

Agenda Report

December 16, 2024

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: ADOPT A SIDE LETTER OF AGREEMENT BETWEEN THE CITY OF PASADENA AND THE PASADENA FIRE FIGHTERS ASSOCIATION TO ESTABLISH A POLICY FOR FIRE CAPTAINS WORKING DOWN AS ENGINEERS

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action in the agenda report is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) "Common Sense" exemption; and
2. Adopt a Side Letter of Agreement between the City of Pasadena and the Pasadena Fire Fighters Association to establish a policy for Fire Captains working down as Engineers.

BACKGROUND:

The Fire Department currently has 5 vacancies at the Engineer rank. Vacancies have caused Engineers to be forced to work a high volume of overtime to cover these shifts. To avoid overworking an Engineer beyond the number of hours the Fire Chief deems safe, the Fire Chief and Human Resources met with the Pasadena Fire Fighters Association (PFFA) to discuss the development of a department policy that would allow, at the Fire Chief's discretion, for a Fire Captain that previously held the Engineer rank to work down as an Engineer.

Staff met with PFFA on November 25, 2024, to discuss the program.

Captains will be eligible to work down as an Engineer if they:

- Previously held the Engineer rank and
- Completed a Fire Department remedial training orientation

This agreement will sunset on December 31, 2026.

COUNCIL POLICY CONSIDERATION:

Approval of staff's recommendation supports the City Council's strategic goals of maintaining fiscal responsibility and stability and ensuring public safety.

FISCAL IMPACT:


Approval and implementation of a policy allowing Fire Captains to work down as Engineers will have a fiscal impact of approximately \$15,000 in FY 2026. 100% of the costs will impact the General Fund. The costs will be absorbed within the annual operating budget of the Fire Department. However, staff will monitor personnel expenses and request additional appropriations during the fiscal year if necessary.

Respectfully Submitted,



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Human Resources Director

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Approved by:


MIGUEL MÁRQUEZ
City Manager

Attachments:

Attachment A – Side Letter of Agreement between the City of Pasadena and PFFA