TO:        Brian Mitchell, Village Administrator

CC:        Village President and Board of Trustees

FROM:      Ed Leeson, Fire Chief

DATE:      2/8/13

SUBJECT:   Workshop Agenda Item: Fire Department Staffing

In December, the process of hiring three (3) firefighter/paramedics was halted. These firefighter/paramedics were to be hired to fill three vacancies (one on each shift) that currently exist.

Since that time circumstances within the department (upcoming retirements and health issues) indicate the need for at least two (2) additional firefighter/paramedics within the next six months.

Considering the hiring process (background checks, physicals, psychological and polygraph tests) takes at least four months, I am requesting you approve the hiring of a total of five new firefighter/paramedics.

On January 8, 2013, the Board of Fire and Police Commissions posted a new eligibility roster for hiring firefighter/paramedics. It is my understanding that the nine of the top 11 candidates (including the top six) are currently or will be certified/licensed firefighter/paramedics by May. This means there will be little or no training costs and they can be on the job and eliminating overtime one month after they start.

Conditions seem opportune to act.
M.F.D. Staffing
Earlier retirement more likely.

With no one in the bureau to replace him.

With 28 years of service by June 2015

Certain retirement of Lone Fire Inspector

of service. (June 2013)

Imminent retirement of S/C with 27 years

Overtime each day.

3 FF/PM vacancies resulting in $1000.00

Current Situation
Reconsider continuing the process of hiring.

Suggested Course of Action: In September but put on hold in December.
$184,926 = \text{Total}

\underline{$4,097 = \text{Promote FF/PM to Sh/sf Lt.} \quad \bullet}

\underline{$4,809 = \text{Promote Lt. to S/C (retirement)} \quad \bullet}

\underline{$4,097 = \text{Promote FF/PM to Sh/sf Lt.} \quad \bullet}

\underline{$4,076 = \text{Move Lt. from Sh/sf to F/P} \quad \bullet}

\underline{$167,847 = \text{Salary (3) new FF/PM's} \quad \bullet}

\text{Implementation Costs}
Maintain Status Quo

Results

- $400,000 overtime
- 3 vacancies
- No fire inspectors
- No replacements for upcoming retirements

Hire 3 FF/PM

- No overtime due to staffing shortage
- 0 vacancies
- Inspector in-training for retirees
- Replacements in place
- No training costs
- Ready to work
FY 13/14 budget.

Hiring process takes 3 – 4 months.

Already FF/PM’s.

Top candidates on new eligibility list are

Why now?
20% Simultaneous Call Frequency
$215,074
$184,926
$400,000

• Savings
• Implementation Cost
• Overtime Cost
$203,388
$12,017
$5,371
$1,564,000
$41,670
$30,000

- Top salary S/C (bureau) vs. new Lt.
- Top S/C salary vs. new S/C salary
- $23.75 hourly rate vs. $41.67 OT
- No training costs for new EF/PM's

Implementation Savings