

SYCAMORE CITY COUNCIL AGENDA

September 8, 2009

CITY COUNCIL COMMITTEE MEETINGS

6:15 P.M.

Meeting of the City Council Public Safety Committee

The Sycamore City Council's Public Safety Committee, which consists of Alderpersons Paulsen (chair), Bauer, Braser, Neubauer and Tripp will meet to hear a status report from Fire Chief Bill Riddle regarding Fire department spending for the fiscal year to date. During the budget approval process in the spring of 2009, the Council voiced concerns about the fact that the Fire department's spending had exceeded budgeted parameters in recent years, particularly with respect to overtime. At that time, Chief Riddle offered to present a status report to the Council in the second fiscal quarter, and to describe any cost-containment strategies his department had implemented to stay within the approved FY10 departmental budget of \$2,424,903.

To understand the Fire department's spending patterns, it is necessary to begin with the department's operational responsibilities and service objectives. The Sycamore Fire department is a "full service" agency providing emergency medical responses at a paramedic level as well as fire suppression. In addition, the department responds to hazardous material incidents, conducts a variety of fire prevention classes for local schools, coordinates a paid-on-call college intern program in conjunction with the Kishwaukee Education Consortium and Kishwaukee College, participates in the City's disaster planning, and provides EMS and fire suppression services to the Sycamore Fire Protection District. These services are presently provided by 19 full-time firefighters, 7 full-time fire lieutenants, a chief, an assistant chief, a full-time secretary, and 12 part-time, paid-on-call firefighters.

The department's personnel provide these services 24 hours a day, 365 days (8,760 hours) a year. The contractual agreement between the City of Sycamore and IAFF Local No. 3046 requires a six-person shift minimum to staff the City's two fire stations, on a three-shift cycle (one 24-hour shift on, two 24-hour shifts off). The firefighter's average work week is 55.77 hours before Kelley days. Based on departmental records, the average hours worked per year by full-time paid members of the department are portrayed below:

Description	Average Hours	Notes
Hours of Coverage Per Year Provided by Sycamore Fire Department	8,760	365 x 24
Base Hours Worked per FF/Yr	2,900	55.77 hours/wk x 52 weeks
Average Leave Time Used		Total leave by category in FY09 divided by total FT employees (26)
Sick	75	
Vacation/Holidays	287	
Personal Days	69	
Training	39	
Comp Time	34	
Bereavement	4	
Kelley Days (in hours)	312	
Total	820	
Average Actual Hours Worked Per Firefighter/Lieutenant	2,080	2,900 – 820 = 2,080

These numbers are based on the department's payroll reports for FY09. The table does not include time off for work-related injuries or alternate productive duty hours served (i.e. "light duty"). In FY09, a total of 2,208 hours were lost to work-related injury, and 1,752 hours were served in alternate productive duty (i.e. "light duty") across the whole department. Based on these gross numbers, an average firefighter or lieutenant experienced 85 hours of worker comp (2,208 divided by 26) and worked 67 hours of alternate productive duty (1,752 divided by 26). In actuality, some individual firefighters or lieutenants experienced little if any injury hours off, but for the sake of calculating an optimal shift staffing factor the averages are meaningful.

With an average of 2,080 hours worked by each full-time firefighter or lieutenant per year, a complement of 25 full-time paid firefighters and lieutenants would arguably fit Sycamore's needs (8,760 divided by 2,080 = 4.211 times 6 = 25.26 full-time firefighters). This working number reflects no work-related injuries. If more than one firefighter or lieutenant is off for an extended worker comp injury, the optimal shift level cannot be maintained without calling back full-time personnel on overtime.

Aside from work-related injuries, there are other significant reasons for call-backs that will generate overtime costs. Certain types of emergencies regularly generate overtime from call-backs in order to insure an adequate departmental response. The Council will find an exhibit attached to this agenda titled "Dispatch Guidelines" that officially assigns all calls to either "Still" or "Full Still" alarms. All "Full Still" alarms from the DeKalb County Dispatch Center require full department recalls. Full department recalls also result when a second call for an ambulance is received, even if the alarm is a "Still" alarm. Full-time firefighters and lieutenants carry pagers, and all are invited to respond to their duty station during department recalls. According to Chief Riddle, there are occasions during daylight hours when 10 or 12 career firefighters might respond to a department recall. There are also occasions during a weekend night when only a few firefighters might respond. This sometimes prompts another recall tone for additional manpower.

In 2008, department records show 460 department recalls, or an average of 1.26 per day. The average duration of a call-back was 1 hour and 10 minutes in 2008. On average, 5 career firefighters and 3 P.O.C. firefighters responded to each recall. The average cost in overtime per call was \$398 for career firefighters and \$80 for P.O.C. firefighters.

Chief Riddle has prepared the following chart to describe the department's recall history since FY2002:

Fiscal Year	02	03	04	05	06	07	08	09
Total Overtime Hrs	6,815	6,234	5,366	9,041	7,852	7,934	7,959	10,000
		-9.3%	-16.2%	+40.6%	-15.1%	+1.0%	+0.3%	+20.4%
Department Recalls	300	316	348	371	417	403	467	444
Recall Hours	1,361	2,030	2,373	2,224	3,217	3,420	4,458	5,558
Personnel Minimum Manning	17 4	19 5	19 5	21 5	22 5	22 5	26 5	26 6

In the table below, Chief Riddle shows overtime costs in relation to the department's annual budget from FY02 through FY09:

Overtime History

Fiscal Year	01	02	03	04	05	06	07	08	09	Avg
Annual Budget	\$1,145,000	\$1,237,988	\$1,332,422	\$1,409,287	\$1,647,000	\$1,784,192	\$1,953,182	\$2,155,594	\$2,305,955	
Annual Budget Growth		7.5%	7.1%	5.5%	14.4%	7.7%	8.7%	9.4%	6.5%	8.0%
OT Budget	\$190,000	\$190,000	\$150,000	\$125,000	\$140,000	\$147,000	\$160,000	\$166,500	\$185,000	
%of Budget	16.6%	15.3%	11.3%	8.9%	8.5%	8.2%	8.2%	7.7%	8.0%	10.2%
Actual OT	\$226,099	\$187,000	\$183,780	\$115,206	\$172,623	\$255,148	\$246,491	\$276,829	\$330,429	
Actual % of Budget	19.7%	15.1%	13.8%	8.2%	10.5%	14.3%	12.6%	12.8%	14.3%	13.5%
Overtime Hrs Worked	8,193	6,815	6,234	5,366	9,041	7,852	7,934	7,959	10,000	7,824
		-20.2%	-9.3%	-16.2%	40.6%	-15.1%	1.0%	0.3%	20.4%	
Call-Backs	372	300	316	348	371	417	403	467	444	382
		-24.0%	5.1%	9.2%	6.2%	11.0%	-3.5%	13.7%	-5.2%	2.5%
Personnel Minimum Manning	16 4	17 4	19 5	19 5	21 5	22 5	22 5	26 5	26 6	
OT Per Firefighter	512	401	328	282	431	357	361	306	385	

In recent years, overtime resulting from training assignments have been reduced to the lowest level consistent with the maintenance of licensure (e.g. paramedic licensing). The balance of overtime has resulted from backfilling for work-related injuries or departmental recalls.

Options

In order to hopefully achieve some budgetary savings early in the new fiscal year, Fire Chief Riddle and Assistant Fire Chief Kessler were directed to pursue discussions with IAFF Local 3046 officers last April regarding operational options to reduce overtime costs. The direction to pursue such discussions in labor-management meetings was not just collegial. In fact, since members of Local 3046 would experience some financial impact from any significant cost-saving measures, such measures would be subject to “impact bargaining” under Illinois statute.

Platoon System for Firefighter Recalls

The first meeting occurred on May 1. The agenda for that meeting included a proposal from the management representatives for a platoon system for firefighter recalls. This system was intended to offer an alternative to the “all or nothing” approach represented by full department recalls for all “Full Still” alarms and some “Still” alarms. The discovery of the deceptive taping of the meeting short-circuited this discussion. Since that time, no progress has been made on this option.

Briefly, the platoon option could have a number of variations, but in essence it reduces the number of firefighters or lieutenants who would be recalled for certain alarms, depending on their platoon assignments. For instance, persons getting off shift might be on Platoon A, which would respond to all recalls during the next 24 hours, then stand down for 24 hours until their next regular duty day. Platoon B would pick up the second day, and Platoon C the third day, and then the cycle would begin again. By joint agreement, certain types of “Full Stills” might remain full department recalls, depending upon their severity and the community’s desires. It should be noted that the City recently enjoyed an improvement in its fire insurance rating (ISO reduced our rating from 5 to 4 for Fire services). No platoon system would or should be implemented which risked this enhanced rating. A copy of the Fire management proposal is attached for the Committee’s review. It is assumed that the implementation of such a system would reduce current overtime costs by about one-third.

Paying Firefighters to Be On-Call

Some communities have developed call-back systems based on additional stipends or wages for firefighters who agree to be on-call during prescribed periods each month. Again, because of the need to bargain over the impact of such a system, it is not certain whether assigned overtime costs at presumably higher base wages would reduce overall departmental costs. However, more attention can be given to this approach if the Committee desires.

The Committee’s direction is requested.

REGULAR CITY COUNCIL MEETING
7:00 P.M.

1. **CALL TO ORDER**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF AGENDA**
5. **AUDIENCE TO VISITORS**
6. **CONSENT AGENDA**
 - A. Approval of the Minutes for the Regular City Council Meeting of August 17, 2009.
 - B. Payment of the Bills for September 8, 2009.
7. **PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS.**
 - A. A brief presentation from Chuck Criswell and the organizing committee of the Turning Back Time Car Show regarding the proceeds from the event of July 26, 2009.
8. **REPORTS OF OFFICERS**
9. **REPORTS OF STANDING COMMITTEES**
10. **PUBLIC HEARINGS—None**
11. **ORDINANCES**
 - A. **Ordinance No. 2009.28—An Ordinance Requesting Permission from the Illinois Department of Transportation to Close Illinois Route 64 from Governor Street to Sacramento Street from 6:00 P.M. Until 7:30 P.M. on Wednesday, October 7, 2009 To Allow for the Sycamore High School Homecoming Parade in the City of Sycamore, Illinois. First and Second Reading.**

The attached ordinance requests IDOT’s permission to close a portion of IL. Rt. 64 for the Sycamore High School Homecoming parade on October 7, 2009. City Council approval is recommended.
 - B. **Ordinance No. 2009.29—An Ordinance Declaring Wednesday, October 21, 2009 Through Sunday, October 25, 2009 as Pumpkin Festival in the City of Sycamore, Illinois. First and Second Reading.**

Ordinances 2009.29, 2009.30, 2009.31, 2009.32 and 2009.33 can be taken in omnibus fashion. All relate to the annual Pumpkin Festival and together accomplish the following:

 - a) Establish the dates for the 48th annual festival (October 21, 2009 through October 25, 2009);
 - b) Seek IDOT’s permission for the closing of IL Rt. 64 for the Road Run and the Pumpkin Parade, at different times, on October 25, 2009; and
 - c) Authorize the use of two City parking lots during the festival week.

City Council approval is recommended.

C. Ordinance No. 2009.30—An Ordinance Requesting Permission from the Illinois Department of Transportation to Close Illinois Route 64 from Governor Street to Sacramento Street Between 9:00 A.M. and 10:00 A.M. on Sunday, October 25, 2009 To Allow for the “Road Run” as Part of the Pumpkin Festival in the City of Sycamore, Illinois. First and Second Reading.

See Ordinance 2009.29.

D. Ordinance No. 2009.31—An Ordinance Requesting Permission from the Illinois Department of Transportation to Close Illinois Route 64 from Governor Street to Sacramento Street from 12:00 Noon Until 5:00 P.M. on Sunday, October 25, 2009 To Allow for the Pumpkin Festival Parade in the City of Sycamore, Illinois. First and Second Reading.

See Ordinance 2009.29.

E. Ordinance No. 2009.32—An Ordinance Authorizing the Use of City Parking Lot #3 at the Corner of Sacramento Street and State Street for a Carnival to be Held from Wednesday, October 21, 2009 Through Sunday, October 25, 2009 in the City of Sycamore, Illinois. First and Second Reading.

See Ordinance 2009.29.

F. Ordinance No. 2009.33—An Ordinance Authorizing the Use of City Parking Lot #1 at the Corner of Somonauk Street and Elm Street for a “Kiddee Carnival” to be Held from Wednesday, October 21, 2009 Through Sunday, October 25, 2009 in the City of Sycamore, Illinois. First and Second Reading.

See Ordinance 2009.29.

12. **RESOLUTIONS--None**

13. **CONSIDERATIONS--None**

14. **OTHER NEW BUSINESS**

15. **APPOINTMENTS**

16. **ADJOURNMENT**