

MEETING DATE: 05/23/2011

AGENDA ITEM: Approval of the Revised Classification Specifications for Firefighter and Fire Captain.

ATTACHMENTS

	<u>Pages</u>
1. Classification Specification for Firefighter	1 - 3
2. Classification Specification for Fire Captain	4 - 6
3. Vehicle Code §12804.11 Firefighter Endorsement	7 - 8
4. Organizational Chart for Fire Department Fiscal Year 2010/2011	9
5. Civil Service Commission April 6, 2011 Meeting Minutes Excerpt for Items A-2 and A-3	10 - 11

FIREFIGHTER**DEFINITION**

Occupants of this classification are in the classified service. This entry level classification has responsibility for firefighting, life saving and rescue services, fire inspection and prevention, and other fire services. The positions within this classification may be assigned to a fire response company as a Firefighter or paramedic, or to the Fire Prevention Bureau to function as a fire inspector or arson investigator, or other fire service activity as assigned.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification normally work as a team member of a fire response company, and report to a Fire Captain. However, the Firefighters within the Fire Prevention Bureau report to a Fire Marshall.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Responds to fires with his/her company in a timely manner, participating in control tactics through hose laying, ladder operation, ventilation, extinguishment, salvage, and overhaul activities. Remains skilled in fire suppression tactics through training drills.
2. Rescues persons endangered by fires or other hazards, and administers first aid to injured parties. Quickly analyzes situations where life safety is threatened and applies the correct treatment approach.
3. Responds to emergency rescue calls providing proper emergency medical services as an EMT-1A or paramedic. Remains skilled in modern life saving procedures through training drills.
4. Meets, on an ongoing basis, the physical requirements to perform firefighting tasks and participates willingly in the department's physical fitness program.
5. When assigned, conducts inspections and other fire prevention tasks to eliminate or reduce fire hazards and enforce fire codes. Maintains a current and thorough working knowledge of fire codes and standards, and is able to correctly interpret and apply them.
6. When assigned, checks and analyzes building construction plans as related to fire protection and safety requirements in a timely manner to assure compliance with applicable fire codes and policies, and identifies needed corrections. Assures corrective action is taken in a timely manner and minimum safety practices are put into effect.
7. When assigned, thoroughly investigates the causes and origins of fires. Assures the scene of the fire is preserved to prevent the deterioration or obliteration of tangible clues. Develops accurate investigative leads of arson-caused fires leading to the identity and apprehension of the perpetrator.

8. Functions satisfactorily as a team member of a fire company at any emergency or non-emergency scene, and willingly accepts his/her share of the work required.

MARGINAL JOB DUTIES

The following tasks are typically performed by individuals in this classification but are not considered less than essential.

1. Assists in the maintenance of fire and rescue apparatus, tools, and equipment, keeping such apparatus, tools, and equipment in good operating and safe condition.
2. Keeps the fire station and related grounds, facilities, and supplies in a clean, orderly, and usable condition.
3. Operates firefighting equipment including tiller steering, rescue vehicles, trucks and engines during training drills or when responding to emergency calls.
4. Performs routine non-firefighting work tasks willingly and adequately.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Basic English and arithmetic.

Skill and Ability to:

- Follow verbal and written instructions.
- Learn and effectively apply firefighting, rescue, and emergency medical techniques.
- Establish and maintain effective working relationships.
- Think and act quickly and competently in emergencies and under stress.
- Communicate effectively with the public.
- Work and live as a member of a team
- Perform the strenuous and agile physical requirements of the essential duties.
- Meet the vision and medical requirements of the classification.

LICENSES AND CERTIFICATES

Possession of a valid California Class C driver's license on the date of hire and a Firefighter endorsement upon completion of probation as a Firefighter. Possession of an EMT-1A certificate upon completion of probation as a Firefighter.

TRAINING AND EXPERIENCE

Any combination of training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: graduation from high school or equivalent and experience in a work environment involving equipment usage, public contact, and physical activity.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require the use of continuous and short bursts of muscle force to jump, sprint, and climb ladders.
- Require the ability to pull victims out of hazardous areas.
- Require the ability to run up and down stairs carrying one hundred pounds or more of equipment.
- Require the ability to lift, push, pull, or carry objects using his/her hands, arms, back, abdominal muscles, shoulders, or legs.
- Require the ability to exert his/herself physically over a long period of time without giving out.
- Require the ability to work effectively during unavoidable exposure to an unpleasant environment with exposure to potentially heavy and somewhat unpredictable hazards.
- Require the ability to safely wear a self-contained breathing apparatus without medical or physical restriction.
- Require the ability to move his/her body quickly while keeping his/her balance on surfaces offering narrow footing such as roof beams.
- Require the ability to clearly see objects with vision at 20/30 or better with or without correction ~~vision no worse than 20/100 in each eye without glasses and 20/40 in each eye with glasses.~~
- Require the ability to withstand prolonged exposure to extreme heat.

FIRE CAPTAIN

DEFINITION

Occupants of this classification are in the classified service. This first line supervisory classification supervises and participates in all the activities of a fire company ~~or functions assigned to it such as coordinating the paramedic program and new recruit training, and participates in~~ including fire suppression, prevention, company training, and related tasks as assigned or may be assigned to coordinate the paramedic program, new recruit training or telecommunications program.

SUPERVISION RECEIVED AND EXERCISED

Positions in this classification report to a Battalion Chief. Responsibilities include supervision of Firefighters and Fire Engineers.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Leads and participates in the response of a fire company to reported emergencies. Assures responses are made in a safe and timely manner and that the response scene is set up properly.
2. Supervises a fire company in the performance of the technical aspects of their work and takes charge of complex and difficult tasks, as appropriate.
3. Keeps subordinates and superiors adequately informed of significant matters which affect their work, attitudes, and morale.
4. Identifies ways to streamline operational methods and tactics and proposes changes to management staff.
5. Prepares timely and accurate reports and maintains company files, as required.
6. Maintains adequate contact with other fire companies in the City so that work is properly coordinated.
7. Maintains an adequate level of physical fitness to meet job requirements and participates willingly in the department's physical fitness program.
8. Supervises fire responses, including the prompt and correct size-up, assessment, and diagnosis of the fire response, resource request and the supervision of subordinate personnel.
9. Plans, organizes, directs, and controls a company fire prevention and inspection program. Conducts fire prevention inspections on a timely and frequent basis to eliminate fire hazards and enforce fire codes.

November 1998
 Revised December 2001
 Revised March 2004
 Revised January 2006
 Revised April 2011

10. Assigns and supervises the work of maintaining fire apparatus, fire station and all related grounds, facilities, equipment, and supplies.
11. Conducts orientation, training, and practice drills to develop and maintain the capabilities and readiness of subordinate firefighting personnel.
12. Monitors the quality and quantity of the work performed by subordinate fire suppression personnel. Identifies problems and takes prompt and effective corrective action.
13. Develops responsibility and teamwork among the members of his/her fire company in the accomplishment of work duties.
14. If assigned, may perform paramedic duties.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Issues, problems, principles, and practices associated with the provision of fire services, including suppression, prevention, and code enforcement.
- Relevant laws, ordinances, codes, and court decisions which affect fire protection.
- Modern supervisory practices, employee development and work simplification techniques.
- Departmental policies and regulations.
- Functions, characteristics, and proper use and maintenance of firefighting equipment and supplies.
- City geography.
- First aid and rescue methods.

Skill and Ability to:

- Supervise the technical aspects of fire suppression, prevention, emergency medical services and rescue.
- Perform the strenuous and agile physical requirements of the essential duties.
- Follow verbal and written instructions.
- Effectively apply firefighting, rescue, and emergency medical techniques.
- Establish and maintain effective working relationships.
- Think and act quickly and competently in emergencies and under stress.
- Meet the vision and medical requirements of the classification.
- Motivate, direct, evaluate, and maximize the abilities of personnel under his/her command.
- Analyze and solve fire protection and emergency control problems.
- Communicate effectively in both verbal and written form.

LICENSES AND CERTIFICATES

Possession of a valid California Class C driver's license and a Firefighter endorsement. Possession of an EMT-1 certificate. Paramedic certification is required for those performing paramedic duties.

TRAINING AND EXPERIENCE

Any combination of training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying: A typical way to obtain the knowledge, skills, and abilities would be:

- An Associate of Arts Degree from an accredited college or California State Fire Marshal Fire Officer Certificate plus 30 college semester units, fifteen of which must be in core classes required for a degree such as fire science, English, math, geography, science, sociology, psychology, philosophy, or directly related elective classes such as coursework in supervision, management humanities. Classes approved through the California Fire Service Training and Education System (CFSTES) will receive a credit of 2 semester units per 40 hour class toward the 30 semester unit minimum requirement; and
- Six (6) years of experience as a full-time firefighter with a minimum of three (3) years of that experience with Culver City Fire Department; and
- Any one of the following:
 1. Successful Completion of the Culver City Fire Engineer's examination,
 2. Current California Paramedic license, or
 3. Current California state Fire Marshal Fire Prevention Officer II Certificate plus two years fire prevention experience, including one year with Culver City; (Option 2 and 3 requires the completion of Apparatus and Equipment or State Fire Marshal Training Apparatus 1A and Fire Hydraulics or State Fire Marshal Training Apparatus 1B); and
- Successful completion of CICCIS and Area 'A' requirements for Engine Boss (Single Resource), ~~by completion of probationary period or before May 1, 2008, whichever date occurs first, which includes the following:~~
 1. ~~Fire Operations in the Urban Interface — S-215,~~
 2. ~~Crew Boss — S-230, and~~
 3. ~~Intermediate Wildland Fire Behavior — S-290.~~

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require the use of continuous and short bursts of muscle force to jump, sprint, and climb ladders.
- Require the ability to pull victims out of hazardous areas.
- Require the ability to run up and down stairs carrying one hundred pounds or more of equipment.
- Require the ability to lift, push, pull, or carry objects using his/her hands, arms, back, abdominal muscles, shoulders, or legs.
- Require the ability to exert him/herself physically over a long period of time without giving out.
- Require the ability to work effectively during unavoidable exposure to an unpleasant environment with exposure to potentially heavy and somewhat unpredictable hazards.
- Require the ability to safely wear a self-contained breathing apparatus without medical or physical restriction.
- Require the ability to move his/her body quickly while keeping his/her balance on surfaces offering narrow footing such as roof beams.
- Require the ability to clearly see objects with vision at 20/30 or better with or without correction ~~uncorrected vision at 20/100 or better in each eye and corrected vision at 20/40 or better in each eye.~~

noncommercial class B driver's license with house car endorsement as described in this subdivision. The applicant for that endorsement shall pass a specialized written examination and demonstrate the ability to exercise ordinary and reasonable control in operating that **vehicle** by driving it under the supervision of an examining officer. Upon satisfactory completion of the examination and demonstration, the applicant shall be issued a noncommercial class B driver's license with house car endorsement by the department. Upon application for an endorsement to operate this **vehicle**, and every two years thereafter, the applicant shall submit medical information on a form approved by the department.

12804.11. (a) To operate firefighting equipment, a driver, including a tiller operator, is required to obtain and maintain a firefighter endorsement issued by the department and obtain and maintain a class A, class B, or class C license. To qualify for a firefighter endorsement the driver shall do all of the following:

(1) (A) Provide to the department proof of current employment as a firefighter or registration as a volunteer firefighter with a fire department and evidence of fire equipment operation training by providing a letter, or other indication, from the chief of the fire department, or his or her designee.

(B) For purposes of this section, evidence of fire equipment operation training means the applicant has successfully completed Fire Apparatus Driver/Operator 1A taught by an instructor registered with the Office of the State Fire Marshal or fire department driver training that meets all of the following requirements:

(i) Meets or exceeds the standards outlined in NFPA 1002, Chapter 4 (2008 version) or the Fire Apparatus Driver/Operator 1A course adopted by the Office of the State Fire Marshal.

(ii) Prepares the applicant to safely operate the department's fire equipment that the applicant will be authorized to operate.

(iii) Includes a classroom (cognitive) portion of at least 16 hours.

(iv) Includes a manipulative portion of at least 14 hours, which includes directly supervised behind-the-wheel driver training.

(C) Driver training shall be conducted by a person who is registered with the Office of the State Fire Marshal to instruct Driver/Operator 1A or a person who meets all of the following criteria:

(i) Possesses a minimum of five years of fire service experience as an emergency **vehicle** operator, three of which must be at the rank of engineer or higher.

(ii) Possesses a valid California class A or B license or a class A or B license restricted to the operation of firefighting equipment.

(iii) Is certified as a qualified training instructor or training officer by the State of California, the federal government, or a county training officers' association.

(2) Pass the written firefighter examination developed by the department with the cooperation of the State Fire Marshal's office.

(3) Submit a report of medical examination on a form approved by the department. The report shall be dated within four years preceding the application date, except as required by paragraph (2) of submission (a) of Section **12804.9**. Holders of a restricted firefighters license as of January 1, 2011, are not subject to the requirement for a medical exam until he or she renews his or her license.

(b) There shall be no additional charge for adding a firefighter endorsement to an original license or when renewing a license. To add a firefighter endorsement to an existing license when not renewing the license, the applicant shall pay the fee for a duplicate license

pursuant to Section 14901.

(c) (1) A driver of firefighting equipment is subject to the requirements of subdivision (a) if both of the following conditions exist:

(A) The equipment is operated by a person employed as a firefighter by a federal or state agency, by a regularly organized fire department of a city, county, city and county, or district, or by a tribal fire department or registered as a volunteer member of a regularly organized fire department having official recognition of the city, county, city and county, or district in which the department is located, or of a tribal fire department.

(B) The motor **vehicle** is used to travel to and from the scene of any emergency situation, or to transport equipment used in the control of any emergency situation, and which is owned, leased, or rented by, or under the exclusive control of, a federal or state agency, a regularly organized fire department of a city, county, city and county, or district, a volunteer fire department having official recognition of the city, county, city and county, or district in which the department is located, or a tribal fire department.

(2) A driver of firefighting equipment is not required to obtain and maintain a firefighter endorsement pursuant to subdivision (a) if the driver is operating the firefighting equipment for training purposes, during a nonemergency, while under the direct supervision of a fire department employee who is properly licensed to operate the equipment and is authorized by the fire department to provide training.

(d) For purposes of this section, a tiller operator is the driver of the rear free-axle portion of a ladder truck.

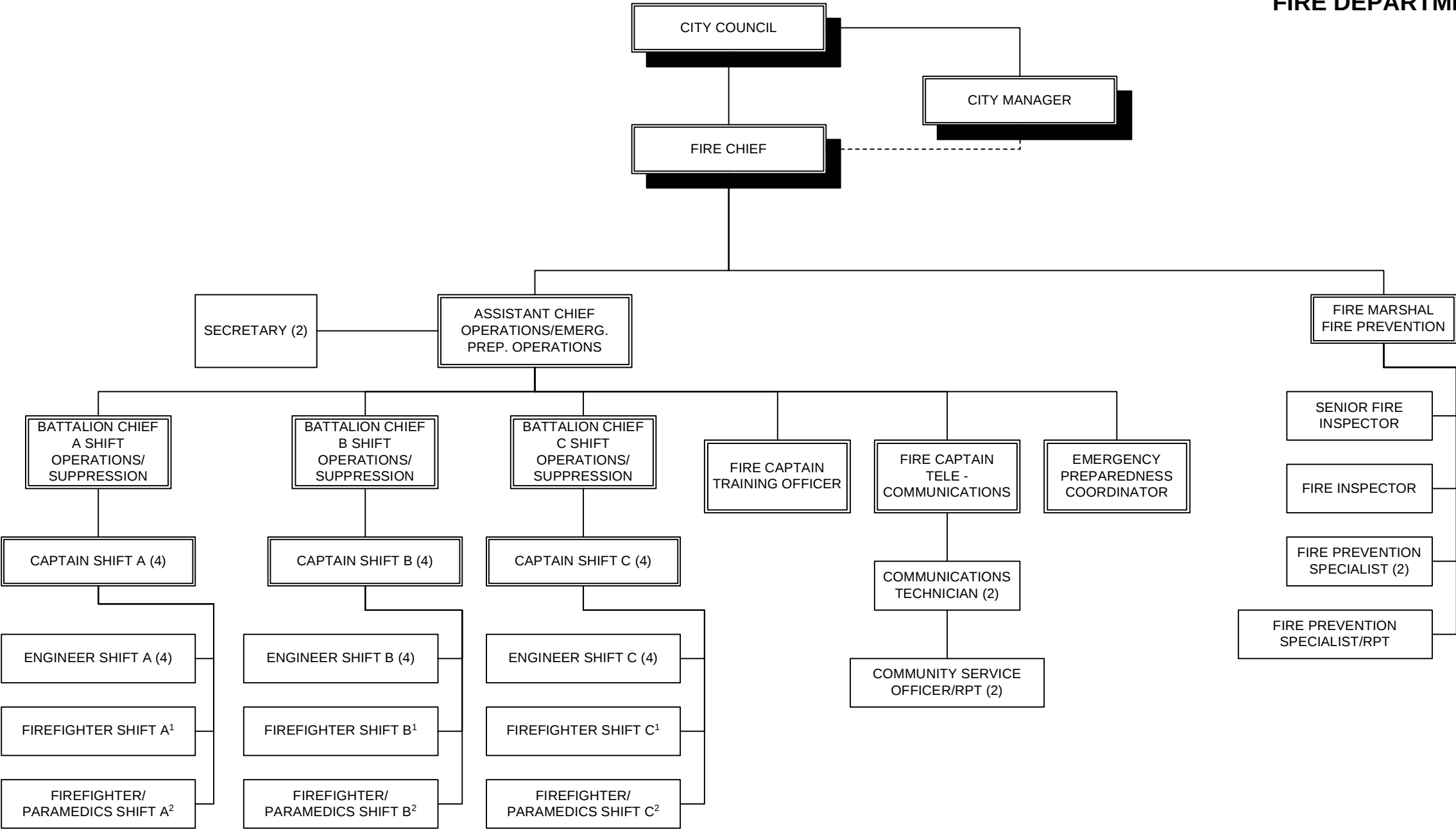
(e) For purposes of this section, "firefighting equipment" means a motor **vehicle**, that meets the definition of a class A or class B **vehicle** described in subdivision (b) of Section 12804.9, that is used to travel to and from the scene of an emergency situation, or to transport equipment used in the control of an emergency situation, and that is owned, leased, or rented by, or under the exclusive control of, a federal or state agency, a regularly organized fire department of a city, county, city and county, or district, or a volunteer fire department having official recognition of the city, county, city and county, or district in which the department is located.

(f) Notwithstanding subdivision (a), a regularly organized fire department, having official recognition of the city, county, city and county, or district in which the department is located, may require an employee or a volunteer of the fire department who is a driver or operator of firefighting equipment to hold a class A or B license.

(g) This section applies to a person hired by a fire department, or to a person renewing a driver's license, on or after January 1, 2011.

12804.12. (a) The department may issue a restricted class A driver's license for the operation of any two-axle **vehicle** weighing 4,000 pounds or more unladen when towing a trailer coach exceeding 10,000 pounds gross **vehicle** weight rating, or a fifth-wheel travel trailer exceeding 15,000 pounds gross **vehicle** weight rating, when the towing of the trailer is not for compensation.

(b) In lieu of a report of a medical examination required by Section 12804.9, an applicant for a restricted license issued pursuant to subdivision (a) shall, upon application and every two years thereafter, submit medical information on a form approved by the department.



¹ 5 FIREFIGHTERS total; numbers vary with shift assignments.
² 22 FIREFIGHTER/PARAMEDICS total; numbers vary with shift assignments.

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

April 6, 2011
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:02 P.M.

Present: Chair Dan Gallagher
Vice Chair Richard Ochoa
Commissioner Sandy Stivers
Commissioner Michael Whitaker
Commissioner Sharon Zeitlin

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Item A-2

Revised Classification Specification and Open and Competitive Recruitment Bulletin: Firefighter

Amy Webber, Human Resources Analyst, provided a summary of the material of record and discussed changes to driver's license and vision requirements for both classifications.

Dave White, Assistant Fire Chief, was present to answer questions.

A discussion ensued between staff and the Commission regarding grandfathering of fire department employees; changes in the state law; clarification that fire department staff is current with firefighter endorsements; whether proposed changes still allow for Commission approval; finalization of page 3 of the recruitment bulletin; responsibility for expenses of certifications and licenses; practices of other cities; diversity outreach and recruiting challenges; testing measures; obtaining a qualified applicant pool; examination procedures; the appraisal interview; eliminated positions; the nurse educator position; applicants from Culver City; and the probationary period.

MOVED BY COMMISSIONER ZEITLIN, SECONDED BY COMMISSIONER STIVERS, AND UNANIMOUSLY CARRIED THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR FIREFIGHTER.
2. APPROVE THE REVISED OPEN & COMPETITIVE RECRUITMENT BULLETIN FOR FIREFIGHTER.

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Item A-3

Revised Classification Specification and Promotional Recruitment Bulletin: Fire Captain

Amy Webber, Human Resources Analyst, provided a summary of the material of record.

Dave White, Assistant Fire Chief, was present to answer questions.

A discussion ensued between staff and Commissioners regarding the written narrative and the objective test; evaluation processes; the number of employees likely to apply for the Fire Captain position; education requirements; and salary.

MOVED BY COMMISSIONER STIVERS, SECONDED BY COMMISSIONER WHITAKER, AND UNANIMOUSLY CARRIED THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR FIRE CAPTAIN.
2. APPROVE THE REVISED PROMOTIONAL ONLY RECRUITMENT BULLETIN FOR FIRE CAPTAIN.

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