



FIRE DEPARTMENT**MEMORANDUM**

TO: Gregg Mandsager, City Administrator
Fran Donelson, Administrative Secretary

FROM: Jerry Ewers, Fire Chief

DATE: December 17, 2012

SUBJECT: City Council Item – Restructuring & Reorganization Request

INTRODUCTION:

An overview of this request was provided to Council during the December 13, 2012 in-depth meeting. The Muscatine Fire Department would like to move a current 56 hour employee to a new 40 hour position and rename the current shift commanders from Assistant Chief's to Battalion Chief's in order to improve the overall operations and efficiency of the fire department operations. This organizational restructuring is utilizing the current authorized number of personnel.

BACKGROUND:

The Muscatine Fire Department was allowed to restructure our organizational chart in order to create a 40 hour administrative position working days (40 hrs) as a trial period with existing personnel. This trial acting period has been working successfully for the last eighteen (18) months and the Fire Department would like to make these changes permanent. The 40 hour Assistant Fire Chief position is in essence filling three previous 40 hour day positions that were eliminated through attrition; Fire Marshal, Fire Inspector, and Training Officer.

This position allows us to create an assistant, or second in charge, of fire department operations. This position also oversees other departmental programs that have been pushed down to shift personnel. This day position acts as our Liaison with other emergency responders in the city and county and with MUSCOM.

This restructuring has had no negative effects on shift and we have met our goals and achieved improved customer service to our citizens. This has had minimal impact to call back overtime, since the Fire Chief and 40 hour Assistant Chief still responds to all large, or significant, emergencies.

Due to anticipated personnel changes in FY 12/13 this restructuring and reorganization of the fire department is cost neutral.

As for FY 13/14, with the anticipated personnel changes, the impact for approving this restructuring and reorganization would cost approximately \$ 9,000 for making the 40 hour Assistant Chief position permanent and renaming the shift commanders from Assistant Chief's (AC's) to Battalion Chief's (BC's).

The Assistant Fire Chief rank will be renamed to Battalion Chief and will stay at Pay Grade 8 since the major duties and job responsibilities will be unchanged.

The Assistant Fire Chief moving to days working 40 hours will be moved to Pay Grade 9, which is the same as the Assistant Police Chief since the responsibilities for the 40 hour position will correlate to the AC in the police department.

In January, City Staff will come back with a resolution to modify the pay plan.

RECOMMENDATION/RATIONALE:

The Muscatine Fire Department is requesting City Council to approve the restructuring of personnel, utilizing existing staff, by renaming the shift commanders from Assistant Chief's to Battalion Chief's and by moving a current Assistant Chief from a 56 hr shift to a 40 hour day position.