



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: June 19, 2018

DATE: May 24, 2018
TO: Truckee Meadows Fire Protection District Board of Fire Commissioners
FROM: Charles A. Moore, Fire Chief
Phone: (775) 328-6123 Email: cmoore@tmfpd.us
SUBJECT: Discussion and possible approval to establish a bank account for the purposes of payroll related costs and to authorize the Fire and Chief Fiscal Officer to be dual signatories for this account. (All Commission Districts) FOR POSSIBLE ACTION

SUMMARY

Discussion and possible approval to establish a bank account for the purposes of payroll related costs and to authorize the Fire and Chief Fiscal Officer to be dual signatories for this account.

Strategic Objective supported by this item: *Sustainability of our financial, social and natural resources.*

PREVIOUS ACTION

None

BACKGROUND

The fire service has unique payroll requirements, which at times, is difficult for SAP to process. The District has recently viewed multiple payroll software and service demonstrations and recommends moving the payroll process from SAP to Kronos Workforce Ready (Workforce). Workforce is used by other fire districts, including East Fork Fire District, which has similar payroll complexities as Truckee Meadows. Workforce is owned and operated by the same company as our current scheduling software, Telestaff. The move from SAP to Workforce will allow the District to import information from the scheduling software in to the payroll software, eliminating the need for duplicating work time entries and approvals.

The agreement with Workforce includes services for the processing of payroll, payroll liabilities, and other payroll related services. Therefore, the District is required to establish a bank account for Workforce to access to pay payroll and related liabilities. The District will monitor the bank account and reconcile monthly. District Staff will monitor the bank account and reconcile monthly.

FISCAL IMPACT

The implementation cost is \$16,500 and has been included in the fiscal year 2017-2018 budget. Annual service costs for software modules and payroll services are \$27,234 for a term of three-years. Annual costs have been included in the fiscal year 2018-2019 budget and are anticipated to be partially offset in a reduction of costs paid to Washoe County for payroll services. Bank fees are anticipated to be nominal.

RECOMMENDATION

It is recommended that the Board of Fire Commissioners Discussion and possible approval to establish a bank account for the purposes of payroll related costs and to authorize the Fire and Chief Fiscal Officer to be dual signatories for this account.

POSSIBLE MOTION

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

"I move to approve the establishment of a bank account for the purposes of payroll related costs and to authorize the Fire and Chief Fiscal Officer to be dual signatories for this account."