



## Agenda Item Summary

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**File ID:** 19-0222

**DEPT-3**

**Meeting Date:** 1/29/2019

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**PLACEMENT:** Departmental

**TITLE:**

**ADDITIONAL POSITIONS FOR FIRE RESCUE IN FY19**

**EXECUTIVE SUMMARY:**

The Fire Rescue Department (FRD) has evolved substantially over the past fifteen years. Through this evolution it has become apparent that to address current demands, there is a need for two additional positions to enhance administration of operations: Deputy Fire Chief and Fire Rescue Records Management Coordinator. The Fire Chief has been performing these tasks using existing personnel and contracted services. Converting these functions into two distinct positions is in the best interest of the organization and operations.

**DEPARTMENT:** Administration

**PREPARED BY:** **Name:** Taryn G. Kryzda  
**Title:** County Administrator

**REQUESTED BY:** William A. Schobel, Fire Rescue Chief

**PRESET:**

**PROCEDURES:** None

**BACKGROUND/RELATED STRATEGIC GOAL:**

Fire Rescue Operations have evolved over time. When the department was first formed it was comprised of either Emergency Medical Technicians (EMTs) or Firefighters. Today, given the change and severity in calls, the duties have been combined and there are Firefighter Paramedics and Firefighter EMTs, along with Captains and Battalion Commanders, with an emphasis primarily on the medical aspect. Due to the current operations, the department is requesting two additional positions: Deputy Fire Chief and Fire Rescue Records Management Coordinator.

**Deputy Fire Chief**

Looking back to 2004, what is currently referred to as the Fire Rescue Department was then named the Emergency Services Department with similar separate divisions as there are now (Emergency Management, Nuclear Planning, Fire Rescue Communications, Ocean Rescue, Fire Prevention, Fire Rescue Administration, Fire Rescue Operations, Fleet Services & Logistics and Special Operations). The one division that was in the department in 2004 that is no longer reflected in the current organization was Emergency Services Department Administration. In Emergency Services Department Administration was the Emergency Services Department Director and Executive Aide.

The division of Fire Rescue Administration had the Fire Chief, six Chiefs for operations, and support staff.

When the 2009 budget was developed, given the condition of the economy at that time, departments were forced to make reductions without impacting level of service for operations that would affect health safety and welfare. Emergency Services Department collapsed positions by renaming the department Fire Rescue, eliminating the Emergency Services Department Director position by having the Fire Chief essentially perform all duties of the department director and Fire Chief. There were also reductions made to two Chief positions that oversaw operations. At that time, there were 278 fire rescue personnel in operations.

In October 2016, William A. Schobel was appointed to the position of Fire Chief. Since that time, Chief Schobel has focused on efficient operations and looking for restructuring possibilities that would enhance the department and effectively manage all fire rescue operations. Fire Rescue operations currently has a compliment of 322 personnel with a high concentration of paramedics due to the medical nature of the calls. Chief Schobel believes adding a Deputy Fire Chief position will provide the level of leadership that is required for a department and operation of this size. The County has numerous departments with Deputy or Assistant Directors (Building, Growth Management, Libraries, Parks & Recreation and Public Works) so the title and function has been previously defined. Having a Deputy Fire Chief will provide organizational and operational stability to all Fire Rescue staff.

#### **Fire Rescue Records Management Coordinator**

There are substantial requests made to Fire Recue for information that is deemed to be a public record, such as, but not limited to: fire incident reports, emergency service run reports, patient care reports, release of liability forms, and Computer Aided Dispatch (CAD) information. Information requests come from attorneys, insurance companies, hospitals, individuals, doctors, etc. Internal staff tried to keep up with the requests to ensure the requests were provided in a timely manner, as required by law. As the number of requests increased, staff was not able to maintain a timely timeframe and ensure consistency in how each request was documented and fulfilled. To be efficient and consistent addressing the requests, Chief Schobel engaged contractual assistance and centralized all department requests.

Adding a Fire Rescue Records Management Coordinator position will provide a consistent level of service for the customers making the public records request and the department. Having a dedicated position will ensure documents and requests are managed in a timely manner. In addition to the duties of record management, having a full-time position will allow the Chief to gain some depth in Fire Rescue administration for payroll processing and accounts payable, which presently there are no other positions at this level to back-up those functions.

Funding for the Deputy Fire Chief position will be made available utilizing the salaries from individuals that have retired within the last six months that have been or will be replaced with individuals at a lower salary rate. The Fire Rescue Records Management Coordinator position is a shift of contracted services monies to a position of County employee. All monies are being allocated within the Fire Rescue Municipal Services Taxing Unit (MSTU).

#### **ISSUES:**

Fire Rescue is the largest County department, with Fire Rescue Operations having more than a third of the total county workforce. Having a Deputy Fire Chief will provide organizational stability to

ensure County operations are as efficient and effective as they can possibly be. To ensure that the County remains in compliance with public records law, it is imperative to fund a full-time dedicated staff person to record management as the Fire Rescue Records Management Coordinator.

**LEGAL SUFFICIENCY REVIEW:**

None

**RECOMMENDED ACTION:**

**RECOMMENDATION**

Move that the Board approve two additional positions in FY19 for Fire Rescue: Deputy Fire Rescue Chief and a Fire Rescue Records Management Coordinator.

**ALTERNATIVE RECOMMENDATIONS**

Consider only adding one of the positions.

**FISCAL IMPACT:**

**RECOMMENDATION**

Both positions will be funded in the Fire Rescue MSTU utilizing available salary monies through attrition and contracted services.

**ALTERNATIVE RECOMMENDATIONS**

None

**DOCUMENT(S) REQUIRING ACTION:**

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|--|---------------------------------------|---|
| <input type="checkbox"/> Budget Transfer / Amendment | <input type="checkbox"/> Chair Letter | <input type="checkbox"/> Contract / Agreement |
| <input type="checkbox"/> Grant / Application         | <input type="checkbox"/> Notice       | <input type="checkbox"/> Ordinance            |
| <input type="checkbox"/> Other:                      | <input type="checkbox"/> Resolution   |   |