

CITY OF YUBA CITY
STAFF REPORT

Date: June 18, 2019
To: Honorable Mayor & Members of the City Council
From: Fire Department
Presentation by: Robert D. Landon, Interim Public Safety Chief

Summary

Subject: Fire Department Classification and Compensation Adjustments

Recommendation:

- A. Adopt a Resolution authorizing the reclassification of positions within the Fire Department as outlined in the staff report
- B. Adopt a Resolution to amend the salary schedule to reflect the organizational changes within the Fire Department as outlined in the staff report
- C. Adopt a Resolution approving a Side Letter with the Fire Management Group
- D. Authorize the Finance Director to make budget adjustments as necessary

Fiscal Impact: \$36,700 annually

Purpose:

To provide the classification and compensation options necessary to staff Fire Administration with two Assistant Fire Chiefs (Administration and Operation).

Background:

The Fire Department organizational chart that is currently in place, does not address a succession plan for Fire Administration. The need for a succession plan had been identified by City Management and a recruitment had been opened to fill the role of the Assistant Fire Chief in 2018. Due to a shortage of qualified in-house applicants, the recruitment was conducted by an executive recruiter to attract applicants nationwide. Despite the nationwide recruitment, the position remained unfilled due to a lack of qualified candidates.

The Fire Chief opted to fill the position of Assistant Fire Chief with an interim Division Fire Chief, while continuing to pursue a permanent Assistant Fire Chief. The inability to fill the role, left a void for succession planning purposes. The Yuba City Fire Department possesses several very capable leaders, who could fill the role in the future with the requisite training and experience.

In order to address the immediate needs of the department, a temporary solution has been identified. The current Police Chief has been appointed to the role of Public Safety Chief/Director until the role of the Fire Chief can be filled (permanently or through the use of an interim Fire Chief). The Police Chief will provide oversight, leadership and direction to the Fire Department. He will continue to act in his capacity as the Police Chief, and his Assistant Police Chief will assist during the transition period. In order to address the day to day operations of the Fire Department, the following proposal has been recommended for approval. There are currently two agencies in California that use an organizational chart that addresses combined public safety departments (Police and Fire), these are attached for reference.

Analysis

The proposed interim positions are temporary in nature, and are not meant to inhibit or restrict future organizational needs of the department as identified by a permanent Fire Chief. The interim position appointees will revert back to the positions they occupied prior to the interim appointment, when dictated by personnel rules or operational needs.

Addressing the Operations side of the chart (see attachment 1), an interim Division Chief has been identified and has been in place for approximately six months. The interim Division Chief has been supervising the three current Battalion Chiefs and is gaining experience for future permanent promotional opportunities. Currently no one has the training or experience at this time to adequately fill the role of the Fire Chief.

Addressing the Administrative side of the chart, the Administrative Analyst III, has been filling the role of assisting the Fire Chief in handling a majority of the administrative duties. The Administrative Analyst III has the experience and knowledge to maintain the administrative duties of the Fire Chief, but does not have the experience or training as a Fire Fighter to fill the role of the Fire Chief.

Staff has coordinated with the representative bargaining units to confirm their acceptance as it pertains to both the proposed changes and the incumbent employees. The proposed organizational chart was made available to all Fire personnel at an all hands meeting, at a meeting with Local 3793, and at a meeting with Battalion Chiefs for comments and concerns. There were no notable issues identified. A summary of the recommended changes is outlined below.

Assistant Fire Chief Operations (Interim):

Staff recommends promoting the current interim Division Chief to the interim Assistant Fire Chief-Operations, based on his qualifications, potential and performance as the interim Division Chief. The Assistant Fire Chief-Operations will be in charge of the operations division, inclusive of supervising the Battalion Chiefs, and all aspects of the day to day operations of fire calls and responses to operational issues. The interim Assistant Fire Chief will report to the Public Safety Chief. While in this position, the interim Assistant Fire Chief will act as the liaison between other local and statewide fire agencies.

A side letter is attached for approval, to ensure that the Assistant Fire Chief Operations (interim) is able to accumulate compensatory hours for taking time off, in lieu of being paid out for overtime hours. This will allow him, at his request, to be able to take time off without affecting his leave (vacation) banks. As an interim Assistant Fire Chief Operations, he is not entitled to administrative hours off per city rules. The side letter allows him to build a compensation hour's bank of up to

eighty hours for the additional time he will be required to work, since he is not considered an exempt employee with the interim title.

The proposed salary schedule (attachment 4) for the Assistant Fire Chief Operations is set at 5% above the current Assistant Fire Chief pay scale across the schedule steps. The proposed candidate for that position (Ali Williams) is being paid currently at step 5 Division Chief, in order for him to achieve a 7.5% increase in salary (as required by personnel rules), a new schedule will need to be enacted for the interim Assistant Fire Chief-Operations. The increase in salary and benefits on an annual basis is provided in the chart below.

		2019 / 2020		
		Salary	Benefits	Total
Ali Williams				
CURRENT	Step 5 \$65.03	\$ 139,600	\$ 80,400	\$ 220,000
PROPOSED	Step 5 \$68.28	\$ 146,500	\$ 83,500	\$ 230,000
Bill Fuller				
CURRENT APPROVED IN FY 19/20 BUDGET	Step 5+ \$47.01	\$ 101,200	\$ 55,200	\$ 156,400
PROPOSED	Step 5 \$56.17	\$ 120,700	\$ 62,400	\$ 183,100

Assistant Fire Chief Administration (Interim):

Bill Fuller is the current Administrative Analyst III for the Fire Department. In that role, he has managed the administrative side of the Fire Department, including managing the SAFER grant, and applying for and managing other grants. He has helped coordinate the budget and order all necessary material supplies. He has played an integral role in emergency planning and response coordination.

Staff's proposed change of the organizational chart is to move him to Assistant Fire Chief (Administration). In his current role as the Administrative Analyst he has no supervisory role. In his proposed position he will be in charge of the Fire Marshal, Fire Safety Inspector, Fire Administrative Analyst and Administrative Clerk.

His experience, expertise and ability to seamlessly run administrative duties are critical during this interim time frame. Staff has not expressed any significant concerns with the proposed change in title and duties, inclusive of the current Fire Marshal. He would pick up additional duties of Emergency Operations Planning and Coordination. His ability to work with State and County Emergency personnel will be critical as the City moves forward in its future Emergency Response plans.

He has performed a multitude of duties and was slated to move to his next pay step of \$47.01 according to the 2019/2020 salaries and benefits projections. This increase was to occur as a result of his performance and increased responsibilities within the Fire Department Administration. His salary on the graph above is indicative of his proposed salary at \$47.01 (already budgeted for 2019/2020). A new pay scale has been proposed on attachment 4. It contains two pay steps, due

to this being an interim pay scale a step 3-5 is not included as this position will most likely not be extended after the new Fire Chief is named.

Public Safety Chief/Director (Interim):

Current Police Chief will act as the Public Safety Chief/Director. He will provide oversight, leadership and direction to staff within both the Fire and Police Departments. He will be available to assist any items of concern. He will act as the interface between the City Manager and Fire/Police Staff. His focus will be to provide oversight for operations and guide the Fire Department as they prepare for the future. Key focus will be to build trust and team building for the department and ensure all critical safety equipment and training is made available. He will provide training and mentorship to staff to allow them to continue and progress as leaders in preparation for their increased leadership roles

Fiscal Impact:

The proposed personnel modifications are estimated at an annual additional cost of \$36,700. The cost breakout per position is delineated in the attached Cost Estimate (Attachment 5).

The proposed costs will affect two (2) budgeted positions.

The proposal for existing employees with the proposed implementation would be that they receive a minimum 7.5% pay rate increase, which is consistent with the reclassified employees approved by Council on June 5, 2018. Due to the increased supervisory and management workload the Assistant Fire Chief (Administration) has a higher proposed salary increase. The Assistant Fire Chief (Operations), due to his training and certification, and much greater supervisory role of personnel will maintain a higher salary range.

Alternatives:

1. Approve a portion of the requested modifications and provide alternative direction to staff on the rejected modifications.

Recommendations:

- A. Adopt a Resolution authorizing the reclassification of positions within the Fire Department as outlined in the staff report.
- B. Adopt a Resolution to amend the salary schedule to reflect the organizational changes within the Fire Department as outlined in the staff report.
- C. Adopt a Resolution approving a Side Letter with the Fire Management Group.
- D. Authorize the Finance Director to make budget adjustments as necessary.

Attachments:

- A. Fire Department Organizational Chart (Proposed)
- B. Fire Department Organizational Chart (Early 2019)
- C. Fire Department Organizational Chart (est. 1990's, early 2000's)
- D. Fire proposed salary schedule

- E. Salary and Benefits calculation table
- F. Rohnert Park Organizational Chart
- G. Sunnyvale DPS Organizational Chart
- H. Fire Management Side Letter
- I. Resolution to reclassify positions
- J. Resolution to amend salary schedule
- K. Resolution to approve Side Letter

Prepared by:

/s/ Robert D. Landon

Robert D. Landon
Interim Public Safety Chief

Reviewed by:

Finance

City Attorney

Submitted by:

/s/ Diana Langley

Diana Langley
Interim City Manager

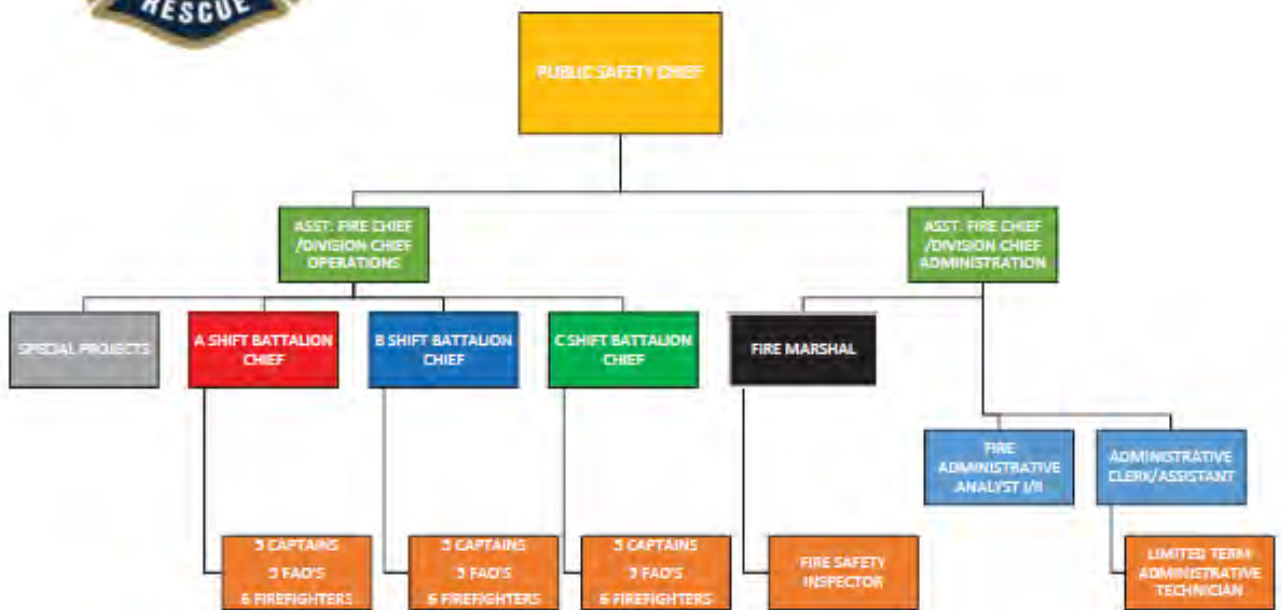
RB

SLC by email

ATTACHMENT A

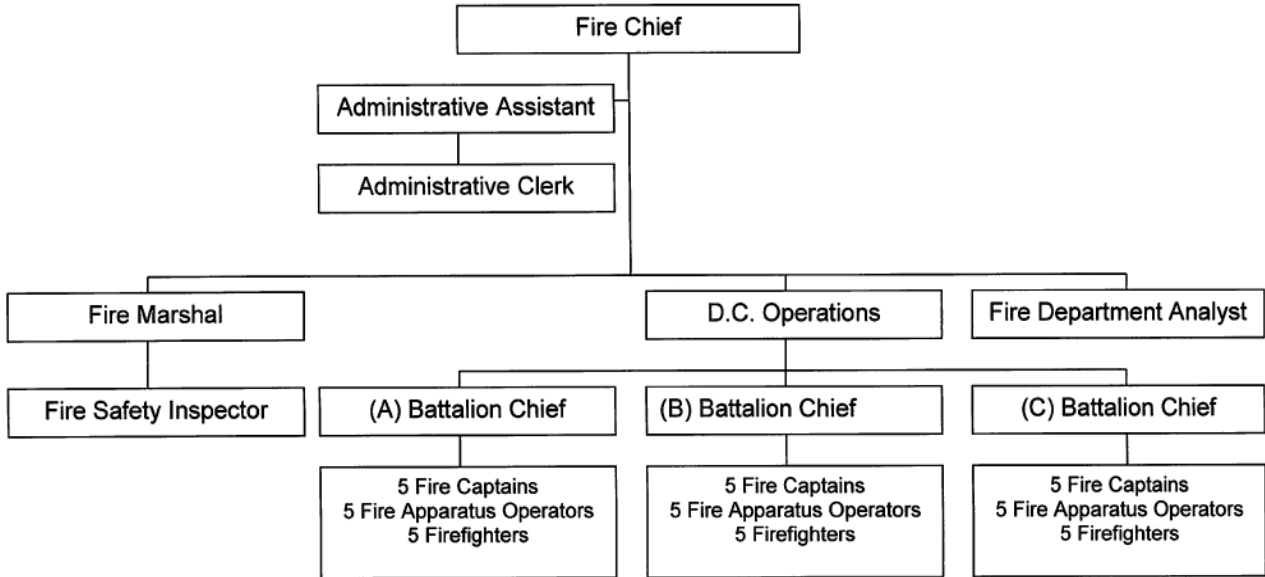


YUBA CITY FIRE DEPARTMENT INTERIM ORGANIZATION CHART MAY 2019 -



ATTACHMENT B

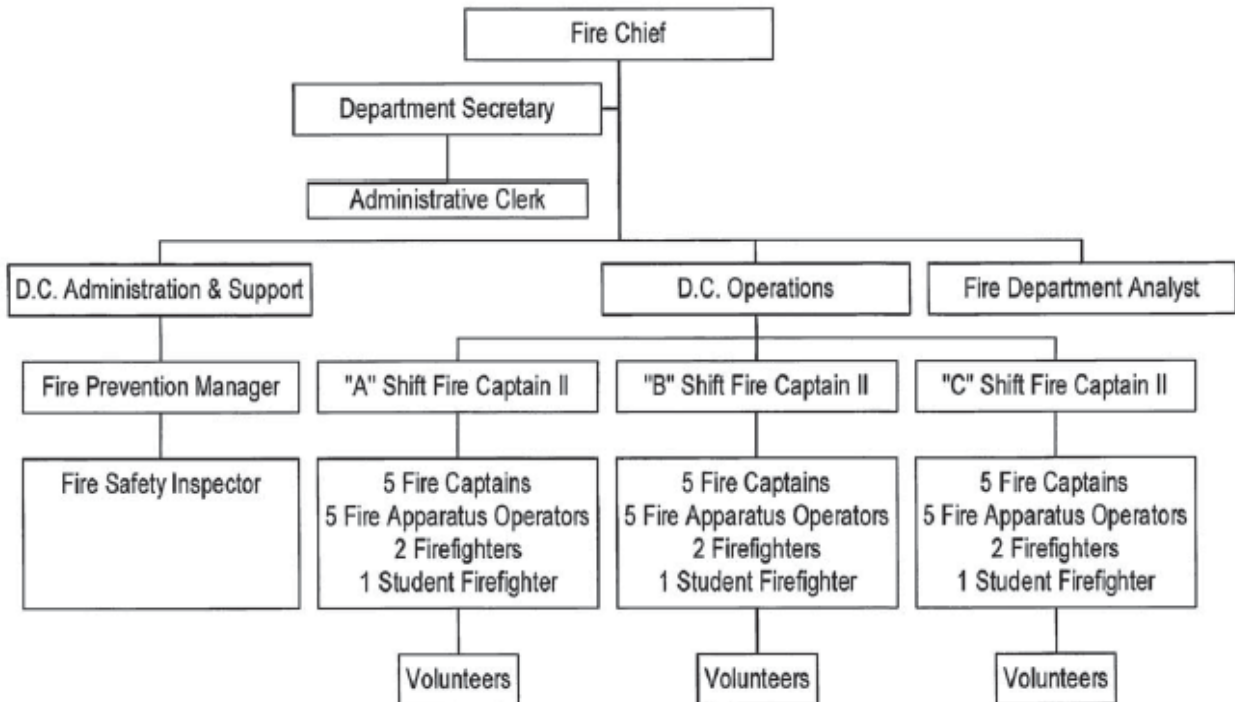
**YUBA CITY FIRE DEPARTMENT
ORGANIZATIONAL CHART**



The mission of the Yuba City Fire Department is to protect life, property, and the environment through the delivery of innovative, efficient, quality emergency management services in our community.

ATTACHMENT C

Yuba City Fire Department



ATTACHMENT D

Mid Managers - EMPLOYEES HIRED PRIOR TO APRIL 10, 2018

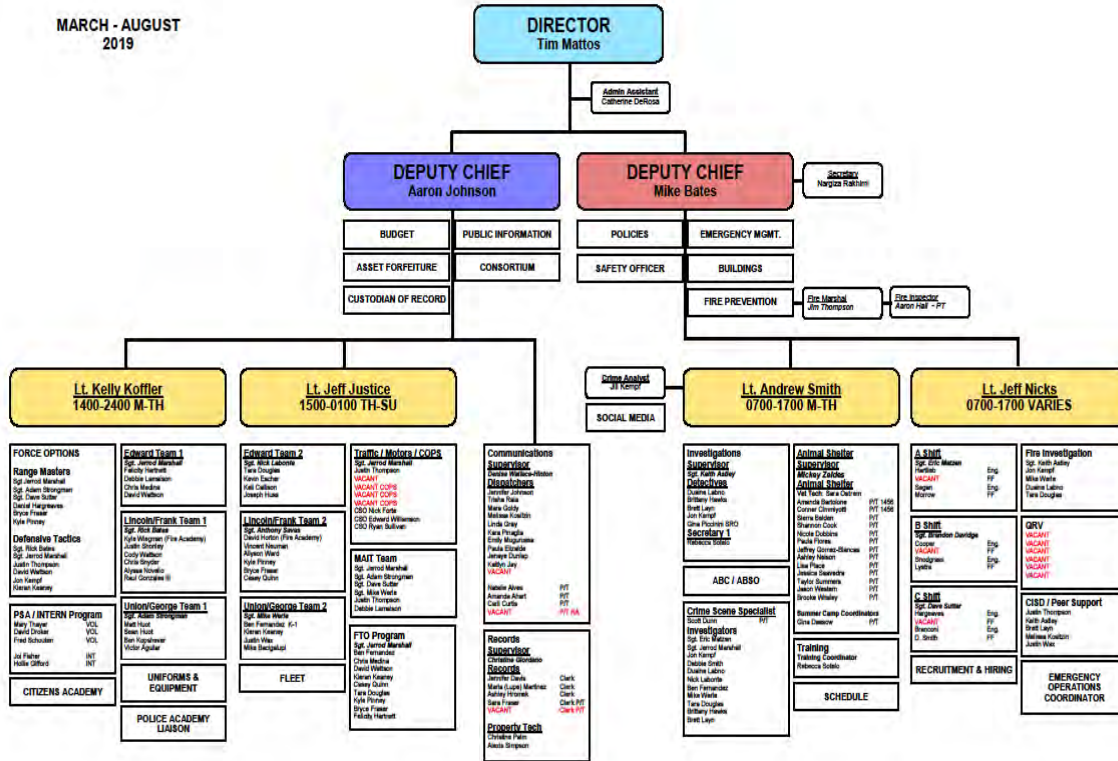
		SALARY STEPS						
CLASSIFICATION	Group	1	2	3	4	5		
7165* ACCOUNTING MANAGER	MM	6,591	6,921	7,267	7,630	8,011	Monthly	
		38.03	39.93	41.93	44.02	46.22	Hourly	
7070* ADMINISTRATIVE ANALYST III	MM	6,237	6,549	6,876	7,220	7,581	Monthly	
		35.98	37.78	39.67	41.65	43.73	Hourly	
7010* ADMINISTRATIVE MANAGER	MM	7,591	7,971	8,370	8,788	9,227	Monthly	
		43.79	45.99	48.29	50.70	53.23	Hourly	
7115* ASSISTANT CHIEF - FIRE	MM	9,736	10,223	10,734	11,271	11,835	Monthly	
		56.17	58.98	61.93	65.03	68.28	Hourly	
??? ASSISTANT CHIEF - FIRE OPERATIONS (INTERIM)	MM	10,223	10,734	11,271	11,835	12,427	Monthly	
		58.98	61.93	65.03	68.28	71.69	Hourly	
??? ASSISTANT CHIEF - FIRE ADMINISTRATION (INTERIM)	MM	9,736	10,223				Monthly	
		56.17	58.98				Hourly	
7070* ADMINISTRATIVE ANALYST III	MM	6,237	6,549	6,876	7,220	7,581	Monthly	
		35.98	37.78	39.67	41.65	43.73	Hourly	
7110* DIVISION FIRE CHIEF	MM	9,272	9,736	10,223	10,734	11,271	Monthly	
		53.49	56.17	58.98	61.93	65.03	Hourly	
7120* ENGINEER - SENIOR	MM	7,705	8,090	8,494	8,919	9,365	Monthly	
		44.45	46.67	49.00	51.46	54.03	Hourly	
7310* ENGINEER - SENIOR - CITY SURVEYOR	MM	7,354	7,722	8,108	8,513	8,938	Monthly	
		42.43	44.55	46.78	49.11	51.57	Hourly	

ATTACHMENT E

		2019 / 2020			
		Salary	Benefits	Total	
Ali Williams					
CURRENT	Step 5 \$65.03	\$ 139,600	\$ 80,400	\$ 220,000	
PROPOSED	Step 5 \$68.28	\$ 146,500	\$ 83,500	\$ 230,000	
Bill Fuller					
CURRENT APPROVED IN FY 19/20 BUDGET	Step 5+ \$47.01	\$ 101,200	\$ 55,200	\$ 156,400	
PROPOSED	Step 5 \$56.17	\$ 120,700	\$ 62,400	\$ 183,100	

ATTACHMENT F

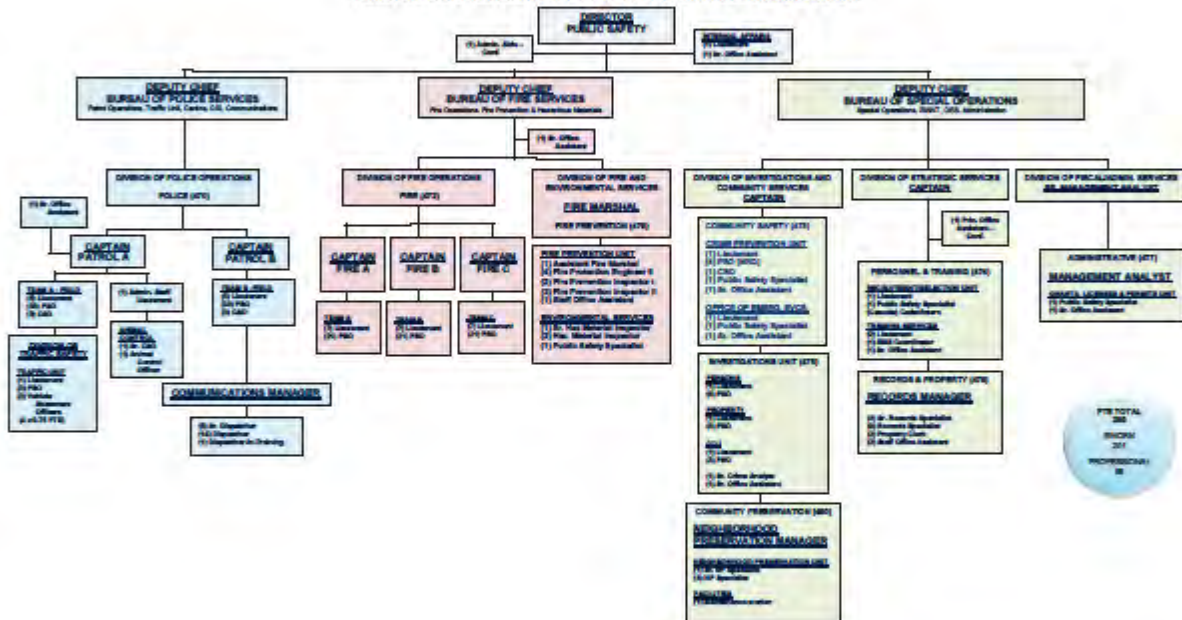
MARCH - AUGUST
2019



Revised: March 11, 2019

ATTACHMENT G

SUNNYVALE DEPARTMENT OF PUBLIC SAFETY ORGANIZATIONAL CHART



ATTACHMENT H

**SIDE LETTER TO THE
LETTER OF UNDERSTANDING**

Between

The City of Yuba City

And

The Yuba City Fire Management Group

July 1, 2017 through June 30, 2019

The purpose of this side letter is to add an Article 17, Compensatory Time Off (CTO) language in the Letter of Understanding, July 1, 2017 – June 30, 2019.

Both parties have agreed to the below language:

1. ARTICLE 17 Compensatory Time Off (CTO)

Any Battalion Chief temporarily assigned to an interim classification of higher rank than Battalion Chief, for an extended period of 90 days or more, shall have the option to receive compensatory time off for overtime incurred while in such assignment. In these limited circumstances, CTO for such assigned Battalion Chief shall accrue, to a maximum accrual cap of 80 hours, at the same rate as the employee would have earned had the employee been compensated by pay (i.e. time and a half). Such employees may schedule and use accumulated CTO in the same manner as vacation, subject to employees first using vacation hours which are or will be in excess of the maximum vacation accrual limit. Accrued CTO hours are not available for cash-out prior to separation from City service, but rather must be utilized as actual leave time. Once the temporarily assigned Battalion Chief returns to their regularly assignment of Battalion Chief, CTO shall no longer be available in lieu of overtime compensation, and employee shall have one year from the date of returning to the Battalion Chief position to utilize all accrued CTO.

2. Remainder of Contract Not Affected.

All other provisions of the current Letter of Understanding between the City and Fire Management shall remain unchanged.

Date: _____

Date: _____

CITY OF YUBA CITY

FIRE MANAGEMENT

Diana Langley, Interim City Manager

Jesse Frias

Robin Bertagna, Director of Finance

Shane Lawson

Natalie Springer, Director of Human Resources

Timothy Noori

Ali Williams

ATTACHMENT I

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
APPROVING THE RECLASSIFICATION OF POSITIONS WITHIN THE FIRE DEPARTMENT**

WHEREAS, the efficiency of governmental operations is of paramount concern to the City Council, City Management, and taxpayers alike; and

WHEREAS, the City periodically evaluates changes in responsibilities and duties performed by employees subsequent to structural changes in the configuration of departments.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yuba City as follows:

SECTION I.

- Interim Assistant Fire Chief Operations be added to the payroll schedule and added to the Mid Managers Unit as a new classification.
- Interim Assistant Fire Chief Administration be added to the payroll schedule and added to the Mid Managers Unit as a new classification.

SECTION II.

The above modifications shall become effective with the payroll period beginning April 27, 2019.

The foregoing Resolution of the City Council of the City of Yuba City was duly introduced, passed, and adopted at a regular meeting thereof held on the 18th day of June 2019.

AYES:

NOES:

ABSENT:

Shon Harris, Mayor

ATTEST:

Patricia Buckland, City Clerk

APPROVED AS TO FORM
COUNSEL FOR YUBA CITY:

Shannon Chaffin, City Attorney
Aleshire & Wynder, LLP

ATTACHMENT J

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AUTHORIZING THE FINANCE DIRECTOR TO AMEND THE SALARY SCHEDULE TO
REFLECT ORGANIZATIONAL CHANGES WITHIN THE FIRE DEPARTMENT**

BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF YUBA CITY AS FOLLOWS:

SECTION I.

The Salary Schedule and Compensation Plan shall reflect the following salary adjustments and title changes:

ASSISTANT FIRE CHIEF ADMINISTRATION:

ADD:

JCN	TITLE	1	2	3	4	5
	Assistant Fire Chief (Admin)	\$9,736	\$10,223			
		\$56.17	\$58.98			

ASSISTANT FIRE CHIEF OPERATIONS:

ADD:

JCN	TITLE	1	2	3	4	5
	Assistant Fire Chief (Operations)	\$10,223	\$10,734	\$11,271	\$11,835	\$12,427
		\$58.98	\$61.93	\$65.03	\$68.28	\$71.69

SECTION II.

The above modifications shall become effective, retroactively with the payroll period beginning April 27, 2019.

The Finance Director is hereby authorized to amend the salary schedule to reflect the adjustments, establish the salary steps, and make the supplemental appropriations as outlined in the staff report and resolution.

The foregoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 18th day of June 2019.

AYES:

NOES:

ABSENT:

Shon Harris, Mayor

ATTEST:

Patricia Buckland, City Clerk

APPROVED AS TO FORM
COUNSEL FOR YUBA CITY:

Shannon Chaffin, City Attorney
Aleshire & Wynder, LLP

ATTACHMENT K

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
APPROVING THE FIRE MANAGEMENT SIDE LETTER**

WHEREAS, the City recognizes the Fire Managers Group commitment to the City and its citizens while providing outstanding and dedicated service; and

WHEREAS, the City staff and the Fire Managers Group have negotiated a Side Letter; and

WHEREAS, the Fire Managers Group has agreed to allow any Battalion Chief temporarily assigned to an interim classification of higher than Battalion Chief for an extended period of 90 days or more, to receive compensatory time off incurred while in in such assignment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yuba City as follows:

Approve the attached Fire Managers Group Side Letter.

Authorize staff to make any necessary clarifying language changes to the language in the Fire Managers Side Letter as long as the changes do not modify the Side Letter's substantive terms or past practice.

The foregoing Resolution of the City Council of the City of Yuba City was duly introduced, passed, and adopted at a regular meeting thereof held on the 18th day of June 2019.

AYES:

NOES:

ABSENT:

Shon Harris, Mayor

ATTEST:

Patricia Buckland, City Clerk

APPROVED AS TO FORM
COUNSEL FOR YUBA CITY:

Shannon Chaffin, City Attorney
Aleshire & Wynder, LLP