

# LOS ANGELES FIRE DEPARTMENT



WILLIAM R. BAMATTRE  
FIRE CHIEF

June 21, 2006

TO: Honorable Board of Fire Commissioners  
Commander, Operations  
Commander, Bureau of Emergency Services  
Commander, Bureau of Support Services  
Commander, Bureau of Fire Prevention & Public Safety  
Commander, Bureau of Administrative Services  
Chief of Staff  
HRDC Oversight Committee Members \_\_\_\_\_

FROM: E.W. Mack, Commander  
Bureau of Training and Risk Management

SUBJECT: 2006-2007 HRDC EXPENDITURE PLAN INTERIM PROCESS

The Bureau of Training and Risk Management is in the process of compiling requests for the 2006-2007 Human Resources Development Committee (HRDC) Expenditure Plan. As per Council File 94-0585-S5, the Department is required to define a budget plan for the funds allocated to the HRDC Implementation Plan. To this end, the Bureau is requesting input into the overall allocations of HRDC funding. Once HRDC Oversight Committee members review and the Fire Chief approves the expenditure plan, it is then submitted to the Mayor as part of the Department's budget documentation.

Presently, the procedural and approval process for HRDC funding is being revised to ensure that funding is focused towards the appropriate human relations initiatives that will bring about organizational change and a desired work environment. This new process will be provided once it is approved, however, in the meantime, please submit your proposals for consideration and be aware that additional information may be requested upon review.

Determine the needs of your respective areas of responsibility and submit all proposed HRDC expenditures to the Bureau of Training and Risk Management in the following format:

1. Description of program/item/expenditure
2. HRDC Recommendations related to such expenditure
3. Cost of program/item
4. Comment or explanation of program/item

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For example:

Description	Recommendations	Cost	Comments
Human Relations Training Center Library	W-1 thru W-5, W-10	\$6,000	Various texts on HR related themes to enhance training
Wildland Firefighting Training	E-8	\$10,000	Training for certification of members whose position require education in wildland firefighting
Development of recruitment-specific website for LAFD	R-1, R-3	\$30,000	To aid in the Department's recruitment efforts

Once the HRDC Oversight Committee members have reviewed all of the proposals, they will make their recommendations to the Fire Chief who is the approval authority for expenditures. Upon his approval, the Expenditure Plan will be forwarded to all Bureaus. Programs or items not submitted with this plan will not receive approval priority and may not be funded.

All submissions are due to the Bureau of Training and Risk Management by **July 5, 2006**.

Please refer any questions or comments regarding this request to Management Analyst II Betty Bonada at (213) 978-3549.

  
E. W. Mack, Commander  
Bureau of Training and Risk Management

Attachment

EWM:bb:HRDC2007apprv