

**NORTH LAS VEGAS CITY COUNCIL
AGENDA ITEM**

Number: **21**

SUBJECT:
RECOMMENDED CHANGE TO THE 2007-2008 FIRE DEPARTMENT STAFFING PATTERN

REQUESTED BY: Joyce A. Lira, Director of Human Resources

RECOMMENDATION OR RECOMMENDED MOTION: Staff recommends reclassifying the Fire Marshal CTE-25 to an Assistant Fire Chief ADD-44

FISCAL IMPACT:
Amount: FY 2007/2008 \$5,688 FY 2008/2009 \$17,064
Explanation: Approximate costs for increased salary, benefits, and insurance

ACCOUNT NUMBER:
100-300231-400110

STAFF COMMENTS AND BACKGROUND INFORMATION:

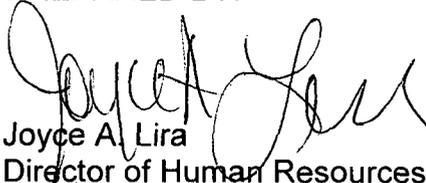
In order for the NLVFD to continue to support its organizational goals and growth and to meet the changing needs of the City, this position should be changed to an Assistant Fire Chief. The new position will incorporate the position of Fire Marshal and assume managerial oversight and coordination of various NLVFD programs to include, but not limited to, community fire & life safety education, business inspections, fire investigations, and planning and development services. Day to day supervision of these programs is currently handled by several Fire Battalion Chief level and Captain level staff with little to no strategic coordination among the programs. This position will provide the strategic planning and coordination of these activities.

The programs mentioned above are in need of executive level coordination and liaison with internal and external agencies and departments to maximize efficiencies and effectiveness. The scope and level of responsibilities that will be required of this position to effectively develop, plan, coordinate and implement programs and initiatives match those assigned to the Assistant Fire Chief classification. Activities of this position will have a positive impact on existing personnel through alignment of resources, planning, managerial efforts, and strategic global considerations.

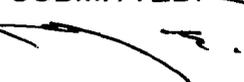
This reclassification represents a reorganization of the Fire Department to create a Community Services Division with an Assistant Fire Chief providing executive level coordination and management. This is in direct support of the Vision 2025 Strategic Plan City Priority of Safe and Livable Community. This reclassification creates targeted community fire & life safety representation at the executive management level.

LIST CITY COUNCIL GOAL(S):

PREPARED BY:

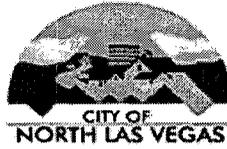

Joyce A. Lira
Director of Human Resources

**RESPECTFULLY
SUBMITTED:**


Gregory E. Rose
City Manager

**CITY COUNCIL
MEETING DATE:**

April 2, 2008



STAFFING PATTERN REQUEST

Please complete this form and send it back to HR, along with your job description, no later than 60 days before the closing of your chosen meeting date. Staffing changes are made at the second City Council Meeting of September, December, March and June.

Supervisory and Management Instructions

To request a staffing pattern change:

1. Call and discuss the request with an HR Analyst.
2. Complete this form and get appropriate signatures. Please state clearly your reasons for requesting the study and provide any other information, comments or materials you feel support your request. (Attach additional sheets if necessary).
3. Attach revised job description(s) showing changes and market data, if applicable.
4. Attach current and proposed organizational charts.
5. If the position is a reclassification request attach completed Position Description Questionnaire form.
6. Send signed form and all attachments to your HR Analyst. Failure to provide the requested information may result in a delay in completion of the study.

Date of Request:	February 14, 2008
Agenda Date:	March 19, 2008
Department:	FIRE
Division:	Support Services
Employee Name:	James Frater
Current Classification:	Fire Marshal
Present Job Title and Grade:	Fire Marshal APT25-9
New Job Title and Grade:	Assistant Fire Chief ADD44
Name of Supervisor:	Kevin Brame
Title of Supervisor:	Deputy Fire Chief
Fiscal Impact:	Salary impact is \$23,118.08. EB impact is to be determined by Finance/HR
Account Number:	100-300231-400110

Required Approvals
Department Director:
HR Director:

Staffing Pattern Recommendation

Market Analysis

Municipality	Command Staff	Span of Control
City of North Las Vegas	1 Deputy Fire Chief 3 Assistant Fire Chiefs Recommended 1 additional Assistant Fire Chief	AFC-Operations AFC-Support Services AFC-Special Operations and Programs (Recommended) AFC-Community Services Division
Clark County	1 Sr. Deputy Fire Chief 5 Deputy Fire Chiefs 3 Assistant Fire Chiefs	Sr. DFC-Fire Administration DFC-Operations DFC-Community Preparedness DFC-Fire & Hazard Prevention DFC-Support Services DFC-Rural Services AFC-EMS AFC-Homeland Security AFC-Fire & Hazard Protection
City of Las Vegas	1 Sr. Deputy Fire Chief 3 Deputy Fire Chiefs 3 Assistant Fire Chiefs	Sr. DFC –Operations DFC-Prevention DFC-Support DFC-Administration AFC-Training AFC-Medical Services AFC-Homeland Security
City of Henderson	2 Deputy Fire Chiefs 4 Division Chiefs	DFC-Fire/Rescue Support Services DFC-Fire/Rescue Operations Div.C-EMS Div.C-Special Operations Div.C-Logistics Div.C-Training

From: Kevin Brame
To: Capiral, Ed
Date: 3/6/2008 11:14 AM
Subject: Fire Marshal Reclass

CC: Gillespie, Al

Ed - The reclassification of the Fire Marshal position to Assistant Fire Chief has been discussed with Gregory Rose by Chief Gillespie. I have been advised by Chief Gillespie that those discussions included the minimal fiscal impact and Mr. Rose has authorized the forward movement of this reclassification.

Kevin

Kevin S. Brame
Deputy Fire Chief
City of North Las Vegas
2626 East Carey
North Las Vegas, NV 89030
702-633-1106
bramek@ci.north-las-vegas.nv.us

Date: March 6, 2008

To: Joyce Lira, Human Resources Director

From: Ed Capiral, Human Resources Analyst

Re: Staffing Pattern Request – Fire Marshal to Assistant Fire Chief

PURPOSE: The purpose of this request is to determine if the Fire Marshal position warrants a change to Assistant Fire Chief.

FISCAL IMPACT: FY2007-2008: Estimated fiscal impact is \$5,688. FY2008/2009: \$17,064. Fiscal impact has been reviewed and approved by City Manager Rose.

BACKGROUND: This request represents a reorganization of the Fire Department to create a Community Services Division with an Assistant Fire Chief providing executive level coordination and management. This is in direct support of the Vision 2025 Strategic Plan City Priority of Safe and Livable Community. This reclassification creates targeted community fire & life safety representation at the executive management level.

ANALYSIS: The existing position tasks are maintained and expanded due to recent changes in the job assignments and reporting relationship associated with the reorganization. The new position will incorporate the position of Fire Marshal and assume managerial oversight and coordination of various NLVFD programs to include, but not limited to, community fire & life safety education, business inspections, fire investigations, and planning and development services. Day to day supervision of these programs is currently handled by several Fire Battalion Chief level and Captain level staff with little to no strategic coordination among the programs. This position will provide the strategic planning and coordination of these activities.

This reclassified position is in concert with organizational growth occurring within NLVFD to meet changes in emergency and community services to CNLV. Recent and projected organizational expansion contributes to the need to provide executive level managerial oversight for the programs listed above. This Assistant Fire Chief position creates alignment of interrelated programs and tasks supporting the vision and mission of the department and Vision 2025.

CONCLUSION: In order for the NLVFD to continue to support its organizational goals and growth and to meet the changing needs of the City, this position should be changed to an Assistant Fire Chief. The programs mentioned above are in need of executive level coordination and liaison with internal and external agencies and departments to maximize efficiencies and effectiveness. The scope and level of responsibilities that will be required of this position to effectively develop, plan, coordinate and implement programs and initiatives match those assigned to the Assistant Fire Chief classification. Activities of this position will have a positive impact on existing personnel through alignment of resources, planning, managerial efforts, and strategic global considerations.

RECOMMENDATION: It is recommended that the current Fire Marshal position CTE-25 (\$76,248 - \$112,467) be changed to an Assistant Fire Chief ADD-44 (\$91,731 - \$135,585).