

INDIAN RIVER COUNTY, FLORIDA  
M E M O R A N D U M

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**TO:** Members of the Board of County Commissioners

**THROUGH:** Jason E. Brown, County Administrator

**FROM:** Tad Stone, Director  
Department of Emergency Services

**DATE:** February 1, 2022

**SUBJECT:** Fire Rescue Division Battalion Chief Posting & Vacation Compensation Consideration

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**DESCRIPTION AND CONDITIONS:**

Lonn Benham, Fire Rescue Battalion Chief, will retire on June 30, 2022. In light of Battalion Chief Benham and other upcoming retirements, we have advertised internally, interviewed multiple candidates, and compiled a list of suitable replacements for the retirement vacancies. It is our plan to fill the Battalion Chief position 30 days prior to Chief Benham's retirement, to allow our new Battalion Chief ample time to learn the subtleties of the job. The dual-encumbrance will not exceed 30 days.

Due to COVID and work responsibilities, Chief Benham was unable to take the necessary vacation time throughout the year to get to a level that complies with Administrative Policy Manual Number 502.1. In fact, by the time he reaches his retirement day, he will be approximately 240 hours (20 days), over the maximum allowed. Currently, Chief Benham has enough time to use his excess vacation and was planning to utilize his vacation time during his last 30 days; unfortunately, in doing so, it would leave his supervisory position vacant during the 30 days that dual encumbrance for his upcoming vacancy was due to begin. To benefit the department, as well as Chief Benham, we respectfully request authorization to compensate Battalion Chief Lonn Benham for the 240 hours (20 Days) of accrued vacation leave exceeding the maximum specified in the Indian River County Administrative Policy. The total cost for this exception to the policy is \$10,725.85 (breakdown attached).

**FUNDING:**

Funding in the amount of \$10,725.85 will be provided from the Emergency Services Salaries & Benefits accounts.

**RECOMMENDATION:**

Staff recommends the Board of County Commissioners authorize dual-encumbrance for the Battalion Chief position not to exceed 30 days. Staff also recommends that a special exception be made to the Administrative Policy Manual Number AM 502.1 and authorize payment for 240 additional hours (20 days) of accrued vacation leave, exceeding the maximum leave allowed to be paid.

**ATTACHMENTS:**

1. Vacation Leave Policy (AM 502.1)
2. Vacation Payout Breakdown