

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: AMY REEVE, HUMAN RESOURCES DIRECTOR
HUMAN RESOURCES
SUBJECT: AMENDMENT TO THE CITY CLASSIFICATION AND SALARY
PLAN TO 1) RECLASSIFY 1.0 FTE FIRE INSPECTOR TO 1.0 FTE
ASSISTANT FIRE MARSHAL AND 2) ADD 1.0 FTE LIMITED
TERM FIRE INSPECTOR, ENDING JUNE 30, 2024, BOTH IN THE
FIRE DEPARTMENT

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution, amend the City Classification and Salary Plan to 1) Reclassify 1.0 FTE Fire Inspector to 1.0 FTE Assistant Fire Marshal and 2) Add 1.0 FTE Limited Term Fire Inspector, in order to create a more efficient and effective staffing and program management structure for the Fire Prevention Division of the Fire Department.

EXECUTIVE SUMMARY

This resolution amends the City Classification and Salary Plan to reclassify an existing 1.0 FTE Fire Inspector in the Fire Department into 1.0 FTE Assistant Fire Marshal. In addition, 1.0 FTE Limited Term Fire Inspector, ending June 30, 2024, will be added to the Fire Department staff, to be filled by a future recruitment.

By approving this reclassification and amendment of the salary plan, it will prove to be a more efficient and effective management of programs and staff within the Fire Prevention Division. This will also provide the necessary staffing and physical presence in the community to deliver the actionable items outlined in the Community Wildfire Protection Plan that were developed through the community involvement process. Including, vital vegetation management education, coordination of fuel reduction and modification programs as well as structural hardening and ignition resistance recommendations our community has been asking for since the Tubbs fire.

BACKGROUND

Currently the Fire Prevention programs and staff are distributed between two Assistant Fire Marshals. Over the past several years this has proven to be difficult to deliver

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appropriate coverage and complete assignments with the increased demands for service and related impacts of the wildfires, PG&E Power Shut Offs and our latest COVID 19 pandemic. Furthermore, anticipation of a Vegetation Management program to be developed and delivered by the Fire Prevention Division resulting in additional demands for time and effort of staff. The focus of this reorganization is to add an Assistant Fire Marshal from an existing Fire Inspector position and then filling, on a limited term, the vacancy created to aid in delivery of the Vegetation Management program. This will create a more efficient and effective staffing and program management structure for the Fire Prevention Division of the Fire Department.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The recommendation is to reclassify an existing filled Fire Inspector into an Assistant Fire Marshal to assist in implementation of a Vegetation Management program. In addition, a three-year limited term Fire Inspector will be added to the Department to backfill the vacancy created through the internal promotion. This will allow distribution of the Fire Prevention programs amongst three Assistant Fire Marshals and would provide for a better span of control and coverage for the Fire Prevention Division. This will also provide the necessary staffing and physical presence in the community to deliver the actionable items outlined in the Community Wildfire Protection Plan that were developed through the community involvement process. This includes vital vegetation management education, coordination of fuel reduction and modification programs as well as structural hardening and ignition resistance recommendations that the community has been asking for since the Tubbs fire.

The Assistant Fire Marshal position has a salary range of \$117,707 - \$141,393 annually, and the Limited Term Fire Inspector position has a salary range of \$97,380 - \$118,352. Both positions are in Unit 2 – Firefighters and will reside in the Fire Prevention Home Org, 060300.

FISCAL IMPACT

Fire Department staff are funded by the General Fund. Including benefits, the addition of 1.0 FTE Assistant Fire Marshal with a salary range of \$117,707 - \$141,393 will increase the Fire Department's General Fund budget by approximately \$235,000 annually through June 30, 2024. The addition of 1.0 FTE Limited Term Fire Inspector will not impact the General Fund, since it will replace the recently reclassified position with the same salary range.

After June 30, 2024, if the expired Limited Term Fire Inspector is removed from the Fire Department's staff, the General Fund will continue to fund an approximate \$20,000, or the additional cost of reclassifying the Fire Inspector to an Assistant Fire Marshal.

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In future years, increases in retirement, benefits and MOU agreement costs are unknown but expected to occur. Consequently, the total fiscal impact of adding additional staff cannot be fully determined.

ENVIRONMENTAL IMPACT

The Council finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not Applicable.

ATTACHMENTS

- Resolution

CONTACT

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