



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Honor, Integrity, Cooperation & Professionalism

MEMORANDUM

Date: 05/16/2018
To: Board Directors
Attn: Mike Del Puppo
President
From: Fire District Staff
Subject: Policy 1500, Personnel, Revision

BOARD OF DIRECTOR'S BRIEFING PAPER

ISSUE:

Policy 1500 does not accurately reflect the current District employee positions previously approved by the Board.

BACKGROUND:

On January 1, 2014 Policy 1500 became effective. Since then the District has approved additional positions and changed the titles of some positions.

DISCUSSION:

Staff is revising this policy to include positions that were not included in the original Policy 1500. These positions have been previously approved by the Board. Additionally, some of the position titles have been changed to more accurately reflect the duties of the position.

ALTERNATIVES:

1. Make no changes and refer to Board meeting minutes to capture changes in the policy.
2. Propose developing different positions and/or titles.

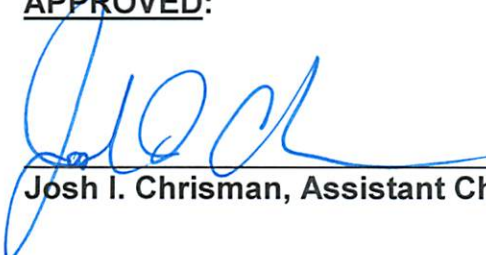
IMPACTS (Consider potential consequences related to each of the following areas of concern for proposed alternatives):

- Fiscal – N/A
- Operational – N/A
- Legal –N/A
- Labor – N/A
- Sociopolitical – N/A
- Policy – Revised Policy 1500 accurately reflects the current approved employee positions within the District.
- Health and safety – N/A
- Environmental – N/A
- Interagency – N/A

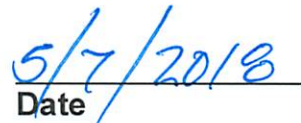
RECOMMENDATION:

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

Revised Policy 1500

05/16/2018



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Administration

POLICY & PROCEDURE HANDBOOK

POLICY NO.: 1500

SUBJECT: Personnel

EFFECTIVE DATE: 01/01/2014

REVISION DATE: 05/16/2018

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 (2 positions)
6. Senior Fire Inspector (1 position)
7. Protection and Planning Administrative Assistant (1 position)

8. Training Administrative 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.

Original Policy 1500

01/01/2014



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Administration

POLICY & PROCEDURE HANDBOOK

POLICY NO.: 1500

SUBJECT: Personnel

EFFECTIVE DATE: 01/01/2014

REVISION DATE:

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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 Western Division Chief, respectively.

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 Systems Analyst (1 position)
2. Geospatial Information Systems Analyst (1 position)
3. Facilities Maintenance Worker (1 position)
4. Shop Mechanic (2 positions) (1 Limited Term)
5. Fire Inspectors (3 positions)

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

1. Protection and Planning Secretary (1 position)

2. Training Secretary (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)

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