Coastside Fire Protection District
STAFF REPORT

TO: Honorable Board of Directors

FROM: Jonathan Cox, Deputy Chief

DATE: April 24, 2024

SUBJECT: **PROPOSAL FOR CAL FIRE STAFFING INCREASE OF .5 BATTALION CHIEF**

Staff Recommendation

Approve a change to the CAL FIRE Cooperative Fire Protection contract with the California Department of Forestry and Fire Protection to include an addition of .5 FTE Battalion Chief – Operations position. There will be no change to the existing cooperative fire protection contract, and the "not-to-exceed" contract amount will remain the same.

Background/Discussion

On July 1, 2020, Coastside Fire Protection District renewed a contract for fire protection service with CAL FIRE for an additional seven years at a not-to-exceed amount of $70,929,629. The contract includes fire protection services provided by employees of the State of California, including Emergency Fire Protection, Medical and Rescue Response, Basic Life Support, Advanced Life Support, Fire Code Inspection, Prevention and Enforcement Services, Land Use/Pre-Fire Planning Services, Disaster Planning Services. These services are provided in accordance with state and federal plans and agreements.

Currently, the District contracts with CAL FIRE for the employment of 38.2 full-time equivalent (FTE) positions, including both uniformed and non-uniformed personnel. This includes the three staffing increases the district approved in October and December of 2021 and January of 2022. Since the initial contract was signed, the district has realized significant cost savings each year, primarily a result of the CAL FIRE personnel staff benefits rate. Although these rates are expected to rise, it the board can add an additional .5 position while remaining within the contracted not-to-exceed budgeted amount.

On November 1, 2024, upon approval of the California Administration and CalHR, CAL FIRE will adopt a 66-hour workweek aligning with the approved Bargaining Unit 8 Memorandum of Understanding (MOU) shift pattern for Bargaining Unit 8 personnel. Within the District, all apparatus is staffed with Bargaining Unit 8 personnel, in addition all Battalion Chiefs within the District are in Bargaining Unit 8. To prepare for the

transition to the 66-hour work week compliance with the new staff model is necessary for Schedule A Cooperative Fire Protection, such as the one with Coastside Fire District. The contract will require a staffing factor of 3 personnel for each assigned post position.

Currently, Coastside Fire Protection District meets this staffing requirement for all fire apparatus, with a daily minimum staffing nine (three per engine). However, the current contract is staffed at 2.5 Battalion Chiefs, which is .5 short of the necessary 3 positions to implement the 66-hour work week within the District.

The Battalion Chief position is a 24/7 staffed supervisor who oversees the day-to-day operations of the District. The on-duty Battalion Chief responds to larger incidents throughout the District and takes command, as needed. The Battalion Chief is stationed at El Granada Fire Station 41 with the Battalion 10 identifier.

Currently, the District has two fulltime Battalion Chiefs assigned to the District, and split-funds a Battalion Chief with San Mateo County Fire Department to cover the remainder of the week. San Mateo County Fire Department has the 3 Battalion Chief positions needed to implement the new 66-hour workweek. The additional .5 Battalion Chief within Coastside Fire Protection District will result in three fulltime Battalion Chiefs paid for and assigned to the District. The District has the necessary vehicle and equipment for a third Battalion Chief.

Fiscal Impact

It is anticipated the increased .5 Battalion Chief – Operations will increase the CAL FIRE cooperative contract $158,815 annually, including salary and benefits.

Attachments

1. Staffing Levels
2. Staff Factor Diagram
3. Resolution

ATTACHMENT 1

Coastside Fire Protection District Staffing Levels

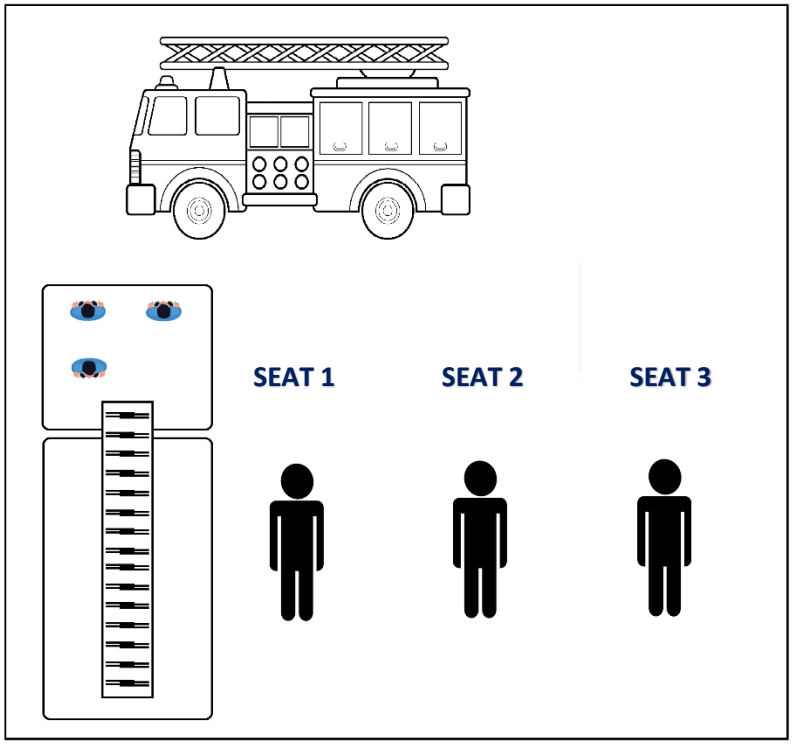
Line Employees	Current FTE	Proposed FTE
Fire Captain (Paramedic)	4	4
Fire Apparatus Engineer (Paramedic)	12	12
Fire Captain	3	3
Fire Apparatus Engineer	9	9
Total Line Employees	**28**	**28**
Total Paramedics	**16**	**16**
Command & Control	**Current FTE**	**Proposed FTE**
Battalion Chief	2.5	3
Fire Marshal Battalion Chief	0.5	0.5
Fire Captain - Deputy Fire Marshal	2.5	2.5
Battalion Chief - Paramedic Coordinator	0	0
Fire Captain - Training Officer (Upgrade to Batt. Chief)	1	1
Deputy Chief	0.5	0.5
Division Chief	1	1
Total Command & Control Employees	**8**	**8.5**
Support Personnel	**Curent FTE**	**Proposed FTE**
Administrative Officer II (Felton AGPA)	0.2	0.2
Associate Government Program Analyst (Finance)	1	1
Staff Services Analyst (Office/Prevention)	1	1
Total Support Personnel	**2.2**	**2.2**
Total Personnel	**38.2**	**38.7**

ATTACHMENT 2

COOPERATIVE FIRE
LOCAL GOVERNMENT PROGRAM

STAFFING LEVEL

Below demonstrates a **3-0** staffing level

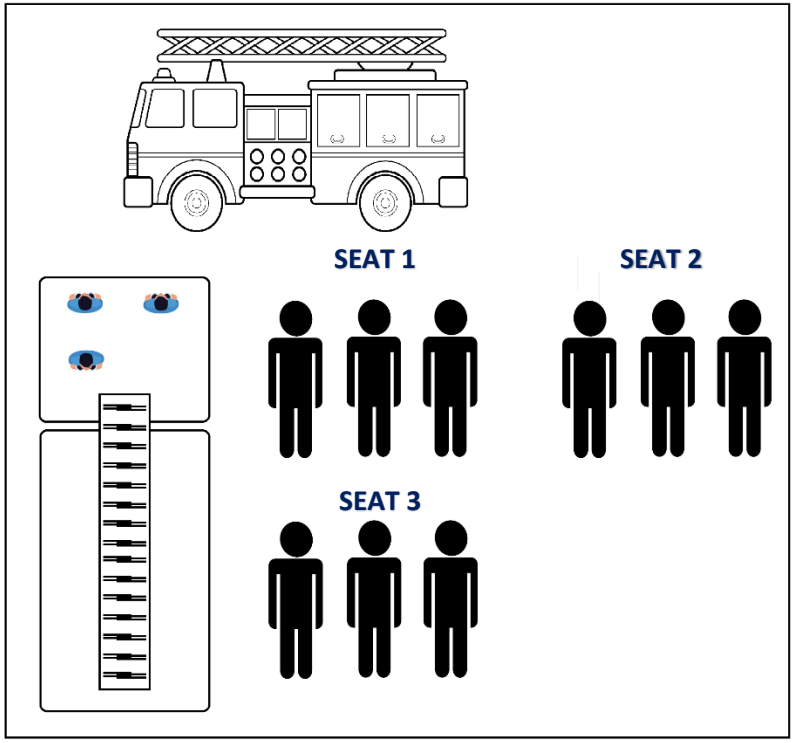


The staffing level of an engine is defined by how many individuals are assigned to that piece of equipment per day. An engine with 3 individuals assigned per day would be classified as a 3-0 staffing level. This means 3 “seats” are occupied each day.

VS

STAFFING FACTOR

Below demonstrates a **3.0** staffing factor



The staffing factor of an engine is defined by how many individuals are permanently assigned to each “seat.” This is used to account for relief since a single individual cannot fill a seat 365 days per year. If an engine is 3-0 staffed, and you need a staffing factor of 3.0, you will need nine position numbers for that engine.

ATTACHMENT 3

RESOLUTION NO. 2024-11

A RESOLUTION OF THE COASTSIDE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPROVING UPDATED CAL FIRE STAFFING INCREASE FOR .5 FTE BATTALION CHIEF - OPERATIONS POSITION IN THE COASTSIDE FIRE PROTECTION DISTRICT'S COOPERATIVE FIRE PROTECTION CONTRACT

WHEREAS, on July 1, 2020, Coastside Fire Protection District renewed a contract for fire protection service with CAL FIRE for an additional seven years at a not-to-exceed contract amount of $70,929,629; and

WHEREAS, the District Staff has reviewed staffing levels over the last several months and recommended to the Board to increase staffing levels to meet new work week staffing model requirements; and

WHEREAS, the District currently shares a Battalion Chief - Operations with the San Mateo County Fire Department, with this employee splits time equally between the two agencies: and

WHEREAS, based on anticipated staffing work week schedule change, Coastside and needs to increase by .5 FTE full-time Battalion – Operations to meet provide 24/7 chief officer coverage; and

WHEREAS, increasing the existing the Battalion Chief-Operation position to a fulltime position under Coastside's service contract with CAL FIRE will require adding an additional 0.5 FTE (Full Time Employee); and

WHEREAS, adding 0.5 FTE to allow for a fulltime Battalion Chief-Operations will not change the not-to-exceed amount in the current CAL FIRE Cooperative Fire Protection contract.

NOW, THEREFORE, BE IT RESOLVED that the Coastside Fire Protection District Board of Directors does hereby approve an increase in the Coastside Fire District staffing levels from 38.2 FTE to 38.7 FTE hereto.

PASSED AND ADOPTED as a Resolution of the Coastside Fire Protection District at the regular meeting held on the 24th day of April, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Gary Burke, Board President

ATTEST:

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Deputy Chief Jonathan Cox, District Secretary