

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ( ) No(X))

Adopt this resolution renaming the position of "Fire Chief/Emergency Services Officer" to "Fire Chief/Emergency Planning Coordinator" and approving the attached revised class specification for this position.

Currently, the title "emergency services officer" has been used to describe functions assigned to both the Administrative Officer and the Fire Chief. The nomenclature given to both positions must make clear the specific intent of the title as it relates to the duties and responsibilities established by the Mariposa County Emergency Services Ordinance and the Mariposa County Emergency Operations Plan

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

The Emergency Services Ordinance and the Emergency Operations Plan clearly indicate that the function of "Emergency Services Officer" has been assigned to the County Administrative Officer. The ordinance further provides for an Emergency Planning Coordinator, to be appointed by the Board of Supervisors, and in §2.80.060 defines the duties for that position.

When the class specification for the Fire Chief (originally named Fire Warden) position was first created in October of 1991, as part of its title, it was given the designation of "Emergency Services Officer". However, this nomenclature has been in conflict with the existing Emergency Operations Plan and the Emergency Services Ordinance that clearly identify the CAO as the Emergency Services Officer. It is also apparent that the duties referred to above in §2.80.060 are among those typical duties assigned to the Fire Chief, and this requested revision to the class specification makes this even more distinct. Further, it allows the Board to fulfill its appointment of the Emergency Planning Coordinator concurrently with its appointment of the Fire Chief.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this requested revision and name change; titular confusion of assigned emergency functions would remain.
2. Make any changes to this class specification as deemed necessary by the Board.

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:  
  
Class Specification.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CLERK'S USE ONLY:  
Res. No.: 96-412  
Vote - Ayes: 5  
Absent: \_\_\_\_\_  
Approved: \_\_\_\_\_  
( ) Minute Order Attached  
Ord. No. \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstained: \_\_\_\_\_  
( ) Denied  
( ) 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: *[Signature]*

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

**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; Fire Marshal functions, including code enforcement; 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.
- 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.
- Prepares reports and correspondence.
- Attends meetings and conferences.

**MARIPOSA: FIRE CHIEF/EMERGENCY PLANNING COORDINATOR****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.
- 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.
- 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.

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

- 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.

Creation date: 10/91  
Revision date: 6/9/92 (B/S 92-292)  
Revision date: 10/1/96 (B/S 96-412)  
FireChief.frm