

MONTECITO FIRE PROTECTION DISTRICT

Personnel Committee Meeting Agenda

August 17, 2015 at 3:00 p.m.

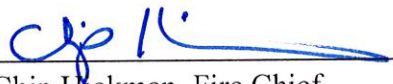
Montecito Fire Protection District Headquarters
595 San Ysidro Road
Santa Barbara, CA 93108

Agenda Items May Be Taken Out of the Order Shown

1. Public comment: Any person may address the Personnel Committee at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District; 30 minutes total time is allotted for this discussion.
2. Discuss and make recommendation for process and timing of performance appraisal for Fire Chief.
3. Review and make recommendation to adopt changes for the following job descriptions:
 - a. Battalion Chief
 - b. Captain
 - c. Engineer
 - d. Firefighter/Paramedic
 - e. Firefighter
4. Adjournment.

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is August 13, 2015.

MONTECITO FIRE PROTECTION DISTRICT



Chip Hickman, Fire Chief

NOTES FOR THE PERSONNEL COMMITTEE
OF THE MONTECITO FIRE PROTECTION DISTRICT

Held at Fire District Headquarters, 595 San Ysidro Road, July 7, 2015 at 1:30 p.m.

The meeting was called to order by Director Sinser at 1:32 p.m.

Present: Director Sinser and Director Venable. Fire Chief Hickman was also present.

- 1. Public comment: Any person may address the Personnel Committee at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District; 30 minutes total time is allotted for this discussion.**

There was no public comment.

- 2. Discuss and make recommendation for process and timing of performance appraisal for Fire Chief.**

Director Sinser stated that he does not feel that the job description is adequate and should include specific responsibilities, and the authority of the responsibilities. He suggests that they contact 3-5 other districts who have done performance evaluations on their Fire Chief and get their sample forms and formats.

Chief Hickman felt that the evaluation should be done based on the current job description, based on how he has performed on what has been expected so far. Based on the current job description. He added that the board of Directors are his boss as a collective and the evaluation should be presented that way.

Director Sinser volunteered to write a letter that can be sent to other agencies asking for their Fire Chief's job description and any forms that have been used for performance evaluations. The Chief suggested reaching out to Fire Districts versus City or County agencies because they would have similar responsibilities. Director Sinser will work with the Fire Chief to determine 5-6 the agencies to reach out to.

Once the information has been gathered, a date for the next Personnel Committee meeting can be determined.

The meeting was adjourned at 2:10 pm.

Agenda Item #2

<p style="text-align: center;">MONTECITO FIRE PROTECTION DISTRICT FIRE CHIEF</p>

DEFINITION:

The Fire Chief carries out the policies and plans of the Fire District Board. The Fire Chief directs the activities of District employees and manages District financial operations in conformity with board established policies.

COMPENSATION & BENEFITS:

A salaried, management position not covered by the Montecito Firemen's Association Memorandum of Understanding. Terms and conditions of employment are negotiated independent of all others. The Fire Chief serves at the pleasure of the Board of Directors. This is an exempt position.

Work schedule: Due to the position's job duties and responsibilities, the employee normally will maintain 8 a.m. to 5 p.m. work hours, 40 hours per week; dispatch will be notified of status when not in office during normal business hours. Responsibilities may from time to time require additional hours of work which are considered to be part of the normal work schedule. May be called upon to respond to emergencies or conduct fire District business outside of normal business hours.

Vacation: 25 days per year. Effective January 1, 1995, no additional vacation benefits may accrue until the employee's accrued and unused vacation benefits are used sufficiently so the total is less than twice the employee's current annual vacation benefit.

Holidays: New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas, and two floating holidays per year. Holiday time shall be taken each year, it is not accumulative past the end of the calendar year.

The longevity schedule, sick leave, and health, dental, vision and life insurance payments, uniform allowance, and retirement are the same as for all other District safety personnel.

The District will provide a vehicle or vehicle allowance as approved by the board for fulfilling District duties and for use off duty to assure availability for emergency response.

JOB DESCRIPTIONS - FIRE CHIEF
MONTECITO FIRE PROTECTION DISTRICT

DUTIES & RESPONSIBILITIES:

Duties regularly include, but are not limited to the following:

Responsible for planning, organizing, and directing the District's functions as defined by the board of directors. The Fire Chief administers, plans, and organizes the fire prevention and suppression activities and emergency medical services of the District; responds to emergencies as required; confers with the board on District policy, long-range programs, and coordination of District activities with that of other districts and public agencies; manages District financial operations, proposes annual budget, expends funds in conformity with and informs board when revenues or expenditures materially vary from approved budget; informs board of changes in funding sources including changes in laws that may affect funding; attends board meetings; directs the selection, hiring, and promotions of District personnel; serves as final personnel officer of the District; supervises the purchase of materials and equipment; meets with citizens groups; promotes and maintains cooperative working relationships with the community; does special research and reading to keep abreast of modern practices in the profession; directs and participates in conducting studies and reports; develops mutual aid and disaster plans; performs related duties as required.

Reviews all training requests and personnel evaluations; participates in all staff evaluations.

Must maintain physical fitness.

QUALIFICATIONS:

Knowledge of modern firefighting techniques and laws and ordinances pertaining to fire operation. Knowledge of capabilities and limitations of a variety of firefighting equipment. Ability to: Review the operating effectiveness of a fire District and institute improvements, establish and maintain clear, consistent practices and policies, supervise the work of others and effectively maintain morale and discipline, communicate effectively orally and prepare written reports, establish and maintain effective relationships with the board of directors, other agencies, county officials, employees, and the public.

Must reside within 30 minute travel time of the headquarters fire station to facilitate direction of major emergencies.

Job performance may be reviewed annually by the Board.

JOB DESCRIPTIONS - FIRE CHIEF
MONTECITO FIRE PROTECTION DISTRICT

Possession of an appropriate California Driver's License, and a satisfactory driving record; AED and CPR certifications.

Must meet insurability requirements of District's insurer(s).

Selection criteria will be established by the fire District board to meet the needs of the District.

If applicant is not already a full time employee of the Montecito Fire Protection District, prior to appointment, applicant must pass an extensive background investigation and medical exam, including drug testing.



**FIRE CHIEF
PERFORMANCE RATING**

INSTRUCTIONS: The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the training officer each month. Rating will be reviewed with employee who will sign at the bottom.

1. Name

2. Shift

3. Date

4. Evaluation Period

From:

To:

5. Evaluation

Enter **X** under appropriate rating number and under proper heading for each category listed. Definition for each rating number follows:

0 - Deficient. Does not meet minimum requirements of the individual element.

DEFICIENCIES MUST BE IDENTIFIED IN REMARKS.

1 - Needs to improve. Meets some or most of the requirements of the individual element.

IDENTIFY IMPROVEMENT NEEDED IN REMARKS.

2 - Satisfactory. Employee meets all requirements of the individual element.

3 - Superior. Employee consistently exceeds the performance requirements.

Rating Factors	Emergency Operations				Non-Emergency Operations				Group Dynamics				Training			
	0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3
Knowledge of the job																
Ability to obtain performance																
Attitude																
Decisions under stress																
Initiative																
Consideration for personnel welfare																
Obtain necessary equipment and supplies																
Physical ability for the job																
Safety																
Other (<i>specify</i>)																

6. Remarks

7. Employee (*signature*) This rating has been discussed with me

8. Date

9. Rated By (*signature*)

10. Date

Section II: Evaluation of professional skills (where appropriate to position)

	<i>Commendable</i>	<i>Above Standard</i>	<i>Competent</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
<i>LEADERSHIP: Exercises sound judgment. Sets a positive example. Maintains high ethical standards, supports SRVFPD mission and policies</i>					
<i>MANAGEMENT: Plans, executes and delegates work effectively. Manages financial material and human resources efficiently. Provides appropriate direction and professional development opportunities for subordinates. Organizes well.</i>					
<i>PROBLEM SOLVING AND INNOVATION: Produces creative, innovative and workable solutions.</i>					
<i>PROJECT ACCOMPLISHMENT: Develops program initiatives and completes projects in a timely and effective manner.</i>					
<i>TEAMWORK: Works effectively in a team environment. Interacts with coworkers in a positive and cooperative manner.</i>					
<i>DUTIES: Section I of our employment agreement specifies 12 functions and duties for the position of SRVFPD Fire Chief (see attached list). Review and evaluate performance.</i>					

Section III: Evaluation of general skills

	<i>Commendable</i>	<i>Above Standard</i>	<i>Competent</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
<i>JOB KNOWLEDGE: Demonstrates competence in skills and knowledge of functional areas. Understands job requirements, internal and external procedures and regulations and how position interacts with and supports other areas of SRVFPD.</i>					
<i>COMMUNICATION: Speaks, writes and presents effectively. Listens well and clarifies questions. Interacts professionally with Directors and staff. Keeps appropriate people informed on status of projects and key issues. Prepared for meetings.</i>					
<i>INTERPERSONAL SKILLS: Is aware of and sensitive to needs of others. Considers both sides of an issue. Maintains cooperative and effective working relationships. Motivates and inspires staff.</i>					
<i>RESPONSIVENESS: Is results-oriented and assumes responsibility and accountability for own work. Responds appropriately to internal and/or external requests for assistance. Demonstrates initiative and flexibility.</i>					

Commendable: Performance consistently demonstrated with an extraordinary level of skill and ability. A statement of explanation must be included.

Above Standard: Performance objectives have been met and demonstrated with high level of skill and ability.

Competent: Performance objectives have been met and demonstrated with a satisfactory level of skill and ability.

Needs Improvement: Performance objectives have not been met or have been met only partly with a satisfactory level of skill and ability. The Plan of Professional Development must address these areas.

Unsatisfactory: Significant performance objectives have not been met and/or performance indicates significant deficit in skill and ability. A statement of explanation must be included.

Section IV: Required attachments

1. Goals for upcoming year have been reviewed and are attached.
2. Professional Plans for upcoming year have been reviewed and are attached.
3. Job description has been reviewed and modified, if needed.

ADDITIONAL RECOMMENDATIONS AND COMMENTS:

Signature of Fire Chief

Date

OVERALL MERIT RATING ASSIGNED: _____

REVIEWED BY BOARD PRESIDENT:

Signature of Board President

Date



Fire Chief Self-Evaluation

(To be completed by employee being evaluated)

Employee Name: _____

Date: _____

Review Period: _____

Date of Appointment: _____

SECTION I: Looking Back

List your assigned objectives for this appraisal period and describe the level and quality of results you achieved for each. List any reason for not meeting certain objectives, if applicable.

List meaningful contributions you made during the past year. Include cost saving measures, streamlined operations and new program implementation or improvements.

Identify the skills or behaviors that demonstrate your overall effectiveness.

Identify specific areas where improvement in your skills or behavior could enhance your effectiveness.

SECTION II: Looking Forward

Suggest objectives for the next appraisal period. Identify “above and beyond” or “stretch” goals, in addition to objectives within the scope of essential duties.

Identify ways others can assist you in performing your current job responsibilities or developing your career.

Employee Signature: _____ Date: _____

Board President Signature: _____ Date: _____

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(Exhibit A)

Aptos/La Selva Fire Protection District

FIRE CHIEF

Job Description

FUNCTION:

Reporting directly to the Board of Directors of the District, the Fire Chief will plan, organize, direct, and coordinate all District operations including emergency medical services, fire protection, and support services. The Fire Chief will provide advice and assistance to the Board of Directors in setting policy for the District.

TYPICAL DUTIES:

1. Vision to develop short- and long-range plans and ability to follow through to implementing District goals, objectives, priorities, and procedures.
2. Direct, organize, and supervise departmental activities relating to the mission and goals, emergency medical services, fire protection, and other services.
3. Regularly be responsible for Duty Chief responsibilities including responding to major emergency incidents and personally directing activities, when necessary.
4. Prepare and administer the department's Annual Plan and budget.
5. Represent the District as a community leader in relationships with the public, community groups, and professional organizations.
6. Establish a team environment that is supportive to the mission, vision, and values of the department.
7. Develop productive and team oriented relationships between all employees.
8. Make presentations before the County Board of Supervisors, County Boards and Commissions and coordinates fire department activities with other fire and government agencies.
9. Select, supervise, train, and evaluate staff
10. Pursue a safe and healthy work environment.
11. Direct and participate in the development of new ordinances related to fire protection.
12. Perform other related work as assigned by the Board of Directors.
13. Work closely with the Board President to form Board meeting agendas.
14. Meet routinely with each of the Fire Board Directors.

ESSENTIAL FUNCTIONS:

1. Ability to work emergency incident response overtime.
2. Periodic standing, walking and stooping on pavement, asphalt and uneven terrain.
3. May be required to walk and run while carrying equipment.
4. Occasionally must bend, stoop, kneel or crouch to deal with emergency medical patient needs, operate rescue equipment or carry equipment and/or hose lines into a burning building.
5. Occasionally must crawl within confined spaces and/or within a smoke filled atmosphere to perform fire control, emergency escape or rescue operations.
6. Occasionally must be able to climb ladders, stairs, ramps, scaffolds, poles and the like using feet or legs and/or hands and arms.

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7. Occasionally must be able to twist the torso, reach overhead and perform neck and cervical movement to accomplish pulling hose and when performing rescue techniques.
8. Occasionally must have the strength to lift up to 100 lbs. using appropriate lifting and squatting techniques.
9. Must be able to drag an injured victim from a danger area for eventual rescue by a two-member team.
10. As part of a 2-person team must be able to lift a patient or rescue victim.
11. Must be able to extend arms and hands in any direction and be able to seize, hold, grasp, turn and otherwise work with hands; must have the fine finger manipulation equivalent to writing.
12. Must be able to talk and hear with adequate acuity when giving and taking emergency orders and following directions from a supervisor.
13. Must have the visual capacity, depth perception and color vision to drive and follow hazard notification signs.
14. Must be able to work in a variety of environmental situations including: indoors, outdoors, fumes, dust, gases, humidity, odors, ventilation, noise or vibration, extreme heat/cold, and in situations where traffic, chemical spills, fires and biohazards exist.
15. Ability to work within the chain of command system, give and accept constructive criticism, react quickly and calmly in emergency situations.
16. Ability to effectively communicate and maintain positive working relationships with peers, superiors, subordinates, and other public safety personnel and members of the public in a professional and appropriate manner.

MINIMUM QUALIFICATIONS:

Experience:

Twelve (12) years of broad and extensive experience in all phases of emergency medical services, fire protection and support services work including, 1) At least five years in a responsible management capacity (Battalion Chief and higher) or, 2) At least five (5) years in a supervisory capacity with the Aptos/La Selva Fire Protection District

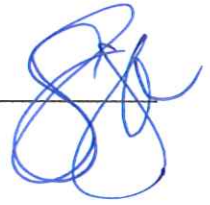
Education:

A bachelor degree (BA/BS) from an accredited college with major course work in fire science, public or business administration or related field is preferred. The Board of Directors may consider significant advanced work experience and accomplishments as an offset to the degree requirement.

Knowledge of:

1. Principals, practices, methods, and techniques of developing a team spirit, organizational communication.
2. Managing and supervising modern emergency medical services, fire prevention, and fire suppression activities.
3. Capabilities of firefighting apparatus and equipment.
4. Principles and practices of modern fire department administration, risk management, and personnel training.
5. Principles and practices of organization, administration, budgeting, and personnel management.
6. Applicable laws, rules, regulations, ordinances and codes pertaining to fire protection, fire prevention and arson investigation.
7. Grant solicitation processes and strategic planning.

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Ability to:

1. Make decisions.
2. Establish and maintain cooperative working relationships with those contacted in the course of work.
3. Communicate clearly and concisely both orally and in writing.
4. Select, supervise, train, and motivate subordinates.

License/Certifications:

Possession of an appropriate and valid California motor vehicle operator's license.

DESIRED QUALIFICATIONS:

Postgraduate college education.
Executive Fire Officers Certification from the National Fire Academy.
California State Fire Marshal Chief Officer certification.
California State Fire Marshal Fire Chief certification.



VENTURA COUNTY
Revision Date: Jul 30, 2011

COUNTY FIRE CHIEF

Class Code:
00465

Bargaining Unit: Management/Confidential
Clerical/Unrepresented Others

SALARY RANGE

\$78.81 - \$110.35 Hourly
\$6,305.09 - \$8,827.99 Biweekly
\$13,661.02 - \$19,127.31 Monthly
\$163,932.27 - \$229,527.68 Annually

DEFINITION:

Serving at the pleasure of the County's Board of Supervisors and under the general administrative direction of the County's Chief Executive Officer, is responsible for the protection of life and property from fire and other phenomena by directing the activities of the Ventura County Fire Protection District.

Distinguishing Characteristics:

The County Fire Chief is fully and immediately accountable to the County's CEO and ultimately to the Board of Supervisors for the management/administration of the Fire Protection District. This classification is exempt from civil service.

EXAMPLES OF DUTIES:

Duties may include but are not limited to the following:

- Directs the development, implementation, and administration of fire suppression/prevention and hazardous materials containment activities.
- Directs training of all departmental personnel.
- Develops long-range plans to maintain adequate service by initiating changes when indicated by fire hazard development and newly-enacted ordinances and codes.
- Directs the preparation/administration of the annual budget.
- Cooperates with other governmental agencies in providing and utilizing mutual aid; represents the District in its relations with other governmental agencies.
- Acts in the appropriate civil defense capacity; directs other executive Fire Officers in the management of their bureaus, divisions, and sections.
- As necessary, may direct the preparation of proposed legislation.
- Maintains a high level of morale, motivation and discipline among subordinates.

- Performs other duties as assigned.

QUALIFICATION GUIDELINES:**Knowledge, Skills, and Abilities:**

Knowledge of: management and organizational principles; knowledge of personnel management and supervision; the principles/practices of employee/labor relations; the ordinances, policies, rules and regulations governing the operation of the department; fire fighting tactics and strategy.

Ability to: organize and direct the broad spectrum of emergency activities; establish and maintain effective relations with the public and other agencies.

RECRUITING STANDARDS:

Must possess at least five (5) years of responsible managerial and administrative experience in fire protection services supplemented by considerable training in fire science, public administration, fire administration, or other closely related fields. Must also possess and maintain a valid California driver license.

Approved at the Board Meeting on December 28, 2011

DISTRICT POLICY

11

Board of Directors and Fire Chief Roles and Responsibilities

I. MISSION STATEMENT, CORE VALUES and OPERATING PRINCIPLES

It shall be the duty and the responsibility of the members of the Board of Directors and the Fire Chief of the Moraga-Orinda Fire District to pursue the District's adopted mission and abide by the District's core values and operating principles.

A. Mission Statement

With pride and professionalism, the Moraga-Orinda Fire District will provide the highest level of emergency and public service in response to the needs of our community.

B. Core Values and Operating Principles

- We invest in our employees both personally and professionally.
- We operate on a basis of open, honest, and constructive communication.
- We practice 360-degree respect.
- We demonstrate integrity and a shared personal responsibility for carrying out the mission of the Fire Service.
- As stewards of public funds we act in a fiscally prudent and responsible manner.
- We maximize the effectiveness of our operational readiness through active participation, effective internal coordination, and external collaboration.
- We are performance driven and practice continuous quality improvement in our business processes.
- We promote a successful quality of life for our employees and the citizens we serve.

II. BOARD OF DIRECTORS

A. General Responsibilities

The District Board shall exercise those powers granted by California Law and carry out those statutory and delegated duties as may best meet the emergency services and life-safety requirements of the District.

B. Fire Chief Appointment

Approved at the Board Meeting on December 28, 2011

The Fire Chief shall be appointed by the District Board on the basis of administrative, operational and executive expertise and qualifications and shall serve at the pleasure of the District Board.

C. Policy Making

The District Board may request the Fire Chief to develop Ordinances, Resolutions and Policies and other measures for the District Board's consideration. Ordinances, Resolutions and Policies and other measures considered by the Board shall address legislative, budgetary, service level and/or contractual needs and requirements of the District. The Fire Chief will present Ordinances, Resolutions and Policies and other measures to the District Board for their consideration. The District Board shall consider and act on the Fire Chief's recommendations based on what they believe would be in the best interest of the District and the constituents they serve. Development and approval for administrative and operational functions of the District are delegated to the Fire Chief.

D. District Board-Fire Chief Relations

Except for the purpose of inquiry, no individual Board member shall give orders or instructions to the Fire Chief or District staff unless the Board of Directors are sitting in a duly convened meeting of the District Board. Board members have no authority at or during emergency events within the District.

E. Finance and Budget

The District Board shall set and approve all budgetary and financial District policy. The District Board shall assign two members to a Finance Committee to work with staff to review and provide guidance in budgetary and financial proposals for District Board consideration and approval. The District Board shall review and approve annual District budgets, receive and file District audits and receive and review monthly budget updates.

F. Strategic and Business Planning

The District Board shall work with the Fire Chief to develop Strategic and Business Planning processes that ensure the District remains financially viable while improving business and operational efficiencies and effectiveness.

G. Meeting Participation

District Board members shall attend regular, special, committee, or workshop meetings. The method of participation is discussion, deliberation, debate and voting. All members are expected to participate fully in deliberation and voting.

Approved at the Board Meeting on December 28, 2011

H. Board Members Decorum

Board members have the right to maintain and express differing viewpoints, styles, opinions and values. Nonetheless, Board members should respect the dignity of their office and observe common standards of decorum to the extent possible.

I. Fire Chief Contract

The District Board shall appoint an Ad Hoc Committee to negotiate the Fire Chief's contract which will include salary, benefits and working conditions. The Fire Chief's negotiated contract is subject to the approval of the District Board. The Fire Chief's contract shall be reviewed annually in conjunction with his/her annual performance review.

J. Fire Chief Goals and Objectives

The District Board shall meet with the Fire Chief to establish and adopt organizational goals and objectives. This shall be completed prior to June 30 of each year or on a mutually agreed upon date.

K. Fire Chief Performance Review

The District Board shall provide the Fire Chief an annual performance review. The review should also evaluate the status of the previous year's goals and objectives and any performance issues identified and agreed upon by the District Board.

III. FIRE CHIEF

A. General Responsibilities

The Fire Chief shall be the administrative and operational Chief Executive Officer of the District under the direction and control of the District Board. The Fire Chief shall be responsible for the efficient effective administration of all the affairs of the District, which are under the Fire Chief's control. In addition to general powers as Chief Executive Officer, and not as a limitation thereon, the Fire Chief shall have the duties and powers set forth within this Policy.

B. Enforcement

It shall be the duty of the Fire Chief to enforce or cause to be enforced all ordinances, resolutions and other measures of the District and to see that all contracts, permits and privileges granted by the District Board are faithfully observed.

C. Authority Over Employees

The Fire Chief shall have the exclusive authority to manage, order and give directions to all employees of the District under the Fire Chief's jurisdiction.

D. Appointment and Removal of District Employees

Approved at the Board Meeting on December 28, 2011

The Fire Chief shall approve the appointment, removal, promotion or demotion of all District employees subject to all applicable labor contracts, personnel laws, rules and regulations.

E. District Employment Contracts

It shall be the duty of the Fire Chief to be responsible for the negotiation of all District fulltime represented and unrepresented employment contracts. When directed by the District Board, the Fire Chief may contract with a professional negotiator to assist with employment contract negotiations. The Fire Chief shall consult and confer with the District Board to determine acceptable parameters of all employment contract negotiations. The Fire Chief shall bring all permanent fulltime employment contracts to the District Board for ratification. Part-time, at-will contracts do not require Board approval if the positions have been approved and budgeted. After the District Board ratifies the contract, it shall be the duty of the Fire Chief to administer the contract and determine that its provisions are carried out.

F. District Service Contracts

It shall be the responsibility of the District Board to appoint standing committees or ad hoc committees to recruit and negotiate contracts with District Counsel, District Financial Auditors and Fire Chief Search Consultants. These negotiated service contracts require the approval of the District Board.

Unless otherwise directed by the District Board, it shall be the duty of the Fire Chief to negotiate all other contracts for services. The Fire Chief shall approve those contracts that fall under the limits outlined in the District Purchasing Ordinance. Contracts which exceed the Fire Chief's authority limit as outlined in the District's Purchasing Ordinance require District Board approval. After contracts have been approved by the Fire Chief or District Board, it shall be the duty of the Fire Chief to administer the contracts and determine that corresponding provisions are carried out. The Fire Chief shall report to the District Board on the performance of any service provider at the Board's request.

G. Administrative Reorganization

The Fire Chief shall evaluate and develop organizational structure recommendations for the District Board consideration to ensure the District's business is conducted in the most efficient, effective and economical manner.

H. Ordinances, Resolutions and Policies

It shall be the duty of the Fire Chief to recommend to the District Board for adoption such ordinances, resolutions and policies as deemed necessary. It

Approved at the Board Meeting on December 28, 2011

shall be the duty of the Fire Chief to develop ordinances, resolutions or policies when directed by the District Board.

I. Finance and Budget

It shall be the duty of the Fire Chief to work with the District Board Finance Committee for review and guidance on budgetary and financial proposals. The Fire Chief shall submit the proposed annual budget and other financial proposals to the District Board for adoption. It shall be the duty of the Fire Chief to keep the District Board Finance Committee and ultimately the District Board fully advised as to the financial condition and financial needs of the District.

J. Strategic and Business Planning

The Fire Chief shall work with the District Board to develop Strategic and Business Planning processes that ensure the District remains financially viable while improving business and operational efficiencies and effectiveness. It shall be the duty of the Fire Chief to drive the execution of the adopted Strategic Business Plan.

K. Public Affairs and Relations

The Fire Chief is responsible for day-to-day District public relations and marketing of the District. The Board may appoint a public spokesperson to address public policy, legal or District Board specific items that require press releases, press inquiry responses and/or public notifications.

L. District Board Notifications

It shall be the duty of the Fire Chief to notify the District Board of any significant event within the District or any event that could significantly impact the District as soon as operationally possible. The Fire Chief shall provide copies of all District press releases to all Board Members prior to release.

M. Purchasing and Expenditure Control

It shall be the duty of the Fire Chief to see that no expenditures shall be submitted or recommended to the District Board except on approval of the Fire Chief. The Fire Chief, or authorized representative, shall be responsible for the purchase of all supplies for the District.

N. Supervision of Public Property

It shall be the duty of the Fire Chief to exercise general supervision over all District property which is under the control and jurisdiction of the District.

O. Additional Duties

It shall be the duty of the Fire Chief to perform such other duties and exercise such other powers as may be delegated from time to time by ordinance or other official action of the District Board as allowable under law.

Approved at the Board Meeting on December 28, 2011

P. District Cooperation

It shall be the duty of the Fire Chief to strive to achieve the cooperation of all management employees of the District in assisting the Fire Chief in administering the affairs of the District efficiently, economically and harmoniously.

Q. Meeting Participation

It shall be the duty of the Fire Chief to attend all meetings of the District Board, unless excused by the Board President or by a vote of the District Board. With the exception of closed session meetings placed on the agenda to address the Fire Chief's performance and/or contract, the Fire Chief may attend any and all meetings of committees created by the District Board. At such meetings, the Fire Chief shall be heard as to all matters the Fire Chief wishes to address to the members thereof, and inform the members as to the status of the matter being considered by the District Board. The Fire Chief shall cooperate to the fullest extent with the members of committees appointed by the District Board.

R. Fire Chief Decorum

The Fire Chief must conduct him/herself in a manner that does not bring discredit to the District (on or off duty). The Fire Chief must act in an appropriate and respectful manner when interacting with staff, Board of Directors, the public, other public agencies and other elected officials.

Name _____

Evaluator Composite _____

Date _____

MORAGA/ORINDA FPD

KEY PERFORMANCE AREAS

1. Fiscal Acumen

Makes sound decisions and recommendations that enhance the District's financial position through a realistic budget setting process performance metrics and other accountability measures consistent with imperatives of the strategic business plan.

Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

2. Building External Relationships

Displays an ability to effectively engage and communicate elected officials and the various Publics the District serves. Also demonstrates an ability to sustain effective partnerships with local, state and federal agencies, and professional organizations. Remains both aware and sensitive to the nature of political relationships in fostering interest based outcomes.

Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

3. Operational Knowledge of Fire Service Readiness

Shows understanding of issues relevant to the broad organization and the Fire Service. Keeps that knowledge up-to-date; has and uses cross-functional knowledge in maintaining appropriate certifications in drills, incidents, continuing education. Demonstrates a keen awareness of operational objectives including the highest response capability in serving the community.

Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

4. Thinks Strategically

Considers a broad range of internal and external factors when solving problems and making

Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

decisions; identifies critical, high payoff strategies and prioritizes team efforts accordingly; uses information from key stakeholders when making decisions; recognizes strategic opportunities for success; adjusts actions and decisions for focus on critical strategic issues affecting the service and operational mission of the Fire District.

Comments: _____

5. Innovates

Generates new ideas; goes beyond the status quo; recognizes the need for new or modified approaches; brings perspectives and approaches together, combining them in creative ways.

- Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

6. Acts with Integrity

Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behavior; builds trust with others through own authenticity and follow-through on commitments.

- Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

7. Demonstrates Adaptability

Handles day-to-day work challenges confidently; is willing and able to adjust to multiple demands, shifting priorities, ambiguity, and rapid change; shows resilience in the face of constraints, frustrations, or adversity; demonstrates flexibility.

- Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

8. Champions Change

Challenges the status quo and champions new initiatives; acts as a catalyst of change and stimulates

- Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

others to change; paves the way for needed changes; manages implementation effectively.

Comments: _____

9. Provides Direction

Fosters the development of a common vision; provides clear direction and priorities; clarifies roles and responsibilities.

Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

10. Leads Courageously

Steps forward to address difficult issues; puts self on the line to deal with important problems; stands firm when necessary.

Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

11. Fosters Teamwork

Builds effective teams committed to organizational goals; fosters collaboration among team members and among teams; uses teams to address relevant issues.

Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

12. Coaches and Develops Others

Accurately assess strengths and development needs of employees; gives timely, specific feedback and helpful coaching; provides challenging assignments and opportunities for development.

Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

13. Drives for Results

Drives for results and success; conveys a sense of urgency and drives issues to closure; persists despite obstacles and opposition.

Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

14. Establishes Plans

Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in

Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

meeting goals; integrates planning efforts across work units.

Comments: _____

15. Structures Staff

Recruits and hires the right people for permanent and temporary assignments; builds a strong team with complementary strengths; provides for staff continuity; form the right structures and teams.

Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

16. Manages Execution

Assigns responsibilities; delegates and empowers others; removes obstacles; allows for and contributes needed resources; coordinates work efforts when necessary; monitors progress.

Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

17. Speaks Effectively

Speaks clearly and expresses self well in groups and in one-to-one conversations. Actively attends to and conveys understanding of the comments and questions of others; listens well in a group.

Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

18. Displays Organizational Savvy

Develops effective give-and-take relationships with others; understands the agendas and perspectives of others; recognizes and effectively balances the interests and needs of one's own group with those of the broader organization.

Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

19. Manages Disagreements

Brings substantive conflicts and disagreements into the open and attempts to resolve them collaboratively; builds consensus.

Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

20. Develops Oneself

Learns from experience; actively pursues learning and self-development; seeks feedback and welcomes unsolicited feedback; modifies behavior in light of feedback.

- Small amount of skill shown Solid amount of skill shown Great deal of skill shown No opinion

Comments: _____

Looking back over the last 12 months, what are the top 5 achievements this Fire Chief has demonstrated in his role?

1.

2.

3.

4.

5.

On a go forward basis, what do you see as this Fire Chief's top 4 leadership focus areas in the next fiscal year?

Are there any personal growth plans or goals this Fire Chief should pursue in the ensuing year?

Additional Comments?

Employee Name _____ Date _____

Evaluator Name _____ Date _____

Agenda

Item #3

ATTACHMENT

#A

Battalion Chief Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Employees acting in this position will be held to this standard as well as that of their assigned rank.

Summary Job Description

Functions as shift commander, with primary responsibility to assure that assigned personnel, apparatus, equipment, and facilities are maintained in appropriate readiness to respond to a variety of emergency calls for service. Under general direction, performs responsible management, technical and administrative work in commanding and coordinating fire emergency operations, training, fire prevention, public education, disaster preparedness, facility/equipment maintenance, and other related programs and services. Provides responsible and technical staff assistance, implements programs, goals and objectives. Oversees and supervises shift personnel and assigned staff.

Representative Duties and Knowledge

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Serves as duty chief for an assigned shift and responds to emergencies including, but not limited to, structure fire, wildland fire, vehicle fire vehicle accidents, injuries, trapped people or animals, fallen trees, down power lines, gas leaks, flooded structures, hazardous substances, and trail rescues
- Assumes command of complex emergency scenes from initially arriving units and maintains command unless relieved by a superior chief officer
- Provides direction and necessary information to all units at an emergency scene
- Communicates with dispatch throughout emergency and non-emergency calls
- Assumes management responsibility for programs, activities, and programs of assigned shift including training, facility/equipment maintenance, disaster preparedness, public education, and related programs and services
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for departmental programs and services; recommends and administers policies and procedures
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; within department policy recommends appropriate methods and procedures
- Responds to and resolves difficult and sensitive citizen inquiries and complaints
- Understands the use of personal protective equipment and SCBA
- Understands rescue operations and procedures
- Has a thorough working knowledge of the Incident Command System as it applies to all emergencies

- Develops subordinates according to the Professional Development Plan, and maintains records
- Facilitates promotional testing and new hire recruitment
- Drives fire department vehicles; maintains proper licensing as required by CA DMV for fire department apparatus
- Directs and oversees assigned shift's occupancy inspection program
- Supervises and directs post-incident analysis
- Prepares reports and documentation as required by department
- Assists in the preparation and implementation of the department budget
- Reviews and evaluates subordinate employee job performance
- Manages overtime needs based on company officer's daily schedule
- Enforces departmental rules and regulations, and recommends disciplinary action when necessary
- Performs general administrative support functions and manages specific programs as assigned
- Participates in drills, and training classes
- Maintains fitness through a self-directed physical fitness program
- Participates in the department's public relations programs as assigned
- Maintains a clean professional appearance
- Behaves in accordance with the code of conduct of the Montecito Fire Protection District
- Is familiar with the policies, procedures, rules and regulations of the Montecito Fire Protection District
- May be assigned special projects by Division or Fire Chief
- In the event of a major fire or emergency, may be called in from off duty to work an extended period of time; may be scheduled to work on days off when an open shift cannot be filled in accordance with force hire policy; may be sent to emergencies in other areas for an extended period of time

Abilities

- Command personnel during emergency and non-emergency operations
- Perform competently under extreme pressure and in stressful situations
- Make accurate observations and rapid judgments
- Understand a variety of procedural instructions; written and oral, and convert to proper actions
- Give oral instructions to others
- Work with outside agencies
- Prepare clear, concise, accurate written reports
- Deal tactfully and effectively with the general public and co-workers
- Work cooperatively with others and contribute to a successful team effort
- Maintain physical endurance and agility
- Demonstrate an awareness and appreciation of the cultural diversity of the community
- Upholds the code of conduct of the Montecito Fire Protection District

Minimum Qualifications

2015

Eight years of full time firefighter experience; at least 5 with the Montecito Fire Protection District

EMT-B certification

CPR for the Professional Rescuer or equivalent certification

AED certification

State Fire Training Certified Firefighter I and Firefighter II

State Fire Training Chief Officer Certification eligible

I300

S234

S270

S290

S215

AR330

AR339

Class B or C California Driver's License with Firefighter endorsement.

Initiated Battalion Chief task book

Must not have been convicted by a state or the federal government of a crime, the punishment for which could have been imprisonment in a state or federal prison.

2017

Eight years of full time firefighter experience; at least 5 with the Montecito Fire Protection District

EMT-B certification

CPR for the Professional Rescuer or equivalent certification

AED certification

State Fire Training Certified Firefighter I and Firefighter II

State Fire Training Chief Officer Certification eligible

Heavy Rescue (Rescue Systems 1 & 2, Trench Rescue, Confined Space Rescue and Low Angle Rope Rescue)

I300

S234

S270

S290

S215

AR330

AR339

Class B or C California Driver's License with Firefighter endorsement.

Completed Battalion Chief task book.

Must not have been convicted by a state or the federal government of a crime, the punishment for which could have been imprisonment in a state or federal prison.

2020

Eight years of full time firefighter experience; at least 5 with the Montecito Fire Protection District

EMT-B certification

CPR for the Professional Rescuer or equivalent certification

AED certification

State Fire Training Certified Firefighter I and Firefighter II

State Fire Training Chief Officer Certification eligible

Heavy Rescue (Rescue Systems 1 & 2, Trench Rescue, Confined Space Rescue and Low Angle Rope Rescue)

I300

S234

S270

S290

S215

AR330

AR339

Class B or C California Driver's License with Firefighter endorsement

Completed Battalion Chief task book

Associate of Arts or Science degree in any field

Must not have been convicted by a state or the federal government of a crime, the punishment for which could have been imprisonment in a state or federal prison.

2024

Eight years of full time firefighter experience; at least 5 with the Montecito Fire Protection District

EMT-B certification

CPR for the Professional Rescuer or equivalent certification

AED certification

State Fire Training Certified Firefighter I and Firefighter II

State Fire Training Chief Officer Certification eligible

Heavy Rescue (Rescue Systems 1 & 2, Trench Rescue, Confined Space Rescue and Low Angle Rope Rescue)

I300

S234

S270

S290

S215

AR330

AR339

Class B or C California Driver's License with Firefighter endorsement

Completed Battalion Chief task book

Bachelor of Arts or Science degree in any field

<p style="text-align:center">MONTECITO FIRE PROTECTION DISTRICT SHIFT BATTALION CHIEF</p>
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DEFINITION:

Under the general supervision of the Operations/Division Chief, plans and supervises the activities of an assigned shift. Responds to emergencies and assumes the role of incident commander on all major calls. Interacts with Battalion Chiefs of other shifts in coordinating shift activity. Responsible for certain District-wide programs, as assigned by the Operations/Division Chief, which require interaction with all District members. Assume administrative duties as required. Provide highly responsible and complex staff assistance to the Fire Chief or Operations/Division Chief. At times, will function as the District's key representative pertaining to all District responsibilities and activities which may involve participation off duty, after normal business hours, weekends, holidays or otherwise as determined by the Fire Chief. Assignments may be changed at intervals as determined by the Fire Chief or Operations/Division Chief.

COMPENSATION & BENEFITS:

A salaried, management position, covered by the Memorandum of Understanding between the District and Staff. As a management employee, terms and conditions of employment are not negotiated by the Firemen's Association. This is an exempt position.

Hours of work: an average of 56 hours per week on the 4/6 shift schedule; at times will also be required to attend meetings. May be called upon to respond to emergencies or conduct Fire District business outside of normal business hours and scheduled shifts.

Trades: trades are allowed only with other salaried employees.

DUTIES & RESPONSIBILITIES:

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed. The level of technical complexity of the assignment(s) is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address the District's business needs and changing business practices.

Duties regularly include, but are not limited to the following:

Ensures appropriate service and staffing levels within District policy. Organizes the activities of assigned shift; coordinates interaction between shifts to promote continuity from shift to shift. Aids Captains in planning daily schedules. Monitors and evaluates the efficiency and

JOB DESCRIPTIONS – SHIFT BATTALION CHIEF

MONTECITO FIRE PROTECTION DISTRICT

effectiveness of service delivery methods and procedures. Enforces District rules and policies. Prepares reports, maintains records, and reviews reports from subordinates. Supervises all personnel and evaluates employees. Ensures that assigned shift meets District standards in all programs (training, prevention, maintenance, physical fitness, etc.). Allocates resources as it relates to the needs of the District. Responds to emergency calls. Makes decisions regarding fire control methods. Promotes and supports cooperation with other agencies. At times, will provide Battalion Chief coverage for neighboring agencies. Will serve as Strike Team Leader or other certified and qualified overhead position. Assists the Fire Chief and Operations/Division Chief in meeting District goals and objectives. Actively attends and participates in professional fire organizations and groups. Each Battalion Chief will be assigned a primary area of responsibility: training, services and supplies, administration or fire prevention. The Fire Chief or Operations/Division Chief may assign special projects. May be called upon to investigate cause and origin of fires or other incidents.

Required to attend at least half of all meetings associated with special projects; on or off duty without additional compensation. Required to carry their District cell phone at all times.

Must maintain physical fitness.

QUALIFICATIONS:

Six years of increasingly responsible full-time sworn experience with a paid fire agency, with one year's experience as suppression officer (permanent Captain or above). Assistant Fire Marshal will meet this requirement when he/she has documented 50 shifts as Engine Company Captain. A combination of training, education and experience which would provide the required knowledge and abilities.

The ability to work with employees in a manner which will inspire a feeling of teamwork, pride, camaraderie, discipline, and high morale. Ability to manage the operation of several crews.

Oral and written communication skills suitable to the position. Ability to deal effectively with the public. Knowledge of modern firefighting methodology, fire prevention practices, fire investigation methods, procedures and equipment, management, instruction, and budgetary processes. Ability and willingness to perform in a management position in dealing with personnel and the public. Knowledge of District policies, procedures, and programs and the ability to implement them.

Battalion Chiefs appointed after May 20, 1996 must reside within 60-minute travel time of the headquarters fire station to facilitate direction of major emergencies.

Job performance will be reviewed annually.

Possession of an appropriate California Driver's License with a satisfactory driving record; EMT-1 or equivalent and AED/CPR certifications that meets State of California and LEMSA requirements.

Must meet insurability requirements of district's insurer(s).

Approved 05/27/2014

JOB DESCRIPTIONS – SHIFT BATTALION CHIEF MONTECITO FIRE PROTECTION DISTRICT

If applicant is not already a full time employee of the Montecito Fire Protection District, prior to appointment, applicant must pass an extensive background investigation and medical exam, including controlled substance testing.

REQUIRED:

AA/AS degree or 30 units of Fire Science

Fire Officer certification

Strike Team Leader (STEN) qualified within two (2) year of appointment, opportunities permitting.

Division Group Supervisor (DIVS) qualified within three (3) years of appointment, opportunities permitting.

Blue Card certification within one (1) year of appointment

Heavy Rescue certification

- Trench Rescue
- Confined Space Rescue
- Rescue Systems 1
- Rescue Systems 2

Fire Command 2A, 2B, 2E

Fire Investigation 1A, 1B

Management 2A, 2B

Hazmat FRO

Fire Operations in the Urban Interface (S-205/215)

Ignition Operations (S-234)

Basic Air Operations (S-270)

Intermediate Fire Behavior (S-290)

Introduction to Wildland Fire Behavior Calculations (S-390)

Intermediate ICS (I-300)

Must not have been convicted by a state or the federal government of a crime, the punishment for which could have been imprisonment in a state or federal prison.

Desired Qualifications/Training

Tactical Decision Making (S-336)

Fire Behavior (S-390)

Investigation 1B

Other Requirements

Successfully complete 12 month probationary period.

Physical Demands and Working Environment

The conditions herein 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 job functions.

Physical:

Primary functions require sufficient physical ability to work both indoors in an office-type setting and outdoors in extreme weather conditions. Continuous sitting and upward and downward flexion of neck; side-to-side turning of neck; twisting and bending at the waist; reaching below the shoulders; lifting and carrying of objects weighing up to 100 pounds. Frequent standing; walking and walking on uneven ground; reaching at and above the shoulder; power grasping, pushing and pulling of objects and equipment; fine finger dexterity, simple grasping and repetitive use of hands to manipulate equipment controls, keyboard and other office equipment. Occasional running, crawling, kneeling, climbing, balancing and squatting; lifting and carrying objects more than 100 pounds with or without assistance.

Environment:

Exposure to extreme heat, cold, humidity and temperature swings working indoors and outdoors; excessive noise of emergency equipment; the noise level may be very loud when responding to emergency calls and when working at a fire or other emergency incident; exposure to dust, gases, chemicals, smoke, and blood-borne pathogens; occasional exposure to explosives at fires or other hazardous materials calls; works in and around heavy equipment with exposure to moving mechanical parts; exposure to vibration from equipment and vehicles; operations of foot controls or repetitive foot motion; may work at substantial heights; wears appropriate personal protective equipment including goggles, ear plugs or other auditory protective equipment, face protector, turn-outs, safety shoes, gloves and a self-contained breathing apparatus.

ATTACHMENT

#B

Fire Captain Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Employees acting in this position will be held to this standard as well as that of their assigned rank.

Summary Job Description

Responds to fire alarms, emergency medical calls, and other emergency calls to protect life, property and the environment. Commands all subordinate personnel in daily activities as well as during emergency and non-emergency operations. Participates in fire training, fire prevention, public education, station and equipment maintenance. Reports to battalion chief. Medical direction is received through EMS protocol and medical director. Supervises Engineers, firefighters, and auxiliary positions. May be required to act as Battalion Chief.

Representative Duties and Knowledge

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Responds to emergencies including, but not limited to, structure fire, wildland fire, vehicle fire vehicle accidents, injuries, trapped people or animals, fallen trees, down power lines, gas leaks, flooded structures, hazardous substances, and trail rescues
- Assumes command of emergency scene until relieved by a chief or company officer
- Provides direction and necessary information to the engineer en route to emergency and non-emergency calls
- Communicates with dispatch throughout emergency and non-emergency calls
- Places fire hoses, operates fire streams, sets ladders, ventilates and enters burning structures to extinguish fires and perform rescue services; has an understanding of fireground command, strategy, and tactics
- Performs salvage and overhaul operations during and after fires to remove hazards and prevent water damage
- Stands fire watch
- Lays hose, directs fire streams, constructs fire line, takes weather readings, and has an understanding of wildland/urban-interface command, strategy and tactics
- Understands the use of personal protective equipment and SCBA
- Knows the location of, and how to set up and use all medical equipment within EMT-B scope of practice and SBC EMSA policies and protocols; assists MTO and other agency paramedics when necessary
- Understands rescue operations and procedures
- Has an understanding of the Incident Command System as it applies to all emergencies
- Is able to safely and effectively operate all fire department equipment necessary to perform job duties including, but not limited to generators, pumps, ventilation fans, power saws, hand tools, and hydraulic tools

- Drives fire department vehicles; maintains proper licensing as required by CA DMV for fire department apparatus
- Inspects and performs maintenance on fire hydrants
- Has an understanding of hazardous materials operations, and performs decontamination procedures in compliance with CalOSHA regulations
- Plans and supervises the daily activities of assigned crew
- Prepares reports and documentation of emergency calls, public service calls, and training
- Manages an assigned portion of the Montecito weed abatement program
- Investigates customer complaints and takes the appropriate action
- Maintains daily personnel roster and manages trade and time-off requests
- Enforces departmental rules and regulations, and recommends disciplinary action when necessary
- Conducts annual evaluations of subordinates
- Performs commercial occupancy inspections, participates in fire prevention demonstrations, and has an understanding of fire prevention strategies and codes
- Participates in drills, and classes as directed
- Maintains fitness through a self-directed physical fitness program
- Presents programs and participates in the department's public relations programs as assigned
- Maintains a clean professional appearance, and behaves in accordance with the code of conduct at the Montecito Fire Protection District
- Is familiar with the policies, procedures, rules and regulations of the Montecito Fire Protection District
- May be assigned special projects by a chief officer
- In the event of a major fire or emergency, may be called in from off duty to work an extended period of time; may be scheduled to work on days off when an open shift cannot be filled in accordance with force hire policy; may be sent to emergencies in other areas for an extended period of time
- Possesses the basic math skills necessary for fire pump calculations, USAR shoring calculations, and other job functions

Abilities

- Command personnel during emergency and non-emergency operations
- Perform competently under extreme pressure and in stressful situations
- Make accurate observations and rapid judgments
- Understand a variety of procedural instructions; written and oral, and convert to proper actions
- Give oral instructions to others
- Work with outside agencies
- Prepare clear, concise, accurate written reports
- Deal tactfully and effectively with the general public and co-workers
- Work cooperatively with others and contribute to a successful team effort

- Maintain physical endurance and agility
- Demonstrate an awareness and appreciation of the cultural diversity of the community
- Uphold the code of conduct of the Montecito Fire Protection District

Minimum Qualifications

2015

Four years of full time firefighter experience; at least 3 with the Montecito Fire Protection District

EMT-B certification

CPR for the Professional Rescuer or equivalent certification

AED certification

State Fire Training Certified Firefighter I and Firefighter II

State Fire Training Fire Officer Certification eligible

I300

S234

S270

S290

S215

Class B or C California Driver's License with Firefighter endorsement.

Initiated Fire Captain task book

Must not have been convicted by a state or by the federal government of a crime, the punishment for which could have been imprisonment in a federal or state prison.

2017

Five years of full time firefighter experience; at least 3 with the Montecito Fire Protection District

EMT-B certification

CPR for the Professional Rescuer or equivalent certification

AED certification

State Fire Training Certified Firefighter I and Firefighter II

State Fire Training Fire Officer Certification eligible

Heavy Rescue (Rescue Systems 1 & 2, Trench Rescue, Confined Space Rescue and Low Angle Rope Rescue)

I300

S234

S270

S290

S215

Class B or C California Driver's License with Firefighter endorsement.

Completed Fire Captain task book

Must not have been convicted by a state or by the federal government of a crime, the punishment for which could have been imprisonment in a federal or state prison.

2020

Five years of full time firefighter experience; at least 3 with the Montecito Fire Protection District

EMT-B certification

CPR for the Professional Rescuer or equivalent certification

AED certification

State Fire Training Certified Firefighter I and Firefighter II

State Fire Training Fire Officer Certification eligible

Heavy Rescue (Rescue Systems 1 & 2, Trench Rescue, Confined Space Rescue and Low Angle Rope Rescue)

I300

S234

S270

S290

S215

Class B or C California Driver's License with Firefighter endorsement

Completed Fire Captain task book

Associate of Arts or Science degree in any field

Must not have been convicted by a state or by the federal government of a crime, the punishment for which could have been imprisonment in a federal or state prison.

Desired Qualifications

Strike Team Leader (S-334)

Fire Behavior (S-390)

Investigation 1B

Other Requirements

Successfully complete 12 month probationary period.

Physical Demands and Working Environment

The conditions herein 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 job functions.

Physical:

Primary functions require sufficient physical ability to work both indoors in an office-type setting and outdoors in extreme weather conditions. Continuous sitting and upward and downward flexion of neck; side-to-side turning of neck; twisting and bending at the waist; and reaching below the shoulders; lifting and carrying of objects weighing up to 100 pounds. Frequent standing; walking and walking on uneven ground; reaching at and above the shoulder; power grasping, and pushing and pulling of objects and equipment; fine finger dexterity, simple grasping and repetitive use of hands to manipulate equipment controls, keyboard and other

office equipment. Occasional running, crawling, kneeling, climbing, balancing and squatting; lifting and carrying objects more than 100 pounds with or without assistance.

Environment:

Exposure to extreme heat, cold, humidity and temperature swings working indoors and outdoors; excessive noise of emergency equipment; the noise level may be very loud when responding to emergency calls and when working at a fire or other emergency incident; exposure to dust, gases, chemicals, smoke, and blood-borne pathogens; occasional exposure to explosives at fires or other hazardous materials calls; works in and around heavy equipment with exposure to moving mechanical parts; exposure to vibration from equipment and vehicles; operations of foot controls or repetitive foot motion; may work at substantial heights; wears appropriate personal protective equipment including goggles, ear plugs or other auditory protective equipment, face protector, turn-outs, safety shoes, gloves and a self-contained breathing apparatus.

MONTECITO FIRE PROTECTION DISTRICT FIRE CAPTAIN

DEFINITION:

Under the supervision of a Battalion Chief, the Fire Captain is responsible for supervising company activities, planning, organizing and directing equipment and personnel as needed. Participates in and supervises suppression efforts, training, public education, company inspections, investigations, cliffside rescue, medical, and other emergency situations. Performs related duties as required.

COMPENSATION & BENEFITS:

Compensation based on an average of 56 hours of work each week on the 4/6 shift schedule. Terms and conditions of employment are negotiated by the Montecito Firemen's Association and are described in the current Montecito Firemen's Association Memorandum of Understanding.

DUTIES & RESPONSIBILITIES:

Duties regularly include, but are not limited to, the following:

Provides direction to floor personnel for emergency and non-emergency operations. Supervises engine and rescue company personnel engaged in fire suppression, prevention, investigation, hazardous material incidents, medical emergencies, and other services provided by the District. Responds to fire and other emergency calls, makes necessary decisions in emergency situations regarding the deployment of firefighters and equipment, fire suppression activities, emergency medical, and rescue procedures. As assigned, responsible for inspections of public and commercial occupancies to enforce adopted fire codes, hazard abatement program, and routine hydrant servicing. Identifies fire hazards, investigates community complaints, and participates in pre-fire planning processes. Provides training for floor personnel, dispatchers, and reserves through drills, classroom instruction, shift briefings, and on-the-job instruction; enforces District rules and regulations regarding employee conduct and performance, conducts performance evaluations and counsels employees, makes recommendations concerning disciplinary action, maintains attendance and other District records. Directs and may participate in the cleaning, maintenance, and repair of fire equipment, apparatus, and facilities. Participates in on-going training

JOB DESCRIPTIONS - CAPTAIN

MONTECITO FIRE PROTECTION DISTRICT

and development activities to maintain current knowledge of technological advancements and other relevant information; attends officer's meetings as required. May participate in special projects, develop and/or conduct training, maintain records, prepare reports, and perform work assignments while serving on various District volunteer committees. Prepares timely and accurate reports, maintains company files in an up-to-date status, generates training reports, work activity reports, and other reports as needed for battalion chief or other staff personnel; assists in budget development regarding station maintenance, equipment requests, and cost improvements. Keeps subordinates and superiors adequately informed of significant matters which affect their work, attitude, and morale; advises and consults with battalion chief on a regular and on-going basis; interacts with the public at large.

Maintains compliance with District physical fitness standards.

Responds as required when called in from off duty for emergencies.

When required, will serve as acting Battalion Chief.

QUALIFICATIONS:

Extensive knowledge of firefighting principles and techniques, fire prevention principles and techniques, emergency medical service, rescue methods, local geography and major fire hazards of the District. Considerable knowledge of: fire/arson investigation, supervisory practices, laws and court decisions regarding the rights of employees. Ability to supervise and prioritize the work of others, direct others in emergency situations, coordinate and cooperate effectively with other agencies in emergency situations, present a professional image and interact effectively with the public, identify and evaluate target hazards, train others in fire prevention and suppression techniques, establish and maintain effective relationships, communicate effectively both verbally and in writing, understand written and verbal directions, maintain records and prepare reports.

Job performance reviewed annually.

Possession of an appropriate California Driver's License as required by California law, and a satisfactory driving record; EMT-D and CPR certifications; four years employment with the Montecito Fire District, and successful completion of Montecito's engineer test.

Must meet insurability requirements of District's insurer(s).

JOB DESCRIPTIONS - CAPTAIN
MONTECITO FIRE PROTECTION DISTRICT

The following is a list of required and recommended classes and certifications that should be considered in preparation for the position of captain. Required classes and certifications must be completed prior to application for position. Fire service education should not be limited to this list alone, but should also include a variety of training including: hot fire exercises, coordinated fire attack, report writing, computers, codes and ordinances, and supervisory and managerial concepts and methods.

REQUIRED:

Basic ICS (I-300)
Hazardous Materials First Responder
CA State Fire Officer Certification and/or
Fire Science Certificate (30 F.S. Units)
Rescue Systems 1/Heavy Rescue
Fire Operations in the Urban Interface (S-205/215) - Effective July 1, 2004.
Ignition Operations (S-234) - Effective July 1, 2004.
Basic Air Operations (S-270) - Effective July 1, 2004.
Intermediate Fire Behavior (S-290) - Effective July 1, 2004.

RECOMMENDED:

Strike Team Leader
Fire Behavior (S-390)
Investigation 1B
Command 2A and 2B

ATTACHMENT

#C

Fire Engineer Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Employees acting in this position will be held to this standard as well as that of their assigned rank.

Summary Job Description

Responds to fire alarms, emergency medical calls, and other emergency calls to protect life, property, and the environment. Participates in fire training, fire prevention, public education, and station and equipment maintenance. Drives and maintains fire apparatus and operates fire pump. Reports to company officer or acting captain. Medical direction is received through EMS protocol and medical director. May be required to supervise firefighters or auxiliary positions.

Representative Duties and Knowledge

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Responds to emergencies including, but not limited to, structure fire, wildland fire, vehicle fire, vehicle accidents, injuries, trapped people or animals, fallen trees, down power lines, gas leaks, flooded structures, hazardous substances, and trail rescues
- Drives fire apparatus during emergency and non-emergency situations and operates fire pump. Drives other department vehicles as assigned
- Places fire hoses, operates fire streams, sets ladders, ventilates and enters burning structures to extinguish fires and perform rescue services. Has an understanding of fireground command, strategy, and tactics
- Performs salvage and overhaul operations during and after fires to remove hazards and prevent water damage
- Stands fire watch
- Lays hose, directs fire streams, constructs fire line, takes weather readings, and has an understanding of wildland/urban-interface command, strategy and tactics
- Understands the use of personal protective equipment and SCBA
- Knows the location of, and how to set up and use all medical equipment within EMT-B scope of practice and SBC EMSA policies and protocols; assists MTO and other agency paramedics when necessary
- Understands rescue operations and procedures
- Has an understanding of the Incident Command System as it applies to all emergencies
- Is able to safely and effectively operate all fire department equipment necessary to perform job duties including, but not limited to generators, pumps, ventilation fans, power saws, hand tools, and hydraulic tools
- Maintains proper licensing as required by CA DMV for fire department apparatus
- Inspects and performs maintenance on fire hydrants
- Has an understanding of hazardous materials operations, and performs decontamination procedures in compliance with CalOSHA regulations

- Performs commercial occupancy inspections, participates in fire prevention demonstrations, and has an understanding of fire prevention strategies and codes
- Participates in drills, and classes as directed
- Washes, polishes, and performs preventive maintenance on fire apparatus and equipment
- Cleans and maintains fire station and grounds
- Maintains fitness through a self-directed physical fitness program
- Presents programs and participates in the department's public relations programs as assigned
- Maintains a clean professional appearance, and behaves in accordance with the code of conduct at the Montecito Fire Protection District
- Is familiar with the policies, procedures, rules and regulations of the Montecito Fire Protection District
- May be assigned special projects by chief or company officer
- In the event of a major fire or emergency, may be called in from off duty to work an extended period of time; may be scheduled to work on days off when an open shift cannot be filled in accordance with force hire policy; may be sent to emergencies in other areas for an extended period of time
- Possesses the basic math skills necessary for fire pump calculations, USAR shoring calculations, and other job functions

Abilities

- Operate fire apparatus, fire pump, and other equipment in a safe and effective manner
- Perform competently under extreme pressure and in stressful situations
- Make accurate observations and rapid judgments
- Understand a variety of procedural instructions; written and oral, and convert to proper actions
- Give oral instructions to others
- Prepare clear, concise, accurate written reports
- Deal tactfully and effectively with the general public and co-workers
- Work cooperatively with others and contribute to a successful team effort
- Maintain physical endurance and agility
- Demonstrate an awareness and appreciation of the cultural diversity of the community
- Uphold the code of conduct of the Montecito Fire Protection District

Minimum Qualifications

Must have 3 years of full-time experience with the Montecito Fire Department.

Class B or C California Driver's License with Firefighter endorsement.

EMT-B certification

CPR for the Professional Rescuer or equivalent certification

AED certification

CA State FF-1 and FF-2

Completed Engine Operator Task Book

Must not have been convicted by a state or by the federal government of a crime, the punishment for which could have been imprisonment in a federal or state prison.

Desired Qualifications

CA State Fire Officer Certification Eligible

Other Requirements

Successfully complete 12 month probationary period.

Physical Demands and Working Environment

The conditions herein 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 job functions.

Physical:

Constant upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; fine finger dexterity to manipulate apparatus controls, computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs.

Frequent walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 100 lbs with or without assistance.

Occasionally running, crawling; lifting and carrying objects and persons weighing more than 100 lbs. with or without assistance.

Environmental:

Exposure to extreme heat, cold, humidity, and temperature swings working indoors and outdoors; extreme noise of emergency equipment; mechanical and electrical hazards of burning equipment, facilities and materials; explosive hazards of gases and explosive devices; radiation hazards of locations having exposure to radioactive materials; fumes, odors and dust of atmosphere at fires and other emergency sites; biological hazards of bodily fluids, airborne and blood-borne pathogens; toxic substances of burning materials. Work is performed in 24-hour shifts, with time allowed for meals, breaks and sleeping subject to interruption as required by emergency situations. In the event of a major fire or emergency situation, incumbents may be called in from off-duty to work an extended period of time. Work is performed at the fire station and in the field at emergency sites and other locations. Work setting is both formal and informal, team oriented, having both routine and variable tasks. Work pace and pressure is variable, frequently fast-paced and high pressure.

<p style="text-align:center">MONTECITO FIRE PROTECTION DISTRICT FIRE ENGINEER</p>
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DEFINITION:

Under the supervision of a captain, the Engineer drives, operates, and maintains firefighting apparatus and related equipment, responds to fire and other emergency calls, fights fires, performs fire prevention functions, public education, training activities, station maintenance, and performs related duties as required. Personnel promoted to this position after October 1, 1998, are subject to assignment in the Engineer/Inspector position.

COMPENSATION & BENEFITS:

Compensation based on an average of 56 hours of work each week on the 4/6 shift schedule. Terms and conditions of employment are negotiated by the Montecito Firemen's Association and are described in the current the Montecito Firemen's Association Memorandum of Understanding.

DUTIES & RESPONSIBILITIES:

Duties regularly include, but are not limited to the following:

Supervision is provided by the engine company Captain; may also receive direction from the battalion chief or other staff personnel. Provides guidance to firefighters in matters pertaining to the care and maintenance of apparatus and equipment under the direct responsibility of the Engineer, or as needed. Inspects fire apparatus to ensure presence of appropriate equipment and operational efficiency, cleans and performs minor apparatus maintenance, drives firefighting apparatus and other units to emergency sites in a safe and efficient manner, locates hydrants, attaches hoses, and operates pumps at proper pressures, evaluates adequacy of water system and available water supply. Participates in fire extinguishing, ventilation, salvage, rescue, and other operations. Operates various fire fighting, control and rescue equipment such as: pumps, ladders, chains, air-powered systems, hand tools, and extricating equipment as directed. Provides emergency medical services to individuals in need of such care consistent with standards and permitted procedures established by the District. Inspects and cleans various fire fighting equipment and apparatus; performs routine and preventive maintenance on equipment as necessary, assists in maintaining clean

JOB DESCRIPTIONS - ENGINEER

MONTECITO FIRE PROTECTION DISTRICT

and orderly conditions in and around the fire station. Participates in fire prevention functions including engine company inspections of public and commercial occupancies, pre-fire planning and hazard abatement program; maintains thorough knowledge of District geographical layout of streets, addresses and target hazards. Participates in training and development activities to maintain current knowledge of technological advancements, efficient operation of all District fire apparatus, and other relevant information. Interacts with, and represents the District to the public at large. May participate in special projects, develop and/or conduct training, maintain records, prepare reports, and perform work assignments while serving on various District volunteer committees.

Maintains compliance with District physical fitness standards.

Responds as required when called in from off duty for emergencies.

May provide direction and training to Firefighter personnel and serve as acting captain as required.

QUALIFICATIONS:

Considerable knowledge of firefighting methods and techniques; operation and maintenance of engines, pumps, and other fire fighting equipment; practical/applied hydraulics, traffic regulations, District geography, principles and practices observed in rendering emergency medical services as established by the District. Knowledge of fire fighting strategy and tactics, the Incident Command System, and alarm assignment responses. Ability to drive and operate fire fighting equipment skillfully under a variety of conditions, compute appropriate engine and nozzle pressures, act effectively and quickly in emergency situations, cooperate with others, deal effectively with the public, understand and follow verbal and/or written directions.

Knowledge of: Fire prevention and inspection practices, firefighting techniques, fire chemistry, fire & building codes, construction, and local standards. Ability to: Maintain positive working relationship with the public, read and interpret codes, create reports, and schedule and effectively perform work independent of immediate supervision.

Job performance will be reviewed annually.

Possession of an appropriate California Driver's License as required by State law and a satisfactory driving record; EMT-D and CPR Certifications. Must have a

JOB DESCRIPTIONS - ENGINEER
MONTECITO FIRE PROTECTION DISTRICT

minimum of two years employment with the Montecito Fire District before testing for Engineer.

Must meet insurability requirements of District's insurer(s).

The following is a list of required and recommended classes and certifications that Montecito firefighters should consider in preparation for the position of Engineer. Required classes and certifications must be completed prior to application for position.

Fire service education should not be limited to this list alone, but should also include a variety of seminars, training, hot fire exercises, and mechanical and Engineer skill building workshops as they become available.

REQUIRED:

- CA State FF-1 and FF-2
- Fire Hydraulics
- Pump Operator 1A and 1B
- Basic ICS 200
- Hazardous Materials First Responder
- Fire Command 1A and 1B
- Instructor 1A
- Prevention 1A, 1B
- Investigation 1A
- S-190
- S-205/215
- S-234
- S-270
- S-290
- Rescue Systems 1/Heavy Rescue

RECOMMENDED:

- CA State Fire Officer Certification
- Fire Science Certificate (30 F.S. Units)
- Prevention 1B, 1C
- Investigation 1A, 1B

ATTACHMENT

#D

Firefighter/Paramedic Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Employees acting in this position will be held to this standard as well as that of their assigned rank.

Summary Job Description

Responds to fire alarms, emergency medical calls, and other emergency calls to protect life, property, and the environment. Participates in fire training, fire prevention, public education, and station and equipment maintenance. Reports to company officer or acting captain. Medical direction is received through EMS protocol and the medical director. May be required to supervise probationary or auxiliary positions.

Representative Duties and Knowledge

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Responds to emergencies including, but not limited to, structure fire, wildland fire, vehicle fire, vehicle accidents, injuries, trapped people or animals, fallen trees, down power lines, gas leaks, flooded structures, hazardous substances, and trail rescues
- Places fire hoses, operates fire streams, sets ladders, ventilates and enters burning structures to extinguish fires and perform rescue services. Has an understanding of fireground command, strategy, and tactics
- Performs salvage and overhaul operations during and after fires to remove hazards and prevent water damage
- Stands fire watch
- Lays hose, directs fire streams, constructs fire line, takes weather readings, and has an understanding of wildland/urban-interface command, strategy and tactics
- Understands the use of personal protective equipment and SCBA
- Knows the location of, and how to set up and use all medical equipment within EMT-P scope of practice and SBC EMSA policies and protocols. Is responsible for necessary documentation
- Understands rescue operations and procedures
- Has an understanding of the Incident Command System as it applies to all emergencies
- Is able to safely and effectively operate all fire department equipment necessary to perform job duties including, but not limited to generators, pumps, ventilation fans, power saws, hand tools, and hydraulic tools
- Drives fire department vehicles including fire apparatus and operates pump after proper certification; maintains proper licensing as required by CA DMV for fire department apparatus
- Inspects and performs maintenance on fire hydrants
- Has an understanding of hazardous materials operations, and performs decontamination procedures in compliance with CalOSHA regulations

- Performs commercial occupancy inspections, participates in fire prevention demonstrations, and has an understanding of fire prevention strategies and codes.
- Participates in drills, and classes as directed
- Washes, polishes, and performs preventive maintenance on fire apparatus and equipment
- Cleans and maintains fire station and grounds
- Maintains fitness through a self-directed physical fitness program
- Presents programs and participates in the department's public relations programs as assigned
- Maintains a clean professional appearance, and behaves in accordance with the code of conduct at the Montecito Fire Protection District
- Is familiar with the policies, procedures, rules and regulations of the Montecito Fire Protection District
- May be assigned special projects by chief or company officer
- In the event of a major fire or emergency, may be called in from off duty to work an extended period of time; may be scheduled to work on days off when an open shift cannot be filled in accordance with force hire policy; may be sent to emergencies in other areas for an extended period of time
- Possesses the basic math skills necessary for fire pump calculations, USAR shoring calculations, and other job functions

Abilities

- Perform competently under extreme pressure and in stressful situations
- Make accurate observations and rapid judgments
- Understand a variety of procedural instructions; written and oral, and convert to proper actions
- Give oral instructions to others
- Prepare clear, concise, accurate written reports
- Deal tactfully and effectively with the general public and co-workers
- Work cooperatively with others and contribute to a successful team effort
- Maintain physical endurance and agility
- Demonstrate an awareness and appreciation of the cultural diversity of the community
- Uphold the code of conduct of the Montecito Fire Protection District

Minimum Qualifications

High School Diploma or equivalent

CA State FF-1 certificate or FF1 Academy

CA State Paramedic Certification

CPR for the Professional Rescuer or equivalent certification

AED certification

Valid California driver's license

Must not have been convicted by a state or by the federal government of a crime, the punishment for which could have been imprisonment in a federal or state prison.

Desired Qualifications

- Hazardous Materials First Responder
- FF-1 certification
- Basic ICS (I-200)
- Basic Wildland Firefighter (S-130)
- Introduction to Wildland Fire Behavior (S-190)
- Rescue Systems I

Other Requirements

Must obtain a Firefighter endorsement to accompany the Class B or C California Driver's License within eighteen months of employment.

Must obtain a State Firefighter I Certification within one year of employment if not possessed at time of hire.

Must meet insurability requirements of District's insurer(s).

Firefighter/Paramedics hired after October 2, 1995 are, at the District's discretion, subject to special duty assignments which may include: rotating shifts as vacation relief, fire prevention assignment and working a 40 hour workweek as needed to meet District needs.

Successfully complete 18 month probationary period.

Physical Demands and Working Environment

The conditions herein 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 job functions.

Physical:

Constant upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; fine finger dexterity to manipulate apparatus controls, computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs.

Frequent walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 100 lbs with or without assistance.

Occasional running, crawling; lifting and carrying objects and persons weighing more than 100 lbs. with or without assistance.

Environmental:

Exposure to extreme heat, cold, humidity, and temperature swings working indoors and outdoors; extreme noise of emergency equipment; mechanical and electrical hazards of burning equipment, facilities and materials; explosive hazards of gases and explosive devices; radiation hazards of locations having exposure to radioactive materials; fumes, odors and dust of atmosphere at fires and other emergency sites; biological hazards of bodily fluids, airborne and blood-borne pathogens; toxic substances of burning materials. Work is performed in 24-hour shifts, with time allowed for meals, breaks and sleeping subject to interruption as required by emergency situations. In the event of a major fire or emergency situation, incumbents may be called in from off-duty to work an extended period of time. Work is performed at the fire station and in the field at emergency sites and other locations. Work setting is both formal and informal, team oriented, having both routine and variable tasks. Work pace and pressure is variable, frequently fast-paced and high pressure.

<p style="text-align:center">MONTECITO FIRE PROTECTION DISTRICT PARAMEDIC/FIREFIGHTER</p>
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DEFINITION:

Under the supervision of a Captain, the Paramedic/Firefighter is responsible for responding to fire alarms and other emergency calls to protect life and property; occasionally driving and operating fire apparatus and other District equipment; participating in fire prevention, public education, emergency medical aid, station maintenance, and training activities; providing basic and advanced life support services in accordance with the policies established by the Santa Barbara County EMS Authority, and performing related duties as required.

COMPENSATION & BENEFITS:

Compensation based on an average of 56 hours of work each week on the 4/6 shift schedule. Terms and conditions of employment are negotiated by the Montecito Firemen's Association and are described in the current Montecito Firemen's Association Memorandum of Understanding.

DUTIES & RESPONSIBILITIES:

Duties regularly include, but are not limited to the following:

Supervision is provided by the engine company Captain; may also receive direction from the Engineer, Battalion Chief, or other staff personnel. Responds to fire calls and participates in fire extinguishment, ventilation, salvage, rescue, and other operations; operates various firefighting/control equipment such as pumps, hoses, ladders, and extinguishers; lays hose lines and directs water streams as needed. Provides emergency medical aid to individuals in need of such care consistent with standards and permitted procedures established by the District. Inspects, cleans, services, drives, and operates various fire fighting equipment and apparatus; performs routine and preventative maintenance on equipment as necessary; assists in maintaining clean and orderly conditions in and about the fire station. Attends and participates in special drills and other training activities. Participates in fire prevention functions including company inspections of public and commercial occupancies, pre-fire planning, and hazard abatement program. Attains thorough knowledge of District geographical layout of streets, addresses and target hazards. May participate in special projects, develop and/or conduct

JOB DESCRIPTIONS - PARAMEDIC/FIREFIGHTER

MONTECITO FIRE PROTECTION DISTRICT

training, maintain records, prepare reports, and perform work assignments while serving on various District volunteer committees.

Respond to medical emergencies and follows Santa Barbara County protocols. Perform primary and secondary physical assessment of ill or injured persons. Perform cardiopulmonary resuscitation. Maintain an effective airway for patients with compromised breathing. Immobilize injured limbs and spinal vertebra where injury is suspected. Control bleeding of external injuries. Assist with emergency childbirth. Administer oxygen to support respiratory functions. Utilize adjunctive ventilation devices, such as endotracheal tubes. Analyze endocardograms and recognize cardio arrhythmias. Administer medications by intravenous, intramuscular, or topical means. Perform electrical defibrillation. Communicate medical information to base hospital medical personnel and others. Compile necessary medical reports and records. Drive an ambulance vehicle.

Maintain California State Paramedic Certification and Santa Barbara County Paramedic Accreditation by completing appropriate continuous education and keeping all training records.

Maintains compliance with District physical fitness standards.

Responds as required when called in from off duty for emergencies.

May provide direction and training to reserve personnel and serve as acting engineer, as required. Fills in for Dispatcher as needed and assumes all duties and responsibilities of same.

Paramedic/Firefighters hired after October 2, 1995, are, at the District's discretion, subject to special duty assignments which may include: Rotating shifts as vacation relief, fire prevention assignment, and working a 40 hour workweek as needed to meet District needs.

QUALIFICATIONS:

Working knowledge of basic fire prevention and suppression techniques and practices. Ability to: learn and apply fire fighting principles and techniques, think and act quickly and effectively in emergency situations, learn and apply fire code provisions and arson/fire investigation techniques, to learn dispatch duties and pertinent computer skills, maintain EMT-D certification with appropriate training, work effectively and cooperate with others, deal effectively with the public, understand and follow verbal and/or written directions.

Job performance will be reviewed annually

JOB DESCRIPTIONS - PARAMEDIC/FIREFIGHTER
MONTECITO FIRE PROTECTION DISTRICT

Possession of an appropriate California Driver's License as required by State law with a satisfactory driving record; EMT-D and CPR certifications. Must have successfully completed a minimum of twelve (12) months service as a paid or reserve firefighter with a government agency or full-time fire department prior to application deadline, or, must possess a California FF-1 certificate. Must be a California certified paramedic with a minimum of one year's experience as a paramedic.

Must meet insurability requirements of District's insurer(s).

If applicant is not already a full time employee of the Montecito Fire Protection District, prior to appointment, applicant must pass an extensive background investigation and medical exam, including drug testing.

The following is a list of required and recommended classes and certifications that applicants should consider in preparation for the position of firefighter. Your fire service education should not be limited to this list alone, and should include a variety of seminars, training, and hot fire exercises as they become available.

REQUIRED:

CA State Paramedic Certification

CA State FF-1

RECOMMENDED:

FF-2 Certification

Fire Hydraulics

Pump / Operator 1A and 1B

Hazardous Materials First Responder

Basic ICS (I-200)

Fire Command 1A

Introduction to Wildland Fire Behavior (S-190)

Rescue Systems I

ATTACHMENT

#E

Firefighter Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Employees acting in this position will be held to this standard as well as that of their assigned rank.

Job Description Summary

Responds to fire alarms, emergency medical calls, and other emergency calls to protect life, property, and the environment. Participates in fire training, fire prevention, public education, and station and equipment maintenance. Reports to fire captain. Medical direction is received through county EMS protocol and the medical director. May be required to supervise auxiliary positions.

Representative Duties and Responsibilities

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Responds to emergencies including, but not limited to, structure fire, wildland fire, vehicle fire vehicle accidents, injuries, trapped people or animals, fallen trees, down power lines, gas leaks, flooded structures, hazardous substances, and trail rescues
- Places fire hoses, operates fire streams, sets ladders, ventilates and enters burning structures to extinguish fires and perform rescue services. Has an understanding of fireground command, strategy, and tactics
- Performs salvage and overhaul operations during and after fires to remove hazards and prevent water damage
- Stands fire watch
- Lays hose, directs fire streams, constructs fire line, takes weather readings, and has an understanding of wildland/urban-interface command, strategy and tactics
- Understands the use of personal protective equipment and SCBA
- Knows the location of, and how to set up and use all medical equipment within EMT-B scope of practice and SBC EMSA policies and protocols. Assists MTO and other agency paramedics when necessary
- Understands rescue operations and procedures
- Has an understanding of the Incident Command System as it applies to all emergencies
- Is able to safely and effectively operate all fire department equipment necessary to perform job duties including, but not limited to generators, pumps, ventilation fans, power saws, hand tools, and hydraulic tools
- Drives fire department vehicles including fire apparatus and operates pump after proper certification; maintains proper licensing as required by CA DMV for fire department apparatus.
- Inspects and performs maintenance on fire hydrants

- Has an understanding of hazardous materials operations, and performs decontamination procedures in compliance with CalOSHA regulations
- Performs commercial occupancy inspections, participates in fire prevention demonstrations, and has an understanding of fire prevention strategies and codes
- Participates in drills, and classes as directed
- Washes, polishes, and performs preventive maintenance on fire apparatus and equipment
- Cleans and maintains fire station and grounds
- Maintains fitness through a self-directed physical fitness program
- Presents programs and participates in the department's public relations programs as assigned
- Maintains a clean professional appearance, and behaves in accordance with the code of conduct at the Montecito Fire Protection District
- Is familiar with the policies, procedures, rules and regulations of the Montecito Fire Protection District
- May be assigned special projects by chief or company officer
- In the event of a major fire or emergency, may be called in from off duty to work an extended period of time; may be scheduled to work on days off when an open shift cannot be filled in accordance with force hire policy; may be sent to emergencies in other areas for an extended period of time
- Possesses the basic math skills necessary for fire pump calculations, USAR shoring calculations, and other job functions

Abilities

- Perform competently under extreme pressure and in stressful situations
- Make accurate observations and rapid judgments
- Understand a variety of procedural instructions; written and oral, and convert to proper actions
- Give oral instructions to others
- Prepare clear, concise, accurate written reports
- Deal tactfully and effectively with the general public and co-workers
- Work cooperatively with others and contribute to a successful team effort
- Maintain physical endurance and agility
- Demonstrate an awareness and appreciation of the cultural diversity of the community
- Uphold the code of conduct of the Montecito Fire Protection District

Minimum Qualifications

High School Diploma or equivalent
 CA State FF-1 certificate or FF1 Academy
 EMT-B certification
 CPR for the Professional Rescuer or equivalent certification
 AED certification
 Valid California driver's license

Must not have been convicted by a state or by the federal government of a crime, the punishment for which could have been imprisonment in a federal or state prison.

Desired Qualifications

Hazardous Materials First Responder
FF II certification
Basic ICS (I-200)
Basic Wildland Firefighter (S-130)
Introduction to Wildland Fire Behavior (S-190)
Rescue Systems I

Other Requirements

Must obtain a Firefighter endorsement to accompany the Class B or C California Driver's License within eighteen months of employment.

Must obtain a State Firefighter I Certification within one year of employment if not possessed at time of hire.

Must meet insurability requirements of District's insurer(s).

Firefighters hired after October 2, 1995 are, at the District's discretion, subject to special duty assignments which may include: rotating shifts as vacation relief, fire prevention assignment and working a 40 hour workweek as needed to meet District needs.

Successfully complete 18 month probationary period.

Physical demands and working environment

The conditions herein 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 job functions.

Physical:

Constant upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; fine finger dexterity to manipulate apparatus controls, computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs.

Frequent walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 100 lbs with or without assistance.

Occasional running, crawling; lifting and carrying objects and persons weighing more than 100 lbs. with or without assistance.

Environmental:

Exposure to extreme heat, cold, humidity, and temperature swings working indoors and outdoors; extreme noise of emergency equipment; mechanical and electrical hazards of burning equipment, facilities and materials; explosive hazards of gases and explosive devices; radiation hazards of locations having exposure to radioactive materials; fumes, odors and dust of atmosphere at fires and other emergency sites; biological hazards of bodily fluids, airborne and blood-borne pathogens; toxic substances of burning materials. Work is performed in 24-hour shifts, with time allowed for meals, breaks and sleeping subject to interruption as required by emergency situations. In the event of a major fire or emergency situation, incumbents may be called in from off-duty to work an extended period of time. Work is performed at the fire station and in the field at emergency sites and other locations. Work setting is both formal and informal, team oriented, having both routine and variable tasks. Work pace and pressure is variable, frequently fast-paced and high pressure.

MONTECITO FIRE PROTECTION DISTRICT FIREFIGHTER

DEFINITION:

Under the supervision of a captain, the Firefighter is responsible for responding to fire alarms and other emergency calls to protect life and property; occasionally driving and operating fire apparatus and other District equipment; participating in fire prevention, public education, emergency medical aid, station maintenance, and training activities; and performing related duties as required.

COMPENSATION & BENEFITS:

Compensation based on an average of 56 hours of work each week on the 4/6 shift schedule. Terms and conditions of employment are negotiated by the Montecito Firemen's Association and are described in the current Montecito Firemen's Association Memorandum of Understanding.

DUTIES & RESPONSIBILITIES:

Duties regularly include, but are not limited to the following:

Supervision is provided by the engine company Captain; may also receive direction from the Engineer, Battalion Chief, or other staff personnel. Responds to fire calls and participates in fire extinguishment, ventilation, salvage, rescue, and other operations; operates various firefighting/control equipment such as pumps, hoses, ladders, and extinguishers; lays hose lines and directs water streams as needed. Provides emergency medical aid to individuals in need of such care consistent with standards and permitted procedures established by the District. Inspects, cleans, services, drives, and operates various firefighting equipment and apparatus; performs routine and preventative maintenance on equipment as necessary; assists in maintaining clean and orderly conditions in and about the fire station. Attends and participates in special drills and other training activities. Participates in fire prevention functions including company inspections of public and commercial occupancies, pre-fire planning, and hazard abatement program. Attains thorough knowledge of District geographical layout of streets, addresses and target hazards. May participate in special projects, develop and/or conduct training, maintain records, prepare reports, and perform work assignments while serving on various District volunteer committees.

JOB DESCRIPTIONS - FIREFIGHTER

MONTECITO FIRE PROTECTION DISTRICT

Maintains compliance with District physical fitness standards.

Responds as required when called in from off duty for emergencies.

May provide direction and training to reserve personnel and serve as acting engineer, as required. Fills in for dispatcher as needed and assumes all duties and responsibilities of same.

Firefighters hired after October 2, 1995, are, at the District's discretion, subject to special duty assignments which may include: Rotating shifts as vacation relief, fire prevention assignment, and working a 40 hour workweek as needed to meet District needs.

QUALIFICATIONS:

Working knowledge of basic fire prevention and suppression techniques and practices. Ability to: learn and apply fire fighting principles and techniques, think and act quickly and effectively in emergency situations, learn and apply fire code provisions and arson/fire investigation techniques, to learn dispatch duties and pertinent computer skills, maintain EMT-D certification with appropriate training, work effectively and cooperate with others, deal effectively with the public, understand and follow verbal and/or written directions.

Job performance will be reviewed annually

Possession of an appropriate California Driver's License as required by State law with a satisfactory driving record; EMT-D and CPR certifications. Must have successfully completed a minimum of twelve (12) months service as a paid or reserve firefighter with a government agency or full-time fire department prior to application deadline, or, must possess a California FF-1 certificate. If required, must also be a California certified paramedic with a minimum of one year's experience.

Must meet insurability requirements of District's insurer(s).

If applicant is not already a full time employee of the Montecito Fire Protection District, prior to appointment, applicant must pass an extensive background investigation and medical exam, including drug testing.

The following is a list of required and recommended classes and certifications that applicants should consider in preparation for the position of firefighter. Your fire service education should not be limited to this list alone, and should include a variety of seminars, training, and hot fire exercises as they become available.

JOB DESCRIPTIONS - FIREFIGHTER
MONTECITO FIRE PROTECTION DISTRICT

REQUIRED:

CA State FF-1

RECOMMENDED:

FF-2 Certification

Fire Hydraulics

Pump / Operator 1A and 1B

Hazardous Materials First Responder

Basic ICS (I-200)

Fire Command 1A

Introduction to Wildland Fire Behavior (S-190)

Rescue Systems I