



## City of La Verne Fire Department Memorandum

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**To:** Bob Russi, City Manager  
**From:** David A. Segura, Interim Fire Chief   
**Date:** April 20, 2021  
**Subject:** Follow Up To Mayor Tim Hepburn's Station 3 Staffing Proposal

On April 6, 2021, LVFD Command Staff met with Mayor Tim Hepburn to discuss his proposal to add an additional 3-person engine company at fire station 3. According to Mayor Hepburn, this staffing model was discussed at a meeting between the Mayor and the LVFA.

Staffing an additional fire engine will undoubtedly enhance the fire department's service level and would provide additional suppression personnel bringing the LVFD closer to the minimum recommended standard according to NFPA 1710 for residential fires. As you know, NFPA 1710 was referenced in the *City Of La Verne Fire Department Service Deployment Review* report conducted by Messina and Associates. NFPA 1710 is an industry standard that provides guidelines for minimum level of staffing for fire and EMS service providers.

At our meeting with Mayor Hepburn, it was discussed that before implementing such a change, there are significant operational and logistical challenges that need to be addressed. Therefore, it was suggested that until there was ongoing funding for these new positions we maintain our current deployment model. It was pointed out that if the funding is approved, the fire department could begin the recruitment process for additional personnel and the promotional process to fill the three additional Captain positions and three additional Engineer positions. The department will also coordinate and work with LACoFD dispatch to begin the process of creating and plotting an additional response district and dispatch protocols for the new district. The new district, the protocols, and the new unit will then be programmed into the Computer Aided Dispatch system. Concurrently, the fire department will submit a request to attain approval from the Los Angeles County EMS agency to add an additional ALS unit into the LVFD system. The department will need to procure EMS equipment to properly equip the additional ALS engine company. It's estimated the overall process would take 45 to 60 days.

Please contact me if you have any questions regarding this information.



**CITY OF LA VERNE  
FIRE DEPARTMENT  
MEMORANDUM**

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**To:** Bob Russi, City Manager  
**From:** David A. Segura, Interim Fire Chief   
**Date:** April 26, 2021  
**Subject:** Fire Department Personnel Budget

As discussed during the budget meeting on Thursday April 22, with Battalion Chief Russell and myself, the fire department is fully committed to filling all authorized budgeted positions as soon as possible. The department has conducted an ongoing recruitment to fill these positions and has one candidate starting the background process at this time. Considering the 2-3 month time period to conduct the required medical and background checks, the soonest start date for the candidate will be sometime in July.

While returning our staffing compliment to a level that will allow the redeployment of the Rescue Ambulance at Station 3 is, and should remain the department's number one priority. However, there is the likelihood of several additional vacancies in the near future. A total of three (3) positions are expected to become vacant within the first quarter of FY 21/22; the potential retirement of a fire engineer and two LVFD firefighter/paramedics; who have been offered jobs with the Los Angeles County Fire Department. The firefighter/paramedics have a tentative start date sometime in July, thus leaving the department with a significant number of staff vacancies. As a result, this staffing shortage will continue to limit the department's ability to fill all budgeted positions until the next group of candidates can be run through the testing and background process.

While the department is moving forward at a rapid pace to fill these vacancies, there is the potential that they will remain unstaffed through at least the first quarter of the 21/22 fiscal year.