



STAFF REPORT

DATE: January 9, 2018

ITEM #: 4

TO: City Council

FROM: Greg Malmquist, Fire Chief

AGENDA ITEM: Discussion on utilizing Paid on Call Firefighters to fill shifts

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

Since the start of our shift coverage by part time personnel, our most consistent hurdle has been scheduling to fill all shifts. Initially we struggled with properly pairing staff to allow for our new hires to get trained to our operations and become familiar with equipment, while maintain a balance between staffs availability and the required 18 – 24 hours of work per week. Almost from the beginning we experienced “availability” issues, primarily due to conflicts with their other jobs. Moving forward as our new employees met our minimum competency levels, we had more options for scheduling.

One of our newly hired part time employees from our Paid On Call ranks experienced a significant job change, between the interview/hiring process and beginning of shifts. He began working out of state, thus preventing us from consistently scheduling him. He is now back and being scheduled.

Contributing factors to scheduling difficulties, varying work schedules with additional jobs, vacations, sick leave, appointments, etc. I have attached the schedules to date for your review. To help illustrate the struggles of availability.

The proposal before was developed and discussed at great length by the Officers of the dept. The Officers support this plan and believe that in addition to providing shift, back up coverage, it will also help with retention of current Paid On Calls by allowing them alternative ways to “earn” Relief Credit and schedule their time to meet the requirements of the dept.

ISSUE BEFORE COUNCIL:

Whether or not to support utilizing personnel from the Paid On Call (non part time staff) to fill open shifts.

PROPOSAL DETAILS/ANALYSIS:

The proposal for discussion is to allow our current Paid On Call personnel to be allowed to work shifts on an occasional, as needed basis. This would ONLY be for the Paid On Call personnel that currently are not hired as part time employees working shifts.

To avoid confusion, provide clear separation and avoid “double dipping”, the following guidelines would pertain to these Paid On Call employees. They would not be allowed to exceed the minimum requirement of 18/hrs. of shift work per week on a regularly scheduled basis, (this may occur occasionally). By staying under the 18 hour required minimum, on a regular basis, they would not be entitled to the benefits received by the part time employees such as PTO.

To encourage participation by Paid On call employees, the Officers developed and support the following options to be offered when they work a shift.

Option A - \$17.00/hr. (Earn PERA. No Relief credit. ALL CALLS during shift would count against)

Option B - \$13.07/hr. (Earn no PERA) Credit for ALL CALLS and earn 1 additional CALL CREDIT per six hour shift worked).

We believe this will help with the retention of our current Paid On Call employees. We are also hopeful that this will allow us to fill all shifts and prevent us from having to go outside to hire again.

Staff has contacted the League of MN Cities about the viability of these options. If firefighters are not allowed to choose for them selves, staff would recommend using POCs as needed and providing compensation as outlined under Option A above.

FISCAL IMPACT:

I believe this will have no additional financial impact. We have already budgeted for the shift coverage. They are already trained and have all necessary equipment and gear. In fact, by guaranteeing 100% shift coverage, we will be able to reduce the need for ALL CALL paging and potentially reduce staff costs.

OPTIONS:

- 1) Support the recommendation.
- 2) Support using POCs to fill shifts but determine compensation to be at Option A
- 3) Do not support the recommendation with the possibility of needing to go outside the dept. again and hire to cover shifts.

RECOMMENDATION:

Recommendation to move proposal forward for Council approval.

ATTACHMENTS:

- Shift schedules to date.

10/16 - 10/22/17

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
			Y		Y		Y		Y				
	Y				Y		Y		Y				
Y	Y	Y	Y										

10/23 - 10/29/17

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
					Y		Y		Y				Y
Y	Y		Y				Y						
						Y		Y		Y	Y		
		8 - NOON		8 - NOON	Y				Y				Y

10/30 - 11/5/17

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
							Y			Y			Y
			Y		Y		Y		Y				
					Y						Y		
			Y	Y				Y			Y		
		8 - NOON				8 - NOON			Y				Y
8 - NOON	Y							Y		Y			

11/6 - 11/12/17

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
					Y		Y						Y
	Y		Y		Y		Y						
				Y						Y		Y	
			Y			Y				Y	Y		
	Y	8 - NOON											Y
8 - NOON											Y	Y	

Revised 10/31/17

PAY PERIOD	11/6 - 11/12/17	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
		6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
									Y					Y	Y
			Y		Y		Y		Y						
					Y			Y				Y	Y		
			Y	8 - NOON		8 - NOON									Y
		8 - NOON										Y	Y	Y	
	11/13 - 11/19/17	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY (Timesheet)	
		6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
			Y								Y	Y			
					Y		Y	Y	Y						
					Y		Y			Y			Y		
			Y	8 - NOON		8 - NOON			Y						
		8 - NOON									Y	Y	Y		

PAY PERIOD	11/20 - 11/26/17	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
		6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
												Y		Y	Y
			Y		Y	Y	Y								
					Y							Y	Y		
				8 - NOON			Y								Y
		8 - NOON	Y										Y	Y	
	11/27 - 12/3/17	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY (Timesheet)	
		6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
												Y	Y	Y	Y
		Y					Y		Y		Y				
			Y		Y	Y							Y		
				8 - NOON				8 - NOON		8 - NOON	Y				Y
			Y						Y			Y		Y	

UNAVAILABLE
HOLIDAY - ALL CALLS

PAY PERIOD	12/4 - 12/10/17	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY, (Nick out)		SATURDAY		SUNDAY	
		6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
			Y				Y								
		Y					Y		Y		Y				
				Y	Y			Y		Y					
					Y	Y				Y		Y			
			Y						Y		Y	Y			
	12/11 - 12/17/17	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY (Timesheet)	
		6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
			Y		Y							Y		Y	
					Y	Y		Y			Y				
				Y			Y			Y			Y		
		Y							Y			Y		Y	
			Y						Y		Y		Y		

PAY PERIOD	12/18 - 12/24/17	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
		6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
			Y		Y						Y	Y			
		Y					Y		Y						
					Y	Y		Y					Y		
				Y			Y		Y	Y					
			Y							Y		Y	Y		
	12/25 - 12/31/17	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY (Timesheet)		SATURDAY		SUNDAY	
		6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
												Y	Y		
					Y		Y		Y	Y					
					Y	Y	Y								
				Y				Y			Y				
								Y			Y	Y	Y		

UNAVAILABLE
HOLIDAY - ALL CALLS

PAY PERIOD	12/30-1/5/18	SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
		6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
		Y	Y												Y
											Y		Y		Y
									Y		Y				
									Y	Y		Y			
				Y	Y			Y						Y	
		Y	Y												
	1/6 - 1/12/18	SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY (Timesheet)	
		6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
		Y		Y	Y		Y								Y
									Y		Y		Y	Y	
						Y		Y			Y	Y			
		Y			Y				Y				Y		
				Y			Y			Y					Y

PAY PERIOD	1/13 - 1/19/18	SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
		6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
		Y		Y											Y
									Y		Y		Y		
									Y		Y				Y
			Y					Y						Y	
			Y		Y					Y			Y		
		Y		Y	Y							Y			
	1/20 - 1/26/18	SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY (Timesheet)	
		6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm	6am-Noon	Noon-6pm
		Y	Y	Y	Y										
											Y		Y		Y
						Y		Y					Y		Y
				Y		Y		Y		Y					
			Y		Y			Y				Y			
		Y				Y				Y				Y	

UNAVAILABLE	SHORT WEEK
HOLIDAY - ALL CALLS	1 or the other/not both