



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: September 18, 2018

DATE: August 31, 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: Authorization to freeze one (1) vacant Firefighter/Paramedic position (#70010138) and to create one (1) additional flexibly staffed Fire Prevention Specialist I/ II position. (All Commission Districts) FOR POSSIBLE ACTION

SUMMARY

Authorization to freeze one (1) vacant Firefighter/Paramedic position (#70010138) and to create one (1) additional flexibly staffed Fire Prevention Specialist I/ II position.

Strategic Objective supported by this item: *Safe, Secure and Healthy Communities*

PREVIOUS ACTION

None

BACKGROUND

The Fire Prevention Division of the Truckee Meadows Fire Protection District (TMFPD) currently has two approved Fire Prevention Specialist I/II positions; with one position open and the other position filled. A recruitment to fill the open Fire Prevention Specialist I/II position was held in May/June 2018 and two highly qualified applicants completed final interviews with District management. After reviewing the current workload of the Fire Prevention Division with future growth planned in the Truckee Meadows, it became clear that additional staff is needed to maintain a timely schedule for plan review, as well as the need for public education and other programs planned by Fire Prevention Deputy Chief Beaver. With the creation of a third Fire Prevention Specialist position, the plan review, business inspections, fire investigations, public education and other programs anticipated by the Fire Prevention Division can be distributed between three Specialists, resulting in timely reviews, inspections, and other tasks required of Fire Prevention.

The position of Firefighter/Paramedic is currently vacant and anticipated to be frozen until the FY 19/20 budget cycle.

FISCAL IMPACT

The annual budgeted salary for this Firefighter/Paramedic position is \$ 60,511 and the annual salary of a Fire Prevention Specialist I starts at \$59,030. Any negotiated differences in the starting salary are anticipated to be minimal and offset by a reduction in services and supplies budget.

RECOMMENDATION

It is recommended that the Board give authorization to freeze one (1) vacant Firefighter/Paramedic position (#70010138) and to create one (1) additional Fire Prevention Specialist I/II position.

POSSIBLE MOTION

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

"I move to authorize the freezing of one (1) vacant Firefighter/Paramedic position (#70010138) and to create one (1) additional Fire Prevention Specialist.