



# City of Rialto

## Legislation Text

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**File #:** 18-035, **Version:** 1

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For City Council Meeting [January 23, 2018]

TO: Honorable Mayor and City Council

APPROVAL: Robb R. Steel, Interim City Administrator

FROM: Sean Grayson, Fire Chief

Request City Council to Approve an increase of \$15,000 to Ballard & Ballard Investigations Purchase Order No. 2018-0145 for a total of \$30,000 for background investigations associated with the recruitment and retention of Paramedics and Emergency Management Technicians (EMT) for the newly implemented Ambulance Operator Program.

### **BACKGROUND:**

The Fire Department's Ambulance Operator Program employs paramedics and Emergency Medical Technicians (EMTs) to provide emergency care and transportation to the sick and injured. As part of the recruitment process, the City is required to conduct pre-employment background investigations on potential employees. Due to the complexity of these investigations and the time commitment associated with them, the City hires professional contractors to complete the investigations and provide a comprehensive report used to determine each candidate's suitability for the position.

### **ANALYSIS/DISCUSSION:**

Prior to hiring any public servant, the City conducts a pre-employment background investigation on applicants to ensure that the candidate is prepared to uphold the level of honesty and character required of the position. The standard for public safety background investigations is high and requires significant time and effort.

Staff selected Ballard & Ballard Investigations to conduct the pre-employment backgrounds. Staff made this selection in accordance with Rialto Municipal Code Section 2.48.440 which allows for a selection based on experience with a firm in executing similar contracts, and the experience and training of key personnel in the firm. The Fire Department has used Ballard & Ballard Investigations for the last 7 years, which included 10 recruitments for 31 positions. The Fire Department has been pleased with Ballard & Ballard Investigations which has always provided comprehensive background investigations in a timely fashion. The services provided by Ballard & Ballard Investigations are unique because they specialize in Fire Department backgrounds and investigations. They are also familiar with the specific policies and practices of the Rialto Fire Department due to their history with the organization. Ballard & Ballard Investigations has provided the conflict of interest disclosure form as required policy (attachment 1).

Based on current and expected attrition and retention rates, the Fire Department anticipates the need to perform additional background investigations in FY2017/18 in order to fill vacancies and maintain budgeted staffing levels. The cost of the additional anticipated background investigations is \$15,000

for FY2017/18. This brings the total anticipated purchase order cost to conduct background investigations for the Ambulance Operator Program in this fiscal year to \$30,000.

**ENVIRONMENTAL IMPACT:**

The request is not a Project as defined by Section 15378 of the California Environmental Quality Act (CEQA) Guidelines. A "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. By definition, a Project does not include: The creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment according to Section 15378 (b)(4) of the CEQA Guidelines.

**GENERAL PLAN CONSISTENCY:**

Our City government will lead by example, and will operate in an open, transparent and responsive manner that meets the needs of the citizens and is a good place to do business. This action is also consistent with the following policy:

- 5-3.1: Provide for fire personnel, equipment and fire stations to have adequate and appropriate resources to meet the needs and serve all areas of Rialto.

**LEGAL REVIEW:**

The City Attorney has reviewed and approved the staff report

**FINANCIAL IMPACT:**

The total cost for the background investigations is not to exceed \$30,000 and funds are budgeted and available in the General Fund Account No. 010-500-5175-2011.

A Business License application and payment of a Business License tax at the Professional Service rate in the amount of \$104.00 will be paid by the vendor prior to execution of the Purchase Order.

**RECOMMENDATION:**

Staff recommends that the City Council approve an increase of \$15,000 to Ballard & Ballard Investigations Purchase Order No. 2018-0145 for a total of \$30,000 for background investigations associated with the recruitment and retention of Paramedics and Emergency Management Technicians for the newly implemented Ambulance Operator Program.