



CITY OF REDDING
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October 19, 2017
 P-100-150-060

Chris Darker
 UPEC Fire Management Unit
 1800 Park Marina Drive
 Redding, CA 96001

Subject: Side Letter of Agreement between the City of Redding and United Public Employees of California-Fire Management Unit regarding modifications to the Battalion/Division Chief-Prevention Class Specification.

Dear Chris,

The purpose of this letter is to confirm the agreement reached between the City of Redding and United Public Employees of California-Fire Management Unit to modify the classification specification for the Battalion/Division Chief in the Fire Prevention Division. The revised classification specification for Battalion/Division Chief-Prevention is attached.

In addition, the City and UPEC Fire Management Unit recognize the special requirements and certifications required to be qualified for the position of Battalion/Division Chief-Prevention and mutually agree to modify the special requirements allowing the Battalion/Division Chief up to one year from the date appointed to the position to complete the necessary certifications or their equivalents. The expenses related to the required course work necessary for the classification will be the responsibility of the Battalion/Division Chief. Prior to the completion of the one year probationary period the Battalion/Division Chief-Prevention will meet with the Fire Chief to evaluate the progress in obtaining all necessary special requirements.

If this is consistent with your understanding, please sign and date two copies of the enclosed letter, return one to me, and keep the other for your records.

Sincerely,

Sheri DeMaagd
 Personnel Director

The Union concurs with the above:

Chris Darker, Labor Representative
 UPEC Fire Management Unit

Oct 19, 2017
 Date

- c: City Council
- Barry Tippin, City Manager
- Chief Gerry Gray, Fire Chief

DEFINITION:

Under general direction of the Deputy Fire Chief, manages the fire prevention division, within the fire department; assists in planning for, and directing, resources that are available for preventive services including building and protective systems review for life safety and fire hazards, review of plans, public education, inspection services, fire investigation, training activities and responses to emergencies; performs related duties as required and assigned.

DISTINGUISHING CHARACTERISTICS:

The Division Chief is distinguished from the Fire Captain in that employees in this class are directly responsible for the continuous supervision, management, and coordination of the activities of personnel or division, element or function. The Division Chief represents the department and the City in matters of policy, rules, regulations and law in the absence of the superior officer. The Division Chief coordinates personnel, training, budgeting and related matters of an assigned division.

The Division Chief assigned to Fire Prevention performs the duties of the Fire Marshal as assigned by the Deputy Fire Chief and will not typically be assigned duty shift responsibilities, but may be assigned Incident Command System (ICS) responsibilities and operate within the scope of CICCIS when necessary, and functions under the general direction of the Deputy Fire Chief.

EXAMPLES OF DUTIES:

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

1. Conduct fire and life safety plans review and inspections of various businesses and buildings including those occupancy classifications mandated by the legislature as local fire agency responsibility, to ensure compliance with local, state and national codes. Ensure hazardous occupancies are properly inspected and comply with local, state, and national fire code regulations.

Measures: Meets time requirements for reviewing a project and returning comments to the builder and/or developer. Keep violations of code and substandard buildings to a minimum
Prepares an annual report to the Fire Chief of all plan review and inspection activities completed over the past year.

2. Assist and cooperate with the Building and Planning Divisions by reviewing other occupancy classifications and developments for code compliance.

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

3. 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; testify in court.

Measures: ~~Successful prosecution of criminal cases;~~ Investigation reports and procedures completed in the appropriate time frames and per applicable protocols and standards. Prepares an annual report to the Fire Chief of all investigative activities completed over the past year.

4. Oversee the company inspection program and/or pre-fire plan program to include reviewing the program for compliance with policy and all applicable codes and regulations. Conduct inspection procedures training for department personnel.

Measures: Engine Company inspections and/or pre-fire plans are completed with a high level of efficiency.

5. Facilitate public information and education for the department.

Measures: Media relations are positive, factual information is presented during press conferences, media questions and inquiries are answered in a factual, positive manner. Maintains updated life safety information to the public via electronic media and other resources, to assist the public in reducing all hazard risks.

6. Oversee juvenile fire setter program, counsel juvenile fire setters and determine disposition of case; maintain records on potential repeat offenders; make referrals to mental health and or other agencies as necessary.

Measures: ~~Number of repeat offenders~~ Maintains effective and positive professional relations with allied agencies and organizations.

7. Investigate, resolve and perform follow-up review of public complaints regarding fire or life safety hazards.

Measures: Prompt elimination or reconciliation of the complaint.

8. Conduct plans review on automatic fire sprinkler systems, hood systems, other automatic fire extinguishing systems, fire alarm systems, hydrant locations; assist builders and developers in meeting recognized fire and life safety standards.

Measures: Meets the required time frames for reviewing the plans and answers the questions and concerns of builders and developers.

9. Supervise assigned subordinate personnel, which may include scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback; setting work standards.

Measures: Responsible for providing timely and effective feedback to employees in assigned divisions.

10. Represent the City of Redding by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.

Measures: Responding to inquires with customer service in mind. Information must be accurate and customers must be treated with respect and courtesy.

11. Administer department programs.

Measures: Communicate openly and effectively with city staff, citizens, chief officers and employees on other shifts or divisions in order to bring about the best results in carrying out plans and operations.

12. Respond to emergency incidents and functions within the Incident Command System.

Measures: ~~Quickly and safely~~ Safe and effective incident operations.

13. Make decisions as to emergency mitigation methods to be employed.

Measures: Professional, safe and standard procedures are followed.

14. Develop and prepare biennial budget in area(s) of responsibility; review and monitor expenditures to remain within established budgetary constraints.

Measures: Complete a budget and administered within established goals, timelines, and appropriations.

15. Assist the Fire Chief and City organization in the upkeep and management of the Emergency Operations Center (EOC) and the delivery of EOC training to city personnel.

Measures: EOC is maintained in a state of readiness; assists with scheduled EOC training events and EOC activations.

- 15.16. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

The principles and practices of preventive services including fire and life safety, fire prevention, fire suppression, fire investigation and emergency/disaster mitigation; fire fighting equipment and apparatus; applicable city, state and federal standards, laws, codes and mandates as they apply to emergency services, fire science, relevant construction methods and processes and related fire systems to include fire sprinkler, fire detection, and smoke evaluation; modern fire suppression and preventative methods, practices and procedures; the California Fire Code and/or International Fire Code, National Fire Protection Association Codes and Standards, International Building Code; fire department administration; budgetary and recordkeeping practices; department rules and regulations.

Ability to:

Interact effectively with the public and employees. Provides effective intra- and interdepartmental work-group leadership by encouraging individual participation and creativity; be supportive of others and the group decision-making process; effectively manage conflict.

Expertly plan and manage multiple complex projects that may have changing priorities and communitywide impacts with negotiated deadlines; apply construction plan review methods, read plans, and inspect buildings; identify risks including hazards involved in projects and minimize liabilities; determine the methods and resources needed to address risks, liabilities, and legal implications.

Transfer knowledge to others, positively influence others, and provide for and encourage the creation of a positive work environment; listen, speak, and write in an effective manner with a diverse group of individuals inside and outside the organization. Determine the methods and resources needed to address compliance issues to satisfy client and regulatory demands. Recognize the other person's or agency's point of view and effectively resolve any differences of opinion or code/regulation interpretation.

Identify key issues and act as a resource to other staff and external clients in resolving complex customer service issues. Produce technical reports and other correspondence that can easily be understood by the reader, in formats that meet the needs of City policy and department policy, police work, the District Attorney's office and the public. Respond to citizen complaints and requests for information in an effective manner both verbally and in writing.

Investigate fire causes; keep accurate records and prepare reports; represent the fire service point of view when interacting with the Building and Planning Divisions, the Board of Administrative Review, the Planning Commission, City Council, and other local, State and Federal agencies.

Education:

Typical education would include an Associate of Arts degree in Fire Science from an accredited college, university, or equivalent; additional course work in a related field. A Bachelor's Degree from an accredited college or university is desirable. Significant formal course work from an accredited school, college or university in the field of fire technology, fire protection and engineering or public administration may be applicable in meeting the requirements for education.

Experience:

Typical experience would include eight years of progressive relevant experience in the fire service with four years as a company officer or higher, including exposure to fire service administration activities, as well as all aspects of fire department operations, EMS, prevention, communications, and disaster preparedness, and four years as a fire prevention officer, fire investigator and fire plans examiner.

Special Requirements:

Possession of the appropriate California driver's license, or ability to acquire one within ten days of appointment.

Prior to completion of the probationary period, must establish residency within 30 minutes drive time of the City of Redding city limits.

Depending on qualifications, this position may be assigned as a "Duty Officer" on call, on a rotational basis.

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- Completion of P.C. 832 within one year of appointment.
- ~~California State Fire Marshal (CSFM) "Fire Protection Specialist" certification or equivalent upon appointment.~~
- California State Fire Marshal (CSFM) "Plans Examiner" certification or equivalent within one year of appointment.
- California State Fire Marshal (CSFM) "Fire Marshal Inspector II" certification or equivalent within three one years of appointment.
- California State "Fire Investigator" certification or equivalent within one year of appointment.