City of Carson City Agenda Report

Date Submitted: 3-27-12 Agenda Date Requested: 4-5-12 Time Requested: Consent

To: Mayor and Supervisors

From: Marena Works, Health & Human Services Director

Stacey Giomi, Fire Chief

Type of Action Requested: (check one)

Subject Title: For possible action: To approve changes in the Health and Human Services Department and the Fire Department FY 2012 budgets as follows: eliminating the Emergency Preparedness Coordinator (Unc. 15) position and the Public Health Preparedness Coordinator position (Unc. 19) and adding a Deputy Emergency Manager position (Unc. 22) and to provide a 2% equity adjustment to the Epidemiologist position and the Public Health Preparedness Program Manager position. (Marena Works, HHS Director, Stacey Giomi, Fire Chief)

Staff Summary: Emergency preparedness is a stated goal of Carson City. This re-organization will improve efficiency of emergency preparedness by sharing duties presently held by two individuals and moving the coordination for those responsibilities to one individual.

The equity adjustments are necessary for the individuals who have had the responsibility of additional grant programs placed under their supervision and must take a greater role in grant writing. Additionally, when compared to similar positions within the state, these two positions remain the lowest paid for the work and responsibility they provide. These positions are 100% grant funded.

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|----|------------------------------------|---------------------|
| | (X)Formal Action/Motion | (_) Other (specify) |
| | () Resolution | () Ordinance |
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Recommended Board Action: I move to approve changes in the Health and Human Services Department and the Fire Department FY 2012 budgets as follows: eliminating the Emergency Preparedness Coordinator (Unc. 15) position and the Public Health Preparedness Coordinator position (Unc. 19) and adding a Deputy Emergency Manager position (Unc. 22) and to provide a 2% equity adjustment to the Epidemiologist position and the Public Health Preparedness Program Manager position.

Explanation for Recommended Board Action: Approving these changes will allow the City to adequately address all aspects of emergency preparedness in the community and equitable deal with existing staff responsibilities.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: Grant savings in the amount of \$14,290.63 which will be used to support and maintain part-time and contract staff.

Explanation of Impact: Several HHS grants have decreased funding levels, the savings realized through this process will allow for continuation of contract and part-time staff to continue HHS programs.

Supporting Material: HHS and Fire organizational charts. Prepared By: Marena Works and Stacey Giomi Reviewed By: Date: 3/22/12 (Fire Chief) marina on Works (HHS Director) **Board Action Taken:** Aye/Nays Motion(s): 2)

(Vote Recorded By)

Carson City Fire Department Organization Chart



