



CITY OF REDDING

777 CYPRESS AVENUE, REDDING, CA 96001

P.O. Box 496071, REDDING, CA 96049-6071

May 28th, 2019
P-100-050-190

Ron Copeland, UPEC- Redding Fire Management Unit Representative
1800 Park Marina Dr.
Redding, CA 96001

Subject: Side Letter of Agreement between City of Redding and UPEC-Redding Fire Management Unit (RFMU) Employees Regarding the Modification of the Assistant Fire Marshal Classification Specification

Dear Ron:

The purpose of this letter is to codify the modifications made to the classification specification of Assistant Fire Marshal with the modifications indicated by underline and strikeout.

If the Union concurs with the forgoing, please so indicate by signing both of the enclosed original side letters, keeping one for your records and returning the other to me.

Sincerely,

Shawn Avery
Personnel Manager

The Union concurs with the above:

Ron Copeland, UPEC-(RFMU)

5/30/19

Date

c: City Council
Barry Tippin, City Manager
Cullen Kreider, Fire Chief
Sheri DeMaagd, Assistant City Manager/Personnel Director



ASSISTANT FIRE MARSHAL

DEFINITION:

A public safety employee who, under ~~general~~ direction of the Fire Marshal, manages a division, element or function of the City's Fire Prevention Bureau. Conducts routine and enforcement inspections of all types of buildings and occupancies; issues permits; conducts building, fire suppression systems, and fire alarm system plan reviews; performs fire investigation duties regarding ~~cause and origin~~ origin and cause; facilitates public education through various public media events; conducts hazardous materials inspections; and conducts personnel training. Additionally, works with ~~Building and Planning~~ Departments to effectively implement fire and life safety codes through the unified permit process.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Duties listed are not necessarily performed by each individual in the classification.

1. Conduct fire and life safety plan reviews and inspections of ~~various businesses and buildings to ensure they comply~~ new and existing construction of various buildings and occupancies to ensure compliance with local, State and National codes. Additionally, ensure hazardous occupancies are properly inspected and comply with local, State and National fire code regulations.

Measures: Meets time requirements for reviewing project and returning comments to the builder or developer and City Staff. Keep violations of code and substandard buildings at a minimum.

2. Conduct fire investigations in order to determine the origin and cause of fires; establish the element of the crime of arson; collect evidence; conduct interviews; write reports; work effectively with the local, state and federal law enforcement agencies, and the District Attorney's office; and testify in court.

Measures: Responds as Backup Investigator as assigned and presents criminal cases professionally to the District Attorney's Office; investigation reports and procedures shall comply with NFPA 921 and other recognized standards.

3. Facilitate public relation and education of Department goals and objectives using various media avenues currently available.

Measures: Positive and negative feedback from the various target audience.

4. ~~Act as an assistant Emergency Operations Center Facilitator for the City.~~ Assist in the implementation and supervision of the fuels reduction and weed abatement program for the

Fire Department. Work with utilities and other City Department staff to effectively coordinate the program.

Measures: ~~Ensures the Emergency Operations Center is open and adequately equipped to conduct emergency operations when necessary or in the absence of the Fire Marshal~~ fuels reduction program is efficient and effective. Facilitate changes as necessary to provide a reduction in hazardous fuels Citywide for the protection of the public.

5. In the absence of the Fire Marshal, attend and present at various meetings.

Measures: Attends and presents at the Board of Administrative Review, Planning Commission and City Council meetings.

6. Investigate, resolve and perform follow-up review of public and contractor complaints regarding fire or life safety concerns.

Measures: Prompt elimination or reconciliation of the concern.

7. Conduct specific plan reviews and field inspections on various automatic fire suppression systems and fire alarms systems; assist builders and developers in recognizing the fire and life safety standards and in compliance with the applicable codes.

Measures: Meets the time requirements for reviewing the project and returning comments to the builder or developer.

8. Perform code development and enforcement.

Measures: Brings before the governing body(ies) fire regulation updates and other fire code ordinances and regulations necessary to ensure the health and safety of the citizens.

9. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Local, State and National fire prevention and State building codes; fire investigation techniques and plan review of building, fire suppression and alarm systems.

Ability to:

Interact effectively with the public and other employees; represent the fire service point of view when interacting with the Building and Planning Department, the Board of Administrative Review, the Planning Commission, City Council, and other local, state and federal agencies; recognize the other person's or agency's point of view and effectively resolve any differences of opinion or code/regulation interpretation in a professional and non-confrontational fashion; conduct plan reviews for fire code and building code compliance; produce well-written reports in