



**Department of Employee Relations**

**MEMORANDUM**

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Troy M. Hamblin**  
Labor Negotiator

**TO:** Tobie Black, Staff Assistant  
Finance and Personnel Committee  
Office of the City Clerk

**FROM:** Andrea Knickerbocker, Human Resources Manager  
Department of Employee Relations

**DATE:** February 1, 2011

**RE:** Administrative Positions Ordinance change

This memo is regarding four changes to the Positions Ordinance under the Fire Department. Three of these changes are related to the reorganization that was approved through Files #101050 and #101148. The three bureaus listed under the Fire Department should be changed from the order of Support Bureau, Operations Bureau, and EMS/Training/Education Bureau to Support Bureau, EMS/Training/Education Bureau and Operations Bureau. This will clarify the Department listing as the Support Bureau and EMS/Training/Education Bureau are in the same decision unit. The second change is a correction to the number of Firefighters in the Training Division from 4 to 3. The third change is a correction of the title of one position of Battalion Chief, Fire – EMS in Special Operations to Battalion Chief, Fire.

The fourth change is related to the position for the president of Local 215 of the Firefighters Union. The position was inadvertently deleted from the Administration Division in the Support Bureau. The position has been authorized at the Fire Captain level. The current president is underfilling the position as a Fire Lieutenant but the authority should remain at the Fire Captain level.

To make these changes the Positions Ordinance should be changed as follows:

Under "Fire Department", reorder the three Bureaus as follows: Support Bureau, EMS/Training/Education Bureau, and Operations Bureau. Under the Support Bureau, Administration Division, add one position of "Fire Captain". Under the Operations Bureau, Special Operations, delete one position of "Battalion Chief, Fire – EMS" and add one position of "Battalion Chief, Fire". Under the EMS/Training/Education Bureau, Training Division, delete one position of "Firefighter".

**C:** Michael G. Tobin  
Fire Chief Mark Rohlfing  
Juliet Lee Battle