

CITY OF YUBA CITY
STAFF REPORT

Date: February 4, 2020
To: Honorable Mayor & Members of the City Council
From: Fire Department
Presentation By: Jesse Alexander, Fire Chief

Summary

Subject: Fire Inspection Contract Services

Recommendation:

- A. Adopt a Resolution authorizing a budget transfer from Capital Improvement Program Account 901236 (Fire Station No.2 Renovation) in the amount of \$70,400 to the Fire Administration Professional Services Account (2305-62701) to fund temporary fire inspection services during an extended staffing vacancy, not to exceed a period of 16-weeks
- B. Approve modification of the Fire Administration budget of an additional funding allocation in the amount of up to \$70,400
- C. Adopt a Resolution approving the Yuba City Fire Fighters Local 3793 Side Letter regarding Temporary Fire Inspection Services

Fiscal Impact: \$70,400 to Fire Administration Professional Services Account (2305-62701), and a reduction in an equal amount in the Fire Station No.2 Renovation Capital Improvement Program budget 901236.

Purpose:

To provide continuity and efficient inspection services to our residents and the business community during the extended leave of absence in the Fire Prevention Bureau.

Background:

Yuba City Fire Department's Fire Prevention Bureau is staffed by two positions – a Fire Marshal and a Fire Safety Inspector. The Prevention Bureau is responsible for fire, life safety and State mandated inspections of businesses, plan checks of new construction, inspections and monitoring of new construction, Senate Bill 1205 mandated inspections (which includes K-12 school sites, hotels, motels and apartments), fire and arson investigations, fire prevention outreach & education, weed abatement, fireworks booths/displays, special permits (candles, tents & assemblies), monitoring of fire and alarm systems in City facilities, and other related duties.

Due to a leave of absence, the Fire Safety Inspector position will not be staffed from approximately mid-March 2020 until approximately August 31, 2020. There is no funding in the current Department budget to cover the cost of securing temporary fire inspection services to cover the City's needs during the leave of absence. Staff has looked at the prospects of hiring a temporary, limited-term employee, a retired annuitant, or temporarily contracting out for inspection services under a professional services contract.

Analysis:

As stated, three viable options exist for covering our Fire Safety Inspection needs – temporary contract services or a temporary, full-time hire or a combination of both.

Option 1: Department staff contacted three leading consultant firms that provide inspection services and received quotes for them to provide said services. One of the firms, CSG Consultants of Sacramento has previously provided fire prevention services for numerous cities and counties. Their staff is fully licensed with the California State Fire Marshal/National Fire Protection Association and ICC certified professionals, with extensive experience in fire and life safety, fire protection systems, special hazards and code development. Their rate for services is \$110 per hour, which includes overhead costs including, but not limited to, salaries, benefits, worker's compensation insurance, travel and office expenses. The cost for providing 5-days a week/8-hours/day inspection services for the 16-week absence would be \$70,400. The cost for contracting for 3-days a week/8-hours a day inspection services would cost \$52,800. The Department will need to determine what schedule best meets the needs of the residents and business community.

The consultant has committed to working with us on an as needed basis, charging us for only those hours used as compared to a minimum block of billing hours. We considered the cost of a 16-week contract for services with a consulting firm for fire inspections services so we have some time to familiarize the consultant's personnel with our process and provide some continuity for follow-up of previous unfinished inspections. Our goal is to provide responsive fire inspections and plan check services to our residents and the business community.

Option 2: Another option is to hire an individual to cover inspection services on a temporary full-time basis. We have looked into the availability of a retired annuitant (a former firefighter or building inspector), but do not have any at this time. We have also looked contracting with a fire agency to provide inspection services but none of the local agencies have the capacity or staffing to assist us on a temporary basis. Under the option, we will work with Human Resources to fill the position with a temporary full-time replacement who meets the minimum qualifications.

The cost for using a limited-term, full-time employee to fill in for our Fire Safety Inspector is \$44.91/hr. We anticipate the cost to fill this position for a maximum of 20 weeks (8-hours/day, 5-days/week coverage) to be \$35,928. This cost estimate would include health plan coverage, PERS, workers compensation, and other benefits as the position would be working more than 30-hours a week.

Option 3 (combination): We believe that our best option is to enter into a limited term professional services agreement with a qualified contractor, while working with the Human Resources Department to recruit a qualified individual to fill the temporary, full-time Fire Safety Inspector position. If such a qualified person is available for such a temporary position, the person selected will be a more economically effective option that would supersede the more costly contract services. This will allow us the flexibility to provide both cost-effective and quality fire inspection services to our residents and the business and development community without disruption of availability.

Fiscal Impact:

The fiscal impact of providing replacement fire inspection services is dependent upon a number of factors, being when the leave of absence begins and how quickly options can be

operational. The goal will be to have a seamless transition with no interruptions in providing inspection services to the residents or business community.

Option 1: Up to \$70,400

Option 2: \$35,928 (if personnel can be timely recruited)

Because the leave of absence period will extend beyond June 30, 2020, the Fire Department will be requesting funding for contract inspection services as part of the upcoming budget.

Alternatives:

Do not approve temporary replacement of the Fire Safety Inspector during the extended absence. This may result in delays in scheduling and completing fire inspections, permits, and plan checks as the workload will fall upon the Fire Marshal to complete in addition to his regular duties and responsibilities.

Recommendation:

- A. Adopt a Resolution authorizing a budget transfer from Capital Improvement Program Account 901236 (Fire Station No.2 Renovation) in the amount of \$70,400 to the Fire Administration Professional Services Account (2305-62701) to fund temporary fire inspection services during the subject staffing vacancy, not to exceed a period of 16-weeks.
- B. Approve modification of the Fire Administration budget of an additional funding allocation in the amount of up to \$70,400.
- C. Adopt a Resolution approving the Yuba City Fire Fighters Local 3793 Side Letter regarding Temporary Fire Inspection Services

Attachment:

- A. Resolution authorizing budget transfer
- B. Resolution approving Side Letter
- C. Local 3793 Side Letter

Prepared By:

/s/ William E. Fuller

William E. Fuller
Assistant Fire Chief - Administration

Submitted By:

/s/ Michael Rock

Michael Rock
City Manager

Reviewed By:

Department Head

JA

Finance

SM

City Attorney

SLC by email

ATTACHMENT A

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AUTHORIZING A BUDGET TRANSFER IN THE AMOUNT OF \$70,400 TO COVER THE
COST OF PROVIDING TEMPORARY FULL-TIME FIRE INSPECTION SERVICES**

WHEREAS, due to a temporary leave of absence vacancy, the Yuba City Fire Department is seeking authorization to transfer funds from the Department's Capital Improvement Program budget (Account 901236 – Fire Station No.2 Renovation) to the Fire Administration Professional Services account to secure funding to provide temporary full-time fire inspection services during the employee's leave of absence; and

WHEREAS, sufficient funding is not currently available to fund replacement fire inspection services during an anticipated leave of absence.

NOW, THEREFORE, be it resolved by the City Council of the City of Yuba City as follows:

- A. Authorize a budget transfer from Capital Improvement Program Account 901236 (Fire Station No.2 Renovation) in the amount of \$70,400 to the Fire Administration Professional Services Account (2305-62701) to fund fire inspection services during a temporary staffing vacancy, not to exceed a period of 16-weeks.
- B. Approve modification of the Fire Administration budget of an additional funding allocation in the amount of up to \$70,400.

The foregoing resolution was duly and regularly introduced, passed and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on the 4th day of February, 2020.

AYES:

NOES:

ABSENT:

Shon Harris, Mayor

ATTEST:

APPROVED AS TO FORM:

Patricia Buckland, City Clerk

Stacey Sheston, Attorney
Best Best & Krieger

ATTACHMENT B

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
APPROVING THE YUBA CITY FIREFIGHTERS, LOCAL 3793
SIDE LETTER REGARDING TEMPORARY FIRE INSPECTION SERVICES**

WHEREAS, the City recognizes the Local 3793's commitment to the City and its citizens while providing outstanding and dedicated service to all and;

WHEREAS, City staff and Local 3793 have negotiated a Side Letter;

WHEREAS, Local 3793 have agreed to the conditions by which the Fire Department will provide temporary Fire inspection services during a temporary Fire Inspector vacancy;

WHEREAS, all other provisions of the current Memorandum of Understanding between the City and Yuba City Firefighters' Local 3793 shall remain unchanged.

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

Approve the attached Local 3793 Side Letter.

The Director of Finance is hereby authorized to make the necessary budget adjustments to implement the provisions of this 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 4th day of February 2020.

AYES:

NOES:

ABSENT:

Shon Harris, Mayor

ATTEST:

Patricia Buckland, City Clerk

Approved as to form:

Stacey Sheston
BB&K, Special Counsel

ATTACHMENT C

The Side Letter will be distributed prior to the
Council Meeting on February 4th