



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF REPORT

Board Meeting Date: January 5, 2021

DATE: December 21, 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 unfreezing one (1) District Support Specialist position and one (1) Fire Captain position assigned to training and to approve a District Staffing Plan that includes 51 Firefighter Paramedic positions, including three (3) grant-funded positions, and to approve creating one (1) additional Firefighter/Paramedic position, and authorize the Chairman to execute on behalf of the Board a resolution augmenting the General Fund Salaries and Employee Benefit Expense Accounts from the District's General Fund Contingency Account in the amount of \$115,000. (All Commission Districts) **FOR POSSIBLE ACTION**

SUMMARY

Recommendation to approve unfreezing one (1) District Support Specialist position and one (1) Fire Captain position assigned to training and to approve a District Staffing Plan that includes 51 Firefighter Paramedic positions, including three (3) grant-funded positions, and to approve creating one (1) additional Firefighter/Paramedic position, and authorize the Chairman to execute on behalf of the Board a resolution augmenting the General Fund Salaries and Employee Benefit Expense Accounts from the District's General Fund Contingency Account in the amount of \$115,000.

PREVIOUS ACTION

August 27, 2019, the Board unfroze and re-classified one (1) frozen Program Assistant position to a District Support Specialist position at an annual salary range of 46,072 to \$60,000.

May 19, 2020, the Board approved the freezing of one (1) District Support Specialist position and one (1) Fire Captain position assigned to training and including funding for these positions in Contingency within the approval of the FY 21 Budget.

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.

The District has experienced significant growth in recent years, with many additional positions and new Divisions within the District. In previous fiscal years, the District froze several positions including one Training Captain position and one District Support Specialist position. In order to adequately support the training needs of the District's personnel, the District intends to again have three Training Captains, and needs to unfreeze one existing Captains position. Additionally, the four Division Chiefs and their respective divisions (Operations, EMS, Wildfire/Fuels, & Logistics/Fleet/Training) require additional administrative and clerical support to fulfill their needs, which will require the unfreezing of one District Support Specialist position

While reviewing approved and frozen positions, an audit revealed that there is a need to approve one additional Firefighter/Paramedic position to meet the needs of the District's current staffing plan. The current staffing plan requires one Firefighter/Paramedic position at nine of the District's stations (27 for three shifts), 2 Firefighter/Paramedic positions at 2 of the District's stations (12 for three shifts), and 3 Floater Firefighter/Paramedic positions on each shift (9 total). Furthermore, the District accepted a FEMA SAFER grant award in October 2020 for an additional 3 Firefighter/Paramedic positions. In total, the District requires 51 Firefighter/Paramedic positions to meet this staffing plan. During the recent position audit, there were only records for 50 positions, hence the request to approve 1 additional Firefighter/Paramedic position.

FISCAL IMPACT

The District included funding a total of 49 Firefighter/Paramedic positions, including overfill positions within the original Fiscal year 20/21 budget, with the addition of the approved SAFER grant funded 3 Firefighter/Paramedic positions, the total funded positions within the Fiscal Year 20/21 budget is 52. Therefore, the additional Firefighter/Paramedic position is within the current Fiscal Year 20/21 budget.

The Training Captain and District Support specialist were frozen during the Fiscal Year 20/21, however, the cost of these positions was added to the budgeted contingency account with the understanding that the need for these positions would be reviewed against any significant decreases in revenues. The District has not seen a significant decline in revenues and recognizes the need for these positions. The District included \$620,000 of Contingency in the Fiscal Year 20/21 Budget. With the approval of this request, the District will use \$115,000 of contingency to increase the Budget for these positions.

RECOMMENDATION

It is recommended that the Board approve unfreezing one (1) District Support Specialist position and one (1) Fire Captain position assigned to training and to approve a District Staffing Plan that includes 51 Firefighter Paramedic positions, including three (3) grant-funded positions, and to approve creating one (1) additional Firefighter/Paramedic position, and authorize the Chairman to execute on behalf of the Board a resolution augmenting the General Fund Salaries and Employee Benefit Expense Accounts from the District's General Fund Contingency Account in the amount of \$115,000.

POSSIBLE MOTION

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

"I move to approve unfreezing one (1) District Support Specialist position and one (1) Fire Captain position assigned to training and to approve a District Staffing Plan that includes 51 Firefighter

Paramedic positions, including three (3) grant-funded positions, and to approve creating one (1) additional Firefighter/Paramedic position, and authorize the Chairman to execute on behalf of the Board a resolution augmenting the General Fund Salaries and Employee Benefit Expense Accounts from the District's General Fund Contingency Account in the amount of \$115,000."