



MEMORANDUM

TO: Tom Sullivan, County Manager

FROM: Kathy Nelson, Human Resources Generalist

DATE: August 29, 2018

RE: Request to Advance Robert McCarty to Step 9 of the Operations, Safety and Security/ARFF Firefighter Pay Scale after Exceeding His 6 Month Performance Evaluation

Kevin Booth initially requested and received approval to hire Robert McCarty at Step 3 of the OSS/ARFF Firefighter pay scale. While Mr. McCarty's credentials made him eligible to start above Step 3, Mr. Booth wanted the opportunity to observe Mr. McCarty's performance on the job before making a request to advance him to a higher step. Over the past six plus months, Mr. Booth has observed Mr. McCarty performance and he has demonstrated that his experience, skills and performance exceed Step 3 of the pay scale. Mr. Booth is now requesting to advance Robert McCarty to Step 9 of the OSS/ARFF Firefighter pay scale.

Education, certification and license requirements for this position include:

- High school diploma or GED.
- Minimum of three years fire service/Emergency Medical (EMS) experience including a minimum of thirty-six hours of training each year over the past three years with a fire protection district or municipal fire department.
- Extensive knowledge of emergency preparedness, planning, and operations.
- Experience or knowledge of emergency medical, fire, crash rescue, public safety and first responder practice.
- Current Colorado certified First Responder.
- Current Colorado certified Firefighter level I.
- FAA certified as a Crash Firefighter.
- Current certification in Cardio-Pulmonary Resuscitation (CPR/AED).
- Incident Command System (ICS) trained.

Mr. McCarty's education, training, and licenses include:

- Bachelor of Science, Fire Science Management
- Master of Arts, Emergency and Disaster Management
- Navy Damage Control "A" School
- IS-100, 700
- Basic Life Support Certified
- Emergency Medical Technician Certification
- Prior Colorado Hazardous Materials Operations Certified
- Navy Certified Instructor to teach advanced firefighting

MEMORANDUM

May 10, 2019

To: BCC

CC: HR

From: Tom Sullivan *Tom*

Subject: County Manager Comments to the memorandum from Kathy Nelson, HR Director, recommending BCC Consideration of YVRA Request to provide 6-months Step Increase for Robert McCarty, Operations, Safety and Security/ARFF Firefighter

Please see my analysis below of the request per the Statement of Policy for Hiring Above Step 1, from which I approve placing the question to provide a 6-months pay increase to Robert McCarty from Step 3 to Step 9 on the next available BCC Action Agenda for their consideration of the request. From my analysis I recommend approval of the request as Mr. McCarty's education and experience greatly exceed the minimum position requirements. In fact Mr. McCarty qualifies for step 11.

Analysis – YVRA Fire Firefighter 6-month review (please pardon my handwriting scratch on the HR memo):

Education:

- The minimum requirement is high school diploma and 5 difference certifications;
 - 1) At the time of hire Mr. McCarty had relevant degrees above the minimum which qualify for 2 additional steps at that time:
 - a. BS Degree in Fire Science which qualifies for an additional pay step, and
 - b. MS in Emergency and Disaster Management for an additional pay step.
 - c. 3 Certifications

Experience:

- 3 years fire service EMS
 - 1) At the time of hire Mr. McCarty had 29.25 years of experience which is 26.25 years above the minimum. The policy for hiring above step 1 requires 2 to 3 years of experience above the minimum requirement for each step.
 - If calculate the number of steps to award at 2 years for each step, Mr. McCarty qualifies for 13.25 steps above entry.
 - If calculate the number of steps to award 1t 3 years for each step, Mr. McCarty qualifies for 8.75 steps above entry.

Combined Education and Experience:

- Mr. McCarty qualifies for either 15.25 or 10.75 steps above minimum, which qualifies for Step 11 at the top of the scale.

ROUTT COUNTY

POSITION TITLE: Operations, Safety and Security Officer / ARFF Firefighter

Revised: May 1999, April 2002, July 2018

FAMILY: Professional/Technical

SCALE: ARFF Firefighter

DEPARTMENT: Yampa Valley Regional Airport

FLSA STATUS: Non-Exempt

APPROVED: County Manager

DATE: 7/23/2018

SUMMARY OF POSITION:

Reports directly to the ARFF Captain and/or Lieutenant; maintains proficiency in all applicable operations, safety and security tasks; conducts day-to-day activities as assigned and ensures the operational status of all required ARFF and OSS apparatus and equipment to perform those activities. May be responsible for the supervision of all initial firefighting and rescue activities at an aircraft accident or airport emergency response.

Performs periodic inspections of all airport operations areas; prepares reports in accordance with federal, state, local and airport rules and regulations.

Under general direction of the Airport Security Coordinator (ASC) performs and directs safety and security functions in all areas of the airport; coordinates security and safety matters with the Transportation Security Administration (TSA), airlines, airport tenants and other airport staff.

ESSENTIAL FUNCTIONS:

Airport Operations

- Performs airfield self-inspection activities in accordance with the Airport Certification Manual.
- Maintains Airport Operations Log.
- Performs runway inspections and prepares Airfield Condition Reports.
- Provides pilots with airport advisories.
- Provides guidance to aircraft and ground vehicle operators for safe movement around the airport.
- Issues and logs airport NOTAMS (Notices to Airmen).
- Hazes/traps/kills wildlife that may pose a danger to aircraft operations.
- Reports bird strike information to FAA.
- Provides training to other employees on airport operations duties.
- Assists passengers and employees with parking lot problems.
- Prepares and distributes Airport Passenger Load Sheets.
- Coordinates with airlines to update aircraft gate assignments as needed by aircraft delays or diversions.
- Answers phones to provide Airport operations information to pilots or airline dispatchers.
- Activates the Airport's snow control plan as needed.
- Updates and edits assorted Airport documents, including the Airport Security Plan and Airport Certification Manual.
- Supervises and directs pushback ground control for commercial aircraft operations to allow for safe and efficient aircraft movement on the aircraft ramp.
- Inspects airport and terminal facilities to ensure compliance with the Airport Stormwater Plan.
- Performs fuel farm inspections and follows up with FBO on compliance.
- Oversees and edits the data collected on aircraft operations for airport billing and report generation.

EDUCATION, TRAINING AND EXPERIENCE LEVEL:

Must have a high school diploma or GED; a minimum of three (3) years fire service/Emergency Medical (EMS) experience to include a minimum of thirty-six (36) hours of training each year over the past three (3) years with a fire protection district or municipal fire department; extensive knowledge of emergency preparedness, planning, and operations; experience or knowledge of emergency medical, fire, crash rescue, public safety and first responder practice.

OTHER REQUIREMENTS:

- Must possess and maintain the ability to learn a variety of technical information, methods and techniques for responding to aircraft accidents and incidents.
- Must be at least 18 years old.
- Must speak and write English and have legible handwriting.
- Must have no criminal records, excluding traffic violations.
- Must have good judgment and the ability to act quickly and decisively.
- Must be able to work independently.
- Must successfully pass a drug-screening test.

LICENSES AND CERTIFICATIONS:

- Valid Colorado Driver's License without record of suspension or revocation in any state in order to operate a County vehicle.
- Current Colorado certified First Responder.
- Current Colorado certified Firefighter level I.
- FAA certified as a Crash Firefighter.
- Current certification in Cardio-Pulmonary Resuscitation (CPR/AED).
- Incident Command System (ICS) trained.
- Any other license required by law.

TECHNICAL SKILLS:

- Thorough working knowledge of the principles, equipment and practices of airport public safety.
- Thorough knowledge of federal regulations pertaining to aircraft rescue and firefighting and security.
- Knowledge of the Airport Certification Manual and Airport Emergency plan.
- Ability to plan, organize and communicate effectively both verbally and in writing.
- Must have the ability to learn to operate all fire, medical and radio apparatus and equipment and to share knowledge of one's own individual skills and expertise.
- Must have the ability to use basic office equipment such as computer, copier, calculator, and fax machine.

WORKING ENVIRONMENT AND PHYSICAL EFFORT:

- May be exposed to adverse weather conditions including severe cold temperatures, wind, heavy snow, ice and rainfall.
- May be exposed to high noise levels, common industrial materials as hazardous mechanical and electrical equipment.
- May be required to work extended time periods, attend night meetings, and be on-call by radio or cell phone.
- May be exposed to hazardous situations while performing at a fire and emergency scenes.

OSS OFFICER / ARFF FIREFIGHTER**2019 Market Midpoint = 27.49**

- (Surveyed 1999/Implemented 2000)
- (2001 - 7% across the board increase)
- (2002 - 2001 Survey Results + 2%)
- (2003 - 3% across the board increase)
- (2004 - 30% of 2003 Salary Survey Market Increase)
- (2005 - Received remaining 70% of 2003 Salary Survey Market Increase)
- (2006 - 2005 Market Survey Increase)
- (2007 - 4% across the board increase)
- (2008 - 2007 Market went down, 2007 pay scale + 2%)
- (2009 - 2% across the board, no step increases)
- (2009 - Effective 4/2/09 10% pay reduction)
- (2010 - 10% pay reduction was reduced to a 5% pay reduction, no step increases)
- (2011 - 2012 - Compensation remains at 2010 level, no step increases)
- (2013 - Remaining 5% pay reduction returned. Compensation at 1/1/2009 level, no step increases)
- (2014 - 2% across-the-board increase + 2014 step increase on DOM + up to 2 "catch-up steps if eligible)
- (2015 - 2.8% across-the-board increase + 2015 step increase on DOM + up to 2 "catch-up steps if eligible)
- (2016 - Salary Survey Results, limited to 15%, if applicable plus 1.5% across the board increase)
- (2016 - 2016 step increase on DOM + final "catch-up" step on 1/1/16, if eligible)
- (2017 - 2% across-the-board increase + 2016 step increase on DOM if eligible)
- (2018 - 3% across-the-board increase + 2018 step increase on DOM if eligible)
- (2018 - Market adjustment)
- (2019 - 3% across-the-board increase + 2019 step increase on DOM if eligible)

<u>STEP/LEVEL</u>	<u>HOURLY RATE</u>	<u>S/M SALARY</u>	<u>ANNUAL SALARY</u>
1	23.37	2,025.46	48,611.06
2	24.19	2,096.87	50,324.98
3	25.04	2,170.07	52,081.74
4	25.85	2,240.59	53,774.24
5	26.68	2,312.01	55,488.16
6	27.49	2,382.53	57,180.66
7	28.33	2,454.83	58,916.00
8	29.16	2,527.14	60,651.34
9	29.98	2,598.55	62,365.26
10	30.81	2,669.97	64,079.18
11	31.62	2,740.49	65,771.68