



NORTH CENTRAL FIRE  
PROTECTION DISTRICT

REGULAR BOARD MEETING PACKET

THURSDAY  
OCTOBER 22, 2020

5:30 P.M.

Public Documents

**NORTH CENTRAL FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING  
THURSDAY, OCTOBER 22, 2020  
5:30 P.M.  
AGENDA**

*Per Executive Order N-25-20, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically," this Regular Meeting will be held via conference call and can be accessed as follows:*

**Please call: 1- (669) 900-6833. Follow all prompts. To access the call, you will need to enter the meeting ID number 559 878 4530 and passcode 4550. The public may participate in the meeting as otherwise permitted under the Brown Act by calling into this number.**

- 1. CALL TO ORDER**
  - A) Roll Call
  
- 2. INVOCATION**
  
- 3. PUBLIC COMMENTS**
  
- 4. CONSENT AGENDA**
  - A) Consideration and Approval of Disbursements List for September 2020
  - B) Review and Acceptance of Monthly Financial Reports
    - 1) Fresno County: Cash Balances – All Funds
    - 2) Budget Variance Report: YTD Expenses Compared to Budget
    - 3) Revenue and Reimbursement Report
    - 4) PG & E Report
  
- 5. APPROVAL OF MINUTES**
  - A) Minutes of the Regular Board Meeting of September 24, 2020.
  
- 6. FIRE CHIEF REPORT**
  - A) Fire Incident/Fire Prevention Reports for September
  - B) Fire Season & OES Deployment Update
  - C) SAFER Grant Update
  - D) Kerman City Council
  
- 7. RESOLUTION NO. 20-10 AMENDING RESOLUTION NO. 20-01 TO MAKE CHANGES TO ESTABLISHED SALARIES AND BENEFITS FOR CURRENT AND FUTURE EMPLOYEES**
  - A) Action item – Consider and adopt Resolution No. 20-10 amending Resolution No. 20-01 to make changes to established salaries and benefits for current and future employees.

**8. BOARD MEMBER COMMENTS/REPORTS**

**9. ANNOUNCEMENTS**

A) Regular Board Meeting: Thursday, November 19, 2020, at 5:30 p.m.

**10. CLOSED SESSION**

**A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of section 54956.9: (number of cases 1).

**11. ADJOURNMENT**

**PUBLIC COMMENTS AND INQUIRIES**

At a Board meeting, those who wish to be heard on matters on the agenda should indicate their desire to speak when the item is ready for discussion. If, at the meeting, you wish to discuss an item, which is not on the agenda, you may indicate your desire to do so under "Public Comments". In order to allow time for all public comments and inquiries, the time for individual comments may, at the discretion of the Chairman of the Board, be limited to five minutes. If you wish to request time on an upcoming Board Agenda to present a particular item or matter to the Board, you may contact the District by 5:00 p.m. seven business days prior to the scheduled Board meeting to so request. If the matter is within the Board's jurisdiction, and the Board has not taken action or considered the item at a recent meeting, the District may place the item on the agenda. When addressing the Board, you are requested to come forward to the speaker's podium, state your name and address, and then proceed with your presentation.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate at this meeting, please contact the District at 559-275-5531. Notification provided a minimum of 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. Pursuant to the ADA, the meeting room is accessible to the physically disabled.

**NORTH CENTRAL FIRE PROTECTION DISTRICT  
DISBURSEMENT JOURNAL  
SEPTEMBER 1, 2020 - SEPTEMBER 30, 2020  
OCTOBER 3, 2020**

| <b>CK#</b> | <b>VENDOR</b>                | <b>DESCRIPTION</b>                           | <b>DATE</b> | <b>TOTAL AMOUNT</b> |
|------------|------------------------------|--|-------------|---------------------|
|            | Quickbooks Payroll Service   | Board payroll                                | 9/1/2020    | 197.56              |
| 5202       | ASI Administrative Solutions | Dental-vision plan funding                   | 09/02/20    | 2,880.00            |
| 5203       | RB's Portable Toilet         | Portable toilet with trailer                 | 09/02/20    | 1,729.22            |
| 5204       | Center State Fence Inc.      | Relocation of fence at station 57            | 09/04/20    | 1,320.00            |
|            | Quickbooks Payroll Service   | Employees                                    | 09/14/20    | 166,244.64          |
| 5205       | Aramark                      | Linen service                                | 09/15/20    | 170.07              |
| 5206       | ARBA                         | Group life insurance                         | 09/15/20    | 134.69              |
| 5207       | ASI Administrative Solutions | Dental-vision plan funding                   | 09/15/20    | 2,922.00            |
| 5208       | AT&T                         | Phone & long distance service                | 09/15/20    | 47.50               |
| 5209       | Backdraft OpCo, LLC          | Crew Sense software renewal                  | 09/15/20    | 3,739.00            |
| 5210       | Baker Manock & Jensen        | Legal services                               | 09/15/20    | 2,108.04            |
| 5211       | Employee Payroll Liabilities | Child support                                | 09/15/20    | 435.00              |
| 5212       | Employee Payroll Liabilities | Child support                                | 09/15/20    | 100.50              |
| 5213       | City of Fresno - Utilities   | Utilities                                    | 09/15/20    | 162.76              |
| 5214       | City of Kerman               | Utilities                                    | 09/15/20    | 613.78              |
| 5215       | Clyde Lansing                | Consulting services                          | 09/15/20    | 2,000.00            |
| 5216       | Comcast Business             | Internet and phone services                  | 09/15/20    | 1,605.03            |
| 5217       | Conner's Appliance           | Drain pump                                   | 09/15/20    | 230.20              |
| 5218       | Consolidated Services        | A/C repair in server room                    | 09/15/20    | 297.50              |
| 5219       | Cook's                       | Radio repair - Patrol 55                     | 09/15/20    | 128.99              |
| 5220       | Failsafe Testing, LLC        | Ground ladder & truck 55 ladder testing      | 09/15/20    | 2,115.15            |
| 5221       | FDAC EBA                     | Group plan health insurance                  | 09/15/20    | 56,490.10           |
| 5222       | Fire Apparatus Solutions     | Apparatus maintenance                        | 09/15/20    | 169.61              |
| 5223       | Fire Safety Solutions        | Plan review consultant                       | 09/15/20    | 2,632.50            |
| 5224       | GCBuilders                   | Concrete at station 58 for canopy cover      | 09/15/20    | 22,220.00           |
| 5225       | Employee Reimbursement       | Trailer hitch for FM - 55                    | 09/15/20    | 62.09               |
| 5226       | Jack's Butane Service        | Propane tank installation - stations 57 & 58 | 09/15/20    | 2,758.65            |
| 5227       | Employee Reimbursement       | Training course reimbursement                | 09/15/20    | 193.00              |
| 5228       | JS Auto Sales & Towing       | Towing of cars used for training exercise    | 09/15/20    | 150.00              |
| 5229       | Board Member Reimbursement   | Board member health insurance                | 09/15/20    | 799.00              |
| 5230       | Loperena Antenna             | Owens mountain antenna site lease            | 09/15/20    | 1,649.00            |
| 5231       | Board Member Reimbursement   | Board member health insurance                | 09/15/20    | 901.00              |

**NORTH CENTRAL FIRE PROTECTION DISTRICT  
DISBURSEMENT JOURNAL  
SEPTEMBER 1, 2020 - SEPTEMBER 30, 2020  
OCTOBER 3, 2020**

| <b>CK#</b> | <b>VENDOR</b>                    | <b>DESCRIPTION</b>   | <b>DATE</b> | <b>TOTAL<br/>AMOUNT</b> |
|------------|----------------------------------|--|-------------|-------------------------|
| 5232       | Office Depot                     | Office supplies  | 09/15/20    | 386.95                  |
| 5233       | Orkin                            | Pest control service   | 09/15/20    | 255.00                  |
| 5234       | Quinn Company                    | Generators for stations 57 & 58  | 09/15/20    | 117,085.02              |
| 5235       | Ray Morgan                       | Copier maintenance   | 09/15/20    | 56.49                   |
| 5236       | Real-Time                        | Computer maintenance   | 09/15/20    | 2,459.00                |
| 5237       | Robert V Jensen                  | Bulk fuel  | 09/15/20    | 904.52                  |
| 5238       | Rolinda Farm Supply              | Apparatus maintenance  | 09/15/20    | 69.48                   |
| 5239       | Board Member Reimbursement       | Board member health insurance  | 09/15/20    | 799.00                  |
| 5240       | Employee Reimbursement           | Training course reimbursement  | 09/15/20    | 250.00                  |
| 5241       | Sebastian                        | Phone service  | 09/15/20    | 171.40                  |
| 5242       | Sierra HR Partners, Inc          | HR consultant  | 09/15/20    | 282.50                  |
| 5243       | Slumberger Lumber                | Station & apparatus maint., prevention,<br>training, station supplies, | 09/15/20    | 2,028.71                |
| 5244       | The Advance Group                | Inspection forms   | 09/15/20    | 787.20                  |
| 5245       | U.S. Bank PARS                   | Pension plan contributions   | 09/15/20    | 35,754.23               |
| 5246       | Unitedhealthcare Insurance Co.   | Prior board member insurance   | 09/15/20    | 375.25                  |
| 5247       | Valley Farms Supply              | Station and equipment maintenance                                      | 09/15/20    | 707.16                  |
| 5248       | Vern's                           | Gas line for generators at stations 57 & 58                            | 09/15/20    | 4,445.00                |
| 5249       | Wally's Tire & Wheel             | Tires for BC-55  | 09/15/20    | 953.84                  |
| 5250       | Monster City Studios, Inc.       | New signs for stations   | 09/16/20    | 15,604.01               |
| 5251       | Board member                     | Board Payroll  | 09/30/20    | 69.26                   |
|            | Quickbooks Payroll Service       | Payroll  | 09/30/20    | 205,935.21              |
|            | Quickbooks Payroll Service       | Board Payroll  | 09/30/20    | 236.80                  |
| 5252       | Aramark                          | Linen service  | 09/30/20    | 151.29                  |
| 5253       | Barrios Enterprise               | Service portable toilets   | 09/30/20    | 100.00                  |
| 5254       | Bartel Associates, LLC           | Pension plan service calculation                                       | 09/30/20    | 1,680.00                |
| 5255       | Biola CSD                        | Utilites   | 09/30/20    | 338.59                  |
| 5256       | Employee Payroll Liabilities     | Child support  | 09/30/20    | 435.00                  |
| 5257       | Employee Payroll Liabilities     | Child support  | 09/30/20    | 100.50                  |
| 5258       | Christine L. Boozer              | Training consultant  | 09/30/20    | 3,400.00                |
| 5259       | Co. of Fresno Auditor/Controller | September 2020 POB   | 09/30/20    | 28,614.37               |
| 5260       | Energy Concepts                  | Repairs to solar inverter - station 55                                 | 09/30/20    | 135.00                  |

**NORTH CENTRAL FIRE PROTECTION DISTRICT  
DISBURSEMENT JOURNAL  
SEPTEMBER 1, 2020 - SEPTEMBER 30, 2020  
OCTOBER 3, 2020**

| <b>CK#</b> | <b>VENDOR</b>              | <b>DESCRIPTION</b>  | <b>DATE</b> | <b>TOTAL<br/>AMOUNT</b> |
|------------|----------------------------|---|-------------|-------------------------|
| 5261       | Faustino Lopez             | Gardening service   | 09/30/20    | 350.00                  |
| 5262       | Gateway Landscapes Inc.    | Landscaping at station 55   | 09/30/20    | 8,975.00                |
| 5263       | John Hancock USA           | 457 plan contributions  | 09/30/20    | 5,431.08                |
| 5264       | Employee Reimbursement     | Part for Patrol 55  | 09/30/20    | 12.62                   |
| 5265       | L.N. Curtis                | Equipment for reserve engine 255  | 09/30/20    | 8,790.71                |
| 5266       | Mac's Equipment            | Apparatus maintenance   | 09/30/20    | 12.52                   |
| 5267       | NCPFA                      | Union Dues  | 09/30/20    | 4,000.00                |
| 5268       | Office Depot               | Office supplies   | 09/30/20    | 61.37                   |
| 5269       | Orkin                      | Pest control service  | 09/30/20    | 105.00                  |
| 5270       | PARS                       | Pension & 457 admin fees  | 09/30/20    | 2,875.00                |
| 5271       | PG&E                       | Utilities   | 09/30/20    | 2,238.38                |
| 5272       | Ray Morgan                 | Copier maintenance  | 09/30/20    | 216.24                  |
| 5273       | Real-Time                  | Computer maintenance  | 09/30/20    | 62.50                   |
| 5274       | Robert V Jensen            | Bulk fuel   | 09/30/20    | 1,463.27                |
| 5275       | Solar Maintenance Pros     | Solar panel cleaning  | 09/30/20    | 936.35                  |
| 5276       | Sparkletts                 | Station water delivery  | 09/30/20    | 592.07                  |
| 5277       | Standard Insurance Company | LTD insurance premium   | 09/30/20    | 1,430.00                |
| 5278       | U.S Bank Cal Card          | Station supplies & maintainance, bank charges, postage, apparatus maint., computer maint., fire prevention, food, radio & membership dues | 09/30/20    | 11,049.64               |
| 5279       | U.S Bank Pars              | Pension plan contributions  | 09/30/20    | 35,892.67               |
| 5280       | US Bank Voyager Fleet Card | Voyager Card fuel purchases   | 09/30/20    | 1,592.24                |
| 5281       | Verizon                    | Toughbooks data plan  | 09/30/20    | 760.20                  |
| 5282       | Verizon Wireless           | Cell phones - operations  | 09/30/20    | 13.75                   |
| 5283       | Verizon Wireless Office    | Cell phones - admin staff   | 09/30/20    | 576.87                  |
|            |                            |   |             | <u>789,214.84</u>       |

**Board action: To approve disbursements from West America general account as presented for the total amount of \$ 789,214.84**

NORTH CENTRAL FIRE PROTECTION DISTRICT  
 COUNTY OF FRESNO  
 CASH BALANCES AS OF SEPTEMBER 30, 2020

| CASH BALANCES             | GENERAL      | EQUIPMENT    | BUILDING FUND | EMS        | SICK LEAVE | RESERVE FUND | RISK CONTINGENCY FUND | TOTAL OF ALL FUNDS |
|---------------------------|--------------|--------------|---------------|------------|------------|--------------|-----------------------|--------------------|
| CO OF FRESNO CLASS #      | 10000        | 20000        | 41400         | 41410      | 41420      | 41430        | 41440                 |                    |
| Beg Balance 9/01/2020     | 2,793,478.56 | 1,478,437.39 | 351,310.66    | 618,305.47 | 34,039.91  | 337,601.25   | 118,226.16            | 5,731,399.40       |
| Ending Balance 09/30/2020 | 2,921,963.54 | 1,484,902.15 | 353,512.68    | 634,430.41 | 34,195.15  | 339,140.85   | 118,765.32            | 5,886,910.10       |

**NORTH CENTRAL FIRE PROTECTION DISTRICT  
SERVICES, SUPPLIES AND MAINTENANCE  
BUDGET - TO - ACTUAL  
JULY 2020 - JUNE 2021**

| Services, Supplies and Maintenance     | Fiscal Year<br>2020 - 2021<br>Budget | Activity<br>thru 08/31/20 | Sep-20            | YTD Total         | % of Budget<br>Used | Budget<br>Remaining | % of Budget<br>Remaining |
|--|--------------------------------------|---------------------------|-------------------|-------------------|---------------------|---------------------|--------------------------|
| City of Fresno Metro Service Agreement | 1,035,102                            | 172,517.00                | 86,258.50         | 258,775.50        | 25%                 | 776,326.50          | 75%                      |
| Pension Obligation Bonds               | 343,373                              | 57,228.74                 | 28,614.37         | 85,843.11         | 25%                 | 257,529.89          | 75%                      |
| FCERA Payment Financing                | 417,751                              | 208,473.15                | 0.00              | 208,473.15        | 50%                 | 209,277.85          | 50%                      |
| Apparatus Financing Payment            | 49,161                               | 49,160.54                 | 0.00              | 49,160.54         | 100%                | 0.46                | 0%                       |
| Property, Auto & Liability Insurance   | 58,000                               | 55,591.00                 | 0.00              | 55,591.00         | 96%                 | 2,409.00            | 4%                       |
| Turnouts and Masks                     | 85,000                               | 1,643.71                  | (134.50)          | 1,509.21          | 2%                  | 83,490.79           | 98%                      |
| Communications                         | 100,000                              | 10,428.47                 | 5,249.67          | 15,678.14         | 16%                 | 84,321.86           | 84%                      |
| Apparatus Maintenance                  | 150,000                              | 15,757.96                 | 5,116.57          | 20,874.53         | 14%                 | 129,125.47          | 86%                      |
| Station Equipment Maintenance          | 45,000                               | 3,959.91                  | 213.33            | 4,173.24          | 9%                  | 40,826.76           | 91%                      |
| Computers & Office Equipment           | 75,000                               | 5,103.86                  | 8,171.38          | 13,275.24         | 18%                 | 61,724.76           | 82%                      |
| Facility Maintenance                   | 90,000                               | 14,401.58                 | 13,052.19         | 27,453.77         | 31%                 | 62,546.23           | 69%                      |
| Station Supplies                       | 40,000                               | 7,136.52                  | 2,519.79          | 9,656.31          | 24%                 | 30,343.69           | 76%                      |
| Fuel                                   | 98,000                               | 12,989.76                 | 3,960.03          | 16,949.79         | 17%                 | 81,050.21           | 83%                      |
| Utilities                              | 50,000                               | 12,224.11                 | 1,940.36          | 14,164.47         | 28%                 | 35,835.53           | 72%                      |
| Professional Services                  | 100,000                              | 15,914.96                 | 6,182.54          | 22,097.50         | 22%                 | 77,902.50           | 78%                      |
| Membership Dues & Subscriptions        | 20,000                               | 3,399.17                  | 325.00            | 3,724.17          | 19%                 | 16,275.83           | 81%                      |
| Travel Expenses                        | 40,000                               | 0.00                      | 0.00              | 0.00              | 0%                  | 40,000.00           | 100%                     |
| Training                               | 90,000                               | 12,598.06                 | 4,276.37          | 16,874.43         | 19%                 | 73,125.57           | 81%                      |
| Office Supplies                        | 20,000                               | 1,220.94                  | 406.32            | 1,627.26          | 8%                  | 18,372.74           | 92%                      |
| Food                                   | 5,000                                | 295.32                    | 48.43             | 343.75            | 7%                  | 4,656.25            | 93%                      |
| Fire Prevention                        | 25,000                               | 4,000.12                  | 4,835.24          | 8,835.36          | 35%                 | 16,164.64           | 65%                      |
| Apparatus Tools, Equipment & Hose      | 85,000                               | 18,114.84                 | 11,935.08         | 30,049.92         | 35%                 | 54,950.08           | 65%                      |
| Extractors                             | 30,000                               | 0.00                      | 0.00              | 0.00              | 0%                  | 30,000.00           | 100%                     |
| <b>Totals</b>                          | <b>3,051,387</b>                     | <b>682,159.72</b>         | <b>182,970.67</b> | <b>865,130.39</b> | <b>28%</b>          | <b>2,186,256.61</b> | <b>72%</b>               |

3rd month of fiscal year - average = 25%



**NORTH CENTRAL FIRE PROTECTION DISTRICT  
WAGES, BENEFITS, POB AND FUND EXPENDITURES  
BUDGET - TO - ACTUAL  
JULY 2020 - JUNE 2021**

| Wages, Benefits and POB                 | Fiscal Year<br>2020 - 2021<br>Budget | Activity<br>thru 08/31/20 | Sep-20            | YTD Total           | % of Budget<br>Used | Budget<br>Remaining | % of Budget<br>Remaining |
|---|--------------------------------------|---------------------------|-------------------|---------------------|---------------------|---------------------|--------------------------|
| Current Board Wages and Benefits        | 61,805                               | 9,584.44                  | 4,859.38          | 14,443.82           | 23%                 | 47,361.18           | 77%                      |
| Prior Board Member Benefits             | 4,710                                | 827.50                    | 424.25            | 1,251.75            | 27%                 | 3,458.25            | 73%                      |
| Surviving Spouse Benefits               | 11,064                               | 1,817.16                  | 919.08            | 2,736.24            | 25%                 | 8,327.76            | 75%                      |
| Employee Wages and Benefits             | 5,949,253                            | 903,712.59                | 422,230.98        | 1,325,943.57        | 22%                 | 4,623,309.43        | 78%                      |
| <b>Total Wages, Benefits and POB</b>    | <b>6,026,832</b>                     | <b>915,941.69</b>         | <b>428,433.69</b> | <b>1,344,375.38</b> | <b>22%</b>          | <b>4,682,456.62</b> | <b>78%</b>               |
| <b>Fund Expenditures per Budget</b>     |                                      |                           |                   |                     |                     |                     |                          |
| Weed Abatement                          | 25,000                               | 1,966.65                  | 0.00              | 1,966.65            | 8%                  | 23,033.35           | 92%                      |
| Parking Renovation Project - Station 55 | 50,000                               | 47,900.95                 | 0.00              | 47,900.95           | 96%                 | 2,099.05            | 4%                       |
| Generators at Stations 57 & 58          | 20,000                               | 0.00                      | 28,857.22         | 28,857.22           | 144%                | (8,857.22)          | -44%                     |
| Maintenance at Station 59               | 250,000                              | 0.00                      | 0.00              | 0.00                | 0%                  | 250,000.00          | 100%                     |
| VHF Station Radios                      | 15,000                               | 0.00                      | 0.00              | 0.00                | 0%                  | 15,000.00           | 100%                     |
| Repairs to Paramedics Dorm - Station 58 | 50,000                               | 0.00                      | 0.00              | 0.00                | 0%                  | 50,000.00           | 100%                     |
| BK Radios                               | 20,000                               | 0.00                      | 0.00              | 0.00                | 0%                  | 20,000.00           | 100%                     |
| Helmet Cams                             | 8,000                                | 0.00                      | 0.00              | 0.00                | 0%                  | 8,000.00            | 100%                     |
| Patio at Station 55                     | 35,000                               | 0.00                      | 0.00              | 0.00                | 0%                  | 35,000.00           | 100%                     |
| Training Tower                          | 138,000                              | 0.00                      | 0.00              | 0.00                | 0%                  | 138,000.00          | 100%                     |
| District Match on Grants                | 71,635                               | 17,240.18                 | 0.00              | 17,240.18           | 24%                 | 54,394.82           | 76%                      |
| Miscellaneous Expenditures - Capital    | 10,000                               | 0.00                      | 0.00              | 0.00                | 0%                  | 10,000.00           | 100%                     |
| Landscaping at Station 55               | 25,000                               | 0.00                      | 8,975.00          | 8,975.00            | 36%                 | 16,025.00           | 64%                      |
| Station Signs                           | 20,000                               | 0.00                      | 0.00              | 0.00                | 0%                  | 20,000.00           | 100%                     |
| Canopy Covers                           | 20,000                               | 0.00                      | 0.00              | 0.00                | 0%                  | 20,000.00           | 100%                     |
| Furniture and Equipment for Classrooms  | 60,000                               | 6,489.56                  | 0.00              | 6,489.56            | 11%                 | 53,510.44           | 89%                      |
| Overhead Door Replacement (2)           | 15,000                               | 0.00                      | 0.00              | 0.00                | 0%                  | 15,000.00           | 100%                     |
| Miscellaneous Expenditures - Building   | 10,000                               | 0.00                      | 0.00              | 0.00                | 0%                  | 10,000.00           | 100%                     |
| <b>Total Fund Expenditures</b>          | <b>842,635</b>                       | <b>73,597.34</b>          | <b>37,832.22</b>  | <b>111,429.56</b>   | <b>13%</b>          | <b>731,205.44</b>   | <b>87%</b>               |

NORTH CENTRAL FIRE PROTECTION DISTRICT  
 REVENUE AND REIMBURSEMENTS  
 BUDGET - TO - ACTUAL  
 JULY 2020 - JUNE 2021

| Revenue                                | Fiscal Year<br>2020 - 2021<br>Budget | Activity<br>thru 08/31/20        | Sep-20            | YTD Total         | % of Budget<br>Received | Over (Under)<br>Estimate | %           |
|--|--------------------------------------|----------------------------------|-------------------|-------------------|-------------------------|--------------------------|-------------|
| Property Taxes                         | 9,783,778                            | 11,300.60                        | 121,306.30        | 132,606.90        | 1%                      | (9,651,171.10)           | -99%        |
| Interest (County Investment Pool)      | 80,000                               | 1,809.49                         | 23,303.62         | 25,113.11         | 31%                     | (54,886.89)              | -69%        |
| Fees, Permits and Plan Checks          | 30,000                               | 22,119.20                        | 4,377.25          | 26,496.45         | 88%                     | (3,503.55)               | -12%        |
| Ambulance Station Lease                | 17,388                               | 0.00                             | 2,898.00          | 2,898.00          | 17%                     | (14,490.00)              | -83%        |
| Tower Rental                           | 30,126                               | 4,804.00                         | 2,402.00          | 7,206.00          | 24%                     | (22,920.00)              | -76%        |
| Weed Abatement Assessment              | 26,000                               | 0.00                             | 0.00              | 0.00              | 0%                      | (26,000.00)              | -100%       |
| Fresno City College ISA Training       | 15,000                               | 34,256.95                        | 4,810.05          | 39,067.00         | 260%                    | 24,067.00                | 160%        |
| Miscellaneous Income                   | 1,500                                | 0.00                             | 314.47            | 314.47            | 21%                     | (1,185.53)               | -79%        |
| <b>Revenue Totals</b>                  | <b>9,983,792</b>                     | <b>74,290.24</b>                 | <b>159,411.69</b> | <b>233,701.93</b> | <b>2%</b>               | <b>(9,750,090.07)</b>    | <b>-98%</b> |
| <b>Reimbursable Items</b>              |                                      | <b>Activity<br/>thru 8/31/20</b> | <b>Sep-20</b>     | <b>YTD Totals</b> |                         |                          |             |
| Ambulance Station Lease Utility Reimb. |                                      | 0.00                             | 1,413.15          | 1,413.15          |                         |                          |             |
| <b>Reimbursement Totals</b>            |                                      | <b>0.00</b>                      | <b>1,413.15</b>   | <b>1,413.15</b>   |                         |                          |             |

**PG&E Comparison  
2019 to 2020**

| <b>LOCATION</b>                  | <b>Sep-19</b>        | <b>Sep-20</b>       | <b>Difference</b>   |
|----------------------------------|----------------------|---------------------|---------------------|
| <b>15850 W. Kearney:</b>         |                      |                     |                     |
| Acc# 7835118035 (Elect) - Kwh    | \$ (1,150.01)        | \$ 10,087.49        | \$ 11,237.50        |
| Acc# 7835118040 (Gas) - Therms   | \$ 116.22            | \$ 141.35           | \$ 25.13            |
| <b>MONTHLY TOTALS</b>            | <b>\$ (1,033.79)</b> | <b>\$ 10,228.84</b> | <b>\$ 11,262.63</b> |
| <b>806 S. Garfield:</b>          |                      |                     |                     |
| Acc# 7835118045 (Elect) - Kwh    | \$ 9.77              | \$ 13.90            | \$ 4.13             |
| Acc# 7835118050 (Gas) - Therms   | \$ 35.17             | \$ 48.30            | \$ 13.13            |
| <b>MONTHLY TOTALS</b>            | <b>\$ 44.94</b>      | <b>\$ 62.20</b>     | <b>\$ 17.26</b>     |
| <b>4555 N. Biola:</b>            |                      |                     |                     |
| Acc# 2283032025 (Elect) - Kwh    | \$ 33.40             | \$ 86.96            | \$ 53.56            |
| Acc# 2283032030 (Gas) - Therms   | \$ 33.78             | \$ 39.86            | \$ 6.08             |
| <b>MONTHLY TOTALS</b>            | <b>\$ 67.18</b>      | <b>\$ 126.82</b>    | <b>\$ 59.64</b>     |
| <b>7285 W. Shields:</b>          |                      |                     |                     |
| Acc# 6632517005 (Elect) - Kwh    | \$ 1,647.98          | \$ 2,075.50         | \$ 427.52           |
| Acc# 7835118025 (Shop) - Kwh     | \$ 116.46            | \$ 164.93           | \$ 48.47            |
| Acc# 7835118020 (yrd lite) - Kwh | \$ 12.42             | \$ 11.78            | \$ (0.64)           |
| Acc# 7835118030 (Gas) - Therms   | \$ 49.41             | \$ 66.85            | \$ 17.44            |
| <b>MONTHLY TOTALS</b>            | <b>\$ 1,826.27</b>   | <b>\$ 2,319.06</b>  | <b>\$ 492.79</b>    |
| <b>1709 W. Bullard:</b>          |                      |                     |                     |
| Acc# 2283033680 (Elect) - Kwh    | \$ 65.27             | \$ 31.28            | \$ (33.99)          |
| Acc# 2283032877 (Gas) - Therms   | \$ 25.65             | \$ 21.00            | \$ (4.65)           |
| <b>MONTHLY TOTALS</b>            | <b>\$ 90.92</b>      | <b>\$ 52.28</b>     | <b>\$ (38.64)</b>   |
| <b>TOTALS BY MONTH</b>           | <b>\$ 995.52</b>     | <b>\$ 12,789.20</b> | <b>\$ 11,793.68</b> |

**PG&E Comparison  
2019 to 2020**

| <b>LOCATION</b>                  | <b>Sep-19</b> | <b>Sep-20</b> | <b>Difference</b> |
|----------------------------------|---------------|---------------|-------------------|
| <b>15850 W. Kearney:</b>         |               |               |                   |
| Acc# 7835118035 (Elect) - Kwh    | 5,673         | 8,235         | 2,562             |
| Acc# 7835118040 (Gas) - Therms   | 89            | 94            | 5                 |
| <b>806 S. Garfield:</b>          |               |               |                   |
| Acc# 7835118045 (Elect) - Kwh    | 1,567         | 3,133         | 1,566             |
| Acc# 7835118050 (Gas) - Therms   | 28            | 28            | 0                 |
| <b>4555 N. Biola:</b>            |               |               |                   |
| Acc# 2283032025 (Elect) - Kwh    | 4,661         | 5,607         | 946               |
| Acc# 2283032030 (Gas) - Therms   | 18            | 20            | 2                 |
| <b>7285 W. Shields:</b>          |               |               |                   |
| Acc# 6632517005 (Elect) - Kwh    | 6,348         | 7,315         | 967               |
| Acc# 7835118025 (Shop) - Kwh     | 455           | 609           | 154               |
| Acc# 7835118020 (yrd lite) - Kwh | 29            | 9             | (20)              |
| Total Kwh current month          | 6,832         | 7,933         | 1,101             |
| Acc# 7835118030 (Gas) - Therms   | 35            | 43            | 8                 |
| <b>1709 W. Bullard:</b>          |               |               |                   |
| Acc# 2283033680 (Elect) - Kwh    | 189           | 44            | (145)             |
| Acc# 2283032877 (Gas) - Therms   | 18            | 10            | (8)               |

**NORTH CENTRAL FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING  
THURSDAY, SEPTEMBER 24, 2020  
5:30 P.M.  
MINUTES**

***Per Executive Order N-25-20, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically,” this Regular Meeting will be held via conference call and can be accessed as follows:***

**Please call: (669) 900-6833. Follow all prompts. To access the call, you will need to enter the ID number 559 878 4530 and passcode 4550. The public may participate in the meeting as otherwise permitted under the Brown Act by calling into this number.**

**1. CALL TO ORDER**

District Board Vice-Chair Mr. Rusty Nonini called the meeting to order at 5:41 p.m.

**Roll Call**

**Board Members Present:** Mrs. Cheryl Belluomini, Mr. Michael Foglio, Ms. Amanda Souza and Mr. Rusty Nonini. Mr. Ken Abrahamian arrived a few minutes after roll call.

Also present were Fire Chief Tim Henry, Mr. Ken Price and Mr. Joe Barcelos.

**2. INVOCATION**

The invocation was led by Pastor Dan Minkler.

**3. PUBLIC COMMENTS**

There were no public comments

**4. CLOSED SESSION**

- A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of section 54956.9: (number of cases 1).

**Report from Closed Session:** There was no action to report out of closed session.

Mr. Abrahamian arrived at the beginning of the closed session and took the chair position.

**5. CONSIDERATION OF CLAIM AGAINST THE DISTRICT**

- A) Action item – Consider claim by Kyle Crivello brought under Gov. Code section 910 *et seq.*

Mr. Abrahamian asked the District Board and members of the public if they had any comments to make for this item. There were no comments so he called for a motion.

**Motion:** To reject the claim brought by Mr. Crivello against the District.

**Moved by:** Mr. Nonini, second by Mr. Foglio

Mr. Abrahamian: Mrs. Belluomini: Mr. Foglio: Mr. Nonini: Ms. Souza: Vote:  
Aye Aye Aye Aye Aye 5/0

## 6. CONSENT AGENDA

### A. Consideration and Approval of Disbursements List for August 2020

### B. Review and Acceptance of Monthly Financial Reports

- 1) Fresno County: Cash Balances – All Funds
- 2) Budget Variance Report: YTD Expenses Compared to Budget
- 3) Revenue and Reimbursement Report
- 4) PG&E Report

Mr. Abrahamian asked the District Board and members of the public if there were any items on the Consent Agenda they would like to pull from the agenda for discussion or questions. There were no items pulled so Mr. Abrahamian called for a motion.

**Motion:** To approve the Consent Agenda as presented.

**Moved by:** Mrs. Belluomini, second by Mr. Nonini

Mr. Abrahamian: Mrs. Belluomini: Mr. Foglio: Mr. Nonini: Ms. Souza: Vote:  
Aye Aye Aye Aye Aye 5/0

## 7. APPROVAL OF MINUTES

### A) Minutes of the Regular Board Meeting of August 27, 2020.

There were no questions or comments.

**Motion:** To approve the minutes of the Regular Board Meeting of August 27, 2020 as presented.

**Moved by:** Mr. Nonini, second by Mr. Foglio.

Mr. Abrahamian: Mrs. Belluomini: Mr. Foglio: Mr. Nonini: Ms. Souza: Vote:  
Aye Abstain Aye Aye Aye 4/0

## 8. FIRE CHIEF REPORT

### A) Fire Incident/Fire Prevention Reports for August

Chief Henry asked the District Board if they had any questions but there were none.

### B) Fire Season and OES Deployment Update

Chief Henry went through the memo listing all the Strike Teams deployed from the District to help with the fires going on throughout the state. Chief Henry described all of the fires and their locations and then updated the District Board about the Creek Fire near Shaver Lake.

**9. SAFER GRANT NOTICE OF APPLICATION APPROVAL**

**A) Action item – Consider and authorize Chief Henry to accept the SAFER Grant award of \$3,132,324 federal funding on behalf of the District.**

Chief Henry reported the District applied for several AFG grants this year and the SAFER grant was one of them. Last week, the District received notice that we have been awarded the SAFER grant. We based the SAFER grant on getting the District from fourteen (14) on-duty staffing which is what it is today to reach the NFPA standard for an affective firefighting force which is eighteen (18) on-duty each day. Currently we make that happen through mutual aid and auto-aid agreements. This grant will give us the opportunity to make sure the District is at least moving in that direction. We will be putting a focus group together to look at our data and statistics to determine what the best positioning would be of the four additional people in the district on a daily basis. The bottom line is on a normal day, if we don't have anybody off on sick leave, we will have eighteen (18) people on duty.

Chief Henry stated when the District applied for this grant, the typical match is seventy-five (75) percent federal funds, twenty-five (25) percent district funds for the first two years. In the third year of the grant, federal funds go to thirty-five (35) percent and the district portion of funds goes to sixty-five (65) percent. The District was prepared to cover the District's portion and had a financial plan to make sure we had funds available. The same day the District submitted the application, we received notification from FEMA that the CARES Act would cover the District's match all three years. The \$3.1 million-dollar award will all be federal funding covering all three years, the district will not have to pay our \$1 million match that we anticipated over the three years.

Chief Henry answered a few questions from the District Board about the timeline and the recruiting and hiring process.

Mr. Abrahamian asked if there were any more questions or comments from the District Board or the public. There was none so Mr. Abrahamian called for a motion.

**Motion:** To authorize Chief Henry to accept the SAFER Grant award on behalf of the District.

**Moved by:** Mrs. Belluomini, second by Ms. Souza

|                 |                  |             |             |            |       |
|-----------------|------------------|-------------|-------------|------------|-------|
| Mr. Abrahamian: | Mrs. Belluomini: | Mr. Foglio: | Mr. Nonini: | Ms. Souza: | Vote: |
| Aye             | Aye              | Aye         | Aye         | Aye        | 5/0   |

**10. ENGAGEMENT AGREEMENT WITH LIEBERT CASSIDY WHITMORE FOR LABOR AND EMPLOYMENT LEGAL SERVICES**

**A) Action item - Consider and authorize Chief Henry to enter into an Engagement Agreement with the firm of Liebert Cassidy Whitmore for labor and employment legal services.**

Mr. Price stated as you know I serve as general counsel for the District however I would strongly recommend specialty counsel to serve in the capacity to provide advice on labor and employment matters for the district. I have invited here Mr. Che Johnson of Liebert Cassidy Whitmore who provides these services. I would recommend authorizing entering into an Engagement Agreement with the law firm of Liebert Cassidy Whitmore. Mr. Price asked the District Board if they had any questions.

Mr. Abrahamian asked what the term of this agreement would be. Mr. Price replied it's similar to mine, it's an open term right now of I would say at least probably six months to a year. The District Board can re-evaluate at any time in a relationship with its consultants. The contract can be canceled at the Board's discretion. I have reviewed the agreement and it is a standard law firm agreement.

There were no more questions or comments from the District Board or the public so Mr. Abrahamian called for a motion.

**Motion:** To authorize Chief Henry to enter into an Engagement Agreement with Liebert Cassidy Whitmore for labor and employment legal services.

**Moved by:** Mr. Nonini, second by Mrs. Belluomini.

Mr. Abrahamian: Mrs. Belluomini: Mr. Foglio: Mr. Nonini: Ms. Souza: Vote:  
Aye                      Aye                      Aye                      Aye                      Aye                      5/0

## 11. AMENDMENT OF THE DISTRICT' CONFLICT OF INTEREST CODE

### A) Action item – Consider and adopt District Resolution No. 20-09 amending the District's Conflict of Interest Code.

Mr. Barcelos reported the Clerk to the Board of Supervisors requests that local districts review their conflict of interest codes every other year. County Counsel also reviews all the districts conflict of interest codes and County Counsel found a minor change that needs to be made to the district's code. The change is on the first page where it states the Business Manager will electronically file with the Clerk to the Board of Supervisors but it is only the Board and Fire Chief that are required to file electronically. This is the only amendment the district needs to make. After the adoption of Resolution No. 20-09, staff will send the adopted resolution amending the District's Conflict of Interest Code to the Clerk to the Board of Supervisors and the amended code will go before the Board of Supervisors for their approval.

Mr. Barcelos asked if there were any questions. There were no questions or comments so Mr. Abrahamian called for a motion.

**Motion:** To adopt District Resolution No. 20-09 amending the District's Conflict of Interest Code as amended by County Counsel.

**Moved by:** Mr. Foglio, second by Mrs. Belluomini.

Mr. Abrahamian: Mrs. Belluomini: Mr. Foglio: Mr. Nonini: Ms. Souza: Vote:



Aye

Aye

Aye

Aye

Aye

5/0

**12. BOARD MEMBER COMMENTS/REPORTS**

Mrs. Belluomini wanted to thank all the firefighters for all they have been doing to fight the fires throughout the state.

**13. ANNOUNCEMENTS**

**A) Next Regular Board Meeting: Thursday, October 22, 2020 at 5:30 p.m.**

**14. ADJOURNMENT**

**Motion:** To adjourn the meeting at 6:53 p.m.

**Moved by:** Mr. Nonini, second by Mr. Foglio.

|                 |                  |             |             |            |       |
|-----------------|------------------|-------------|-------------|------------|-------|
| Mr. Abrahamian: | Mrs. Belluomini: | Mr. Foglio: | Mr. Nonini: | Ms. Souza: | Vote: |
| Aye             | Aye              | Aye         | Aye         | Aye        | 5/0   |

---

Amanda Souza, Board Secretary  
North Central Fire Protection District

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Date

# September Incident Summary

326 Total Calls

Fire/Other  
36%

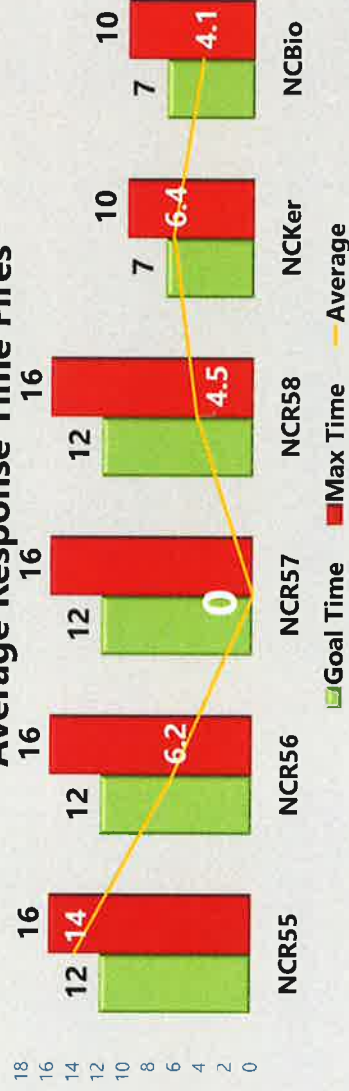
22 Fire Call Types

96 Other Call Types

EMS/Rescue  
64%

208 EMS/Rescue Call Types

Average Response Time Fires



TOTAL VALUE OF ALL INCIDENTS

\$329,301

VS

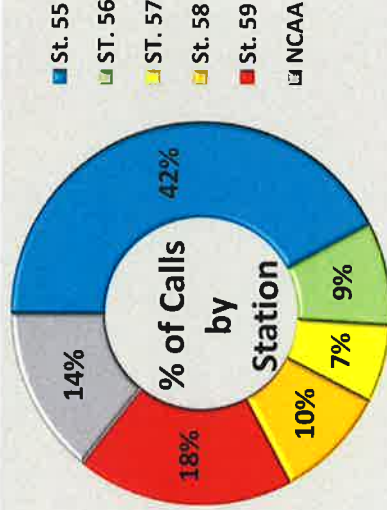
\$73,500

DOLLAR LOSS

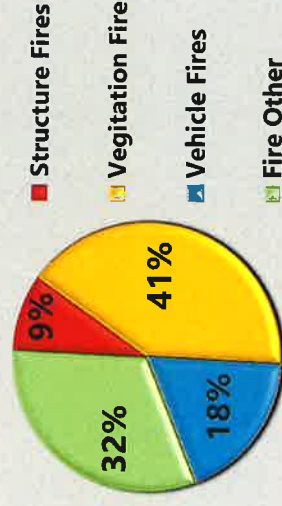
June- 3 Year Comparison



% of Calls by Station

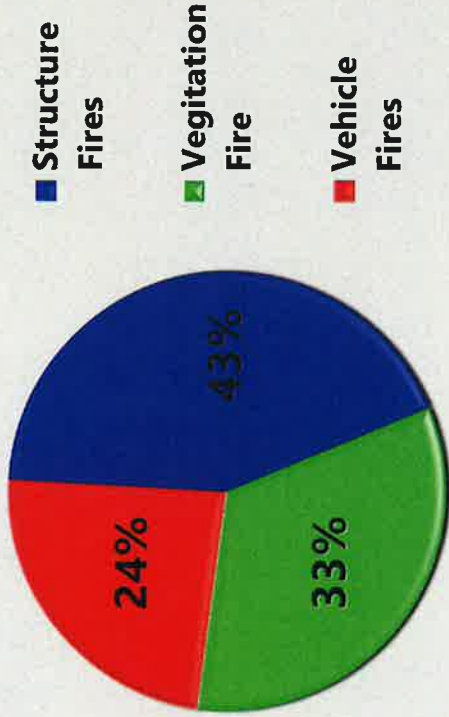


FIRE CALLS BY TYPE



# District Overall Fire Investigation Statistics for September 2020

## INVESTIGATIONS BY TYPE



**COST RECOVERY**  
**\$0.00**



**DOLLAR LOSS**

**\$30,000.00**

**0 Injuries**

**0 Fatalities**

Hours Spent on Investigations

**26**

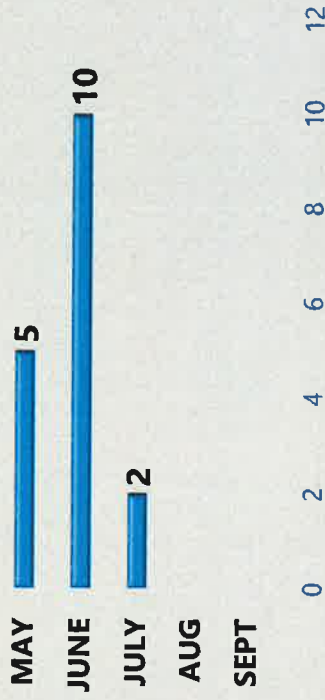
**11** Field Hours

**15** Office Hours

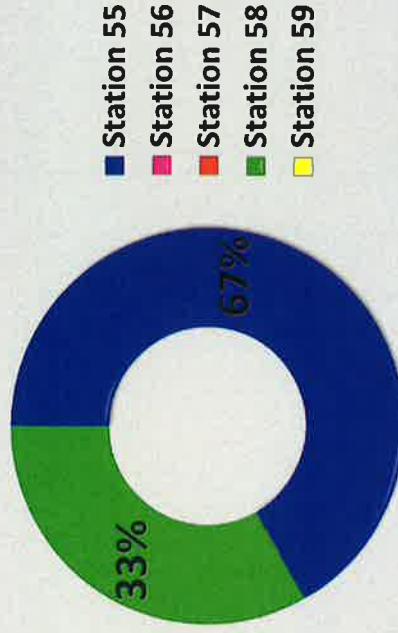
## STATUS OF INVESTIGATION

**3 - Open**  
**1 - Closed**  
**2 - Criminal**

## INVESTIGATION COUNT PER MONTH 2020 YR



## PERCENT OF INVESTIGATIONS BY 1<sup>ST</sup> IN STATION





## NORTH CENTRAL FIRE PROTECTION DISTRICT

Board of Directors: Ken Abrahamian • Cheryl Belluomini

Michael Foglio • Rusty Nonini • Amanda Souza

Fire Chief: Timothy V. Henry, CFO, EFO

Fire Headquarters

15850 W. Kearney Boulevard

Kerman, California 93630-9335

(559) 275-5531 • FAX (559) 846-3788

[www.northcentralfire.org](http://www.northcentralfire.org)

### MEMORANDUM

**TO:** North Central Board of Directors

**FROM:** Timothy Henry, Fire Chief

**DATE:** October 22, 2020

**SUBJECT:** OES/CFAA Deployment(s) Update

Here is an update on the deployments under the California Fire Assistance Agreement (CFAA) through the California Office of Emergency Services (OES). Last month is what reported the deployed teams from the River Incident and the CZU August Lightning Incident have returned. On September 5, the District deployed three apparatus and one Strike Team Leader to the Creek Incident. On October 16, the last engine company (three personnel) returned from their deployment on the Creek Fire, forty-one (41) days from when the District first deployed teams on September 5th to help with the Creek Fire.

- **MINERAL INCIDENT: 7/14-22/20 Order # CA-FKU-010219 Req# E-31**
  - Patrol Unit 55
  - Personnel reimbursement: \$22,045.41
  - Apparatus reimbursement: \$16,140.00
  - Administrative Cost (10%): \$ 3,818.54
  - Total reimbursement: \$42,003.95

This wildland incident occurred in Fresno County west of the City of Coalinga. Fire burned 29,667 acres.

- **GOLD INCIDENT: 7/22/20 – 7/29/20 Order # CA-LMU-003917 Req# E-124**
  - Patrol Unit 55
  - Personnel reimbursement: \$19,268.91
  - Apparatus reimbursement: \$14,100.00
  - Administrative Cost (10%): \$ 3,336.89
  - Travel reimbursement: \$ 112.67
  - Total reimbursement: \$ 36,818.47

Task Force XFR 5003 included Patrol Unit 55, was reassigned from the Mineral Incident to the new incident in McArthur California (Lassen/Modoc Counties). This incident burned 22,634 acres.

- **TRIMMER INCIDENT:** 8/3/20 – 8/4/20 Order # CA-SNF-001160 Req# E-17.4
  - Patrol Unit 55
  - Personnel Reimbursement: \$2,165.67
  - Apparatus Reimbursement: \$1,920.00
  - Administrative Costs (10%): \$ 408.57
  - Total Reimbursement: \$4,494.24

Strike Team XFR 5003F included Patrol Unit 55. The strike team was assigned to the Trimmer Incident on the Sierra National Forest, near Trimmer Springs, CA. This fire was contained at 594 acres and no structures lost.

- **RIVER INCIDENT:** 8/16/20 – 9/04/20 Order # CA-BEU-004024 Req# E-29 Strike Team XKI 5025F included Patrol Unit 55. The strike team was assigned to the River incident Salinas, CA on San Benancio Road. As of 8/19/20 reported to be 33,653 acres, 6 homes destroyed, and 7% containment. The District is waiting on the Emergency Activity Calculation Record from OES, for reimbursement.
- **JONES INCIDENT:** 8/18/20 – 8/21/20 Order # CA-NEU-019231 Req# E70.3.
  - Engine 56
  - Personnel Reimbursement: \$9,939.87
  - Apparatus Reimbursement: \$8,448.00
  - Administrative Costs (10%): \$1,838.79
  - Total Reimbursement: \$20,226.66

Strike Team XTU 5179B included Engine 56 with 3-person staffing. The strike team was assigned to the Jones incident in Nevada City, CA.

- **CZU AUG LIGHTNING INCIDENT:** 8/21/20 – 9/2/20 CA-CZU-005205 Req# E-276. Strike Team XTU 5179B included Engine 56 was reassigned from the Jones Incident to the CZU August Lightning Complex. The fire is in various locations across San Mateo and Santa Cruz Counties and reported to be over 50,000+ acres, 64,600 people evacuated from their homes. The District is waiting on the Emergency Activity Calculation Record from OES, for reimbursement.
- **CREEK INCIDENT:** 09/05/20 – (Still Assigned) CA-SNF-00139: We have three apparatus deployed on this incident currently: 1 Type 6 Engine, Patrol 55 (3/0 staffed), 2 Type 1 Engines E-56 (4/0 staffed) and one Strike Team Leader. This fire started northeast of Shaver Lake and has spread to 348,085 acres and as of 10/18/20 is 60% contained.

To date, the District has approved and submitted four invoices (Mineral, Gold, Trimmer and Jones) totaling \$103,543.32.



## 2020 Candidate Orientation October 13<sup>th</sup> 2020 – 6:00 PM

1. Welcome and Purpose
2. Introduction of Candidates and Staff
3. Ice Breaker
4. Dept. by Dept. presentations
5. Brief Questions by Candidates to Staff
6. Conclusion

### Candidates:

#### Mayoral Candidates:

Espi Sandoval

Gary Yep

#### City Council District Candidates

District 2: Jennifer Coleman

District 4: Bill Nijjer

### Staff:

City Attorney, Hilda Cantu Montoy

City Manager, John Jansons (Exec. Asst. - Josie Camacho)

Chief of Police, John Golden

City Clerk, Marci Reyes

City Engineer, Jerry Jones

Finance Director, Carolina Camacho

Community Development, Olivia Pimentel

Community Services (P&R), Philip Gallegos

Public Works, Michael Barajas

North Central Fire Protection District, Chief Tim Henry



## NORTH CENTRAL FIRE PROTECTION DISTRICT

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## MEMORANDUM

**TO:** North Central Board of Directors

**FROM:** Tim Henry, Fire Chief

**DATE:** October 22, 2020

**SUBJECT:** Resolution No. 20-10 – Amending Salary & Benefit Resolution No. 20-01

---

The District adopted salary and benefit Resolution No. 20-01 on February 24, 2020. There is a need to amend the District's salary and benefit resolution to add two positions, a Property Maintenance Worker and an Administrative Clerk. These are the only changes being made to the District's Salary and Benefit Resolution.

Here is a brief description of the two positions being added in this amendment:

- **Property Maintenance Worker:** Performs the full range of property maintenance and repair tasks. Work assigned is performed with a high degree of independence, and incumbents should be experienced in all areas of facility repair and maintenance work.
- **Administrative Clerk:** The Administrative Clerk (AC) will provide a variety of general clerical duties and receptionist functions for the District's administrative staff. The AC performs a wide variety of complex assigned duties with only occasional instruction or assistance, and work is normally reviewed only upon completion. Satisfactory performance requires acceptable word processing competence, as well as knowledge of general office procedures, methods and techniques, and applicable District policies and procedures. The AC will assist the Executive Assistant, Fire Prevention Division, Training Division and all Administrative staff.

When the District's budget was adopted in August, the Property Maintenance Worker was included in the salary and benefit costs but the position now needs to be added to the District's Salary and Benefit Resolution along with the Administrative Clerk position.

Attached for your review is the Resolution including Exhibit A1 (Salary Scale) and all of the District's Job Specifications for every position.

**Recommended Action:** Consider and adopt Salary and Benefit Resolution No. 20-10

## RESOLUTION No. 20-10

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH CENTRAL FIRE PROTECTION DISTRICT TO AMEND RESOLUTION NO. 20-01 TO ESTABLISH SALARIES AND BENEFITS FOR CURRENT AND FUTURE EMPLOYEES.

**WHEREAS**, the North Central Fire Protection District (DISTRICT) is a California special district located in the County of Fresno, and

**WHEREAS**, it is the DISTRICT's desire to provide fair and legal payment to all its employees for time worked; and

**WHEREAS**, the DISTRICT has in its employ, SAFETY AND NON-SAFETY employees; and

**WHEREAS**, there is a need to amend Resolution No. 20-01 adopted at a regular board meeting on February 27, 2020,

**WHEREAS**, the Board of Directors of the DISTRICT has reviewed the proposed salaries for all of its employees; and

**WHEREAS**, the DISTRICT shall enter into a separate employment agreement with the Fire Chief; and

**WHEREAS**, the DISTRICT will compensate its employees' overtime in accordance with this SALARIES AND BENEFITS RESOLUTION while during the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response as defined in the California Fire Assistance Agreement or Mutual-Aid Agreements.

**NOW THEREFORE BE IT RESOLVED** that the conditions set forth in this resolution, as stated below, take effect upon adoption by the North Central Fire Protection District Board of Directors.

1. Compensation. A base salary range for each employee position are established in Exhibit A1.
2. Premium Pay. Suppression personnel will receive a ten percent (10%) Premium Pay for forty-hour (40) Staff positions.
3. Uniform Allowance. The District shall reimburse employee for the actual cost of any expenses incurred to purchase or replace a District



authorized uniform, up to Seven Hundred Fifty and No/100 Dollars (\$750.00) per fiscal year.

4. Vacation. All vacation time shall be earned and credited to permanent employees on a monthly basis. Mid-Management is credited 1/3 of their vacation hours on the first day of the Fiscal Year. Employees in the following job classes shall earn annual vacation per the following:

40-hour Shift Employees

- a. Up to and including five years of service – ten (10) working days. Mid-Management 15 days
- b. Six years through ten years of service – fourteen (14) working days. Mid-Management 17.5 days.
- c. Eleven years of service or more – eighteen (18) working days. Mid-Management 20 days.

56-hour Shift Employees

- a. Up to and including five years of service – five (5) shifts (120 hours). Mid-Management 7.5 shifts
- b. Six years through ten years of service – seven (7) shifts (168 hours). Mid-Management 10 shifts
- c. Eleven years of service or more – nine (9) shifts (216 hours). Mid-Management 12 shifts

\*Mid-Management are those position that are FSLA overtime exempt.

5. Sick Leave. Fifty-six (56) hour employees shall accrue sick leave at the rate of 12 hours a month, and forty (40) hour employees accrue sick leave at the rate of 8 hours a month. Part-time employees will be provided the state minimum required 24 hours (3 days) of sick leave at the beginning of each 12-month period.
6. Health and Welfare Contribution. The District will make available group medical, dental, optical and life insurance to all fulltime employees; however, DISTRICT's contribution shall be 80% of the total cost for these benefits with a maximum DISTRICT contribution of \$1,600 per month effective January 1, 2021.
7. Holiday Pay. 40-hour employees are eligible for a maximum of 88 hours of paid holiday time. When a holiday falls on a Sunday, the following Monday will be observed as the holiday. When a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. Any employee whose regular assignment requires work on a holiday shall receive compensatory pay at straight time equal to the number of hours worked. Likewise, when the holiday falls on the employee's regularly scheduled

day off, they shall receive one day of compensatory pay. No leave hours shall carryover to the next year to be cashed out. The Fire Chief may on occasion assign certain employees to work on a designated holiday. When this occurs the employee shall receive one hour of paid overtime for each hour worked.

The District provides a maximum total of 88 hours paid holiday time per calendar year to 40-hour employees. This equals to ten (10) regular 8-hour workdays and two (2) ½ days or four (4) work hours each, on Christmas Eve Day, December 24<sup>th</sup>, and Friday afternoon prior to Easter Sunday.

56-hour employees are compensated an additional ½ time when working a District recognized holiday.

The District recognized holidays are:

1. New Year's Day, January 1
2. Martin Luther King Day, Third Monday in January
3. Washington's Birthday, Third Monday in February
4. Memorial Day, Fourth Monday in May
5. Independence Day, July 4
6. Labor Day, First Monday in September
7. Veterans Day, November 11
8. Thanksgiving Day, Fourth Thursday in November
9. Day After Thanksgiving Day
10. Christmas Day, December 25

8. Retirement.

The District adopted a 401(a) Defined Benefit Plan at a special board meeting held on December 12, 2018. Under this Plan, the District will contribute 10.3% for safety employees and 10.8% for non-safety employees of an employee's base salary.

\*\*\*\*\*

This Resolution supersedes and replaces all prior District resolutions establishing salaries and benefits to current and future employees as of the date of adoption of this resolution.

Passed and adopted at a regular meeting of the Board of Directors of the North Central Fire Protection District held on this 22nd day of October 2020 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

\_\_\_\_\_  
Ken Abrahamian, Board Chairperson

**ATTEST:**

\_\_\_\_\_  
Amanda Souza, Board Secretary

**CERTIFICATE**

**STATE OF CALIFORNIA     )**  
**COUNTY OF FRESNO        ) ss.**  
**CITY OF KERMAN            )**

I, Amanda Souza, Board Secretary of the North Central Fire Protection District, do hereby certify the foregoing Resolution of the Board of Directors of the North Central Fire Protection District was duly passed and adopted at a regular meeting of the Board of Directors on October 22, 2020.

**DATED:** October 22, 2020

\_\_\_\_\_  
Amanda Souza, Board Secretary

**"EXHIBIT A1"  
RESOLUTION NO. 20-10**

**NORTH CENTRAL FIRE PROTECTION DISTRICT  
SALARY SCALE**

| <b>Position</b>                    | <b>Pay Rate</b>  | <b>Step I</b> | <b>Step II</b> | <b>Step III</b> |
|------------------------------------|--|---------------|----------------|-----------------|
| <b>Paid Intern</b>                 | \$15 an hour or State of California Minimum Wage, whichever is higher. |               |                |                 |
| <b>Firefighter Trainee</b>         | Monthly Base Pay   | 4,396         | 4,627          |                 |
|                                    | Annual Base Pay  | 52,752        | 55,524         |                 |
| <b>Firefighter</b>                 | Monthly Base Pay   | 4,884         | 5,141          | 5,412           |
|                                    | Annual Base Pay  | 58,608        | 61,692         | 64,944          |
| <b>Engineer</b>                    | Monthly Base Pay   | 5,377         | 5,660          | 5,958           |
|                                    | Annual Base Pay  | 64,524        | 67,920         | 71,496          |
| <b>Captain</b>                     | Monthly Base Pay   | 5,914         | 6,225          | 6,553           |
|                                    | Annual Base Pay  | 70,968        | 74,700         | 78,636          |
| <b>Fire Marshal</b>                | Monthly Base Pay   | 8,146         | 8,553          | 8,981           |
|                                    | Annual Base Pay  | 97,752        | 102,636        | 107,772         |
| <b>Battalion Chief</b>             | Monthly Base Pay   | 8,981         | 9,454          | 9,952           |
|                                    | Annual Base Pay  | 107,772       | 113,448        | 119,424         |
| <b>Deputy Chief</b>                | Monthly Base Pay   | 10,755        | 11,293         | 11,858          |
|                                    | Annual Base Pay  | 129,060       | 135,516        | 142,296         |
| <b>Fire Chief</b>                  | <b>The District Fire Chief salary is based on a salary range</b>       |               |                |                 |
|                                    | Monthly Salary Range   | 11,751        | -              | 13,020          |
|                                    | Annual Salary Range  | 141,012       | -              | 156,240         |
| <b>Business Manager</b>            | <b>Pay Rate</b>  | <b>Step I</b> | <b>Step II</b> | <b>Step III</b> |
|                                    | Monthly Base Pay   | 5,280         | 5,558          | 5,851           |
|                                    | Annual Base Pay  | 63,360        | 66,696         | 70,212          |
| <b>Inspector</b>                   | Monthly Base Pay   | 5,132         | 5,402          | 5,686           |
|                                    | Annual Base Pay  | 61,584        | 64,824         | 68,232          |
| <b>Executive Assistant</b>         | Monthly Base Pay   | 4,715         | 4,963          | 5,224           |
|                                    | Annual Base Pay  | 56,580        | 59,556         | 62,688          |
| <b>Principal Account Clerk</b>     | Monthly Base Pay   | 4,210         | 4,432          | 4,665           |
|                                    | Annual Base Pay  | 50,520        | 53,184         | 55,980          |
| <b>Senior Account Clerk</b>        | Monthly Base Pay   | 3,708         | 3,903          | 4,108           |
|                                    | Annual Base Pay  | 44,496        | 46,836         | 49,296          |
| <b>Administrative Clerk</b>        | Monthly Base Pay   | 2,549         | 2,676          | 2,810           |
|                                    | Annual Base Pay  | 30,588        | 32,112         | 33,720          |
| <b>Admin Tech</b>                  | Monthly Base Pay   | 4,195         | 4,416          | 4,648           |
|                                    | Annual Base Pay  | 50,340        | 52,992         | 55,776          |
| <b>Property Maintenance Worker</b> | Monthly Base Pay   | 4,000         | 4,200          | 4,410           |
|                                    | Annual Base Pay  | 48,000        | 50,400         | 52,920          |



## **PAID FIRE INTERN Job Specifications**

|                     |  |
|---------------------|--|
| <b>DIVISION:</b>    | Operation  |
| <b>FLSA STATUS:</b> | Non-Exempt (Non-Sworn Safety)  |
| <b>REPORTS TO:</b>  | On-duty Fire Captain   |
| <b>SUPERVISION:</b> | Receives supervision from supervisory personnel designated by the appointing authority. Exercises no supervision.  |
| <b>LOCATION:</b>    | Assigned Fire Station  |
| <b>HOURS:</b>       | The position generally works a 56-hour work week. This position may be required to work a 40 hour work week in a staff position and may be forced to work overtime as the need arises. |

### **GENERAL SUMMARY**

Under close supervision, performs Firefighter duties in an intern capacity; participates in classroom training and related activities as provided by the North Central Fire Protection District (District).

### **DISTINGUISHING CHARACTERISTICS**

Subject to the protocol established by the Fire Chief in the District Rules and Regulation along with the Paid Firefighter Intern Rules and Regulations. As a PART-TIME employee can serve in Fire Prevention, code enforcement, public education, administration, and/or support operations as needed. Paid Firefighter Interns will have successfully completed a State Fire Marshal Accredited Fire Fighter 1 academy and District orientation training.

The District employs a professionally trained career workforce staffed at all its fire stations. To accomplish the mission and follow the vision established by the Board of Directors (BOD) and the Fire Chief, the District also employs a cadre of highly motivated, community based, dedicated and well-trained Paid Firefighter Intern (PFI), to complement the overall work force. These PFI members, can work under the leadership of career staff and serve the Fire District as members of a fire company which most generally serves a specific community as assigned by the Fire Chief. PFI members may be recalled to emergency incidents, staff fire apparatus, or other support vehicles as directed.

While the Fire District maintains a career staff of professionally trained firefighters at all of its in-service fire stations, some are up staffed or backfill temporary vacancies through utilization of a PFI staff.

The general public is unable to differentiate between Career and PFI members. Therefore, the responsibility of a PFI is equal to that of all fire suppression personnel who serve in the North Central Fire Protection District as a full-time career firefighter . All PFI members are required to meet and maintain established minimum standards for physical fitness, personal discipline, training and emergency response.

The incumbent in this job class as a PFI has the same responsibility to serve as a Firefighter of the District, abiding by all policies set forth and expresses a commitment to meet and maintain the minimum standard required by any Firefighter serving in the State of California. Each individual should take pride in the services they are providing to their community and should strive to perform at the highest level of proficiency and professionalism.

## **ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

Perform Firefighter duties in an intern capacity.

## **CORE VALUES**

Integrity, Respect, Trust, Commitment, Community Compassion, Professionalism. The employee is one who seeks to be the best, is tolerant of the mistakes of others, is a team-player, treats all others with respect, does not make excuses for his or her own mistakes, and abides by the rules, regulations, policies, and laws which govern our behavior and performance.

## **PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must continue to be able to meet pre-appointment and subsequent periodic medical examinations to determine fitness for continued performance of the duties of the position.

Must maintain physical capabilities, requirements, duties and responsibilities of all subordinates.

Must be able to participate in District mandated Physical Fitness Program.

## **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Work hours can be irregular, unpredictable and lengthy.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other fire and emergency services duties.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

Must have: High School/GED.

### **AND**

Successful completion of a basic California State Fire Marshal Firefighter 1 Academy through an Accredited Regional Training Program (ARTP). The academy curriculum must consist of a minimum of 700 academic hours.

### **AND**

Must be at least 20 years of age at time of final filing date and 21 years of age at time of appointment.

### **Certificates:**

- Fire Control 3A: Structural Firefighting in Acquired Structures or Fire
- Control 3B: Structural Firefighting in Live Fire Simulators
- Confined Space Rescue Awareness

- Hazardous Materials First Responder Operational Level
- Vehicle Extrication
- Low Angle Rope Rescue Operational
- Firefighter Survival
- I-100: Introduction to Incident Command System
- I-200: Basic ICS
- S-190: Introduction to Wildland Fire Behavior

**Knowledge of:**

Emergency Medical Technician (EMT) techniques. Basic mathematical, science and problem solving skills. Uniform fire code for inspection purposes.

Computers and related software.

Geography of the DISTRICT.

**Ability to:**

Learn firefighting techniques and methods.

Perform prolonged and arduous tasks under adverse conditions.

Read and interpret technical documents.

Understand and follow written and oral instructions.

Perform strenuous physical activities.

Develop and maintain a strong work ethic and positive attitude.

Uphold and support District policies, rules and regulations, and mission.

Maintain effective working relationships with fellow employees and the public.

Learn the geography of the District and surrounding areas, including the streets system, hydrant locations, the layout and location of public utilities and potentially hazardous materials or substances.

Write and speak clearly and distinctly.



Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 56-hour employees shall complete 2,912 regular time hours of evaluation, complete twelve (12) written probationary evaluation, and successfully complete NCFPD Fire Captain task book while on probation.*

**Conditions of Employment:**

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

Must remain clean-shaven to insure integrity of mask fit for breathing apparatus.

Must be willing to work 40-hour workweek or 24-hour rotating shifts on a 56-hour workweek.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

This position requires the individual to successfully complete an annual job performance evaluation.

Must possess and maintain a current Emergency Medical Technician (EMT) certification issued by the State of California through the Central California EMS Agency (CCEMSA) throughout this job classification.

Must possess and maintain a current Cardio-Pulmonary Resuscitation (CPR) card - American Heart Association, Healthcare Provider or Red Cross-Professional Rescuer or equivalent that meets American Heart Association Standards.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

NOTE: Probationary employees are At-Will employees until which time they become permanent. Permanent appointment means one who has been appointed from an eligible list and has satisfactorily completed the probationary requirements and possess all Minimum Qualifications described above.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020  
FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 08/13/19  
Revised TVH aaf 04/09/20  
Revised TVH:aaf 10/07/20



## **FIREFIGHTER TRAINEE Job Specifications**

|                     |  |
|---------------------|--|
| <b>DIVISION:</b>    | Operation  |
| <b>FLSA STATUS:</b> | Non-Exempt (Sworn Safety)  |
| <b>REPORTS TO:</b>  | On-duty Fire Captain   |
| <b>SUPERVISION:</b> | Receives supervision from supervisory personnel designated by the appointing authority. Exercises no supervision.  |
| <b>LOCATION:</b>    | Assigned Fire Station  |
| <b>HOURS:</b>       | The position generally works a 56-hour work week. This position may be required to work a 40 hour work week in a staff position and may be forced to work overtime as the need arises. |

### **GENERAL SUMMARY**

Under close supervision, performs Firefighter duties in a training capacity; participates in classroom training and related activities as provided by the District.

### **DISTINGUISHING CHARACTERISTICS**

Firefighter Trainee is a training class for candidates qualified to learn the duties of a Firefighter in the District. Incumbents of this class undergo a formal, comprehensive training program. Upon successful completion of the NCFPD firefighter trainee academy and complete the firefighter trainee probationary requirements, the Firefighter Trainee will flex to the Firefighter position. Failure to successfully complete the trainee academy or complete firefighter trainee probationary requirements will be cause for termination.

### **ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

Attends scheduled training sessions; learns principles and practices of firefighting, personal safety, and rescue techniques.

Participates in drills using proper firefighting methods and techniques; learns how to lay and connect fire hose.

Learns to inspect fire hydrants, test fire alarms, and perform fire prevention inspections.

Receives training in the proper handling of hazardous materials for public safety and personal protection.

Receives training in the proper use and maintenance of fire related apparatus, equipment, tools and facilities.

Receives training in physical fitness techniques.

Participates in drills and training sessions in first aid and firefighting techniques.

Participates in hydrant inspections.

Conducts fire prevention inspections and tests fire protection equipment.

Performs assigned duties in inspecting, maintaining, and cleaning apparatus, equipment, fire station, and grounds.

Performs related duties as required/assigned.

## **CORE VALUES**

Integrity, Respect, Trust, Commitment, Community Compassion, Professionalism. The employee is one who seeks to be the best, is tolerant of the mistakes of others, is a team-player, treats all others with respect, does not make excuses for his or her own mistakes, and abides by the rules, regulations, policies, and laws which govern our behavior and performance.

## **PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must continue to be able to meet pre-appointment and subsequent periodic medical examinations to determine fitness for continued performance of the duties of the position.

Must maintain physical capabilities, requirements, duties and responsibilities of all subordinates.

Must be able to participate in District mandated Physical Fitness Program.

## **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Work hours can be irregular, unpredictable and lengthy.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other fire and emergency services duties.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

Must have: High School/GED.

### **AND**

Successful completion of a basic California State Fire Marshal Firefighter 1 Academy through an Accredited Regional Training Program (ARTP). The academy curriculum must consist of a minimum of 700 academic hours.

Must possess a current CPAT card at time of application.

Must be at least 20 years of age at time of final filing date and 21 years of age at time of appointment.

### **Certificates:**

- Fire Control 3A: Structural Firefighting in Acquired Structures or Fire
- Control 3B: Structural Firefighting in Live Fire Simulators
- Confined Space Rescue Awareness
- Hazardous Materials First Responder Operational Level
- Vehicle Extrication

- Low Angle Rope Rescue Operational
- Firefighter Survival
- I-100: Introduction to Incident Command System
- I-200: Basic ICS
- S-190: Introduction to Wildland Fire Behavior

**Knowledge of:**

Emergency Medical Technician (EMT) techniques. Basic mathematical, science and problem solving skills. Uniform fire code for inspection purposes.

Computers and related software.

Geography of the DISTRICT.

**Ability to:**

Learn firefighting techniques and methods.

Perform prolonged and arduous tasks under adverse conditions.

Read and interpret technical documents.

Understand and follow written and oral instructions.

Perform strenuous physical activities.

Develop and maintain a strong work ethic and positive attitude.

Uphold and support District policies, rules and regulations, and mission.

Maintain effective working relationships with fellow employees and the public.

Learn the geography of the District and surrounding areas, including the streets system, hydrant locations, the layout and location of public utilities and potentially hazardous materials or substances.

Write and speak clearly and distinctly.

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 56-hour employees shall complete 2,912 regular time hours of evaluation, complete twelve (12) written*

*probationary evaluation, and successfully complete NCFPD Fire Captain task book while on probation.*

**Conditions of Employment:**

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

Must remain clean-shaven to insure integrity of mask fit for breathing apparatus.

Must be willing to work 40-hour workweek or 24-hour rotating shifts on a 56-hour workweek.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

This position requires the individual to successfully complete an annual job performance evaluation.

Must possess and maintain a current Emergency Medical Technician (EMT) certification issued by the State of California through the Central California EMS Agency (CCEMSA) throughout this job classification.

Must possess and maintain a current Cardio-Pulmonary Resuscitation (CPR) card - American Heart Association, Healthcare Provider or Red Cross-Professional Rescuer or equivalent that meets American Heart Association Standards.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

NOTE: Probationary employees are At-Will employees until which time they become permanent. Permanent appointment means one who has been appointed from an eligible list and has satisfactorily completed the probationary requirements and possess all Minimum Qualifications described above.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020  
FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 08/13/19  
Revised TVH aaf 04/09/20  
Revised TVH:aaf 10/07/20





## **FIREFIGHTER Job Specifications**

|                     |  |
|---------------------|--|
| <b>DIVISION:</b>    | Operation  |
| <b>FLSA STATUS:</b> | Non-Exempt (Sworn Safety)  |
| <b>REPORTS TO:</b>  | On-duty Fire Captain   |
| <b>SUPERVISION:</b> | The Firefighter is under supervision of the Fire Captain or Engineer. Does not exercise supervision.   |
| <b>LOCATION:</b>    | Assigned Fire Station  |
| <b>HOURS:</b>       | The position generally works a 56-hour work week. This position may be required to work a 40 hour work week in a staff position and may be forced to work overtime as the need arises. |

### **GENERAL SUMMARY**

Under supervision, performs a variety of hazardous tasks when engaged in combating, extinguishing and preventing fires; in answering emergency medical calls, extricating and rescuing individuals from fires and entrapment, treating the sick and injured, and in operation of and maintenance of fire district equipment, apparatus, quarters: Must be prepared to act up to the next rank as needed and performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

Firefighters perform the full range of firefighting duties in the protection of life and property. Duties are usually performed under emergency conditions, frequently involving considerable hazard. Firefighters receive thorough training in current firefighting techniques and equipment, fire prevention, emergency medical care, C.P.R., salvage, and related activities. Firefighters must have aptitude for mechanical work; ability and strength to do prolonged and arduous work under adverse conditions; ability to react quickly and calmly in emergency situations; ability to understand and to follow oral and written directions; and must have ability to get along well with others. Firefighters are required to rapidly and efficiently perform specialized duties under emergency conditions, which frequently involve considerable hazard.

### **ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

Responds to fire alarms and emergency calls with a company; fights fire as directed using proper firefighting techniques.

Controls and extinguishes fires; lays and connects hose, carries or drags charged and uncharged hose lines, ensures adequate water supply, and directs water or chemicals onto fire.

Enters and ventilates burning buildings by opening doors and windows using appropriate hand and power tools.

Raises, carries, positions, and climbs ladders used in the ventilation of buildings and the rescue of persons.

Rescues victims from incident scenes which may require moving and carrying heavy objects, persons, equipment or materials.

Administers artificial respiration, C.P.R., and first aid to injured persons.

Places salvage covers; removes water and debris; and performs other salvage operations.

Identifies and attempts to contain hazardous materials at an incident scene in accordance with proper procedures.

May be required to drive apparatus according to state and local regulations governing operation of emergency vehicles.

Participates in drills and training sessions in first aid and firefighting techniques.

Participates in hydrant inspections.

Conducts fire prevention inspections and tests fire protection equipment.

Performs assigned duties in inspecting, maintaining, and cleaning apparatus, equipment, fire station, and grounds.

Performs related duties as required/assigned.

## **CORE VALUES**

Integrity, Respect, Trust, Commitment, Community Compassion, Professionalism. The employee is one who seeks to be the best, is tolerant of the mistakes of others, is a team-player, treats all others with respect, does not make excuses for his or her own mistakes, and abides by the rules, regulations, policies, and laws which govern our behavior and performance.

## **PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must continue to be able to meet pre-appointment and subsequent periodic medical examinations to determine fitness for continued performance of the duties of the position.

Must maintain physical capabilities, requirements, duties and responsibilities of all subordinates.

Must be able to participate in District mandated Physical Fitness Program.

## **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Work hours can be irregular, unpredicted and lengthy.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other fire and emergency services duties.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

Must have: High School/GED.

### **AND**

Promotional:

Successful completion of the NCFPD firefighter trainee academy and complete the Firefighter Trainee probationary requirements.

OR

Lateral:

Candidates must have one year or more of experience as a full-time paid Firefighter (56 hour position). Additionally, applicants must have completed probation in their current Firefighter job in order to apply.

### **AND**

Must be at least 20 years of age at time of final filing date and 21 years of age at time of appointment.

### **Certificates:**

Valid California State Fire Marshal (CSFM) Firefighter I certificate

HazMat FRO certificate (issued from CSTI or equivalent)

Fire Apparatus Driver Operator 1A and 1B

### **Knowledge of:**

Operation and maintenance of modern firefighting apparatus and equipment.

Fire inspection and investigation methods and techniques.

Firefighting practices and techniques, vehicles and equipment.

Emergency Medical Technician (EMT) techniques and related medical equipment.

Basic mathematical, science and problem solving skills.

Uniform fire code for inspection purposes.

Computers and related software.

Geography of the DISTRICT.

**Ability to:**

Perform the full range of firefighting duties.

Perform prolonged and arduous tasks under adverse conditions.

React quickly and calmly in emergency situations.

Understand and follow written and oral instructions.

Understand and apply codes and ordinances pertaining to fire prevention.

Uphold and support District policies, rules and regulations, and mission.

Assist with inspection of buildings and places of public assembly; enforce provisions of the Fire Prevention Code.

Confer with individuals in order to bring about the abatement of fire hazards; give talks and demonstrations on fire prevention.

Maintain effective working relationships with fellow employees and the public.

Learn the geography of the District and surrounding areas, including the streets system, hydrant locations, the layout and location of public utilities and potentially hazardous materials or substances.

Write and speak clearly and distinctly.

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 56-hour employees shall complete 2,912 regular time hours of evaluation, complete twelve (12) written probationary evaluation, and successfully complete NCFPD Fire Captain task book while on probation.*

**Conditions of Employment:**

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

Must remain clean-shaven to insure integrity of mask fit for breathing apparatus.

Must be willing to work 40-hour workweek or 24-hour rotating shifts on a 56-hour workweek.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

This position requires the individual to successfully complete an annual job performance evaluation.

Must possess and maintain a current Emergency Medical Technician (EMT) certification issued by the State of California through the Central California EMS Agency (CCEMSA) throughout this job classification.

Must possess and maintain a current Cardio-Pulmonary Resuscitation (CPR) card - American Heart Association, Healthcare Provider or Red Cross-Professional Rescuer or equivalent that meets American Heart Association Standards.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

NOTE: Probationary employees are At-Will employees until which time they become permanent. Permanent appointment means one who has been appointed from an eligible

list and has satisfactorily completed the probationary requirements and possess all Minimum Qualifications described above.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020  
FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 08/13/19  
Revised TVH aaf 04/09/20  
Revised TVH:aaf 10/07/20



## **FIRE ENGINEER Job Specifications**

|                     |  |
|---------------------|--|
| <b>DIVISION:</b>    | Operation  |
| <b>FLSA STATUS:</b> | Non-Exempt (Sworn Safety)  |
| <b>REPORTS TO:</b>  | On-duty Fire Captain   |
| <b>SUPERVISION:</b> | Receives supervision from a Fire Captain and exercises supervision as a company officer in the absence of a Fire Captain.  |
| <b>LOCATION:</b>    | Assigned Fire Station  |
| <b>HOURS:</b>       | The position generally works a 56-hour work week. This position may be required to work a 40 hour work week in a staff position and may be forced to work overtime as the need arises. |

### **GENERAL SUMMARY**

Under supervision, performs skilled and technical fire suppression and prevention activities.

### **DISTINGUISHING CHARACTERISTICS**

Firefighter Engineer is the technical working level class in the fire service. Assigned to either the Fire Operations or Training Division, and or the Investigative Services Unit. The incumbents may drive and operate fire apparatus; conduct fire prevention inspections; test fire equipment; and conduct fire investigations. This class differs from Fire Captain in that incumbents of the latter have full supervisory responsibility for a fire company on a continuing basis. It differs from Firefighter in that incumbents of the latter perform journey level firefighting duties in the protection of life and property.

### **ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

Drives fire apparatus to fire incidents and emergency calls; prepares for pumping operations and pumps water to fire at proper pressure; operates aerial trucks and all devices therein.

Inspects pumping and other equipment to ensure that apparatus is in good working condition and notifies Fire Captain of any defects; inspects, cleans, and maintains equipment.

Assists in keeping fire station in a clean and orderly condition; maintains an accurate running log of out-of-service streets and hydrants in the DISTRICT.



Conducts fire prevention inspections of assigned occupancies and tests fire protection equipment; detects hazardous conditions or violations of fire and building ordinances and laws; issues citations and warnings for violations; may conduct training of civilian and Fire personnel in applicable fire code regulations, fire inspection methods and procedures, and fire safety.

Investigates cause and origin of fires, seeking evidence of arson or of fire code violations; prepares follow-up correction notices and letters pertaining to initial inspections; Performs related duties as required.

## **CORE VALUES**

Integrity, Respect, Trust, Commitment, Community Compassion, Professionalism. The employee is one who seeks to be the best, is tolerant of the mistakes of others, is a team-player, treats all others with respect, does not make excuses for his or her own mistakes, and abides by the rules, regulations, policies, and laws which govern our behavior and performance.

## **PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must continue to be able to meet pre-appointment and subsequent periodic medical examinations to determine fitness for continued performance of the duties of the position.

Must maintain physical capabilities, requirements, duties and responsibilities of all subordinates.

Must be able to participate in District mandated Physical Fitness Program.

## **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Work hours can be irregular, unpredictable and lengthy.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other fire and emergency services duties.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

College degree in a related field. Additionally, applicants must have: High School/GED.

### **AND**

Currently serving as a Probationary or Permanent appointment as a Firefighter with the DISTRICT.

### **Certificates:**

Incident Command System 200; California State Fire Marshal Driver Operator IA.

Applicants applying after January 1, 2020 must be signed off as a qualified Acting Engineer in accordance with the Administrative Manual Section 101.003 Acting Policy.

### **Knowledge of:**

Operation and maintenance of modern firefighting apparatus and equipment.  
Fire inspection and investigation methods and techniques.

Codes and ordinances pertaining to fire prevention.

Fire alarm systems and fire related water delivery systems.

First aid methods and skill in their application.

Geography of the DISTRICT.

**Ability to:**

React quickly and calmly in emergencies.

Operate firefighting apparatus and equipment.

Maintain effective working relationships with fellow employees and the public.

Write and speak clearly and distinctly.

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 56-hour employees shall complete 2,912 regular time hours of evaluation, complete twelve (12) written probationary evaluation, and successfully complete NCFPD Fire Captain task book while on probation.*

**Conditions of Employment:**

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

Must remain clean-shaven to insure integrity of mask fit for breathing apparatus.

Must be willing to work 40-hour workweek or 24-hour rotating shifts on a 56-hour workweek.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

This position requires the individual to successfully complete an annual job performance evaluation.

Must possess and maintain a current Emergency Medical Technician (EMT) certification issued by the State of California through the Central California EMS Agency (CCEMSA) throughout this job classification.

Must possess and maintain a current Cardio-Pulmonary Resuscitation (CPR) card - American Heart Association, Healthcare Provider or Red Cross-Professional Rescuer or equivalent that meets American Heart Association Standards.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

Must obtain the following certificate(s) within 6 months of appointment to the position;

- California State Fire Marshal Driver Operator IB.

Must obtain the following certificate(s) within 1 year of appointment to the position;

- California State Fire Marshal Driver Operator I or Fire Apparatus Pump.
- California State Fire Marshal Water Tender Operator.
- California State Fire Marshal Aerial Apparatus Operations
- A lower division community college Fire Hydraulics class, or comparable curriculum approved by the Fire Chief.

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

NOTE: Probationary employees are At-Will employees until which time they become permanent. Permanent appointment means one who has been appointed from an eligible list and has satisfactorily completed the probationary requirements and possess all Minimum Qualifications described above.

## ACKNOWLEDGEMENT

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020  
FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 08/13/19  
Revised TVH aaf 04/09/20  
Revised TVH:aaf 10/07/20



## **FIRE CAPTAIN Job Specifications**

|                     |  |
|---------------------|--|
| <b>DIVISION:</b>    | Operation  |
| <b>FLSA STATUS:</b> | Non-Exempt (Sworn-Safety)  |
| <b>REPORTS TO:</b>  | On-duty Battalion Chief  |
| <b>SUPERVISION:</b> | Supervision is received from a Battalion Chief; however, the Fire Captain is still responsible for overall company performance and must exercise independent judgment.                 |
| <b>LOCATION:</b>    | Assigned Fire Station  |
| <b>HOURS:</b>       | The position generally works a 56-hour work week. This position may be required to work a 40 hour work week in a staff position and may be forced to work overtime as the need arises. |

### **GENERAL SUMMARY**

Under direction of Battalion Chief, supervises and coordinates the activities of a fire company during an assigned shift; may be assigned to an administrative staff position in the Fire District. This position plans, develops, coordinates and executes work relating to the activities, functions and programs related to assigned shift or staff position.

### **DISTINGUISHING CHARACTERISTICS**

In addition to performing all of the duties, physical requirements, and responsibilities of a firefighter trainee, firefighter and fire engineer, the Fire Captain has responsibility for motivating, supervising, training, and evaluating subordinate-level employees. Fire Captains are responsible for prioritizing, scheduling, and completing tasks associated with non-emergency response activities such as pre-fire planning, fire and life safety education, and station-based training activities. Incumbents are required to supervise and participate in the care and maintenance of a fire station, apparatus, equipment, and grounds. A Fire Captain must also be skilled in and capable of performing firefighting duties, and perform these duties as necessary. The Fire Captain shall be prepared to fill in for a Battalion Chief in an acting capacity. Work at fire scenes and other emergencies may involve strenuous physical exertion, often under adverse climatic conditions. In these situations, the employee is exposed and subjected to dangers and hazards that could result in severe injuries. Work at this level differs from that of a Fire Engineer by the ongoing performance of supervisory and administrative work.

A Fire Captain must maintain proficiency in the essential functions of the lower level class including but not limited to pumping, driving, and firefighting duties; and will be required to possess and maintain required certifications.

## **ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

Provides direct company level training for subordinates, and/or may be assigned to a Training Officer position and will be responsible for District wide training programs. This position may also be required to participate with District recognized committees.

Communicates with management, peers, subordinates, and other District employees to assign and coordinate emergency scene tasks, evaluate performance, and establish and maintain effective working relationships. Solicits professional development needs of subordinates and provides guidance in helping subordinates meet their individual career goals. Assists employees in understanding their progress toward department and individual goals through performance appraisals, as well as frequent and timely feedback. Instructs others in fire safety, fire prevention, firefighting, and emergency medical services (EMS). Communicates with the general public in order to conduct business inspections, participate in school programs, deliver emergency medical care, answer questions, assess patient needs, etc. Conducts public safety training classes. Produces written documents, such as memos, repair orders, fire and EMS reports in documenting technical and legal matters, and other forms of communication to propose improvements, evaluate performance, or document outcomes. Monitors and responds appropriately to radio traffic including the request for progress reports at emergency scenes. Communicates with Dispatch, North Central Fire personnel, and other agencies in performing emergency scene operations including formulating and transmitting on-scene reports, position-condition-action-needs (PCAN) reports, and routine radio traffic.

Prioritizes, assigns, and directs personnel during emergency scene operations under stressful conditions. Has the skill set to function in the following Incident Command System (ICS) positions: Incident Commander, Section Chief, Branch Director and/or Division/Group Supervisor as needed or assigned. Evaluates subordinates' work performance to ensure conformance to standards. Analyzes data, such as documented work behaviors, evaluations, reports, and product information, in order to make recommendations to management regarding work performance, disciplinary actions, and the purchase or replacement of equipment. Comprehends and makes inferences from written material to: perform work safely, and operate equipment at emergency incidents according to equipment instructions and preplans; performs emergency operation duties in accordance with department standard operating procedures; and identifies, resolves, and/or refers life safety hazards in buildings. Learns job-related material relating to EMS, supervisory, and firefighting duties through on-the-job training and in classroom settings.

Operates motor vehicles (examples: automobiles, fire apparatus and vehicles, and heavy construction equipment) requiring a standard California Driver's License. Operates hydraulic and pneumatic rescue tools, fire pumpers, aerial ladders, ground monitors, etc.

Performs search and rescue functions inside burning buildings, and treats victims who require first aid. Aims and/or directs placement of fire streams. Works in small, cramped areas in order to rescue trapped, endangered, or injured people. Climbs ladders or steps,

and works at heights greater than 10 feet to reach people trapped on building roofs. Moves dirt and burned-building debris to rescue trapped or endangered persons, or to overhaul a structure. Moves earth with various tools in fighting brush fires and rescuing trapped persons from cave-ins. Frequently moves objects weighing up to 50 pounds or more (examples: five-inch fire hoses, EMS equipment, smoke ejectors, trauma boxes, persons on body boards, and salvage equipment) for distances of more than 20 feet. Uses common hand tools to perform tasks at emergency scenes or at the fire station. Mixes gasoline and oil to fuel power tools used in firefighting and rescue activities. Works with cleaning fluids and agents, chemicals, paints, or similar solutions, using personal protective equipment, while performing fire station maintenance duties and mitigating hazardous materials incidents. Detects the following: natural gas leaks while performing emergency work; traffic sounds when approaching traffic at vehicle accidents in roadways; sounds of impending building collapse; calls for assistance; and alarms, sirens, and other signs of alarm or warning in order to remove self from danger and assist others in hazardous situations. Works in a variety of weather conditions. Enters data into a personal computer (PC) or other keyboard device to document fires, first aid incidents, and Partners in Prevention reports. Monitors firefighting performance to determine compliance with North Central Fire District Standard Operating Procedures and related standards. Distinguishes colors to identify chemicals involved in fires by smoke color, and to identify the National Fire Protection Association (NFPA) 704M System, Hazardous Materials. Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing firefighting-related tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meets scheduling and attendance requirements.

## **CORE VALUES**

Integrity, Respect, Trust, Commitment, Community Compassion, Professionalism. The employee is one who seeks to be the best, is tolerant of the mistakes of others, is a team-player, treats all others with respect, does not make excuses for his or her own mistakes, and abides by the rules, regulations, policies, and laws which govern our behavior and performance.

## **PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must continue to be able to meet pre-appointment and subsequent periodic medical examinations to determine fitness for continued performance of the duties of the position.

Must maintain physical capabilities, requirements, duties and responsibilities of all subordinates.

Must be able to participate in District mandated Physical Fitness Program.



## **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Work hours can be irregular, unpredictable and lengthy.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other fire and emergency services duties.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

30 Units of College OR an Associate's Degree in a related field from an Accredited College (Fire Science, Fire Science Technology, Fire Service Professional, Fire Service/Fire Administration, etc.). Additionally, applicants must have: High School/GED.

### **AND**

Must have six years of continuous services as a Firefighter and/or Fire Engineer and currently serve as a probationary or permanent appointment as a Fire Engineer with the North Central Fire Protection District.

**Certificates:**

Incident Command System 200,700, 800; California State Fire Marshal Company Officer; and California State Fire Marshal Instructor I certifications.

California State Fire Marshal Firefighter I/II certificate from an accredited academy.

Applicants applying after January 1, 2020 must be signed off as a qualified Acting Captain in accordance with the Administrative Manual Section 101.003 Acting Policy.

**Knowledge of:**

Operation and maintenance of modern firefighting apparatus and equipment.

Fire inspection and investigation methods and techniques.

Hazardous materials operations and duties

Structural firefighting duties for a variety of facilities, which may include large multistoried buildings, industrial areas, and/or agricultural areas.

Codes and ordinances pertaining to fire prevention.

Fire alarm systems and fire related water delivery systems.

Wildland, agricultural, water, and technical rescue incidents

First aid methods and skill in their application.

Supervisory, training, and evaluation practices and techniques; departmental operating procedures, rules, and regulations; the Personnel Rules and Management Policies; traffic laws and regulations; and computer-based dispatch and reporting systems.

Geography of the DISTRICT.

**Ability to:**

Supervise and direct assigned personnel activities and daily operations.

Supervise the care and maintenance of station, fire apparatus, and grounds.

React quickly and calmly in emergencies.

Operate firefighting apparatus and equipment.

Maintain effective working relationships with fellow employees and the public.

Write and speak clearly and distinctly.

Enter data into a terminal, personal computer, or other keyboard device to document fires, first aid incidents, and building inspection reports.

Work in a variety of weather conditions.

Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing firefighting tasks in environments that may be immediately dangerous to life (IDLH).

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 56-hour employees shall complete 2,912 regular time hours of evaluation, complete twelve (12) written probationary evaluation, and successfully complete NCFPD Fire Captain task book while on probation.*

**Desirable Qualifications:**

Possession of a California State Fire Marshal ICS I-300

Possession of California State Fire Marshal Fire Investigator 1A

Fire Officer (FO) Designation through the Center for Public Safety Excellence or National Fire Academy Managing Officer

**Conditions of Employment:**

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

Must remain clean-shaven to insure integrity of mask fit for breathing apparatus.

Must be willing to work 40-hour workweek or 24-hour rotating shifts on a 56-hour workweek.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

This position requires the individual to successfully complete an annual job performance evaluation.

Must possess and maintain a current Emergency Medical Technician (EMT) certification issued by the State of California through the Central California EMS Agency (CCEMSA) throughout this job classification.

Must possess and maintain a current Cardio-Pulmonary Resuscitation (CPR) card - American Heart Association, Healthcare Provider or Red Cross-Professional Rescuer or equivalent that meets American Heart Association Standards.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

Obtain the California State Fire Marshal Company Officer Certificate or Company Officer Certificate shall be completed within one year of appointment; and a lower division community college Firefighter Safety and Survival course.

Pursuant to Career Development Program 103.001 of the DISTRICT Administrative Manual, individuals may substitute two years of required experience for each required California State Fire Marshal (CSFM) class. If substitution experience for classes, individuals must successfully obtain the required classes prior to the end of their probation.

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

NOTE: Probationary employees are At-Will employees until which time they become permanent. Permanent appointment means one who has been appointed from an eligible list and has satisfactorily completed the probationary requirements and possess all Minimum Qualifications described above.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020  
FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 08/13/19  
Revised TVH aaf 04/09/20  
Revised TVH:aaf 10/07/20



## **FIRE MARSHAL Job Specifications**

|                     |   |
|---------------------|---|
| <b>DIVISION:</b>    | Fire Prevention   |
| <b>FLSA STATUS:</b> | Exempt (Sworn Non-Safety)   |
| <b>REPORTS TO:</b>  | Deputy Fire Chief   |
| <b>SUPERVISION:</b> | Supervises Prevention activities of all North Central Fire District inspectors in the performance of their duties; responds to fire and other emergency calls if requested; provides other services; performs related duties as required, and if qualified in certain situations exercises supervision as a Battalion Chief in their absence. |
| <b>LOCATION:</b>    | Station 55 (Headquarters)   |
| <b>HOURS:</b>       | 40-hour work week Monday through Friday. May be required to work additional hours as the need arises.   |

### **GENERAL SUMMARY**

Under direction of Deputy Fire Chief, supervises and coordinates the activities of a comprehensive Fire Prevention Program. The Fire Marshal is a mid-level manager that is responsible for all internal and external fire prevention and “all risk” mitigation activities. Supervises and directs the work of all personnel assigned to the Fire Prevention Division. Must work closely and cooperatively with community development staff, building officials, public works department, city engineers, architects, designers, contractors, and the public. Must be able to make concise and technical written and oral reports; read and understand laws, codes, and regulations. Participates in fire investigations to determine causes, including suspected arson, and prepare reports and findings. May be required to testify in a court of law involving criminal cases or code enforcement related issues. Provides technical expertise in the administration of projects, fire codes and plans review. As assigned by the Fire Chief, may serve as liaison with other governmental agencies and communities. This position plans, develops, coordinates and executes work relating to the activities, functions and programs related to fire district inspection and code enforcement, investigations, public education, and plans review. The Fire Marshal may also assist in the co-ordination, direction and planning of other department operated programs related to fire prevention.

The Prevention Officer creates implements and coordinates the Prevention program with the, Deputy Chief, fire inspector, and the 3 shift Battalion Chiefs. He/she has the ranking responsibility, authority and accountability for all of the Department’s Prevention programs. The Prevention Officer is the Prevention program administrator responsible

for all program development, ensuring consistent delivery of department Prevention programs. The Prevention Officer will undertake a leadership role in County, State and National Prevention, inspection, and/or investigation organizations.

## **DISTINGUISHING CHARACTERISTICS**

In addition to performing all of the duties and responsibilities of a Fire Marshal, the Fire Marshal has responsibility for motivating, supervising, Training, and evaluating subordinate-level employees. The Fire Marshal is responsible for prioritizing, scheduling, and completing tasks associated with non-emergency response activities such as pre-fire planning, fire and life safety education, and station-based Prevention activities. Employees are required to supervise and participate in the care and maintenance of assigned fire station areas, vehicles, equipment, and grounds. A Fire Marshal must also be skilled in and capable of performing Incident Command responsibilities, and perform these duties as necessary. Work at fire scenes and other emergencies may involve strenuous physical exertion, often under adverse climatic conditions. In these situations, the employee is exposed and subjected to dangers and hazards that could result in severe injuries. Work at this level differs from that of a Firefighter by the ongoing performance of supervisory and administrative work. Supervision is received from the Deputy Fire Chief; however, the Fire Marshal is still responsible for overall Division performance and must exercise independent judgment. Fire Marshals may be required to fill in for a Battalion Chief in an acting capacity. Fire Marshals are required to work 40-hour workweeks. Fire Marshals may also be assigned to special duties and/or assignments, which involve working outside or above traditional 40-hour workdays and/or hours.

A Fire Marshal must maintain proficiency in the essential functions of the lower level class including but not limited to public education, inspections, and pre-planning duties; and will be required to possess and maintain required certifications including but not limited to a current valid CA Driver's License with a firefighter endorsement.

## **ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

The Fire Marshal shall be involved with and carry out the following: the daily functions of Prevention activities within the district; prepares other instructional materials and training as necessary; Establish department programs, priorities, and objectives within the area assigned; Ability to interact with internal and external customers in a professional and timely manner and within limits established by the district; Work closely with all divisions within the department to provide for the highest degree of efficiency and accuracy; Work with various agencies in the promotion and development of fire, life and injury prevention safety programs; Recommend and assist with the development of codes and ordinances; Research and locate needed information to deal with code applications and violations; Responsible for or the management of the plan review process for commercial, industrial business, multi-family housing units, residential plats, schools, nursing homes, churches, public assemblies, and similar buildings; Responsible for management of the plan review

process for fire protection systems, fire alarm systems, and water supply systems submitted for approval; Maintains records of inspections, investigation, and plans review; Manage the various programs for inspections of properties for hazard identification, risk reductions, and code enforcement; Assist Training Division with the development and implementation of training programs, inspection techniques, injury prevention programs and fire investigation techniques; Responsible for the management of programs for the investigations of fires to determine cause and origin; Prepares and recommends the budget of the assigned areas and manages the approved budget; Attends meetings of elected officials when assigned, and provide reports with the concurrence of the Fire Chief; Respond off duty when requested and available; Attend training courses, seminars, and meetings to maintain knowledge and learn new trends in the field; May perform other administrative duties as required by the Fire Chief or designee; Develop, implement, enforce policies of the department and within the division; Evaluates fire prevention activities locally and in the Fire Industry to make Prevention changes or provide recommendations to the Deputy Chief on any changes deemed necessary to improve overall program effectiveness; Prepare and maintain accurate reports, records, and correspondence along with summaries of the Prevention activities; Be available for emergency call back to perform duties for which he/she is qualified; Attends and participates in appropriate job related Prevention and educational events as well as appropriate department related planning and informational meetings; Maintains proficiency in the operation of all necessary technology to fulfill job requirements; May participate on Department Committees; Performs such other tasks necessary to maintain the continuity of the Fire District within the scope of the employee's job (other duties as assigned).

Performs related duties as required.

## **CORE VALUES**

**Ethics, Integrity and Trust:** The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

**Customer Focus:** The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

**Shared Vision and Purpose:** The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.



**Learning and Decision Making:** The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

**Informing Others:** The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

**Work/Life Balance:** The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

### PHYSICAL REQUIREMENTS

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

|  | 0 – 24% | 25 – 49% | 50 – 74% | 75 – 100% |
|--|---------|----------|----------|-----------|
| <b>Seeing:</b> must be able to read a computer screen and paper documents.   |         |          |          | X         |
| <b>Hearing:</b> must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts. |         |          |          | X         |
| <b>Talking:</b> must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.                  |         |          |          | X         |
| <b>Sitting:</b>  |         |          |          | X         |
| <b>Repetitive Motions:</b> must have substantial movements (motions) of the wrists, hands, and/or fingers.   |         |          |          | X         |
| <b>Fingering/Grasping/Feeling:</b> must be able to write, type, and use phone system.  |         |          |          | X         |
| <b>Standing/Walking</b>  |         |          | X        |           |
| <b>Climbing/Stooping/Kneeling</b>  |         | X        |          |           |
| <b>Lifting/Pulling/Pushing</b>   | X       |          |          |           |

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

## **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Work hours can be irregular, unpredicted and lengthy.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other Fire Prevention duties.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

Bachelor of Arts or Sciences (four-year degree). Additionally, applicants must have: High School/GED.

### **AND**

Minimum of six (6) years as a Fire Inspector/Prevention Officer. Fire Marshal experience can be gained in various ways, including acting and participation in Fire Marshal Activities.

### **Certificates:**

Incident Command System 200, 300, 700, 800; California State Fire Marshal Fire Investigator; and California State Fire Marshal Instructor I certifications.

## Fire Marshal (FM) Designation through the Center for Public Safety Excellence

### **Knowledge of:**

Modern fire prevention principles, procedures, techniques and equipment.

Experience in, the application and interpretation of Federal, State, and Local fire codes and standards.

Application of codes involving life safety.

Building codes related to fire and life safety.

Construction methods and materials related to fire safety.

Instructional methodology.

Fire inspection and investigation methods and techniques.

Hazardous materials operations and duties.

Codes and ordinances pertaining to fire prevention.

Fire alarm systems and fire related water delivery systems.

Supervisory, Prevention, and evaluation practices and techniques; departmental operating procedures, rules, and regulations; the Personnel Rules and Management Policies; traffic laws and regulations; and computer-based dispatch and reporting systems.

Geography of the DISTRICT.

### **Ability to:**

Work effectively with others.

Perform inspections and prepare reports.

Provide leadership within the department and in the community.

Communicate effectively, orally and in writing.

Effectively apply standard fire prevention techniques.

Act effectively in emergency and stressful situations.

Enter data into a terminal, personal computer, or other keyboard device to document fires, first aid incidents, and building inspection reports.

Work in a variety of weather conditions.

Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing firefighting tasks in environments that may be immediately dangerous to life (IDLH).

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation and complete a twelve-month probationary period.*

**Desirable Qualifications:**

Possession of a California State Fire Marshal ICS I-400

Possession of California State Fire Marshal Fire Inspector I, II, and Fire Marshal and/or IFSAC or ProBoard Inspector I, II, and III.

CSFM Plans Examiner

National Fire Academy Executive Fire Officer or CSFM Chief Fire Officer

**Conditions of Employment:**

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

Must be willing to work weekends, holidays, evenings and nights as necessary to satisfactorily perform the duties and responsibilities of the position of Fire Marshal.

May attend remote meetings, conferences and training, requiring reimbursed travel, including overnight lodging.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

This position requires the individual to successfully complete an annual job performance evaluation.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

The Fire Marshal is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020

FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 04/09/20  
Revised TVH:aaf 10/07/20



## **BATTALION CHIEF Job Specifications**

|                     |  |
|---------------------|--|
| <b>DIVISION:</b>    | Operation  |
| <b>FLSA STATUS:</b> | Exempt (Sworn Safety)  |
| <b>REPORTS TO:</b>  | Deputy Fire Chief  |
| <b>SUPERVISION:</b> | Receives supervision from a Fire Deputy Chief. Provides supervision to assigned staff.   |
| <b>LOCATION:</b>    | Station 55 (Headquarters)  |
| <b>HOURS:</b>       | The position generally works a 56-hour work week. This position may be required to work a 40 hour work week in a staff position and may be forced to work overtime as the need arises. |

### **GENERAL SUMMARY**

Under limited direction, the Battalion Chief is the first level management class. Incumbents manage the day-to-day operations of District's fire companies and are assigned management of specific operational and administrative programs. This job class is distinguished from Fire Captain in that incumbents of the latter are first line supervisors and typically supervise one fire company. A Battalion Chief assumes full command responsibility for fire suppression and emergency response.

### **DISTINGUISHING CHARACTERISTICS**

Fire Battalion Chief is the first level management class in the Fire series. Incumbents manage the day-to-day fire station operations and is often the highest-ranking chief officer on-duty on a 24 hour bases. The Battalion Chief directs and oversees the company officers on their assigned shift, also assigned management of specific programs and/or administrative duties. This class is distinguished from Fire Captain in that incumbents of the latter are first line supervisors and typically supervise one fire company. Fire Battalion Chief is distinguished from Fire Deputy Chief in that incumbents of the latter manage the Fire Operation Division of the Fire District. A Battalion Chief assumes full command responsibility for fire suppression and emergency response.

### **ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

Provides administrative assistance to the Fire Chief and Deputy Fire Chief in areas such as administrative assignments, policy development and implementation.

Manages and directs the field operations and activities of company officers and members assigned to fire stations.

Responsible to ensure District Special Notices and District policy changes are communicated to the field personnel and adhered to.

Transmits orders and assumes command in emergency situations until relieved by a ranking Chief Officer.

Plans, assigns, supervise and schedules the activities of company officers and members assigned to the shift, as well as the inspection of stations and equipment.

Supervises and participates in fire safety inspections and pre-fire planning to assist in learning the potential hazards in certain areas or buildings.

Supervises and participates in providing medical care in levels of EMT-1 and EMT-Defib after completion of prescribed courses, certification and upon the continued education in those fields of study.

Conducts scheduled in-service training along with arranging specialized training when opportunities are made available and is responsible for general efficiency of all personnel assigned to the shift.

Maintains a physical well being to safely accomplish the arduous tasks associated with and required at fire and rescue situations.

Provides a motivational atmosphere for members on a daily basis, by setting a good example, a positive attitude and demeanor.

Produce administrative reports, daily logs, staffing reports, injury reports, and approves personnel shift trades and days off.

Supervises the selection of yearly vacation schedules, shift changes, oversight of monthly station assignment schedules.

Shall give all necessary information and instruction to those designated to act in the Battalion Chief position.

Fields inquiries by citizens concerning home fire safety and other related topics.

## **CORE VALUES**

Integrity, Respect, Trust, Commitment, Community Compassion, Professionalism. The employee is one who seeks to be the best, is tolerant of the mistakes of others, is a team-player, treats all others with respect, does not make excuses for his or her own mistakes,

and abides by the rules, regulations, policies, and laws which govern our behavior and performance.

### **PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must continue to be able to meet pre-appointment and subsequent periodic medical examinations to determine fitness for continued performance of the duties of the position.

Must maintain physical capabilities, requirements, duties and responsibilities of all subordinates.

Must be able to participate in District mandated Physical Fitness Program.

### **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Work hours can be irregular, unpredictable and lengthy.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other fire and emergency services duties.



## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

Associate's Degree or California SFM Chief Officer Certification or NFA's Executive Fire Officer (EFO). Additionally, applicants must have: High School/GED.

### **AND**

Candidates must have one year or more of experience as a full-time paid Fire Battalion Chief. Additionally, the BC job requires 5 years of full-time paid fire suppression experience, with 2 or more years as a Company Officer and currently completed probation as a BC or higher chief officer level.

### **Certificates:**

Possession of California State Fire Marshal (CSFM): Chief Fire Officer 3A, 3B, 3C, 3D, ICS-300.

Two (2) years of related District experience may be substituted for each required CSFM class. Members who substitute experience for required classes must obtain the required certification within one (1) year of appointment.

National Fire Academy Executive Fire Officer (EFO) or California State Fire Marshal (CSFM) Chief Fire Officer or CSFM Chief Officer (curriculum retired 12/31/16) or Chief Fire Officer (CFO) through the Center for Public Safety Excellence (CPSE) will be required to be completed within five (5) years of appointment to a Fire Battalion Chief position.

Applicants applying after January 1, 2020 must be signed off as a qualified Acting Battalion Chief in accordance with the Administrative Manual Section 101.003 Acting Policy.

### **Knowledge of:**

Principles, practices, and techniques of modern firefighting, emergency medical, hazardous materials and rescue operations.

Laws, rules, and regulations relating to fire control, fire prevention, and life safety, arson and the environment.

Emergency communications procedures, regulations, and equipment.

Rights and practices afforded to representatives of the media.

Training practices and techniques.

Principles and practices of public administration.

Principles, practices, and techniques of planning, research, and development.

Physical layout of the District and location of important buildings and structures.

Geography of the DISTRICT.

**Ability to:**

Evaluate emergency situations and implement effective action.

Communicate effectively with the public, officials, other first responder agencies, and employees to establish and maintain effective working relationships.

Initiate, administer, manage, and evaluate special programs and projects.

Prepare and present comprehensive oral and written reports and recommendations.

Foster and maintain a positive work environment.

Lead, manage and coach subordinates.

Operate modern office equipment including computer equipment and related software.

Operate a motor vehicle safely.

Supervise and direct assigned personnel activities and daily operations.

Write and speak clearly and distinctly.

Work in a variety of weather conditions.

Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing firefighting tasks in environments that may be immediately dangerous to life (IDLH).

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 56-hour employees shall complete 2,912 regular time hours of evaluation, complete twelve (12) written probationary evaluation, and successfully complete NCFPD Fire Captain task book while on probation.*

**Desirable Qualifications:**

Possession of a California State Fire Marshal ICS I-400

**Conditions of Employment:**

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

Must remain clean-shaven to insure integrity of mask fit for breathing apparatus.

Must be willing to work 40-hour workweek or 24-hour rotating shifts on a 56-hour workweek.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

This position requires the individual to successfully complete an annual job performance evaluation.

Must possess and maintain a current Emergency Medical Technician (EMT) certification issued by the State of California through the Central California EMS Agency (CEMSA) throughout this job classification.

Must possess and maintain a current Cardio-Pulmonary Resuscitation (CPR) card - American Heart Association, Healthcare Provider or Red Cross-Professional Rescuer or equivalent that meets American Heart Association Standards.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

NOTE: Probationary employees are At-Will employees until which time they become permanent. Permanent appointment means one who has been appointed from an eligible list and has satisfactorily completed the probationary requirements and possess all Minimum Qualifications described above.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020  
FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 08/13/19  
Revised TVH aaf 04/09/20  
Revised TVH:aaf 10/07/20



## **DEPUTY FIRE CHIEF Job Specifications**

|                     |  |
|---------------------|--|
| <b>FLSA STATUS:</b> | Exempt (Sworn Safety)  |
| <b>REPORTS TO:</b>  | Fire Chief   |
| <b>SUPERVISION:</b> | The Deputy Fire Chief is under the general supervision of the Fire Chief. May exercise supervision over sworn and non-sworn personnel. |
| <b>LOCATION:</b>    | Station 55 (Headquarters)  |
| <b>HOURS:</b>       | 40-hour work week Monday through Friday. May be required to work forced hours as the need arises.                                      |

### **GENERAL SUMMARY**

Under general direction by the Fire Chief, the Deputy Chief plans, directs, manages, and coordinates activities; acts with the full authority as the Fire Chief in the Fire Chief's absence; and performs related duties as required.

This class is distinguished from the Fire Chief by its emphasis on providing hands-on District direction, whereas the Fire Chief provides strategic, long-term planning extending beyond the scope of day to day District administration. Plans, organizes and directs the work of safety and non-safety personnel as assigned; positions in this class have considerable independence in determining performance methods from a variety of standard methods and procedures. Incumbents report directly to the Fire Chief receiving general direction to develop and implement work plans defining the goals and objects of the organization's strategic plan. Incumbents are expected to resolve problems confronted through the application of judgment and precedent. Incumbents are expected to develop and recommend new procedures when solutions are inconsistent with District procedures and policies. Incumbents will work schedule/hours as assigned by the Fire Chief; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

Fire Deputy Chief is the division manager level in the Fire series and reports directly to the Fire Chief. Incumbents administer one or more of the following divisions: Operations, Prevention & Support Services, and/or Training, or other. Incumbents assist the Fire Chief in planning and directing programs which affect the mission of the District and, through Fire Battalion Chiefs and other managers, plan, coordinate and manage the activities of the division to which assigned. In the absence of the Fire Chief, a Deputy Chief will assume full command responsibility for the operations of the Fire District. These are unclassified positions in which incumbents serve at the will of the Fire Chief.

## **ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

Assists the Fire Chief in the development and implementation of District goals, policies and procedures, and priorities of the District.

Informs the Fire Chief of day-to-day activities and any unusual occurrences.

The Deputy Fire Chief is responsible for all operations, personnel, and equipment of the fire district and for compliance with district policies, procedures, and special instructions of the Fire Chief.

The Deputy Chief initiates employee performance evaluations and employee recognition/discipline.

Assists the Fire Chief with communications links between the administration and members.

Supervises and directs the field operations by directing and delegating to the Battalion Chiefs.

Responds to emergency incidents when necessary and may take command of such incidents, using identified and adopted District emergency scene management principles, guidelines and procedures.

Responsibilities include the planning, supervision and execution of the District operations.

In the absence of the Fire Chief, the Deputy Fire Chief shall act as the Fire Chief, assuming the duties and authority of the Chief.

Provides a motivational atmosphere for District members on a daily basis, by setting a good example, a positive attitude and demeanor.

Shall give all necessary information and instruction to those designated to act in the Deputy Fire Chief position.

Studies modern firefighter, rescue and emergency methods and techniques.

Shall perform assigned administrative or technical duties in the training, recording, and reporting functions of the District.

Analyze staffing, efficiencies, resource allocation and training practices within assigned division to continually improve the delivery of District programs and services.

Assumes responsibility for the management and efficient operation of a division through the distribution of work, personnel, resources and apparatus within the District.

Assists the Fire Chief In the preparation and management of the District budget; and controls and monitors expenditures within respective divisions.

Reviews, evaluates, implements, and updates programs, policies and procedures for effectiveness, and develops strategies to provide continuous improvement.

Prepares and presents oral and written reports; may attend internal and external meetings as deemed appropriate and/or necessary by the Fire Chief.

Plans, implements and directs new employee and in-service training programs within respective divisions.

Evaluates operational service delivery areas to identify where improvements may be needed; evaluates and proposes new programs or program modifications to meet operational needs, to include cost analysis of program options.

Appraises and counsels' subordinates on matters pertaining to job expectations and performance of both the district and performance of personnel.

Provides career counseling for subordinates for the purpose of personal development and identification of specific training and educational needs.

May represent the district by active participation and membership in civic and community organizations, as well as professional organizations at the city, state, national and international level.

May be assigned work from other divisions, or reassigned to cover absences, provide relief to equalize and/or balance workload.

Performs related duties as assigned.

## **CORE VALUES**

**Ethics, Integrity and Trust:** The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

**Customer Focus:** The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer

information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

**Shared Vision and Purpose:** The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

**Learning and Decision Making:** The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

**Informing Others:** The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

**Work/Life Balance:** The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

**PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

|  | 0 – 24% | 25 – 49% | 50 – 74% | 75 – 100% |
|--|---------|----------|----------|-----------|
| <b>Seeing:</b> must be able to read a computer screen and paper documents.   |         |          |          | X         |
| <b>Hearing:</b> must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts. |         |          |          | X         |
| <b>Talking:</b> must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.                  |         |          |          | X         |
| <b>Sitting:</b>  |         |          |          | X         |
| <b>Repetitive Motions:</b> must have substantial movements (motions) of the wrists, hands, and/or fingers.   |         |          |          | X         |
| <b>Fingering/Grasping/Feeling:</b> must be able to write, type, and use phone system.  |         |          |          | X         |
| <b>Standing/Walking</b>  |         |          | X        |           |
| <b>Climbing/Stooping/Kneeling</b>  |         | X        |          |           |
| <b>Lifting/Pulling/Pushing</b>   | X       |          |          |           |



- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

## **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Work hours can be irregular, unpredicted and lengthy.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other fire and emergency services duties.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

Bachelor's degree from an accredited college or university in a related field. Additionally, applicants must have: High School/GED.

**AND**

Candidates must have one year or more of experience as a full-time paid Fire Battalion Chief. Additionally, the BC job requires 5 years of full-time paid fire suppression experience, with 2 or more years as a Company Officer and currently completed probation as a BC or higher chief officer level.

**OR**

Current appointment and permanent status as a Fire Battalion Chief for the District.

**OR**

Current appointment and five years of continuous service at the rank of Fire Captain with the District.

**Certificates:**

California SFM Chief Officer Certification or NFA's Executive Fire Officer (EFO).

**Knowledge of:**

Principles, methods and practices of management, leadership, public administration and labor relations.

Principles and practices of budgeting and contract administration.

Principles, practices and techniques of contemporary firefighting and rescue operations.

Incident Command System (ICS) practices and emergency planning.

Laws, rules and regulations related to fire control and prevention.

District policies and procedures as well as safety rules and regulations.

Emergency communications procedures.

Contemporary training techniques.

Principles, practices and techniques of planning, research and development.

Rights and practices afforded to representatives of the media.

Training practices and techniques.

Principles and practices of public administration.

Physical layout of the District and location of important buildings and structures.

Geography of the DISTRICT.

**Ability to:**

Respond in emergency situations and command large-scale operations of personnel and equipment under dynamic conditions.

Conduct strategic planning and implement programs.

Provide project oversight and accountability within the Division assigned.

Provide active leadership in accomplishing goals.

Maintain high standards of service and hold others accountable for such standards. Evaluate emergency situations and implement effective action.

Supervise and direct subordinate personnel.

Establish and maintain effective working relationships with others.

Communicate concisely, constructively and effectively orally and in writing.

Make effective public presentations to a variety of groups.

Prepare and present comprehensive detailed written reports. Analyze data and make sound recommendations or decisions.

Evaluate emergency situations and implement effective action.

Communicate effectively with the public, officials, other first responder agencies, and employees to establish and maintain effective working relationships.

Initiate, administer, manage, and evaluate special programs and projects.

Prepare and present comprehensive oral and written reports and recommendations.

Foster and maintain a positive work environment.

Operate modern office equipment including computer equipment and related software.

Operate a motor vehicle safely. Supervise and direct assigned personnel activities and daily operations.

Write and speak clearly and distinctly.

Work in a variety of weather conditions.

Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing firefighting tasks in environments that may be immediately dangerous to life (IDLH).

**Desirable Qualifications:**

Graduation from an accredited college or university with a Master's Degree in a related field is preferred.

Chief Fire Officer (CFO), Chief Officer Series for the State of California, Executive Fire Officer (EFO), NFPA Fire Officer Certification I, II, III, IV, and involvement in municipal, regional or state community service.

**Conditions of Employment:**

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

Must remain clean-shaven to insure integrity of mask fit for breathing apparatus.

Must be willing to work 40-hour workweek or 24-hour rotating shifts on a 56-hour workweek.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

Must possess and maintain a current Emergency Medical Technician (EMT) certification issued by the State of California through the Central California EMS Agency (CCEMSA) throughout this job classification.

Must possess and maintain a current Cardio-Pulmonary Resuscitation (CPR) card - American Heart Association, Healthcare Provider or Red Cross-Professional Rescuer or equivalent that meets American Heart Association Standards.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

The Deputy Fire Chief is an unclassified position in which the incumbent serves at the will of the District Fire Chief. As an "At Will" employee, this class does not have permanent employment status.

National Fire Academy Executive Officer (EFO) or California State Fire Marshal Chief Officer or Chief Fire Officer (CFO) through the Commission on Professional Credentialing will be required to be completed within five years of appointment to a Deputy Fire Chief position.

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020

FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 04/09/20  
Revised TVH:aaf 10/07/20



## **BUSINESS MANAGER Job Specifications**

|                     |  |
|---------------------|--|
| <b>DIVISION:</b>    | Finance  |
| <b>FLSA STATUS:</b> | Exempt (Non-Safety)  |
| <b>REPORTS TO:</b>  | Fire Chief   |
| <b>SUPERVISION:</b> | The Business Manager Assistant will be under the general supervision of the Fire Chief. May make assignments and delegate work to support staff. |
| <b>LOCATION:</b>    | Station 55 (Headquarters)  |
| <b>HOURS:</b>       | 40-hour work week Monday through Friday. May be required to work additional hours as the need arises.  |

### **GENERAL SUMMARY**

Under limited direction, supervises and manages the activities of the finance department for the district. This position functions as an executive assistant to the Fire Chief, handling confidential and sensitive matters of an administrative nature and does other related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Business Manager is responsible for the business functions of the Fire District. The incumbent exercises independent judgment relating to the development, revision, and implementation of various policies and procedures, managing and administering various functions within the Fire District's financial management, contract administration and preparation of departmental payroll documents.

### **ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

Under general supervision, the Business Manager performs a variety of bookkeeping tasks; and performs related work as required. Under supervision of the Fire Chief, the Business Manager is responsible for the posting and maintenance of general ledger and budgetary control accounts of the North Central Fire Protection District.

The Business Manager shall post billings and invoices for services rendered as received for the Fire District in a legible and accountable manner; prepare and process warrants for billings and invoices in a timely manner; prepare warrants for the Fire Chief's review

and signature, or the Fire District Board members on prearranged, scheduled meeting dates and occasionally for emergency situations; keep all books and ledgers in such an accurate manner that yearly audits may be performed by auditors assigned to review and certify the Fire District records each fiscal year; check all invoices services for accuracy and completeness and bring those questionable to the attention of the Fire Chief.

The incumbent shall be responsible for the planning and preparation of the Fire District's monthly and special public Board Meetings. This includes but not limited to; preparing Board Resolutions, preparing and distributing Board memorandums and packets, making all required Public Notices as required by the Brown Act, and other governmental regulations.

The Business Manager shall keep records of expenditures of fixed assets for the Fire District, both additional and replacement, and for normal maintenance upkeep of facilities, grounds and equipment. The Business Manager shall be completely familiar with the annual budgets for the Fire District.

The Business Manager will assist the Fire Chief in identifying expenditures of concern and make necessary recommendations for procedural changes.

The Business Manager will have freedom to make recommendations, update present methods of accountability and posting, and make recommendations for more accurate and easier ways to execute the financial responsibilities of the position.

The Business Manager shall assist in the formulation of fiscal operating budgets for the Fire District. This includes the general layout and format of budgets. The incumbent shall prepare monthly expenditure analysis of Fire District expenditure accounts and maintain expenditure history for the Fire Chief and District Board report.

The Business Manager shall attend, as may be deemed necessary by the Fire Chief, Fire District Board meetings for the purpose of meeting minutes, and providing financial informational data at those meetings where the budget is being discussed or presented and prepared.

The Business Manager shall review incoming correspondence and other written data delegated or assigned by the Fire Chief and shall prepare replies or other necessary actions back to the Fire Chief. The incumbent shall confer with and provide assistance to appropriate staff officers or line officers in matters of finance, as may be necessary, in the Fire District areas of operation and other fiscal matters.

The Business Manager shall provide up to date fiscal analytical information to the Fire Chief and other supervisory personnel; recommend priorities to provide information for budget preparation and evaluate activities and methods to insure performance consistent with the planning, programming and budget system; develop and maintain a system that



will facilitate the furnishing of up to date expenditure data for use by administration in determining trends, anticipating needs and problems.

The incumbent shall at all times, keep their work area organized, clean and neat; and shall keep office equipment clean and properly maintained.

The Business Manager shall produce legible and accurate reports, written, typed, or calculated. He/she may perform various other clerical tasks including typing, filing, processing and maintaining records, composing and editing reports and correspondence.

The Business Manager will be expected to maintain a good working relationship with other clerical and staff members; be helpful and cheerful and be willing to perform other duties as required.

The Business Manager is expected to have and maintain the ability to perform computer entry and report writing, to type at least 40 words per minute, operate a ten key adding machine or calculator, take full charge double entry bookkeeping with reconciliation.

Performs related duties as required.

## **CORE VALUES**

**Ethics, Integrity and Trust:** The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

**Customer Focus:** The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

**Shared Vision and Purpose:** The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

**Learning and Decision Making:** The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

**Informing Others:** The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

**Work/Life Balance:** The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

**PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

|  | 0 – 24% | 25 – 49% | 50 – 74% | 75 – 100% |
|--|---------|----------|----------|-----------|
| <b>Seeing:</b> must be able to read a computer screen and paper documents.   |         |          |          | X         |
| <b>Hearing:</b> must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts. |         |          |          | X         |
| <b>Talking:</b> must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.                  |         |          |          | X         |
| <b>Sitting:</b>  |         |          |          | X         |
| <b>Repetitive Motions:</b> must have substantial movements (motions) of the wrists, hands, and/or fingers.   |         |          |          | X         |
| <b>Fingering/Grasping/Feeling:</b> must be able to write, type, and use phone system.  |         |          |          | X         |
| <b>Standing/Walking</b>  |         |          | X        |           |
| <b>Climbing/Stooping/Kneeling</b>  |         | X        |          |           |
| <b>Lifting/Pulling/Pushing</b>   | X       |          |          |           |

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

## **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

The noise level in the work environment is usually moderate.

Local travel is required.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Finance or related field.

Four years of professional, administrative, operations, budgetary or similar experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

### **Knowledge of:**

Operational characteristics, services and activities of assigned business unit which includes financial management, contract administration, budget development and coordination, and grant analysis.

Modern public administration including current budgetary and fiscal operations and controls.

Principles and practice of program development.

Methods and techniques of data collection, research, and report preparation. Advanced methods and techniques of statistical and financial analysis.

Principles and procedures of financial record keeping and reporting.

Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Principles and practices of budget preparation and administration. Advanced principles and practices of accounting .

Principles and practices used in grant development and administration. Principles and practices of customer service.

Principles of business letter writing.

Policies and procedures of the assigned department. English usage, spelling, grammar, and punctuation.

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

District fiscal systems and procedures.

Modern office methods, procedures and equipment, including MS Word, MS Excel as well as accounting based software programs.

**Ability to:**

Manage and coordinate business functions which includes financial management, contract administration, budget development and coordination, and grant analysis.

Prepare and administer assigned budget.

Analyze and supervise the systematic compilation of technical and statistical data and prepare reports.

Present ideas, concepts and recommendations clearly and concisely in oral, written and chart form.

Research and analyze issues and problems and prepare recommendations on a variety of issues.

Understand the organization and operation of assigned unit and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent federal, state and local laws, codes and regulations as well as District policies and procedures.

Research, analyze and evaluate programs, policies and procedures. Collect, evaluate and interpret complex information and data.

Prepare clear and concise administrative and financial reports. Maintain accurate and complete records on programs and operations. Interpret technical information for a variety of audiences.

Independently prepare correspondence and memoranda. Supervise and evaluate the work of support staff.

Operate office equipment including computers and supporting applications. Communicate clearly and concisely, both orally and in writing.

Provide lead direction to others.

Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation and complete a twelve-month probationary period.*

### **Conditions of Employment:**

Possession of a valid California Class "C" Driver's License may be required at time of appointment.

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

This position requires that the individual pass a live scan background.

This position requires the individual to successfully complete an annual job performance evaluation.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

The Business Manager is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020  
FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 04/09/20  
Revised TVH:aaf 10/07/20



## **FIRE INSPECTOR Job Specifications**

|                     |   |
|---------------------|---|
| <b>DIVISION:</b>    | Fire Prevention   |
| <b>FLSA STATUS:</b> | Non-Exempt (Sworn Non-Safety)   |
| <b>REPORTS TO:</b>  | Fire Marshal  |
| <b>SUPERVISION:</b> | Exercises no supervision  |
| <b>LOCATION:</b>    | Station 55 (Headquarters)   |
| <b>HOURS:</b>       | 40-hour work week Monday through Friday. May be required to work additional hours as the need arises. |

### **GENERAL SUMMARY**

Under direction of the Fire Marshal, A Fire Inspector independently performs a multitude of fire prevention tasks and other duties as needed. Some responsibilities are, but not limited to are; fire inspections of occupancies, of which a majority are considered high-hazard occupancies including institutional facilities such as hospitals, jails, and care facilities; large public assemblies with occupant loads of 300 or more; high-rises, semi-conductor facilities, chemical processing plants, and explosive processing facilities; aircraft repair facilities; facilities with special processes such as spraying or dipping processes; and high-piled storage. An employee in this class performs technical inspections of buildings, facilities, event grounds, and determines conformance with adopted District, State codes and regulations. Delivers safety programs on topics such as fire safety, housekeeping, sprinkler systems, and smoke detectors; researches, analyzes, and reports on topics related to prevention programs; understanding District goals and policies. This position may be assigned to conduct specialized hazardous materials or other inspections and related work associated with these types of inspections. This class is also responsible for performing related duties as required/assigned.

Under general supervision of the Fire Marshal, performs Fire Prevention activities; responds to fire and other emergency calls if requested; provides other services; performs related duties as required, and if qualified in certain situations serve as an incident safety officer, rehab, or accountability on emergency incidents.

In addition to conducting fire safety inspections, Fire Inspectors are assigned to conduct cause and origin investigations and may be required to respond to fire scenes as requested both during their regular work hours or on overtime.

## **CHARACTERISTICS**

In addition to performing all of the duties and responsibilities of a Fire Inspector, the Fire Inspector has responsibility advising the Fire Marshal on Fire Inspection and public education status, on technical code or hazardous process matters and assists company officers with business inspections as needed. The work of the Fire Inspector is highly independent and requires that employees prioritize their own work, utilize problem solving methods, good judgment, and a high degree of tact and diplomacy. Positions in the Fire Inspector class perform fire inspections, and fire investigations as assigned. Minimal supervision is received from the Fire Marshal, who reviews work through observations, reports, meetings, and overall inspection results. Fire Inspectors may give technical assistance and direction to Fire Inspector Trainees, student interns, or any other group as necessary. Employees in this class are required to work as needed on holidays, evenings, or weekends for fire prevention or fire investigation related activities and may be subject to stand-by and call-out, which are routine for Fire Inspectors also assigned to conduct fire origin and cause investigations. Work schedules and locations are subject to change based on business needs but generally are assign to a specific work location.

Fire Inspectors are required to work 40-hour workweeks. Fire Inspectors may also be assigned to special duties and/or assignments, which involve working outside or above traditional 40-hour workdays and/or hours.

A Fire Inspector must maintain proficiency in the essential functions including but not limited to public education, inspections, and pre-planning duties; and will be required to possess and maintain required certifications.

## **ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

The Fire Inspector shall be involved with and carry out the following: the daily functions of Prevention activities within the district; prepares other instructional materials and training as necessary; prioritizes own work assignments, conducts research, and analyzes data related to inspections; May coordinate joint inspections with building inspectors and plan reviewers; Uses Fire District and other City/County resources to conduct research about businesses prior to inspections; Reviews past inspection reports of site inspections to ensure compliance with the adopted codes and Fire District Standard Operating Procedures (SOPs); Determines compliance with life-safety and fire prevention laws and standards; Requires higher level of code and technical knowledge to conduct research on and analyzes hazardous materials classification and code data to present options in resolving fire and life safety problems; Takes appropriate steps to ensure compliance with fire prevention and life safety regulations; Resolves issues with business owners and citizens through education, direction, and enforcement; Learns fire prevention (and origin and cause investigation as assigned); protection, and public education material through on-the-job training and in classroom settings; May participate on District Committees; Work involves extensive public contact with highly independent



decision-making, which requires good communication, courtesy, diplomacy, tact, problem-solving methods, and inspection effectiveness; Communicates regularly with the Fire Marshal; Establishes and maintains effective working relationships with property and business owners, coworkers, and the general public; Advises property owners and/or managers of methods to improve life safety and abate fire hazards; Documents violations of laws, ordinances, and safety hazards and communicates with the customer for resolution of the violations; Responds to complaints and questions from citizens; Interprets and explains fire codes and regulations; May testify in court regarding fire inspections, and origin and cause investigations as assigned; Assists with public education programs by conducting fire prevention and life-safety classes for private schools, churches, civic groups, industries, etc., as well as classes for fire personnel on fire and building codes and commercial inspections; Instructs and demonstrates fire and life-safety practices; Prepares written documents, such as fire inspection, and incident reports, summaries for hazardous material operators, business correspondence, and drafts of Fire Prevention policies and procedures; Performs such other tasks necessary to maintain the continuity of the Fire District within the scope of the employee's job (other duties as assigned).

Performs related duties as required.

## **CORE VALUES**

**Ethics, Integrity and Trust:** The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

**Customer Focus:** The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

**Shared Vision and Purpose:** The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

**Learning and Decision Making:** The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

**Informing Others:** The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

**Work/Life Balance:** The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

**PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

|  | 0 – 24% | 25 – 49% | 50 – 74% | 75 – 100% |
|--|---------|----------|----------|-----------|
| <b>Seeing:</b> must be able to read a computer screen and paper documents.   |         |          |          | X         |
| <b>Hearing:</b> must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts. |         |          |          | X         |
| <b>Talking:</b> must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.                  |         |          |          | X         |
| <b>Sitting:</b>  |         |          |          | X         |
| <b>Repetitive Motions:</b> must have substantial movements (motions) of the wrists, hands, and/or fingers.   |         |          |          | X         |
| <b>Fingering/Grasping/Feeling:</b> must be able to write, type, and use phone system.  |         |          |          | X         |
| <b>Standing/Walking</b>  |         |          | X        |           |
| <b>Climbing/Stooping/Kneeling</b>  |         | X        |          |           |
| <b>Lifting/Pulling/Pushing</b>   | X       |          |          |           |

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

**SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Work hours can be irregular, unpredicted and lengthy.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other fire and emergency services duties.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

College Degree in a related field from an Accredited College (Fire Science, Fire Science Technology, Fire Service Professional, Fire Service/Fire Administration, etc.).

### **AND**

Minimum of two (2) years as a Fire Inspector or Firefighter. Fire Inspector experience can be gained in various ways, including acting and participation in Inspection Activities.

### **Certificates:**

Incident Command System 200, 700, 800; Possession of California State Fire Marshal Fire Inspector I.

### **Knowledge of:**

Modern fire prevention principles, procedures, techniques and equipment.

Experience in, the application and interpretation of Federal, State, and Local fire codes and standards.

Application of codes involving life safety.

Building codes related to fire and life safety.

Construction methods and materials related to fire safety.

Instructional methodology.

Fire inspection and investigation methods and techniques.

Hazardous materials operations and duties.

Codes and ordinances pertaining to fire prevention.

Fire alarm systems and fire related water delivery systems.

Supervisory, Prevention, and evaluation practices and techniques; District operating procedures, rules, and regulations; the Districts Policies; traffic laws and regulations; and computer-based dispatch and reporting systems.

Geography of the DISTRICT.

**Ability to:**

Work effectively with others

Perform inspections and prepare reports

Provide leadership within the department and in the community

Communicate effectively, orally and in writing

Effectively apply standard fire prevention techniques

Act effectively in emergency and stressful situations.

Enter data into a terminal, personal computer, or other keyboard device to document fires, first aid incidents, and building inspection reports.

Prepare reports and correspondence.

Assist Chief Officers with media and other public information requests.

Present public information programs regarding fire prevention, fire protection, and life-safety methods and techniques; maintain records of inspections.

Work in a variety of weather conditions.

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation, complete a twelve-month probationary period and complete task book.*

**Desirable Qualifications:**

Possession of California State Fire Marshal Fire Inspector II

CSFM Plans Examiner

**Conditions of Employment:**

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Must be able to pass pre-appointment and subsequent periodic medical examinations to determine fitness for continued performance of the duties of the position.

Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

Must be willing to work 40-hour workweek or work weekdays, weekends, holidays, evenings and nights as necessary to satisfactorily perform the duties and responsibilities of the position of Fire Inspector.

May attend remote meetings, conferences and training, requiring reimbursed travel, including overnight lodging.

May be required to work additional hours as the need arises.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

This position requires the individual to successfully complete an annual job performance evaluation.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

The Fire Inspector is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020

FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 04/09/20  
Revised TVH:aaf 10/07/20



## **EXECUTIVE ASSISTANT Job Specifications**

|                     |   |
|---------------------|---|
| <b>DIVISION:</b>    | Administration  |
| <b>FLSA STATUS:</b> | Exempt (Non-Safety)   |
| <b>REPORTS TO:</b>  | Fire Chief  |
| <b>SUPERVISION:</b> | The Executive Assistant will be under the general supervision of the Fire Chief. May make assignments and delegate work to support staff. |
| <b>LOCATION:</b>    | Station 55 (Headquarters)   |
| <b>HOURS:</b>       | 40-hour work week Monday through Friday. May be required to work additional hours as the need arises.                                     |

### **GENERAL SUMMARY**

Under direction, performs a wide variety of complex and confidential administrative and secretarial duties in providing executive assistance to the Fire Chief.

### **DISTINGUISHING CHARACTERISTICS**

The Executive Assistant provides high level support to the Fire Chief, which may include some secretarial support duties. An incumbent exercises considerable discretion and independent judgment while performing administrative/secretarial tasks of a confidential or sensitive nature. The Executive Assistant receives assignments in terms of broad objectives and maintains full responsibility for completion of assignments with minimal supervision. Performing the most critical and/or sensitive of administrative assignments, the Executive Assistant is expected to act as a liaison between the Fire Chief and District members, cities and civic officials, employees and the public. Responsibilities may include interpretation of District policies, rules and procedures. Executive Assistant to the Fire Chief differs from other support staff positions in that the former is unclassified, serves at the will of the Fire Chief.

### **ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

Provides executive assistance to the Fire Chief and Deputy Fire Chief including handling confidential and sensitive matters of an administrative nature, which may include related secretarial functions.

Maintains personnel files, coordinates entry level and promotional exam processes, acts as the District's Personnel Officer.

Initiates, organizes and reviews a variety of administrative assignments.

Coordinates office support functions and activities of the Fire Chief; supervises paraprofessional, technical or clerical employees.

Develops and implements organizational or procedural improvements affecting clerical activities particularly in areas of record keeping systems, forms control, office layout and procedures.

Conducts regular staff meetings with subordinate staff.

Maintains responsibility for critical and sensitive of administrative assignments.

Maximizes productivity through effective communication with and motivation of subordinate employees.

May serve as secretary to Fire District Board or sub-committees; schedules, takes minutes of and prepares appropriate background materials and files for the proceedings; follows through on actions taken by formally notifying parties involved and documenting remaining procedures or alternatives available to those involved.

Types and organizes a variety of materials including general and detailed correspondence, memoranda, and sensitive personnel actions utilizing word processing and/or computer equipment; initiates and maintains a variety of files and records.

Researches, compiles and analyzes data for special projects and various reports; coordinates special projects and activities as assigned.

May make travel arrangements; maintains appointment schedules and calendars and arranges meetings and conferences.

May act as the management representative and participate in the meet and confer process.

Performs related duties as required.

## **CORE VALUES**

**Ethics, Integrity and Trust:** The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits



mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

**Customer Focus:** The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

**Shared Vision and Purpose:** The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

**Learning and Decision Making:** The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

**Informing Others:** The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

**Work/Life Balance:** The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

**PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

|  | 0 – 24% | 25 – 49% | 50 – 74% | 75 – 100% |
|--|---------|----------|----------|-----------|
| <b>Seeing:</b> must be able to read a computer screen and paper documents.   |         |          |          | X         |
| <b>Hearing:</b> must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts. |         |          |          | X         |
| <b>Talking:</b> must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.                  |         |          |          | X         |
| <b>Sitting:</b>  |         |          |          | X         |
| <b>Repetitive Motions:</b> must have substantial movements (motions) of the wrists, hands, and/or fingers.   |         |          |          | X         |

|   |   |   |   |   |
|---|---|---|---|---|
| <b>Fingering/Grasping/Feeling:</b> must be able to write, type, and use phone system. |   |   |   | X |
| <b>Standing/Walking</b>   |   |   | X |   |
| <b>Climbing/Stooping/Kneeling</b>   |   | X |   |   |
| <b>Lifting/Pulling/Pushing</b>  | X |   |   |   |

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

**SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District’s Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

The noise level in the work environment is usually moderate.

Local travel is required.

**MINIMUM QUALIFICATIONS**

**Education and/or Experience:**

Twelve units of business or academic college course work relating to office management.

**AND**

Seven years of increasingly responsible secretarial experience to a manager or administrator.

**Knowledge of:**

English usage, spelling, grammar, punctuation modern office methods, procedures, equipment and of District computer-based systems and their capabilities.

Organization, procedures, and operating details of the District.

Techniques available to maximize the utilization of human resources to benefit both the District and the employees.

Basic principles of research and report preparation.

**Ability to:**

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Prepare and present oral and written reports and recommendations concisely, logically, clearly and convincingly.

Represent the District at various meetings and engagements.

Interpret and apply administrative and District policies, laws and rules.

Analyze situations carefully and recommend and/or adopt effective courses of action.

Develop subordinates through training and performance feedback and to motivate subordinates to maximize productivity.

Plan, organize and schedule priorities in the office.

Compile and maintain complex and extensive records. Ability to maintain confidential data and information.

Understand and follow oral and written directions.

Compose correspondence and letters.

Provide lead direction to others.

Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation and complete a twelve-month probationary period.*

**Conditions of Employment:**

Possession of a valid California Class "C" Driver's License may be required at time of appointment.

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

This position requires that the individual pass a live scan background.

This position requires the individual to successfully complete an annual job performance evaluation.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020  
FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 04/09/20  
Revised TVH:aaf 10/07/20



## PRINCIPAL ACCOUNT CLERK Job Specifications

|                     |   |
|---------------------|---|
| <b>DIVISION:</b>    | Finance   |
| <b>FLSA STATUS:</b> | Non-Exempt (Non-Safety)   |
| <b>REPORTS TO:</b>  | Supervisor or Manager   |
| <b>SUPERVISION:</b> | Exercises no supervision  |
| <b>LOCATION:</b>    | Station 55 (Headquarters)   |
| <b>HOURS:</b>       | 40-hour work week Monday through Friday. May be required to work additional hours as the need arises. |

### GENERAL SUMMARY

Under general supervision, the Principal Account Clerk performs the most difficult and complex accounting clerical duties. Incumbents process, maintain, and reconcile payroll, financial and statistical records including fiscal and budgetary accounting procedures, may provide functional and technical lead direction for other clerical staff.

### DISTINGUISHING CHARACTERISTICS

The Principal Account Clerk (PAC) must be courteous, punctual, and maintain a relationship with outside agencies in a professional manner. The PAC must be a self-starter, possess good communication skills, and excellent analytical skills. The PAC is the highest level class in the Account Clerk series. Work involves the most difficult and complex accounting clerical duties which require the application of independent judgment to situations where standard procedures may not apply, and which may require giving lead direction to other clerical staff engaged in the performance of similar duties. The PAC will assist the Business Manager with most of his/her work which includes Budget, Audit reports, District payroll, payables, receivables and maintenance of all accounting records. Incumbents develop, maintain, and reconcile a complete set of financial and statistical records, including fiscal, budgetary and accrual accounting; and/or coordinate the District's overall payroll process with accounting clerical staff involved in the preparation of departmental payroll documents.

### ESSENTIAL DUTIES

*(May include, but are not limited to, the following:)*

Develops, maintains and reconciles complex financial and statistical records, such as, journals, vouchers, ledgers, comparative income statements, depreciation schedules, asset listings, performance indicators, and budget estimates.

Prepare and process the District payroll by first verifying information on Payroll Recap and FLSA OT forms turned in from the Senior Account Clerk is accurate; maintain accurate employee base pay, overtime, FLSA, and Holiday rates, benefit deductions, and all compensation and payroll deductions not included in this list. .

Prepare and process District's accounts payable invoices.

Develop spreadsheets that will be used to analyze and produce financial reports.

Prepare monthly journal entries and post in District's accounting system and reconcile fund account balances with reports from the County of Fresno.

Posting to and maintenance of the general ledger and budgetary control accounts of the District.

Process and monitor District's accounts receivables for fees and permits.

Maintain payroll, financial and accounting records to ensure accurate and up to date financial reports.

Maintain a high level of confidentiality.

Assist Business Manager with annual audit records and annual District budget.

Performs related duties as required.

## **CORE VALUES**

**Ethics, Integrity and Trust:** The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

**Customer Focus:** The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

**Shared Vision and Purpose:** The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

**Learning and Decision Making:** The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

**Informing Others:** The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

**Work/Life Balance:** The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

### PHYSICAL REQUIREMENTS

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

|  | 0 – 24% | 25 – 49% | 50 – 74% | 75 – 100% |
|--|---------|----------|----------|-----------|
| <b>Seeing:</b> must be able to read a computer screen and paper documents.   |         |          |          | X         |
| <b>Hearing:</b> must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts. |         |          |          | X         |
| <b>Talking:</b> must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.                  |         |          |          | X         |
| <b>Sitting:</b>  |         |          |          | X         |
| <b>Repetitive Motions:</b> must have substantial movements (motions) of the wrists, hands, and/or fingers.   |         |          |          | X         |
| <b>Fingering/Grasping/Feeling:</b> must be able to write, type, and use phone system.  |         |          |          | X         |
| <b>Standing/Walking</b>  |         |          | X        |           |
| <b>Climbing/Stooping/Kneeling</b>  |         | X        |          |           |
| <b>Lifting/Pulling/Pushing</b>   | X       |          |          |           |

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.



## **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

The noise level in the work environment is usually moderate.

Local travel is required.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

High school diploma or GED and four (4) years of increasingly responsible clerical experience involving the maintenance and development of complex accounting and recordkeeping systems.

### **Knowledge of:**

The organization, regulations, terminology, procedures and operating details of the District.

The principles and practices of bookkeeping and governmental accounting requirements.

District fiscal systems and procedures.

Modern office methods, procedures and equipment, including MS Word, MS Excel as well as accounting based software programs

### **Ability to:**

Develop, maintain and reconcile complex clerical financial and statistical records.

Make operating decisions independently in accordance with District policies and procedures.

Make mathematical computations quickly and accurately.

Correlate and use a large volume of written, narrative, statistical and numerical data.

Provide lead direction to others.

Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation and complete a twelve-month probationary period.*

### **Conditions of Employment:**

Possession of a valid California Class "C" Driver's License may be required at time of appointment.

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

This position requires that the individual pass a live scan background.

This position requires the individual to successfully complete an annual job performance evaluation.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

### **Special Requirements:**

The Principal Account Clerk is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an

agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020  
FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 04/09/20  
Revised TVH:aaf 10/07/20



## SENIOR ACCOUNT CLERK Job Specifications

|                     |   |
|---------------------|---|
| <b>DIVISION:</b>    | Finance   |
| <b>FLSA STATUS:</b> | Non-Exempt (Non-Safety)   |
| <b>REPORTS TO:</b>  | Supervisor or Manager   |
| <b>SUPERVISION:</b> | Exercises no supervision  |
| <b>LOCATION:</b>    | Station 55 (Headquarters)   |
| <b>HOURS:</b>       | 40-hour work week Monday through Friday. May be required to work additional hours as the need arises. |

### GENERAL SUMMARY

Under general supervision, this position is responsible for performing a variety of clerical, general accounting duties, data entry and other general office tasks and does other related work as required.

### DISTINGUISHING CHARACTERISTICS

The Senior Account Clerk (SAC) must be courteous, punctual, and maintain a relationship with outside agencies in a professional manner. The SAC must be a self-starter, possess good communication skills, and excellent analytical skills. The SAC is responsible for performing a variety of clerical, general accounting duties, data entry and other general office tasks. The SAC will assist the Principal Account Clerk with most of his/her work which includes District payroll, payables, receivables and maintenance of all accounting records. The SAC will at times be the backup to the Principal Account Clerk.

### ESSENTIAL DUTIES

*(May include, but are not limited to, the following:)*

Gathers and prepares District payroll documents including, but not limited to, compiling information from attendance reports, calculating overtime, FLSA OT, sick and vacation leave, and holiday pay.

Prepares District's accounts payable invoices and mail out.

Answers phone calls into the District, take messages or transfers calls to appropriate personnel.

Maintain a high level of confidentiality.

Will backup Principal Account Clerk to process District payroll and accounts payable.

Assist with preparing and processing weed abatement notices.

Performs filing and recordkeeping of payroll and financial records.

Assist Executive Assistant with Human Resources filing and recordkeeping.

Assist Business Manager in assembling District Board meeting packets.

Will assist the Business Manager and Principal Account Clerk.

Will fulfill the Administrative Clerk (AC) job specifications when the AC is unavailable or vacant.

Performs related duties as required.

## **CORE VALUES**

**Ethics, Integrity and Trust:** The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

**Customer Focus:** The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

**Shared Vision and Purpose:** The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

**Learning and Decision Making:** The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

**Informing Others:** The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

**Work/Life Balance:** The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

**PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

|  | 0 – 24% | 25 – 49% | 50 – 74% | 75 – 100% |
|--|---------|----------|----------|-----------|
| <b>Seeing:</b> must be able to read a computer screen and paper documents.   |         |          |          | X         |
| <b>Hearing:</b> must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts. |         |          |          | X         |
| <b>Talking:</b> must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.                  |         |          |          | X         |
| <b>Sitting:</b>  |         |          |          | X         |
| <b>Repetitive Motions:</b> must have substantial movements (motions) of the wrists, hands, and/or fingers.   |         |          |          | X         |
| <b>Fingering/Grasping/Feeling:</b> must be able to write, type, and use phone system.  |         |          |          | X         |
| <b>Standing/Walking</b>  |         |          | X        |           |
| <b>Climbing/Stooping/Kneeling</b>  |         | X        |          |           |
| <b>Lifting/Pulling/Pushing</b>   | X       |          |          |           |

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

## **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

The noise level in the work environment is usually moderate.

Local travel is required.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

High school diploma or GED and two (2) years of increasingly responsible clerical experience involving the maintenance and development of complex accounting and recordkeeping systems.

### **Knowledge of:**

Organization, regulations, terminology, procedures and operating details.

The purposes, methods and practices of financial record keeping work.

Basic accounting principles and business arithmetic.

Modern office methods, procedures and equipment, including MS Word, MS Excel as well as accounting based software programs.

Data processing operations related to the maintenance of fiscal records.

### **Ability to:**

Prepare financial reports to maintain journals, ledgers and complex file systems.

Operate standard office equipment, including personal computers.

Compile and maintain complex and extensive records and files.

Type accurately at a speed necessary for timely completion of assigned duties.

Communicate clearly and concisely, both orally and in writing.

Make mathematical computations quickly and accurately.

Work independently and exercise initiative and sound judgment.

Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation and complete a twelve-month probationary period.*

**Conditions of Employment:**

Possession of a valid California Class "C" Driver's License may be required at time of appointment.

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

This position requires that the individual pass a live scan background.

This position requires the individual to successfully complete an annual job performance evaluation.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.



**Special Requirements:**

The Senior Account Clerk is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020  
FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 04/09/20  
Revised TVH:aaf 10/07/20



## **ADMINISTRATIVE CLERK Job Specifications**

|                     |   |
|---------------------|---|
| <b>DIVISION:</b>    | Finance   |
| <b>FLSA STATUS:</b> | Non-Exempt (Non Safety)   |
| <b>REPORTS TO:</b>  | Supervisor or Manager   |
| <b>SUPERVISION:</b> | Exercises no supervision  |
| <b>LOCATION:</b>    | Station 55 (Headquarters)   |
| <b>HOURS:</b>       | 40-hour work week Monday through Friday. May be required to work additional hours as the need arises. |

### **GENERAL SUMMARY**

Under supervision, performs a variety of general clerical duties such as word processing, filing and receptionist functions as required in an assigned department.

### **DISTINGUISHING CHARACTERISTICS**

The Administrative Clerk (AC) must be courteous, punctual, and maintain a relationship with outside agencies in a professional manner. The AC must be a self-starter, possess good communication skills, and excellent analytical skills. The AC performs a wide variety of complex assigned duties with only occasional instruction or assistance, and work is normally reviewed only upon completion. Satisfactory performance requires acceptable word processing competence, as well as knowledge of general office procedures, methods and techniques, and applicable District policies and procedures. The AC will assist the Executive Assistant, Fire Prevention Division, Training Division and Administrative staff as assigned.

### **ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

Types and processes a variety of correspondence, reports, forms, and specialized documents from rough draft, recordings, or verbal instruction using word processing equipment and software.

Provides office administrative support to Executive Staff, Fire Prevention Division, and Training Division.

Maintains calendars, makes appointments, schedules and arranges meetings, public education/events, inspections, and other arrangements.

Receives and screens visitors and telephone calls; and takes messages; provides information on District activities, functions, which may require the interpretation of policies and procedures.

Issues, receives, and processes various applications, permits, and other forms (i.e. public education/events, plan reviews, permits, and inspections).

Proofreads materials for accuracy, completeness, compliance with District policies, and correct English usage including grammar, punctuation, and spelling.

Enters, edits, and retrieves data using District software, personal computer system; prepares reports from the computer system following established formats.

Performs routine clerical work including photocopying, filing, billing, checking and recording information on records.

May be assigned, from time to time to perform other administrative support tasks, including, but not limited to, fire prevention, weed abatement process, fire hydrant inspections process, and/or issuing fireworks booth permits as needed.

Accept payment for fees and maintain cash records.

Receives, sorts, and distributes incoming and outgoing mail.

Orders office supplies and maintains inventory.

Organizes and maintains various office files.

Performs related duties as required.

## **CORE VALUES**

**Ethics, Integrity and Trust:** The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

**Customer Focus:** The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

**Shared Vision and Purpose:** The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

**Learning and Decision Making:** The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

**Informing Others:** The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

**Work/Life Balance:** The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

### PHYSICAL REQUIREMENTS

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

|  | 0 – 24% | 25 – 49% | 50 – 74% | 75 – 100% |
|--|---------|----------|----------|-----------|
| <b>Seeing:</b> must be able to read a computer screen and paper documents.   |         |          |          | X         |
| <b>Hearing:</b> must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts. |         |          |          | X         |
| <b>Talking:</b> must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.                  |         |          |          | X         |
| <b>Sitting:</b>  |         |          |          | X         |
| <b>Repetitive Motions:</b> must have substantial movements (motions) of the wrists, hands, and/or fingers.   |         |          |          | X         |
| <b>Fingering/Grasping/Feeling:</b> must be able to write, type, and use phone system.  |         |          |          | X         |
| <b>Standing/Walking</b>  |         |          | X        |           |
| <b>Climbing/Stooping/Kneeling</b>  |         | X        |          |           |
| <b>Lifting/Pulling/Pushing</b>   | X       |          |          |           |

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

## **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

The noise level in the work environment is usually moderate.

Local travel is required.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

High school diploma or GED.

### **AND**

Has clerical experience in the workplace.

### **Knowledge of:**

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures and equipment, including word processing equipment where applicable.

Filing and record keeping systems.

**Ability to:**

Perform routine clerical work including maintaining appropriate records and preparing general reports.

Verify and check files and data.

Follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Organize and maintain accurate technical, complex, sensitive and/or confidential records and files.

Type accurately at a speed necessary for timely completion of assigned duties.

Ability to learn to operate standard office equipment, including personal computers.

Use a variety of personal business software applications in order to complete assigned duties in a timely manner.

Perform record searches quickly and accurately.

Use good judgement in the application of District policies, regulations, and procedures relative to assigned division.

Work independently and exercise initiative and sound judgment.

Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation and complete a twelve-month probationary period.*

**Conditions of Employment:**

Possession of a valid California Class "C" Driver's License may be required at time of appointment.

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

This position requires that the individual pass a live scan background.

This position requires the individual to successfully complete an annual job performance evaluation.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

The Administrative Clerk is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020  
FIRE CHIEF

Original TVH:aaf 10/07/20



## ADMINISTRATIVE TECHNICIAN Job Specifications

|                     |   |
|---------------------|---|
| <b>DIVISION:</b>    | Administration  |
| <b>FLSA STATUS:</b> | Non-Exempt (Non-Safety)   |
| <b>REPORTS TO:</b>  | Fire Chief  |
| <b>SUPERVISION:</b> | Exercises no supervision  |
| <b>LOCATION:</b>    | Station 55 (Headquarters)   |
| <b>HOURS:</b>       | 40-hour work week Monday through Friday. May be assigned to work on-call, weekends, or holiday for after hour support as the need arises. |

### GENERAL SUMMARY

Under limited direction, installs, configures, monitors and maintains the District data networking; analyzes and modifies overall network operations to ensure the highest level of uptime, integrity and security; maintains the Districts phone system, emails, and website, provides services to identify needs and requirements of personal computer based systems; provides related technical support including training and other related work as required.

### DISTINGUISHING CHARACTERISTICS

The Administrative Technician (AT) must be courteous, punctual, and maintain a relationship with outside agencies in a professional manner. The AT must be a self-starter, possess good communication skills, and excellent analytical skills. The AT monitors and controls the data network, identifies and resolves operating system issues, provides technical support, provide network design recommendations and analyze overall network performance and security. The AT is expected to have knowledge of district operations, structure, goals and objectives. This position should be able to do a task with a minimum amount of instructions and demonstrate the ability to work for extended periods of time without direct supervision.

### ESSENTIAL DUTIES

*(May include, but are not limited to, the following:)*

Shall provide a variety of office technical support services to the district, technical, professional and office personnel.



Administers network functions such as restoration of printer services, logon procedures and provides file management assistance; maintains the District's Email, website, phone systems, operating systems backups, ensures capacity planning and data backup integrity for various systems.

Monitors the network daily to ensure network security including virus/malware protection at all levels of server, firewall, internet, email and client workstations.

May be assigned, from time to time to perform other tasks and project management as needed.

Must be familiar with the computer systems and business phones, and must have knowledge of fire service operations and general office procedure.

Assisting in the development and implementation of major work systems intended to enhance the District efficiency; assisting in special projects.

Maintain fixed asset inventory.

Work with outside contractors, consultants, and vendors on projects and programs.

Conducts research development and implementation, and/or purchases of hardware and/or software to keep the District networking infrastructure up to date with appropriate technology advances.

Responds to urgent technological matters as needed.

Assisting field and staff members on proper procedure.

Performs related duties as required.

## **CORE VALUES**

**Ethics, Integrity and Trust:** The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

**Customer Focus:** The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

**Shared Vision and Purpose:** The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

**Learning and Decision Making:** The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

**Informing Others:** The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

**Work/Life Balance:** The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

### PHYSICAL REQUIREMENTS

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

|  | 0 – 24% | 25 – 49% | 50 – 74% | 75 – 100% |
|--|---------|----------|----------|-----------|
| <b>Seeing:</b> must be able to read a computer screen and paper documents.   |         |          |          | X         |
| <b>Hearing:</b> must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts. |         |          |          | X         |
| <b>Talking:</b> must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.                  |         |          |          | X         |
| <b>Sitting:</b>  |         |          |          | X         |
| <b>Repetitive Motions:</b> must have substantial movements (motions) of the wrists, hands, and/or fingers.   |         |          |          | X         |
| <b>Fingering/Grasping/Feeling:</b> must be able to write, type, and use phone system.  |         |          |          | X         |
| <b>Standing/Walking</b>  |         |          | X        |           |
| <b>Climbing/Stooping/Kneeling</b>  |         | X        |          |           |
| <b>Lifting/Pulling/Pushing</b>   | X       |          |          |           |

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

## **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

The noise level in the work environment is usually moderate.

Local travel is required.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

High school diploma or GED and work experience in supporting personal computer users, or graduated from an accredited college or university in engineering, project management, computer science, or related field.

### **Knowledge of:**

Computers, networks, software and communications systems.

Implementation, troubleshooting and design of data networking and telecommunications systems.

Server based hardware technologies and operating systems.

The organization, regulations, terminology, procedures and operating details of the District.

Web based software.

Modern office methods, procedures and equipment, including MS Word, MS Excel as well District software programs.

**Ability to:**

Analyze functional requirements and specifications for computer hardware.

Install, maintain, troubleshoot and repair network systems and equipment.

Operate and troubleshoot computers and peripheral equipment.

Ability to perform the more routine assignments associated with MS Word, MS Excel as well as District software programs for computer applications.

Data input from all divisions, including the Battalion Chiefs, Training, Fire Prevention, Fire Alarm and Maintenance.

Help organize and prepare operating instructions for computer applications, inventory control and stocking and perform related work as required.

Solve user problems effectively and efficiently.

Communicate effectively both orally and in writing. With the ability to explain technical details to non-technical staff or end users.

Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation and complete a twelve-month probationary period.*

**Conditions of Employment:**

Possession of a valid California Class "C" Driver's License may be required at time of appointment.

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

This position requires that the individual pass a live scan background.

This position requires the individual to successfully complete an annual job performance evaluation.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

The Administrative Technician is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

**ACKNOWLEDGEMENT**

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Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020  
FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 04/09/20  
Revsed TVH:aaf 10/07/20



## PROPERTY MAINTENANCE WORKER Job Specifications

|                     |   |
|---------------------|---|
| <b>DIVISION:</b>    | Administration  |
| <b>FLSA STATUS:</b> | Non-Exempt (Non-Safety)   |
| <b>REPORTS TO:</b>  | Fire Chief  |
| <b>SUPERVISION:</b> | Exercises no supervision  |
| <b>LOCATION:</b>    | Station 55 (Headquarters)   |
| <b>HOURS:</b>       | 40-hour work week Monday through Friday. May be assigned to work on-call, weekends, or holiday for after hour support as the need arises. |

### GENERAL SUMMARY

Under general supervision, performs semi-skilled level facility maintenance and repair work.

### DISTINGUISHING CHARACTERISTICS

This class performs the full range of property maintenance and repair tasks. Work assigned is performed with a high degree of independence, and incumbents should be experienced in all areas of facility repair and maintenance work. Incumbents are expected to resolve operational problems at various work sites requiring some discretion regarding methods or materials used in facility maintenance and repair.

### ESSENTIAL DUTIES

*(May include, but are not limited to, the following:)*

Performs various semi-skilled to skilled tasks related to the routine operation and maintenance of heating and air conditioning equipment, plumbing, and minor electrical, carpentry, painting, masonry, cement work, fabrication work and general maintenance work.

Performs plumbing repairs (i.e. restrooms, kitchens, landscape and domestic water lines).

Repairs and installs fences, repair and replace interior/exterior doors and windows.

Operates and makes minor repairs to air handling units, electronic and motorized doors, pumps, and fans.

Performs various semi-skilled tasks in the renovation, repair, minor construction and remodeling of District owned buildings and facilities (including painting).

Repairs and maintains roadways, parking lots, landscaped and non-landscaped grounds, storm drainage systems, parking lot equipment, perimeter fences, manual and automatic slide gates, computerized security access control equipment, computerized lighting systems, and visual aids and related equipment and infrastructure(s).

Performs grounds maintenance activities, such as applying chemicals and mowing grounds.

Maintains records of maintenance and repairs performed on equipment and buildings.

Breaks out and removes concrete and asphaltic concrete; saw cuts concrete.

Performs concrete finishing by setting forms, mixing, wheeling and pouring concrete for repairs and other concrete construction work.

Assembles, disassembles, arranges, moves and performs maintenance on office furnishings and equipment.

Maintains records of maintenance and repairs performed on equipment and buildings.

Operates and services a variety of hand and power tools, equipment, and repair equipment (i.e. chemical sprayers, airless sprayers, fork lifts, portable compressors, generators, garage doors).

Operates various tools, shop and motorized equipment in the performance of maintenance and repair work.

May be required to work in high places from ladders, booms and lifts.

Performs minor emergency roofing repairs.

Performs minor welding repairs.

May prepare reports utilizing applicable software.

Performs related duties as required.

## **CORE VALUES**

**Ethics, Integrity and Trust:** The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits

mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

**Customer Focus:** The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

**Shared Vision and Purpose:** The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

**Learning and Decision Making:** The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

**Informing Others:** The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

**Work/Life Balance:** The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

## PHYSICAL REQUIREMENTS

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|  | 0 – 24% | 25 – 49% | 50 – 74% | 75 – 100% |
|--|---------|----------|----------|-----------|
| <b>Seeing:</b> must be able to read a computer screen and paper documents.   |         |          |          | X         |
| <b>Hearing:</b> must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts. |         |          |          | X         |
| <b>Talking:</b> must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.                  |         |          |          | X         |
| <b>Sitting:</b>  |         |          |          | X         |
| <b>Repetitive Motions:</b> must have substantial movements (motions) of the wrists, hands, and/or fingers.   |         |          |          | X         |



|   |   |   |   |   |
|---|---|---|---|---|
| <b>Fingering/Grasping/Feeling:</b> must be able to write, type, and use phone system. |   |   |   | X |
| <b>Standing/Walking</b>   |   |   | X |   |
| <b>Climbing/Stooping/Kneeling</b>   |   | X |   |   |
| <b>Lifting/Pulling/Pushing</b>  | X |   |   |   |

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

### **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

The noise level in the work environment is usually moderate.

Local travel is required.

### **MINIMUM QUALIFICATIONS**

#### **Education and/or Experience:**

High school diploma or GED.

#### **AND**

Two years of experience in building maintenance and repair, including electrical, plumbing, mechanical, painting, carpentry, asphalt and concrete pavement maintenance or construction work.

**Knowledge of:**

Considerable knowledge of the methods, tools, and equipment used in building maintenance and repair work.

Heavy pavement (asphalt and concrete), building and construction trades, methods, principles, practices and techniques.

Safe work practices and procedures.

Two-way radio communication.

Asphaltic concrete and Portland cement concrete.

Operation and minor maintenance of heating and cooling systems.

**Skill in:**

Reading technical standards and writing inspection reports.

The safe operation and use of hand and power tools common to building maintenance and repair, including plumbing, minor electrical, mechanical, painting, carpentry, welding and related work.

The operation of various motorized equipment (tractors, forklifts, etc.) used in the performance of maintenance and repair work may be required.

**Ability to:**

Visibly distinguish between red, white, blue, green, yellow, and amber lights.

Install, maintain, and repair plumbing, irrigation and drainage systems.

Assemble, disassemble, arrange, move and perform maintenance on modular office furnishings.

Perform minor carpentry and construction work.

Make minor mechanical and electrical repairs.

Diagnose problems and make minor repairs as needed.

Work from high places from ladders, booms and lifts.

Work from sketches, diagrams and blueprints.

Perform minor carpentry, painting and construction work.

Prepare and maintain records of maintenance and repairs performed on equipment and buildings.

Communicate effectively and to understand and follow oral and written instructions.

Perform basic mathematic calculations.

Establish and maintain effective working relationships with supervisors, fellow employees, and with others contacted in the course of work.

Deal with the public in a courteous, cooperative manner.

Work for extended periods and under adverse weather conditions.

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation and complete a twelve-month probationary period.*

### **Conditions of Employment:**

Possession of a valid California Class "C" Driver's License may be required at time of appointment.

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

This position requires that the individual pass a live scan background.

This position requires the individual to successfully complete an annual job performance evaluation.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

The Property Maintenance Worker is an unclassified position in which the incumbent serves at the will of the District Fire Chief

Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: 10-07-2020  
FIRE CHIEF

Original TVH:aaf 10/07/20