



**CITY OF LODI
COUNCIL COMMUNICATION**
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AGENDA TITLE: Adopt Resolution Approving Administrative Fire Captain Assignment Side Letter Amending the 2012-2013 Memorandum of Understanding Between the City of Lodi and the Lodi Professional Firefighters

MEETING DATE: March 20, 2013

SUBMITTED BY: Human Resources Manager
Fire Chief

RECOMMENDED ACTION: Adopt resolution approving Administrative Fire Captain assignment side letter amending the 2012-2013 Memorandum Between the City of Lodi and the Lodi Professional Firefighters.

BACKGROUND INFORMATION: This agreement modifies the existing Memorandum of Understanding (MOU) between the City and the Lodi Professional Firefighters. The current MOU is effective January 1, 2012 through December 31, 2013.

The side letter amends Article I as follows (see Exhibit A):

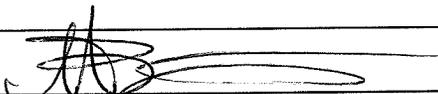
- Add Article 1.2 – Captains assigned as the Administrative Fire Captain shall receive special assignment pay equal to 8% of the normal base pay. This special assignment pay is intended to compensate Fire Captains for the loss in pay from transferring from shift to non-shift schedules. It is mutually agreed that assignments to the Administrative Captain are at the sole discretion of the Fire Chief.
- Amend Article 27.3 – It is agreed that the work schedule of the Fire Inspector and the Administrative Captain is a 40 hour week and that all holiday, vacation, and sick leave benefits are based on a 40 hour week rather than a 56 hour week.

The Administrative Fire Captain special assignment has been created to supervise and implement the department training and safety program. Additionally, this position will serve as Acting Battalion Chief as requested, which will help reduce Battalion Chief overtime costs (see Exhibit B); the creation of this assignment will improve the department's succession planning and professional development. Please refer to the attached Fire Captain job description (Exhibit C). It has been modified to reflect these changes.

Total budgeted positions for the Fire Department will not change as a result of this action. The Administrative Fire Captain will be filled as an internal assignment and a Firefighter position will eventually be vacated.

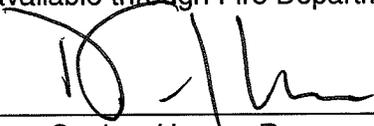
FISCAL IMPACT: This incremental cost is estimated to be approximately \$22,500 in the first year. The increase will be offset by a reduction in Battalion Chief overtime. Net savings to the department is estimated to be \$3,000 for the first year.

APPROVED: _____

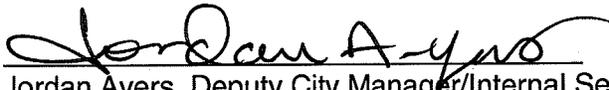

Konradt Bartlam, City Manager

FUNDING AVAILABLE:

Funding available through Fire Department budget.



Dean Gualco, Human Resources Manager



Jordan Ayers, Deputy City Manager/Internal Services Director

ADDENDUM TO THE LODI PROFESSIONAL FIREFIGHTERS MOU

Whereas, the City of Lodi and the Lodi Professional Firefighters currently operate under a Memorandum of Understanding effective January 1, 2012 through December 31, 2013; and

Whereas, the parties desire to enter into this Addendum for the purpose of amending Article I as follows:

- Add Article 1.2 – Captains assigned as the Administrative Fire Captain shall receive an allowance equal to 8% of the normal base pay. It is mutually agreed that assignments to the Administrative Captain are at the sole discretion of the Fire Chief.
- Amend Article 27.3 – It is agreed that the work schedule of the Fire Inspector and the Administrative Captain is a 40 hour week and that all holiday, vacation, and sick leave benefits are based on a 40 hour week rather than a 56 hour week.

This Addendum shall not become effective until approved by the Lodi City Council.

CITY OF LODI,

Lodi Professional Firefighters

Konradt Bartlam, City Manager

Brad Doell, President

Dean Gualco, Human Resources Manager

ATTEST:

RANDI JOHL, J.D., City Clerk



D. STEPHEN SCHWABAUER, City Attorney

	Step	Annual	Monthly	Promo	Step	Annual	Monthly	Promotion	1st yr Annual Inc
Fire Fighter	Step E	68,415.56	5,701.30	Engineer	C	71,837.04	5,986.42	5% promo	3,421.48
Fire Enginner	Step E	79,200.24	6,600.02	Captain	C	83,160.24	6,930.02	5% promo	3,960.00
1st yr base increase									7,381.48

1st year Salary Increase	7,381.48	
Average Incentives - 3.2%	236.21	
Extra Incentive 8%	7,334.72	Annualized on Step E Captain position
Medicare 1.45%	216.81	
PERS FY 13/14 37.507%	5,608.20	
Def/Comp	221.44	
Unemployment .55%	40.60	

1st yr cost 21,039.45 Cost to base positions pay

OOO Pay - 5%	2.20
11.2% Inc on OOC	0.25
Medicare 1.45%	0.04
PERS FY 13/14 37.507%	0.91
Def/Comp	0.07
Unemployment .55%	0.01

Loaded Hourly OOC Pay costs 3.47

Annual cost 8 hr per week **1,444.83** Addition for annual 416 hrs of OOC pay

Total Annual Cap Admin 22,484.29 Addition to base positions pay and OOC pay

BC Step E OT Rate	59.09	(BC hourly rate 37.939)
Average Inc. 4.5%	2.66	
Medicare 1.45%	0.90	
PERS FY 13/14 37.157%	0.00	No PERS on OT
Loaded Overtime Hourly Rate	62.64	
Annual Savings 8 hr per week	26,060.08	Reduction of 416 hrs of BC OT

Net Annual Savings 3,575.79 BC OT savings less Cap Admin Costs

CITY OF LODI

EXHIBIT C

May 2, 2001

Updated December 2009

Updated February 2011

Updated March 2013

FIRE CAPTAIN

Job descriptions are intended to present a broad and general range of duties which includes, purpose, responsibilities, and scope of work. Job descriptions are not intended to reflect all duties performed within the job.

DEFINITION:

Under direction, responsible for the supervision of fire station activities; is required to be incident commander during emergency operations; is responsible for coordination of department functions, programs and projects. The Fire Captain is a first-line supervisor and a participant in the overall management of the department.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from Fire Battalion Chief. Directly supervises lower level personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

Under direction, responsible for the supervision of fire station activities; is required to be incident commander during emergency operations; is responsible for coordination of department functions, programs and projects. The Fire Captain is a first-line supervisor and a participant in the overall management of the department.

Plans, organizes and assigns personnel to duties and responsibilities at a fire station and on fire apparatus; assists staff with their assigned duties; supervises the daily maintenance of fire stations and equipment; prepares performance appraisals; discusses and coordinates discipline and other personnel issues with Fire Battalion Chiefs or Fire Administrative Officers.

Assists in the development and implementation of policies and procedures.

Conducts fire inspections of businesses within assigned district.

Assists in the preparation of monthly work schedule; maintains records and writes reports of station activities on a monthly basis; prepares emergency reports.

Participates in public relations programs and public education program.

Perform other duties related to the operation of the department, including additional duties that enable the department to meet the diverse needs of its community.

When assigned as Administrative Fire Captain:

Serve as the department's safety officer: responsible for initiating and developing lesson plans; conducts training drills and classes; supervises other staff in the delivering of training programs; prepares and maintains written reports, statistics, records, budget and correspondence for the fire training activities.

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Develop and conduct classroom and practical training courses and programs.

Serve as acting Battalion Chief as requested.

Assignment to this duty will be at the discretion of, and reporting to, the Fire Chief.

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MINIMUM QUALIFICATIONS:

Knowledge of:

Principles, techniques, strategy, materials and equipment used in fire suppression, investigation and prevention, rescues and related emergency response; principles and practices of providing emergency medical response at the basic life support level.

Rules, policies and procedures governing the Lodi Fire Department.

Principles and practices of employee supervision, including selection, training, work evaluation and discipline.

Hazardous material and chemical spill response.

Safety practices and precautions pertaining to the work.

Skill to:

Analyze emergency response and operations problems, develop sound alternatives, and make effective decisions under emergency circumstances; render emergency medical care at the basic life support level.

Organize, schedule, assign, and review the work of others; maintain accurate records and prepare clear and concise reports and other written materials.

Develop and conduct classroom and practical training courses and programs.

Establish and maintain effective working relationships with employees, officials and the public.

Ability to:

Under direction, responsible for the supervision of fire station activities; is required to be incident commander during emergency operations; is responsible for coordination of department functions, programs and projects. The Fire Captain is a first-line supervisor and a participant in the overall management of the department..

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school. College level Fire Science course work is desirable.

Experience:

Five years of fire fighting experience with the City of Lodi, including one year as a City of Lodi Fire Engineer.

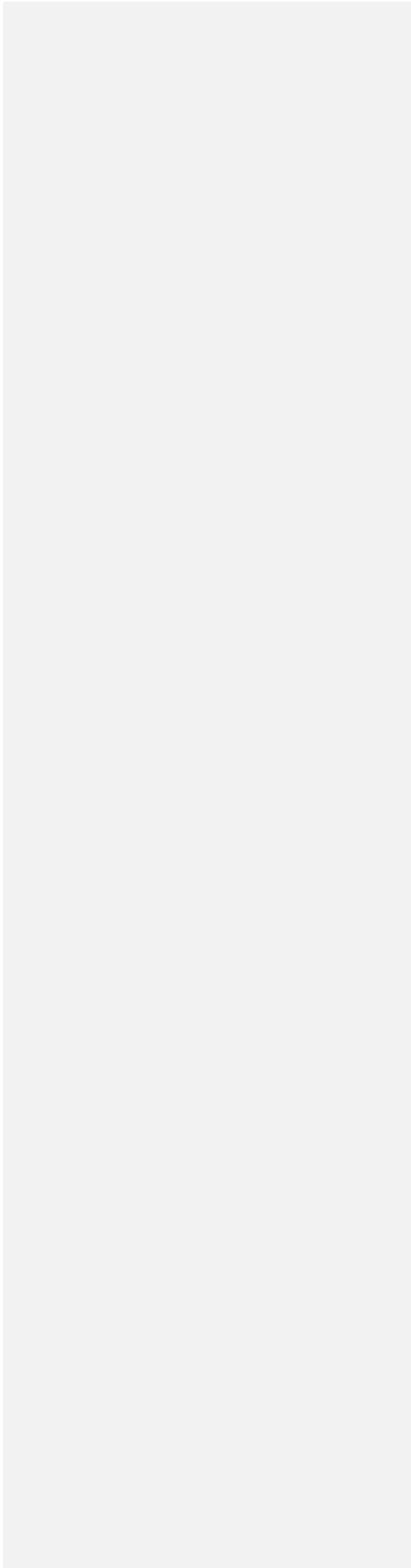
LICENSES AND CERTIFICATES:

Possession of the appropriate Driver's License with endorsements as mandated by the City of Lodi.

Certification as an Emergency First Responder.

Effective July 1, 2011, State of California Fire Officer Certification.

*FLSA Status: NON-EXEMPT



RESOLUTION NO. 2013-42

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING
ADMINISTRATIVE FIRE CAPTAIN ASSIGNMENT SIDE
LETTER AMENDING THE 2012-2013 MEMORANDUM OF
UNDERSTANDING BETWEEN THE CITY OF LODI AND THE
LODI PROFESSIONAL FIREFIGHTERS

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WHEREAS, it is recommended that Council approve an amendment to the 2012-2013 Memorandum of Understanding between the City of Lodi and the Lodi Professional Firefighters.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby amend the agreements as follows:

Article I – Above Class Pay

1.2 Add the following

Captains assigned as the Administrative Fire Captain shall receive special assignment pay equal to 8% of the normal base pay. This special assignment pay is intended to compensate Fire Captains for the loss in pay from transferring from shift to non-shift schedules. It is mutually agreed that assignments to the Administrative Captain are at the sole discretion of the Fire Chief.

Article XXVII – Work Hours, Schedules, Meals

27.3 Amend to read as follows

It is agreed that the work schedule of the Fire Inspector and the Administrative Captain is a 40-hour week and that all holiday, vacation, and sick leave benefits are based on a 40-hour week rather than a 56-hour week.

Date: March 20, 2013

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I hereby certify that Resolution No. 2013-42 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 2013, by the following vote:

- AYES: COUNCIL MEMBERS – Hansen, Johnson, Katzakian, Mounce, and Mayor Nakanishi
- NOES: COUNCIL MEMBERS – None
- ABSENT: COUNCIL MEMBERS – None
- ABSTAIN: COUNCIL MEMBERS – None


RANDI JOHL
City Clerk