

# County of Tulare



C. Brian Haddix  
County Administrative Officer  
  
Kristin Bennett, Assistant  
County Administrative Officer

**AGENDA DATE: March 28, 2006**

**Item No. \_\_\_\_\_**

**SUBJECT: ESTABLISHING THE TULARE COUNTY FIRE DEPARTMENT ORGANIZATION STRUCTURE AND A NON-COMPETITIVE (AT-WILL) DIVISION CHIEF EMPLOYMENT CLASSIFICATION**

**REQUESTS: That the Board:**

1. Approve the proposed Fire Department organization structure which identifies the Fire Department management and administrative support organization.
2. Approve the Duty Description/Statement for the employment classification of Fire Department Division Chief.
3. Authorize the Fire Chief as the Fire Department appointing authority to recruit, review qualifications, and hire three (3) Division Chiefs to complete the approved Executive/Command Staff positions of the Fire Department's management organization.

**SUMMARY:** In the development of the newly created Fire Department, three (3) organization structures were given consideration. The proposed model before the board today keeps the layers of management to a minimum, and at the same time provides enhanced promotional opportunity from Battalion Chief ranks. By providing internal promotional opportunity it is reasonable to assume future retention and recruitment issues, in all levels of the fire control organization, can be more easily mitigated.

As a management at will position the employment classification of Fire Department Division Chief is Fair Labor Standards Act exempt.

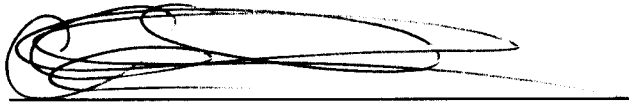
**FINANCING:** Funding for these Fire Department positions was identified and approved during the mid-year budget review. The associated costs will be accounted for with the other expenses relative to the transition away from the California Department of Forestry and Fire Protection's service contract with the County of Tulare.

**ALTERNATIVES:** Not authorize the organization structure and duties, and re-direct the Fire Chief to revisit the alternative models considered for the Fire Department organization.

**INVOLVEMENT OF OTHER AGENCIES:** CAO Staff and Human Resources & Development.

**SIGNATURE REQUIREMENTS:** None.

**ADMINISTRATIVE SIGN OFF:**

A handwritten signature in black ink, appearing to read 'C. Brian Haddix', written over a horizontal line.

C. Brian Haddix  
County Administrative Officer

cc: Jean Rousseau, Deputy CAO-Finance  
Tim Huntley, Human Resources & Development

Attachments

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF ESTABLISHING A        )  
FIRE DEPARTMENT, NON-COMPETITIVE    )  
AT-WILL, FIRE DEPARTMENT DIVISION    )  
CHIEF EMPLOYMENT CLASSIFICATION    )

RESOLUTION NO. \_\_\_\_\_

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOREGOING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_,  
BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: C. BRIAN HADDIX  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

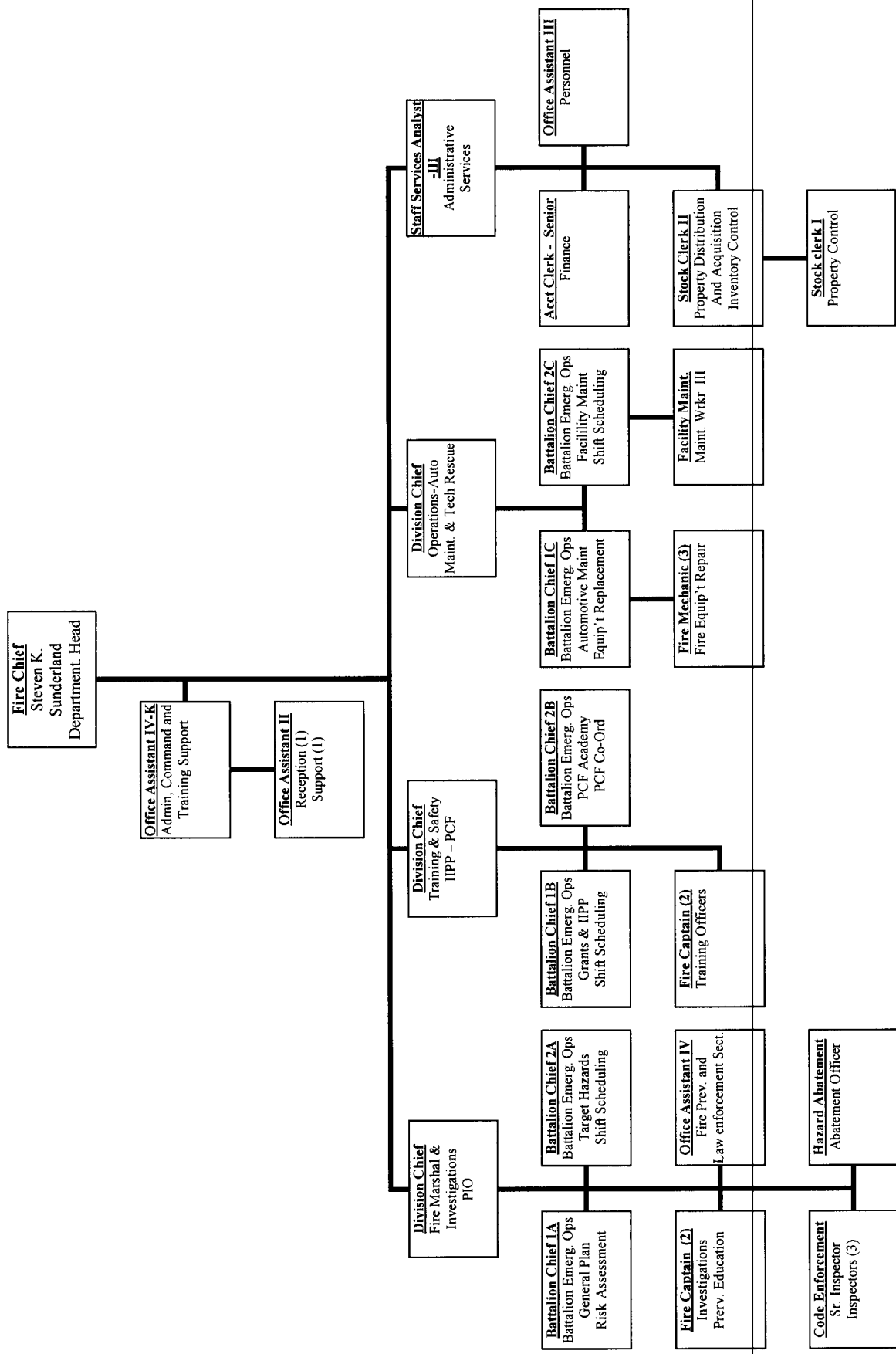
BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

1. Approved the proposed Fire Department organization structure which identifies the Fire Department management and administrative support organization.
2. Approved the Duty Description/Statement for the employment classification of Fire Department Division Chief.
3. Authorized the Fire Chief as the Fire Department appointing authority to recruit, review qualifications, and hire three (3) Division Chiefs to complete the approved Executive/Command Staff positions of the Fire Department's management organization.

# Tulare County Fire Department

## Program, Administrative and Command Organization: PROPOSED



## **FIRE DIVISION CHIEF**

[Non-Competitive (At-will)]

County of Tulare

### **DEFINITION**

To plan, coordinate, and administer the activities of a major division within the Fire Department; and to provide highly technical and responsible staff assistance to the County Fire Chief.

### **DISTINGUISHING CHARACTERISTICS**

This classification is in the non-competitive service of the County and, as such, is appointed by and serves at the will of the County Fire Chief.

### **SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by the County Fire Chief.

Responsibilities include the direct and indirect supervision of departmental professional, technical and support staff.

**DUTIES** may include, but are not necessarily limited to:

Ensure that department goals and objectives are accomplished through supervising and coordinating staff efforts; developing and implementing policies, procedures and work plans; and, reviewing and evaluating division/department performance.

Perform administrative activities including budget preparation and monitoring, preparation of a variety of reports, capital expenditures, development of work plans, programs and long-range planning.

Develop, plan, schedule, and coordinate departmental programs; assess needs, oversee and ensure quality of those program activities; and, ensure completion and maintenance of all required records related to assigned programs.

Function as the emergency incident commander and direct operations, determine strategy, deploy apparatus and direct departmental officers in controlling the emergency and minimizing the loss of life and property.

Ensure effectiveness of department personnel through overseeing and recommending staff selection, training and reward.

Participate in the development, review, evaluation and interpretation of department policies, procedures, regulations and other decisions affecting the department to ensure efficiency.

Review, negotiate, document and administer agreements and contracts with other agencies, and governmental entities regarding fire protection and prevention activities.

May serve as liaison with other County departments, boards and commissions on finance and administrative matters.

May assume command of the department in the absence of the Fire Chief.

May conduct internal affairs investigations including citizen complaints; prepare responses and take corrective action as necessary.

May function as the department training and safety programs manager.

May function as the Fire Marshal.

May function as duty chief on a rotational basis.

May represent department management in labor negotiations.

May represent the Department to the community through public presentations.

May represent the County on State, Region, County or joint County/City committees.

**Perform related duties as assigned.** (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

### **NECESSARY EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Organization, functions, responsibilities and procedures of the Tulare County Fire Department.

Practices and principles of finance and administration, personnel management, and legislative processes.

Fire fighting operations, EMS and rescue operations, procedures, equipment and safety precautions.

Incident command system and disaster operations.

Techniques of stabilizing disaster scenes and containing destructive forces.

Principles and practices of fire administration and general management and organization.

Budget preparation, monitoring, and analysis.

Research methods.

Short and long-range planning methods, including but not limited to strategic plan and general (Land Use) plan development.

Principles and practices of supervision, training and performance evaluation.

Modern office methods, record keeping and procedures.

Federal, state and government agency laws and regulations pertaining to Civil Defense, emergency service, fire safety and occupancy loads.

OHSA, NFPA, SB 198, and Health and Safety Codes that pertain to fire department services.

Disaster preparedness/NIMS.

Hazardous materials and their properties.

Occupational safety precautions and procedures.

Labor relations; principals and procedures of negotiation practices.

Methods and practices of fire/arson investigation.

Legal processes required in collecting evidence relating to cases of suspected arson.

Fire prevention, fire code interpretations and inspection procedures.

Principles/practices of developing and conducting training in specialized and technical areas.

Skill/Ability to:

Negotiate, document and administer interagency fire protection and emergency services agreements and vendor contracts.

Conduct special research and studies and prepare comprehensive reports.

Supervise, train, and evaluate staff.

Develop and maintain effective public relations contacts and relationships.

Prepare reports and make effective presentations to large and small groups.

Operate emergency tools and equipment used in the department.

Respond in a rapid and appropriate manner in emergency situations.

Apply techniques of stabilizing disaster scenes and containing destructive forces.

Use various software programs such as word processing and spreadsheets.

Develop and implement tactics, strategies and decisions at the scene of an emergency.

Effectively deploy personnel and equipment in fire suppression and rescue operations.

Plan, schedule, assign work, set priorities, train, evaluate and discipline subordinates.

Communicate effectively in written and oral form.

Develop and maintain effective working relationships.

Make effective decisions exercising independent judgment.

Education and Experience:

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

Education:

Graduation from an accredited college with an Associate's degree in fire science, fire administration or a related field.

Experience:

Three years full-time experience equivalent to the level of Fire Captain or above in an all career staffed or combination fire department, one year of which was in a full time staff assignment.

**LICENSE OR CERTIFICATE**

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a current Emergency Medical Technician or equivalent certification.

**DESIRABLE EMPLOYMENT STANDARDS**

Education:



Graduation from an accredited college or university with a bachelor's degree in Fire, Business or Public Administration or related field.

**LICENSE OR CERTIFICATE**

Possession of State Master Instructor certification.

Possession of the State Certification as a Fire Officer.

Possession of P.C. 832 Certificate.