#### RALPH M. TERRAZAS FIRE CHIEF

August 12, 2014

BOARD OF FIRE COMMISSIONERS FILE NO. 14-089

TO:

Board of Fire Commissioners

FROM:

Ralph M. Terrazas, Fire Chief

SUBJECT:

BUREAU OF FIRE PREVENTION AND PUBLIC SAFETY WORKLOAD

IMPACT OF VACANT POSITIONS AND IOD/NIOD LEAVES FOR FISCAL

YEAR 2013-14

FINAL ACTION: .

Approved
Denied

Approved w/Corrections

- Withdrawn

——— Received & Filed

Other

#### SUMMARY

During a verbal presentation at the June 18, 2014 commission meeting, the Fire Marshal was directed to provide a written report identifying the workload impact on the Bureau of Fire Prevention and Public Safety (BFPPS) from unfilled vacant positions and Illness/Injury On Duty (IOD)/Not Illness/Injury On Duty (NIOD). These two issues have exerted a negative impact on inspection and staff productivity.

#### RECOMMENDATION

That the Board:

Receive and file this report.

#### DISCUSSION

Prior to the recent economic downturn, staffing levels and workload distribution within the BFPPS allowed district workload to be completed in an average of ten months. This staffing model allowed for compensated time off (CTO), injury leaves, special projects, and staffing adjustments needed to support unfilled positions. During this economic downturn, the BFPPS lost 23 sworn Inspector positions. This has eliminated the Bureau's ability to absorb the impacts of staffing shortages.

The summary tables on the next page show the impact that vacant and unfilled positions due to IOD/NIOD leaves had on productivity during the Fiscal Year 2013-14. Additional details are provided in the 2 attachments.

# INSPECTION PRODUCTIVITY LOST TO VACANT POSITIONS

1051 Work Days Lost

1,144 Inspection Backlog

25,584 Brush Inspection Backlog

12,220 Estimated hours to clear the Backlog

## INSPECTION PRODUCTIVITY LOST TO IOD/NIOD LEAVES

676 Work Days Lost

1,143 Inspection Backlog

10,032 Estimated hours to clear the Backlog

## STAFF PRODUCTIVITY LOST TO VACANT POSITIONS

231 Work Days Lost

2,310 Staff Hours Lost

1,160 Estimated hours to clear staff work Backlog

## STAFF PRODUCTIVITY LOST TO IOD/NIOD LEAVES

125 Work Days Lost

1.250 Staff hours Lost

1,606 Estimated hours to clear staff work Backlog

The BFPPS has taken action to offset falling productivity by allowing members to work their regular day off (RDO), working their own vacations, and working variable staffing hours during their off duty hours. Staffing issues are further exasperated by an increase in development and business activity due to the improving economic climate in the City of Los Angeles.

### CONCLUSION

The BFPPS will continue to evaluate workload requirements and corresponding workforce deployment to assure staffing is being used in the most effective method. Workforce make-up will continue to be evaluated in order to place the most effective personnel in key positions to continue to provide high quality public service.

Board report was prepared by Deputy Chief Mark Stormes, Bureau of Fire Prevention & Public Safety.

Attachments



## Bureau of Fire Prevention and Public Safety Workload Impact Due to Vacant Positions FY 2013-2014

### Inspection Districts

| Rank   | Unit                 | Inspection<br>District # | Insp Per<br>Month | Total #<br>Days Lost | Total # Insp<br>in District | # Insp<br>Backlog | Inspection<br>Factor * | V-Hours<br>Needed |
|--------|----------------------|--------------------------|-------------------|----------------------|-----------------------------|-------------------|------------------------|-------------------|
| insp i | High Rise            | 127                      | 5                 | 40                   | 59                          | 10                | 35.28                  | 352               |
| Insp I | Public Assemblage    | 221                      | 18                | 48                   | 430                         | 54                | 4.85                   | 261               |
| Insp I | Valley Industrial    | 164                      | 21                | 28                   | 362                         | 252               | 8.61                   | 2172              |
| Insp I | Central Industrial   | 137                      | 40                | 160                  | 480                         | 480               | 6.50                   | 3120              |
| Insp I | Valley Public Safety | 253                      | 62                | 64                   | 744                         | 248               | 2.79                   | 693               |
| Insp I | Valley Public Safety | 262                      | 25                | 64                   | 300                         | 100               | 6.93                   | 693               |
|        |                      |                          |                   | 404                  |                             | 1,144             |                        | 7,291             |

#### **Staff Positions**

| Rank         | Unit                  | Inspection<br>District # | Work Load<br>Per Month | Total #<br>Days Lost | Total #<br>Hours in<br>District | Total # of<br>Hours Lost | Inspection<br>Factor * | V-Hours<br>Needed |
|--------------|-----------------------|--------------------------|------------------------|----------------------|---------------------------------|--------------------------|------------------------|-------------------|
| insp i       | Research              | 311                      | N/A                    | 57                   | 1536                            | 590                      | N/A                    |                   |
| Insp II      | Construction Services | 461                      | N/A                    | 24                   | 1536                            | 240                      | N/A                    | 240               |
| Insp II      | Construction Services | 465                      | N/A                    | 60                   | 1536                            | 600 ·                    | N/A                    | 600               |
| Programer IV | CUPA                  | Staff                    | N/A                    | 32                   | 1536                            | 320                      | N/A                    | 320               |
| CII          | Construction Services | Staff                    | N/A                    | 58                   | 1536                            | 580                      | N/A                    |                   |
|              |                       |                          |                        | 231                  |                                 | 2,330                    |                        | 1,160             |

#### **Brush Clearance**

|    | Rank   | Unit            | Inspection<br>District # | Insp Per<br>Month | Total #<br>Days Lost | Total # Insp<br>in District | # Insp<br>Backlog | Inspection<br>Factor * | V-Hours<br>Needed |
|----|--------|-----------------|--------------------------|-------------------|----------------------|-----------------------------|-------------------|------------------------|-------------------|
| 12 | insp i | Brush Clearance | 171                      | 1,066             | 208                  | 12,792                      | 12,792            | 0.162                  | 2,080             |
| 13 | Insp I | Brush Clearance | 184                      | 1,066             | 208                  | 12,792                      | 12,792            | 0.162                  | 2,080             |
|    |        |                 |                          |                   | 416                  |                             | 25,584            |                        | 4,160             |

<sup>\*</sup> Inspection Factor is the Average Hours per Inspection in a Specific District



## Bureau of Fire Prevention and Public Safety Workload Impact Due to NIOD IOD Leaves FY 2013-2014

## **Inspection Districts**

| Rank         | Unit                              | Inspection<br>District # | Insp Per<br>Month | Total #<br>Days Lost | # Insp<br>Backlog | Inspection<br>Factor * | V-Hours<br>Needed |
|--------------|-----------------------------------|--------------------------|-------------------|----------------------|-------------------|------------------------|-------------------|
| Insp I       | Envionmental<br>Enforcement       | 412                      | 10                | 72                   | 40                | 17.33                  | 693               |
| Insp I       | Envionmental<br>Enforcement       | 288                      | 24                | 72                   | 120               | 7.22                   | 866               |
| Insp I       | High Rise                         | 122                      | 5                 | 165                  | 56                | 37.14                  | 2,080             |
| Insp i       | Schools, Churches<br>Institutions | 197                      | 14                | 101                  | 171               | 12.16                  | 2,080             |
| Insp I       | Schools, Churches<br>Institutions | 245                      | 36                | 101                  | 367               | 4.71                   | 1,730             |
| Insp I       | Schools, Churches<br>Institutions | 480                      | 27                | 101                  | 301               | 6.34                   | 1,908             |
| Insp I       | Schools, Churches<br>Institutions | 490                      | 30                | 32                   | 60                | 5.54                   | 333               |
| insp i       | Schools, Churches<br>Institutions | 232                      | 14                | 32                   | 28                | 12.23                  | 342               |
| * Based in F | ilm Requests                      |                          | 676               | 1,143                |                   | 10,032                 |                   |

### **Staff Positions**

|    | Rank    | Unit                           | Inspection<br>District # | Work Load<br>Per Month | Total #<br>Days Lost | # Legal<br>Cases<br>Backlog | Inspection<br>Factor * | V-Hours<br>Needed |
|----|---------|--------------------------------|--------------------------|------------------------|----------------------|-----------------------------|------------------------|-------------------|
| 9  | Insp I  | Legal                          | 332                      | 6                      | 103                  | 48                          | 28.88                  | 1,386             |
| 10 | Insp II | Field Construction<br>Services | 451                      | N/A                    | 22                   | 220                         | N/A                    | 220               |
|    |         |                                |                          |                        | 125                  | 268                         |                        | 1,606             |

<sup>\*</sup> Inspection Factor is the Average Hours per Inspection in a Specfic District