures the maintenance is properly logged for required tracking. All this is done to ensure equipment is immediately deployable for any emergency throughout the county. Some examples during wildland fires include coordinating and setting up command post vehicles and equipment, maintaining generator fuel levels of that equipment, as well as shuttling supplies as needed.

These duties are within his work restrictions/limitations.

If you have any further questions, please don't hesitate to let us know.

Thank you!

Eric Guerra

Human Resources Business Partner II

Human Resources Department

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