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August 29, 2014

The Honorable Mitchell Englander
Chair, Public Safety Committee
c/o City Clerk
City Hall, Room 395
Los Angeles, CA 90012

Deferred Civilianization (C.F. 14-0857)

Dear Councilmember Englander:

On July 1, 2014, the City Council adopted a Motion (Krekorian-Buscaino) instructing the Los Angeles Fire Department (LAFD) to defer, for 90 days, the filling of certain civilian positions reallocated in the Fiscal Year 2014-15 Adopted Budget from sworn position authorities. As you know, among the recommendations contained in the PA Consulting Group's *Fire Department Deployment Resources Study (March 3, 2014)* was civilianizing positions "...which do not require fire suppression expertise and/or experience, but require specific skills, training and experience which sworn personnel may not have." The functions recommended for civilianization included grants administration, supply and maintenance, and public and media communications, which were cited in the subject Motion.

I have had the opportunity to assess the required experiences and skill sets for the most effective and efficient performance in these assignments. My emphasis has not been on the sworn versus civilian dynamic, but determining the type of job classification for each assignment that would best fulfill the Department's mission and meet operational and workload needs. With this focus, my recommendations are provided in the Attachment.

It is noted that the recommendations result in an annual direct salary increase of \$93,524 which would be absorbed by the Department. This increase is attributable to the following:

- Retention of the new authorities in the FY 2014-15 Budget of one Senior Management Analyst I and one Management Analyst II for the grants/contracts functions, and the Public Information Director II for media and public communications
- Restoration of one Captain I to the Grants Unit

- Restoration of one Fire Assistant Chief to the Supply and Maintenance Division (S & M)
- New position authority for one Senior Storekeeper in S & M
- Deletion of one Fire Battalion Chief and the Director of Fleet Services in S & M

I believe very strongly that it is essential to retain a Captain I in the Grants Unit and the Fire Assistant Chief in the Supply and Maintenance Division due to the field operational knowledge required to effectively perform the duties of the respective assignments.

Sworn leadership to provide oversight of the Supply and Maintenance Division in procuring medical supplies and equipment used in field operations, preparing specifications of fire apparatus and ambulances, and setting priorities for maintenance and logistical operations is critical to ensuring firefighter and public safety. Currently, the Supply and Engineering Section is managed by the Fire Battalion Chief. This Section is comprised of Equipment Engineering, Medical Supplies, Rescue Maintenance, and Purchasing and Supplies. With the proposed deletion of the Fire Battalion Chief, this Section will be reorganized resulting in the sworn staff functions reporting directly to the Fire Assistant Chief. The Purchasing and Supplies Unit, which is responsible for procurement processes and warehousing, will be supervised by the requested Senior Storekeeper position.

It is, therefore, recommended that City Council, subject to approval of the Mayor:

1. Approve resolution authority from September 8, 2014 through June 30, 2015 for the following positions in the Los Angeles Fire Department (LAFD):
 - a. One Fire Assistant Chief, Code 2166
 - b. One Fire Captain I, Code 2142-1
 - c. One Senior Storekeeper, Code 1837
2. Instruct the LAFD to hold vacant the following positions in anticipation of their deletion in the FY 2015-16 Budget:
 - a. One Fire Battalion Chief, Code 2152
 - b. Director of Fleet Services, Code 3535

I look forward to this matter being considered in the Public Safety Committee at the earliest convenience. If you have any questions, please do not hesitate to contact me at (213) 473-9989.

Sincerely,



RALPH M. TERRAZAS
Fire Chief

Attachment

Attachment

SWORN AND CIVILIAN AUTHORITIES

Function	Deleted Sworn Position	FY14-15 Budget New Civilian Positions	Recommendation	Comments
Grants/Contracts*	Fire Captain II - \$136,131 Fire Captain I - \$130,310	Sr. Management Analyst I - \$102,918 Management Analyst II - \$87,132	Restore: Fire Captain I - \$130,310 Retain: Sr. MA I - \$102,918 and MA II - \$87,132 Budgetary Difference: \$130,310	Fire Captain I position required to effectively interface with sworn field subject matter experts in developing justifications for grant applications and identifying operational equipment needs to be funded by grants; MA II to perform general administration duties (e.g., preparing grants applications; preparing spreadsheets to track grants performance metrics for FireStatLA; administering procurement process); Sr. MA to address delays in preparing RFPs/contracts due to substantial workload issues.
Supply and Maintenance	\$266,441 Fire Assistant Chief -	\$190,050 Director of Fleet Services -	Restore: Fire Assistant Chief - \$202,310 Authorize: Sr. Storekeeper - \$61,783 Delete: Fire Battalion Chief - (\$165,651) and Director of Fleet Services - (\$135,228) Budgetary Difference: (\$36,786)	Oversight by sworn manager in procuring medical supplies and equipment used in field operations; preparing specifications of fire apparatus and ambulances; and setting priorities for maintenance and logistical operations is critical to ensuring firefighter and public safety.
Public Information Unit	\$202,310 Fire Battalion Chief	\$135,228 Public Information Director II	Retain: Public Information Director II Budgetary Difference: \$0	Public Information Director (on loan from Mayor's Office) with expertise in public and media communications has been effectively performing this role since March 2014, resulting in substantially enhanced communications and messaging.

* Battalion Chief referenced in Motion was not affected in the FY 2014-15 Budget.