

3-3-98 - CA-5

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: 2/17/98
AGENDA ITEM NO.:

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No___)

1. Waive first reading and introduce Ordinance/Waive second reading and adopt Ordinance assigning the State Fire Marshal duties to the County Fire Chief. The State Fire Marshal presently provides inspections for commercial and industrial projects in Mariposa County in accordance with the Agreement between the County and the State. With the adoption of the Ordinance, the Fire Chief will be responsible for performing those inspections and collecting the permit fees. This will enable the Fire Chief to offset departmental expenditures.

2. Adopt the attached Resolution repealing Resolution No. 88-502 which appointed the State Fire Marshal as the County Fire Marshal. With the adoption of the above Ordinance, the State Fire Marshal's services are no longer needed. The Resolution also amends the class specification for Fire Chief by adding the responsibility of enforcing building standards adopted by the State Fire Marshal.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Since September 2, 1988, the Board has entered into a Cooperative Agreement with the State Fire Marshal for fire prevention services. Resolution No. 88-502 adopted October 11, 1988, appointed the State Fire Marshal as the County Fire Marshal. During the 1997/98 budget, hearings, the Board took action to assign the duties of the State Fire Marshal to the Fire Chief.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- > Adopt the Ordinance and approve the Resolution as recommended.
- > Modify the Ordinance and the Resolution as the Board desires and adopt.

COSTS: (x) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

1. Ordinance.
2. Resolution.
3. Class Specification.

CLERK'S USE ONLY:

Res. No.: 98-47 Ord. No. 930 *Agenda 5*

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

() Approved () Denied

() Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

A.O. Initials: JG

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

RESOLUTION NO. 98-47

**A RESOLUTION RESCINDING RESOLUTION NO. 88-502
WHICH APPOINTED THE STATE FIRE MARSHAL
AS THE COUNTY FIRE MARSHAL
AND AMENDING CLASS SPECIFICATION FOR FIRE CHIEF**

WHEREAS, on September 2, 1988, the Board of Supervisors entered into a Cooperative Agreement with the State of California to provide fire prevention services for local agencies, and

WHEREAS, for purposes of the Cooperative Agreement, the State Fire Marshal was appointed as the County Fire Marshal on October 11, 1988 by Resolution No. 88-502, and

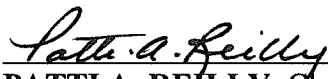
WHEREAS, during the 1997/98 budget hearings, the Board of Supervisors agreed that the duties of the State Fire Marshal, i.e., performing inspections for commercial and industrial projects, should be transferred to the County Fire Chief;

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of Mariposa County, a political subdivision of the State of California, that Resolution No. 88-502 is hereby rescinded in its entirety and the duties performed by the State Fire Marshal shall be assigned to the County Fire Chief. The Fire Chief will be responsible for collecting permit fees for the inspections performed.

BE IT FURTHER RESOLVED that the class specification for the County Fire Chief be amended by adding the responsibility of enforcing building standards that are adopted by the State Fire Marshal.

PASSED AND ADOPTED by the Mariposa County Board of Supervisors this 17th day of February 1998, by the following vote:

AYES: Reilly, Balmain, Stewart, Parker, Pickard
NOES: None
ABSENT: None
ABSTAINED: None



PATTI A. REILLY, Chair
Mariposa County Board of Supervisors

ATTEST:

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:



MARGIE WILLIAMS, Clerk of the Board



JEFFREY G. GREEN, County Counsel

MARIPOSA COUNTY**JOB TITLE: FIRE CHIEF/EMERGENCY PLANNING COORDINATOR****DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Subject to legislative and administrative determination of policy, to plan and organize the operation of the Emergency Services Department, including non-law enforcement communications pursuant to County Code §2.80.060; enforces building inspections and building standards adopted by the State Fire Marshal and published in the California Building Standards Code relating to Fire and Panic Safety and other regulations of the State Fire Marshal pursuant to Health and Safety Code § 13146 as amended from time-to-time; fire, including administration, budgeting, training, purchasing and planning of the volunteer fire program; other emergency planning programs and activities including County OES responsibilities; and to do other related work as required. The duties and responsibilities of the position require a high degree of administrative skill to maximize emergency response capabilities, and the ability to coordinate departmental activities with other departments and agencies. This is a department head position receiving direction from the Board of Supervisors through the Administrative Officer. This position is required to be on call and subject to extended work hours.

SUPERVISOR: This position is appointed by and serves at the pleasure of the Board of Supervisors.

TYPICAL DUTIES

- Plans, organizes, directs, coordinates and controls the programs and activities of the department through staff, contract and volunteer efforts.
- Develops short and long-range goals for programs and activities and sets objectives to attain the established goals.
- Analyzes and evaluates the effectiveness of existing operations and implements improvements in departmental services.
- Reviews program funding needs and directs and participates in the formulation, preparation and presentation of departmental budget.
- Oversees the maintenance of departmental fiscal records and budgetary controls.
- Consults and coordinates with other departments, other agencies and user groups concerning assigned tasks.

MARIPOSA: FIRE CHIEF/EMERGENCY PLANNING COORDINATOR**TYPICAL DUTIES:** (cont'd)

- Acts as Director of Fire Services (Fire Warden), responsible for the allocation of resources and appropriate planning for the development of a County-wide fire service.
- Serves as Emergency Planning Coordinator and acts as custodian of the Mariposa County emergency plan and keeps it up-to-date.
- Enforces building inspections and building standards adopted by the State Fire Marshal and published in the California Building Standards Code relating to Fire and Panic Safety and other regulations of the State Fire Marshal pursuant to Health and Safety Code § 13146 as amended from time-to-time.
- Ensures compliance with state and federal programs and regulations by pursuing state and federal training programs in emergency management.
- Coordinates fire protection and fire prevention activities and supervises these efforts.
- Acts as liaison between the Volunteer Fire Chiefs Association and the Board of Supervisors.
- Coordinates and attends monthly meetings of the Volunteer Fire Chiefs Association.
- Designs, administers and maintains records concerning comprehensive training programs.
- Supervises and directs the training and development of departmental personnel.
- Selects, assigns, directs, reviews, and evaluates the work of subordinate staff.
- Prepares or directs the preparation of contract agreements.
- Appears before the Board of Supervisors to present recommendations, plans, projects, objectives, goals, and timetables.
- Prepares reports concerning projects, services, contracts, and operations for the Administrative Office, other agencies, and the Board of Supervisors.
- Evaluates legislation affecting departmental operations.
- Directs the identification and evaluation of alternative or expanded revenue sources.

MARIPOSA: FIRE CHIEF/EMERGENCY PLANNING COORDINATOR**TYPICAL DUTIES:** (cont'd)

- Prepares reports and correspondence.
- Attends meetings and conferences.

EMPLOYMENT STANDARDS:**Possession of:**

- a valid California driver's license.

Knowledge of:

- the principles and effective practices of administration and organization.
- local government organization and operation.
- fire prevention, protection, and administration.
- applicable federal, state and local codes, rules and regulations.
- principles of personnel management.
- principles and practices necessary to plan, organize, direct, implement, evaluate and coordinate complex and varied programs.
- governmental finance and budgeting procedures as they affect an operating department.
- Federal and State policies and plans for emergency services and disasters.
- functions and services of centralized communications.

Ability to:

- plan, direct, coordinate and administer the work of staff engaged in diverse technical and administrative programs and activities.
- formulate and implement County-wide emergency service plans.
- analyze emergency situations accurately and adopt effective course of action.

MARIPOSA: FIRE CHIEF/EMERGENCY PLANNING COORDINATOR**Ability to:** (cont'd)

- enforce building inspections and building standards adopted by the State Fire Marshal and published in the California Building Standards Code relating to Fire and Panic Safety and other regulations of the State Fire Marshal pursuant to Health and Safety Code § 13146 as amended from time-to-time.
- establish and maintain effective working relationships with the public, public officials, other departments and government agencies, boards, commissions, and other interested parties.
- work effectively in the coordination of volunteer fire groups and individuals, including subordinate station chief personnel.
- interpret and evaluate departmental policy and program practices, define problem areas, plan, coordinate, and initiate action to implement policy decisions.
- exercise initiative, ingenuity, and sound judgement in solving difficult administrative, technical, and personnel problems.
- develop and implement short and long-range departmental goals and objectives.
- prepare and present clear, concise, and logical oral and written reports.
- coordinate departmental activities with other departments and agencies.

MINIMUM QUALIFICATIONS:

a bachelor's degree in fire services, public safety, business or public administration, or a related field is desirable; five (5) or more years of increasingly responsible supervisory or administrative experience in or with a volunteer-dependent fire organization; and at least one year of experience working in or with government emergency services.

FireChief.frm

Creation date: 10/91

Revision date: 6/9/92 (B/S 92-292)

Revision date: 10/1/96 (B/S 96-412)

Revision date: 3/3/98 (B/S 98-47)