



BOARD OF SUPERVISORS
AGENDA LETTER

**Agenda
Number:**

**Clerk of the Board of
Supervisors**
105 E. Anapamu Street, Suite
407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: CEO
Department No.: 012
For Agenda Of: August 20, 2013
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Jeri Muth, Human Resources Director, 568-2816

Contact Info: Joseph Pisano, Employee Relations Manager, 568-2839

SUBJECT: ***Terms and Conditions of Employment for Unrepresented Employees – Professional Development and Organizational Succession Incentive Plan for Certain Sworn Fire Managers***

County Counsel Concurrence

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Other Concurrence:

As to form: N/A

Recommended Actions:

That the Board of Supervisors adopt the Resolution in Attachment A, effective June 24, 2013, implementing the Fire Department Professional Development and Organizational Incentive Plan which creates post-secondary education and vocational education compensation, up to 12% of pay, for the following classifications within the Fire Department:

- (1) Assistant Department Leader (Deputy Fire Chief)
- (3) Program/Business Leader – Division Chief – Fire
- (8) Team/Project Leader – Battalion Chief - Fire

Summary Text:

On June 14, 2013, the Board adopted a Fiscal Year 2013-2014 Budget that included approval for the Fire Department Budget to fund a Professional Development and Organizational Succession Incentive Plan for sworn Fire Department Managers excluding the Fire Chief. This Board action adopts the referenced plan and authorizes Human Resources to implement additional compensation for those managers who meet the criteria in the plan.

Background:

In 2010, the Fire Chief identified difficulties in attracting represented Captains to apply for leadership positions and concerns with the lack of professional development among those in leadership positions. The Chief has also found that Captains were reluctant to promote into management positions as they not only would lose significant amounts of overtime, they would also lose 4% in pay for the Emergency Medical Technician (EMT) certification which the Chief finds to be essential for Fire Management positions to maintain.

The purpose of the Professional Development and Organizational Succession Plan is to incentivize the achievement of post-secondary education (Associate of Arts/Science; Bachelor of Arts/Science; and Master of Arts/Science) as well as Vocational Education (EMT, Chief Officer Certification; Incident Commander/Section Chief Qualification; and/or National Fire Academy Executive Fire Officer).

Adoption of the Plan will qualify the twelve (12) individuals covered by the plan to earn up to a maximum increase of 12% in compensation as follows:

- 1% to 5% for post-secondary education:
 - 1% for an Associate of Arts/Science; **or**
 - 3% for a Bachelor of Arts/Science; **or**
 - 5% for a Master of Arts/Science
- A maximum of 7% for:
 - 4% for an EMT certification
 - 3% for Chief Officer Certification
 - 3% for Incident Commander/Section Chief Qualification
 - 3% for National Fire Academy Executive Fire Officer

Attachment B shows the immediate pay increase that will be provided upon Board adoption of the plan, which ranges from 4% to 12% of pay. There will be increased costs in the future as managers attain plan objectives and there are increases in base pay.

Fiscal Analysis:

At this time there are twelve (12) sworn fire managers in the Fire Department who would fall under the parameters of the Professional Development and Organizational Succession Plan if the Board approves the recommended action. All twelve would be eligible for additional compensation ranging from 4% to 12% of base pay for meeting various incentive criteria. The immediate fully-loaded annual cost of this incentive plan has been estimated by the Fire Department to be approximately \$143,000. The annual cost will increase as base wages increase for this group of managers, as the managers qualify for additional incentives, and if the Department adds sworn managers to the current twelve.

Special Instructions:

Please return one copy of the approved and signed resolution to Andrea Johnson in Human Resources.

Attachments:

A – Resolution and Plan Document

B – Eligible Safety Managers

cc: Chandra L. Wallar, County Executive Officer
Michael Dyer, Fire Chief