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AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Anne E. Kirkpatrick
Chief of Police

Darin White
Fire Chief

SUBJECT: Monthly Report on Public Safety
Overtime

DATE: April 26, 2018

City Administrator
Approval

Date

5/9/18

RECOMMENDATION

Staff Recommends That The City Council Receive This Monthly Report From The Oakland Police Department (OPD) and Oakland Fire Department (OFD) That Includes Additional Information On Overtime Policies, Procedures, And Controls.

EXECUTIVE SUMMARY

The purpose of this informational report is to provide data on overtime policy, use, and accountability in OFD and OPD as of March 23, 2018. However, due to the time required to research this request and provide an appropriate response, the monthly report with the requested information will be provided in a supplemental report.

BACKGROUND AND LEGISLATIVE HISTORY

On October 24, 2017, staff presented a report titled "Fiscal Year (FY) 2016-17 Fourth Quarter Revenue and Expenditure Results and Year-End Summaries for the General Purpose Fund (GPF, 1010) and Eight Selected Funds; and General Purpose Fund (GPF, 1010) Carryforward for FY 2017-18; and Overtime Analysis for the General Purpose Fund (GPF, 1010) and All Funds" to the Finance and Management Committee. In response, the Finance and Management Committee requested a supplemental report with the following additional information:

- What are the policies, procedures, and processes in place in each Department for Authorizing and Controlling Overtime?
- If backfill overtime is authorized, who is responsible, for what purposes is it authorized, and which personnel are used to cover for others?
- Who is in charge of decision making and accountability for overtime? What rank/level?

Item: _____
Public Safety Committee
May 22, 2018

The Finance and Management Committee requested that each department articulate how the department will control overtime expenditures with real actionable changes to policies, procedures, and processes, and corresponding accountability mechanisms.

On January 9, 2018, staff presented the first supplemental report to the Finance and Management Committee as well as the Public Safety Committee. Members of both committees stated that they were unable to locate the information they were seeking in the report. One of the concerns expressed by committee members was that it was difficult to distinguish information concerning OPD from information concerning OFD. In response, OPD and OFD each drafted standalone comprehensive overtime reports that were responsive to the initial questions posed by Finance and Management Committee members on October 24, 2017 as well as the concerns expressed by Finance and Management Committee members and Public Safety Committee members on January 9, 2018.

On February 27, 2018, staff presented the second supplemental report to the Finance and Management Committee and the Public Safety Committees. In response, the Public Safety Committee requested a monthly report from both OPD and OFD, with the following additional information from OPD:

- The different categories in the overtime budget including actual amounts.
- A breakdown of the areas where overtime is budgeted.
- An explanation of who approves overtime expenditures.
- What amount is approved for each commander (such as area captains) and how this amount is tracked to ensure that it is not overspent.
- An explanation of the service level demands that have resulted in an insufficient overtime budget including a justification for critical work that has resulted in an appreciable decrease in crime.
- An explanation of why reimbursable events are included in the list of Special Event/ Enforcement overtime and what the tracking mechanisms concerning reimbursement.
- Specific Negotiated Settlement Agreement (NSA) requirements and actual overtime costs created by each.
- Overtime reduction strategies and tracking to ensure reduction.

On April 24, 2018, staff presented a monthly overtime report to the Public Safety Committee. In response, the Public Safety Committee requested information concerning the effectiveness of OPD's overtime reduction strategies as well as clarification concerning OPD Special Events and Special Enforcement as well as reimbursable overtime. **Due to the time required to research this request and provide an appropriate response, the OPD monthly report with the requested information will be provided in a supplemental report.**

The OFD report for the month of March is provided as ***Attachment A***.

ANALYSIS AND POLICY ALTERNATIVES

OPD will provide information concerning the effectiveness of overtime reduction strategies in a supplemental report.

FISCAL IMPACT

This item is for informational purposes only and does not have a direct fiscal impact or cost.

PUBLIC OUTREACH / INTEREST

This item does not require additional public outreach, other than posting on the City's website.

COORDINATION

This report was prepared jointly by the Fire and Police Departments.

SUSTAINABLE OPPORTUNITIES

Economic: There are no economic opportunities associated with this item.

Environmental: There are no environmental opportunities associated with this item.

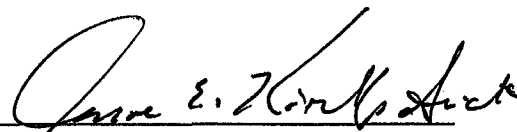
Social Equity: There are no social equity opportunities associated with this item.

ACTION REQUESTED OF THE FINANCE AND MANAGEMENT COMMITTEE

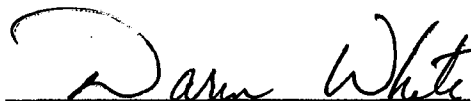
Staff Recommends That The City Council Receive This Monthly Report From The Oakland Police Department (OPD) and Oakland Fire Department (OFD) That Includes Additional Information On Overtime Policies, Procedures, And Controls.

For questions regarding this report, please contact Timothy Birch, Police Services Manager I, at (510) 238-6443 or Angela Robinson Pinon, Assistant to the Director of Oakland Fire at (510) 238-4055.

Respectfully submitted,



Anne E. Kirkpatrick
Chief of Police
Oakland Police Department



Darin White
Fire Chief
Oakland Fire Department

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Attachments (1):

A – Overtime in the Oakland Fire Department

Item: _____
Public Safety Committee
May 22, 2018

Monthly Report on Overtime in the Oakland Fire Department: March 2018

APRIL 30, 2018

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Attachments (3):

- 1. Article 4.2.4 Fire Suppression Staffing, IAFF, Local 55 MOU
- 2. Memo regarding Fire Chief Approval for Overtime, November 8, 2017
- 3. Overtime Spending for Current Fiscal Year

EXECUTIVE SUMMARY

There is no single solution to reduce overtime in Oakland Fire Department (OFD) to the amount authorized in the fiscal year (FY) 2017-19 Adopted Budget. OFD has adopted administrative and procedural changes to reduce overtime and improve accountability. However, because overtime expenditures are mostly driven by service levels and labor provisions, the proposed strategies are likely insufficient to reduce overtime spending to budgeted levels. Such a result will require substantial changes to service levels and/or negotiated collective bargaining agreements.

BACKGROUND / LEGISLATIVE HISTORY

On October 24, 2017, staff in the Finance Department presented the FY 2016-17 Fourth Quarter Revenue and Expenditure report to the Finance and Management Committee. This report included an overview of the unaudited overtime expenditure results for all departments across all funds, including in the GPF.

The report showed significant overtime overspending by OFD relative to the FY 2016-17 Adjusted Budget. As shown in **Table 1**, as reported in the fourth quarter, OFD overspent its overtime budget by \$16.8 million.

Table 1. FY 2016-17 Adjusted Overtime Budget & Unaudited Actuals in the GPF¹

	Adjusted OT Budget	Unaudited OT Actuals	(Over) / Under Budget
Fire Department	\$2.2	\$19.0	(\$16.8)

In response to the year-end results, the Council requested that staff return with more detailed information on overtime expenditures, including information on the following:

- Year-to-date overtime results and projections for FY 2017-18;
- Policies, procedures, and processes in place in the department for authorizing and controlling overtime; and,
- Level of decision making authority by rank and accountability mechanisms.

Subsequently, the Finance Department, in cooperation with OPD and OFD presented a report to the Finance and Management and Public Safety Committees on February 27, 2018. The Finance Committee requested a follow up report in three months to coincide with a quarterly report on the City’s revenue and expenditures, and the Public Safety Committee requested that OPD and OFD submit a monthly report.

At its February 27, 2018 meeting, the Public Safety Committee requested that additional information from the Oakland Fire Department (OFD) and Oakland Police Department (OPD) provide a monthly report on overtime use in their respective departments. While OPD was asked to provide additional information regarding their use of overtime, there were no specific questions directed to OFD.

¹ As reported in the FY 2016-17 4th Quarter Revenue & Expenditure Report.

OFD also prepared a report for the April 24, 2018 Public Safety Committee. Staff received no comments on the report, or questions pertaining to overtime usage.

ANALYSIS AND POLICY ALTERNATIVES

Departmental Overview

OFD operates twenty-five (25) fire stations located throughout the city, twenty-four (24) hours per day, seven (7) days per week. OFD is responsible for fire and medical dispatch, fire prevention, fire suppression, mitigation, emergency medical response, specialized rescue operations, fire investigation, emergency management, and fire code inspection within the city.

OFD is authorized five hundred and eight (508) full time equivalent sworn personnel and ninety-four and nine hundredths (94.09) civilian personnel, for a total of six hundred and two and nine thousandths (602.09) full time equivalents.

OFD sworn members operate using a “chain of command” or “rank” system. **Table 2** shows the department’s sworn rank organizational structure by job classification:

Table 2. Sworn Ranks

Rank
Fire Chief
Deputy Chief of Fire Department
Battalion Chief
Assistant Fire Marshal (Sworn)
Captain of Fire Department
Lieutenant of Fire Department
Fire Investigator
Engineer of Fire Department
Firefighter Paramedic
Firefighter

There are eleven (11) 40-Hour staff positions; and there are four hundred and ninety-seven (497) 24-Hour shift positions totaling five hundred and eight (508) authorized sworn members. Operationally, OFD fire suppression shift staff is organized into three (3) shifts referred to as A, B and C Shift. Members operate on a 24/48 schedule whereby members work one (1) shift (24-Hours) followed by two (2) days off.

Fire Suppression Minimum Staffing

The Memorandum of Understanding (MOU) with the International Association of Firefighters, Local 55 (Local 55) guides working conditions of the represented OFD sworn personnel. Also, OFD operates under an MOU with the Port of Oakland which guides the Aircraft Rescue Fire Fighting (ARFF) Services provided at the Oakland International Airport.

Section 4.2.4 of the MOU between the City and Local 55 identified through the year 2027 daily minimum staffing levels for "Fire Suppression Staffing" of OFD sworn members (**Attachment 1**). The MOU minimum staffing sets a daily number of sworn staff, broken out by specific ranks, which must be in the field at any given time. The total suppression staffing equates to one

hundred and thirty-seven (137) sworn members per shift and four hundred and eleven (411) members to cover all three (3) shifts. This staffing level includes the ARFF staffing requirements of a minimum of six (6) sworn personnel (one (1) Officer and five (5) Firefighters).

Table 3 shows the minimum fire suppression staffing by rank required based upon these two (2) MOUs.

Table 3. Fire Suppression Minimum Staffing

Rank	Daily Staffing	A, B, C Shift Staffing
Battalion Chief	3	9
Captain of Fire Department	13	39
Lieutenant of Fire Department	19	57
Engineer of Fire Department	24	72
Fire Investigator	1	3
Firefighter Paramedic	26	78
Firefighter	51	153
Total Minimum Staffing	137	411

Sworn members are assigned daily as follows:

- Three (3) Battalions staffed with one Battalion Chief each
- Twenty-four (24) Engine Companies each staffed with a minimum of one (1) Officer, (1) one Engineer, one (1) Firefighter Paramedic and one (1) Firefighter
- One (1) Aircraft Rescue Firefighter (ARFF) company staffed with a minimum of one Captain and five (5) Firefighters
- Seven Truck Companies staffed as follows:
 - Three (3) Truck companies with a minimum of one (1) Captain and (3) three Firefighters;
 - One (1) Truck company with a minimum of one (1) Captain, one (1) Firefighter Paramedic and two Firefighters;
 - Two (2) Truck companies with a minimum of one (1) Captain and four (4) Firefighters;
 - One (1) Truck company staffed with a minimum of one (1) Captain, one (1) Firefighter Paramedic and three (3) Firefighters; and
 - One (1) Fire Investigator.

The positions shown in **Table 3** are the *minimum* number of sworn positions per shift. However, achieving this daily staffing level is hampered by the following:

- Vacancies;
- "40-Hour" Staff Assignments;
- Training;

- Vacation;
- Injuries;
- Deployments; and
- Other time off.

Efforts to Reduce Overtime Usage in Sworn Ranks

Due to the MOU fire suppression minimum staffing provision for sworn members, OFD has two primary areas of focus on reducing overtime use: 1) filling vacancies and 2) analysis and training required to reduce the number of preventable injuries in all ranks. **Table 4** shows by rank sworn funded positions that are vacant as of March 31, 2018:

Table 4. Fire Suppression Sworn Vacancies by Rank

Rank	Authorized	Filled	Vacant
Battalion Chief	9	9	0
Captain of Fire Department	54	43	11
Lieutenant of Fire Department	67	54	13
Engineer of Fire Department	84	80	4
Fire Investigator	3	2	1
Firefighter Paramedic	93	87	6
Firefighter - Suppression	168	161	7
Firefighter - Airport	19	7	12
Total Filled / Vacant	497	443	54

*excludes eleven (11) 40-Hour Sworn Staff Assignments (Fire Chief, 2 Deputy Chief, Assistant Chief, 2 Battalion Chief, Assistant Fire Marshal, 3 Captain, 1 Engineer)

A small academy, Academy 1-2018, commenced on January 22, 2018 with one (1) Firefighter Paramedic Trainee and five (5) Firefighter Trainees. Currently, four (4) Trainees remain, and will graduate from the Academy on May 11, 2018. These recruits have been excluded from the above vacancies and those graduating from Academy 1-2018 will reduce the above vacancies.

Hiring of two Deputy Chiefs of Fire is in progress, as are promotional processes for Battalion Chief and Lieutenant. Four (4) members were promoted to the rank of Captain effective May 5, 2018, as well as, (3) members to the rank of Engineer.

In April 2018, HRM conducted examinations for Firefighter Paramedic Trainee and Firefighter Trainee, replacing the 2015 eligible lists. The job announcement for Firefighter Paramedic Trainee and Firefighter Trainee produced more than two thousand three hundred and twelve (2,312) applicants. Of those applicants two thousand and seventeen (2,017) applied for Firefighter Trainee and two hundred and ninety five (295) persons applied for Firefighter Paramedic Trainee. Testing was conducted on April 19, 2018; however, the results and demographics of those who appeared to take the exam have not been tabulated yet. Combined data for both applicant pools is provided in the tables that follow.

Table 5. Gender of 2018 Applicants

Gender	Number	Percent
Male	2,145	92.78%
Female	140	6.06%
Non-binary	4	0.17%
Unknown	23	0.99%
Total	2,312	100.00%

Table 6. Ethnicity/Race of 2018 Applicants

Ethnicity/Race	Number	Percent
Asian	207	8.95%
American Indian/Native American	32	1.38%
Black	264	11.42%
Hispanic	676	29.24%
Native Hawaiian/Pacific Islander	54	2.34%
White	1,036	44.81%
Unknown	43	1.86%
Total	2,312	100.00%

Table 7. Residency of 2018 Applicants

County of Residence*	Number	Percent
Alameda	367	15.87%
Contra Costa	283	12.24%
Marin	38	1.64%
San Francisco	112	4.84%
San Joaquin	119	5.15%
San Mateo	103	4.46%
Santa Clara	85	3.68%
Santa Cruz	28	1.21%
Solana	76	3.29%
Sonoma	104	4.50%
Total**	1,297	56.10%

*Based upon zip code and address reported at the time of application.

**Oakland residents account for 6.10% of the overall applicant pool

In addition, Veterans accounted for nearly six (6) percent of the overall applicant pool.

As upper ranks are filled through promotion, this will create vacancies in the Firefighter Paramedic and Firefighter ranks, which are less costly on an overtime basis and will be filled after the establishment of the anticipated Summer of 2018 eligible lists.

Another focus is an analysis and implementation of training required to reduce the number of preventable injuries. This includes injuries sustained in both emergency and non-emergency environments. In an effort to address and reduce mental health related injuries reported by sworn members, OFD has already increased the number of annual behavioral health sessions

offered through the Claremont Employee Assistance Program (EAP) from three (3) to twelve (12) on a case by case basis.

Table 8 shows by classification funded civilian vacancies as of April 27, 2018 that have no confirmed start date:

Table 8. Civilian Vacancies by Classification

Classification	Vacant
Administrative Assistant II	1.0
Emergency Planning Coordinator, Sr.	2.0
Fire Communications Dispatcher, Sr	1.0
Fire Communications Dispatcher	1.0
Fire Marshal, Non-Sworn*	1.0
Fire Prevention Bureau Inspector, Civilian	1.0
Fire Protection Engineer	1.0
Office Assistant I, PPT	1.0
Fireboat Attendant, PT	0.2
Total Vacant	10.2

* Interim Fire Marshal hired effective May 7, 2018

Management of Overtime Usage

OFD Policy and Procedure 400.9, Overtime Sworn Personnel provides guidance on overtime approval, tracking and accountability. As noted above, OFD sworn personnel utilize the TeleStaff system to track staff hours, including overtime. This system can generate reports and data showing overtime use. OFD has and will continue to work to ensure that overtime use is being used to fill a specific operational need. For the past ten years, the total of overtime hours worked has averaged two hundred and seventy-six thousand five hundred and nine (276,509) hours. In FY 2014-15, overtime use reached a high of three hundred and forty-five thousand two hundred and eighty-three (345,283) hours and in FY 2016-17, that number of hours has been reduced to three hundred and nine thousand three hundred and eight hours (309,308) or a more than ten percent (10%) reduction in overtime hours. Please see **Chart 1** for more information.

Chart 1. OFD Total Overtime Hours Worked (2006-2017)

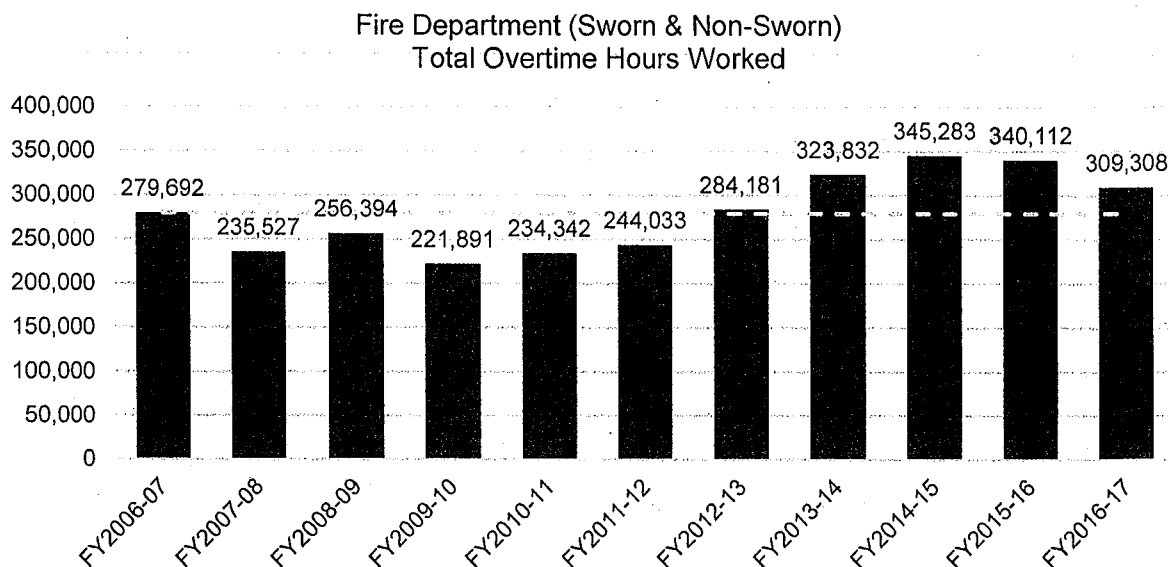


Table 9 illustrates the overtime hours worked by sworn personnel for the months of January through March 2018. Over this time period, the rank of Firefighter required the greatest number of hours of overtime, followed by Engineer of Fire. The ranks which had the least number of hours of mandatory overtime were Fire Investigator and Battalion Chief. The amount of overtime hours in the rank of Firefighter is due in large part to the need to provide minimum staffing at the Oakland Airport in accordance with the MOU between the City and the Port of Oakland for ARFF services.

Table 9. OFD Total Overtime Hours Worked by Rank January through March 2018

Rank	January		February		March	
	Hours	% of Total	Hours	% of Total	Hours	% of Total
Battalion Chief	507.00	2.76%	409.00	2.41%	994.00	5.42%
Captain of Fire	2,611.00	14.22%	2,654.75	15.64%	2,223.00	12.13%
Lieutenant of Fire	2,882.00	15.70%	2,634.25	15.52%	3,762.50	20.53%
Engineer of Fire	4,637.00	25.26%	3,752.25	22.11%	4,110.00	22.43%
Fire Investigator	72.00	0.39%	192.00	1.13%	336.00	1.83%
Firefighter Paramedic	2,824.75	15.39%	2,605.00	15.35%	2,160.50	11.79%
Firefighter	4,826.25	26.29%	4,722.50	27.83%	4,738.00	25.86%
TOTAL	18,360.00	100.00%	16,969.75	100.00%	18,324.00	100.00%

*Beginning with the March 2018 data, information has been adjusted to account for persons acting higher or lower ranks. Our electronic staffing system, Telestaff, reports all hours worked by rank, regardless if the person was acting higher or lower rank. For example, if a Captain worked as an Engineer, their hours will show up on the Captain's overtime report as a separate line item, rather than on the Engineers report. Going forward hours worked by persons acting in a higher or lower rank will be attributed to the rank that they worked in that shift, rather than the rank they hold.

We have also taken steps to further minimize overtime not related to backfill to maintain minimum staffing levels in fire suppression and fire dispatch center. The most recent action includes issuing a November 8, 2017 memo to Deputy Chiefs and Division Managers directing that any overtime needs outside of fire suppression and fire dispatch center minimum staffing

requirements must be submitted at least forty-eight (48) hours in advance for review to identify an appropriate funding source and must have Fire Chief approval (**Attachment 2**).

OFD Sworn Relief Usage

The main contributing factor to overtime is the MOU minimum staffing - Article 4.2.4 Fire Suppression Staffing (**Attachment 1**). This provision is in effect through June 30, 2027. The MOU requires the above described daily fire suppression staffing. Each day where TeleStaff, the software program used to manage the staffing levels within the Oakland Fire Department, shows required minimum fire suppression staffing will be inadequate, members volunteer or are mandated to work at an overtime rate to achieve this staffing level.

Relief staff is utilized with the sworn ranks to cover minimum staffing requirements for coverage of regular day off (RDO). Additionally, relief staff is utilized to cover vacation, sick, disability leaves, and for unfilled vacancies. Relief (backfill) staff is paid at a rate that is one and a half (1.5) times the regular rate. California Labor Code Section 4850 permits sworn members to take up to a one (1) year leave of absence at full pay, and without a tax deduction, for persons temporarily or totally disabled due to an industrial injury.

The Department averages twenty-five to thirty (25-30) members per month on 4850 leave, 1-2 members per month on long term non-industrial disability leave, or on light duty assignments. **Table 10** shows the sworn hours of vacation, sick, disability leaves and sworn vacancies for January through March 2018.

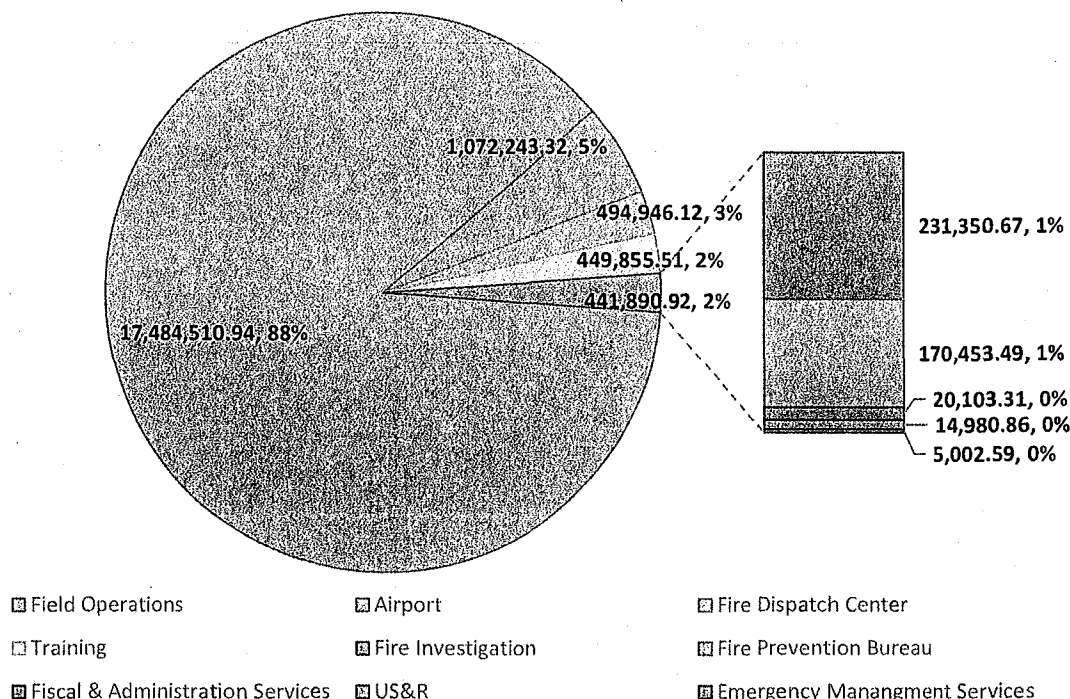
Table 10. OFD Sworn Hours of Vacation, Sick, Disability Leave

Leave Hours	January 2018	February 2018	March 2018
Vacation Hours Taken	6,737.00	6,280.00	6,760.00
Sick Hours Taken	5,208.25	4,394.50	4,665.25
Worker's Compensation Hours	5,021.00	4,176.00	3,871.50
Total Hours	16,966.25	14,850.50	15,296.75
Sworn Vacancies	55	55	54

Overall Fire Department Overtime Usage

Staffing shortages due to unfilled vacancies are predictable and costs are covered by the budgeted vacancy. Staffing shortages due to sick leave, family medical leave under the Family Medical Leave Act (FMLA), industrial illness or injury, military leave and mutual aid are unpredictable and costs are unbudgeted. **Chart 3** shows a breakdown of OFD overtime usage by division in Fiscal Year (FY) 2016-17.

Chart 3. FY 16-17 Overtime Usage by Division



In FY 2016-17, ninety-three percent (93%) of overtime authorized was authorized to meet the Local 55 and ARFF MOU staffing requirements.

Chart 4 (below) shows a breakdown of OFD overtime usage by division for the current fiscal year, FY 2017-18, ending March 23, 2018. Ninety-six percent (96%) of overtime authorized in FY 2017-18 was authorized to meet the Local 55 and ARFF MOU staffing requirements.

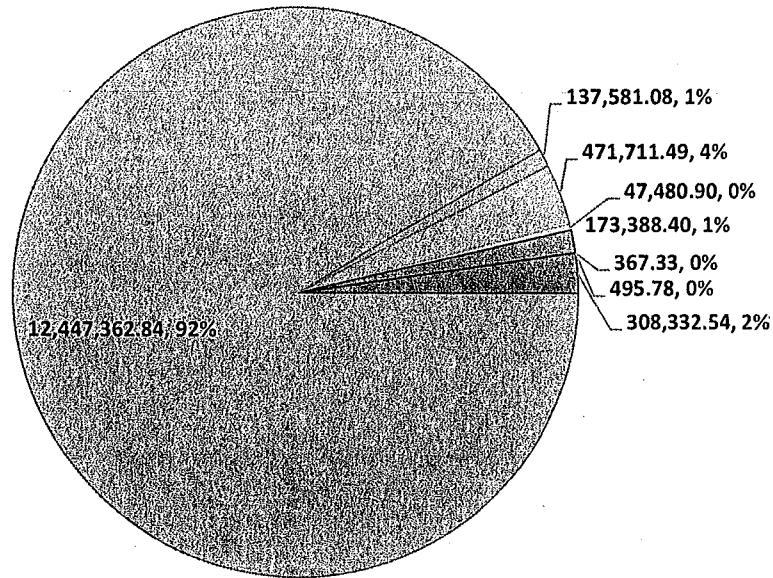
Please refer to **Attachment 3** for additional details on overtime use for the current FY.

In order to ensure that minimum staffing is in place at every fire station and at the Fire Dispatch Center, voluntary and mandated backfill is utilized. For sworn suppression personnel, vacancies occur due to sick leave use, vacation leave, family medical leave use, industrial and non-industrial injury leaves and the scheduled regular day off (RDO).

At the Fire Dispatch Center, vacancies occur primarily in two (2) ranks (Fire Communications Dispatcher and Fire Communications Supervisor). Fire Dispatch Center personnel use sick leave, vacation leave, family medical leave, industrial and non-industrial leave, and compensatory time. All leave requires backfill to maintain minimum public safety service delivery to the community.

The majority of the overtime that is accumulated in the Fire Prevention Bureau are for expedited plan review or inspection services, costs which are recoverable to the City.

Chart 4. FY 17-18 Overtime Usage Through March 31, 2018 by Division



- Field Operations
- Fire Investigation
- Airport
- Training & Support Services
- Fire Prevention Bureau
- Emergency Management Services
- Fiscal & Administration Services
- Medical Services

CONCLUSION

OFD will continue to work cooperatively to explore and implement measures to control expenditures and improve accountability.

that the 2014 comprehensive successor MOU will terminate before June 30, 2027 and, for that reason, the parties agree to continue incorporating this Section 4.2: Staffing Agreement in future comprehensive successor MOUs until June 30, 2027.

4.2.2 Agreement Supersedes Prior Agreements.

The parties agree that specific provisions contained in this Section 4.2 Staffing Agreement shall supersede any previous agreement, whether oral or written, regarding staffing of bargaining unit positions.

4.2.3 Definition Of Status Quo.

After this Section 4.2 Staffing Agreement terminates on June 30, 2027, the status quo ante for all purposes including any interest arbitration under Charter Section 910 or any state statute shall be defined as the Section 4.2 language in this Agreement.

4.2.4 Fire Suppression Staffing.

Engines: Twenty-four (24) fire engines shall be regularly and routinely staffed, and deployed daily, with the minimum of one Officer, one Engineer, one Firefighter/Paramedic, and one Firefighter.

Aircraft Rescue Fire Fighting ("ARFF") Fire Station: During the term of this Section 4.2 Agreement and as long as the Port of Oakland contracts with the City for ARFF services, the ARFF Fire Station shall be regularly and routinely staffed, and deployed daily, with the minimum of six (6) unit members or the number of unit members mandated by federal regulations.

Trucks: Four (4) fire trucks shall be regularly and routinely staffed and deployed daily, with the minimum of four (4) unit members per truck (including one officer) and three (3) fire trucks, trucks 1, 2, and 4, shall be regularly and routinely staffed, and deployed daily, with the minimum of five (5) unit members per truck (including one officer).

4.2.4.1 Companies And Bargaining Unit Members Out Of Service.

The Fire Chief or sworn designee retains the discretion to temporarily "detail" or place a maximum of seven (7) companies out of service at any one time, inclusive of training company described in Section 4.9 for a maximum of nine (9) hours during a twenty-four (24) hour shift. Such "detail" assignments shall not create an opportunity for nor shall the Department be required to backfill the temporarily vacated station assignment with classified relief. Companies on detail that remain in service on the air shall not be included as a company out of service as defined by this Section.

In addition to the seven (7) companies referenced above, the Fire Chief or sworn designee retains the discretion to temporarily "detail" a maximum of four (4) unit members per shift from their normal station assignments for a maximum of eight (8) hours during a twenty-four (24) hour shift. Such "detail" assignments shall not create an opportunity for, nor shall the Department be required to backfill the temporarily vacated assignment with classified relief.

The Fire Chief or sworn designee retains the discretion to temporarily detail one (1) company out of service because the company's equipment, apparatus, or vehicles are being serviced. The one (1) company removed from service because the company's equipment, apparatus, or vehicles are being serviced is not a "detail" or "a company out of service" as those terms are used in Section 4.2.1.1 and shall not be counted as one of the "maximum of seven (7) companies" in Section 4.2.1.1.

4.2.4.2 Fire Chief's Right To Reassign.

The Fire Chief or designee retains the discretion to temporarily reassign one of the five Firefighters from Truck 1, 2, or 4 (i.e., up to three (3) Firefighters per shift) to other duties as the Fire Chief deems necessary. Such reassignments will be made, without limitation, to increase the Department's coverage and response capability. For the purpose of this Section, "increasing the Department's coverage and response capability" includes duties such as responding to known hazards, patrolling at risk areas, performing other operational needs, and providing service in geographic areas where hazards are higher than normal on a given day. In addition, the Department may temporarily reassign one (1) of the five (5) Firefighters from Truck 1, 2, or 4 (i.e., up to three (3) Firefighters per shift) to patrol in the interest of public safety and/or fire prevention on "Red Flag" or "High Hazard Days." The Department's dispatch procedures shall prescribe appropriate modified response procedures in the event of such reassignment(s).

4.2.5 Fire Prevention Staffing.

One (1) arson (fire) investigator shall be on-duty each twenty-four (24) hour shift.

4.2.6 Chief Officer Staffing.

Three (3) supervisory chief officers (Battalion Chiefs) shall be on-duty each twenty-four (24) hour shift.

ATTACHMENT 3 - OAKLAND FIRE DEPARTMENT

GPF (1010) Overtime Expenditures

July 1, 2017 through March 31, 2018

Division	Organization	Purpose of Overtime	Cost of Overtime	Cost Recovery
Fire Chief	20110 - Chief's Office			
Operations	20411 - Suppression	Maintain minimum staffing levels in accordance with IAFF, Local 55 MOU.	12,447,362.84	Partial <i>Hurricane Harvey Projected Reimbursement \$744,253.82; Hurricane Irma Projected Reimbursement \$1,080,472.04</i>
Operations	20341 - Arson Investigation	Maintain minimum staffing levels in accordance with IAFF, Local 55 MOU.	137,581.08	No
Operations	20814 - Airport	Maintain minimum staffing as required by the MOU between the City and the Port of Oakland for airport rescue firefighting services.	471,711.49	Yes <i>reimbursed by Port of Oakland</i>
Training & Support Services	20631 - In-Service Training	Provide staff training to maintain operational effectiveness.	46,678.58	No
Training & Support Services	20816 - Support Services	Overtime as needed to provide logistical support.	802.32	No
Fire Prevention Bureau	20311 - Fire Marshal's Office	After-hours staffing for fire safety education school and other public events	4,749.69	No
Fire Prevention Bureau	20331 - Inspectional Services	Overtime inspection for special event permit, public assembly, festivals, circus, fire alarm, fire underground, fire sprinkler, hood & duct inspections, training, monitor Council meetings for public assembly code requirements	37,537.22	Partial <i>cost recovery is limited to customer requested overtime for special event permit, festival, circus, fire alarm, fire underground, fire sprinkler, or hood & duct inspections</i>
Fire Prevention Bureau	20351 - Engineering Services	Plan review for fire life safety systems such as fire alarm, fire sprinkler, fire underground, hood and duct	114,165.07	Yes <i>customer requested overtime for expedited plan review</i>
Fire Prevention Bureau	20371 - Vegetation Management	After-hours staffing for vegetation management community meetings, Council meetings, time sensitive projects, and data entry	16,936.42	No
Emergency Management Services	20711 - Emergency Services	2.5 hours for Emergency Planning Coordinator to support Valdez Fire on 7/1/17 3 hours for Emergency Planning Coordinator	162.31 205.02	No
Fiscal & Administration Services	20511 - Budget Planning	4 hours for Accountant II to close FY13 and FY14 PSGP Grant in preparation of audit	253.08	No
Fiscal & Administration Services	20521 - Budget Unit	Accountant III preparation of Hurricane Irma Reimbursement Package	569.62	<i>charges for Hurricane Harvey to be removed from GPF and charged to correct fund</i>
Fiscal & Administration Services	20551 - Time & Attendance Unit	5 hours for Payroll Personnel Clerk to input timecard due to Telestaff to Oracle Payroll Transfer Issues	242.70	No
Medical Services	20241 - Communications (Fire Dispatch Supervisor)	Backfill for Daily Minimum Staffing & Quarterly Training	177,493.19	No
Medical Services	20251 - Emergency Dispatchers (Fire Dispatcher)	Backfill for Daily Minimum Staffing & Quarterly Training	130,839.35	No
TOTAL GPF (1010) OVERTIME			\$13,586,720.36	