



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: October 20, 2015

Subject: ADOPT Position Adjustment Resolution to Establish the Classification of Deputy Fire Chief-Exempt

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21770 to establish the classification of Deputy Fire Chief-Exempt (RPB2) (unrepresented) at salary plan and grade BF5 2373 (\$11,670 - \$14,186), and add one (1) Deputy Fire Chief-Exempt position in the Contra Costa County Fire Protection District.

FISCAL IMPACT:

The total projected annual cost of this position is approximately \$368,092. Of that amount, approximately \$133,727 is attributable to employer retirement costs. The prorated cost for fiscal year 2015-16 is \$245,395, of which \$89,152 is attributable to employer retirement costs. Funding for this position was included in the District's 2015-16 Budget.

BACKGROUND:

Under direction of the Fire Chief, the new classification of Deputy Fire Chief-Exempt will be responsible for the emergency operations, support services, and fire prevention services of the Contra Costa County Fire Protection District. The Deputy Fire Chief will act for the Fire Chief in the Chief's absence. The Deputy Fire Chief is principal to the Fire Chief and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/20/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 20, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Denise Cannon,
925-941-3311

BACKGROUND: (CONT'D)

directs the Emergency Operations Division, Support Services Division and Prevention Services of the Contra Costa County Fire Protection District. The Deputy Fire Chief exercises management of two (2) Assistant Fire Chiefs, line supervision over subordinate fire officers and general (non-safety) employees of the District. The Deputy Fire Chief will be responsible for establishing and maintaining executive level relationships and represent the District to the legislature, special interest groups and officials of the local, state, and federal governments as well as the general public which are critical to accomplishing the vision and mission of the Fire District. The incumbent will be responsible for implementing and insuring the District emergency operations are conducted with the use of an incident command system or other method which effectively utilizes the emergency response resources and provides input to the District, county, regional, or state disaster planning and emergency response efforts. The Deputy Fire Chief will be responsible for identifying strategic planning needs, explaining and justifying the need for fire district programs, policies, and activities and may serve as the primary District spokesperson with the news media. Additionally, there are long-term needs that the Deputy Fire Chief will also be responsible for such as fire station relocation, developer and other related fees, grant opportunities and potential annexations, which currently cannot be delegated to the two existing Assistant Fire Chiefs due to their already over extended commitments to daily operations and administrative responsibilities to their subordinate fire and civilian personnel.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not achieve its vision and mission to become more innovative, efficient, and financially sustainable without the capacity and capability of adding a Deputy Fire Chief.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 21770