

**To the Mayor and Members of the City Council****March 7, 2023**

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SUBJECT: AD HOC FIRE STAFFING COMMITTEE UPDATE AND TIMING TO PROVIDE STAFFING RECOMMENDATIONS TO CITY COUNCIL

The purpose of this Informal Report is to provide an update on the Fire Ad Hoc Staffing Committee and the timeline to provide recommendations to the City Manager for consideration in the FY24 budget development process.

Background

On January 25, 2022, the City Council authorized a Fire Staffing and Operational Review to assess the overall staffing and operations of fire and emergency medical services in Fort Worth, and on August 25, 2022, staff presented the Citygate report at a public work session.

Additionally, the Local 440 hired Fitch and Associates to conduct a parallel staffing study to provide an independent assessment of the Citygate work. The final report from Fitch and Associates was shared with the City of Fort Worth in October 2022.

As part of the FY23 budgeting process, on August 25, 2022, City Council passed a resolution that created the Ad Hoc Fire Staffing Committee and requested the committee work to provide a final report/recommendation by April 1, 2023.

Ad Hoc Committee Participants

The August 25, 2022 resolution named the following eight individuals to serve on the Ad Hoc Fire Staffing Committee, and the City is engaging with Strategic Government Resources (SGR) to provide committee facilitation:

1. Carlos Flores, Chair
2. Valerie Washington, ACM
3. Jim Davis, Fire Chief
4. Local 440 participant
5. Fort Worth Firefighter
6. Kacey Bess, Human Resources
7. Cayce Lay Lamas – recommending that Mark McDaniel replace Lay Lamas
8. Leann Guzman, or designee from the City Attorney's Office

Ad Hoc Fire Staffing Committee Goals

The goals of the Fire Staffing Ad Hoc Committee are to:

1. Examine the Fire Department's ability and any changes necessary to meet minimum daily staffing requirements
2. Attain consensus on a range that represents the necessary number of authorized sworn positions based on the Citygate Study and the Local 440 Fitch & Associates study
3. Explore opportunities to use civilian personnel, including what positions are appropriate to staff with civilians.


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Ad Hoc Fire Staffing Committee Timing

The Ad Hoc Fire Staffing Committee was charged to provide final recommendations by April 1, 2023. Staff is requesting an extension and will provide recommendations at the June 6th Work Session. Planning & Data Analytics is participating in the committee and will actively assist with ensuring the committee understands funding impacts.

The first meeting of the committee is set for Friday, March 10, 2023, and the committee will follow the meeting schedule listed below to ensure recommendations are considered as the FY24 budget is being developed.

March 10 th	Committee Meeting #1	Focus on Operations current staffing with vacation relief ratio, Arson & Bomb, Fire Training & Education, and Fire Prevention
March 24 th	Committee Meeting #2	Focus on Administrative/Executive, Dispatch/Fire Alarm Office, Supplies
April 5 th	Committee Meeting #3	Focus on Professional Standards & Hiring, and Community Risk Reduction
April 18 th	Informal Report – Work Session	Providing a progress update on committee work to date
April 20 th	Committee Meeting #4	Focus on outstanding items and drafting recommendations
May 5 th	Committee Meeting #5	Final Committee meeting to review proposed recommendations
June 6 th	Council Work Session	Presentation on committee recommendations
June and July	Finalize budget development with CM and PD&A	Work with PD&A on incorporating recommendations into the FY24 Fire budget request.

If you have any questions regarding this matter, please contact Mark McDaniel, Planning & Data Analytics at (817) 392-6222 or mark.mcdaniel@fortworthtexas.gov.

David Cooke
City Manager