




HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #13  
BOMA  
08/12/14

## MEMORANDUM

July 31, 2014

**TO:** Board of Mayor and Aldermen

**FROM:** Eric S. Stuckey, City Administrator   
Shirley Harmon, Human Resources Director  
Rocky Garzarek, Fire Chief

**SUBJECT:** Consideration of reclassifying an Assistant Fire Chief to Deputy Fire Chief

### Purpose

The purpose of this memorandum is to present to the Board of Mayor and Aldermen (BOMA) information to consider the reclassification of an Assistant Fire Chief to Deputy Fire Chief within the Fire Department.

### Background

Currently, the Fire Department's organizational structure includes two Deputy Chief positions (Operations and Administration/Emergency Management). Both of these positions are currently vacant. A third division within the department, Inspection Services, is supervised by an Assistant Chief/Fire Marshal. The existing organizational chart as included in the FY 2015 budget is attached.

The proposed organizational change is to reclassify an Assistant Fire Chief/Fire Marshal position to Deputy Fire Chief. Attached is Resolution 2014-59, which provides for the reclassification and the resultant change in the Fire Department's organizational structure. This change will result in the position's responsibilities being expanded to include key strategic initiatives, such as accreditation and professional standards. The Deputy Chief will work with staff to create and implement far reaching strategic plans addressing population growth, financial changes, workforce dynamics, and community engagement. The Department will focus resources to evaluate program effectiveness and the development of strategic, streamlined work processes in an effort to deliver continuous, cooperative and seamless customer service.

The additional Deputy Chief position will also allow for continuity of service with the Assistant Chief/Fire Marshal position. This position requires specific technical knowledge, skills and abilities and then balanced with institutional knowledge and communication skills, could prove to be a difficult position to rehire should a vacancy be created. The public education component will also continue to be supervised by the proposed reclassified position.

Recently, the Fire Department conducted an assessment center for the Deputy Chief vacancies. All three candidates performed well, exhibiting strengths and qualities, which augment our department's performance. Their abilities serve the advancement of the City in several key areas, including: operations, training, administration, budgeting, community risk reduction, and planning. All three candidates warrant promotion to Deputy Chief and would be well suited to fill the three Deputy Chief positions included in the proposed organizational structure.



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### **Financial Impact**

When implemented, the reclassification will require a minimum salary adjustment that can be absorbed within the current budget.

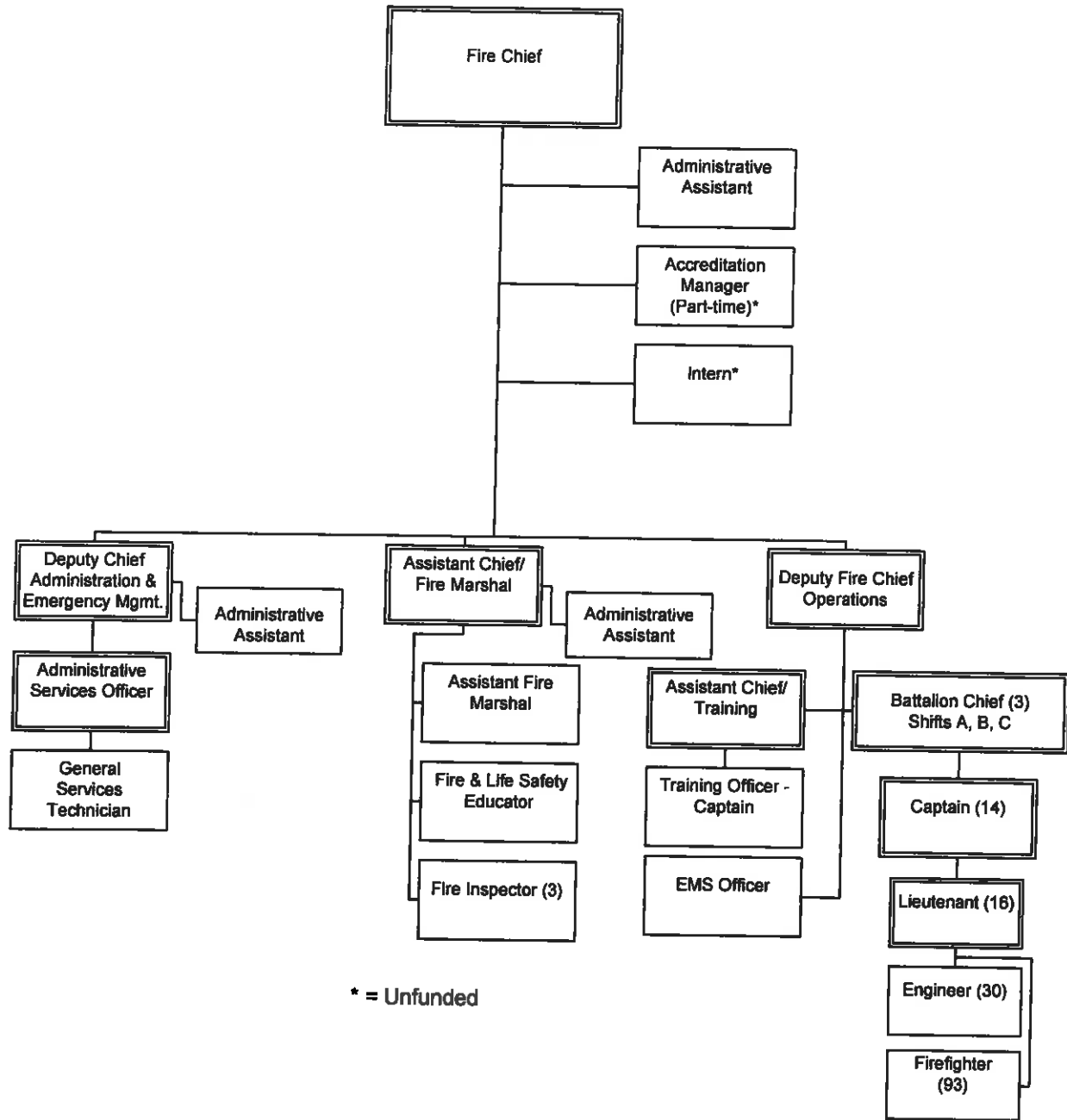
### **Options**

The Board may approve, modify, or deny the request for reclassification of the Assistant Fire Chief position and the proposed change to the Fire Department organization chart.

### **Recommendation**

Staff recommends that the City approve the reclassification. This minor reorganization is an excellent opportunity for the Fire Department to stabilize its leadership team in the present and prepare for future challenges.

# Organizational Chart



\* = Unfunded

**RESOLUTION 2014-59**

**A RESOLUTION TO BE ENTITLED: "A RESOLUTION TO RECLASSIFY AN ASSISTANT FIRE CHIEF TO DEPUTY FIRE CHIEF AND MODIFY THE ORGANIZATIONAL CHART."**

**WHEREAS**, the Board of Mayor and Aldermen established the annual budget for the City of Franklin for the Fiscal Year 2014-2015, by Ordinance 2014-12, effective July 1, 2014; and

**WHEREAS**, on August 27, 2013, the Board of Mayor and Aldermen adopted a revised Position Classification Plan and Pay Plan through Resolution 2013-45; and

**WHEREAS**, on November 26, 2013, the Board of Mayor and Aldermen amended the FY 2013-14 Budget to reflect the Position Classification Plan and Pay Plan through Resolution 2013-72; and

**WHEREAS**, during the process of reviewing the responsibilities of Deputy Fire Chief it was determined that additional duties warranted a reclassification of an existing position to Deputy Fire Chief and that the new position is needed to expand strategic initiatives within the Fire Department; and

**WHEREAS**, the Board of Mayor and Aldermen desires to support the minor reorganization of the Fire Department to include these initiatives and that the minimal increase in cost shall be absorbed in the current Fire Department budget; and

**WHEREAS**, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin to adopt such change.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Mayor and Aldermen for the City of Franklin as follows:

**Section 1.** The City of Franklin hereby adopts the amended Organizational and Personnel Charts for the Fire Department, to be incorporated within the FY 2014-15 Budget, as shown in Exhibit A, attached, with the position of Assistant Fire Chief being reclassified to Deputy Fire Chief without amending the currently adopted budget for FY 2014-15.

**Section 2.** That this Resolution shall be effective upon adoption.

**IT IS SO RESOLVED AND DONE** on this \_\_\_\_ day of August, 2014.

**ATTEST:**

**CITY OF FRANKLIN, TENNESSEE**

**BY:**

\_\_\_\_\_  
**ERIC S. STUCKEY**  
City Administrator

**BY:**

\_\_\_\_\_  
**DR. KEN MOORE**  
Mayor

Approved as to form:

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Shauna Billingsley, City Attorney

