



## CITY OF POQUOSON

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City Manager's Office

November 14, 2016

**TO:** Poquoson City Council  
**FROM:** City Manager  
**SUBJECT:** Fire & Rescue Staffing

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Summary of request: As you will recall as part of the current FY2017 Budget, the City Council authorized staff to submit a federal grant application to add two additional firefighter/medic positions to the Department of Fire and Rescue. Recently the City was informed that we were not successful with regard to this year's grant application cycle. It was hoped that through the addition of these two grant positions we would be able to achieve our three year goal of increasing the staffing levels of each of the three operation shifts by one a year early. The first position was added last year (FY2016).

As we approach mid-year, I am requesting that the Council authorize me to move forward to convert the first of the two originally designated federally funded positions to a locally funded position and to move forward to fill it. Staff anticipates that sufficient monies are available within the current budget to pay for the addition of this locally funded position for the remainder of the year. Should you approve this request, we will add sufficient monies to pay for this position in the FY2018 base budget. Unless otherwise directed, staff intends to resubmit for the federal grant program for an additional position(s) next year.

Additional Background: Increasing actual shift size and minimum staffing is dependent on both the number of positions authorized and our ability to hire and retain qualified personnel. As of this writing, the department is at full staff which means that our operational shifts have 10, 9 and 9 staff members respectively. Our goal by the end of the next fiscal year is to have 10 positions assigned to each shift and to establish 8 as the minimum staff levels of each shift. The City has implemented several initiatives over the last year to aid in recruitment and retention. These include, but are not limited to, the creation of a Master Firefighter designation on each shift, an increase in the pay supplement for advanced EMS certification and the enhancement to the Retiree Health Care program as well as continued progress in the area of employee compensation. Over the past year we have seen the number of quality applicants for positions within the department increase which has helped us achieve full staffing. This increase in the number and quality of applications may in some cases allow us to maintain a qualified applicant list for future vacancies. For example, through this process we have been able to identify a qualified applicant to fill the position of a current employee who is scheduled to retire from City service in February of next year.

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION REDESIGNATING A FEDERALLY FUNDED FIRE POSITION  
APPROVED IN THE FISCAL YEAR 2017 BUDGET TO AN  
ADDITIONAL LOCALLY FUNDED POSITION**

**WHEREAS**, as part of the Fiscal Year 2017 budget, City Council authorized the submission of a Federal grant application to add two additional firefighter/medic positions to the Department of Fire and Rescue; and

**WHEREAS**, it was the City's hope that the three year goal of increasing staffing levels of each of three operation shifts by one a year would be achieved by adding these two positions since one had already been included in the Fiscal Year 2016 budget; and

**WHEREAS**, notification was recently received that the grant was not approved thus making it impossible to attain this goal without one of the requested positions being locally funded this fiscal year and the submission of another grant application for the third position; and

**WHEREAS**, sufficient funds to pay for this position for the remainder of this fiscal year are available within the current Fiscal Year 2017 budget and full funding will be included in the Fiscal Year 2018 budget if the position is approved.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Poquoson, Virginia:

**Section 1:** That the City Manager is hereby authorized to convert one of the firefighter/medic positions sought in the Federal grant to a locally funded position and to immediately proceed with the hiring process.

**Section 2:** That a grant application should be submitted when applicable seeking funding of the third firefighter position.

**Section 3:** That this resolution shall be in effect on and after its adoption.

**ADOPTED:** \_\_\_\_\_

**TESTE:** \_\_\_\_\_  
City Clerk