

**RESOLUTION NO. 15 -**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, ESTABLISHING A NEW CLASSIFICATION REPRESENTED BY THE COSTA MESA FIRE MANAGEMENT ASSOCIATION.

The City Council of the City of Costa Mesa does hereby resolve, determine and order as follows:

**SECTION 1.** The Costa Mesa City Council establishes the new job classification of Fire Division Chief.

**SECTION 2.** The following job classification is hereby placed under the Basic Salary Administration Plan at the salary ranges and monthly rates of pay specified effective June 28, 2015. The monthly rate of pay may also be in increments between the monthly minimum and maximum pay step.

Class Code	Class Title	Grade	Step							
			1	2	3	4	5	6	7	
0219	Fire Division Chief	852	\$9,922	\$10,418	\$10,939	\$11,486	\$12,060	\$12,663	\$13,296	Monthly
			\$119,064	\$125,016	\$131,268	\$137,832	\$144,720	\$151,956	\$159,552	Annual
			\$57.24	\$60.10	\$63.11	\$66.27	\$69.58	\$73.06	\$76.71	Hourly

**SECTION 3.** The Fire Division Chief shall be eligible for all benefits previously provided for the Deputy Fire Chief classification per City Council Resolution #08-59, and the Letters of Agreement between the City and CMFMA dated October 2010 and August 2012; said resolution and side letters being incorporated herein by this reference as though set forth in full.

**SECTION 4.** All parts of resolutions in conflict herewith are hereby rescinded.

PASSED AND ADOPTED this 23rd day of June 2015.

\_\_\_\_\_  
Stephen Mensinger, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Brenda Green, City Clerk

\_\_\_\_\_  
Thomas Duarte, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF COSTA MESA )

I, Brenda Green, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 15- \_\_\_\_\_ and was duly passed and adopted by the City Council of the City of Costa Mesa at a Special Meeting held on the 23rd day of June, 2015, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 24<sup>th</sup> day of June, 2015.

\_\_\_\_\_  
BRENDA GREEN, CITY CLERK

(SEAL)

## Fire Division Chief

### **DESCRIPTION:**

Under direction of the Fire Chief, this position will play a lead role in planning, organizing, directing, coordinating, and supervising the work of any assigned Division of the City of Costa Mesa Fire Department (e.g., Operations, Community Risk Reduction/Fire Prevention, etc.) and to perform related duties as required.

### **CLASS CHARACTERISTICS:**

Under direction of the Fire Chief, an incumbent in this management classification is responsible for directing all active fire suppression, rescue and emergency medical care, and/or Community Risk Reduction/Fire Prevention activities through a network of fire department personnel in addition to department training, personnel supervision, systems and data analysis, project management, and administrative support. The position may also be responsible for paramedic coordination and the support functions of budget, communications, capital improvement management, and building and apparatus maintenance.

The position may act for the Fire Chief when so designated and may carry out special management assignments as directed. Work is assigned and evaluated by the Fire Chief through direct communication, reports, and results obtained.

### **ESSENTIAL FUNCTIONS:**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.*

Assists the Fire Chief in directing activities of the City Fire Department; confers with the Chief in developing policies and procedures and implementation of department goals.

Plans, directs, coordinates and supervises the work of the Division Assignment; interprets departmental policy to subordinates; assigns duties and responsibilities and delineates lines of authority; provides subordinates with direction on coordination of services, policy, procedures, budget and personnel problems.

As directed by the Fire Chief, responsible for direct supervision of subordinate managers within related assignment Divisions.

Responds to major fires and other emergencies and directs fire fighting and/or emergency scene operations.

Analyzes technical fire fighting and support systems and recommends new or revised programs, policy and procedures for maximum effectiveness and efficiency.

Conducts studies and reports on anticipated needs for new and expanded fire facilities and the need for more efficient utilization of existing facilities.

Participates in the hiring, promotion, evaluation and termination process of subordinate managers and employees and makes recommendations on actions relating to such matters, as directed by the Fire Chief.

Participates in all phases of disaster preparedness and responsible for the relative section(s) of the EOC, as directed by the Fire Chief.

Participates in the oversight of all cost recovery programs, as directed by the Fire Chief.

Participates in the oversight of all community risk reduction programs, as directed by the Fire Chief.

Evaluates the need for and recommends purchase of apparatus and equipment after consideration of the general trends and changes in methods of building construction, industrial and manufacturing process, and fire fighting equipment and apparatus.

Establishes training needs, evaluates the results of training and participates in training of personnel.

Makes periodic inspections of personnel and the general condition of equipment, apparatus, hydrants, and fire stations throughout the City.

Participates in the presentation of public or internal education programs; answers public inquiries, and may serve in a lead role related to public information, as directed by the Fire Chief.

Directs the preparation and maintenance of necessary records and reports, which includes overseeing the preparation and implementation of the annual budget.

Assists in negotiating cooperative agreements with mutual aid groups to prevent and suppress structural, commercial, wildland, aircraft and other fires; assists in working out cooperative agreements with other County agencies or departments providing support services to fire operations.

Participates on the related Committees of the Orange County Fire Chiefs (OCFC) Association and other related committees as directed by the Fire Chief.

Responsible for shared on-call coverage (e.g., after hours) and supervisory oversight for major emergency incidents to supplement the on-duty Battalion Chief or for non-emergency related incidents pertaining to community risk reduction/fire prevention activities, as directed by the Fire Chief.

Assist in other responsibilities as assigned by the Fire Chief.

**QUALIFICATIONS GUIDELINES:**

*A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:*

**EDUCATION, TRAINING AND/OR EXPERIENCE:**

Graduation from a four year college or university with major coursework in fire technology, management, public administration, or a related field. A Master's degree is desirable.

Three years experience as Costa Mesa Fire Captain or possess equivalent training and experience as approved by the Fire Chief. Cumulative experience as a Firefighter, Firefighter/Paramedic, Fire Engineer and Fire Captain is desirable. Experience performing Battalion Chief functions is desirable.

Completion of courses as listed in the attached Costa Mesa Fire Department Battalion Chief Trainee Certification program. Required courses per the Costa Mesa Fire Department Battalion Chief Trainee Certification may change to reflect changes in City, State and/or Federal laws and regulations.

**LICENSE AND/OR CERTIFICATE:**

Certification as a Costa Mesa Battalion Chief Trainee as described in the attached Costa Mesa Fire Department Battalion Chief Trainee Certification program. Required licenses and/or certificates per the Costa Mesa Fire Department Battalion Chief Trainee Certification may change to reflect changes in City, State and/or Federal laws and regulations.

Possession of a valid California Class C Driver's License or higher. Revocation of license during employment may result in disciplinary action or reassignment.

**REQUISITE KNOWLEDGE AND SKILL LEVELS:**

Thorough knowledge of the principles and modern methods of fire administration including organization, fiscal management, budgetary preparation and controls, program planning, implementation and administration

Thorough knowledge of modern fire fighting and rescue, fire prevention and community risk reduction, procedures and practices and the ability to apply this knowledge to varied fire control and fire administrative problems

Thorough knowledge of the federal and state laws including the Firefighters Bill of Rights, and typical rules and procedures governing activities of a fire department serving an urban, industrial and wildland area

Thorough knowledge of community risk reduction/fire prevention principles, practices, techniques and the provisions of local fire code requirements and related ordinances;

Thorough knowledge of principles of personnel management and employee supervision through subordinate managers including training and discipline;

Thorough knowledge of principles and practices of management necessary to plan, analyze, develop, direct and evaluate fire programs, administrative policies and fire control problems;

Thorough knowledge of City and departmental rules, regulations, and Standard Operating Procedures

Thorough knowledge of current research and development in the fields of fire fighting and fire administration;

Thorough knowledge of the operation, capabilities and maintenance of the various types of apparatus and equipment used in modern fire fighting;

Thorough knowledge of programs and systems used to identify the mechanical, chemical and related characteristics of a wide variety of flammable and/or explosive materials and objects.

**REQUISITE ABILITIES:**

Ability to plan, organize, direct, coordinate and supervise major divisions of the Fire Department

Ability to coordinate divisional program objectives with the general goals of the total organization and its various operations

Ability to coordinate and initiate actions, and implement decisions and recommendations

Ability to successfully supervise the effective use of personnel, fire equipment and apparatus at fire and other emergency situations

Ability to conduct a thorough fact-finding investigation and to enforce regulations firmly, tactfully and impartially; express ideas clearly and concisely, verbally and in writing

Ability to explain policy, procedures or recommendations on a wide variety of departmental issues

Ability to establish and maintain effective working relationships with subordinates, other City employees and officials, property owners, civic groups and the public

**SUPPLEMENTAL INFORMATION:**

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:**

Please contact Human Resources for a summary of the essential tasks and environmental factors for this classification.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.



## City of Costa Mesa Fire Department Trainee Certification Battalion Chief



**Battalion Chief Trainees are responsible for all existing and future requirements. Trainees will receive CMFD Battalion Chief Certification upon successful completion of all requirements listed below.**

### **Prerequisites:**

1. Must be a Costa Mesa Captain for a minimum of three years or possess equivalent training and experience as approved by the Fire Chief.
2. Must have been previously signed off and/or meet the current Costa Mesa Captain Certification requirements.
3. Must be a certified Engine Boss or equivalent as approved by the Fire Chief.
4. Must maintain a current Medical Examination Report on file – (e.g., DL 546A).
5. Must maintain, as a minimum, a Class “C” Driver’s License with Firefighter Endorsement. A Class “C” Driver License will be allowed as a minimum once promoted to the rank of Battalion Chief.

### **State Requirements:**

6. ICS I-400 Advance ICS OSFM course or nationally recognized equivalent/reciprocity (e.g., IFSAC, Pro Board, CPSE) as approved by the Fire Chief.

### **Costa Mesa Fire Department Requirements:**

7. Office of the California State Fire Marshal - Fire Officer Certification or nationally recognized equivalent/reciprocity (e.g., IFSAC, Pro Board, CPSE) as approved by the Fire Chief.
8. Successful completion of a Three-Shifts Evaluated as a Battalion Chief scheduled by your shift BC, the Operations Chief, or his/her designee. All requirements must be completed prior to starting the Three-Shift Evaluated Tour.
9. Final approval sign-off from the Fire Chief.

### **Requirements that must be completed prior to the completion of probation:**

1. AR-330 FIRESCOPE All-Risk Task Force/Strike Team Leader or comparable equivalent as approved by the Fire Chief. This course is replacing *S-330 Strike Team Leader All Risk 24-hour NWCG course*. *S-330 will not be recognized as a course meeting CICC requirements after June 1, 2012.*
2. S-404 Safety Officer All Risk NWCG course or comparable equivalent as approved by the Fire Chief.
3. Crisis Communications & the Media: 1<sup>st</sup> Level CSTI course or comparable equivalent as approved by the Fire Chief.

**Note: B.A. or B.S. “4-year degree” from an accredited college/university is required to take the Battalion Chief Promotional Test.**

A handwritten signature in black ink, appearing to be "D. J. [unclear]", written over a horizontal line.



**City of Costa Mesa Fire Department  
Trainee Certification  
Battalion Chief**



**Desirable (Optional) Requirements for Battalion Chief. Successful completion, certification and/or experience in the following areas will be considered during the “Appraisal of Promotability” process for the rank of Battalion Chief.**

1. Completion of Office of the California State Fire Marshal - Chief Officer Certification Track Classes or Nationally Recognized Equivalent as Approved by the Fire Chief (e.g., IFSAC, Pro Board, CPSE, etc.).
2. Low Angle Rope Rescue (LARR) completion date (not required if RS I was taken prior to May 2007).
3. Rescue Systems I 40-hour OSFM course.
4. Rescue Systems II 40-hour OSFM course.
5. Trench Rescue 16-hour OSFM course or the new 24-hour OSFM 2009 edition course.
6. Confined Space Rescue 40-hour OSFM course.
7. Auto Extrication 16-hour OSFM course.
8. River & Flood Rescue Operations 16/24-hour OSFM course.
9. S-234 Ignition Operations 16-hour NWCG course.
10. S-270 Basic Air Operations 16-hour NWCG course.
11. Enrollment in or a graduate of a Master Degree from an accredited college/university.
12. Enrollment in or a graduate of the NFA Executive Fire Officer Program “EFOP”.
13. Cumulative years of experience as a Firefighter, Firefighter/Paramedic, Engineer and Captain.
14. Participation as a successful contributing member on:
  - *Costa Mesa Fire Department or City committees.*
  - *Costa Mesa Fire Department special projects, events, task forces and/or administrative assignments.*
  - *Other community based participation.*