

MEMORANDUM

1/30/2014

TO: Steve Lohr, Fire Chief, Montgomery County Fire and Rescue Service
FROM: CountyStat
SUBJECT: MCFRS – TeleStaff and Scheduling

The following items were identified for follow-up during the 1/29/2014 CountyStat Meeting:

1. Conduct a deeper analysis of the specific areas where a leave type correlates with high OT and where there is above average sick leave where one wouldn't expect it (i.e. Fridays and Saturdays)
Responsible parties: CountyStat
Other parties: MCFRS
Deadline: 7/30/2014
2. Revisit the utility of the daily reports produced by Telestaff to ensure they are conveying actionable information and the right things to MCFRS management
Responsible parties: CountyStat, MCFRS
Other parties: none
Deadline: 3/31/2014
3. Investigate usage of unscheduled/unexcused sick leave, and any improvements that can be made to the current Crystal-based reports being used to monitor it
Responsible parties: CountyStat
Other parties: MCFRS
Deadline: 4/30/2014
4. Change some of the data views in the 1/29 presentation to the "three shift model" to identify if there are any patterns/trends within shifts
Responsible parties: CountyStat
Other parties: MCFRS
Deadline: 7/30/2014
5. Identify any process changes that can be implemented when filling a vacancy with a promotion (it can take 30+ days and the open position may have to be backfilled with OT until it's filled)
Responsible parties: CountyStat
Other parties: MCFRS
Deadline: 7/30/2014

6. Examine MCFRS sick and other leave usage and OT on either side of County holidays, and add Code Compliance, training academy, etc. to the overall analysis to get the full scope of OT

Responsible parties: CountyStat

Other parties none

Deadline: 4/30/2014

7. Conduct an analysis of the number of "Force Holds" as a measure to help determine appropriate levels of new hires vs. OT

Responsible parties: CountyStat

Other parties MCFRS

Deadline: 7/30/2014

8. Investigate how return-to-work policies and practices and personnel on MIDS influence OT

Responsible parties: CountyStat

Other parties MCFRS

Deadline: 4/30/2014

cc: Timothy Firestine, Chief Administrative
Fariba Kassiri, Assistant Chief Administrative Officer