

Those persons wishing to speak on any item, whether or not it is included on the agenda, are requested to fill out and submit to the Clerk of the Board a "Request to Speak" form. Thank you.

It is the intention of the Chino Valley Independent Fire District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Chino Valley Independent Fire District will attempt to accommodate you in every reasonable manner. Please contact the Administration Office (909) 902-5260 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the District's Administrative Headquarters, 14011 City Center Drive, Chino Hills, CA 91709.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**  
***Special Meeting - Standing Committee Meeting***  
***Human Resources Committee***

Administrative Headquarters  
14011 City Center Drive  
Chino Hills, CA 91709

Wednesday, March 30, 2022  
8:30 a.m. - Open Session

**\*\* TELECONFERENCE MEETING INFORMATION \*\***

In accordance with AB 361 this meeting will be conducted remotely.

In order to participate in this meeting, please follow the following instructions.

Current Meeting GoToWebinarURL:

<https://attendee.gotowebinar.com/register/1210107525937695502>

Please be aware that when you join the meeting real-time, your screen name will appear on the GoToWebinar screen.

For ADA accommodations, please contact the Clerk of the Board at (909) 315-8805 or by email at [clerk@chofire.org](mailto:clerk@chofire.org) 48 hours prior to the meeting.

**REAL-TIME AND RECORDED PUBLIC VIEWING OF COMMITTEE MEETINGS**

The Committee will use the platform GoToWebinar to hold Committee Meetings. Register using the GoToWebinar URL listed on the Committee meeting agenda.

Upon entering the meeting, you will be in listen-only mode and muted until called on.

For telephone real-time listen-only mode, registration is not required. Please follow the instructions below:

1. Call: 1 (877) 568-4108
2. Enter attendee number: 331-499-331
3. Select the # key: 613-276-907

**PUBLIC COMMENTS**

The public will have the option to either submit a public comment by email to be read into

the record by the Clerk of the Board at the requested time during the Committee Meeting, or participate real-time at the appropriate requested time during the meeting by registering for the meeting and selecting the “raise hand” feature and the appropriate time.

**PUBLIC COMMENT** – To be read by the Clerk of the Board during Committee Meeting:

- Email your comments to [clerk@chofire.org](mailto:clerk@chofire.org)
- Email subject line should read: “Public Comment – Read by Clerk of the Board.” List date of meeting. The body of the email should include the public comment exactly as it should be read by the Clerk of the Board during the meeting. Specify if the comment is on a topic not on the agenda. If the topic is not on the agenda, please provide a topic description. If the comment is on a specific item on the agenda, please clearly describe the location of the item on the agenda such as New Business and state the number of the agenda item.
- Comments read by the Clerk of the Board must be limited to 300 words.
- Submit emails 1 hour prior to the start time of the Committee Meeting.
- Please note that your name will be read into the record.

**PUBLIC COMMENT** – Real-time public participation during Committee Meeting:

If you wish to provide a real-time public comment, please register at GoToWebinar URL:

<https://attendee.gotowebinar.com/register/1210107525937695502>

When registering for a real-time public comment, specify if the comment is on a topic not on the agenda. If the topic is not on the agenda, provide a topic description. If the comment is on a specific item on the agenda, clearly describe the location of the item on the agenda such as New Business and state the number of the agenda item. You may also use the “raise hand” feature at the appropriate time and you will be called upon and unmuted.

- Log on to GoToWebinar with the URL link provided on the Committee agenda 15 minutes prior to the start of the meeting. Upon entering the meeting you will be muted.
- Registered attendees will be unmuted at the time of the public comment.
- Attendees may also need to “unmute” their own devices to be heard.
- When your name is called, begin the public comments by stating your name and address (optional) for the record.
- Comments must be limited to 5 minutes.

## **AGENDA**

### **ROLL CALL**

### **FLAG SALUTE**

### **INVOCATION**

Chaplain Henry Aguilar

### **PUBLIC COMMUNICATIONS**

This is the time and place for the general public to address the Committee about subjects that do not appear elsewhere on the agenda. The public may address items on the agenda at the

time addressed by the Committee.

Due to Board policy and Brown Act requirements, action may not be taken on any issue on the agenda. When you address the Board, please state your name and address (optional) prior to making your remarks. Please limit your comments to 5 minutes.

## MINUTES

### 1. Minutes - January 31, 2022 Meeting

OLD BUSINESS - None

## NEW BUSINESS

### 2. ESTABLISHMENT OF THE JOB SPECIFICATION AND POSITION OF ASSISTANT TO THE FIRE CHIEF (MANAGEMENT)

Purpose is to review and discuss the proposed establishment of the position of Assistant to the Fire Chief and job specification, adopting the recommended salary range.

### 3. CLASSIFICATION SPECIFICATION AND SALARY RANGE – FULL-TIME FIRE EQUIPMENT MECHANIC POSITIONS

Purpose is to review and discuss the job specifications and establishment of the positions of Fire Equipment Mechanic and Lead Fire Equipment Mechanic, and proposed salary ranges.

### 4. AUTHORIZE AN ADDITIONAL SIX (6) FIREFIGHTER/PARAMEDIC POSITIONS

Purpose is to review and discuss a proposed increase to overall staffing of the District by an additional six (6) Firefighter/Paramedics. This will bring the total number of fire suppression staff from 99 to 105 full-time positions.

## ADJOURNMENT

I, Sandra Heney, Clerk of the Board, on behalf of the Board of Directors, do hereby certify that a copy of this agenda has been posted by 6:00 p.m. on Friday, March 25, 2022.



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Sandra Heney, Clerk of the Board

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**

**NO STAFF REPORT**

Minutes - January 31, 2022 Meeting

**ATTACHMENTS:**

Minutes - January 31, 2022 Meeting

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**

*Special Meeting - Standing Committee Meeting*

*Human Resources Committee*

Administrative Headquarters  
14011 City Center Drive  
Chino Hills, CA 91709

Monday, January 31, 2022  
3:00 p.m. Committee Meeting

**MINUTES**

TELECONFERENCE MEETING ANNOUNCEMENT

Director Ramos-Evinger opened the meeting at 3:00 p.m. and stated that in accordance with AB361, the Chino Valley Fire District will hold this special committee meeting remotely. She explained the process for members of the public to participate in the meeting and provide public comment. Director Ramos-Evinger also announced that the meeting would be recorded.

ROLL CALL

Director Sarah Ramos-Evinger  
Director Harvey Luth  
Fire Chief Dave Williams  
Deputy Chief Jeremy Ault  
Clerk of the Board Sandra Heney  
HR Consultant Andrew Tse  
Finance Director Steve Heide  
Administrative Secretary Cisneros

FLAG SALUTE

Director Sarah Ramos-Evinger

INVOCATION

Chaplain Henry Aguilar

CHANGES TO THE AGENDA

Director Ramos-Evinger asked Clerk of the Board Sandra Heney if there were any changes to the agenda.

Clerk of the Board Heney stated that there were no changes.

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes – June 28, 2021 Meeting

The Committee agreed to file the minutes, as presented.

OLD BUSINESS

None.

NEW BUSINESS

2. RECLASSIFICATION OF PART-TIME OFFICE TECHNICIAN POSITION (EMS/TRAINING) TO FULL-TIME ADMINISTRATIVE SECRETARY (EMS/TRAINING)

Purpose is to review and discuss the proposed reclassification of the part-time Office Technician (EMS/Training) position to full-time to Administrative Secretary (EMS/Training).

Deputy Chief Jeremy Ault stated that the EMS/Training division is responsible for managing several key programs that directly impact the mission of the Fire District. This would include Emergency Medical Services Administration, managing and directing all aspects of training for District personnel, as well as coordinating the activities at the Training Center. Additionally, the EMS/Training staff are tasked with tracking, evaluating, and synthesizing data to determine our current operational effectiveness, which drives organizational growth and improvement. Currently, the EMS/Training Division is supported by one part-time Office Technician.

Deputy Chief Ault stated that the management of Emergency Medical Services and Training in the District requires significant administrative support. Scheduling classes, managing and tracking certifications and credentials, as well as supporting critical programs such as the District's Cardiac Care Program are supported by the part-time office technician. The increase in demand for administrative support has outpaced the capacity and scope of one part-time Office Technician.

Deputy Chief Ault stated that the Training Center has become a hub for all internal department District training. It is often the host location for county and regional meeting and training events, home to the Mt. San Antonio Fire Academy, and is used by many partner agencies from various municipalities. While the District is proud and honored to host these numerous entities, the additional activity increases the demand on the part-time Office Technician responsible for scheduling, managing, and tracking these various events.

Deputy Chief Ault stated that Staff has conducted a review and study of the current job descriptions for Office Technician and an Administrative Secretary. He further stated that staff has determined that the current and future needs of the District at the Training

Center align with the job description of an Administrative Secretary, and support a reclassification of the current part-time Office Technician position to a full-time Administrative Secretary.

Deputy Chief Ault stated that the differential between the salary schedule of the current position (part-time Office Technician) and the proposed reclassification (full-time Administrative Secretary) would result in a fully burdened annual cost increase of approximately \$56,445. This increase is reflective of the salary increase and the addition of benefits. Assuming an April 1 effective date, the prorated fiscal impact for the remainder of the current fiscal year would be approximately \$14,111. If approved, the fiscal impact of the reclassification for Fiscal '21-22 could be absorbed in the board-approved budget and would not require a budget adjustment at this time.

Deputy Chief Ault stated that the district has the depth of talent necessary to fit the needs of the district within our current workforce. He further stated that if the committee and board of directors approve the position, we would move forward with an internal promotional recruitment process.

It is recommended that the Human Resources Committee review and discuss the request for reclassification of the part-time Office Technician position (EMS/Training), to full-time Administrative Secretary (EMS/Training) and provide direction to staff.

Director Ramos-Evinger asked Clerk of the Board Heney if there was Public comment.

There was no public comment.

Director Ramos-Evinger asked for Committee comment.

Director Luth asked who is currently doing these functions.

Deputy Chief Ault stated that the office technician assigned to the Training Center provides current support. He further stated that the reclassification will provide an opportunity to increase or take advantage of more opportunities in the future which would require the increase of hours and the increase of duties and responsibilities.

Deputy Chief Ault stated that as we transition into digital processes and increased workloads, we need to stay with the parameters of the current job classification but anticipate being able to accomplish more if we were to increase that position.

Director Luth asked if there will be a new job description developed.

Deputy Chief Ault stated that the current administrative secretary job description will meet the current need.

Deputy Chief Ault stated that the reclassification would provide expansion of our ability to analyze and process data and configure more reports. He further stated that one of the key differences would be providing direct support to management positions.

Deputy Chief Ault stated that as of right now, all three Deputy Chiefs are sharing one administrative secretary and the other secretary serves the Fire Marshal in Community Risk Reduction.

Deputy Chief Ault stated that there is an increased opportunity for direct support to those management positions with this reclassification.

Director Ramos-Evinger stated that she understands the need for an administrative secretary to allow for a higher level of work and to support management.

Director Ramos-Evinger stated that our training department is full-time and there's a lot of requirements and definitely a need for this.

The Finance Committee agreed to move this item to the Full Board for approval as a New Business item.

#### ADJOURNMENT

The meeting was adjourned at 3:19 p.m.



**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: MARCH 30, 2022**

**TO: HUMAN RESOURCES COMMITTEE**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: ESTABLISHMENT OF THE JOB SPECIFICATION AND POSITION OF  
ASSISTANT TO THE FIRE CHIEF (MANAGEMENT)**

**PURPOSE:**

Purpose is to review and discuss the proposed establishment of the position of Assistant to the Fire Chief and job specification, adopting the recommended salary range.

**DISCUSSION:**

Currently the Fire Chief does not have any administrative or analytical support. Clerical support for the Fire Chief is shared among staff of the Office of the Clerk of the Board, mainly limited to the maintenance of the Fire Chief's calendar. The workload of the Office of the Clerk of the Board has rendered increasing difficulties for the staff to be able to provide sufficient support to the Fire Chief.

The Office of the Fire Chief is the Chief Executive Office of the District. This office is responsible for the day-to-day operations of the District as well as ensuring that Board of Directors policies are implemented. This is a difficult task for the Fire Chief to maintain on his own without any professional support. The proposed Assistant to the Fire Chief would be a non-sworn management position, similar in vein to the Assistant to the City Manager in a municipality. The ideal incumbent of the position would be a seasoned public servant who has previous municipal government or special district experience, specifically having the experience of working with elected and regional officials. The incumbent is expected to have the ability to be politically astute, neutral, and represent the Fire Chief, Fire District, and the Board of Directors in a positive manner. The Assistant to the Fire Chief will act as a liaison of the Fire Chief interfacing with department directors, elected officials, and community stakeholders. The incumbent will also perform analytical analysis and undertake projects as directed by the Fire Chief. This position will also provide management oversight for Board Meetings when the Clerk of the Board is not available.

The proposed base salary range for this position is \$139,068 to \$169,039 per year. Total compensation for a Classic PERS Member is estimated to be \$191,201 to \$221,171, and for a PEPRP PERS

Member is estimated to be \$187,820 to \$217,790. Due to the timing, by the time the selected candidate completes the District's background process, Fiscal Year 2021-2022 would have ended on June 30, 2022. This position is requested to be authorized and funding will be requested during the budget cycle for Fiscal Year 2022-2023.

**RECOMMENDATION:**

It is recommended that the Human Resources Committee review this request and provide direction to staff.

**ATTACHMENTS:**

ESTABLISHMENT OF THE JOB SPECIFICATION AND POSITION OF ASSISTANT TO THE FIRE CHIEF (MANAGEMENT)



## Chino Valley Fire District Position Classification

### Assistant to the Fire Chief

#### Position Summary

Under general supervision of the Fire Chief, provides a full range of highly complex staff assistance as well as administrative and analytical support to the Fire Chief; serves as the liaison between the Office of the Fire Chief and the general public; assist the Office of the Fire Chief with service needs of the members of the Board of Directors, District appointed boards and committees, and other entities seeking interaction with the Office of the Fire Chief or the District; oversees the general office support functions of the Office of the Fire Chief; provide management oversight for the Clerk of the Board Office in the absence of the Clerk of the Board; performs related duties as assigned.

#### Essential Job Functions

*The following are the duties performed by employees in this classification. However, this job specification is intended to identify essential functions and requirements of the job, and should not be considered all-inclusive.*

- Provide full range of highly complex staff assistance, administrative, and analytical support to the Fire Chief.
- Screen calls, requests, and maintain the Fire Chief's calendar of his daily appointments and activities.
- Prepare memoranda, correspondences, and other confidential documents, and ensures that materials and reports for signature are accurate and complete; proof read materials for accuracy, completeness, and compliance with District standards, policies, and procedures.
- Prepare and maintain the annual budget of the Office of the Fire Chief.
- Conducts assigned research and analysis; prepares staff reports, answer questions or arranges for compilation of data to assist in the decision-making process.
- Represent the Fire Chief at assigned meetings and events.
- Serve as an integral member of the Budget Team to compile the annual budget of the Office of the Fire Chief and the District.
- Serve as liaison between the Office of the Fire Chief and the general public, and other service users wanting to interface with the Office of the Fire Chief or the District.
- Review, determines the priority of tasks and requests; route incoming communiqués reports, requests to the appropriate District staff or department director.
- Act as liaison in coordinating matters between the Office of the Fire Chief and other department directors and managers.
- Respond to and resolves difficult and sensitive complaints and inquiries in collaboration with the appropriate District personnel and / or department director.
- Provide general and specialized information and assistance within area of assignment that may require the use of judgement, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate.
- Explain District programs, policies, rules, and procedures, and prepare responses, write reports, make recommendations and reviews with the Fire Chief as appropriate.
- Refer matters to appropriate District staff or department and/or take or recommend actions to resolve requests or complaints.
- Provide back-up coverage, as needed, for the Office of the Clerk of the Board.
- This position will also provide management oversight for Board Meetings when the Clerk of the Board is not available.

- Draft policies and procedures, as directed.
- Performs related duties as assigned.

**Qualifications**

***Knowledge of:***

- Organization, operation, and services of the District and of outside agencies as necessary to assume assigned responsibilities.
- Principles, practices and techniques of public administration and local government administration.
- Operations, services, and activities of an office administrative support program.
- Principles and practices of data research and record keeping.
- Methods of analyzing evaluating, and modifying administrative procedures.
- Principles and practices of public sector budget preparation and administration.
- General budgeting practices and procedures.
- Functions of public agencies, including the role of an elected Board and appointed committees.
- Rules and procedures governing the notice and conduct of public meetings.
- Pertinent federal, state, and local laws, codes, and regulations.
- Research and reporting methods, techniques and procedures.
- Sources of information related to a broad range of District services, as well as municipal programs, services, and projects in the District's service area.
- Principles of sound business communication, and business letter writing and report preparation.
- Proper English grammar, vocabulary, spelling and punctuation.
- Computerized office software systems.

***Ability to:***

- Work and act independently.
- Plan, organize, and carry out a full range of administrative and analytical assignments from the Fire Chief with minimal supervision and direction.
- Review, analyze and reconcile complex data, and perform complex analysis and research on a variety of administrative topics, identify alternative solutions, project consequences of proposed action, and implement recommendations in support of goals.
- Prepare and maintain accurate reports and records, and be able to analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Communicate with the Fire Chief, department directors, and staff and elected officials on complex issues.
- Maintain strict confidentiality regarding sensitive, non-public District business matters.
- Operate a variety of office equipment, computers and software, including the Microsoft Office suite of programs as well as specialized accounting programs.
- Analyze problems to identify solutions.
- Understand and apply general public administration practices.
- Understand, implement and apply management theories, principles and standards in a government environment.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Establish and maintain accurate reports and records.
- Communicate effectively both orally and in writing.
- Ability to attend after hours Board and other community meetings and events, as requested.
- Ability to attend off site training, seminars and other meetings which may involve overnight travel on occasion.
- Understand and follow written and oral instructions.

- Establish and maintain effective working relationships with others.

**Education and Experience Requirements:**

***Education:***

- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. A Master's degree in a related field is desirable.
- Possession and maintenance of a valid California Class C driver's license and satisfactory driving record.

***Experience:***

- Five years increasingly responsible administrative and analytical experience within a local government environment, including two years of supervisory experience. Experience in a governmental setting working with elected and appointed officials is highly desirable.

**Physical Profile**

Work is performed in a typical office environment with the following characteristics:

- Mobility – frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting – frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- Dexterity – frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; frequent public and/or co-worker contact; occasional working alone.
- Environmental – frequent exposure to computer screens and noise.

FLSA Status: Exempt  
Date Approved: \_\_/\_\_/2022

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: MARCH 30, 2022**

**TO: HUMAN RESOURCES COMMITTEE**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: CLASSIFICATION SPECIFICATION AND SALARY RANGE – FULL-TIME  
FIRE EQUIPMENT MECHANIC POSITIONS**

**PURPOSE:**

Purpose is to review and discuss the job specifications and establishment of the positions of Fire Equipment Mechanic and Lead Fire Equipment Mechanic, and proposed salary ranges.

**DISCUSSION:**

The District is currently utilizing several outside vendors for its fleet maintenance. A third-party vendor primarily maintains the heavy equipment, and a local vendor services the light fleet.

Based on the continual heightening operational needs of the organization and the necessity of minimizing single points of failure, the District identified the demand for a feasibility study of its Fleet Maintenance Program. This study includes the option of contracting out services with a private company for heavy equipment and or light-fleet maintenance, and the potential hiring of District-employed Fire Equipment Mechanics.

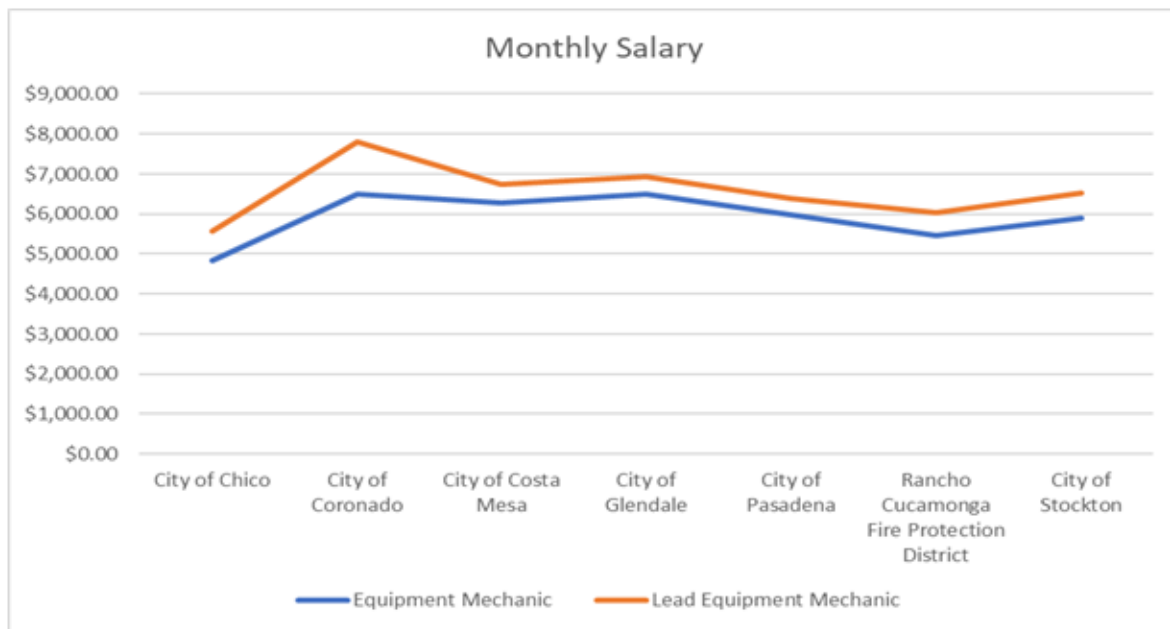
The District currently has thirty-five apparatus that are considered heavy fleet. The third-party vendor that currently services the District's heavy fleet follows a two-to-one mechanic to the apparatus safety factor. As the population and call volume increase, our fleet will need to grow accordingly. This will, in turn, stress the importance of a minimum of two full-time mechanics to effectively and efficiently maintain the District's fleet.

Management concurs with the recommendation of two Fire Equipment Mechanic positions and agrees they will provide the necessary level of experience and expertise that the District values. Furthermore, due to the level of responsibility, one of the positions will serve in a lead role for the overall fleet maintenance. The two mechanic positions will be under the leadership of the Support Services Deputy Chief.

The proposed monthly base salary range is for the Fire Equipment Mechanic is \$5,117 - \$6,219 (\$61,404 - \$74,628 annual). The proposed salary range for the Lead Fire Equipment Mechanic is \$5,629 - \$6,842 (\$67,548 - \$82,104 annual). The new proposed positions will result in an estimated annual financial savings of approximately \$75,000 compared to the

contract service fees the District currently pays the third-party vendors. This salary range reflects the current market for similar positions with comparable fire organizations in California.

The following graph depicts the results of a salary survey:



A cost analysis was performed regarding labor costs for maintaining the District’s heavy and light fleet vehicles. The following table outlines these costs for the last four years, including the current fiscal year:

TOTAL COSTS					
LIGHT/HEAVY FLEET VENDOR					
	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR
<u>VENDOR</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>
Light Fleet	\$33,064.00	\$13,488.15	\$13,586.69	\$26,797.85	\$12,644.69
Heavy Fleet	\$219,419.53	\$181,772.51	\$216,108.61	\$235,832.35	\$155,890.72
<b>TOTAL FY COST</b>	<b>\$252,483.53</b>	<b>\$254,721.86</b>	<b>\$229,695.30</b>	<b>\$262,630.20</b>	<b>\$168,535.41</b>

The funding for the proposed positions will be requested during the Fiscal Year 2022-23 budget process.

**RECOMMENDATION:**

It is recommended that the Human Resources Committee review the job specification for the Fire Equipment Mechanic and the Lead Fire Equipment Mechanic and the proposed salary ranges and provide direction to staff.

**ATTACHMENTS:**

Equipment Mechanic - Job Specification

Lead Equipment Mechanic - Job Specification





## Chino Valley Fire District Position Classification

### Fire Equipment Mechanic

#### Position Summary

Under the general supervision of the Deputy Chief of Support Services and their designee, performs skilled work in the full range of equipment, vehicles, and fire service apparatus of the District; performs related duties as assigned.

#### Essential Job Functions

*The following are the duties performed by employees in this classification. However, this job specification is intended to identify essential functions and requirements of the job and should not be considered all-inclusive.*

- Perform safety inspections, work-quality control, routine and preventive maintenance, repair heavy truck chassis, fire components, pumpers, aerials, ambulances, and other District vehicles.
- Perform major repair work on water pumps and pump transmissions, foam systems, water valves and instrumentation, drive-train, steering, hydraulic, electrical, suspension, air compression, air/hydraulic brake systems, ignition, hydraulic pumps, electrical and controls and air conditioning systems.
- Inspects, diagnoses, repairs, overhauls, and replaces systems and components including, but not limited to engines, brakes, transmission, suspension, steering, cooling, heating/ventilation/air conditioning, exhaust, electrical, fuel systems (diesel, gasoline, CNG, electromotive), emissions, hydraulic, body/cabin, safety, District generators, District compressors, and related computer-controlled systems or components.
- Inspects wheels and tires; performs all tire maintenance functions, including dismounting, repairing, remounting, and balancing various tires in service on District fleet vehicles.
- Performs fabrication tasks using various welding and cutting tools and equipment.
- Identifies needed parts, prepares part(s) request form, and conducts quality control on amounts received.
- Responds to road calls and performs on-site diagnostics and repairs on vehicles and equipment.
- Perform work as directed by the Deputy Chief and/or their designee.
- Perform occasional metal work such as cutting, welding, soldering, minor fabrication and outfitting of new vehicles.
- Ensures shop cleanliness and maintenance regularly.
- Processes and tracks repair orders.
- Performs road tests on vehicles to assure proper operating levels.
- Operates computer to document repair work and maintenance daily.
- Monitors and advises all safety-related issues related to the shop area, vehicles, and wherever maintenance is performed.
- Available to perform emergency repair work after hours, including nights, weekends, and holidays.
- Keeps current with new technology, including participating in District-wide required training.

- Dispose of hazardous waste by safety guidelines.
- Assists with District events, functions, and training for firefighters/drivers.
- Other duties as assigned.

## **Qualifications**

### ***Knowledge of:***

- Knowledge of occupational hazards and standard safety precautions necessary in the performance of the work.
- Knowledge of gasoline and diesel engines' operating principles and mechanical repair of heavy trucks and equipment.
- Knowledge of methods, materials, tools, and techniques in diagnosing, repairing, and maintaining various heavy and light equipment.
- Knowledge of effective customer service.

### ***Ability to:***

- Work and act independently.
- Operate volt ohmmeter, amp meter, pressure gauges, nozzle, and valve repair kits, calibrating tools for engines, rakes, micrometers, dial calipers, welders, grinders, etc. torch, brazing rod, precision gauges, inspection, and diagnostic equipment.
- Read and follow the simple to complicated instructions, schematics, and other information in repair manuals and repair of fire and EMS vehicles and equipment.
- Performs calculations and works with numbers to solve problems.
- Reads and understands reference books and complicated procedures and manuals.
- Pay attention to detail while ensuring crews observe safety precautions.
- Appropriately records repairs and parts used.
- Adapt available tools and repairing parts to specific repair problems.
- Use a computer and basic knowledge of word processing.
- Performing welding, cutting, and fabrication work.
- Responsibly use and care for tools used in equipment repair work.

## **Education and Experience Requirements:**

### ***Education:***

- High School Diploma 3+ years of mechanical repair and maintenance work, or equivalent combination of education and experience.
- Possess Class A or B California Driver License (CDL) and acceptable driving record or the ability to obtain within six months of employment.
- ASE Mechanic certification preferred.
- Must obtain Emergency Vehicle Technician (EVT) I certification within two years of hire date.
- California Fire Mechanics Academy (CFMA) Level I certification is desirable.
- Successful completion of the California Fire Mechanics Academy (CFMA) certification for Fire Mechanic I is required within two years of employment. The acquisition of the Fire Mechanic II certification is required within four (4) years of appointment to the classification.
- The incumbent must maintain all certifications throughout the course of employment in this classification.
- Required journey level hand tools sized to a minimum of 1 1/2".
- Must pass a pre-employment drug screen, physical, criminal background check, polygraph examination, and psychological evaluation.

**Experience:**

- Three (3) years of mechanical repair and maintenance work on light and heavy gasoline/diesel machinery, or equivalent combination of education and experience.
- Knowledge and experience, including the repair, service, and maintenance of fire equipment, is required.

**Physical Profile**

Work is performed in a typical automotive repair shop, field, or fire station with the following characteristics:

- Mobility – frequent bending, twisting, reaching, kneeling, and lifting such as retrieving and replacing materials, supplies and inventory maintenance, and repairing vehicles and heavy equipment.
- Lifting – frequently up to 50 pounds; occasionally up to 75 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- Dexterity – frequent repetitive motion; regular repair tools; grasping, holding, and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; systematic supervisor and co-worker contact; occasional working alone.
- Environmental – Work is performed in an automotive repair shop or at a fire station; may be subject to exposure to extreme weather conditions, hazardous chemicals, and fumes common to automotive repair shops.
- Operates various emergency vehicles and equipment on an as-needed basis (for testing purposes)

FLSA Status:            Non-Exempt  
Date Approved:        \_\_/\_\_/2022



## Chino Valley Fire District Position Classification

### Lead Fire Equipment Mechanic

#### Position Summary

Under the supervision of the Deputy Chief of Support Services and their designee, schedules, assigns, and leads the work of equipment maintenance personnel and performs highly skilled electromechanical work involving the diagnosis, maintenance, and repair work of a wide range of fire vehicles, apparatus, district generators, and compressors; operates and demonstrates the proper use of vehicle testing and diagnostic equipment, and perform other related duties as assigned.

#### Essential Job Functions

*The following are the duties performed by employees in this classification. However, this job specification is intended to identify essential functions and requirements of the job and should not be considered all-inclusive.*

- Conduct orientation and training of new employees and ensure that safety practices and equipment maintenance standards are achieved.
- Perform the duties of a Fire Equipment Mechanic.
- Prioritize and assign tasks to fire maintenance personnel; explains work methods, demonstrate the operation of diagnostic equipment, and check work for conformance with quality and production standards.
- Lead and participate in complex or large-scale repairs and guide how the tasks are completed.
- Maintains shop inventory by coordinating standard part and tool purchases with vendors; tracks and updates parts and service records.
- Perform occasional metal work such as cutting, welding, soldering, minor fabrication and outfitting of new vehicles.
- Review service orders or work requests and independently diagnoses causes of more complex problems; determines the extent of needed repairs or adjustments and whether exterior repairs or manufacturer recall work might be required.
- Perform major repair work on water pumps and pump transmissions, foam systems, water valves and instrumentation, drive-train, steering, hydraulic, electrical, suspension, air compression, air/hydraulic brake systems, ignition, hydraulic pumps, electrical and controls and air conditioning systems.
- Arrange for the delivery and return of fire vehicles and equipment as part of exterior repairs.
- Overhauls and repairs gas and diesel engines and transmissions, including valves, pistons, piston rings, main bearings, and crankshafts.
- Repairs and maintains district generators and compressors, including service records.
- Perform primary engine diagnosis involving testing, analysis, adjustments, and modifications of compression and hydraulic systems and emissions systems.
- Repair front suspension systems, including bushings, kingpins, tie rods, and ball joints.
- Consider how specialized electrical, electronic, mechanical adaptations of equipment can be completed in a cost-effective and timely manner, either with shop personnel or other

service providers.

- Drive service vehicles and Fire apparatus into and out of the Fire Shop bays and other locations for maintenance work and to perform road test drives.
- May participate in District apparatus specifications and procurement with a designated team.
- Other duties as assigned.

## **Qualifications**

### ***Knowledge of:***

- Knowledge of diagnosis and troubleshooting procedures required to solve significant maintenance and complex repair problems.
- Knowledge of operating principles of gasoline and diesel engines and fuel injection systems; mechanical tune-up, smog testing, and general repair and maintenance procedures and techniques.
- Knowledge of electrical, electronic, and heavy equipment hydraulic systems.
- Knowledge of overhaul practices related to transmissions, brakes, and rear axles
- Knowledge of methods, tools, materials, equipment, and procedures used to diagnose, overhaul, repair, and adjust automobiles' components and operating systems, light-duty, and heavy-duty vehicles and equipment.
- Knowledge of safety procedures and precautions governing the operation, maintenance, and use of tools, vehicles, and equipment.
- Knowledge of primary arc and gas welding techniques.
- Knowledge of State and County regulations about the handling and disposal of hazardous waste and related clean air emission requirements.
- Knowledge of effective leadership techniques.

### ***Ability to:***

- Ability to plan, estimate, coordinate, and schedule the work of others.
- Work and act independently.
- Operate volt ohmmeter, amp meter, pressure gauges, nozzle, and valve repair kits, calibrating tools for engines, rakes, micrometers, dial calipers, welders, grinders, and torch, brazing rod, precision gauges, inspection, and diagnostic equipment.
- Read and follow the simple to complicated instructions, schematics, and other information in repair manuals and repair of fire and EMS vehicles and equipment.
- Performs calculations and works with numbers to solve problems.
- Prepare and maintain various reports and records about inventory/parts; test, diagnose and evaluate electrical and mechanical malfunctions.
- Read and interpret plans, specifications, and manuals.
- Overhaul, repair, maintain and inspect automobiles, light and heavy-duty vehicles, and equipment.
- Demonstrate work methods, procedures, and equipment.
- Operation techniques to lesser skilled personnel and answer questions regarding diagnosis, trouble-shooting, and repair practices.
- Enforce safety rules and policies.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with staff, management, contractors, and vendors.

- Complete and check work service records and time reports.

### **Education and Experience Requirements:**

#### ***Education:***

- Equivalent to high school graduation or G.E.D., supplemented by vocational coursework, training, or certification in fire equipment technology.
- Class A or B California Driver License is required with an acceptable driving record.
- ASE Mechanic certification preferred.
- Must obtain Emergency Vehicle Technician (EVT) certification within one year of hire date.
- California Fire Mechanics Academy (CFMA) Level II certification is required. CFMA Level III certification is highly desirable. The incumbent must maintain all certifications throughout the course of employment in this classification.
- Required journey level hand tools sized to a minimum of 1 1/2".
- Must pass a pre-employment drug screen, physical, criminal background check, polygraph examination, and psychological evaluation.

#### ***Experience:***

- Four or more years of diagnosis, repair, and maintenance experience involving fire apparatus, light-duty vehicles, and fire equipment, including diesel equipment.

### **Physical Profile**

Work is performed in a typical automotive repair shop or fire station with the following characteristics:

- Mobility – frequent bending, twisting, reaching, kneeling, and lifting such as retrieving and replacing materials, supplies and inventory maintenance, and repairing vehicles and heavy equipment.
- Lifting – frequently up to 50 pounds; occasionally up to 75 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- Dexterity – frequent repetitive motion; regular repair tools; frequent grasping, holding, and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; systematic supervisor and co-worker contact; occasional working alone.
- Environmental – Work is performed in an automotive repair shop or at a fire station; may be subject to exposure to extreme weather conditions, hazardous chemicals, and fumes common to automotive repair shops.
- Operates various emergency vehicles and equipment on an as-needed basis (for testing purposes)

FLSA Status:            Non-Exempt  
Date Approved:        \_\_/\_\_/2022

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: MARCH 30, 2022**

**TO: HUMAN RESOURCES COMMITTEE**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: AUTHORIZE AN ADDITIONAL SIX (6) FIREFIGHTER/PARAMEDIC  
POSITIONS**

**PURPOSE:**

Purpose is to review and discuss a proposed increase to overall staffing of the District by an additional six (6) Firefighter/Paramedics. This will bring the total number of fire suppression staff from 99 to 105 full-time positions.

**DISCUSSION:**

The Board of Directors has given staff the approval to design and build Fire Station 68. Once construction is completed, Station 68 will be staffed with fire suppression personnel and will become operational. As the Board is aware, the purpose of adding Fire Station 68 to our deployment model was due to a significant geographical coverage issue in the southwest portion of the District and to increase All-Risk Fire Suppression/Emergency Medical Services coverage in this portion of the District. This increased coverage will help decrease response times to emergency incidents, which can help improve patient outcomes, increase survivability for fire victims, and lead to quicker suppression efforts, thereby limiting the potential for property damage.

The Board and the Standards of Cover report (completed by City Gate) have demonstrated a need for additional coverage in Fire Station 68's proposed area of responsibility for several years now. In lieu of waiting for Fire Station 68 to be completely built, before deploying additional suppression personnel, staff is recommending that an additional two (2) Firefighter/Paramedics are deployed daily beginning July 1, 2022. The two (2) additional daily Firefighter/Paramedics would staff another paramedic unit (ambulance, paramedic squad, etc.) in the District until the ambulance crisis has been resolved or until Fire Station 68 is opened and staffed. This would equate to a total of six (6) additional Firefighter/Paramedics being added to the overall number of fire suppression personnel and would increase the total number of personnel from 99 to 105.

Computation of fiscal impact is based on Step B of the Firefighter Paramedic salary scale. This is the step that lateral candidates are typically appointed. Given the robust recruitment the District just completed that yielded over 100 lateral applicants, it is anticipated that the six (6) positions will be filled with experienced lateral personnel. The proposed addition of six (6) is a base salary of \$139,068 to \$169,039 per year. Total compensation for Classic PERS Members is estimated to be \$159,264 per Firefighter/Paramedic, and PEPRAs PERS Members is estimated to be \$151,193 per Firefighter/Paramedic. Total compensation for six (6) Firefighter/Paramedics is estimated to be approximately \$955,600 for the fiscal year. These positions are requested to be authorized and will request funding during the budget cycle for Fiscal Year 2022-2023.

**RECOMMENDATION:**

It is recommended that the Human Resources Committee review this request and provide direction to staff.