City of Stoughton

Additional Staffing Request Form

General Information

Date:	July 16, 2021
Director:	Joshua Ripp, Fire Chief
City Department:	Fire Department
Requested Position Title:	Fire Technician
Status:	☐ 40 Hours ☒ 30 Hours ☐ 24 Hours ☐ 22.5 Hours ☐ Other _____

Directions:

Before adding a new position to our budget, we need to justify the significant additional expense. Increasing headcount is an important and expensive decision that can only be funded with anticipated increased productivity, expense reduction, and/or additional revenues.

The Employee Cost Summary will be completed by the Director of Human Resources & Risk Management once this form is received.

Justification

Give a specific explanation regarding why the proposed position is critical to the operation of your department: Attach proposed or existing position description and organizational chart.

The Fire Technician has two distinct purposes and value to the department. Emergency Response and Day to Day operations. This position provides a trained firefighter able to respond to calls, and also provides a person to assist in getting necessary tasks accomplished. These feed in to a plan of proper prevention, as well as proper reponse to emergencies.

Under the category of emergency response, this position presently fills in 30 hours per week, which gives us an additional person for 8 hours per day, 4 days per week. This helps fill in when our volunteers are out of town for work, but does leave us one week day per week with one less person. Our present Fire Technician is able to operate in most any position we need him to, from operating a vehicle to being an interior firefighter.

Daytime staffing (Includes paid and volunteer staffing) that I'm anticipating for 2022 is around 11 people.

- 6 Staff are interior FF's (can wear an air pack). This includes the Chief and Deputy Chief
- 4 Staff are generally outside/support FF's

However, on daytimes when we are short our Fire Tech, we are now down at 5 entry capable firefighters, which gets us appropriate staffing for for 2 in/2 out regulations (for us to send FF's in for most firefighting, we have to have 2 in side, and at least 2 firefighters outside, who are able to put an air pack on, and provide assistance to the first two, if necessary). However, If the Chief or DC are off/out of town, or other volunteer is unavailable, we fall below that line. That also doesn't allow us extra people for difficult interior fires, requiring additional crews. The goal is to have 21 people on scene, to fulfill the minimum jobs that need to be addressed. On the best regular day, we still need to have automatic/mututal aid for our scenes.

Day to Day operations is the work done to prevent and be prepared for calls. The Fire Technician fulfills the following essential duties.

- Vehicle and Equipment Checks – 20 hrs per week (avg 2 hours per vehicle x 10 vehicles)
- Fire Report Entry – 3.5 hours per week (7 reports per week x 30 mins per report)
- Equipment Maintenance – 5 hours per week (1 hour / day average)
- Station Cleaning (important with COVID 19) 4 hours per week
- Other projects as assigned (inspections, training, boats, etc) 2-3 hours / week.

This puts the position at a minimum of 35 hours per week, and I haven't included any time spent on actually responding on calls. This position needs to be a 40 hour per week position, just to come close to staying up on the duties that need to be accomplished.

In addition, I need to have the fire tech learn the fire prevention (inspections of new and existing buidlings). DC Miller leads this effort, but the number of inspections coming in for new buidlings, remodel/construction of existing and state required, twice per year inspections, is stretching his ability to keep up. I also want to build up some redundancy in our staff, to deal with these items. The fire Tech is the best suited individual to do this.

Impact

If position is not approved, give specific departmental impact as well as impact to City services and other departments:

The lack of expansion of this position to 40 hours per week will stretch our staff time and prevent tasks from being completed. It also will limit the amount of cross training that can occur with the fire tech learning the fire prevention side of things.

Alternatives

List alternatives to filling this position: Give specific alternatives, i.e., restructure – attach additional documents, if necessary.

Alternatives to moving the position to a 40 hour per week (10 additional hours, plus benefits) would include:

- Hiring an additional part time person during the day: In order to make the position attractive, it would need to be at least a half time position, and we'd adjust schedules to fill gaps.
- Adjusting the "DUTY CREW" concept to include station duties. This would need to include a bump in pay to compensate the Duty Crew members for the additional time spent on rig checks. This doesn't necessarily solve our lack of a FF position one day per week.
- Moving duties back to Volunteer Firefighter staff: This would need to include some pay increases for the additional time spent on rig checks. And again, this doesn't address the lack of Firefighter one day per week while the volunteers are out of town for work.
- Implementation of Intern FF's that would live/work within the City of Stoughton. This plan requires the acquisition of living space for the interns. We don't presently have facilities in the Fire Station, and EMS is maxed out with volunteers at the EMS station. This plan does have limitations though, the interns school schedules impact daytime availability as well.

Submitted By

Director:

Joshua J Ripp, Fire Chief

Signature: **Joshua J Ripp** JR **Date: 7/16/2021**