



CITY OF ANGELS INTER-OFFICE MEMORANDUM

CITY HALL

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DATE: 09-17-24

TO: CITY OF ANGELS, CITY COUNCIL

FROM: STEVE WILLIAMS, INTERIM CITY ADMINISTRATOR

SUBJECT: RESOLUTION 24-072 - APPROVING REVISIONS TO JOB DESCRIPTIONS IN THE FIRE DEPARTMENT INCLUDING FIREFIGHTER, FIRE CAPTAIN, AND FIRE CHIEF.

RESOLUTION 24-073 - RECLASSIFYING THE POSITION OF FIRE LIEUTENANT TO FIRE ENGINEER.

RESOLUTION 24-074 CREATING A NEW JOB DESCRIPTION OF FIRE CAPTAIN II.

RESOLUTION 24-075 - CREATING A NEW JOB DESCRIPTION OF RELIEF FIREFIGHTER.

Recommendation:

Approve the updates to the job descriptions of Firefighter, Fire Captain, and Fire Chief

Approve the reclassification of the Fire Lieutenant to Fire Engineer

Approve the new job description of Fire Captain II

Approve the new job description of Relief Firefighter.

Background:

The current staffing of the fire department is based on (5) fulltime positions and several parttime positions.

In March of 2024, Measure A, a special tax initiative to impose an additional 1% tax on gross receipts of retail sales transactions in Calaveras County including the City of Angels, passed.

Measure A is intended to provide additional funding for staffing, training, equipment, and other costs associated with improving fire services.

The 1% increase in sales tax from Measure A will begin on October 1, 2024.

The City of Angels intends to transition its parttime fire staff to fulltime positions supported by the additional funding received from Measure A revenue.

Discussion:

The City of Angels is served by one fire station located at 1404 Vallecito Road in Angels Camp, California. There are currently two members of the Fire Department on duty 24 hours a day, seven days a week. Staffing the fire station is accomplished by a combination of fulltime and parttime fire employees.

The current staffing model for the City of Angels Fire Department includes (5) fulltime positions:

- (1) Deputy Chief/Fire Marshall
- (1) Battalion Chief
- (1) Fire Captain
- (2) Fire Lieutenant

These (5) fulltime positions are supplemented by several parttime positions including:

- (1) Fire Chief
- (4) Firefighters

Funding from Measure A will allow the City of Angels to increase staffing to (3) fulltime personnel 24 hours a day, seven days a week to staff an engine, and (1) fulltime Fire Chief.

The new staffing model, supplemented by Measure A funding, will allow for the following fulltime positions:

- (1) Fire Chief
- (3) Fire Captains
- (3) Fire Engineers
- (3) Firefighters

This new staffing model streamlines the chain of command, provides for (3) fully staffed engine companies (one per day), and transitions the department from a fulltime/parttime combination department to a fulltime fire department.

Staffing the fire department with (3) personnel per day is commonly referred to as 3/0 staffing.

Most of the fire departments throughout Calaveras County has already transitioned to 3/0 staffing. 3/0 staffing is the minimum acceptable industry standard for fulltime, career fire departments.

This staffing model would provide for one Fire Captain, one Fire Engineer, and one Firefighter on duty at all times.

The Fire Captain is a supervisory level position. The Fire Engineer and the Firefighter would report to the Fire Captain on duty. Each Fire Captain would report to the Fire Chief.

All recommendations below have been through legal review from the City Attorney.

Staff has met and conferred with the Fire Union. All recommendations below have the approval of the Fire Union.

If the recommendations of staff are approved, the City Administrator will determine the timing of the implementation of the changes. The timing of the implementation of these changes will be largely determined by revenues received from Measure A.

Updates to the job descriptions of Firefighter, Fire Captain, and Fire Chief

During the process of developing the proposed 3/0 staffing model, staff reviewed the existing job descriptions within the Fire Department. Updates are being recommended to the existing job descriptions of Firefighter, Fire Captain, and Fire Chief. The recommended updates are intended to ensure the minimum qualifications are appropriate for the fulltime requirements of the positions.

Reclassification of the Fire Lieutenant to Fire Engineer

The recommendation to reclassify the position of Fire Lieutenant to Fire Engineer is a change in title only. There is no change in the essential functions of the position and no change to the minimum qualifications for the position. This change is to bring the title of the position in line with the new staffing model of the department.

New job description of Fire Captain II

The new staffing model will be accomplished, in part, by accepting the self-demotion of two existing staff members within the fire department. The Deputy Chief and the Battalion Chief will self-demote to the position of Fire Captain.

The Battalion Chief will start at step 2 of the Fire Captain salary range.

The Deputy Chief is currently paid at a significantly higher rate than the Fire Captain salary range. In recognition of the self-demotion, staff recommends that the Deputy Chief maintains his current hourly rate of pay when he self-demotes to the rank of Fire Captain. To accomplish this, a new job description of Fire Captain II will be created to distinguish the differential in pay between the self-demoting Deputy Chief and the current salary scheduled of the Fire Captain position.

This would result in two Fire Captain positions and one Fire Captain II position.

The Fire Captain II position would become dormant through attrition after the current Deputy Chief is no longer employed with the City of Angels.

The Fire Captain II position is not intended to be available as a promotional opportunity for Fire Captains or any other rank within the fire department.

New job description of Relief Firefighter

The position of Firefighter is currently a parttime, hourly position. The new 3/0 staffing model will transition the Firefighter positions to fulltime. There will continue to be a benefit of maintaining a parttime firefighter position to backfill or provide for occasional supplemental staffing.

Staff recommends creating the position of Relief Firefighter. This position will provide for a cadre of parttime firefighters to be available for backfilling or supplemental staffing needs.

Financial Impact:

There will be no impact to the General Fund as a result of these recommendations. All additional funding necessary to accomplish this new staffing plan will be in the form of revenue generated from Measure A.

Attachments:

Job Description - Fire Chief
Job Description - Fire Captain II
Job Description - Fire Engineer
Job Description - Firefighter
Job Description - Relief Firefighter
Fire Organizational Chart