



Webb County Volunteer Fire Department
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September 21, 2015

Mr. Medford:

Our department is requesting a pay increase/grade adjustment for the Operation's Administrator of our department. This is due to the fact that this position was not taken into consideration when the surveying of Webb County personnel was conducted by Condrey & Associates. Ms. Perez was transitioning from the Economic Development department and was surveyed solely as a grant coordinator. Two weeks after she began employment at the fire station as an Operation's Administrator and Grant Coordinator, and has until this date fulfilled both functions to date and many more. There are two positions within the Condrey plan with the same title under the Tax Assessor Collector at pay grade of 19 for an Assistant Operations Administrator and at 20 for an Operation's Administrator.

Duties that are performed above her job description include:

Primary training coordinator and contact with TEEX (Texas Engineering Extension Service) and SFFMA (State Firefighters' and Fire Marshals' Association), tracks all in-house and 3rd party training for department personnel. This not only includes the filing of all paperwork, but the research and advisement of necessary training and curriculum. In addition, the development and revision of the department's Standard Operating Procedures to meet Texas Commission on Fire Protection requirements.

Sole purchasing liaison- due to the specialty of items and equipment purchased by our department, Ms. Perez handles all ordering and tracking of equipment for our department as well as cataloging for inventory and use of equipment by our department.

As well due to the specialty of our vehicles Ms. Perez has become well versed and knowledgeable in the maintenance and repair of our vehicles, she tracks the maintenance for all vehicles, orders parts including but not limited to filters (all sorts: air, fuel, oil, DPF), batteries, tires, and belts.

Your review of this matter will be greatly appreciated.

Regards,

Ricardo A. Rangel
Fire Chief