

LOS ANGELES FIRE DEPARTMENT



KRISTIN M. CROWLEY
FIRE CHIEF

September 16, 2024

BOARD OF FIRE COMMISSIONERS
FILE NO. 24-087

TO: Board of Fire Commissioners

FROM: **JH** Kristin M. Crowley, Fire Chief

SUBJECT: FY 2024-25 INTERIM BUDGET REQUEST – FLEET MAINTENANCE OPERATIONS

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

SUMMARY

The Los Angeles Fire Department (LAFD) is submitting an Interim Budget Request for a total of sixteen (16) positions supporting fleet maintenance operations within the Department's Supply and Maintenance (S&M) Division. The positions are requested for the period January 1, 2025 through June 30, 2025. The positions were deleted in the FY 2024-25 Budget but are critical to provide maintenance to the Department's fleet and reduce out of service time.

The positions directly support maintenance and repair for the fleet of fire engines, trucks, rescue ambulances, heavy apparatus, and other emergency response vehicles. The LAFD emergency fleet is in a constant state of disrepair attributable to years of deferred maintenance, deferred vehicle replacement, increased call volume, and the lack of resources for adequate staffing and replacement parts. Restoration of these positions will provide a minimum staffing level to maintain a basic level of readiness in the field which includes a minimum level of reserve apparatus. The cost of the positions for a six-month period is \$1.05 million including \$610,673 in salaries and \$440,495 in related costs.

RECOMMENDATIONS

That the Board receive and transmit to City Council, and that the City Council, subject to the approval of the Mayor, authorize the following:

1. Resolution authority for the following positions from January 1 through June 30, 2025, subject to allocation by the Civil Service Commission:

<u>Positions</u>	<u>Class Title/Code</u>
1	Administrative Clerk, 1358-0

1	Senior Administrative Clerk, 1368-0
2	Storekeeper II, 1835-2
1	Maintenance Laborer, 3112-0
1	Truck Operator, 3583-0
1	Auto Painter, 3721-5
1	Tire Repairer, 3727-6
4	Heavy Duty Equipment Mechanic, 3743-0
<u>4</u>	Mechanical Helper, 3771-0
16	Total

2. Appropriate funds in the amount of \$610,673 from Fund 100/58, Reserve Fund, to Fund 100, Department 38, Account 1010, Salaries General.
3. Authorize the City Administrative Officer to make technical corrections that may be necessary to implement the intent of this action.

DISCUSSION

The S&M / Fleet Maintenance operations maintain a minimum level of staffing for maintenance and repairs to LAFD’s ground fleet to ensure that first responder apparatus and fleet vehicles operate safely and reliably throughout the City. Fleet Maintenance operations are tasked with the maintenance of approximately 416 apparatus in the field at any given time with minimal service disruptions. The fleet continues to grow in size and complexity with the expansion of the City’s population and with the evolution of vehicle technology (e.g., drive trains, electronics, etc.) that requires regular intervention to mitigate road failures. However, staffing and funding challenges over the last several years have made the tasks and responsibilities of fleet maintenance increasingly difficult.

Implementation of the Separation Incentive Program (SIP) in FY 21-22 led to a number of retirements within the fleet maintenance workforce and the subsequent deletion of those positions. That staffing reduction escalated overtime usage among mechanics and support staff which, at prolonged levels, increasingly compromised performance and employee morale. While 13 positions were added back in FY 23-24 to address critical needs, the FY 24-25 Budget adversely impacted operations once again with the deletion of 16 positions.

As an indicator of readiness, the Department’s goal is to maintain a fleet availability rate (FAR) of 90% to ensure a confident level of public safety and minimize risk associated with disruptions in the field. The FAR is a measure of the time an apparatus is out of service in relation to the time it is needed to be in service. In actuality, the FAR has averaged 78% since FY 18-19, with a particular impact on mileage-intensive vehicles such as ambulances and engines. While fleet availability is influenced by multiple factors, including age of vehicles and parts availability, staffing is a major determinant in the ability to manage workload and productivity. Restoring staffing levels to that of a few years ago would aid significantly in improving fleet availability to 90% or above.

Following is a description of the responsibilities and necessity for each of the classifications requested.

<u>Quantity</u>	<u>Title/Description</u>
1	Administrative Clerk (1358) - Currently, Equipment Engineering Unit (EEU) members, including Equipment Specialists I and II, spend significant time on research and development which delays administrative tasks. The Administrative Clerk will enable members to focus on their technical duties. The position handles essential office tasks such as typing, filing, answering phones, and managing mail, along with developing and maintaining filing systems and organizational projects. The position also creates documents and spreadsheets using standard software suites for the EEU. The position is also involved in requesting quotes, obtaining product specifications, and maintaining fleet accountability through the M5 vehicle tracking system and fuel card management.
1	Senior Administrative Clerk (1368) – The Senior Administrative Clerk in the Purchasing Unit is tasked with preparing, processing, and modifying purchase orders and requisitions, requesting quotes, and providing product clarification with vendors. The position also handles backorders and short deliveries, and resolves payment issues with GSD and vendors. With the unit already understaffed and assuming additional duties with increased demands for ordering, restoration of this position is crucial to maintaining operations and preventing vendor account holds through timely research and resolution.
2	Storekeeper II (1835-2) – These deletions represent two of three positions in the entire department. The Storekeeper II is responsible for maintaining sections of the warehouse for firefighting equipment, Personal Protective Equipment (PPE) and medical supplies, tracking exchanges, receiving and unloading deliveries, and entering receivers into the Financial Management System (FMS) for payment processing.

This role is critical to the daily operations of S&M which is already operating at 50 percent capacity. Filling this position is essential to preventing backlogs and delays in supplying firefighters and paramedics with the equipment they need to maintain emergency response capabilities for the City. With numerous orders being processed throughout the department, it is vital that all deliveries are received and processed in a timely manner. Accurate entry of receivers in FMS ensures timely vendor payments through GSD, helps the LAFD qualify for early payment discounts, and avoids potential credit holds that could disrupt operations.

- 1 **Maintenance Laborer (3112)** – This was the only position within this class in the entire department. The Maintenance Laborer maintains and cleans warehouse equipment, inspects for safety concerns, sweeps the warehouse and yard, helps with loading/unloading supplies, and makes deliveries as needed. The Medical Supplies unit, responsible for warehousing and distributing supplies to 3,700 LAFD members, is working above capacity. Emergencies, equipment failures, and high demand for supplies add to the workload. This position is essential for making deliveries citywide, preventing resources from leaving their districts, and ensuring firefighters and paramedics receive the necessary supplies to stay in service and maintain emergency response capabilities.
- 1 **Truck Operator (3583)** – This was the only position within this class in the entire department. This position is crucial to supporting LAFD emergency services by ensuring firefighters and paramedics have the necessary resources to remain operational and respond to emergencies. Among its varied duties, the Truck Operator coordinates the delivery of motor oil to 106 fire stations for the maintenance of fire apparatus. The position also supports the Medical Supplies Unit (MLU) through such tasks as gurney rotations to keep rescue ambulances in service, and makes other equipment deliveries as needed. The MLU lacks staff with the required truck license to perform these tasks.
- 1 **Auto Painter (3721-5)** – This deletion represents one of four positions in the entire department. The Auto Painter not only prepares and paints vehicles and apparatus as part of collision damage repair but also assists the machine shop in painting rebuilt apparatus components. The position also produces all LAFD labeling work for new vehicles, helmets, and accessories. The lack of adequate staffing in this class results in delays for vehicle and collision repairs and the placement of new vehicles in service.
- 1 **Tire Repairer (3727)** – This deletion represents one of two positions in the entire department. There is currently only one Tire Repairer to repair and replace tires on all LAFD apparatus and support vehicles, which includes Central and Valley shop operations. As a result, S&M must sometimes rely on Equipment Mechanics and Heavy Duty Equipment Mechanics to assist with tire repair workload which delays other critical repairs. This is particularly burdensome when repairs and replacements have to be performed in the field.
- 4 **Heavy Duty Equipment Mechanic (3743)** – The deletions reduced HDEMs from 33 to 29 positions. HDEMs maintain and repair all LAFD heavy apparatus including engines and trucks. Due to current out-of-service rates, increased fleet size, and higher call volumes, these positions are critically needed to repair and maintain LAFD apparatus and

ensure that the 416 daily deployment of apparatus in the field operates with minimal interruption.

- 4 **Mechanical Helper (3771)** – These deletions represent four of nine positions in the entire department. Mechanical Helpers assist Equipment Mechanics and Heavy Duty Equipment Mechanics in the day-to-day activities of shop operations. The Mechanical Helper has a force multiplier effect in working collaboratively with mechanics to complete journey-level tasks and repairs, and a variety of other shop responsibilities that otherwise detract from mechanics' focus on restoring apparatus to the field.

16 Total Positions

Board report prepared by Emilio Rodriguez, Fire Administrator, Administrative Services Bureau.

Attachment

2024-25 Budget Program Request

Fire

Department:

Name of Request:
Continued or New?

Supply and Maintenance Staffing
New Request or Expansion of Existing Service for 2024-25

Spread Position Counts by FTE by Source of Funds (Positions will default to General Fund

Workday Position Number	Quantity	Class Title	Class Code	Reg. Sworn, Reso. As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	General Fund		Special Fund A	
									100	Special Funds	100	Special Funds
	1	Administrative Clerk	1358-0	Civ-Reso	\$ 59,117	6.0%	6	\$ 27,785	1.00	0.00	1.00	0.00
	1	Senior Administrative Clerk	1368-0	Civ-Reso	\$ 78,368	6.0%	6	\$ 36,833	1.00	0.00	1.00	0.00
	2	Storekeeper II	1835-2	Civ-Reso	\$ 77,804	6.0%	6	\$ 73,136	1.00	0.00	1.00	0.00
	1	Maintenance Laborer	3112-0	Civ-Reso	\$ 52,743	6.0%	6	\$ 24,789	1.00	0.00	1.00	0.00
	1	Truck Operator	3583-0	Civ-Reso	\$ 62,536	6.0%	6	\$ 29,392	1.00	0.00	1.00	0.00
	1	Auto Painter	3721-5	Civ-Reso	\$ 104,689	6.0%	6	\$ 49,204	1.00	0.00	1.00	0.00
	1	Tire Repairer	3727-6	Civ-Reso	\$ 81,039	6.0%	6	\$ 38,088	1.00	0.00	1.00	0.00
	4	Heavy Duty Equipment Mechanic	3743-0	Civ-Reso	\$ 106,624	6.0%	6	\$ 200,453	1.00	0.00	1.00	0.00
	4	Mechanical Helper	3771-0	Civ-Reso	\$ 69,677	6.0%	6	\$ 130,993	1.00	0.00	1.00	0.00
	16	TOTALS			\$ 610,673			\$ 610,673	9.00	0.00	9.00	0.00

Budget:

Acct	Account Name	General Fund		Special Fund A		Special Fund B		Special Fund C		Special Fund D		Special Fund E		Special Fund F	
		100	Funds	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	
001010	Salaries General	\$ 325,521	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001012	Salaries - Sworn	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001030	Sworn Bonuses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001093	Overtime Constant Staffing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL:	\$ 325,521	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Pension/Health (Add/Delete Rate):

Applicable CAP rate:

Estimated Related Cost Reimbursement from SFs (CAP Rate):

General Fund Revenue (Change):

\$ 440,495

\$ -