



## City of Grass Valley City Council Agenda Action Sheet

**Title:** Promotion of Deputy Fire Marshal to Fire Marshal

**Recommendation:** That Council 1) approve the Fire Department's proposal to enhance services with the promotion of the Fire Captain Deputy Fire Marshal to Battalion Chief Fire Marshal 2) approve the updated job description for Fire Marshal Battalion Chief.

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**Prepared by:** Mark Buttron - Fire Chief

**Council Meeting Date:** 07-05-2022

**Date Prepared:** 07-12-2022

**Agenda:** Consent

**Background Information:** As the fire service expectations for our community expand, the demand for expansion of the fire department increases. There are various components that impact the Fire Department's delivery of Fire Prevention and associated tasks. One of the main priorities we need to address is the need for improved oversight to ensure each component is operating at the highest level. Our current structure hinders our ability to prepare for the future growth of the City effectively and efficiently. We need to ensure we can adequately address Fire Department needs related to staffing, future planning, and general daily operational and administrative functions through personnel development and succession planning.

To ensure we are prepared to address existing and future demands, the Fire Department is proposing to promote the current Captain Deputy Fire Marshal to Battalion Chief Fire Marshal. The position will allow greater autonomy within the Fire Prevention sector and help ensure the Grass Valley Fire Department is prepared to address the quickly increasing current and future service demands of the City.

**Council Goals/Objectives:** The enhanced services and staffing of the Fire Department are consistent with the City Strategic Plan related to Public Safety.

**Fiscal Impact:** The estimated annualized fiscal impact of the cost difference between Fire Captain Deputy Fire Marshal to Battalion Chief Fire Marshal is \$18,000. Funding for this position will be provided from a split between the City's General Fund and Measure E Fund at 80% and 20%, respectively. These funds are currently available through anticipated salary savings and fund balances; and will be incorporated into the base budget with the FY 2022-23 Mid-Year update to be presented to the City Council in late February 2022.

**Funds Available:**

**Account #:** Measure E Fund \$ 14,400  
General Fund \$ 3,600

**Reviewed by:**

**Attachments:** Fire Marshal Battalion Chief Job Description