

**City of Carson City
Agenda Report**

Date Submitted: February 5, 2015

Agenda Date Requested: February 19,
Time Requested: 15 minutes

To: Mayor and Supervisors
From: Fire Department

Subject Title: For Possible Action: Action to approve the reclassification of a Battalion Chief to a Deputy Chief unclassified position and approve an augmentation of the Carson City Fire Department budget to cover the increase in costs.

Staff Summary: The Carson City Fire Department would like to restructure the Command Staff of the Fire Department. The Fire Department currently has one Battalion Chief position vacant in the Chiefs Association Bargaining Unit. This request will remove one of the Battalion Chiefs from the Bargaining Unit and make a Deputy Chiefs Position. This new Deputy Chief will become an unclassified position in the Fire Department.

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to approve the reclassification of a Battalion Chief to a Deputy Chief unclassified position and approve an augmentation of the Carson City Fire Department budget to cover the increase in costs.

Explanation for Recommended Board Action: The Carson City Fire Department needs to restructure this position as to aid in efficiency of the department. Adding an additional Deputy Chief will divide up the work duties assigned to management of the Fire Department. With this position the Department will be able to utilize the Deputy Chief in a variety of assignments. This

Deputy position will cover the work assignment of Administrative Duties, EMS and Training. This will allow the other Deputy Chief to focus on Operations and not have all other Divisions of the Department under one Deputy Chief as this position is currently staffed.

Applicable Statute, Code, Policy, Rule or Regulation

Fiscal Impact: Approving this reclassification from Battalion Chief to Deputy Chief will be \$9680.00 additional per fiscal year.

Explanation of Impact: This action will remove one Battalion Chief from the Chiefs Association and reduce the contracted COLA's through the year 2020.

Funding Source: General Fund

Alternatives: If the reclassification is not approved, the Fire Department will fill the Battalion Chief position vacated by the current Fire Chief. No change will take place in the current Command Staff Structure.

Supporting Material

Prepared By: Robert Schreihans

Reviewed By: Robert Schreihans

(Fire Chief)

Nicholas Marano

(City Manager)

John G. Felt

(District Attorney)

Willie A. Smith

(Finance Director)

Date: 2/10/15

Date: 2/10/15

Date: 2/10/15

Date: 2/10/15

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



JOB DESCRIPTION

JOB TITLE:	Deputy Fire Chief	FLSA:	Exempt
DEPARTMENT:	Fire	GRADE:	D1
REPORTS TO:	Fire Chief	DATE:	July 1, 2013

SUMMARY OF JOB PURPOSE:

Under general direction, assists in planning, organizing and administering a comprehensive City fire protection and prevention system, including fire suppression, prevention, emergency medical response, and training divisions; manages specified program areas through subordinate managers and supervisors.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Assists in developing and implementing goals, objectives, policies, procedures and work standards for the department; coordinates the preparation and administration of the annual budget in assigned areas of responsibility.
- Plans, organizes, administers, reviews and evaluates the activities of operational, technical and office support staff through subordinate managers and supervisors.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Manages the day-to-day operations of all assigned functional areas; manages maintenance and repairs for facilities and equipment.
- Assumes personal command of fire suppression, or disaster control activities at major incident scenes.
- Manages the planning and implementation of such broad based response programs as the Incident Command System and the Emergency Medical Response programs; ensures that such programs comply with OSHA and other regulatory agency requirements.
- Manages all fire prevention activities, from public education and information programs to ensuring that fire codes and ordinances are appropriately enforced.
- Manages the provision of training and the deployment of personnel.
- Directs the selection of staff and provides for their training and professional development; interprets City policies and procedures to employees; ensures effective morale, productivity and discipline of department staff.
- Directs the conduct of and conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Represents the City in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.
- Maintains or directs the maintenance of accurate records and files.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

ESSENTIAL FUNCTIONS:

- Drives a motor vehicle in order to attend off-site meetings, visit various work locations, and respond to emergencies.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public, and staff; acts in a manner that promotes a harmonious and effective workplace environment
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's Degree in Business Administration, Fire Sciences, or related field; AND four (4) years of fire administrative or command experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

Required Knowledge and Skills**Knowledge of:**

- Principles of fire management, suppression, prevention and education in an urban area.
- Principles and practices of emergency medical response.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration.
- Applicable laws, codes and regulations; computer applications related to the work.
- Record management principles and practices.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:

- Planning, organizing and administering assigned functions in a comprehensive fire suppression and prevention, and emergency medical response control system.
- Administering programs and staff through subordinate supervision.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, correspondence and other written materials.
- Taking effective action in emergency situations.

SUPERVISION RECEIVED AND EXERCISED:

Under General Direction - Incumbents at this level have considerable latitude in the application of departmental policy, and they follow general guidelines or professional and administrative standards in accomplishing assignments. They are responsible for planning and organizing their own workload, but ordinarily cannot change methods of their assigned work unit, established operations, or departmental policy without supervisor approval. Supervision is minimal, indirect, and usually limited to technical oversight.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.
- Nevada Emergency Medical Technician (EMT) certification.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and an emergency scene, use standard office equipment, sit for extended periods of time, and serve 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 hearing and speech to communicate in person or over the telephone; exposure to traffic conditions, smoke, inclement weather conditions and human body fluids.

JOB DESCRIPTION

Deputy Fire Chief

CONDITIONS OF EMPLOYMENT:

1. This classification is considered Unclassified under the provision of Section 2.330(4) of the Carson City Charter. Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. Any City employee may be required to stay at 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.
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 \$53.50 and a drug/alcohol screen which costs \$20.00. 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.uscis.gov.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

BATTALION CHIEF TO DEP FIRE CHIEF

	BC	Dep Chief	Difference
Annual Salary	\$123,213	\$139,000	\$15,787
Longevity	\$5,933	\$0	(\$5,933)
Uniform	\$1,200	\$1,200	\$0
Phone Stipend	\$960	\$960	\$0
Group Ins (emp + children)	\$21,878	\$17,454	(\$4,424)
PERS	\$52,304	\$56,295	\$3,991
Medicare	\$1,904	\$2,047	\$143
Workers Comp	\$2,199	\$2,199	\$0
WC - Heart / Lung	\$1,552	\$1,669	\$116
 Total Annual Amount	 \$211,143	 \$220,823	 \$9,680