



MEMORANDUM

City of Venice

Fire Department

TO: Edward Lavalley, City Manager

THROUGH: Willow O'Toole, Fire Chief

FROM: Gavin Lionetti, Deputy Chief

DATE: April 12, 2019

COUNCIL APPROVAL: Yes

MEETING DATE: April 17, 2019

STRATEGIC PLAN GOAL: Provide Efficient, Responsive Government with High Quality Services

SUBJECT: Request Council Approval of the additional staff position of Public Outreach/Training Manager

Background:

Historically the Venice Fire Department provides public education to other City departments and throughout the community. Currently, there is an on-shift Battalion Chief that serves as our public information officer. There is also a Lieutenant that services as the public education officer. The social media for the Department is also covered by a Firefighter/EMT. On-duty personnel also provide public education to community events and request for assistance smoke detectors battery change outs. There are a limited number of CPR instructor within the Department and only three (3) certified Child Carseat Technicians. All receive administrative support from the current Administrative Assistant and Administrative Coordinator.

These three primary public outreach positions work are on a rotating 24/48 hour schedule and it is extremely difficult to meet community demands. This demand will continue as the population continues to grow. Even after growth has stabilized, public education demand will continue with the changes in population as residents regularly move out and new ones arriving. It is anticipated that the number of emergency response calls continue to grow as well making it even more difficult to meet the public education needs.

Training is not only vital for the Department to provide for the community, it is critical for the members of the Department. Currently, the Deputy Chief is tasked with the responsibility of overseeing all training for the Department. As our Department is faced with significant influx of new personnel, additional support will be needed.

We are requesting to establish a full-time civilian position that will lead in all areas of public education and assist the Deputy Chief with the in-house training. The position would be a non-bargaining, civilian position, working full-time, with a salary beginning salary of \$45,000 annually. The position would require that the person be certified or obtain certification within six (6) months as a CPR instructor and Child Carseat Technician. It would also require experience with Microsoft Office (Word and Excel), public speaking/training, and firefighter or fire service experience.

Requested Action: Council approve additional of a Public Outreach and Training Manager

City Attorney Review/Approved: N/A

Risk Management Review: N/A

Finance Department Review/Approved: N/A

Funds Availability (account number): 001-1101-522-12.00 Salaries

ORIGINAL(S) ATTACHED: xxxxxx

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