



STAFF REPORT

DATE: June 18, 2019

TO: Ronald L. Olson, City Manager

FROM: Eva Bark, Executive Director of Human Resources

SUBJECT: Ordinance To Create the Classification of Assistant Chief of Fire and Amend the Number of Authorized Civil Service Positions for the Killeen Fire Department

BACKGROUND AND FINDINGS:

The Texas Local Government Code (TLGC), Chapter 143, represents an effort to present, in a coherent and practical format, the laws and civil service procedures for Texas police and fire departments. The civil service system was established in the City of Killeen in an election duly called and lawfully conducted on August 13, 1977. The rules and regulations of TLGC Chapter 143 apply to all classified police and fire officers.

One of the provisions of TLGC, Chapter 143, is that the municipality's governing body establishes the civil service classifications by ordinance. This ordinance, as adopted by the governing body, further prescribes the number of positions in each classification [TLGC 143.021(a)].

TLGC 143.014 provides the department head of a civil service department may make an appointment to the position immediately below that of the department head if the position is approved by the municipality's governing body. The fire department currently has a rank of Fire Deputy Chief, and each of those positions is a position filled by a promotional exam, not appointment by the Fire Chief. The proposed classification would be one position and would be above the current Fire Deputy Chief classification.

Appointment of an Assistant Chief of Fire ensures public safety fire industry best practices by defining responsible authority within the Killeen Fire Department. This position is administrative and, in the absence of the Fire Chief, maintains definitive authority and span of control over all fire department activities. Duties will include all interdepartmental communications, policies, standard operating procedures, standard operating guidelines, rules compliance, and direction to all fire department divisions as ordered by the Fire Chief.

Reclassifying one of the currently authorized positions in the Fire Deputy Chief rank to Assistant Chief by appointment will minimize fiscal impact to the allocated fire department budget. The salary of a Fire Deputy Chief's position will offset the Assistant Chief's salary. Internal efficiencies negate any further funding to the Fire Department budget.

The Human Resources Department is requesting changes to the current fire staffing by eliminating one (1) Fire Deputy Chief and by adding one (1) Assistant Chief of Fire.

Current Strength of Force for KFD		Revised Strength of Force for KFD	
Fire and Rescue Officer	183	Fire and Rescue Officer	183
Fire Captain	36	Fire Captain	36
Battalion Chief	6	Battalion Chief	6
Deputy Chief of Fire	4	Deputy Chief of Fire	3
Assistant Chief of Fire	0	Assistant Chief of Fire	1

THE ALTERNATIVES CONSIDERED:

- 1) Not modify the organizational structure of the fire department leaving a void in continuity of authority.
- 2) Eliminate one (1) Deputy Chief of Fire and reclassify the position to (1) Assistant Chief of Fire.

Which alternative is recommended? Why?

Staff recommends the second alternative. This action would ensure continuity of authority/responsibility within the Fire Department and best practices within the Fire Industry. This proposal was also presented to the Killeen Firefighters and Police Officers Civil Service Commission. On March 18, 2019, the Commission recommended approval.

CONFORMITY TO CITY POLICY:

This action is uniformed to city policy.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

Internal efficiencies allow reallocation of funds during current and future budgets.

Promotion pay differential is \$2,423 in FY 2019; \$6,752 in FY 2020; and \$7,171 in FY 2021.

Is this a one-time or recurring expenditure?

Recurring

Is this expenditure budgeted?

Yes

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

Yes

RECOMMENDATION:

Staff recommends the adoption of the proposed ordinance to eliminate one (1) Fire Deputy Chief, full-time position and add one (1) Assistant Chief of Fire, full-time position, to be appointed by the Fire Chief.

DEPARTMENTAL CLEARANCES:

City Attorney Office

Finance

ATTACHED SUPPORTING DOCUMENTS:

Ordinance