



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Honor, Integrity, Cooperation & Professionalism

MEMORANDUM

Date: 03/15/19

To: Board Directors

Attn: Mike Del Puppo
President

From: Fire District Staff

Subject: Policy 1500, Personnel, Revision

BOARD OF DIRECTOR'S BRIEFING PAPER

ISSUE:

In order to comply with California Senate Bill 1205 (SB 1205), the District anticipates the need to hire additional Fire Inspectors.

BACKGROUND:

Existing law requires the chief to inspect every building used as a public or private school within his or her jurisdiction, for the purpose of enforcing specified building standards, not less than once each year, as provided. Existing law requires the District to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards, as provided. SB 1205 requires the District to report annually to the Board, on the District's compliance with the above-described inspection requirements. SB 1205 requires the Board to acknowledge receipt of the report in a resolution or a similar formal document. To the extent, SB 1205 expands the responsibility of the District, the bill creates a state-mandated local program.

DISCUSSION:

Staff is revising Policy 1500, Personnel to include additional Fire Inspector positions to help with the increased workload of complying with SB 1205. The additional Fire Inspector positions would be filled as demand increases over the next year.

ALTERNATIVES:

1. *Make no changes and possibly fail to comply with State mandates.*

IMPACTS *(Consider potential consequences related to each of the following areas of concern for proposed alternatives):*

Fiscal – The current District budget includes expenses for additional Fire Inspectors.

Operational – The revised policy allows the District to efficiently support State mandated facility inspections.

Legal – The revised policy allows the District to efficiently support State mandated facility inspections due to California Senate Bill 1205 (SB 1205).

Labor – Revised Policy 1500, Personnel adds additional employee positions to the District.

Sociopolitical – No known impact

Policy – Revised Policy 1500, Personnel.

Health and safety – No known impact

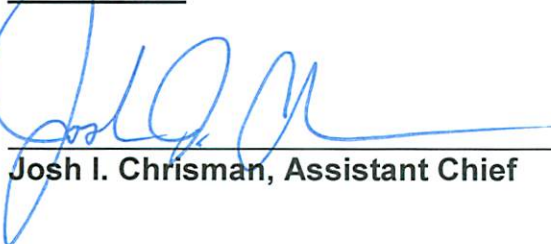
Environmental – No known impact

Interagency – No known impact

RECOMMENDATION:

Staff is recommending that the District Board of Director's approves the revised Policy 1500 as presented. It is also recommended that any Board Member makes a motion to approve revised Policy 1500 - Personnel.

APPROVED:



Josh I. Chrisman, Assistant Chief



Date



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Administration
POLICY & PROCEDURE HANDBOOK

POLICY NO.: 1500
SUBJECT: Personnel
EFFECTIVE DATE: 01/01/2014
REVISION DATE: 03/15/2019
RESPONSIBILITY: Fresno County Fire Protection District
Schedule C Employee

PURPOSE: To provide the District personnel with policy and procedure for the administration of the District's Permanent Full-time and Part-time employees.

POLICY:

A) The Fire Chief, who is also the CAL FIRE Unit Chief, and who is, in part, selected by the District Board of Directors, is in charge of the overall administration and operation of the District.

Reporting to the Fire Chief and responsible for the day to day administration and operation of the District are the District Administrative Officer and the District Operations Assistant Chief.

None of these positions are District employees; they are CAL FIRE employees.

B) The Board of Directors has approved and established the following regular full-time District Employees:

1. Information Technology Administrator (1 position)
2. Geospatial Information Systems Analyst (1 position)
3. Facilities Repair Coordinator (1 position)
4. Heavy Equipment Mechanic (2 positions)
5. Fire Inspector (6 positions)
6. Senior Fire Inspector (1 position)
7. Protection and Planning Administrative Assistant (1 position)

8. Training Administrative Assistant (1 position)

9. Equipment Services Assistant (1 position)

C) The Board of Directors has approved and established the following regular part-time District Employees:

1. PCF Coordinator (1 position)

2. Inspector (1 position)

3. Shop Helper (1 position)

D) The Board of Directors has approved and established the following part-time on-call employees:

1. Paid Call Fire Fighters (See the Paid Call Fire Fighter Handbook for further details.) (75 positions)

E) The Board of Directors has determined that employment at the District is on an at will basis. This means that either the employee or the District may terminate the employment relationship for any reason, with or without cause or prior notice. This at will employment relationship also means that the District may take other actions short of termination, such as discipline or demotion, with or without cause of prior notice. The only exception to this policy is that Paid Call Firefighters are provided the procedural protections of the Fire Fighter Bill of Rights in certain situations. (See the Paid Call Fire Fighter Handbook for further details.)

POLICY RESPONSIBILITY: Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs, Station Captains.