

## MONTECITO FIRE PROTECTION DISTRICT

### Agenda for the Special Meeting of the Board of Directors

Montecito Fire Protection District Headquarters  
595 San Ysidro Road  
Santa Barbara, California

October 3, 2022 at 2:00 p.m.

Agenda items may be taken out of the order shown.

1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District. (30 minutes total time allotted for this discussion.)
2. That the Board of Directors approve the Fire Chief Job Description. (Strategic Plan Goal 1)
  - a. Staff report presented by Fire Chief Taylor.
3. Fire Chief's report.
4. Board of Director's report.

#### Adjournment

This agenda posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is September 30, 2022.



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Kevin Taylor, Fire Chief

Note: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 969-7762. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

Materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Montecito Fire Protection District's office located at 595 San Ysidro Road during normal business hours.

October 3, 2022



# Agenda

## Item #2






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## STAFF REPORT

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**To:** Board of Directors  
**From:** Kevin Taylor, Fire Chief   
**Date:** October 3, 2022  
**Topic:** Fire Chief Job Description

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### Summary

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The Board directed staff to update the Fire Chief Job Description.

### Discussion

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The Fire Chief Job Description was last updated several years ago. Since then, knowledge, skills, abilities, and experiences required of the Fire Chief have changed substantially. Additionally, at least one report commissioned by the district recommended that the board consider adding formal degree requirements to this job description.

The proposed Fire Chief Job Description adds the recommended formal degree requirements suggested in the report. It consists of several sections: summary job description, representative duties and knowledge, abilities, required qualifications, desired qualifications, special requirements and physical demands working environment. Specific requirements in each section represent industry norms and best practices and are similar to other local Fire Chief Job Descriptions.

The incumbent Fire Chief and all potential internal candidates exceed all listed required and desired qualifications in the Draft Fire Chief Job Description.

### Conclusion

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Staff recommends that the Board of Directors approve the Fire Chief Job Description.

### Attachments

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1. Draft Fire Chief Job Description
2. Current Fire Chief Job Description

### Strategic Plan Reference

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1. Strategic Plan Goal #1; Deliver exceptional emergency services to our community.

## Fire Chief Job Description

Class or job specifications are intended to present a descriptive list of the range of duties performed by employees in the class or position. Specifications are not intended to reflect all duties performed within the job. Employees acting in this position will be held to this standard as well as that of their assigned rank. The Fire Chief is exempt and serves at the pleasure of the Board of Directors.

### Summary Job Description

Under the policy direction of the Board of Directors, the Fire Chief is responsible for the effective and efficient operation of all aspects of the Fire District. The Fire Chief administers, plans, organizes, coordinates, and directs all aspects of the Fire District.

### Representative Duties and Responsibilities

- Administers, plans, organizes and supervises operations of the Fire District
- Develops and proposes annual budget to the Board of Directors, ensures that acquisitions and expenditures are within District policy
- Promotes positive relations with the Board of Directors, local elected officials, other government agencies, community members, and Fire District staff
- Coordinates Fire District activities with other entities such as cities, counties, special districts, and state agencies
- Develops, implements and enforces District policies, rules and regulations and standard operating procedures
- Responsible for the recruitment, retention, hiring, promotion, and discipline of all Fire District personnel
- Conducts research, makes recommendations, prepares, and presents reports to the Board of Directors concerning Fire District operations
- Represents the District in the negotiations of cooperative agreements with other entities
- Responds to major fires and other major emergency incidents at any time of the day, evaluates situations and resources; makes determination regarding command and may assume command of the incident when deemed necessary
- Oversees investigations of complaints from the public and Fire District personnel and takes appropriate action
- Represents and promotes the Fire District's interest to local, state or federal officials, special interest groups, and the public, attends meetings or special functions after hours and on weekends which may require travel
- Attends meetings of the Board of Directors, prepares, and presents reports as necessary
- Supervises, trains, and evaluates assigned staff
- Collaborates with firefighters association as needed
- Other related duties as necessary to ensure the success of the organization

### Knowledge

- Principles and practices of public and community relations; municipal government, and fire department administration
- Modern principles, methods and practices of fire suppression and prevention, rescue operations, hazardous material response, and emergency medical services
- Federal and state regulations and guidelines governing operations and activities of a Fire Department and a Fire District

- Structures, operations and roles with the National Incident Management System, Incident Command System; and Emergency Operations Center
- Principles of municipal personnel management practices, budgeting, supervision, and training

#### Required Qualifications

- 10 years' experience in the fire service with at least five years of service at the Chief Officer level, including one year in an administrative capacity
- Bachelor's degree in a job related or similar field
- Possess and maintain a valid California driver's license and satisfactory driving record
- Possess and maintain a minimum of Emergency Medical Technician certification

#### Desirable Qualifications

- Master's degree
- California State Fire Marshal Certification as: Fire Chief, Chief Officer, or Executive Chief Fire Officer
- Experience in administration including special district governance, budget, finance, and human resources
- Residency within the District is strongly preferred; must reside within 30 miles

#### Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work is performed both outdoors and in a typical office environment and requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb with the following characteristics:

- Mobility – frequent use of keyboard; frequent sitting, standing and/or walking for long periods of time; occasional bending, squatting, lifting, carrying, pushing, pulling, climbing, and walking on uneven surfaces, ladders, or surfaces that may be slippery from fire or water damage
- Lifting – occasional lifting up to 75 pounds; frequent lifting, pushing and/or carrying of objects weighing up to 25 pounds
- Vision – constant use of overall vision; frequent reading and close-up work as well as driving and other distance related activities
- Dexterity – frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching
- Hearing/Talking – frequent hearing and talking, in person and on the telephone
- Emotional/Psychological – frequent decision-making and concentration with periodic emergency operational decision-making under conditions of extreme physical and/or mental pressure; frequent public and/or co-worker contact; occasional working alone
- Environmental – frequent exposure to all types of weather conditions and marked changes in temperatures; potential inhalation or contact with smoke, vapors, dust or gasses; possible exposure to potentially harmful chemical or biological agents; frequent exposure to computer screens and noise

## **Fire Chief Job Description**

### **Summary Job Description**

The Fire Chief is the Chief Executive Officer of the Fire District and is responsible for the administration of all District functions. The Fire Chief carries out the policies of the Fire District Board of Directors and directs the activities of District employees.

Generally, the Fire Chief administers Board of Directors policy and manages the daily operation of the District through his direct subordinates and through communication with all District employees. He or she deals with senior level administrators and elected officials of other governmental agencies, quasi-public agencies and private organizations/associations that have influence on the Fire District. The board encourages the Fire Chief's participation as both a necessity for protecting the viability of the Fire District and as support or the fire service in general which benefits the District. The Board also wishes to support and utilize the mutual aid and ICS systems. The active participation of the District in these systems provides opportunities for the development of our personnel and also supports a strong mutual aid system that the District may depend upon during an emergency here. This requires that Fire District personnel participate in incident management teams.

The Fire Chief develops and maintains personal working relationships with many people, including local politicians, local fire chiefs, homeowners' groups, local associations, State politicians, and many others.

### **Representative Duties and Knowledge**

Knowledge of modern firefighting techniques and laws and ordinances pertaining to Fire District operation. Knowledge of capabilities and limitations of a variety of firefighting equipment. Ability to review the operating effectiveness of a fire department and institute improvements, establish and maintain clear, consistent practices and policies, supervise the work of others and effectively maintain morale and discipline. Communicate effectively orally and prepare written reports, establish and maintain effective relationships with the Board of Directors, other agencies, county officials, employees, and the public.

Must reside within 20-minute travel time of the headquarters fire station to facilitate direction of major emergencies.

Possession of a California Driver's License, and a satisfactory driving record are required for the duration of appointment.