


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: August 1, 2023
To: Honorable Mayor and City Councilmembers
From: City Administration
Deborah Muchmore, Human Resources Consultant/Administrative Services
Subject: Revise the Classification Specification, Fire Chief
Recommendation: It is recommended that the Council: Authorize the City Manager to Revise the Classification Specification, Fire Chief
Funding: Currently Budgeted: Yes No Not Applicable

Account Code: [Account Number or N/A] N/A
Costs authorized in City Approved Budget: Yes (Finance Initialed _____) No (Finance Exempt)

INTRODUCTION:

The item tonight is for City Council consideration and approval of a Revised Job Description/ Classification Specification for the Fire Chief Position.

BACKGROUND

The City of Sebastopol recognizes the value in recruiting and retaining a well-qualified workforce and long term stability of the City and to ensure the City has the qualified staff that works to provide services to serve and protect the residents, visitors, and businesses of this community, it is appropriate to review and amend job descriptions as it deems necessary.

On December 24, 2022, William Braga retired as the City’s Fire Chief and Jack Piccinini was appointed as Interim Fire Chief. The City is preparing to recruit for a new Fire Chief and in anticipation of that recruitment, City management and the Human Resources collaborated to review the current job description and found that the current job description was in need of revisions to more accurately and clearly describe the duties and role of the position as well as qualifications for this position.

The City’s Fire Chief Classification Specification was last updated in July of 1999. Over the last 24 years, the way fire services are delivered and the role of the Fire Chief in the City have changed. Today, the Fire Department has two full time fire engineer employee allocations and a half time Senior Administration Assistant, in addition to the Fire Chief.

DISCUSSION:

To ensure that the job classification specification for Fire Chief clearly and accurately reflects the duties and responsibilities of the position, staff recommends revising the specification to reflect additional duties related to Fire Marshal and Emergency Operations services, update terminology, and minimum qualification to match those required at similar organizations.

Human Resources consultant and City staff reviewed job descriptions from similar sized cities for the position of Fire Chief and current standards are reflected in the attached revised job description. Comparable agencies highlighted the requirements of professional fire service certifications, which in many cases are more relevant to the job requirements, as well as education levels required in the position to be successful.

As evidenced by the last few years, emergency management is an upmost concern for Fire Chiefs in Sonoma County and California, as is overseeing or performing Fire Marshal duties. The revised job description reflects the current role and duties for a Fire Chief for a City Government and is proposed to bring the requirements in line with current job descriptions of Fire Chiefs.

The updated job description is included with this staff report as Exhibit A to the Resolution.

Staff recommends Council authorize the City Manager to make revisions to the classification of Fire Chief.

CITY COUNCIL AND/OR GENERAL PLAN GOALS:

GOALS:

Goal 5 - Provide Open and Responsive Municipal Government Leadership

Goal 6: Maintain a highly qualified Staff that works to provide services to serve and protect the residents, visitors, and businesses of this community.

ENVIRONMENTAL IMPACT:

This action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

PUBLIC COMMENT:

As of the writing of this staff report, the city has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this staff report, such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

There is no fiscal impact with this item tonight other than staff time.

RECOMMENDATION:

That the City Council authorize the City Manager to make revisions to the classification of Fire Chief.

Attachment:

Job Description

Resolution

**City of Sebastopol
Job Description**

Job Title: Fire Chief
Division: Management
Department: Fire
Location: Fire House
Shift: As Required
Reports To: City Manager
Prepared By: MTC
Prepared Date: July 25, 2023
Approved By: City Council
Approved Date: 07/01/1999
Revised Date: 08/01/2023
FLSA Status: Exempt

PURPOSE

Under administrative direction, the Fire Chief performs complex technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, investigation, disaster preparedness, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Serves as the City’s Fire Marshall and may act as the City Manager in the Manager’s absence, and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS This is an individual classification that is responsible for the management and supervision of all Fire Department services, programs and policies. Reporting to the City Manager, the incumbent manages emergency response, fire prevention, public education, hazardous materials, municipal code enforcement, disaster response and other related public safety services. The responsibilities include direct and indirect supervision of management, technical, clerical and other support staff and command of emergency incidents.

SUPERVISION RECEIVED AND EXERCISED

General administrative direction is provided by the City Manager; responsibilities include the direct and indirect supervision of management, supervisory, technical, and/or support staff.

TYPICAL DUTIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Depending upon assignment, duties may include, but are not limited to, the following:*

- Plan, direct, coordinate, and organize all City fire service functions including fire suppression and prevention, emergency medical services, disaster preparedness, hazardous materials response, emergency operations center (EOC) and associated programs, services, and operations.
- Plans, organizes, directs and coordinates the activities of the Fire Department; selects, trains and has general responsibility for the discipline of volunteer personnel.
- Prepare and recommend long range plans for fire programs and develop proposals for action on current and future needs of the City.
- Advise City Council, City Manager, and others on departmental issues impacting the City.
- Coordinate the provision of departmental support services of station, equipment maintenance, in-service training, and fire inspection, maintaining departmental efficiency and effectiveness.
- Supervise and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Manage six subordinate supervisors (1 Asst. Chief and 5 Fire Captains) who supervise a total of 27 volunteers and employees in the Fire Teams.

EXHIBIT A

- Maintain departmental records; evaluate volunteer staff; prepare suggested revisions to City Fire Ordinances.
- Coordinate the development, administration, and maintenance of records for organized training programs.
- Develop, implement and maintain Fire Department goals, objectives, policies, procedures and priorities for appropriate service areas; ensure that established goals and priorities are achieved.
- Develop, review, manage, and administer the Departmental budget fees, stipend programs, and controls expenditures.
- Represent the Fire Department as its spokesperson before the media, community groups, professional organizations, other City departments and divisions, and outside agencies.
- Requisitions supplies, equipment and materials needed for department operations.
- Develop, maintain, disseminate, and administer operating procedures manuals and policies.
- Coordinate responses to emergencies, enforce City fire codes, State building regulations and State Fire Marshal's regulations.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Provide advice and consultation to the City Council and City Manager on fire ordinances and policies.
- Perform regular inspections of buildings and structures; investigate causes and origins of fires, respond to fires and takes charge of major fires, prepare reports regarding department operations and activities.
- Serve as Assistant Emergency Services Director for the City; develop disaster and general emergency plans; coordinates emergency planning with all City departments, develop plans for evacuation shelters, warming/cooling centers, and first aid stations, coordinate hazardous material response planning, train other City staff on hazardous material handling.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Perform related duties as assigned.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions satisfactorily.

Knowledge of:

- Principles and practices of governmental administration and organizational management.
- Modern principles, practices and techniques of Fire Department administration and operation.
- Advanced methods, practices and principles of fire suppression, fire prevention and fire investigation.
- Principles, practices, and methods of investigation, documentation, and investigatory report writing.
- California Building Code, City and California State Fire Codes and California Administrative and Health and Safety Codes, and an understanding of fee and penalty administration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- City protocol for disaster preparedness and emergency operations.
- Operation and maintenance of the apparatus and equipment used in firefighting and emergency service activities.
- Geography, types of building construction, major fire hazards and water supply problems of the City of Sebastopol.
- Provisions of national, state and local laws, rules, regulations and ordinances affecting fire and emergency service functions.

EXHIBIT A

Ability to:

- Plan, organize and coordinate the fire service functions of the City.
- Work weekends, nights, holidays, and long hours in inclement weather.
- Provide supervision and training for volunteer staff.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Prepare and administer department budget.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Think and act quickly and appropriately in emergencies, and assess situations accurately.
- Direct, manage, and oversee the administration and operations of the Fire Department.
- Interpret, explain, apply and enforce a variety of fire-related laws, ordinances and regulations.
- Collect and analyze data, maintain and prepare records and reports, make effective oral presentations, prepare a budget and control expenditures, and establish and maintain cooperative working relationships.
- Select, motivate, and evaluate assigned staff and provide training and professional development.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Write speeches and articles for publication that conform to prescribed style and format.
- Effectively present information to top management, public groups, and/or boards of directors.
- Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE:

Any combination of education and experience is qualifying. A typical way to meet qualifications is:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in Fire Science, Fire Administration, Public or Business Administration or closely related field. A Master's degree in a related field is desired.

Experience: Five (5) years of municipal fire suppression, supervisory, management and administrative experience equivalent to Battalion Chief or above.

License, Certifications, Registrations:

- Possession of valid California Class C driver's license and a satisfactory driving record are conditions of initial and continued employment.
- ICC Fire Plans Examiner Certification is required within six months of appointment.
- Possession of a California State Fire Marshal's Office designation as Chief Fire Officer or the predecessor, Chief Officer is highly desired.
- Coursework in Fire Command and EOC Operations is desirable.
- A valid Cardio-Pulmonary Resuscitation (CPR) certification are required and must be maintained throughout employment.
- A valid advanced first aid certificate, is desired.

EXHIBIT A

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee frequently works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works with explosives and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

RESOLUTION NUMBER: XXXX-2023

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL
AUTHORIZING THE CITY MANAGER TO REVISE THE CLASSIFICATION SPECIFICATION, FIRE CHIEF

WHEREAS, The City of Sebastopol maintains a classification plan that includes the titles, duties, and responsibilities of all City positions, and

WHEREAS, The classification specification for the position of Fire Chief has not been updated since 1999, and

WHEREAS, The City desires to update the classification specification in preparation for the recruitment of a new Fire Chief.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Sebastopol hereby authorizes the City Manager to revise the classification specification, Fire Chief consistent with job classification specification attached as Exhibit A and incorporated herein by this reference.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 1st day of August, 2023.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

VOTE:

Ayes:

Noes:

Absent:

Abstain:

APPROVED: Neysa Hinton, Mayor

ATTEST: Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: Larry McLaughlin, City Attorney