

MONTECITO FIRE PROTECTION DISTRICT
AGENDA FOR THE PERSONNEL COMMITTEE MEETING

Montecito Fire Protection District Headquarters

595 San Ysidro Road

Santa Barbara, California

May 15, 2014, at 4:00 p.m.

Agenda Items May Be Taken Out Of The Order Shown

1. Public comment: Any person may address the Board 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. Consider changes to Battalion Chief job description.
3. Fire Chief's Report.
4. Requests for items to be included for the next Personnel Committee Meeting.

Adjournment

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is May 12, 2014.

MONTECITO FIRE PROTECTION DISTRICT

Chip Hickman, Fire Chief

Note: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 969-7762. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

Materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Montecito Fire Protection District's office located at 595 San Ysidro Road during normal business hours.

MONTECITO FIRE PROTECTION DISTRICT SHIFT BATTALION CHIEF

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).

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 qualified within two (2) year of appointment

Division Chief qualified within three (3) years of appointment

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)

MONTECITO FIRE PROTECTION DISTRICT SHIFT BATTALION CHIEF

Formatted: Footer distance from edge: 0.7"

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.

Formatted: Font: 12 pt

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.

Formatted: Font: 12 pt

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.

Formatted: Font: 12 pt

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

Approved 7/11/2012 Draft 5/12/2014

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 ~~shift~~ personnel ~~including dispatchers; and~~ evaluates employees. Ensures that assigned shift meets District standards in all programs (training, prevention, maintenance, physical ~~training~~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 ~~respond to Carpinteria Summerland Fire District to fill in for that agency's battalion chief, provide Battalion Chief coverage for neighboring agencies. Will serve as Strike Team Leader or other certified and qualified overhead position.~~ Assists the Fire eChief and Operations/dDivision eChief in meeting District goals and objectives. Actively attends and participates in professional fire organizations and groups related to particular assignment. Each ~~shift~~ Battalion eChief will be assigned a primary area of responsibility: training, services and supplies, administration or fire prevention. The Fire eChief or Operations/dDivision eChief 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.

Approved 7/11/2012 Draft 5/12/2014

Formatted: Font: 12 pt

JOB DESCRIPTIONS – SHIFT BATTALION CHIEF

MONTECITO FIRE PROTECTION DISTRICT

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-controlled substance testing.

SPECIAL REQUIREMENTS:

AA/AS degree or 30 units of Fire Science

Fire Officer certificatcertificatione

Strike Team Leader qualified within two (2) year of appointment

Division Chief qualified within three (3) years of appointment

Blue Card certification within one (1) year of appointment

Heavy Rescue certification

- Trench Rescue
- Rescue Systems 1
- Confined Space Rescue
- 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)

TESTING PROCEDURE:

Application & resume

Questionnaire

Evaluation of past performance.

Assessment Center

Oral boards

Formatted: Font: 12 pt

Formatted: Space After: 0.6 line

Formatted: Space After: 0.6 line, Bulleted + Level: 1 + Aligned at: 0.75" + Indent at: 1"

Formatted: Footer distance from edge: 0.39", Number of columns: 2

Formatted: Indent: Left: -0.06", Space After: 0.6 line, Bulleted + Level: 1 + Aligned at: 0.75" + Indent at: 1"

Formatted: Space After: 0.6 line

Formatted: Top: 0.69", Bottom: 0.88", Footer distance from edge: 0.39"

JOB DESCRIPTIONS – SHIFT BATTALION CHIEF
MONTECITO FIRE PROTECTION DISTRICT

Formatted: Font: (Default) Times New Roman

| ~~Approved 7/11/2012~~ Draft 5/12/2014