

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: December 17, 2024

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To: Honorable Mayor and City Councilmembers
From: Fire Ad Hoc Committee
Subject: Consideration of Council Approval of Fire Captain Job Description and Salary Range

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RECOMMENDATIONS:

The City Council approve the title of Fire Captain and the attached job description and salary range. If approved, the salary schedule will be brought before the City Council for approval at a later date. Approval of this item does not authorize allocation, budget, or recruitment for a Fire Captain.

EXECUTIVE SUMMARY:

The City’s fire department lacks a first-line supervisory position, typically a Fire Captain. Establishing the classification of Fire Captain and approving the attached job description and pay range establishes a new classification of Fire Captain to provide organizational flexibility for the future. Approval of this item does not authorize allocation, budget, or recruitment for a Fire Captain.

BACKGROUND AND DISCUSSION:

Establishing a classification, specification and pay range for the position of Fire Captain creates an opportunity for staff in the future to request approval to hire paid personnel to serve as the designated company officer on emergency response units. This mid-management position’s duties and responsibilities include both operational and administrative tasks. Fire Captains typically lead firefighting teams during emergency operations and ensure timely response, safety, efficiency, and effectiveness. Additionally, a Fire Captain position provides direct supervision and accountability for both volunteer and paid firefighters, enhancing coordination, adherence to protocols, and overall performance within the department.

During the April 16, 2024, Sebastopol City Council Meeting, the Council directed staff to move forward with merging the Sebastopol Volunteer Fire Department with the Gold Ridge Fire Protection District (GFD). GFD uses the ranks of Fire Captain, Fire Engineer, and Firefighter to staff their stations. Establishing the job description now will allow for future organizational flexibility.

STAFF ANALYSIS:

Adding a Fire Captain classification to the City’s class plan strengthens the future structural options for the Fire Department which can enhance its ability to manage personnel and resources effectively, and support a safer, more efficient response to emergencies. Staff recommend that the City Council approve the attached Fire Captain job description and provide direction to staff as to the pay range to select. There is a choice between setting the salary range at the mean, 1% below the mean, or 1.5% below the mean. City staff recommend setting it at 1% below the mean, as this aligns with most comparators in Sonoma County. However, all proposed options are acceptable recommendations and remain competitive in the market.

\$10,998	Median	
\$10,888	1.0% below median	Aligns with Windsor, St. Helena, Santa Rosa, North SC Fire, Cloverdale
\$10,833	1.5% below median	Aligns with Cotati, Petaluma,

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
Fire Captain - Market Mean	Unrepresented	A	\$ 52.19	\$ 4,176	\$ 9,047	\$ 108,564
		B	\$ 54.81	\$ 4,385	\$ 9,500	\$ 114,000
		C	\$ 57.55	\$ 4,604	\$ 9,975	\$ 119,700
		D	\$ 60.43	\$ 4,834	\$ 10,474	\$ 125,688
		E	\$ 63.45	\$ 5,076	\$ 10,998	\$ 131,976

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
Fire Captain - 1.0% Below Market Mean	Unrepresented	A	\$ 51.67	\$ 4,134	\$ 8,956	\$ 107,472
		B	\$ 54.25	\$ 4,340	\$ 9,404	\$ 112,848
		C	\$ 56.97	\$ 4,558	\$ 9,875	\$ 118,500
		D	\$ 59.82	\$ 4,786	\$ 10,369	\$ 124,428
		E	\$ 62.82	\$ 5,025	\$ 10,888	\$ 130,656

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
Fire Captain - 1.5% Below Market Mean	Unrepresented	A	\$ 51.41	\$ 4,113	\$ 8,911	\$ 106,932
		B	\$ 53.98	\$ 4,319	\$ 9,357	\$ 112,284
		C	\$ 56.68	\$ 4,535	\$ 9,825	\$ 117,900
		D	\$ 59.52	\$ 4,762	\$ 10,317	\$ 123,804
		E	\$ 62.50	\$ 5,000	\$ 10,833	\$ 129,996

COMMUNITY OUTREACH:

This item has been noticed per the Ralph M. Brown Act and was available for public viewing and review at least 72 hours before the scheduled meeting date.

FISCAL IMPACT:

There is no fiscal impact for establishing a classification or approving a class specification or pay range. Staff will return with fiscal impacts once the Fire Ad Hoc Committee has developed a recommendation for staffing.

OPTIONS:

1. Establish or do not establish, the proposed Fire Captain classification.
2. Approve or do not approve the class specification and salary schedule for the Fire Captain.

Staff recommends City Council approve the title of Fire Captain and the attached job description and salary range.

ATTACHMENTS:

City of Sebastopol Job Description and Pay Range – Fire Captain

APPROVALS:

Department Head Approval: Dave Bray

Approval Date: 12/10/2024

CEQA Determination (Planning):

Approval Date: 12/11/2024

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services (Financial)

Approval Date: 12/11/24

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable) _____

City Attorney Approval:

Approval Date: 12/11/2024

City Manager Approval:

Approval Date:

Attachment 1: City of Sebastopol Job Description – Fire Captain

City of Sebastopol Job Description

Job Title: Fire Captain
Division: Management
Department: Fire
Location: Fire Department
Shift: As Assigned
Reports To: Fire Chief
Prepared By: Human Resources Advisor and Fire Chief
Approved By: City Council
Approved Date: 12/XX/2024
FLSA Status: Non-Exempt

PURPOSE

Under general direction of the Fire Chief, performs a variety of administrative, supervisory, technical, and operational duties involved in fire suppression, emergency medical care, hazardous materials response, rescue, fire prevention and inspection, fire investigation, fire personnel training, public education, and related services and activities of an assigned event, incident, engine, or program; ensures that all assigned activities are carried out effectively, efficiently, safely, and according to department guidelines and policies; and performs related work as required.

The Fire Captain demonstrates a cultural competency working with all community members regardless of cultural differences or circumstances including race, ethnicity, religion, language, gender identity, age, marital and familial status, sexual orientation, diverse physical and learning abilities, socioeconomic status, and other identities

DISTINGUISHING CHARACTERISTICS

Fire Captains are first line supervisory positions and may be assigned by the Fire Chief to any FLSA compliant shift (40, 42, 48/96, or 3:4/12) approved and budgeted by the City of Sebastopol. Fire Captains are expected to exercise a high degree of good judgement and initiative while making critical fire and life safety-related decisions under high pressure, adverse conditions, and are responsible for directing both emergency and non-emergency activities of a fire company. The Fire Captain is distinguished from the Firefighter/Engineer by the Captain’s responsibility for oversight, supervision, training and leadership for assigned incidents, activities, and programs. The Fire Captain is distinguished from the higher-level Fire Chief in that the latter is responsible for the overall performance of all operations and administration of the Fire Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief. Exercises direct and general supervision over assigned fire personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

- Plan, prioritize, assign, and supervise the work of an assigned fire company or personnel responsible for providing fire services, including fire suppression, emergency medical care, special operations, including hazardous materials, technical rescue response, and general fire prevention; implement and enforce policies and procedures; meet with staff to identify and resolve problems
- Respond to emergencies and calls for assistance as a company officer, supervising the performance and safety of assigned firefighting personnel, and determining the necessity for additional resources at the scene of an emergency incident
- Source, coordinate, or deliver staff training and drills in effective fire suppression, the use of fire equipment an apparatus, emergency medical, special operations, and general fire prevention methods, techniques, and related subjects
- Evaluate assigned employee performance; coach, mentor, and work with employees to correct deficiencies; and recommend remedial training or disciplinary action, as necessary.
- Respond to alarms involving fire, medical aid, hazardous substances, and rescue work; assume incident command as required and conduct assessment tactics, strategy development, and implementation; direct, and participate in firefighting duties, equipment, and apparatus operations, search and rescue services, rendering first aid and basic life support, and the control and cleanup of hazardous materials spills and releases.
- Conduct, supervise, and participate in fire cause and origin determinations; determine preliminary origin and cause of fire at emergency scenes; obtain and preserve evidence.
- Conduct, supervise, and participate in fire and life safety inspections; supervise and participate in the routine inspection of commercial, industrial, residential, and other buildings; supervise and participate in fire sprinkler, alarm, and hydrant flow tests; supervise proper maintenance of hydrants in assigned areas.
- Supervise and participate in public education and public relations activities; coordinate public relations activities and interact with various news media; design; develop, supervise, and participate in public education programs; may be assigned to make presentations to schools, service clubs, or other public gatherings on fire and burn prevention.
- Serve as a liaison for the fire service to other City departments, divisions, and outside agencies; attend assigned meetings; provide staff support to commissions, committees, and task forces, as necessary; negotiate and resolve significant and controversial issues.
- Develop and review staff reports related to assigned activities and services; may present information to the City Council and various commissions, committees, and boards; perform a variety of public relations and outreach work related to assigned activities.
- Supervise and assist in rendering emergency medical services at an emergency incident; analyze and take command of patient care with full responsibility for the patient(s) until relieved by proper medical personnel.
- Assist in coordinating the maintenance and repair of fire equipment and apparatuses such as hydrants, engines, and support equipment; test apparatus and equipment; ensure proper maintenance of station facilities; maintain station supplies.
- Prepare reports, forms, recommendations, and other required administrative documentation.
- Supervise and conduct fire prevention inspections and public education presentations.
- Assist other management staff in maintaining and improving the operation of the company, perform a wide variety of general staff work as assigned.
- May participate in preparing and administering the assigned budget, submitting budget recommendations, monitoring expenditures, and initiating and managing projects.

- Ensure an accurate and efficient inventory of equipment and supplies, including purchasing necessary equipment and submitting equipment requests accordingly.
- Direct and participate in fire station buildings and grounds maintenance; direct the cleaning of quarters, equipment, and apparatus.
- Maintain skill levels and relevant certifications, familiarization with new equipment and procedures; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, and technical rescue.
- Participate in the development and implementation of emergency plans; prepare and present staff reports and other correspondence as necessary; perform a full range of other departmental administrative duties.
- Administer, oversee and supervise assigned programs and special projects.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of an emergency service operation including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and related services and activities.
- Principles and practices of supervision, training, and performance evaluation.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles, practices, procedures, techniques, and equipment used in: fire, medical, and hazardous materials emergency response, including containment and clean-up; technical and confined response situations.
- Principles and practices of budget development and administration.
- Principles and practices of disaster preparedness, response, and recovery.
- Methods and techniques of basic life support and rescue.
- Principles, methods, and techniques used in confined space and rescue operations.
- Principles of combustion and cause of fire.
- Principles of building construction and fire protection systems.
- Geography and street layout of the City and surrounding area.
- Current safety practices as they relate to equipment and procedures involved in the fire service
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the assigned area of responsibility.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Record-keeping principles and procedures.
- Techniques for effectively representing the City in contact with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Methods for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

- Office procedures, methods, and equipment including computers and applicable software applications such as Microsoft Word and Excel.

Ability to:

- Plan, organize, administer, and coordinate the City's fire suppression, prevention services, hazardous materials, and related programs and functions.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, assign, review, and evaluate the work of staff, train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate a variety of tools, equipment, and apparatus used in fire, medical, and other emergency response.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize your own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Work with various cultural and ethnic groups tactfully and effectively.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

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

Education: Equivalent to the completion of the twelfth grade supplemented by college-level coursework in fire science, fire administration, management, business administration, or a related field.

Two years of related post high school coursework in fire science, fire suppression, fire administration and operations, or the equivalent of an Associate's degree in fire science, fire administration, business or public administration, or a related field is desired.

Experience: Two (2) years of increasingly responsible experience in fire suppression, emergency medical response, and fire prevention experience as a Firefighter, Firefighter/Paramedic, Fire Engineer, or similar position, including some demonstrable leadership experience providing technical and functional supervision over assigned personnel.

CERTIFICATIONS, LICENSES, REGISTRATIONS

Certifications:

- Possession of a State of California Emergency Medical Technician I (EMT-I) Certificate
- A valid Cardio-Pulmonary Resuscitation (CPR) certification is required and must be maintained throughout employment.
- Possession of a State of California Firefighter I or II Certificate.
- Possession of Driver/Operator 1A and 1B within one year of appointment.
- Possession and maintenance of a valid Fire Officer certificate from the California State Fire Marshal. (desired)
- A valid advanced first aid certificate (desired)
- Possession of, or ability to obtain Fire Prevention Officer, Fire Investigator, and Fire Instructor certifications are desired.

Licenses: Possession of a valid California Class B Driver's License with air brake and tank endorsements, or a valid California Class C Driver's License with Fire Fighter endorsements, is required at the time of appointment.

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

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 accommodation 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.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation 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.

Fire Captain Pay Range

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