

## **ANNUAL EQUAL EMPLOYMENT REPORT – FIRE DEPARTMENT**

### **RECOMMENDATION**

Accept by motion the Annual Equal Employment Report for the Fire Department.

### **Introduction**

The Stockton Fire Department is pleased to present our Equal Employment Report for the period of July 2014 to June 2015. The Department services 91.9 square miles with a population of 336,000, which includes the area and population served in 4 county fire districts contracting with the City. The Department operates under five functional divisions and twelve fire stations, which house 12 engine companies and 3 truck companies.

Our last report to you in 2014 reported that the Fire Department had formed a Recruitment Team consisting of current and retired Fire Department employees, and the City Human Resources Workforce Planning Team and had attended various job fairs in their recruitment efforts. The Team developed contemporary recruitment objectives and the strategies for implementing them through a process that invites, informs, prepares and retains a diverse community based workforce of tomorrow for the City of Stockton Fire Department. The City conducted the recruitment for Fire Fighter Trainee for one day and had 1542 applications received, with 508 placed on the eligible list. A Fire Academy is scheduled to begin August 17, 2015, and a second Academy is anticipated to begin in January, 2016, to fill 22 Fire Fighter vacant positions.

### **Organizational Structure and Responsibilities**

The Stockton Fire Department is comprised of the Administration, Operations, Communications/Dispatch, Fire Prevention and Training Divisions. The Fire Chief is responsible for insuring that all divisions are effectively managed and provide the best service for our community.

### **MISSION STATEMENT**

The Stockton Fire Department is committed to providing excellent emergency and non-emergency customer service. Our dedicated members ensure a safe community through public education, prevention, and aggressive suppression and rescue activities.

The Fire Department has the following functional areas:

Administration is responsible for the day-to-day administration of personnel activities and regulations of the Department. The division is also responsible for budget preparation and control, purchasing, grant management, fire facilities management, contract services, CIP projects, and support staff management.

Fire Suppression/Rescue combats fires and mitigates hazardous material incidents to protect lives, property, and the environment. The division also provides basic and advanced life support care for medical emergencies and further protects citizens in the community by providing technical rescue/Urban Search and Rescue (USAR) as well as providing swift water and dive rescue.

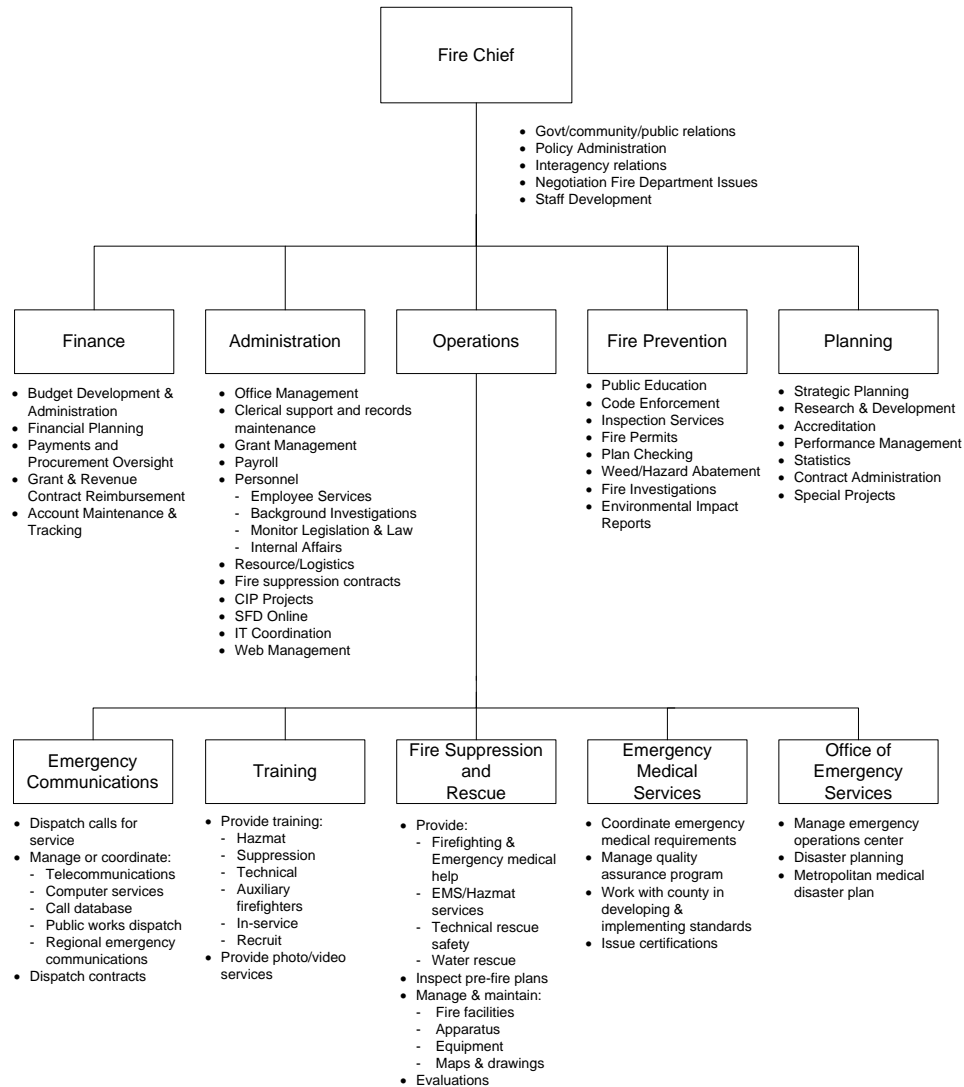
Emergency Communications receives calls for service from citizens, businesses, and government agencies for fires and other emergencies and dispatches the appropriate resources. Calls for medical emergencies are routed to the American Medical Response dispatch center according to Council policy. The center also handles non-emergency calls relating to public utility service or follow-up calls related to emergency incidents. The dispatch center is accredited by the National Academies of Emergency Dispatch as a "Center of Excellence".

Fire Prevention provides California Fire Code compliance inspections for industrial and commercial buildings, and multi-family dwellings, performs public fire safety education, manages weed abatement and occupancy compliance checks, approves construction plans for all fire department access, fire protection systems and fire alarm systems.

Division of Training is responsible for developing, coordinating, and delivering all training activities for the Department. These include in-service, recruit academy, special operations, and state mandates. The Division also oversees the purchase and distribution of all safety and firefighting equipment.

The Department maintains a Hazardous Materials Team, a Water and Dive Rescue Team, and an Urban Search and Rescue Team. Fire cause & origin investigation is provided by an arson investigation unit. Additionally, every firehouse is designated as a Safe Station for children and teens in need of assistance and a Safe Surrender Site for newborn infants.

Stockton Fire Department  
Functional Chart



## FIRE DEPARTMENT

### Workforce Composition & Demographics

In the 2014/15 fiscal year, the Department was allocated 209 positions, 180 were sworn employees and 29 civilian employees. At the end of 2014/15 fiscal year, 25 vacancies existed in the department, with 184 full time positions filled. The Department is composed of 164 male and 20 female employees belonging to 5 different ethnic groups. The breakdown is as follows:

Ethnicity	Fire Department		City Employees		City of Stockton (Figures Reflect Employable Population Only)		San Joaquin County (Figures Reflect Employable Population Only)	
					Taken from the 2010 U.S. Census Bureau		Taken from the 2010 U.S. Census Bureau	
White	137	74.5%	828	60.5%	66,836	23%	246,025	36%
Black	5	2.7%	68	5%	33,507	12%	48,657	7%
Hispanic	34	18.5%	322	23.5%	117,590	40%	266,584	39%
Asian	6	3.3%	134	9.8%	61,945	21%	97,999	14%
Native American	2	1%	16	1.2%	1,237	0.4%	3,427	1%
Other	0	0%	0	0%	10,592	4%	22,614	3. %
Total	184	100%	1,368	100%	291,707	100%	685,306	100%

### **Personnel Changes in the Department**

Since July 1, 2014, the Fire Department has filled three positions; (1) Office Technician, (1) Office Assistant, and (1) Fire Telecommunicator I. The positions were filled by one Black female and two White females. There were promotional appointments within the Department; (1) Project Manager, (2) Fire Battalion Chiefs, (4) Fire Captains, and (4) Fire Fighter Engineers. The positions were filled by 9 White males, one Hispanic male, and 1 Asian female.

In the 2014/15 fiscal year, the Fire Department consisted of 209 full-time positions, 25 of which were vacant including the following classifications:

- (2) Program Manager III
- (1) Deputy Fire Marshall
- (1) Fire Captain
- (1) Fire Inspector II
- (1) Fire Protection Specialist
- (19) Fire Fighter

The Fire Development Department continually seeks to recruit and retain employees of all genders and races. The Department as a whole strives to create a better workforce

by improving recruitment efforts, providing adequate training, and by hiring qualified, educated staff.

### **Professional and Diversity Training**

Fire Department staff has received training in the following areas during this reporting period:

- Customer Service
- Harassment Awareness & Prevention
- Harassment Awareness & Prevention for Supervisors
- Managing your Time, Life & Priorities
- Supervisor's Guide to Employment Relations
- Supervisory Skills for the First Line Supervisor
- Managing Performance through Evaluation
- Managing Employee Injuries, Disability & Occupational Safety
- Disciplinary and Harassment Investigations
- Building a Workplace of Mutual Respect
- Tools for Tense Situations
- Effective Writing Skills
- Editing and Proofreading

### **Recruitment Efforts**

The Fire Department works with Human Resources Workforce Planning Division which conducts a variety of outreach efforts to assist in the recruitment of a qualified, diverse candidate pool. Recruitment outreach efforts place emphasis on communication opportunities that reach a multitude of elements within the community. Opportunities are posted in publications and with agencies such as The Record, Modesto Bee, Public Sector Job Bulletin, Alameda News Group (ANG), Black Careers Now, Hispanic Hotline, Asian-Pacific Careers, Central Valley Jobs website, Employment Development Department (EDD) website, and newspapers in the Bay Area and Sacramento. Our Recruitment Team will continue to partner with communities, education systems, and the medical community to increase our outreach efforts and enhance the Department's climate of diversity, while attracting the most qualified candidates.

The Fire Department offers a number of opportunities for interested candidates to see what the Fire Fighter's job entails. Groups have a diverse membership.

Fire Fighter Mentorship Program was established to stimulate an interest in the fire service among diverse and qualified students from local high schools (15 to 18 years old). Contacts have been developed at all high schools and students have been able to interact with department personnel. Mentor relationships are developed and students

are allowed to do a ride along with Fire Fighters upon receiving written permission following a background check.

The Stockton Fire Explorers program continues to provide opportunities for interested individuals (16 to 18 years old) to gain valuable knowledge and experience through hands-on training. The program maintains a roster of up to 10 participants and often has a waiting list.

The Stockton Fire Auxiliary members (18 and older) participate in weekly drill sessions and regular ride-alongs with fire companies each month. They are requested to assist at multiple alarm fires and other significant emergencies in our community. This organization provides the opportunity for interested and qualified individuals to gain practical experience in the fire service and to obtain State-certified firefighting courses. Many auxiliary Fire Fighters successfully establish a career in the fire service.

### **Summary**

The Stockton Fire Department will continue to support the City Council and the Civil Service Commission/Equal Employment Commission to ensure the goals established by these legislative bodies are carried out and successfully implemented. Our department is committed to recognizing and appreciating the unique beliefs, values, skills, attributes and characteristics of all employees in an environment that promotes and celebrates individual and collective achievement. We will continue to work closely with Human Resources Workforce Planning Division to explore a variety of outreach efforts to recruit a diverse applicant pool of qualified candidates.