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## City Council Special Meeting

**DEPARTMENT:** Fire  
**FROM:** K.T. Freeman, Fire Chief  
**MEETING:** July 6, 2023

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**SUBJECT:**

Receive a report, hold a discussion, and give staff feedback, regarding the operational and administrative staffing assessment that considers the Department's needs over the next five years. *(Staff Presenter: K.T. Freeman, Fire Chief, & Ian Womack, Senior Consultant Fitch & Associates, LLC)*

**SUMMARY:**

On March 26, 2023 the City of Burleson retained Fitch & Associates LLC, to assess and evaluate staffing level at the operational and administrative levels. The operation assessment includes current shift coverage, future shift coverage, future station deployments, minimum staffing policies, vacation & sick leave accrual and use policies, overtime utilization, and other practices that impact staffing and scheduling requirements. The administrative assessment considers current and future needs to adequately support and facilitate all core agency programs and functions. As previously stated, the evaluation considers the Department's needs over the next five years as they relate to increased demand for services, expanding EMS operations, changes related to employee leave, and the opening of Station 4. Council will receive a thorough report from staff and Ian Womack Senior Consultant with Fitch & Associates, to discuss the data used, analysis outcomes, recommendations, to better serve the needs of the department and services provided to the community.

**OPTIONS:**

- 1) N/a
- 2) N/a
- 3) N/a

**RECOMMENDATION:**

N/a

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

**FISCAL IMPACT:**

N/a

**STAFF CONTACT:**

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