RESOLUTION - ACTION REQUESTED 2014-651

MEETING: December 16, 2014

TO: The Board of Supervisors

FROM: Steve Dahlem, County Counsel/Interim HR Director-Risk Manager

RE: Approve Classification of Assistant Fire Chief

RECOMMENDATION AND JUSTIFICATION:
Approve the classification and job description of Assistant Fire Chief; assign it as an Extra-Help Specialized Classification; and set the hourly rate at $39.96. As Interim Fire Chief, the Sheriff has a need for two Extra-Help positions at the Assistant Fire Chief level to assist with managing the volunteer Fire Department. As noted in the job description, one position will be assigned to perform administrative tasks and one position will be performing operational or training tasks. In their respective roles, incumbents in both positions will be responsible for supervising, leading, and directing the activities of the particular duties that the Interim Fire Chief/Sheriff assigns to them. The Interim Fire Chief/Sheriff has an interest in enhancing community safety and with the adoption and subsequent filling of these Extra-Help positions, emergency support services will be strengthened.

The hourly rate for the Assistant Fire Chief position is tied to the hourly rate for the County Fire Chief position, which is currently vacant.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
At their meeting of September 16, 2014, the Board of Supervisors received public input and discussed at length the merging of the Sheriff’s Office with County Fire and appointed the Sheriff as the Interim Fire Chief.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
A negative action would result in the Interim Fire Chief/Sheriff going back to the drawing board to find another solution in managing the volunteer Fire Department.

FINANCIAL IMPACT:
There is salary savings in the Fire Department budget because of the vacant Fire Chief position. Any necessary budget adjustments will be included in the Mid-Year review.

ATTACHMENTS:
Assistant Fire Chief (PDF)

CAO RECOMMENDATION
Requested Action Recommended
RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Janet Bibby, District III Supervisor
SECONDER: Lee Stetson, District I Supervisor
AYES: Stetson, Jones, Bibby, Cann, Carrier
ASSISTANT FIRE CHIEF

DEFINITION
To supervise, lead, and direct the activities of assigned duties in the Fire Department; participate in planning, developing policy, and resolving departmental problems and issues within the department as a whole and in the area assigned to the incumbent; coordinate assigned activities with other departments and/or outside agencies; provide highly responsible and complex administrative support to the Interim Fire Chief; and to perform related duties and responsibilities as required.

The Assistant Fire Chief may be assigned administrative or operational/training responsibilities and will assist other supervisors or officers as necessary to facilitate Department initiatives.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Sheriff/Coroner/Interim Fire Chief.

Exercises direction over volunteer fire staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Participates in establishing strategic goals, service level priorities, department policies, and organization development plan in order to effectively manage area of responsibility.

Explains and interprets rules, policies, regulations, practices, and actions of assigned area.

Advises the Interim Fire Chief and appropriate staff officers of issues in designated areas of staff authority and of progress made in area of responsibility.

Participates in the Fire Department’s medium and long-range planning processes as they pertain to the area of responsibility.

Serves as the contact for area of responsibility in developing and maintaining positive working relationships with various groups including officials and governmental representatives at the Federal, State and local levels, cooperating agencies, media, landowners and specialists from within the department and from outside organizations.

Undertakes special assignments and other tasks assigned by the Interim Fire Chief.

Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors administrative and support systems and internal reporting relationships.

Identifies opportunities for improvement and reviews them with the Interim Fire Chief; directs the implementation of improvements and activities of programs assigned to area of responsibility.
Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding fire service and safety matters.

Participates in coordinating fire programs and projects with other County and municipal departments as appropriate; recommends the adoption of ordinances, policies and procedures related to fire issues.

Keeps abreast of new developments and legislation affecting fire fighting and prevention operations, training and administration.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Pertinent federal, state and local laws, regulations, codes and ordinances.

Operational characteristics, services and activities of a comprehensive County fire protection program.

Organizational and management practices as applied to the analysis and evaluation of fire service and emergency planning programs, policies and operational needs.

Principles of management, supervision, and training.

Modern principles, practices, techniques and equipment of fire service operations.

Recent developments, current literature and sources of information related to fire science, safety, and emergency medical services.

Specialized rescue technology and hazardous materials issues.

Principles and techniques of modern first aid, rescue, resuscitation and emergency medical services.

Geography, building construction types, major fire hazards, water supply and fire/building laws and regulations of the County.

Report and business letter preparation techniques.

Functions and services of centralized communications.
Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**
Interpret, analyze, apply and enforce federal, state and local laws, rules, regulations, codes and ordinances.

Provide administrative and professional leadership for the Fire Department.

Plan, organize and supervise the work of volunteer staff.

Select, train and evaluate staff; ensures that training certificates are up-to-date for all staff.

Develop and interpret goals and procedures for providing effective and efficient municipal fire prevention and suppression services.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Exercise initiative, ingenuity and sound judgment in solving difficult administrative, technical and personnel problems.

Research, analyze and evaluate new service delivery methods and procedures.

Plan and participate in County emergency / disaster operations.

React quickly and calmly in emergency situations.

Appraise situations and people accurately and quickly, and adopt an effective course of action.

Deal courteously, yet firmly and effectively with the public in emergency situations.

Depending on assignment, properly use fire suppression and other work-related equipment.

Prepare clear and concise administrative reports.

Perform mathematical computations with accuracy.
Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Meet the physical requirements necessary for successful job performance.

**TYPICAL WORKING CONDITIONS** *(if assigned to perform operational/training responsibilities)*
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration. Worker may be subject to fatigue from irregular working hours / incident call activity.

**TYPICAL PHYSICAL REQUIREMENTS** *(if assigned to perform operational/training responsibilities)*
Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or emergency operations; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform fire suppression duties, including handling hoses and operating equipment, driving a motor vehicle.

**TYPICAL WORKING CONDITIONS** *(if assigned to perform administrative responsibilities)*
Work is performed indoors and in a field environment.

**TYPICAL PHYSICAL REQUIREMENTS** *(if assigned to perform administrative responsibilities)*
Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others.
MINIMUM QUALIFICATIONS

Any combination of experience and education or training that is likely to provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:
Seven years of increasingly responsible volunteer or paid fire service experience, including at least four years in a supervisory or management capacity. Experience working in California or the western United States as a Fire Chief or Deputy Fire Chief is preferred.

Education:
High school diploma or GED equivalent. Graduation from an accredited college or university with an Associate’s or Bachelor’s degree in fire science, public safety, business or public administration, or closely related field is desirable.

Possession of a valid State of California Fire Officer Certificate or equivalent from another State.

Possession of a valid State Fire Marshall Level I Instructor Certificate or equivalent from another State.

Possession of a valid State Fire Marshall Chief Officer Fire Certificate or an Executive Fire Officer Certificate from the National Fire Academy or a Chief Fire Officer Designation from the Center for Public Safety Excellence.

Additional Requirements:
Possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another State if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

Possession of or the ability to obtain within three months of appointment a valid CPR / First Aid certificate.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 12/14 (B/S Res. 14-651)