



**TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
STAFF REPORT**

Board Meeting Date: September 1, 2020

DATE: July 7, 2020
TO: Truckee Meadows Fire Protection District Board of Fire Commissioners
FROM: Alex Kukulus, Deputy Chief
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THROUGH: Charles A. Moore, Fire Chief
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SUBJECT: Recommendation to approve the job classification, salary range and to create one new position of Logistics Coordinator at a salary range of \$43,762 to \$56,638 as a regular PERS position for a total estimated cost of \$72,522 including benefits for FY 21. (All Commission Districts) FOR POSSIBLE ACTION

SUMMARY

Recommendation to approve a job classification, salary range and to create one new position titled Logistics Coordinator.

PREVIOUS ACTION

None

BACKGROUND

Statutory Authority: NRS 474.470 authorizes the Board to organize the department and provide for payment of salaries of personnel. NRS 474.500 authorizes a district fire chief to hire employees upon Board authorization and coordinate fire protection activities within the District.

Position of Logistics Coordinator: The District is currently proposing a reorganization of several divisions including the fleet and logistics functions. If approved, these functions within the District will be overseen by an assigned Division Chief of Administrative Services. This Division Chief will manage large purchases, budgetary control, inventory systems, and coordinate maintenance and service needs at District facilities. This same Division Chief will also oversee several other functional areas within administration including training, data analysis, employee development, and numerous other committees and projects. The position of Logistics Coordinator will assist the Division Chief with the day-to-day needs of fulfilling supply requests, submitting work orders, and ensuring personnel and stations have all of the needs necessary to complete their mission.

Therefore, the District recommends approval of the job classification, salary range and creation of one new position of Logistics Coordinator at a salary range of \$43,762 to \$56,638 as a regular PERS position for a total estimated cost of \$72,522 including benefits for FY 21.

FISCAL IMPACT

If the Board approves, and in the event the position is represented by Local 2487, wages will be negotiated. However, the District anticipates the salary range of (\$43,762 - \$56,638).

The total estimated FY21 costs is \$72,522. The District's FY21 budget included a part time logistics assistant, of which \$33,000 will be used to offset the costs of the new full-time position. The remaining costs will be offset through natural attrition and will remain within the District's FY21 budget.

RECOMMENDATION

Staff recommends the approval of the job classification, salary range creation of one new position of Logistics Coordinator at a salary range of \$43,762 to \$56,638 as a regular PERS position for a total estimated cost of \$72,522 including benefits for FY 21.

POSSIBLE MOTION

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

"I move to approve the job classification, salary range and creation of one new position of Logistics Coordinator at a salary range of \$43,762 to \$56,638 as a regular PERS position for a total estimated cost of \$72,522 including benefits for FY 21."