



VALLEY CENTER FIRE PROTECTION DISTRICT

Minutes of the Special Meeting of the Board of Directors of Valley Center Fire Protection District on April 6, 2017

A Special Meeting of the Board of Directors of the Valley Center Fire Protection District was held, pursuant to notice duly given, at 6:00 p.m. on April 6, 2017, at the Valley Center Community Hall, 28246 Lilac Rd., Valley Center, CA 92082.

The following members of the Board of Directors were present: Phil Bell, Steve Hutchison, Oliver Smith, Mike O'Connor and Jim Wold. Amy Mayerchik acted as Secretary of the meeting.

Public Comment

None

Chief's Staff Report

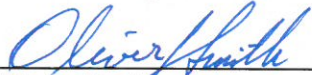
Chief Napier presented his report to the Board on the Reorganization of the Valley Center Fire Protection District Management Staff. Following a discussion of the Report, and upon motion duly made and seconded, the Board approved the Report with its recommendations as submitted.

Board Member Comments

None

Adjournment

There being no further business to come before the Board, the meeting was adjourned.



Oliver Smith
Secretary



Valley Center Fire Protection District

Staff Report

Prepared by: Josef G. Napier
Fire Chief, VCFPD

Meeting Date: 04/06/2017

Approved by: Phil Bell
District Board President

Agenda: Action Item
Location: Special Board Meeting

SUBJECT: Reorganization of the Valley Center Fire Protection District Management Staff

RECOMMENDATION:

As directed by the Board of Directors of the Valley Center Fire Protection District, it is the recommendation of the Fire Chief to reorganize the Valley Center Fire Protection District Management staff by:

1. Give 90 day notice to The San Pasqual Reservation Fire Department that the Valley Center Fire Protection District will not be participating in the Management Services Agreement beyond June 30, 2017 thereby eliminating the 'Weekend Battalion Chief'.
2. Eliminate the District Administrator Position and shift those responsibilities to the Fire Chief.
3. Eliminate the Non-Exempt Battalion Chief, Fire Marshal position and add an Exempt Division Chief in charge of Administrative Services and Community Risk Reduction shifting all Fire Prevention Division Responsibilities and add Duty Coverage Responsibilities.
4. Add an Exempt Division Chief in charge of Operations, Training, Emergency Services and Duty Coverage Responsibilities.
5. Add an Exempt Administrative Captain, Assistant Fire Marshal with Duty Investigation Responsibilities.

PRIOR BOARD ACTION:

Assigned the Valley Center Fire Protection District Fire Chief with the task to reorganize the Management Staff of the Valley Center Fire Protection District with minimal impact to the District.

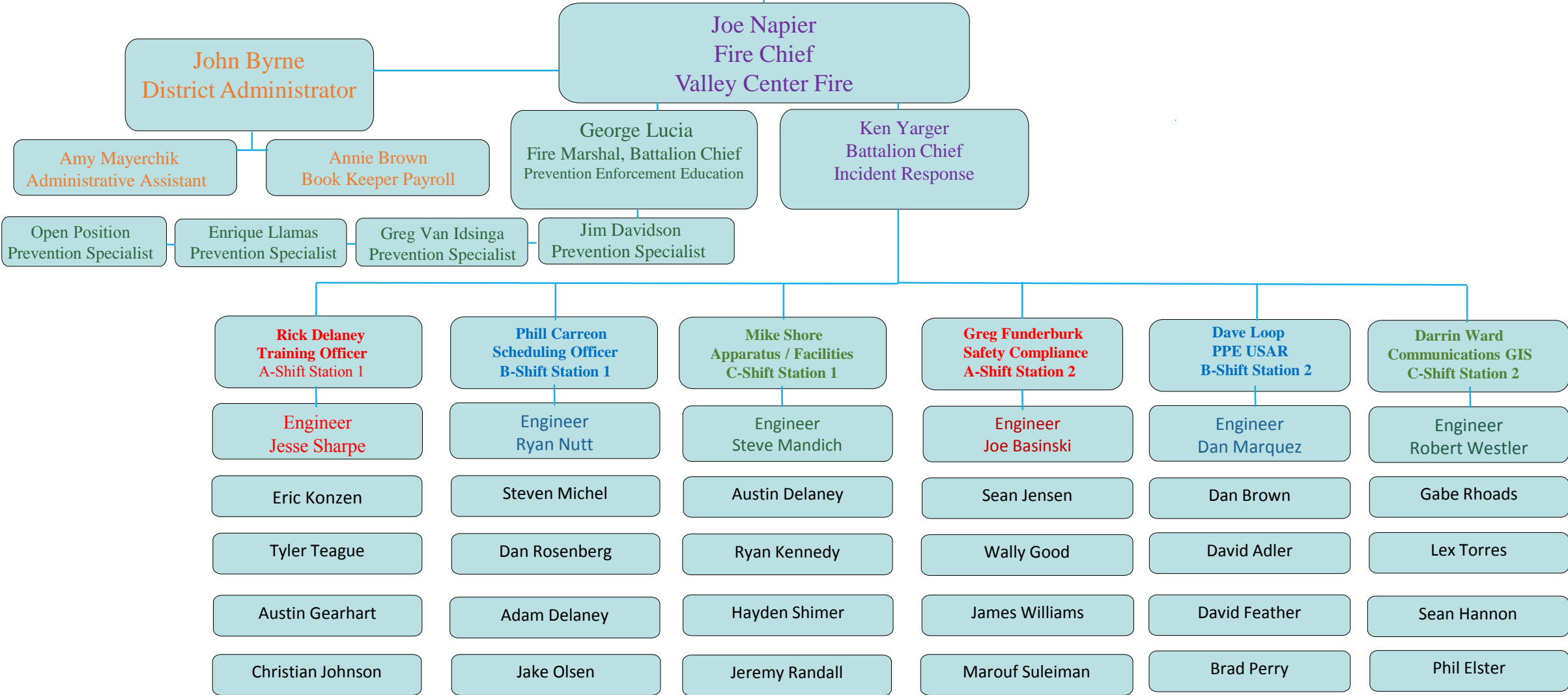
STATEMENT ON THE SUBJECT:

As recommended by Chief Napier, the Valley Center Fire Protection District should authorize through a vote of the Board of the Valley Center Fire Protection District to reorganize the Management Staff of the Valley Center Fire Protection District.

FISCAL IMPACT:

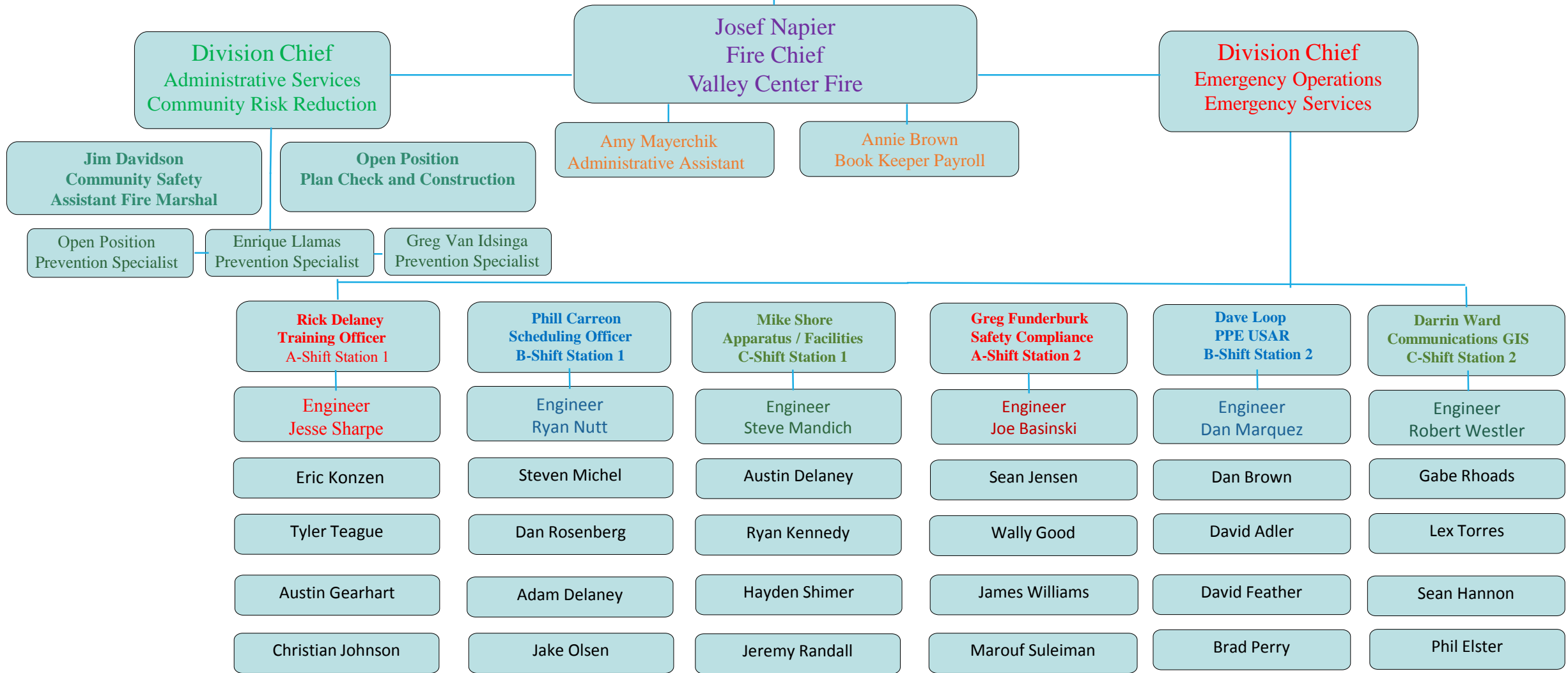
Through the elimination of Contract Services, the District Administrator, the Battalion Chief with Overtime and shifting those budgetary funds in the exhibits provided, The Valley Center Fire Protection District would see a minimal fiscal impact to the budget. The reorganization would provide for a more streamline administrative and command operational organization for this minimal fiscal impact.

Valley Center Fire Protection District Board



UPDATED 03/01/2016

Valley Center Fire Protection District Board



UPDATED 04/01/2017

Fire Chief

The Valley Center Fire Chief provides administrative direction and leadership for all Fire Department functions, operations, and personnel through the supervision of staff and a review of their activities. These responsibilities include reviewing the general operation of the department including suppression, emergency medical services and administrative services to determine efficiency and fiscal responsibility. The Fire Chief provides direction on major projects addresses problem areas with the support of staff, provides strategic planning for the future; developing and implementing policies and procedures; and providing policy guidance. In addition, the Fire Chief is responsible, through the use of national standards regulations and mandates in concert with fire district board officials, for developing recommendations for the protection of life, property and the environment for the Valley Center Fire Protection District.

ESSENTIAL FUNCTIONS:

- Reports Directly to the Valley Center Fire Protection Board of Directors
- Works with community stakeholders and the Valley Center Fire Protection Board of Directors to provide a short and long term strategic plan.
- Provides leadership, direction and vision to achieve the goals and objectives of the Valley Center Fire Department.
- Ensures the core values and mission is clearly established for the Valley Center Fire Department.
- Works in concert with area Fire Chiefs to provide a seamless automatic and mutual aid system utilizing existing and creating new agreements.
- Works with legal counsel to assure all contracts, procurements, personnel processes and legal actions are executed under local, state and federal laws.
- Assures all regulatory statutes for equipment, safety gear and programs are in compliance.
- Assumes the Role of Emergency Manager in the Valley Center Emergency Operations Center during area disasters.
- Supervises and manages the Division Chief in charge of the Operations, Emergency Medical Services and Training Division.
- Supervises and manages the Division Chief in charge of Administrative Services and Community Risk Reduction.
- Supervises and manages the Fire Marshal in charge of Fire Prevention, Fire Code Compliance and Fire Investigations.
- Supervises and Manages the Administrative Service Director in charge of the Administrative Services Division to administer Information Technology, the Budget and perform short and long range budget forecasting.
- Manages the application process and secures funding from Safer, Assistance to Firefighter, State Homeland Security and Insurance Grants.
- Creates reports for the Fire Protection District Board using statistical information from the Computer Aided Dispatch and Records Management Systems for national standards response compliance.
- Manages apparatus and equipment purchasing programs.
- Manages Fire Station Construction, Maintenance and Sustainment
- Provides public speaking to services clubs and community groups to gain feedback on service excellence.
- Assures Continuing Education requirements for FSTEP, CICCS, EMT and Paramedic are within compliance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Division Chief

Operations and Emergency Services

The Valley Center Division Chief of Operations and Emergency Services is responsible to command and direct all firefighting, hazardous materials, emergency medical service (EMS), and other related emergency operations within a major geographical area of the Valley Center Fire Protection District. This assignment also involves responsibility for the management of all Operations and Training of personnel during regular business hours, and on weekends and holidays. The Division Chief of Operations and Emergency Services manages the emergency programs within the Operations, Emergency Services and Training Division and reports directly to the Fire Chief. Work in this position requires considerable independence and professional decision-making.

ESSENTIAL FUNCTIONS:

- Reports directly to the Fire Chief
- Assumes Incident Command of major incidents, or those that require greater alarms and directs the activities of responding companies.
- Assumes the role of Safety Officer for the Department and on Emergency Scenes.
- Maintains compliancy programs through OSHA, NIOSH and NFPA
- Manages the Terrorism Liaison Program through the San Diego LECC
- Supervises and Manages Fire Captains
- Manages fire companies for the Operations Division and assures proper staffing levels of shift personnel.
- Manages the Emergency Medical Services Division
- Manages the Training Division, Target Solutions and the Palomar Profit Sharing Program
- Manages the Recruit Training Academy
- Manages Entry level and Promotional Testing
- Manages the Driver Operator Program
- Manages Respiratory Protection, Fit Testing and SCBA Program
- Conducts and evaluates multi-company drills for the Training Division.
- Manages the Operations structural and wildland pre-fire plan program
- Trains and instructs employees in modern firefighting principles, practices, and procedures.
- Enters and retrieves statistical information from the Records Management System
- Manages apparatus, equipment and station maintenance and inventories.
- Investigates and resolves citizen complaints.
- Reviews EMS and fire reports from companies and collects data for monthly reports;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Division Chief

Administrative Services and Community Risk Reduction

Fire Marshal

The Valley Center Division Chief of Administrative Services and Community Risk Reduction is responsible for developing and directing comprehensive Fire Prevention initiatives and programs, enforcement of the State, County and Local fire code ordinances, Arson Investigation and coordinate fire related law enforcement, life safety inspection programs, public education programs, plan review, construction inspections, weed abatement, public relations, and Community Emergency Response Teams. This assignment also involves responsibility for the management of all aspects of Community Risk Reduction by Operations and Prevention Personnel during regular business hours, and on weekends and holidays and on other related operations within a major geographical area of the Valley Center Fire Protection District. Work in this position requires considerable independence and professional decision-making.

ESSENTIAL FUNCTIONS:

- Reports directly to the Fire Chief
- Manages all aspects of Community Risk Reduction
- Assigned the Role of Fire Marshal by the Fire Chief
- Assumes the Role of Arson Investigator on Fires within jurisdictional responsibility.
- Coordinate with Law Enforcement in cases of Fire Related Crimes
- Maintains PC-832 for detainment and arrest of arson suspects
- Maintains proficiency in handgun fire arms, body armor and critical de-escalation tactics.
- Testifies in court in cases of Arson, Fire Injury or Fire Related Crimes.
- Assumes Incident Command or ICS Support Functions of major incidents, or those that require greater alarms and directs the activities of responding companies.
- Assumes the role of PIO for the Department and on Emergency Scenes.
- Supervises and manages Assistant Fire Marshal (Captain)
- Supervises and manages Paid and Volunteer Fire Prevention Specialists
- Manages development through State, County and Local Fire Code interpretation and enforcement.
- Supervises and manages Plan Review, Construction Site Inspections and Fire Protection Systems
- Supervises and manages Local Weed Abatement and Dead and Dying Grove Ordinances
- Coordinates with CAL FIRE on LE-100 and VCFPD Ordinance 50 Weed Abatement Programs
- Manages the Valley Center Community Risk Reduction Program
- Supervises and manages the Valley Center Community Emergency Response Team
- Coordinates with the Greater Valley Center Fire Safe Council for Community Risk Reduction
- Manages and coordinates Public Education Events
- Manages and coordinates Community Special Events
- Manages and coordinates School Adoption Programs
- Trains and instructs all employees in modern fire prevention principals and community risk reduction
- Enters and retrieves investigative related statistical information from the Records Management System
- Investigates and resolves citizen complaints.
- Reviews fire reports from companies to assure NFIRS Compliance
- Completes Annual NFPA Agency Report
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Fire Captain

Suppression

The Valley Center Fire Captain is responsible for supervising a number of Firefighters and Fire Engineers, some of which may be assigned as Paramedics in an assigned fire company, and to perform skilled firefighting and emergency medical service work. Fire Captains are responsible for the discipline of the employees and the proper maintenance of apparatus and equipment at a fire station. Incumbents drill and instruct the employees and are responsible for their performance at the scene of a fire or emergency medical incident. Performance is reviewed regularly and annually by The Operations Division Chief and The Fire Chief. Annual performance evaluations are based upon the performance of their assignment to the company. Assigned responsibilities may include the Training Academy, Fire Prevention, Community Services and Programs, Special Station Assignments, Emergency Medical Services, or Communications Specialist.

ESSENTIAL FUNCTIONS:

- Reports directly to the Division Chief of Operations.
- Supervises Firefighters and Fire Engineers assigned by the Fire Chief
- Responds to emergency medical, fire incidents, rescues, hazardous materials and other related emergency incidents.
- Assumes IC and directs and coordinates emergency scene activity unless and until relieved of command by the Division Chief or Fire Chief
- Supervises search and rescue operations.
- Coordinates the laying of hose lines and the placement of ladders; Directs pressure and use of water streams, and directs ventilation procedures, salvage operations and overhaul activities;
- Supervises the keeping of fire apparatus and equipment in readiness;
- Writes reports of all fires and related emergency activities, and reports concerning the use and condition of apparatus, related equipment, and supplies;
- Instructs and drills employees in firefighting and emergency medical service techniques to ensure minimum company standards are maintained;
- Keeps an electronic company journal of all company activities.
- Provides a monthly activity report to the Division Chief
- Administers emergency medical services to injured persons, including basic techniques to restore cardiopulmonary functions;
- Lays and connects hose, and raises and climbs ladders at fire scenes;
- Moves and/or covers furnishings, removes smoke, and performs other salvage operations to minimize property damage.
- Supervises station, apparatus and equipment maintenance.
- Instructs and attends in-service classes in firefighting, emergency medical service, and related duties.
- Participates with crews in physical fitness activities to maintain physical conditioning.
- Operates Computer Aided Dispatch equipment;
- Coordinates in fire inspections and maintenance of fire hydrants.
- Implements programs under the direction of the Division Chief all aspects of Community Risk Reduction.
- Performs emergency mapping updates and target hazard preplan updates.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Fire Captain

Administrative

Assistant Fire Marshal

The Valley Center Administrative Fire Captain, Assistant Fire Marshal is assigned to the Community Risk Reduction Division is responsible for developing and directing comprehensive Fire Prevention initiatives and programs, enforcement of the State, County and Local fire code ordinances, Arson Investigation and coordinate fire related law enforcement, life safety inspection programs, public education programs, plan review, construction inspections, weed abatement, public relations, and Community Emergency Response Teams. This assignment also involves responsibility for the implementing at the direction of the Fire Marshal, all aspects of Community Risk Reduction by Operations and Prevention activities during regular business hours, and on weekends and holidays and on other related operations within a major geographical area of the Valley Center Fire Protection District. Work in this position requires considerable independence and professional decision-making.

ESSENTIAL FUNCTIONS:

- Reports directly to the Division Chief of Administrative Services and Community Risk Reduction
- Implements programs under the direction of the Division Chief all aspects of Community Risk Reduction
- Assigned the Role of Assistant Fire Marshal by the Fire Chief
- Assumes the Role of Arson Investigator on Fires within jurisdictional responsibility.
- Coordinate with Law Enforcement in cases of Fire Related Crimes
- Maintains PC-832 for detainment and arrest of arson suspects
- Maintains proficiency in handgun fire arms, body armor and critical de-escalation tactics.
- Testifies in court in cases of Arson, Fire Injury or Fire Related Crimes.
- Assumes ICS Logistical and Support Functions of major incidents, or those that require greater alarms and directs the activities of responding companies.
- Assumes the role of PIO for the Department and on Emergency Scenes.
- Supervises Paid and Volunteer Fire Prevention Specialists
- Performs development through State, County and Local Fire Code interpretation and enforcement.
- Performs Plan Review, Construction Site Inspections and Fire Protection Systems
- Supervises and Performs Local Weed Abatement and Dead and Dying Grove Ordinances
- Coordinates with CAL FIRE on LE-100 and VCFPD Ordinance 50 Weed Abatement Programs
- Supervises the Valley Center Community Emergency Response Team
- Coordinates with the Greater Valley Center Fire Safe Council for Community Risk Reduction
- Coordinates Public Education Events
- Coordinates Community Special Events
- Coordinates with Fire Suppression Captains on the School Adoption Programs
- Trains and instructs all employees in modern fire prevention principals and community risk reduction
- Enters and retrieves investigative related statistical information from the Records Management System
- Investigates and resolves citizen complaints.
- Reviews fire reports from companies to assure NFIRS Compliance
- Completes Annual NFPA Agency Report
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Proposed Valley Center Fire Division Chief FLSA Exempt Wages and Benefits

	Community Risk	Operations
	7/1/2017	7/1/2017
40 Hour 4/10 Schedule:	\$90,000.00	\$90,000.00
Health Insurance	\$4,800.00	\$4,800.00
Uniform Allowance: \$500.00 paid in the 1st paycheck of the new fiscal year	\$500.00	\$500.00
13 Paid Holidays: 8 hours per holiday	\$0.00	\$0.00
New Years, MLK, Presidents, Memorial, Independence, Labor, Veterans		
Thanksgiving, Day After, Christmas Eve, Christmas Day, 2 Floating Holidays		
3 Weeks Paid Vacation per fiscal year: 7/1/17 to 6/30/18		
Balance paid in the 1st paycheck in the new fiscal year		
1 Week Paid Sick Leave per fiscal year: 7/1/17 to 6/30/18		
Balance paid in the 1st paycheck in the new fiscal year		
Total Wages and Benefits	\$95,300.00	\$95,300.00
Taxes, SDI, Medicare @ 14 %	\$12,600.00	\$12,600.00
Total Wages and Benefits Cost	\$107,900.00	\$107,900.00
Total Cost @ 2 Positions	\$215,800.00	

Proposed Valley Center Assistant Fire Marshal FLSA EXEMPT	
	Community Risk
	7/1/2017
40 Hour 4/10 Schedule:	\$53,328.00
Health Insurance	\$4,800.00
Uniform Allowance: \$400.00 paid in the 1st paycheck of the new fiscal year	\$400.00
13 Paid Holidays: 8 hours per holiday	\$0.00
New Years, MLK, Presidents, Memorial, Independence, Labor, Veterans	
Thanksgiving, Day After, Christmas Eve, Christmas Day, 2 Floating Holidays	
2 Weeks Paid Vacation per fiscal year: 7/1/17 to 6/30/18	
Balance paid in the 1st paycheck in the new fiscal year	
1 Week Paid Sick Leave per fiscal year: 7/1/17 to 6/30/18	
Balance paid in the 1st paycheck in the new fiscal year	
Total Wages and Benefits	\$58,528.00
Taxes, SDI, Medicare @ 14 %	\$7,465.92
Total Wages and Benefits Cost	\$65,993.92
Total Cost @ 1 Position	\$65,993.92

Cost Comparison 3 Full Time Admin Positions vs 3 Admin plus 1 part time Fire Prevention Specialist

	Div Chief	Div Chief	Assist FM	Dist Admin	Fire Mar.	Batt.	Prev Spec.
40 Hour 4/10 Schedule:	\$90,000.00	\$90,000.00	\$53,328.00	\$81,567.00	\$81,567.00	\$57,732.00	\$9,932.00
Health Insurance	\$4,800.00	\$4,800.00	\$4,800.00	\$4,800.00	\$4,800.00		
Uniform Allowance: \$500.00	\$500.00	\$500.00	\$400.00	\$0.00	\$500.00		
Paid in the 1st paycheck of the new fiscal year							
13 Paid Holidays: 8 hours per holiday	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Overtime	\$0.00	\$0.00		\$0.00	\$7,940.00	\$0.00	
DC: 3 Weeks Paid Vacation per fiscal year: 7/1/17 to 6/30/18							
AFM: 2 Weeks Paid Vacation per fiscal year: 7/1/17 to 6/30/18							
Balance paid in the 1st paycheck in the new fiscal year							
1 Week Paid Sick Leave per fiscal year: 7/1/17 to 6/30/18							
Balance paid in the 1st paycheck in the new fiscal year							
Total Wages and Benefits	\$95,300.00	\$95,300.00	\$58,528.00	\$86,367.00	\$94,807.00	\$57,732.00	\$9,932.00
Taxes, SDI, Medicare @ 14 %	\$12,600.00	\$12,600.00	\$7,465.92	\$11,419.38	\$11,419.38	\$8,082.48	\$1,390.48
Total Wages and Benefits Cost	\$107,900.00	\$107,900.00	\$65,993.92	\$97,786.38	\$106,226.38	\$65,814.48	\$11,322.48
Total Cost Current Positions	\$281,149.72						
Total Cost @ New Positions	\$281,793.92						
Total Difference	\$644.20						