



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF REPORT

Board Meeting Date: September 1, 2020

DATE: August 10, 2020

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Alex Kukulus, Deputy Fire Chief
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THROUGH: Charles A. Moore, Fire Chief
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SUBJECT: Recommendation to approve the reclassification of the Logistics Chief position, with a salary range of \$110,864 to 126,422, to a Division Chief position, with a salary range of \$121,950 to \$139,110, and a total fiscal impact of \$17,700 in FY21, as part of a planned restructuring of the organization to create four divisions under the Deputy Fire Chief as follows: Emergency Medical Services, Administrative Services, Fuels/Wildfire and Operations, to provide more efficient delivery of services to the community. (All Commission Districts) **FOR POSSIBLE ACTION**

SUMMARY

The District seeks Board approval the reclassification of the Logistics Chief position, with a salary range of \$110,864 to 126,422, to a Division Chief position, with a salary range of \$121,950 to \$139,110, and a total fiscal impact of \$17,700 in FY21, as part of a planned restructuring of the organization to create four divisions under the Deputy Fire Chief as follows: Emergency Medical Services, Administrative Services, Fuels/Wildfire and Operations, to provide more efficient delivery of services to the community.

PREVIOUS ACTION

January 17, 2016, the Board approved a salary range for the existing position of Division Chief and approved a job specification for Division Chief of EMS and Training.

May 16, 2017, the Board approved the creation of one additional Division Chief position to be assigned to the Training Division.

December 17, 2019, the Board approved the creation of one additional Division Chief of Fuels Management & Wildfire. This resulted in a new Division focused on hazardous fuels reduction and wildfire program enhancements.

BACKGROUND

Statutory Authority: NRS 474.500 authorizes a district fire chief to hire employees upon Board authorization and coordinate fire protection activities within the District. NRS 474.470 authorizes the Board to organize the department and provide for payment of salaries of personnel. The Chief has analyzed the District's current organizational configuration and determined that there is an imbalance in the appropriate span of control and supervision under the Deputy Fire Chief.

Reorganization of District Hierarchy: The proposed reorganization establishes four Divisions that will more efficiently divide the necessary span of control and will create better oversight of essential programs and delivery of services. For now, the District is planning an organization with four divisions (Emergency Medical Services, Administrative Services, Fuels/Wildfire and Operations). When there are adequate fiscal resources, it is contemplated that a fifth division (Training) will be necessary.

Reclassification of Logistics Chief to Division Chief: The District currently has one funded, but unfilled, Division Chief position that was formerly assigned to oversee Training. The new Division Chief position will have broader oversight of Operations, including oversight of the six Battalion Chiefs and coordination of training. A Division of Administrative Services will be created. It will oversee fleet maintenance, logistics/supplies/warehousing, shared oversight of training, policy and guideline development, recruit academy coordination, data analysis and software management, and will oversee many other committees and programs. In order to effectively manage these broader programs, the District is also seeking the creation of one Logistics Coordinator position to support the warehousing, facilities maintenance, and supply efforts of the newly created Division of Administrative Services. Approval for the creation of the position of Logistics Coordinator will be presented as a separate agenda item.

If approved, the current Division Chief positions will be filled from an internal promotional process, in accordance with the IAFF Local 2487 collective bargaining agreement.

FISCAL IMPACT

This cost of reclassifying this position including salary and benefits is estimated at \$17,700 for Fiscal Year 2021. The difference will remain within the general fund approved Fiscal Year 2021 budget.

RECOMMENDATION

It is recommended the Board of Fire Commissioners approve the reclassification of the Logistics Chief position, with a salary range of \$110,864 to 126,422, to a Division Chief position, with a salary range of \$121,950 to \$139,110, and a total fiscal impact of \$17,700 in FY21, as part of a planned restructuring of the organization to create four divisions under the Deputy Fire Chief as follows: Emergency Medical Services, Administrative Services, Fuels/Wildfire and Operations, to provide more efficient delivery of services to the community.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

“I move to approve the reclassification of the Logistics Chief position, with a salary range of \$110,864 to 126,422, to a Division Chief position, with a salary range of \$121,950 to \$139,110, and a total fiscal impact of \$17,700 in FY21, as part of a planned restructuring of the organization to create four divisions under the Deputy Fire Chief as follows: Emergency Medical Services, Administrative Services, Fuels/Wildfire and Operations, to provide more efficient delivery of services to the community.”