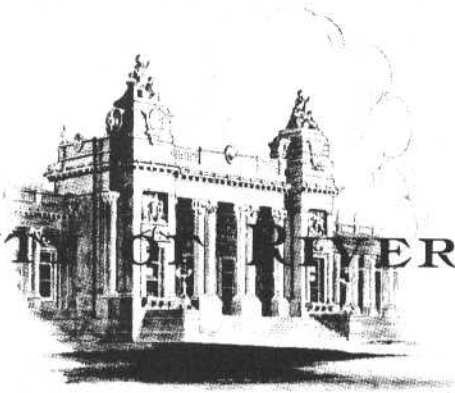


# COUNTY OF RIVERSIDE



## BOARD OF SUPERVISORS

**BOB BUSTER**  
955-1010

**JOHN F. TAVAGLIONE**  
955-1020

**JEFF STONE**  
955-1030

**ROY WILSON**  
955-1040

**MARION ASHLEY**  
955-1050

August 5, 2005

Nancy Romero, Clerk of the Board  
P.O. Box 1147  
Riverside, CA 92502-1147

Re: Continuance of Item 3.30 of August 9, 2005

As you know, Supervisor Buster and I will not be attending the August 9, 2005 Board Meeting, due to responsibilities at the C-17 ceremonies at March Field and Long Beach.

Therefore, we request the continuance of Item 3.30 of the August 9 Board Meeting.

Very truly yours,

Supervisor Marion Ashley  
Fifth District

Supervisor Bob Buster  
First District

MA:ca

3.30

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

446



**FROM:** Human Resources Dept.

**SUBMITTAL DATE:**  
August 1, 2005

**SUBJECT:** Classification recommendation for adding County Fire Chief to the Fire Department as outlined in Resolution No. 440-8609

**RECOMMENDED MOTION:** That the Board approve the recommendation outlined in the attached Resolution No. 440-8609

**BACKGROUND:** At the request of Supervisor Stone, it is recommended to add this classification to the Class & Salary Listing at the salary plan/grade XMA 178. The incumbent in this single-position class serves at the direction of, and receives overall policy guidance from the County Executive Officer. The incumbent will be responsible for the administration and control of the County Fire Department in order to provide fire prevention, fire suppression, rescue services and disaster preparedness emergency services to the residents of Riverside County. The recommended salary is preliminary and may be subject to change. The recommended action has no cost, as it merely establishes a new classification.

Departmental Concurrence

Ronald W. Komers  
Asst. County Executive Officer/Human Resources Dir.

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2005-06

<b>SOURCE OF FUNDS:</b>	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** Board Policy

**County Executive Office Signature**

- Dep't Recomm.:  Consent  Policy
- Per Exec. Ofc.:  Consent  Policy

**Prev. Agn. Ref.:** | **District:** | **Agenda Number:**

RESOLUTION NO. 440-8609

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on August 9, 2005, that pursuant to Section 4.C. of Ordinance No. 440, the Assistant County Executive Officer/Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
37875	+	County Fire Chief	XMA 178



## COUNTY FIRE CHIEF

Class Code: 37875

COUNTY OF RIVERSIDE  
Established Date: Aug 18, 2005  
Revision Date: Aug 18, 2005

### SALARY RANGE

\$48.69 - \$85.13 Hourly \$8,440.09 - \$14,755.16 Monthly \$101,281.02 - \$177,061.87 Annually

### CLASS CONCEPT:

Under administrative direction, plans, organizes and directs the activities of the Fire Department; and performs other related duties as required.

The County Fire Chief is a single position class and serves at the direction of, and receives overall policy guidance from, the County Executive Officer. The position has the special responsibility for providing leadership and management direction in the selection, training, utilization, and evaluation of Fire Department personnel. Will direct major department programs which include fire prevention, public education, fire inspection, arson investigation, fire suppression, control, and disaster preparedness emergency services; administers and interprets work rules, policies and procedures; directs the activities of a department that provides a range of fire services in the unincorporated areas of the County.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2), (5) and (6) of the County Management Resolution and serves at the pleasure of the County Executive Officer.

**REPRESENTATION UNIT:** Management

### EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Responsible for the administration and control of the County Fire Department in order to provide fire prevention, fire suppression, rescue services and disaster preparedness, and emergency services to the residents of Riverside County.
- Supervises firefighting and administrative personnel responsible for wildland and structural fire protection.
- Under general direction, is responsible for performing and coordinating responsible administrative work in such fields as fire administration, including organization of staff, financing, equipment management and maintenance, communications and records, and laws, rules and regulations relating to the control and prevention of fires.
- Directs and coordinates the efforts of all fire companies on initial and major emergency operations in the areas protected; responds to alarms and directs operations at scene of large fires; investigates causes of fires and makes reports to proper law enforcement authorities.
- Develops and submits for approval to the County Board of Supervisors a long-range, Fire Protection Master Plan.
- Represents the County in its relations with local, state and federal fire and emergency response

agencies, and represents the department before the Board of Supervisors and community groups.

- Supervises administrative details including selection, assignment, utilization, training, discipline of personnel and the maintenance, operation and proper utilization of equipment, fire stations, and other facilities; the inventory and requisitioning of materials, supplies, and equipment; the continuing development and utilization of a fire communications system.
- Exercises responsibility for preparation and development of the departmental budget; recommends and presents to the County Executive Officer budgets, official correspondence and operational problems of the fire companies; develops plans for future operations and projected needs of the department; directs, supervises and evaluates fire prevention and suppression activities.
- Supervises and reviews all tentative subdivision maps for water supply mains, hydrants, and related items; negotiates fire protection contractual agreements with incorporated cities wishing to or already participating in the Riverside County Regional Integrated Fire Protection System; responsible for the County's disaster preparedness program.
- Makes presentations to the Board of Supervisors; advises Board of Supervisors annually on status of insurance ratings; attends public functions; promotes fire safety and prevention; maintains relations with other jurisdictions; directs and controls coordination with community volunteer fire organizations in order to integrate volunteer efforts with those of full-time paid personnel.
- Conducts inspections of the fire company equipment and facilities, as necessary; advises on the adequacy of housing of all firefighting equipment, and makes recommendations for additional fire stations to meet the appropriate service level needs; establishes and maintains a comprehensive communication system between all companies and a central dispatch command center; responsible for assuring adequate training programs are instituted on a regular basis for all Companies who participate in the fire program.

**RECRUITING GUIDELINES:**

Knowledge of: Full-service fire or emergency operational functions; principles of long-range planning; principles and practices of personnel management and labor relations; funding strategies; principles and practices of budget and financial management; resource management; conflict management; principles of personnel supervision; practices, equipment and technology. Thorough knowledge of variety of fire hazards, fire prevention and control methods; general knowledge of principles of budget preparation and administration.

Ability to: Plan, organize, prioritize, coordinate and delegate work; manage staff response to all forms of fire, medical, and other emergencies; communicate effectively orally and in writing; analyze data and evaluations and recommendations; establish priorities; formulate, explain and interpret policy; maintain relationships with staff, other departments, elected officials, colleagues, business, and community groups; persuade and motivate others; provide direction and leadership to others; manage resources.

Education: Three years of managerial and administrative experience in a fire department or fire control agency and substantial multi-divisional incident command experience on major incidents;

OR

A combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

**OTHER REQUIREMENTS:**

Possession of a valid California Class C Driver's License at the time of appointment.