

**City of Culver City, California
Agenda Item Report**

Meeting Date: 08/24/2009		Item Number: <u>C-4</u>	
CITY COUNCIL AGENDA ITEM: Approval of the Revised Classification Specification for Battalion Chief.			
Contact Person/Dept.: Amy Webber		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Commission Action Required: Yes ☒ No ☐		Date: <u>08/05/2009</u>	
Civil Service Commission			
Public Notification: Culver City Fire Management Group (08/19/2009); Meetings and Agendas – City Council (08/19/09)			
Department Approval: Serena Wright (8/13/09)		City Attorney Approval: Carol Schwab (by H. Baker) (08/19/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (08/19/08)		City Manager Approval: Mark Scott (08/19/09)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve the revised classification specification for the position of Battalion Chief. <u>BACKGROUND:</u> As part of the routine examination preparation procedure, the Fire Department and Human Resources staff have reviewed the Battalion Chief classification specification. This review included the Fire Department's standards, mutual aid agreements, and standard classification specification language. All three items were compared with the existing classification specification and resulted in the proposed revised classification specification for the position of Battalion Chief (Attachment 1). <u>DISCUSSION:</u> The classification specification was reviewed to ensure consistency with actual operations and to clarify the duties associated with the three specific assignments within the classification: Fire Platoon Supervisor, Assistant Fire Chief, and Fire Marshal. The <i>Essential Job Duties</i> section was revised to eliminate redundant language and to incorporate marginal duties routinely performed by all three assignments into essential duties. In addition, minor changes have been made to align language with other similarly situated classifications.			

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The *Training and Experience* section has been revised to reflect changes instituted by Area "A." The City is a party to several mutual aid agreements, one of which authorizes and obligates Culver City to provide emergency fire response service on a state wide level. For purposes of this particular mutual aid agreement, Culver City is assigned to Region 1, Area "A," which is comprised of fire departments from the cities of Santa Monica, Beverly Hills and Culver City. When responding to a state wide mutual aid request, Area 'A' is required to send a strike team comprised of five (5) engines and one (1) Strike Team Leader. The responsibility of sending a Strike Team Leader and the engines rotate amongst Santa Monica, Beverly Hills and Culver City. As part of this rotation, the city providing the strike team leader sends one engine and the other two cities send two (2) engines each.

In order for operations to run smoothly and consistently, Area "A" sets standards for each level of responders as personnel on scene are not all from the same agency. One level of responder is "Strike Team Leader" which is equivalent to Culver City's Battalion Chief classification. Strike Team Leaders from Area "A" are required to possess the educational qualifications for the California Incident Command Certificate System (CICCS) Strike Team Leader certification. This requirement has been added in the Training and Experience section.

The revised classification specification has been reviewed by the affected bargaining unit (the Culver City Fire Management Group). It has also been considered by the Civil Service Commission at their meeting of August 5, 2009 where the Commission recommended the City Council approve the revised classification specification.

FISCAL ANALYSIS:

There is no fiscal impact associated with the approval of the revised classification specification for Battalion Chief.

ATTACHMENTS:

1. Classification Specification for Battalion Chief
2. Organizational Chart for Fire Department FY 09/10
3. Meeting Minute Excerpt for Item A-2 from Civil Service Commission meeting on 08/05/2009

MOTION:

That the City Council:

Approve the revised Classification Specification for Battalion Chief.