

## **Board Action Request**

**SUBJECT:** TFD Administration Office Hours

**DATE:** August 28, 2019

**FROM:** Cheryl Horvath, Fire Chief

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**Background:** The Administration office hours for Tubac Fire District are currently Monday through Friday from 8 am to 4 pm. The office activity on Fridays is generally very slow, with most of the public traffic and phone calls occurring in the morning hours. Staff is requesting the new office hours to be 8 am to 4 pm, Monday through Thursday, and 8 am to noon on Fridays.

Administrative staff have requested the flexibility to move to a four-day work week, which means staff will be in the office prior to 8 am and working until at least 5 pm Monday through Thursday. With the addition of the receptionist position, the District will be able to maintain office hours on Friday at a reduced schedule. Even when the office is closed, any phone calls or visitors to the office may be accommodated by the firefighters stationed at Station 1, provided they are in quarters.

This change will accommodate staffing flexibility and meet the needs of the public by maintaining office hours five days a week.

**Fiscal Impact:** There is no fiscal impact for this item.

**Alternate Option:** Keep Administration office hours the same.

**Legal Review:** N/A

**Staff Recommendation:** Staff recommends allowing the change in office hours.

**Proposed Motion:** Move to authorize staff to change the Tubac Fire District Administration office hours to 8 am to 4 pm, Monday through Thursday, and 8 am to noon on Fridays.