



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: September 7, 2017

Staff Contact: Sean Slamon, Fire Chief

Agenda Title: For Possible Action: To approve the recommended Fire Department organizational restructuring.

Staff Summary: Carson City Fire Department is requesting to restructure the command and administrative staff of the Fire Department. The Fire Department recommends moving from (2) Deputy Fire Chiefs, (3) Battalion Chiefs and (1) Fire Prevention Captain to (1) Deputy Chief and (5) Battalion Chiefs, which includes elevating the Fire Prevention Captain position to a Battalion Chief/Fire Marshal.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to approve the Fire Department moving to (1) Deputy Chief and (5) Battalion Chiefs, which includes elevating the Fire Prevention Captain position to a Battalion Chief/Fire Marshal.

Board's Strategic Goal

Safety

Previous Action

N/A

Background/Issues & Analysis

The Fire Department is seeking approval of an organizational restructuring. After evaluating the Fire Department's administrative operations over the past several months the Fire Chief is recommending reorganization at the administrative level. The following changes are recommended: from the operations division moving from (2) Deputy Fire Chiefs and (3) Battalion Chiefs to (1) Deputy Chief and (4) Battalion Chiefs.

The Fire Chief recommends elevating the Fire Prevention Captain position to a Battalion Chief/Fire Marshal. The Fire Prevention Captain has seen an increase in supervisory responsibility with the addition of a new full time Fire Inspector and the increased role in our successful Wildland Fuels Reduction Program. The Fire Prevention Captain now supervises (3) full-time personnel and (14) seasonal employees. The Battalion Chief/Fire Marshal position is in line with industry standards for that position and their responsibilities.

If approved, the Fire Department will have (1) Deputy Chief and (5) Battalion Chiefs.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Fire Prevention Budget 101-2515-422

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: Approving this organizational restructure will be \$7,813.69 additional for year one, and \$18,282.37 for year two, and \$29,536.20 for year three, at which time the employee will be topped out.

Alternatives

If this request is denied, the Fire Department will continue to operate within its existing structure.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



Fire Battalion Chief

Class Code:
00227

Bargaining Unit: FIRE CHIEF OFFICER
ASSOCIATION

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Established Date: Jan 26, 2010
Revision Date: Aug 10, 2017

SALARY RANGE

\$47.10 - \$58.51 Hourly
\$97,957.71 - \$121,692.55 Annually

DESCRIPTION:

PROMOTIONAL RECRUITMENT FOR FIRE BATTALION CHIEF

OVERVIEW:

This is a mid-management position which is a part of the Fire Department Management Team and reports directly to and receives general and specific direction from the Fire Chief or Deputy Fire Chief. The Fire Battalion Chief position may be authorized and staffed in all divisions based on operational needs of the Carson City Fire Department. The Fire Battalion Chief is responsible for supervising, planning, coordinating, and monitoring the activities within his/her assigned division. Other responsibilities include coordinating activities with other divisions, outside agencies, and the general public; developing and maintaining his/her assigned division's budget; providing staff assistance to other divisions; exercising supervision over specified line and staff personnel; and establishing and accomplishing the goals and objectives for his/her assigned division in support of the department's mission. Regardless of the division of assignment, the Fire Battalion Chief performs all duties of a firefighter including, but not limited to, structural and wildland fire suppression, ventilation, salvage, overhaul, extrication, emergency medical support, hazardous materials response and activities, technical rescue, and other related functions.

SPECIFIC CHARACTERISTICS: The following job characteristics pertain to specific divisions where a Battalion Chief is or may be assigned. Please note: This position will be responsible for the oversight of the EMS and Training Divisions within the Department. The position will be assigned to a 40 hour workweek for an indefinite period.

Administrative Division:

In addition to those responsibilities listed in the Overview, the Administrative Division Battalion Chief, under general direction, performs a variety of professional, confidential and administrative duties to assist the Fire Chief in directing, managing, and coordinating the programs and activities of the fire department. He/she coordinates assigned activities with other city departments, divisions, and outside agencies; provides highly responsible, confidential and complex administrative support to the Fire Chief; and exercises direct supervision over technical and clerical staff.

Emergency Management Division:

In addition to those responsibilities listed in the Overview, the Emergency Management Division Battalion Chief continuously reviews and revises the Carson City Emergency Operation Plan and the Haz-Mat Response Plan. He/she is the formal liaison between the State Division of Emergency Management and Carson City government.

The Emergency Management Division Battalion Chief coordinates training sessions and disaster exercises for the purpose of readiness for the activation of an emergency operations center; and applies for and manages grants to fund haz-mat operations and disaster preparedness.

EMS Division:

In addition to those responsibilities listed in the Overview, the EMS Battalion Chief has management and planning responsibilities for all EMS activities; manages company-level supervisors, professional, and technical EMS staff. Responsibilities include management of EMS clerical staff, ambulance billing and collections, maintenance, supplies and equipment, and general EMS operations. He/she trains, monitors, and evaluates firefighter and firefighter/paramedics for emergency medical skills.

Fire Prevention Division:

In addition to those responsibilities listed in the Overview, the Fire Prevention Battalion Chief assists the Fire Chief in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work loads of the Fire Prevention division, and identifies opportunities for improvement. He/she may select, train, motivate and evaluate sworn and non-sworn fire inspection personnel. Other activities include assisting the Fire Chief in planning, directing, coordinating and reviewing the work plan for the Fire Department; meeting with staff to identify and resolve problems; assigning work activities, projects and programs; monitoring work flow; conducting plan reviews; developing ordinances; providing oversight to the wildland fuel reduction program; and reviewing and evaluating work products, methods and procedures.

Operations Division:

In addition to those responsibilities listed in the Overview, the Operations Battalion Chief directs emergency operations in fire, medical, hazardous materials, rescue, and special operations incidents.

Training Division:

In addition to those responsibilities listed in the Overview, the Training Battalion Chief develops and coordinates all training for the fire department, including fire suppression, fire prevention, hazardous materials, rescue, and other associated skills. He/she develops and coordinates emergency & safety training for other city departments.

PHYSICAL DEMANDS:

In addition to the minimum requirements and the job duties listed for this position, the physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Mobility to work in a typical office setting and emergency scene, including the use of standard office equipment, sitting for extended periods of time, and serving as on-scene emergency coordinator; strength to exert up to 50 pounds of force occasionally and up to 20 pounds frequently to lift, carry, push, pull, or move objects; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person, over the telephone or radio; must be mobile, able to sit, stoop and climb; must be capable of working in all types of environmental conditions and will be subjected to exposure to traffic conditions, smoke,

inclement weather conditions, and human body fluids. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

EXAMPLE OF DUTIES:

The following lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained herein and may be required to have specific job-related knowledge and skills.

- Coordinate the organization, staffing, and operational activities of the assigned division including operations, prevention, EMS and training.
- Participate in the development and implementation of goals, objectives, policies, and priorities for suppression and emergency medical service activities; identify resource needs; recommend and implement policies and procedures.
- Select, train, motivate and evaluate firefighter and emergency medical service personnel; provide or coordinate staff training; work with employees to correct deficiencies; initiate discipline and termination procedures.
- Participate in directing, coordinating and reviewing the work plan for the Fire Department; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Participate in the development and administration of the Fire Department budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
- Coordinate fire suppression, prevention and emergency medical service activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Fire Chief and Assistant Fire Chief; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field.
- Represent the fire department at local and regional meetings, interact with other agencies, and coordinate inter-agency programs.
- Act as Incident Commander at fire and other emergency situations directing all activities.
- Assist in preparing specifications for firefighting apparatus and equipment.
- Will be required to perform all the duties of the position of firefighter including, but not limited to; structural and wildland fire suppression, ventilation, rescue, salvage, overhaul, extrication, emergency medical support, hazardous materials response and activities and other related functions.
- Rotate to other divisions as assigned or required.
- Perform related duties as required.
- Plan, organize, develop and deliver full scope fire service training programs.
- Instruct classes in technical, administrative and specialized subject areas relating to the fire service.
- Provide and conduct training for new firefighting personnel.
- Respond to emergencies to evaluate practices and procedures.
- Develop and coordinate the department's safety program.
- Coordinate reporting of cases involving potential worker's compensation for all department employees.
- Maintain training records and prepare periodic special and technical reports.
- Must respond to suppress fires and provide EMS assistance and treatment

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

An Associates degree in Fire Science or a related field. A minimum of one (1) year at the rank of Captain and 8 years employment in the Fire Department.

REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:

- Nevada Driver's License at time of appointment (must obtain a Class "B" with "F" endorsement within six (6) months of hire).
- Current Nevada Advanced Emergency Medical Technician (paramedic) or National Registry Paramedic Certification.
- Ambulance attendant license
- Nevada Fire Officer II Certification (or equivalent).
- Haz-mat Incident Commander Certification (or equivalent).

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, techniques, operational characteristics, services and activities of fire suppression, emergency medical services, fire prevention, training programs, and performance evaluations.
- Incident Command System and the National Incident Management System
- Modern and complex principles and practices of fire administration.
- Basic budgeting procedures and techniques.
- Principles of supervision, training, performance evaluation and interpersonal dynamics.
- Pertinent federal, state, and local laws, codes and regulations.
- Principles of emergency management.
- Safe work practices.

Skill in:

- Planning, organizing and directing fire training programs.
- Applying firefighting techniques and procedures.
- Assessing emergency incidents and developing, implementing and directing appropriate response strategies.
- Communicating technical information to individuals and groups.
- Maintaining accurate records and preparing clear and concise reports and other written materials.
- Supervising, training, and evaluating assigned employees.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public.

Ability to:

- Manage and coordinate the work of supervisory and sworn personnel.
- Select, supervise, train and evaluate staff.
- Interpret and explain fire suppression, emergency medical services and prevention policies and procedures.
- Conduct training sessions to line and staff personnel.
- Prepare and deliver public presentations.
- Perform firefighter 1 and 2 techniques and procedures.

SELECTION PROCESS:

Individuals who are selected to move forward in the selection process will be evaluated

based upon their qualifications. In order to select the candidates best qualified for the position, the application should be as complete and thorough as possible. Candidates should complete the supplemental questionnaire.

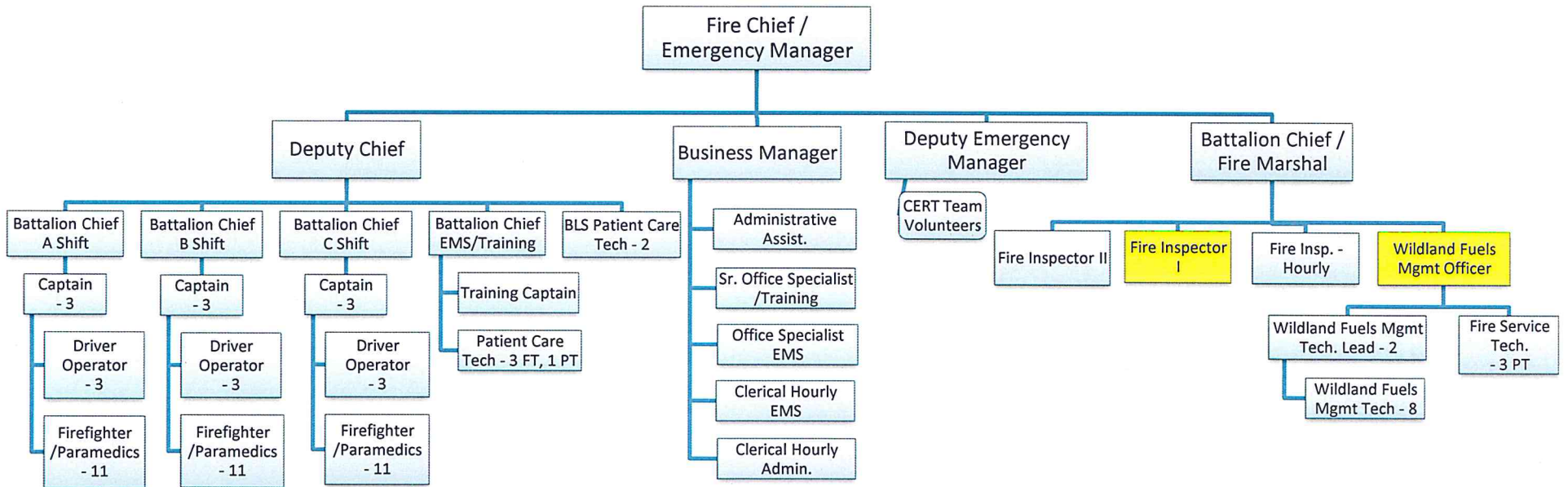
**SUPPLEMENTAL INFORMATION:
CONDITIONS OF EMPLOYMENT:**

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Employee may be required to stay or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
3. *Employees in this position must reside within 30 minutes of Fire Station 1. When employees in this position are assigned to emergency duty call, they must remain available in a location within (15) minutes of the city limits.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.25 and a drug/alcohol screen which costs \$36.50. Employment is contingent upon passing the background and the drug/alcohol screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.*
7. *Carson City is an Equal Opportunity Employer.*



CARSON CITY FIRE DEPARTMENT PROPOSED ORGANIZATIONAL CHART

Effective Date 09/7/17



2015 Regional Fire Marshal Salary Survey

(Base Salary Only)

Agency	Rank	Position	Top Step
2015			
Central Lyon County FPD	N/A	No Fire Marshal	
East Fork Fire District	Deputy Chief	Fire Marshal	\$123,531
North Lake Tahoe FPD	Battalion Chief	Assistant Fire Marshal	\$130,000
Reno Fire Department	Division Chief	Fire Marshal	\$127,019
Sparks Fire Department	Division Chief	Fire Marshal	\$123,345
Storey County Fire District	Division Chief	Fire Marshal	\$93,037
Tahoe Douglas Fire District	N/A	Fire Marshal	\$113,425
Truckee Meadows FPD	Division Chief	Fire Marshal	\$112,569
2017			
Carson City Fire Department	Captain	Acting Fire Marshal	\$100,779.12*
		Battalion Chief-Step 3	\$114,761.82**
		Battalion Chief-Step 4 Top Step	\$123,368.96

*Carson City-includes 10% acting pay. FY17 pay scale.

** Battalion Chief Step 3 provides the minimum 10% increase required by City policy.

Fire Inspector to Fire Marshall

101-2515-422

PERS @ 28%

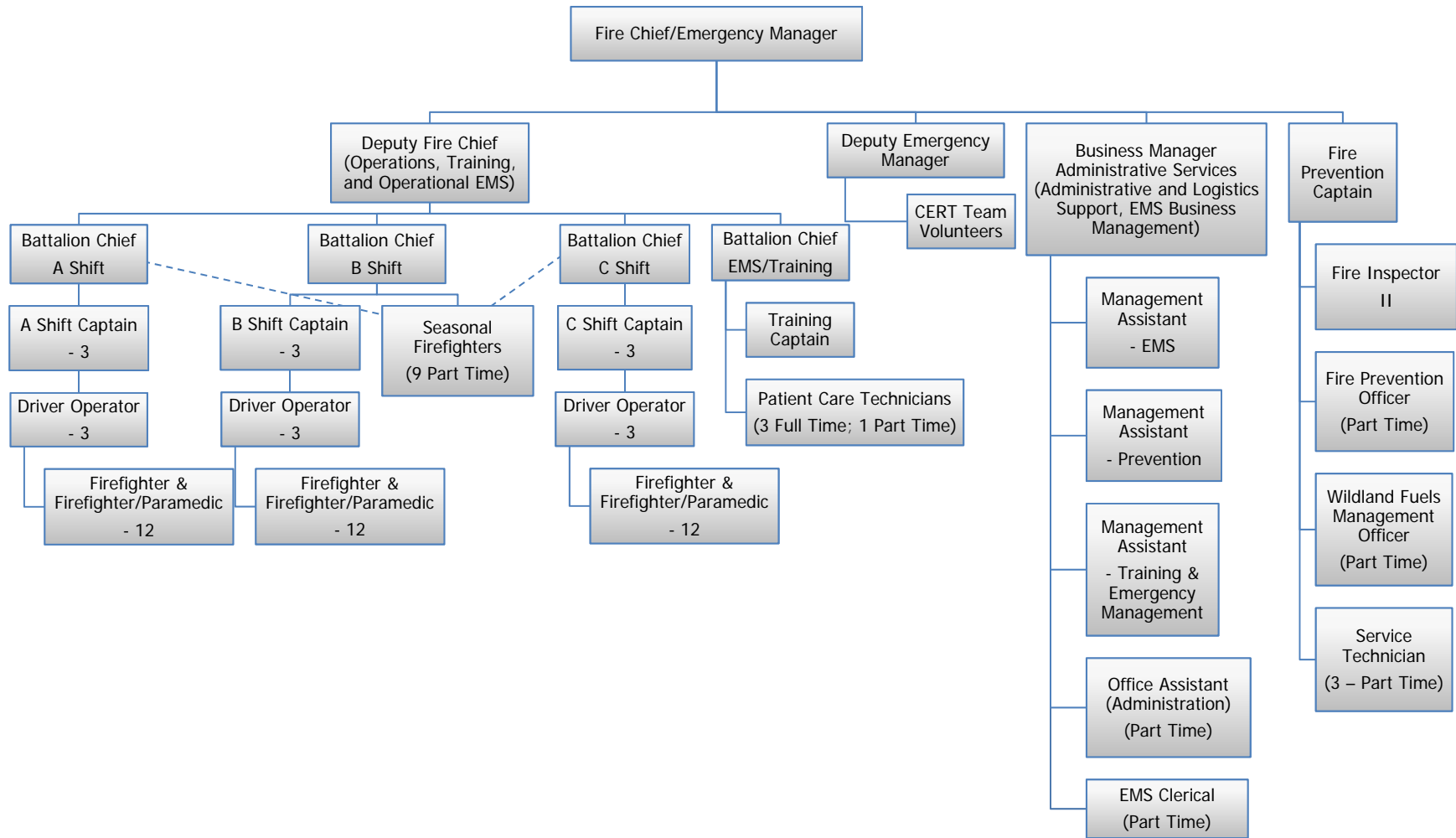
PERS @28%

Current Fiscal Impact	Fire Prevention Captain Step 4	Fire Marshall - BC Step 2	Difference
Annual Salary	89,581.44	104,151.39	
Bachelor 2.5%	2,239.54	2,603.78	
Extra Duty 10%	8,958.14	-	
	<hr/>		
Total Salaries	100,779.12	106,755.17	5,976.05
	<hr/>		
Longevity	Not Eligible Yet	Not Eligible Yet	
Uniform	1,200.00	1,200.00	-
Phone Stipend	960.00	960.00	-
Group Ins (Employee + Spouse)	16,433.82	16,433.82	-
PERS	28,218.15	29,891.45	1,673.30
Medicare	1,492.62	1,579.27	86.65
Workers Comp	2,419.14	2,419.14	-
Heart & Lung	1,338.21	1,415.90	77.69
	<hr/>		
Total Benefits	52,061.94	53,899.58	1,837.64
	<hr/>		
Grand Total	152,841.06	160,654.75	7,813.69

Year 2	Fire Prevention Captain Step 4	Fire Marshall - BC Step 3	Difference
Annual Salary	89,581.44	111,962.74	
Bachelor 2.5%	2,239.54	2,799.07	
Extra Duty 10%	8,958.14		
	<hr/>		
Total Salaries	100,779.12	114,761.81	13,982.69
	<hr/>		
Longevity	Not Eligible Yet	Not Eligible Yet	
Uniform	1,200.00	1,200.00	-
Phone Stipend	960.00	960.00	-
Group Ins (Employee + Spouse)	16,433.82	16,433.82	-
PERS	28,218.15	32,133.31	3,915.15
Medicare	1,492.62	1,695.37	202.75
Workers Comp	2,419.14	2,419.14	-
Heart & Lung	1,338.21	1,519.98	181.77
	<hr/>		
Total Benefits	52,061.94	56,361.62	4,299.68
	<hr/>		
Grand Total	152,841.06	171,123.42	18,282.37



Carson City Fire Department Organization Chart



Fire Inspector to Fire Marshall

101-2515-422

PERS @ 28%

PERS @28%

Top to Top	Fire Prevention Captain Step 4	Fire Marshall - BC Step 4	Difference
Annual Salary	89,581.44	120,359.95	
Bachelor 2.5%	2,239.54	3,009.00	
Extra Duty 10%	8,958.14		
	<hr/>		
Total Salaries	100,779.12	123,368.95	22,589.83
	<hr/>		
Longevity	Not Eligible Yet	Not Eligible Yet	
Uniform	1,200.00	1,200.00	-
Phone Stipend	960.00	960.00	-
Group Ins (Employee + Spouse)	16,433.82	16,433.82	-
PERS	28,218.15	34,543.31	6,325.15
Medicare	1,492.62	1,820.17	327.55
Workers Comp	2,419.14	2,419.14	-
Heart & Lung	1,338.21	1,631.88	293.67
	<hr/>		
Total Benefits	52,061.94	59,008.31	6,946.37
	<hr/>		
Grand Total	152,841.06	182,377.26	29,536.20
	<hr/>		