



**Contra
Costa
County**

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: December 11, 2018

Subject: Adding and Deleting Positions in the Contra Costa County Fire Protection District

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22391 authorizing the addition and deletion of certain positions in the Contra Costa County Fire Protection District.

FISCAL IMPACT:

The cost of adding one Assistant Fire Chief-Exempt position and canceling one Fire Marshal position is estimated at \$39,650 annually. This will be an ongoing cost the District needs to include when developing future recommended budgets.

The estimated cost of adding a total of 18 (combined) Firefighter Recruit and Firefighter-Paramedic Recruit positions is \$637,850 for fiscal year 2018-19. That estimate is based on a target academy start date in mid February 2019.

It is intended that the recruits hired into these newly added positions will primarily fill existing positions that will be vacated through attrition in the classifications of Firefighter, Firefighter-Paramedic, Fire Engineer, Fire Captain, Battalion Chief, and (possibly) Assistant Fire Chief-Ex. This action may result in the District carrying some filled positions in excess of minimum staffing for a brief period of time. Relief positions fill minimum

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **12/11/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

ABSENT: John Gioia, District I Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 11, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Jackie Lorrekovich, Chief Admin Svcs (925) 941-3300 x1300

By: June McHuen, Deputy

cc: Jackie Lorrekovich

staffing absences

FISCAL IMPACT: (CONT'D)

caused by industrial injuries, use of paid leave accruals, training, special assignments, and strike teams. Use of relief positions reduces reliance on overtime to fill minimum staffing vacancies.

The above recommendations will be funded with CCCFPD General Operating Fund revenue.

BACKGROUND:

The attached Position Adjustment Resolution (P300) recommends the addition and deletion of several positions within the Contra Costa County Fire Protection District (District).

Add one (1) full-time Assistant Fire Chief-Exempt (RPB1) (unrepresented) position and cancel vacant Fire Marshal (RJGA) (unrepresented) position number 5269.

With the recent departure of the incumbent Fire Marshal, the District has the opportunity to align this vacant position to a more appropriate classification based on the size of the agency, size of the Fire Prevention Bureau, scope and breadth of responsibilities, and reporting relationships (both up and down). The Fire Marshal position reports to the Deputy Fire Chief and oversees the Fire Prevention Bureau, which involves a tremendous amount of responsibility for mandated inspections, new and existing construction permits, arson investigations, and exterior hazard control. It is our recommendation that this position be filled by an Assistant Fire Chief-Exempt going forward.

Add ten (10) Firefighter Recruit (RPWD) (represented) positions and eight (8) Firefighter-Paramedic Recruit (RP7A) (represented) positions.

The hiring process for a recruit is protracted. After Merit System testing is completed and an eligible list established, the District must interview all Band A candidates. Band A will typically consist of well over 100 candidates. Candidates then undergo a thorough background investigation, and upon completion of a background investigation, medical screen. The recruit academy typically runs 16-18 weeks, and there is generally an adjustment period after the recruits graduate and are placed into shift assignments (i.e., before being allowed to act as the solo firefighter on a crew that consists of a firefighter, engineer, and captain). All steps of the pre-employment assessments and the recruit academy involve a certain amount of attrition. Additionally, all engineer, captain, battalion chief, and some assistant fire chief vacancies are filled through internal promotions. Those vacancies eventually must be filled at the recruit level.

Consequently, the District must plan to start the recruit testing and hiring process at least one year prior to anticipated vacancies. While Academy 52 is currently underway, the

District calculates it will need to have another recruit academy (Academy 53) beginning in February 2019 to be able to have enough firefighters to fill anticipated vacancies that will occur between now and the end of Academy 53. This action establishes those positions.

Delete certain vacant, unfunded positions as listed in Attachment A to the Position Adjustment Resolution (P300).

This action deletes a number of vacant, unfunded positions within the Contra Costa County Fire Protection District. This is essentially a clean up item to abolish vacant, unfunded positions that are no longer used by the District.

CONSEQUENCE OF NEGATIVE ACTION:

Delay in addition and deletion of targeted positions, which may affect the start date of Recruit Academy 53, and as a result, the District's ability to fill budgeted positions as the SAFER grant period of performance starts, Fire Station 16 is reopened, March retirements occur, and the 2019 fire season begins.

ATTACHMENTS

P300 No. 22391

P300 No. 22391 - Attachment A