

From: Jen and Jacob SLIEMERS
Sent: Friday, September 11, 2009 3:03 PM
Subject: FFR Chief ideas part two

Dear FFPD Board & Structure Committee,

Part two ("the details") is certainly the more difficult piece to figure out. Below are a few basic ideas.

SUGGESTION ONE:

* Part-time paid administrative assistant (no benefits), 15 hrs/week, **hire a volunteer firefighter**. Main duties- answer phones, greet residents, firefighters & anyone else who stops by the office during their work hours, input incident reports & training records. Respond to calls as a last resort. This person, along with the Fire Inspector and Operations Assistant can help fill in with day to day duties when the fire chief is out of town or unavailable for other reasons. [Many other clerical duties are outsourced but I think it's VERY important to have a live body at the station to offer good customer service to the residents & the firefighters who volunteer their time to "serve & protect" the community.]

* Full-time paid fire chief, salary w/benefits TBD (check w/Mt. States Employee Council through the Fire Chiefs Association for a salary survey to help determine a reasonable salary for our size fire dept.). Focus is to bring leadership to the department, officer development, operations, oversee paid staff, officer meetings, membership meetings, board meetings, maintain relationship with other the local emergency services departments (including law enforcement, CDOT, etc.), fire council, budget (in conjunction w/board) and so on.

SUGGESTION TWO:

* Full-time fire chief only, no admin assistant or business manager. The fire chief would perform all of the above admin duties as well as chief duties. [One of my concerns with this is burnout. We all watched as former Chief Zoril spent 14 hour days, 7 days a week trying to do everything when we were inbetween business managers and had no administrative assistant. My second concern is access. Firefighters need to have access to their training records and operational needs which could be limited if the fire chief can't be available enough.]

On a side note, in case it comes up, we must keep our Fire Inspector and Operations Assistant positions. They are critical, I'd even say the nuts and bolts of keeping things moving in our fire department. In addition, of course, to all the volunteers who commit their personal time to "serve & protect" the community. The operations assistant helps hold things together (sometimes literally when it comes to apparatus problems & facility needs). The fire inspector helps keep an eye on the community when it comes to safety, prevention and improving our access to residents' homes, for example. The one downside for these positions is their restriction on participating in trainings. They should be able to participate in fire and medical trainings in the evenings and weekends. This also helps build a better relationship between volunteers and paid staff.

Thanks for your time,
Jen Sliemers
FFR Personnel Lieutenant