



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Honor, Integrity, Cooperation & Professionalism

MEMORANDUM

Date: 01/13/2022

To: Board of Directors

Attn: Matt Furrer,
President

From: Fire District Staff

Subject: Creation of New *Equipment Services Assistant* Staff Position

BOARD OF DIRECTOR'S BRIEFING PAPER

ISSUE:

Staff is asking the Board of Directors to authorize the addition and implementation of a new Equipment Services Assistant position. In addition, Policy 1007.5.1 (Full time Regular District Employees) should reflect the increase in counts and be adopted into Lexipol (See supplemental attached). Staff is also asking to advertise and fill the Equipment Services Assistant.

BACKGROUND:

Over the last few years, the District has made several changes consolidating the programs and equipment from multiple other facilities and condensed them all into Station 82. We saw immediate improvements on several fronts. The results have been on track over time and progressing in the right direction as new processes have been established. However, the overall effectiveness of this process has reached a plateau and caused several negative impacts that need to be addressed.

Though effectively centralizing equipment and reducing multiple negative impacts to other stations, the workload has demanded personnel assigned to Station 82 to prioritize projects. When surges in call volume demand their time, requirements to fill orders for tools/equipment, service/repair equipment and the administrative process all

fall behind and fail to meet the needs of the Unit. Staff at the station have paid to use PCF's to assist in filling the obligations and meeting the timelines. The District also currently pays an outside vendor for janitorial services at the shop and training center.

DISCUSSION:

After evaluating the cost paid to PCFs assisting Station 82 personnel to maintain the programs and the cost paid to janitorial companies, staff is proposing the creating of a fulltime position to accomplish the needs using approximately the same amount of funding. This position would allow for increased productivity, efficiencies, and allow flexibility of scheduling to take on other programs.

The position has a direct correlation to Goal 4 of the Strategic Plan which states, "*Cultivate opportunities for department wide sustainability and efficiency, while maintaining a focus on effective emergency response.*" Specifically, it meets the intent of Objective C, which states to "*Consider options to adjust support functions and or service delivery options to gain operational abilities or efficiencies.*"

This position will help improve efficiencies and increase daily production, as well as have positive operational impacts. Engine 82 personnel will remain in their response area more often, have more opportunities to train, both causing a potential increase in operational capabilities and reliability. This position would also assist in several areas within our department including the shop, training Center, Station 86, and Station 82. The opportunities to impact each of the programs would flex from day to day and adjust based on the given priorities. Specifically, but not limited to the operation of the breathing support, SCBA maintenance, flow testing and repair, fire equipment purchasing, ordering, and filling requests and distribution of equipment, air monitor calibration and testing, movement of apparatus, weekly inventory of reserve apparatus, janitorial services for shop and training center.

Coordination of the priorities would require input from each program up the chain. The position would be directly supervised by Battalion 4318. Input and coordination from Fleet Equipment Manager, Battalion 4306, Battalion 4317, and Battalion 4318 will be required.

The current salary range of the Equipment Service Assistant is \$37,440 - \$45,760.

This would make the second person in this classification for District staff.

ALTERNATIVES:

1. The Board votes to approve the position at a part time classification.
2. The Board votes not to approve any new positions.

IMPACTS:

(Consider potential consequences related to each of the following areas of concern for proposed alternatives):

- Fiscal - Authorization of this would require approval of a salary of \$37,440. Reduction to accounts related to PCF wages and janitorial services are anticipated to account for 100% of the salary costs.
- Operational – Increase in reliability of Engine 82 remaining in their first in area.
- Legal - None
- Labor - None
- Sociopolitical - None
- Policy – Approval of Lexipol Policy 1007, which references names of District position titles and numbers of staff members.
- Health and safety – Workload reduction on Station 82 personnel which will increase the health and wellness of personnel.
- Environmental - None
- Interagency - None

RECOMMENDATION:

Staff is recommending that the Board of Directors approve the addition and implementation of a new Equipment Services Assistant position. In addition, Policy 1007.5.1 (Full time Regular District Employees) should reflect the increase in counts and be adopted into Lexipol (See supplemental attached). Staff is also asking to advertise and fill the Equipment Services Assistant.

APPROVED:



Ryan Michaels, Division Chief



Date