



BOARD OF DIRECTORS REGULAR MEETING AGENDA

Wednesday April 22, 2020
4 p.m. by Teleconference/Zoom
Closed Session to follow Regular Meeting

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Council Chambers at Burlingame City Hall and Hillsborough Town Hall are closed to the public.

This meeting will be conducted via Zoom, an independent virtual meeting platform. Members of the public may join the meeting by logging onto the Zoom meeting listed below.

Members of the public may provide written comments by email publiccomment@ccfd.org. Emailed comments should include the specific agenda item on which you are commenting on or note that your comment concerns an item that is not on the agenda. The length of the emailed comment should be commensurate with the three minutes allowed for verbal comments, which is approximately 250-300 words. To ensure your comment is received and read to the Board of Directors for the appropriate agenda item, please submit your email no later than 3 p.m. on Monday, April 22, 2020. CCFD will make every effort to read emails received after that time, but cannot guarantee such emails will be read into the record. Any emails received after the 3 p.m. deadline which are not read into the record will be provided to the Board of Directors after the meeting.

<https://zoom.us/j/6505587601>

Meeting ID: 650 558 7601

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**1. CALL TO ORDER****2. PLEDGE OF ALLEGIANCE****3. ROLL CALL****4. APPROVAL OF MINUTES**

- a. [Regular meeting minutes of February 12, 2020](#)

5. PUBLIC COMMENTS – NON-AGENDA

The Ralph M. Brown Act (the State local agency open meeting law) prohibits the Board from acting on any matter which is not on the agenda. It is the policy of the Board to refer such matters to staff for investigation and/or action. For purposes of this teleconference meeting, members of the public may provide written comments by email to publiccomment@ccfd.org. Emailed comments should include the specific agenda item on which you are commenting on or note that your comment concerns an item that is not on the agenda. The length of the emailed comment should be commensurate with the three minutes allowed for verbal comments, which is approximately 250-300 words. To ensure your comment is received and read to the Board of Directors for the appropriate agenda item, please submit your email no later than 3 p.m. on Wednesday, April 22, 2020.

6. CONSENT CALENDAR

- a. Resolution Approving JPA Member Agencies Emergency Proclamations

7. PUBLIC HEARING

- a. A Public Hearing to approve the Resolution to Adopt the Fiscal Year 2020-2021 Budget for the Central County Fire Department
 - i. Staff Report (includes PowerPoint)
 - ii. Open Public Hearing and receive comments
 - iii. Close Public Hearing
 - iv. Approve the Resolution to Adopt the Fiscal Year 2020-21 Budget for the Central County Fire Department
- b. A Public Hearing to approve the Resolution to Adopt the Master Fee Schedule for Central County Fire Department
 - v. Staff Report
 - vi. Open Public Hearing and receive comments
 - vii. Close Public Hearing
 - viii. Approve the Resolution to Adopt the Master Fee Schedule for the Central County Fire Department

8. NEW BUSINESS

- a. Resolution to Adopt the Class Specifications for Emergency Vehicle Technician Positions
- b. Resolution to Adopt the New and Revised Class Specifications for Clerical Positions
- c. Resolution to Adopt the Class Specification for Part-time Wildland Urban Interface Fuel Reduction Specialist



9. BOARD OF DIRECTORS' COMMENTS

10. ADJOURN TO CLOSED SESSION *(via teleconference)*

11. CLOSED SESSION

- a. Conference with Labor Negotiator for Unrepresented Clerical (Sr. Accounting Technician, Accounting Technician, Service Clerk and Fire Prevention Specialist), Unrepresented Mechanics (Mechanic Supervisor and Mechanic) and Management Employees (Fire Chief, Deputy Fire Chief, Administrative Services Manager) (GC#54957.6(a)). Agency Negotiator: Kristin Armbruster, HR Manager, Town of Hillsborough.

12. ADJOURN CLOSED SESSION

13. REPORT FROM CLOSED SESSION *(via Zoom)*

14. ADJOURNMENT

NOTICE: Any members of the public wishing accommodations for disabilities please contact the Secretary at (650) 558-7600 at least 24 hours before the meeting. A copy of the agenda packet is available for public review at the Fire Administration Offices, 1399 Rollins Road, Burlingame from 8:00 a.m. to 4:00 p.m. and on the CCFD website at www.ccfdonline.org.

Any writings or documents provided to a majority of the Joint Powers Authority Board of Directors regarding any item on this agenda will be made available for public inspection at the Fire Administration Offices, 1399 Rollins Road, Burlingame, CA 94010



BOARD OF DIRECTORS MEETING MINUTES *(Unapproved)*
Regular Meeting, Wednesday February 12, 2020

1. CALL TO ORDER

The meeting was called to order at 4:10 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All Board Members were present. Board Member Ortiz was not present for item 4a, approval of minutes and items 6b and 6c of the consent calendar.

4. APPROVAL OF MINUTES

a. Regular meeting of December 11, 2019

Board Member Chuang motioned to approve. Board Member Brownrigg seconded the motion. Approved 3-0-1.

5. PUBLIC COMMENTS – NON-AGENDA

Dena Gunning, Community Risk and Resiliency Specialist for CCFD, spoke in reference to the closed session item.

6. CONSENT CALENDAR

a. Fiscal Year 2019/20 Mid-Year Financial Report for the Central County Fire Department

b. Approval to Pay the Tablet Command Invoice for Software

c. Resolution Authorizing Investment of Monies in the Local Agency Investment Fund

Board Chair Benton pulled item 6a.

Board Member Brownrigg motioned to approve items 6b and 6c. Board Member Chuang seconded the motion. Approved 3-0-1.

Mr. Benton explained that item 6a was pulled because a revised attachment was provided to Board Members at the beginning of the meeting. Jan Cooke, Finance Director, explained that the line item titled WUI Fees was listed twice. The duplication was removed, and a revised mid-year summary was provided. This change does not change the comments on the staff report.

Board Member Chuang asked about miscellaneous overtime. Chief Barron explained that miscellaneous overtime costs include overtime incurred due to vacancies and strike team deployments. The costs incurred due to strike team deployments are reimbursed through the State or FEMA. At this time CCFD has two reimbursements pending.

Board Member Chuang motioned to approve item 6a, as amended. Board Member Brownrigg seconded the motion. Approved 4-0-0.

7. PUBLIC HEARING

There were no public hearing items at this meeting.

8. STAFF REPORTS

a. Fire Chief's Update

Chief Barron gave a brief update:

- Staffing
 - Hired seven firefighters to fill current vacancies – two lateral and five new recruits
- Updated website
 - CCFD is working on revamping the website and anticipates going live in about 30 days
- San Mateo County Evacuation Plan
 - Funded by the County through a grant process
 - Collaborative project with Police, Sheriffs, Local Fire, and Cal Fire
 - County-wide drill scheduled for September 2020
 - Burlingame/Hillsborough drill to be scheduled for October 2020

Board Member Chuang asked if the evacuation plan is designed for an evacuation by car or on foot. Chief Barron replied that the plan is primarily designed for evacuation by car. Chief Barron explained that the evacuation route would guide residents to one of the major freeways, either 101 or 280.

Board Chair Benton asked if residents with special needs are flagged in some way. Chief Barron explained that the County has information for individuals who may not be able to evacuate on their own, and CCFD personnel will also have the capability to add that information to the system.

- Type 1 and Type 6 OES Apparatus
 - The State's Office of Emergency Services (OES) has offered a Type 6 Rescue Apparatus to CCFD
 - Type 1 is similar to CCFD engines
 - Advantages of a Type 6
 - Pick-up truck; staffed with three personnel
 - Better wildland access into areas such as the canyons in Burlingame and Hillsborough
 - Provides excellent opportunity for personnel to enhance skills
 - Disadvantages
 - Since the apparatus will be provided by the State, CCFD will be obligated to staff and deploy the apparatus any time the State requires it
 - Specialized training required

Chief Barron explained that at this time, CCFD has expressed an interest to OES and is waiting to hear back. If approved by the State, staff will bring the contract back to the Board for approval.

Board Member Brownrigg asked for clarification as to why the agency would like to have a Type 6 apparatus. Chief Administrative Officer, Lisa Goldman, explained that this would be a

good addition to the CCFD fleet because it would be able to access areas that are not accessible by an engine.

Board Member Brownrigg also asked if the labor group would be agreeable to CCFD accepting this apparatus from the State since requests for deployment cannot be refused. Chief Barron stated that he is currently having conversations with the labor leaders on this topic.

There was a brief discussion about the differences between a Type 1 and Type 6 apparatus.

Board Chair Benton asked if the addition of a Type 6 apparatus would require extra staffing. Chief Barron explained that it would be cross-staffed with on-duty personnel and would not require additional staffing.

The State is expected to deploy 81 units to interested agencies throughout the state. San Mateo County does not have any Type 6 apparatus at this time.

- Central San Mateo County Training Division
 - South San Francisco Fire Department (SSFFD) has expressed an interest in joining the Training Division
 - SSFFD has been invited to participate in some training exercises
 - July 1, 2020 - will start a trial period
 - There will be no increased costs to CCFD
 - SSFFD will provide training locations, goods and services, and training personnel
- Rescue Program
 - Currently have 27 specialists and anticipate an additional 10 within a year
 - Personnel trained with Menlo Park USAR team
 - This training component no longer exists due to FEMA budget cuts
 - CCFD is providing more in-house training
 - Participating in joint training with SSFFD, Menlo Park FD, and CCFD
 - Currently in conversation with Labor regarding the Rescue program
- Wellness Program
 - The department would like to focus more on the mental health aspect of wellness
 - Provide peer support for potential mental health issues such as post-traumatic stress disorder

Board Member Brownrigg expressed his support for a program for mental health and wellness. Board Member Chuang also expressed her support of such a program.

Board Chair Benton asked if mental health and wellness is taught in the Academy. Chief Barron replied that it is briefly touched on in the Academy, but it is an area that needs to be addressed within each agency.

- Standards of Cover
 - Quantifies community risk and recommends standards of service
 - In-depth analysis of all aspects of the fire department including call volume, response times, personnel, facilities, finances, etc.
 - Staff is currently researching and hoping to prepare an RFP for the beginning of FY20/21

Board Member Chuang thanked Chief Barron for looking into the Standards of Cover.

Board Member Brownrigg commented on staffing and encouraged staff to consider the importance of a diverse workforce when considering prospective candidates.

Board Chair Benton asked if the new hires are assigned a mentor. Chief Barron replied that all probationary firefighters are assigned a mentor.

9. BOARD OF DIRECTORS' COMMENTS

There were no additional comments from Board Members

10. ADJOURN TO CLOSED SESSION

Adjourned to closed session at 5:04 p.m.

11. CLOSED SESSION

- a. Conference with Labor Negotiator for Unrepresented Clerical (Sr. Accounting Technician, Accounting Technician, Service Clerk and Fire Prevention Specialist), Unrepresented Mechanics (Mechanic Supervisor and Mechanic) and Unrepresented Community Risk and Resiliency Specialist (GC#54957.6(a)). Agency Negotiator: Kristin Armbruster, HR Manager, Town of Hillsborough.

12. REPORT FROM CLOSED SESSION

No action was taken in closed session.

13. ADJOURNMENT

Meeting adjourned at 5:36 p.m.



AGENDA ITEM: 6a

STAFF REPORT

MTG. DATE: April 22, 2020

TO: Board of Directors

DATE: April 22, 2020

FROM: Jean B. Savaree, General Counsel

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Resolution Approving JPA Member Agencies Emergency Proclamations

Recommendation:

It is recommended that the Board approve a resolution confirming and ratifying the actions of the two Fire JPA member agencies taken on March 16 and March 17, 2020 including the declarations of emergency in response to the 2019 Novel Coronavirus (COVID-19) outbreak.

Background:

Both the County of San Mateo and State of California issued emergency declarations on March 3rd and March 4th, 2020 respectively, in response to the escalating threat of the Novel Coronavirus (COVID-19). The Centers of Disease Control (CDC) and Prevention has stated that COVID-19 is a serious health threat, and based on guidance from the CDC and the San Mateo County Health Officer, the City of Burlingame and Town of Hillsborough approved declarations of emergency on March 16 and March 17, 2020.

Analysis:

On March 16 and March 17, 2020, in response to this rapidly escalating threat, the governing boards for both the City of Burlingame and the Town of Hillsborough determined that conditions were met to warrant proclaiming a local emergency within their jurisdictions. Each proclamation authorizes the Director of Emergency Services to execute for and on behalf of the Central County Fire Department any agreement or application, and to file the agreement or application with the California Governor's Office of Emergency Services for the purposes of obtaining state & federal financial assistance.

Fiscal Impact:

These declarations allow Central County Fire Department to achieve some level of cost recovery for extraordinary costs related to this COVID-19 outbreak.

Conclusion:

Staff recommends that the Board approve the attached Resolution confirming and ratifying the actions of the two Fire JPA member agencies taken on March 16 and March 17, 2020 including the declarations of emergency in response to the 2019 Novel Coronavirus (COVID-19) outbreak.

Attachments:

1. Resolution Confirming and Ratifying the Actions of the Two Fire JPA Member Agencies Taken on March 16 and March 17, 2020 Including the Declarations of Emergency in Response to the 2019 Novel Coronavirus (COVID-19) Outbreak

RESOLUTION NO. 20-05

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT
CONFIRMING AND RATIFYING THE ACTIONS OF THE TWO FIRE JPA MEMBER AGENCIES
TAKEN ON MARCH 16 AND MARCH 17, 2020 INCLUDING THE DECLARATIONS OF
EMERGENCY IN RESPONSE TO THE 2019 NOVEL CORONAVIRUS (COVID-19) OUTBREAK**

RESOLVED, by the Board of Directors of the Central County Fire Department, County of San Mateo, State of California that,

WHEREAS, both the County of San Mateo and State of California issued emergency declarations on March 3rd, 2020 and March 4th, 2020 respectively in response to the escalating threat of the Novel Coronavirus (COVID-19); and

WHEREAS, the Centers for Disease Control (CDC) and Prevention has stated that COVID-19 is a serious health threat; and

WHEREAS, based on guidance from the CDC and the San Mateo County Health Officer, the City of Burlingame and the Town of Hillsborough are taking unprecedented steps to support mitigation efforts related to COVID-19; and

WHEREAS, on March 16 and March 17, 2020, in response to this escalating threat, the governing boards for both the City of Burlingame and Town of Hillsborough determined that conditions were met to warrant proclaiming a local emergency within their jurisdiction; and

WHEREAS, each proclamation authorizes the Director of Emergency Services to execute for and on behalf of the Central County Fire Department (CCFD) any agreement or application, and to file the agreement or application with the California Governor's Office of Emergency Services for the purpose of obtaining state & federal financial assistance; and

WHEREAS, these declarations allow CCFD to achieve some level of cost recovery for extraordinary costs related to the COVID-19 outbreak.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Central County Fire Department as follows:

1. Confirm and ratify the actions of the two Fire JPA member agencies taken on March 16 and March 17, 2020, including the declarations of emergency within CCFD's entire service area, in response to the 2019 Novel Coronavirus (COVID-19) outbreak.

Approved at a regular meeting of the Board of Directors held by teleconference, this 22nd day of April, 2020.

Signed: _____
Jess E. Benton, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 20-05 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting on the 22nd day of April, 2020, by the following vote of the members thereof:

AYES: Board Members: _____

NOES: Board Members: _____

ABSENT: Board Members: _____

ABSTAIN: Board Members: _____



AGENDA ITEM: 7a


STAFF REPORT

MTG. DATE: April 22, 2020

TO: Board of Directors

DATE: April 22, 2020

FROM: Jan Cooke, Finance Director
Bruce Barron, Fire Chief

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Public Hearing for Resolution to Adopt the Fiscal Year 20/21 Budget for the Central County Fire Department

Recommendation:

Hold a Public Hearing and approve the Resolution to adopt the Fiscal Year 20/21 Budget for the Central County Fire Department (CCFD).

Background:

Summary

The table below outlines the overall changes in the FY 20/21 General Fund Budget with City contributions increasing \$1.5 million (5.8%) , driven by a \$1.5 million (5.2%) increase in expenditures and a \$73k (-4.2%) decrease in operating revenue.

FY 20/21 BUDGET SUMMARY				
General Fund	19/20 Projection	20/21 Budget	\$ Change	% Change
Expenditures	\$ 28,384,318	\$ 29,851,238	\$ 1,466,920	5.2%
Operating Revenue	(1,759,771)	(1,686,037)	73,734	-4.2%
Contributions	\$ 26,624,547	\$ 28,165,201	\$ 1,540,654	5.8%

The FY 20/21 General Fund expenditure budget is increasing \$1.5 million, or 5.2% as compared to the FY 19/20 projection. The dollar increase and percentage of the total increase are primarily attributable to contractual increases associated with salaries and benefits (\$0.8 million, or 2.8%), increases in CalPERS pension contributions (\$0.7 million, or 2.4%), and workers' compensation costs (\$0.4 million, or 1.4%), offset by lower overtime (-\$0.4 million, or -1.4%), Other Post-Employment Benefits costs (-\$0.2 million, or -.7%) and materials and services (-\$0.2 million, or -.7%).

The FY 20/21 General fund operating revenue is decreasing \$74k as compared to the FY 19/20 projection, primarily as a result of a reduction in reimbursements (-\$258k, or -14.6%) partially offset by Wildland Urban Interface charges (\$140k, or 8.1%), an increase in plan review fees (\$40k, or 2.3%), and \$4k net for all other revenues.

Detailed analysis

Operating Revenues:

General Fund operating revenues are projected to decrease \$74k (-4.2%) as compared to the FY 19/20 projection.

- Fire plan review, construction, and inspections revenues are expected to increase due to expected larger development projects in Burlingame and Millbrae. (+\$40k, 18% change)
- Joint training revenue is a formula based on number of engine companies and training personnel. (+\$0k, 0% change)
- The mechanic shop revenues are expected to remain flat with the shop only servicing apparatus for the City of San Bruno. (+\$0k, 0% change)
- ALS JPA revenues are projected to increase primarily due to CPI increase. (+\$4k, 2% increase)
- Wildland Urban Interface charges are new in FY 20/21 for services provided to support residents with effective vegetation management in designated areas. (+\$140k, 100% increase)
- Reimbursement and other revenues are projected to decrease primarily as a result of one-time revenues received in FY 19/20 for strike team reimbursements. (-\$258k, 33% decrease)

Contributions

- The increase in FY 20/21 contributions is \$1.5 million (5.8%) for all cities (Burlingame +\$668k, Hillsborough +\$445k, and Millbrae +\$427k). The \$1.5 million increase is attributable to an increase in expenditures of \$1,466,920 and a decrease in operating revenue of \$73,724, for a total contribution increase of \$1,540,684.

Operating Expenditures:

Salaries and Benefits

The overall increase in salaries and benefits is \$1.4 million (5.4%) as compared to revised projection. This is primarily attributable to contractual MOU and pension costs and workers' compensation costs.

- Salaries expenditures increase with contractual MOU increases. There are no new approved positions for FY 20/21. (+\$835k, 7% increase).
- Retirement expenditures increase due to the change in the CalPERS discount rate to 7% for FY 20/21. Annual contributions as a percentage of payroll are increasing 3.1% for the Safety PEPPRA Plan ((17.5% in FY 20/21 versus 14.4% in FY 19/20) and 5.4% for the Safety Classic Plan (53.1% in FY 20/21 versus 47.7% in FY 19/20). (+706k, 15% increase)
- The workers' compensation contribution increases to \$2.2m in FY 20/21 budget primarily due to projected claims from the updated actuarial valuation. (+\$439k, 24% increase)
- Overtime costs decrease from FY 19/20 as it is anticipated that vacancies will be filled by new firefighter recruits. (-\$395k, 18% decrease)
- Other Post-Employment Benefit (OPEB) funding for FY 20/21 is estimated at \$1.3m based on the new actuarial valuation. (-\$185k, 12% decrease)
- Leave payouts include payouts for vacation and sick leave programs and for retirements.

Materials and Services Expenditures

- Materials and Services expenditures are budgeted to increase \$156k (8%) primarily for required training for new firefighters and captains, purchases of emergency supplies for

all fire stations and the emergency operations center, and implementation of the employee wellness program.

Asset Replacements/Reserves

- The FY 20/21 budget includes the purchase of a ladder engine (\$1.3 million); two staff vehicles (\$110k); radios, computers, and Wi-Fi devices (\$91k); and PPE safety sets and mobile technology (\$122k). These replacements, totaling \$1.6 million, are encumbered in the Vehicle Replacement Fund. A service charge of \$1 million is budgeted in the FY 20/21 General Fund for these purchases and for future replacement reserves.

Capital Replacements/Reserves

- A service charge of \$100k is budgeted in the FY 20/21 General Fund budget to fund reserves for fire station capital improvements.

Fiscal Impact:

The proposed budget for FY 20/21 reflects a \$28.2 million contribution requirement from Burlingame, Hillsborough, and Millbrae. This is a \$1.5 million (5.8%) increase over the mid-year FY 19/20 projection.

Attachments:

1. Proposed FY 20/21 Budget for Central County Fire Department
2. Resolution to Adopt the Fiscal Year 20/21 Budget for Central County Fire Department

RESOLUTION NO. 20-06

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL CNTY FIRE DEPARTMENT
ADOPTING THE BUDGET FOR FISCAL YEAR 2020-2021**

RESOLVED, by the Board of Directors of the Central County Fire Department, County of San Mateo, State of California that,

WHEREAS, the Joint Powers Agreement establishing Central County Fire Department became effective April 20, 2004; and

WHEREAS, Section 16.1 of the Joint Powers Agreement requires that the Department adopt a budget for maintenance and operations costs and costs of special services in time to allow approval by Member Agencies prior to June 30th of each year; and

WHEREAS, the budget for fiscal year 2020-2021 has been prepared and reviewed by staff; and

WHEREAS, the budget from Central County Fire Department has been submitted to and reviewed by the Board of Directors.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of the Central County Fire Department adopt the budget for Central County Fire Department for fiscal year 2020-2021.

	Fiscal Year 2020-2021
General Fund	\$29,851,238
Joint Training Program Fund	161,000
Capital Project Fund	--
Sub-total	\$30,012,238
Internal Service Fund –Insurance	2,327,932
Internal Service Fund-Vehicles/Equipment	1,623,358
GRAND TOTAL	\$33,963,528

Approved at a regular meeting of the Board of Directors held by teleconference this 22nd day of April, 2020.

Signed: _____
Jess E. Benton, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 20-06 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 22nd day of April, 2020, by the following vote of the members thereof:

AYES:	Board Members:	_____
NOES:	Board Members:	_____
ABSENT:	Board Members:	_____
ABSTAIN:	Board Members:	_____



AGENDA ITEM: 7b

STAFF REPORT

MTG. DATE: April 22, 2020

TO: Board of Directors

DATE: April 22, 2020

FROM: Bruce Barron, Fire Chief

APPROVED BY: _____

Lisa K. Goldman, CAO

SUBJECT: Public Hearing for Resolution to Approve and Adopt the FY20-21 Master Fee Schedule for the Central County Fire Department

Recommendation:

Hold a Public Hearing and approve the Resolution to adopt the FY20-21 Master Fee Schedule for the Central County Fire Department (CCFD).

Background:

The CCFD Master Fee Schedule will remain unchanged with the exception of two fees.

1. CCFD has an existing fee for Labor Rate for Mechanic Services that is currently \$110. This fee was last increased in 2017. In order to meet the increased cost of labor, overhead supplies, and equipment, an increase to this fee is needed. The new fee will reflect an increase from \$110 to \$125.
2. CCFD currently has a fee for CPR classes taught to the public, which was not included in the fee schedule. The fee, which is \$40 for residents of the member agencies and \$50 for non-residents, has been added to the FY20-21 Master Fee Schedule.

Fiscal Impact:

The Department anticipates an increase in revenues due to increased charges for fees and services related to shop services. The amount of the increased revenues is unknown at this time.

Attachments:

1. Resolution to Approve and Adopt the Master Fee Schedule for the Central County Fire Department
2. Central County Fire Department Master Fee Schedule – Redlined copy
3. Central County Fire Department Master Fee Schedule – Clean copy

RESOLUTION NO. 20-07

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE
DEPARTMENT TO APPROVE AND ADOPT THE MASTER FEE SCHEDULE FOR THE
CENTRAL COUNTY FIRE DEPARTMENT**

RESOLVED, by the Board of Directors of the Central County Fire Department, County of San Mateo, State of California, that,

WHEREAS, the FY20-21 Master Fee Schedule includes two revisions; and

WHEREAS, there is a revision to the existing fee titled Labor Rate for Mechanic Services; and

WHEREAS, said fee has not been increased since 2017; and

WHEREAS, to meet the increased costs associated with mechanic services, said fee will increase to \$125; and

WHEREAS, a fee has been added for CPR classes taught to the public; and

WHEREAS, said fee is \$40 for residents of the member agencies and \$50 for non-residents; and

WHEREAS, notice of the amended fee schedule and of the April 22, 2020 public hearing in connection therewith, has been duly provided pursuant to the provisions of State law; and

WHEREAS, all fees as delineated in the Master Fee Schedule shall become effective July 1, 2020.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Central County Fire Department approves and adopts the FY20-21 Master Fee Schedule.

Approved at a regular meeting of the Board of Directors of the Central County Fire Department by teleconference, this 22nd day of April, 2020.

SIGNED: _____
Jess E. Benton, Chair

ATTEST: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 20-07 adopted by the Board of Directors of the Central County Fire Department, at its regular meeting held on the 22nd day of April 2020, by the following vote of the members thereof:

AYES: Board Members: _____

NOES:

Board Members:

ABSENT:

Board Members:

ABSTAIN:

Board Members:

MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule			
<u>SERVICE</u>	<u>REFERENCE</u>	<u>ADOPTED FY2019/20</u>	<u>PROPOSED FY2020/21</u>
Care Facilities Inspections			
Pre-inspection of licensed community care (per hour)	H&S Code §13235	\$146	\$146
Residential Care Facility for Elderly serving 6 or fewer persons – fire inspection enforcement	H&S Code §1569.84	No Charge	No Charge
Residential Care Facility		\$301	\$301
Large Family Day Care		\$163	\$163
Skilled Nursing Facilities		\$577	\$577
Hospital/Institution		\$2,230	\$2,230
Re-Inspections			
Second re-inspection (fee per inspection)		\$114	\$114
Third and subsequent re-inspection (fee per inspection)		\$207	\$207
Construction Fees			
General Fire & Life Safety Services <ul style="list-style-type: none"> • Consultation & Research • Pre-application meetings & Design Review • Property Survey • General Construction Inspections • Processing, Scheduling, and Record Keeping 		12% of Building Permit fees for Commercial, Non-Residential and Multi-Family Residential	12% of Building Permit fees for Commercial, Non-Residential and Multi-Family Residential
Building or Planning Plan Check Fees (per hour)	Per hour	\$157	\$157
Expedite Building or Planning Check Fees (per hour with 2 hour minimum)	Per hour	\$314	\$314
Consultation and Planning (per hour)		\$229	\$229
Alternate Means of Protection Review (per hour)		\$229	\$229
Fire Alarm Systems:			
Permit for Monitoring System		\$176	\$176
Permit for Manual System		\$176	\$176
Permit for Automatic System		\$313	\$313
Permit for combination System		\$452	\$452
Fixed Fire Extinguishing System Permit		\$245	\$245
Standpipe System Permit		\$313	\$313
Storage Tank (above or below ground) Permit		\$176	\$176
Multi-residential or commercial fire alarm remodel or repair (device relocation/adjustment)		\$107	\$107
One or two Family Dwelling Fire Sprinkler System (NFPA 13D) - flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actually perform each inspection)		\$452	\$452
Fire Pump Permit		\$176	\$176
Multi-Residential or Commercial Fire sprinkler System (NFPA 13 or 13R) Permit – Single Story (incl. T.I.) Permit – Multi-story – flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actually perform each inspection)		\$727	\$727
Fire Sprinkler Remodel or Repair (Sprinkler head relocation/adjustment)		\$107	\$107
Fire Service Line Inspection		\$176	\$176
Emergency Responder Radio Coverage System Permit	§510, CFC Title 24 Part 9	\$335	\$335
Miscellaneous Fees and Permits:			
Community CPR / AED Class		\$40 Resident \$50 Non-Resident	\$40 Resident \$50 Non-Resident
Labor Rate for Mechanic Services		\$110	\$125
Wildland-Urban Interface Inspection		\$200	\$200

MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule			
SERVICE	REFERENCE	ADOPTED FY 2019/20	PROPOSED FY2020/21
Change of Use Inspection (usually triggered by new business license)		\$108	\$108
Accounts referred to Collection Agencies		+47% of original invoice	+47% of original invoice
Photographs from investigations		Cost of Reproduction	Cost of Reproduction
Fire Incident Reports (not including photographs)		\$10	\$10
Work without a construction permit (fees to be determined at Fire Marshal's discretion)		Up to 10 times the permit fees	Up to 10 times the permit fees
Emergency Response Costs for Driving under the Influence. (Billing upon conviction)	Govt. Code §53150-58	Costs according to Personnel Schedule below plus Apparatus cost of \$91/hr. as set by State	Costs according to Personnel Schedule below plus Apparatus cost of \$91/hr. as set by State
False Alarms		\$441 for 3 to 5 and \$630 for 6 or more	\$441 for 3 to 5 and \$630 for 6 or more
Hazardous Materials Clean-up/Response		Costs according to Personnel Schedule below plus Apparatus cost of \$91/hr. as set by State	Costs according to Personnel Schedule below plus Apparatus cost of \$91/hr. as set by State
Standby Service			
Firefighter (per hour – minimum of 3 hours)		\$88	\$88
Fire Captain (per hour – minimum of 3 hours)		\$103	\$103
Battalion Chief (per hour – minimum of 3 hours)		\$117	\$117
Engine Company (per hour – minimum of 3 hours plus apparatus costs – per day as set by the State)		\$315 per hour + \$91 per hour for apparatus	\$315 per hour + \$91 per hour for apparatus
Personnel Costs (per hour)			
Administration		\$61	\$61
Firefighter		\$88	\$88
Fire Captain		\$103	\$103
Fire Administrative Captain		\$103	\$103
Fire Prevention Specialist		\$82	\$82
Fire Inspector		\$138	\$138
Deputy Fire Marshal		\$144	\$144
Battalion Chief		\$117	\$117
Division Chief or Fire Marshal		\$177	\$177
Deputy Fire Chief		\$188	\$188
Fire Chief		\$205	\$205
General Permits			
Aerosol Products		\$163	\$163
Amusement Buildings		\$267	\$267
Apartments, Hotels and Motels – 10 or less units		\$140	\$140
Apartments, Hotels and Motels – 11 to 25 units		\$166	\$166
Apartments, Hotels and Motels – 26 or more units		\$192	\$192
Apartments Assigned to Prevention		\$219	\$219
Aviation Facilities		\$473	\$473
Battery System		\$473	\$473

MASTER FEE SCHEDULE

CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule			
<u>SERVICE</u>	<u>REFERENCE</u>	<u>ADOPTED FY 2019/20</u>	<u>PROPOSED FY2020/21</u>
Carnivals and Fairs		\$267	\$267
Christmas Tree Lot		\$267	\$267
Combustible Fiber Storage		\$267	\$267
Combustible Material Storage		\$267	\$267
Commercial Occupancy Assigned to Prevention		\$200	\$200
Commercial Rubbish-Handling Operation		\$267	\$267
Compressed Gases		\$267	\$267
Cryogens		\$267	\$267
Dry Cleaning Plants		\$267	\$267
Dust-Producing Operations		\$267	\$267
Exhibits & Trade Shows – Display Booth		\$267	\$267
Exhibits & Trade Shows – With Open Flame		\$267	\$267
Exhibits & Trade Shows – Display Fuel Powered Equipment		\$267	\$267
Explosives or Blasting Agents		\$473	\$473
Fire Hydrants and Water Control Valves		\$265	\$265
Fireworks		\$473	\$473
Flammable or Combustible Liquids		\$473	\$473
Hazardous Materials		\$473	\$473
High-Piled Combustible Storage – 20,000 square feet or less		\$481	\$481
High-Piled Combustible Storage – more than 20,000 square feet		\$549	\$549
Highrise	H&S§13214(b)	\$316	\$316
Hot-Work Operations		\$267	\$267
Liquefied Petroleum Gasses		\$473	\$473
Liquid-or gas-fueled Vehicles or Equipment in Assembly Buildings		\$473	\$473
Live Audiences		\$473	\$473
Lumber Yards storing in excess of 100,000 board feet		\$370	\$370
Magnesium Working		\$267	\$267
Motor Vehicle Fuel-Dispensing Stations		\$267	\$267
Open Burning		\$267	\$267
Organic Coating		\$267	\$267
Ovens, Industrial Baking and Drying		\$267	\$267
Parade Floats		\$267	\$267
Places of Assembly		\$439	\$439
Production Facilities		\$439	\$439
Pyrotechnical and Special Effects Material		\$473	\$473
Radioactive Materials		\$267	\$267
Refrigeration Equipment		\$370	\$370
Repair Garage		\$267	\$267
Spraying and Dipping		\$267	\$267
Tents, Canopies, and Temporary Membrane Structures		\$402	\$402
Tire Storage		\$267	\$267
Wood Products		\$267	\$267

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CENTRAL COUNTY FIRE DEPARTMENT Master Fee Schedule			
<u>SERVICE</u>	<u>REFERENCE</u>	<u>ADOPTED FY2019/20</u>	<u>PROPOSED FY2020/21</u>
Care Facilities Inspections			
Pre-inspection of licensed community care (per hour)	H&S Code §13235	\$146	\$146
Residential Care Facility for Elderly serving 6 or fewer persons – fire inspection enforcement	H&S Code §1569.84	No Charge	No Charge
Residential Care Facility		\$301	\$301
Large Family Day Care		\$163	\$163
Skilled Nursing Facilities		\$577	\$577
Hospital/Institution		\$2,230	\$2,230
Re-Inspections			
Second re-inspection (fee per inspection)		\$114	\$114
Third and subsequent re-inspection (fee per inspection)		\$207	\$207
Construction Fees			
General Fire & Life Safety Services <ul style="list-style-type: none"> • Consultation & Research • Pre-application meetings & Design Review • Property Survey • General Construction Inspections • Processing, Scheduling, and Record Keeping 		12% of Building Permit fees for Commercial, Non-Residential and Multi-Family Residential	12% of Building Permit fees for Commercial, Non- Residential and Multi-Family Residential
Building or Planning Plan Check Fees (per hour)	Per hour	\$157	\$157
Expedite Building or Planning Check Fees (per hour with 2 hour minimum)	Per hour	\$314	\$314
Consultation and Planning (per hour)		\$229	\$229
Alternate Means of Protection Review (per hour)		\$229	\$229
Fire Alarm Systems:			
Permit for Monitoring System		\$176	\$176
Permit for Manual System		\$176	\$176
Permit for Automatic System		\$313	\$313
Permit for combination System		\$452	\$452
Fixed Fire Extinguishing System Permit		\$245	\$245
Standpipe System Permit		\$313	\$313
Storage Tank (above or below ground) Permit		\$176	\$176
Multi-residential or commercial fire alarm remodel or repair (device relocation/adjustment)		\$107	\$107
One or two Family Dwelling Fire Sprinkler System (NFPA 13D) - flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actually perform each inspection)		\$452	\$452
Fire Pump Permit		\$176	\$176
Multi-Residential or Commercial Fire sprinkler System (NFPA 13 or 13R) Permit – Single Story (incl. T.I.) Permit – Multi-story – flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actually perform each inspection)		\$727	\$727
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AGENDA ITEM: 8a

STAFF REPORT

MTG. DATE: April 22, 2020

TO: Board of Directors

DATE: April 22, 2020

FROM: Bruce Barron, Fire Chief

APPROVED BY:

Lisa K. Goldman, CAO

SUBJECT: Restructure of the Central County Fire Department Mechanic's Division

Recommendation:

Staff recommends restructuring the CCFD Mechanic's Division from two levels (Fire Mechanic and Fire Mechanic Supervisor) to three levels (Emergency Vehicle Technician I, Emergency Vehicle Technician II and Emergency Vehicle Technician III/Supervisor) in accordance with *NFPA 1071-Standard for Emergency Vehicle Technician Professional Qualifications*, and adjust their salaries to reflect increased certification requirements and the specialized nature of their skillset.

Background:

History:

The Burlingame Fire Department employed three Firefighters that also worked as mechanics while on duty. This arrangement dated back decades and continued with the formation of CCFD in 2004. Over the last 15 years as the size of the department, the required skills needed, and scope of work being performed has steadily increased, the department moved away from using Firefighters and instead employed dedicated, non-safety mechanics to perform the work.

Servicing fire apparatus in-house is a great benefit for CCFD. Bay Area shop costs range from \$140-\$180 dollars per hour. Those high costs, coupled with coordination needed to deal with an outside shop, travel logistics, towing costs, and apparatus down time, make having a CCFD shop an invaluable part of the service the department provides.

Many large departments like San Francisco and San Jose have their own shops. Smaller departments are less likely to have their own shops as many do not have the facility, equipment, or staff to run a shop. Those that don't have their own shop, like San Mateo Consolidated, often hire a full-time employee to coordinate the service and repairs of the equipment using outside vendors.

Station 34 was built with a shop in the 1920's, and when it was rebuilt in 1993, a shop was included again. Over the years CCFD has not only been able to service its own equipment, but has also been able to contract shop services to neighboring departments, which has provided a source of revenue and covered a portion of CCFD's shop expenses.

CCFD Mechanics have become an integral part of the department's overall emergency response model. The mechanics often work late into the evening or are called back on weekends and holidays to service equipment during emergency situations.

CCFD is very fortunate to currently have very highly trained mechanics. However, there is a need to evolve the program in the areas of certification and compensation. This is needed to ensure CCFD is better covered from a liability standpoint, and to ensure that CCFD continues to have appropriately trained and compensated mechanics.

Certification:

The National Fire Protection Association (NFPA) is a national non-profit organization that delivers information and knowledge through more than 300 consensus codes and standards, research, training, education, outreach, and advocacy. The mission of the NFPA is "to help save lives and reduce loss with information, knowledge and passion".

The California State Fire Marshal sets training standards for the fire service in California, based on the information and recommendations provided by the NFPA. The California State Fire Marshal's division of State Fire Training then creates coursework, testing, and professional certification tracts to ensure that those in the fire service are well trained and comply with industry standards.

CCFD as well as the College of San Mateo and all of the departments in San Mateo County, exclusively use the California State Fire Marshal professional certification tracts for positions such as Firefighter, Driver/Operator, Fire Officer, Chief Officer, Instructor, Inspector, Investigator, and Fire Marshal.

Every job description at CCFD, from Firefighter to Fire Chief, requires some level of California State Fire Marshal professional job certification, except the current Fire Mechanic and Fire Mechanic Supervisor descriptions.

NFPA 1071-*Standard for Emergency Vehicle Technician Professional Qualifications* establishes minimum job performance requirements for individuals engaged in the inspection, diagnosis, maintenance, repair, and testing of emergency response vehicles. The standard also establishes the title of *Emergency Vehicle Technician* to describe those working on fire apparatus. California State Fire Training has transformed the 40-page NFPA code into a measurable process that outlines the education, training, and experience that Emergency Vehicle Technicians are required to have.

State Fire Training uses three measures: Fire Apparatus coursework, experience in the field, and Automotive Service Excellence (ASE) exams, to ensure an individual is trained, educated, and experienced enough to be certified as an Emergency Vehicle Technician.

There are three established levels of certification that represent a combination of coursework, experience, and testing to allow an individual to be certified as Emergency Vehicle Technician level I, II, or III. Completion of all three levels will certify that our mechanics have the knowledge and skills required by NFPA 1071, and that they possess the required knowledge to safely operate, diagnose, and repair our fleet of fire vehicles. These three levels and all component requirements have been incorporated into the proposed job descriptions.

Compensation:

In 2013, CCFD switched from using Firefighters as mechanics to using dedicated non-safety Mechanics. At that time, the pay was realigned to reflect the non-firefighting job description and the non-safety status, and was compared to other general fleet mechanics; no professional job certification requirements were included in the job description.

In looking at other agencies with Fire Mechanics, as well as the recommendations in NFPA 1071, it became evident that CCFD needs to require the same professional job certifications.

CCFD Fire Mechanics have all the experience and training to perform in the capacity of a general city fleet mechanic, but the converse is not true. The CCFD Fire Mechanics job description includes knowledge of specific items such as pumping equipment, aerial ladder operations, firefighting equipment, station emergency generators, and general firefighting practices.

It would take years of time and experience to train a regular city mechanic to perform the work on fire pumps, aerial ladders, and emergency vehicles that CCFD Fire Mechanics currently perform. If CCFD's equipment breaks, staff can't take it to the Burlingame or Millbrae Corp Yards; the mechanics there aren't trained or qualified to work on it.

As part of the restructure, staff also recommends a part-time shop assistant position. At times there is a need for part-time help in the shop to perform tasks such as assisting mechanics, shop cleanup, parts procurement, etc. This part-time position would be compensated at a lower pay scale than that of the full-time mechanics.

As CCFD restructures the Mechanic's Division, re-classifies the Fire Mechanics to Emergency Vehicle Technicians, and includes professional job certification requirements, the department should also compare the salaries to that of Fire Mechanics in other departments, not just general fleet mechanics, to get a more accurate comparison of the marketplace.

Proposal:

- Re-title Fire Mechanics as Emergency Vehicle Technicians in accordance with NFPA 1071.
- Establish three levels of the Emergency Vehicle Technician position, as opposed to the current two, in accordance with NFPA 1071 (EVT I, EVT II, EVT III/Supervisor). This does not add a person to the headcount; our current two employees will be reclassified as an EVT II (formerly Mechanic) and an EVT III (formerly Mechanic Supervisor) and leave the EVT I unfilled. Creating this three level structure allows staff to hire the best fit for the department in the future, and gives room for development and professional growth with new hires.
- Adopt job descriptions with new certification requirements in accordance with NFPA 1071.

Fiscal Impact:

- Fiscal impact for Emergency Vehicle Technician I = 11.8% increase over existing CCFD Fire Mechanic, 10% below Mechanic II, and 35% below Mechanic III/Supervisor.
- Fiscal impact for Emergency Vehicle Technician II, (new position between EVT I and EVT III/Supervisor) = 23% above current CCFD Fire Mechanic, or 20% below proposed EVT III/Supervisor.
- Fiscal impact for Emergency Vehicle Technician III/Supervisor = 10.4% over existing CCFD Mechanic Supervisor.
- The total fiscal impact of these increases is approximately \$65,976, which is included in the proposed FY 2020-2021 budget.

Attachments:

1. Resolution Adopting Class Specifications for Emergency Vehicle Technician I, II, III and Shop Assistant
2. Emergency Vehicle Technician I/II job description
3. Emergency Vehicle Technician III job description
4. Shop Assistant job description

RESOLUTION NO. 20-08

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE DEPARTMENT
ADOPTING CLASS SPECIFICATIONS FOR EMERGENCY VEHICLE TECHNICIAN AND SHOP
ASSISTANT POSITIONS FOR THE CENTRAL COUNTY FIRE DEPARTMENT**

RESOLVED, by the Board of Directors of the Central County Fire Department, County of San Mateo, State of California that,

WHEREAS, Central County Fire Department is proposing to update the classification specifications for the positions in the mechanic shop; and

WHEREAS, staff recommends retitling the positions and ensuring that the qualifications are in line with National Fire Protection Association guidelines; and

WHEREAS, the revised classification specifications for Emergency Vehicle Technician and Shop Assistant will assist the Department in providing and maintaining highly trained and qualified employees to service Department equipment; and

WHEREAS, Central County Fire Department desires to use these classification specifications.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of the Central County Fire Department adopts the final classification specifications for the Emergency Vehicle Technician series and Shop Assistant.

Approved at a regular meeting of the Board of Directors held by teleconference this 22nd day of April, 2020.

Signed: _____
Jess E. Benton, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 20-08 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 22nd day of April, 2020, by the following vote of the members thereof:

AYES:	Board Members:	_____
NOES:	Board Members:	_____
ABSENT:	Board Members:	_____
ABSTAIN:	Board Members:	_____



Division: Mechanic

FLSA Status: Non-Exempt

Revision Date: 7/1/2020

Summary of Benefits: Mechanics

DEFINITION

This position is responsible for the repair and maintenance of Fire Apparatus, department vehicles, small engine repair and pumping equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Emergency Vehicle Technician III and the Battalion Chief assigned to Shop Services.

Exercises no direct supervision over staff.

ESSENTIAL DUTIES

- Schedule and personally perform preventive maintenance, major and minor repairs of fire department vehicles and pumping equipment.
- Make initial inspections in difficult cases and diagnose mechanical defects.
- Provide instruction to department personnel on the maintenance and safe operation of fire vehicles and equipment.
- Maintain and repair such fire station equipment as generators, compressors and pumps.
- Maintain records of maintenance work performed, time, materials and equipment used.
- Create preventive maintenance schedule of fire apparatus from contracted agencies in conjunction with Battalion Chiefs from those agencies.
- Provide service and repair for other agencies as contracted.
- Maintain tools and equipment used in repair work.
- Ensure proper adjustment and operation of charging, fuel and other systems.
- Road test and otherwise check vehicles for proper operation and detect source of problems.
- Provide input and evaluate the specifications regarding the purchase of fire apparatus, equipment and shop tools.
- Perform routine servicing and repairs on fire apparatus and other equipment as necessary.
- May respond to emergency call out for repairs after hours or on weekends.
- Perform related duties as required.

REQUIRED QUALIFICATIONS

Knowledge of:

- Mechanical and electrical features of automotive and pumping equipment.
- Tools, equipment and accepted procedures used in the overhaul, repair and adjustment of heavy automotive, pumping and firefighting equipment.
- Operation and repair of internal combustion engines.
- Good safety practices and procedures.
- Principles of aerial ladder operations.
- Principles of diesel engines, diagnostic equipment and hydraulics.
- Hazardous materials use and disposal practices.

- General knowledge of firefighting practices.
- Preventive maintenance techniques.

Ability to:

- Perform the duties required to analyze defects in automotive and pumping equipment and perform mechanical repairs.
- Safely and efficiently operate lathe, milling and welding equipment, engine overhauling, and transmission work.
- Work on gas and diesel engines plus equipment listed above.
- Understand and follow oral and written instructions and give understandable instructions to others.
- Work cooperatively with all those contacted in the course of work.
- Work safely with hazardous materials in confined spaces and work safely with electrical and mechanical hazards.
- Diagnose defects and repair a variety of fire equipment and vehicles.
- Perform routine-to-complex mechanical repair work.
- Operate and repair a variety of power and hand tools.
- Work independently, understand and carry out verbal and written instruction.
- Test annually from draft fire department pumpers.
- Test annually the fire department aerial ladder truck.

LICENSES AND CERTIFICATIONS

EVT I:

- Possession of a Class B driver's license issued by California DMV within six (6) months of hire date.
- Obtain a California State Fire Marshal Fire Mechanic I certification (or equivalent) within 12 months of appointment.
- Complete all applicable exams and coursework to maintain level I certification.

EVT II:

- Possession of a Class B driver's license issued by California DMV within six (6) months of hire date.
- Obtain a California State Fire Marshal Fire Mechanic II certification (or equivalent) within 12 months of appointment.
- Complete all applicable exams and coursework to maintain level II certification.
- Complete Fire Mechanic 3B-Aerial Apparatus course within 12 months of appointment.

EDUCATION AND EXPERIENCE

EVT I:

- Three years of skilled mechanic experience involving light and heavy-duty equipment including gas and diesel engine overhaul. Experience involving the maintenance and major and minor repair of fire apparatus, gas and diesel firefighting equipment as listed above is highly desirable.
- Completion of a formal or technical curriculum providing a certificate in automotive mechanics may be substituted for one year of required, skilled experience.

EVT II:

- Three years of training and experience involving the maintenance and major and minor repair of fire apparatus, gas and diesel firefighting equipment as listed above, or four years

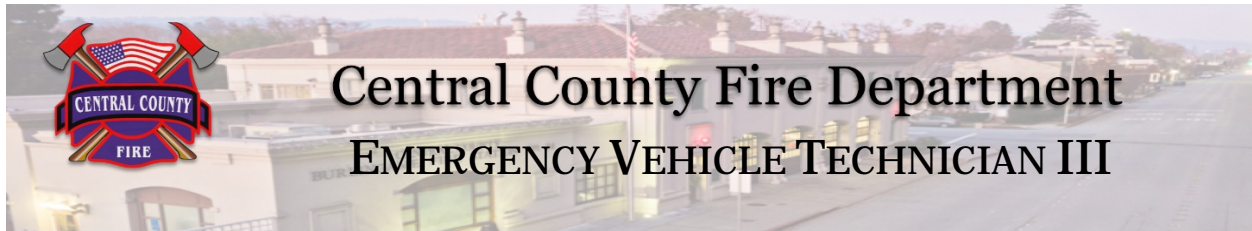
of skilled mechanic experience involving light and heavy-duty equipment including gas and diesel engine overhaul.

- Completion of a formal or technical curriculum providing a certificate in automotive mechanics may be substituted for one year of required, skilled experience.

SPECIAL REQUIREMENTS

Physical skills: Ability to sit, walk, stand and use hands to operate heavy equipment, machinery and tools; lift and carry up to 50 pounds or more than 50 pounds with appropriate lifting equipment support; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Ability to reach, twist, turn, kneel, bend, stoop, squat, crouch and grasp and make repetitive hand movement in the performance of daily duties.

Work Environment: Mobility to work in a typical office setting using computer, keyboard, telephone and other common office equipment; or field environment with exposure to dust, uneven surfaces, changes in temperature and loud noises. Work may take place and require travel in a vehicle to and from off-site indoor and outdoor locations throughout the service area.



Division: Mechanic
FLSA Status: Non-Exempt

Revision Date: 7/1/2020
Summary of Benefits: Mechanics

DEFINITION

Under general direction, this position will plan, organize, supervise and participate in the work of the Department's fleet operations, and perform difficult and highly responsible mechanical work. This position will also provide lead direction to the Mechanic II and I positions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Battalion Chief assigned to Shop Services.

This position is distinguished from the next lower classification of Mechanic II in that the Mechanic III duties involve supervision of the Mechanic I and II positions.

ESSENTIAL DUTIES

- Schedule and personally perform preventive maintenance, major and minor repairs of fire department vehicles and pumping equipment.
- Make initial inspections in difficult cases and diagnose mechanical defects.
- Provide instruction to department personnel on the maintenance and safe operation of fire vehicles and equipment.
- Maintain and repair such fire station equipment as generators, compressors and pumps.
- Maintain records of maintenance work performed, time, materials and equipment used.
- Prepare detailed cost estimates and make recommendations regarding feasibility of major repairs.
- Create preventive maintenance schedule of fire apparatus from contracted agencies in conjunction with Battalion Chiefs from those agencies.
- Make recommendations whether or not to contract work out or handle in-house; monitor and administer outside contracts.
- Provide service and repair for other agencies as contracted.
- Maintain tools and equipment used in repair work.
- Order and maintain inventory of necessary parts, lubricants and supplies.
- Supervise, train and instruct other mechanics in the performance of maintenance and repair work.
- Assist in determining budgetary requirements for maintenance and repair activities.
- Supervise, train, and participate in the evaluation of assigned staff.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Oversee the department's preventive maintenance program and schedule apparatus and equipment preventive maintenance.
- Ensure proper adjustment and operation of charging, fuel and other systems.
- Road test and otherwise check vehicles for proper operation and detect source of problems.

- Provide input and evaluate the specifications regarding the purchase of fire apparatus, equipment and shop tools.
- Perform routine servicing and repairs on fire apparatus and other equipment as necessary.
- Supervise, schedule, train and evaluate shop staff.
- May respond to emergency call out for repairs after hours or on weekends.
- Other related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Mechanical and electrical features of automotive and pumping equipment.
- Tools, equipment and accepted procedures used in the overhaul, repair and adjustment of heavy automotive, pumping and firefighting equipment.
- Operation and repair of internal combustion engines.
- Good safety practices and procedures.
- Principles of aerial ladder operations.
- Principles of diesel engines, diagnostic equipment and hydraulics.
- Hazardous materials use and disposal practices.
- General knowledge of firefighting practices.
- Preventive maintenance techniques.
- Supervision and training techniques.

Ability to:

- Perform the duties required to analyze defects in automotive and pumping equipment and perform mechanical repairs.
- Train and supervise other mechanics.
- Safely and efficiently operate lathe, milling and welding equipment, engine overhauling, and transmission work.
- Work on gas and diesel engines plus equipment listed above.
- Understand and follow oral and written instructions and give understandable instructions to others.
- Work cooperatively with all those contacted in the course of work.
- Work safely with hazardous materials in confined spaces and work safely with electrical and mechanical hazards.
- Diagnose defects and repair a variety of fire equipment and vehicles.
- Perform routine-to-complex mechanical repair work.
- Operate and repair a variety of power and hand tools.
- Work independently, understand and carry out verbal and written instruction.
- Test annually from draft fire department pumpers.
- Test annually the fire department aerial ladder truck.
- Plan, lay out and assign the work of shop personnel.

LICENSES AND CERTIFICATIONS

- Possession of a Class B driver's license issued by California DMV within six (6) months of hire date.
- Obtain a California State Fire Marshal Fire Mechanic III certification (or equivalent) within 12 months of appointment.
- Complete all applicable exams and coursework to maintain level III certification.

EDUCATION AND EXPERIENCE

- Three years of training and experience involving the maintenance and major and minor repair of fire apparatus, gas and diesel firefighting equipment as listed above, or four years of skilled mechanic experience involving light and heavy-duty equipment including gas and diesel engine overhaul.
- Completion of a formal or technical curriculum providing a certificate in automotive mechanics may be substituted for one year of required, skilled experience.

SPECIAL REQUIREMENTS

Physical skills: Ability to sit, walk, stand and use hands to operate heavy equipment, machinery and tools; lift and carry up to 50 pounds or more than 50 pounds with appropriate lifting equipment support; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Ability to reach, twist, turn, kneel, bend, stoop, squat, crouch and grasp and make repetitive hand movement in the performance of daily duties.

Work Environment: Mobility to work in a typical office setting using computer, keyboard, telephone and other common office equipment; or field environment with exposure to dust, uneven surfaces, changes in temperature and loud noises. Work may take place and require travel in a vehicle to and from off-site indoor and outdoor locations throughout the service area.



Division: Administration
FLSA Status: Non-Exempt

Adopted: April 22, 2020
Non-Benefitted

DEFINITION

This position is responsible to assist the Emergency Vehicle Technicians in operation of the shop as well as basic assistance in the repair and maintenance of Fire Apparatus, department vehicles, small engine repair and pumping equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Emergency Vehicle Technicians and the Battalion Chief assigned to Shop Services.

ESSENTIAL DUTIES

- Assist Emergency Vehicle Technicians with apparatus and vehicle repair
- Procure parts and supplies
- Clean and organize shop
- Restock supplies
- Help maintain tools and equipment
- Deliver equipment
- Drive department vehicles
- Repair and service small tools and equipment
- Fuel station generators
- Be subject to emergency callback
- Perform related duties as required

REQUIRED QUALIFICATIONS

Knowledge of:

- Basic mechanical and electrical features of automotive and equipment.
- Basic tools and equipment used in the overhaul, repair and adjustment of heavy automotive, pumping and firefighting equipment.
- Good safety practices and procedures.

Ability to:

- Take direction from Emergency Vehicle Technicians and carry out tasks as requested.
- Safely and efficiently, work in a shop setting.
- Understand and follow oral and written instructions and give understandable instructions to others.
- Work cooperatively with all those contacted in the course of work.

- Work safely with hazardous materials in confined spaces and work safely with electrical and mechanical hazards.
- Assist in routine-to-complex mechanical repair work.
- Operate a variety of power and hand tools.
- Work independently, understand and carry out verbal and written instruction.

LICENSES AND CERTIFICATIONS

- Possession of a Class C driver's license issued by California DMV.

EDUCATION AND EXPERIENCE

- Mechanical experience is desirable but not required.
- Knowledge of the Fire Service is desirable but not required.

SPECIAL REQUIREMENTS

Physical skills: Ability to sit, walk, stand and use hands to operate heavy equipment, machinery and tools; lift and carry up to 50 pounds or more than 50 pounds with appropriate lifting equipment support; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Ability to reach, twist, turn, kneel, bend, stoop, squat, crouch and grasp and make repetitive hand movement in the performance of daily duties.

Work Environment: Mobility to work in a typical office setting using computer, keyboard, telephone and other common office equipment; or field environment with exposure to dust, uneven surfaces, changes in temperature and loud noises. Work may take place and require travel in a vehicle to and from off-site indoor and outdoor locations throughout the service area.



AGENDA ITEM: 8b

STAFF REPORT

MTG. DATE: April 22, 2020

TO: Board of Directors

DATE: April 22, 2020

FROM: Kristin Armbruster, Human Resources Manager

APPROVED BY: 
Lisa K. Goldman, CAO

SUBJECT: Resolution to Adopt the New and Revised Class Specifications for Clerical Positions

Recommendation:

Approve the new and revised job descriptions, the re-titling of employees, and the proposed salary structure.

Background:

Staff contracted with an outside consultant to do a desk study of the Service Clerk position in fall 2019. The Department has three Service Clerk positions, two in the administrative office, and one in the Training Division office. The job description for these positions was created several years ago, and there have been significant technological updates, procedural changes, and process improvements since that time. Staff thought it was an appropriate time to review the current job descriptions and have them updated to reflect current job duties.

Staff asked the consultant to do a desk study, which is an evaluation of the current roles and responsibilities of a single classification. The consultant interviewed staff, sat alongside them to get a better understanding of their day-to-day responsibilities, met with management staff regarding their expectations of the roles and responsibilities of the Service Clerks, and researched other comparable positions and their duties in other agencies. She provided a final report to the Administrative Services Manager and Human Resources. In the report, she makes four recommendations. The consultant finds that the Service Clerk positions located at the Fire Administration office are properly classified, and the salary is within market. However, she recommended a title change to Office Assistant as a more modern title. She also provided an updated job description to more accurately reflect current job responsibilities. The Office Assistant job description is included in the Board's packet.

The second recommendation is that the Service Clerk position in the Training Division be reclassified as an Administrative Assistant. The responsibilities of this position have changed and grown over time, and are now at a higher level than the Office Assistant position. Changes include more independent processing of tasks, increased coordination of training and certification requirements/deadlines, participation in some budgeting activities, and less direct supervision overall. The consultant evaluated the current position compared to similar positions in other agencies, and recommended the title of Administrative Assistant as one that best fits the current duties. Although the Department has an existing Administrative Assistant job description for a position that is not filled, the description is very outdated. A copy of the proposed revised Administrative Assistant job description is included in the Board's packet.

The third recommendation is to add a class specification to the administrative series called Management Assistant for possible future Department needs. This would not add to the headcount of the Department; it does not mean an automatic promotion path; nor does it mean that just because someone may have the qualifications required for the higher position that the person will automatically be placed in the higher position. Positions are established and filled based on the work the Department has and not necessarily by new skills, abilities, and education an employee obtains. If the Department's needs change in the future, staff wants to have class specifications available to use that work within the classification structure. Adding the Management Assistant position will allow future development and a more structured path for succession planning. A copy of the proposed Management Assistant job description is included in the Board's packet.

The fourth recommendation is the salary structure for the Administrative class series. The consultant looked at salaries and structures of similar positions in other agencies, and developed a proposed compensation structure for the department.

Office Assistant	remain at current level
Administrative Assistant	12.5% above Office Assistant
Management Assistant	20% above Administrative Assistant

Fiscal Impact:

There is no fiscal impact to the adoption of the job descriptions. Reclassifying the Service Clerk in the Training Division to an Administrative Assistant will cost approximately \$11,100 per year. Funds for this purpose are included in the proposed FY 2020-2021 budget.

Attachments:

1. Resolution to Adopt the New and Revised Class Specifications for Clerical Positions
2. Office Assistant job description
3. Administrative Assistant job description
4. Management Assistant job description

RESOLUTION NO. 20-09

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE
DEPARTMENT ADOPTING THE NEW AND REVISED CLASS SPECIFICATIONS
FOR CLERICAL POSITIONS**

RESOLVED, by the Board of Directors of the Central County Fire Department, County of San Mateo, State of California that,

WHEREAS, Central County Fire Department has completed a classification study on the clerical positions using an outside consultant; and

WHEREAS, the consultant provided the Department with updated and recommended classification specifications; and

WHEREAS, the Department and employees have been consulted and have provided feedback for the final specifications; and

WHEREAS, the Department desires to use these classification specifications.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of the Central County Fire Department adopts the final classification specifications for the clerical series.

Approved at a regular meeting of the Board of Directors held by teleconference this 22nd day of April, 2020.

Signed: _____
Jess E. Benton, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 20-09 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 22nd day of April, 2020, by the following vote of the members thereof:

AYES:	Board Members:	_____
NOES:	Board Members:	_____
ABSENT:	Board Members:	_____
ABSTAIN:	Board Members:	_____



Division: Administration
FLSA Status: Non-Exempt
Clerical

Adopted: April X, 2020
Summary of Benefits:

DEFINITION

Under general direction, performs a wide variety of general clerical duties and office support activities as required in the assigned divisions including customer service, telephone and counter reception, filing, provide information and assistance to staff and the general public, to create documents, flyers and correspondence; and to do related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification. Employees within this class are distinguished by the performance of the full range of duties as assigned including duties requiring the knowledge of applicable Department policies and procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class require prior clerical experience.

ESSENTIAL DUTIES – Depending upon assignment, duties may include by are not limited to, the following:

- Act as receptionist; answer the telephone and wait on the general public, providing information on departmental policies and procedures as required; refer calls to appropriate Department personnel.
- Type and proofread a variety of documents including general correspondence, agendas, reports, memos, and statistical charts from rough draft, digital recording, forms, copy, notes, transcribing machine recordings or verbal instruction.
- Perform a wide variety of routine clerical work including filing, billing, checking and recording information on reports.
- Responsible for data entry in various software programs.
- Assists with special projects and department events.
- Reviews documents and other records to ensure accuracy, completeness and conformance to applicable policies and procedures.
- Operate office equipment; submit expense claims.
- Responsible for ordering and inventory of office supplies.
- Sort and file documents and records, maintaining alphabetical, index, and cross-reference files.

- Receive, sort, and distribute incoming and outgoing correspondence.
- Schedule appointments and various meetings.
- Process incoming and outgoing mail.
- Issue, receive, type and process various applications, permits and other forms.
- Provides a high level of customer service when assisting the public, members of other agencies and coworkers with inquiries and general information in person, by telephone, by email and in writing.
- Researches records for information and compiles summaries and tabulations which may be submitted directly to the requestor.
- Processes registrations and coordinates logistics for community classes including CPR, CERT and Get Ready.
- Processes permit applications for new construction, fire alarms and fire sprinklers.
- Coordinates logistics for meetings, including location, meals, set-up and tear down.
- Assist in the training of new personnel.
- Provides backup to related positions
- Performs other duties as required.

QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar and punctuation.
- Business letter writing and basic report preparation.
- Organization, procedures and operating details of City governments.
- Modern office methods, practices, procedures and computer equipment.
- Principles and procedures of record keeping.
- Basic work processing methods, techniques and programs.

Ability to:

- Type at speed necessary for adequate job performance.
- Perform routine clerical work.
- Learn to operate modern office machines and learn office methods, rules and policies including receptionist techniques.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform general clerical work including maintenance of appropriate records and compiling information for reports.
- Learn, correctly interpret and apply the policies and procedures of the function to which assigned.
- Work courteously with the general public and department personnel, on the telephone and in person.
- Operate a variety of office equipment including a computer.
- Understand and carry out verbal and written directions.
- Perform simple mathematical calculations.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Two (2) years of increasingly responsible clerical experience, including public contact.
- Graduation from high school or GED equivalent; some office experience

LICENSES AND CERTIFICATIONS

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.



Division: Administration
FLSA Status: Non-Exempt

Adopted: April X, 2020
Summary of Benefits: Clerical

DEFINITION

To perform a wide variety of complex and difficult clerical duties within assigned division, and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant is distinguished from the Office Assistant by the difficulty and complexity of duties assigned. Employees perform some difficult and responsible types of duties assigned including sole clerical support of a division. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Work requires a thorough knowledge of a body of technical information beyond standard policies and procedures, the use of independent judgment in applying the body of technical information in the performance of an important division function.

ESSENTIAL DUTIES – Depending upon assignment, duties may include by are not limited to, the following:

- Type and proofread a wide variety of reports, letters, memos and statistical charts, typing from rough draft.
- Independently compose correspondence related to responsibilities assigned.
- Apply applicable policies and procedures in determining completeness of applications, records and reports; provide information and forms to the public; collect and process appropriate information.
- Work with other departments and divisions to ensure the timely processing of items.
- Administer, update and ensure the quality of calendars; coordinate scheduling of trainings and engine companies.
- Assist in developing and implementing procedures and policies related to functions assigned.
- Research, compile, and assemble data for special projects and a variety of statistical, financial and narrative reports.
- Sort and file documents and records, maintaining alphabetical, index and cross-reference files.
- Ensure that meeting and training facilities are prepared and broken down.
- Prepare and distribute notices, action reports, letters and other correspondence as required.
- Act as receptionist; answer the telephone and wait on the general public, giving information on department policies and procedures as required.

- Maintain personnel records of department personnel for assigned division; process a variety of forms to initiate changes in records.
- Maintain inventory records; process purchase requisitions; maintain purchase records; resolve errors in orders received and invoices.
- Order office supplies; submit expense claims.
- Receive, sort and distribute incoming and outgoing correspondence.
- Perform general clerical work including filing, scheduling appointments, and processing personnel, payroll and purchasing information.

In addition, when assigned to the Training Division:

- Maintain training records for all personnel of member agencies of Central San Mateo County Training Division.
- Coordinate all aspects of posting trainings for personnel, including creating training descriptions and flyers, ensuring the trainings are linked with any certification requirements, inputting trainings into the electronic systems, notifying personnel of trainings, and working with the vendor or instructor in all aspects of logistics for deploying the training.
- Assist in coordinating promotional tests, assembling evaluator binders, coordinating oral board logistics, coordinating department interviews and sending out letters to candidates.
- Reconcile purchasing expenditures for Training Division; research purchases and make budget recommendations; ensure proper processing of accounts receivables and accounts payables invoices; follow up with vendors as required.

QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar and punctuation.
- Business letter writing and basic report preparation.
- Modern office methods, procedures, practices and computer equipment.
- Principles and procedures of record keeping.
- General statistical procedures.

Ability to:

- Perform responsible and difficult administrative work involving the use of independent judgment.
- Type at a speed necessary for successful job performance.
- Learn department policies, procedures, organization and operating details.
- Understand the organization and operation of municipal government and of outside agencies as necessary to assume assigned responsibilities.
- Learn, understand, interpret and apply a body of technical information beyond normal department policies and procedures.
- Independently prepare correspondence and memorandums.
- Operate a variety of office equipment including a computer.
- Communicate clearly and concisely, both verbally and in writing.
- Understand and carry out verbal and written directions.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Three (3) years of increasingly responsible clerical experience.
- Graduation from high school or GED equivalent.

LICENSES AND CERTIFICATIONS

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment. Employees sometimes work extended or irregular hours.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.



Division: Administration
FLSA Status: Non-Exempt

Adopted: April X, 2020
Summary of Benefits: Clerical

DEFINITION

To perform technical level administrative duties in support of the department or program; to research, collect and analyze data and prepare draft reports; to track and report operational statistics; and to provide technical assistance to management.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff.
May exercise direct supervision over administrative support personnel.

DISTINGUISHING CHARACTERISTICS

The Management Assistant is distinguished from the Administrative Assistant by the difficulty and complexity of duties assigned. Employees perform some of the more difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Work requires a thorough knowledge of a body of technical information beyond standard policies and procedures, the use of independent judgment in applying the body of technical information in the performance of an important department function, and complete responsibility for the function with review by management only on overall results.

ESSENTIAL DUTIES – Depending upon assignment, duties may include by are not limited to, the following:

- Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.
- Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.
- Assist management staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection, research and analysis; prepare draft reports and technical documents; provide project oversight for the less complex projects.
- Perform a wide variety of complex, responsible, secretarial and administrative duties for executive staff and other management personnel including providing routine analytical support.
- Assist with website and social media content management.
- Assist with the development of Requests for Proposals and contract administration.

- Provide support in management of calendars and meetings for Management staff; make travel arrangements when necessary.
- Provide administrative support for various department committees; schedule and coordinate meetings; record minutes. May serve as Department representative on committees for cities served by the Department.
- Assist in the development and implementation of department policies and procedures.
- Plan, prioritize, assign, supervise and review the work of administrative support staff involved in duties related to area of assignment.
- Organize and maintain accurate and detailed databases, files, and records; verify accuracy of information, research discrepancies, and record information; ensure compliance with established records retention schedules including archiving, scanning, and destructing files. Ensure areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.
- Review, verify and process documents related to department activities including budgets, contracts, grants, claims, legislation, purchasing, and other specialized documents based on area of assignment.
- Establish and maintain a wide variety of filing and reporting systems as necessary; develop record keeping procedures; provide relevant information to relevant parties; prepare and type correspondence and compile and type reports.
- Compile and develop information for special studies and reports from a variety of resources; collect, compile and report findings and recommendations.
- Assist with the testing, implementation and maintenance of new/upgraded software technologies and systems; maintain a variety of databases.
- Assist supervisor and managers with a variety of administrative operations; prepare, recommend and implement procedural modifications.
- Coordinate and assist in the development and administration of the department budget; prepare budget reports; compile annual budget requests; monitor and classify expenditures; track and reconcile bills; produce budget reports; research and resolve discrepancies.
- Independently respond to letters, email and general correspondence based on areas of assignment.
- Maintain manuals and update resource materials.
- Coordinate, compile and draft Fire Board communications, as requested; provide backup to Board Secretary.
- Build and maintain positive working relationships with co-workers, City and Department employees and the public using principles of good customer service.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of administrative and/or technical area to which assigned.
- Principles and practices of intermediate analytical research and project coordination.
- Modern office equipment, methods, procedures and computer hardware and software.
- Principles of budget monitoring.
- Principles and practices of project management.

- Techniques and principles of effective interpersonal communication.
- Principles and methods of business letter and report writing.
- Principles and practices of safety management.
- Pertinent local, state and federal laws, codes, ordinances, department functions, policies, rules and regulations.
- General functions and objectives of municipal government.
- Research methods and techniques.
- Computer software, including word processing, database, spreadsheet and accounting applications.
- English usage, spelling, punctuation and grammar; and basic mathematical calculations and statistics and statistical methods.
- Report writing techniques.

Ability to:

- Independently perform a variety of technical duties including research, compilation and report development in support of assigned division or program.
- Operate a personal computer utilizing spreadsheet, word processing and database software at an intermediate to advanced level.
- Collect, compile, analyze and present a variety of data in a meaningful way.
- Develop and implement various data collection and reporting systems.
- Interpret, apply and explain laws, rules, codes and department policies and procedures.
- Review budget submissions and revisions for mathematical and accounting accuracy.
- Understand and translate department policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Supervise, train and evaluate assigned administrative support staff.
- Review documents and operational procedures; interpret, identify, explain and problem solve issues and recommend corrective action.
- Understand the organization and operations of the department, and of outside agencies as necessary to assume assigned technical responsibilities.
- Coordinate the development and monitoring of an assigned program project budget; project, track and reconcile expenses.
- Compose professional quality correspondence and letters; write highly technical, detailed and analytical reports.
- Maintain a high level of confidentiality of a wide range of sensitive information when involved with human resources, payroll or other confidential issues.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both verbally and in writing.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Five (5) years of increasingly responsible administrative support or technical experience preferably in the subject area to which assigned.
- One year of supervisory experience is highly desirable.
- Equivalent to Associate's degree from an accredited college with course work in public administration, business administration, accounting or related field

LICENSES AND CERTIFICATIONS

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment. Employees sometimes work extended or irregular hours.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.



AGENDA ITEM: 8c

STAFF REPORT

MTG. DATE: April 22, 2020

TO: Board of Directors

DATE: April 22, 2020

FROM: Fire Chief Bruce Barron

APPROVED BY:

Lisa K. Goldman, CAO

SUBJECT: Resolution to Adopt the Class Specification for Part-time Wildland Urban Interface Fuel Reduction Specialist

Recommendation:

Approve a resolution adopting the class specification for part-time Wildland Urban Interface Fuel Reduction Specialist.

Background:

In June 2019, the Town of Hillsborough adopted Ordinance No.755, adopting by reference, the International Wildland-Urban Interface Code, 2018 edition, which, in part, requires CCFD to conduct annual inspections of over 2800 properties within the Town's wildland urban interface areas to confirm compliance to codified fuel reduction and defensible space requirements. Current staffing levels in the Fire Prevention Division cannot accommodate performing these inspections in addition to their year-round assignments, so supplemental staffing dedicated to wildland urban interface fuel reduction inspections will assist in CCFD's compliance with the Town's ordinance. The job description for the temporary part-time Wildland Urban Interface Fuel Reduction Specialist position is specific to performing these fuel reduction inspections.

Fiscal Impact:

Funding for these part-time positions is allocated in the FY 20-21 budget under part-time salaries. Staff will track and bring back a mid-year budget adjustment if needed.

Attachments:

1. Resolution to adopt the Class Specification for Part-time Wildland Urban Interface Fuel Reduction Specialist Class Specification.
2. Job description of Wildland Urban Interface Fuel Reduction Specialist

RESOLUTION NO. 20-10

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COUNTY FIRE
DEPARTMENT ADOPTING THE CLASS SPECIFICATION FOR THE WILDLAND URBAN
INTERFACE FUEL REDUCTION SPECIALIST POSITION FOR THE
CENTRAL COUNTY FIRE DEPARTMENT**

RESOLVED, by the Board of Directors of the Central County Fire Department, County of San Mateo, State of California that,

WHEREAS, the Town of Hillsborough's Ordinance No. 755, referencing the International Wildland Urban Interface Code, 2018 edition, requires the Central County Fire Department to conduct annual inspections of over 2800 properties within the Town of Hillsborough's wildland urban interface areas; and

WHEREAS, current staffing levels in the Fire Prevention Division cannot accommodate performing these inspections in addition to their year-round assignments; and

WHEREAS, supplemental staffing dedicated to wildland urban interface fuel reduction inspections is needed; and

WHEREAS, Central County Fire Department has created a temporary, part-time Wildland Urban Interface Fuel Reduction Specialist job description to conduct these inspections; and

WHEREAS, Central County Fire Department desires to use this job description.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of the Central County Fire Department adopts the job description for the Wildland Urban Interface Fuel Reduction Specialist position.

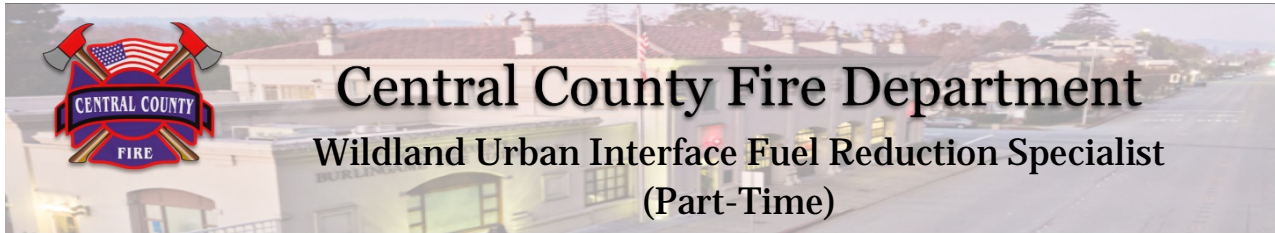
Approved at a regular meeting of the Board of Directors held by teleconference this 22nd day of April, 2020.

Signed: _____
Jess E. Benton, Chair

Attest: _____
Rubina Ellam, Secretary

I hereby certify that the foregoing is a true and correct copy of Resolution 20-10 adopted by the Board of Directors of the Central County Fire Department, San Mateo County, California, at its regular meeting held on the 22nd day of April, 2020, by the following vote of the members thereof:

AYES:	Board Members:	_____
NOES:	Board Members:	_____
ABSENT:	Board Members:	_____
ABSTAIN:	Board Members:	_____



Division: Prevention

Adopted: April 22, 2020

FLSA Status: Non-Exempt

Non-Benefitted

DEFINITION

The WUI Fuel Reduction Specialist performs responsible, technical and specialized work in the fields of life safety inspection, engineering and code enforcement. This position will focus on vegetation fuel reduction and defensible space inspections. The WUI Fuel Reduction Specialist is a non-safety, non-exempt, position who will work under the general supervision of the Deputy Fire Marshal. This position is a limited term seasonal position that is contingent on needs of the Fire Department and the Wildland Urban Interface program for the Town of Hillsborough.

ESSENTIAL DUTIES

- May conduct public education presentations
- Resolve citizen complaints about fire related problems
- Provide technical assistance to fire companies
- Under supervision, interpret various federal, state and local fire and life safety codes for the public and make recommendations as needed
- Maintain records pertaining to vegetation and defensible space inspections and actions taken
- Under supervision collect, analyze and evaluate data and prepare comprehensive reports
- Write reports based on field notes
- Issue "Notice and Order" and prepare summary information reports
- Build and maintain positive working relationships with co-workers and the public using principles of good customer service
- Exercise independent judgment while working under general supervision
- Perform related duties as required

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and Procedures of record keeping
- Software programs used by Fire Department staff
- Department Policies and Procedures
- Pertinent federal, state and local laws, codes and regulations

Ability to:

- Understand, interpret and apply the California Fire Code, California Building Code and other applicable federal, state and local laws.
- Detect fire hazards and code violations and determine appropriate mitigation measures
- Plan and perform field work

Education and Experience:

The education and experience criteria are highly desirable:

- Completion of at least 12 semester units or 18 quarter units from an accredited college/university in forestry, fire science, natural resource management or a closely related subject.

Or

- Six (6) months of experience with a public or private agency performing work in forestry, fire prevention, fire suppression & control, natural resource management or closely related field.

License or Certificate:

- Valid California State Driver's License

SPECIAL REQUIREMENTS

Ability to crawl, crouch, twist upper body, sit, stand and walk for long periods; climb ladders and work at heights. Ability to analyze situations quickly and draw logical conclusions; to remain calm and follow instructions under pressure, stress. Work cooperatively with the public, other departments and all those encountered in the course of work. Communicate clearly on the phone, in person and in writing; deal calmly with irate citizens and contracts; enforce necessary regulations with firmness and tact. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform aforementioned duties.