



CONFIRE

STAFF REPORT

DATE: August 23, 2022

FROM: Yvette Calimlim, Management Analyst

TO: Administrative Chiefs Committee

SUBJECT: Changes to Uniforms Policy

RECOMMENDATION

Accept and approve changes to CONFIRE's Uniform Policy.

BACKGROUND

Section 4.12 Uniforms of the CONFIRE Policy Manual currently states:

The members of ESU are given an allowance per fiscal year towards uniform purchases paid by CONFIRE. The uniform allowance is based on the current MOU. The uniforms are decided upon by a committee made up of unit members and approved by the Director. A Dispatch Supervisor maintains a log of each member's allowance balances.

Part-time employees, MIS employees and Communications Supervisor/Assistant Supervisor may receive uniform issues at the discretion of the Director or his designee.

CONFIRE is requesting to update the policy to include all personnel across all MOUs. By allowing all staff to purchase uniforms, it will provide a standardized look and assist in the department's Strategic Management Plan (SMP) in regard to branding the CONFIRE name while attending meetings and/or conferences.

Uniform allowance will remain the same: \$200 for full-time employees and \$100 for part-time employees. A log is maintained in Aramark, CONFIRE's uniform vendor's, system of each staff's available balance. Purchases exceeding the uniform allowance amount will be at the employee's expense. The balance will reset on a rotating calendar from the time the initial purchase was made.

FISCAL IMPACTS

Approval of this item will not increase the department budget in CONFIRE's 5008 – Operations Fund. Savings from budgeted "Other Professional Services" will cover the increase in expenses totaling \$1,600.