

**City of Carson City
Agenda Report**

Date Submitted: 6-26-12

Agenda Date Requested: 7-5-12

Time Requested: 5 Minutes

To: Board of Supervisors

From: Stacey Giomi, Fire Chief

Subject Title: For Possible Action: To approve a change in the budgeted position in the Fire Department FY 2013 budget to include adding a Fire Prevention Captain position. (*Stacey Giomi*)

Staff Summary: In order to provide oversight in the Fire Prevention Bureau, the Fire Chief would like to add a new position, Fire Prevention Captain, whose duties will include filling a lead role in the division. This position will take the place of the recent Fire Inspector 2 position that opened due to a retirement.

Type of Action Requested: (check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (specify)

Does this Action Require a Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to approve a change in the budgeted position in the Fire Department FY 2013 budget to include adding a Fire Prevention Captain position.

Explanation for Recommended Board Action: By creating this position, the Fire Department is able to hire an individual who will fill a lead role in the Fire Prevention Bureau. This position will be in place of hiring a Fire Prevention Inspector. A Fire Prevention Inspector 1 is an FFA 32, a Fire Prevention Inspector 2 is an FFA 34 and approval of this action will create a Fire Prevention Captain as an FFA 40.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

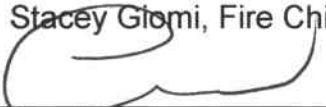
Fiscal Impact: The ultimate impact will be an increase of \$3,959.10, however in fiscal year 2013, there will be a savings of approximately \$12,000.00

Explanation of Impact: This change will result in the ultimate fiscal impact of \$3,959.10. This fiscal impact will not be realized until the individual hired for the

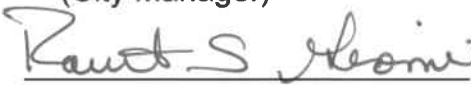
position reaches the top step (which would be a minimum of 3 years). In FY 2013, there will actually be a budgetary savings of approximately \$12,000.00. This is realized by the new employee starting at the bottom of the range, plus saving the position vacancy.

Supporting Material:

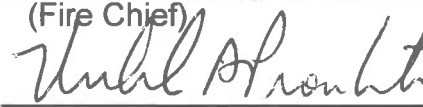
Prepared By: Stacey Glomi, Fire Chief

Reviewed By: 
(City Manager)

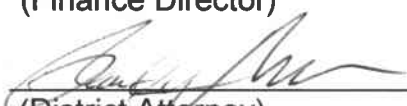
Date: 6/26/12


(Fire Chief)

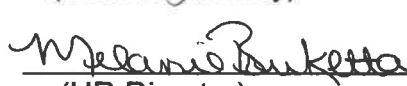
Date: 6/26/12


(Finance Director)

Date: 6/26/12


(District Attorney)

Date: 6/26/12


(HR Director)

Date: 6-26-12

Board Action Taken:

Motion(s): _____ 1) _____ Aye/Nays
2) _____

(Vote Recorded By)



JOB DESCRIPTION

JOB TITLE: Fire Prevention Captain

DEPARTMENT: Fire

FLSA STATUS: Non-Exempt

REPORTS TO: Fire Chief

Grade: F 40

SALARY: \$31.0485-\$38.7748/hour
\$64,580.83-\$80,651.61/year

SUMMARY OF JOB PURPOSE

Inspects buildings and equipment to detect fire and life safety hazards and enforces local ordinances and state laws; conducts training and education regarding fire and life safety practices; investigates cause and origin of fires and works with law enforcement agencies in the apprehension of arson suspects; manages the day-to-day function of the Fire Prevention Bureau.

ESSENTIAL FUNCTIONS

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

1. Conducts fire and life safety inspections of new and existing commercial businesses; informs owners, tenants, and occupants of any existing conditions which violate existing ordinances and/or laws; reviews all fire and life safety plans for new subdivisions, streets and commercial buildings constructed within the boundaries of the city; prepares recommendations for correction and/or acceptance.
2. Conducts fire and life safety inspections of new and existing occupancies, and underground water utility to identify unsafe fire conditions and develop corrective schedules and recommendations; completes inspections and ensures compliance with all applicable codes and laws prior to issuance of any operating licenses or permits.
3. Conducts fire investigations to determine origin and cause; provides written documentation and follow-up on all investigations as necessary to requesting agencies and personnel; works with law enforcement to assist in the apprehension of individuals suspected of committing crimes associated with violations of fire codes and laws.
4. Educates and instructs the general public regarding fire and life safety practices; prepares and delivers public information and educational presentations to schools, service clubs, and businesses on fire safety and prevention topics.



JOB DESCRIPTION

Fire Prevention Captain

5. Prepares and issues notices of correction to building owners, tenants, and occupants for violations of fire and building codes; prepares and delivers misdemeanor citations; prepares periodic and special reports on all inspections and other related activities.
6. Ensures that fire-flow water supply is adequate and reliable by monitoring the amount of water available to the system, the degree to which the system is capable of moving the available water throughout the city, and how readily the fire companies have access to the water supplies wherever and whenever it is needed; recommends corrective action to Chief Officers.
7. Develops and oversees the implementation of wildland fuel reduction prescriptions; works with contractors to reduce the impact of hazardous wildland fuels in the wildland/urban interface; maintains a record of all wildland/urban interface parcels and their relative risk rating; carries out the activities described in the community wildfire protection plan to the extent budget allows.
8. Works with emergency responders in a support capacity; provides incident support by filling non-public safety roles in the incident command structure; responds to incidents to lend expertise related to fire prevention codes and laws.
9. Maintains a high level of communication and strong working relationships with cooperating agencies, other city departments/divisions, businesses and the development communities, and other government agencies.
10. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; provides and/or coordinates training programs for staff; counsels, coaches, and instructs employees; assists with the hiring and promoting of staff, disciplining employees, and preparing performance evaluations, may assume duties of the Fire Marshal in the absence of the Fire Marshal.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required

Education and Experience

High school diploma or equivalent (GED) and a minimum of three (3) years experience as an active fire inspector, fire prevention officer or fire investigator or closely related field; OR an equivalent combination of education and experience. Associate degree in fire science or related field is highly desirable.



JOB DESCRIPTION

Fire Prevention Captain

Language skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; presents information and responds to questions from groups of managers, customers, and the general public.

Mathematical skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, fractions, percentage, area, circumference, and volume; apply concepts of basic algebra and geometry.

Reasoning ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other knowledge, skills & abilities

Ability to identify and solve problems; control situations involving irate and emotionally distraught persons, respond to and make decisions under stress of emergency and confrontation; make a written record of observations and action taken; use a computer to enter and retrieve information.

Knowledge of principles and practices of fire inspections; geographic knowledge of the city and location of hydrants, water systems, and water sources; City and State zones, building, and fire codes and ordinances, building construction materials and methods, fire prevention methods and programs; public relations phases of fire prevention activities.

Ability to operate a computer, camera and video equipment; ability to wear personal protective equipment.



JOB DESCRIPTION

Fire Prevention Captain

CERTIFICATES, LICENSES, REGISTRATIONS:

ALL REQUIRED LICENSES AND CERTIFICATES MUST BE MAINTAINED IN ACTIVE STATUS WITHOUT SUSPENSION OR REVOCATION THROUGHOUT EMPLOYMENT.

1. Class "C" driver's license with acceptable driving record
2. International Conference of Building Officials (ICBO)/International Code Council (ICC) certifications as follows:
 - a. Fire Inspector II
 - b. Fire Plans Examiner
 - c. Building Plans Examiner
3. Certified Fire Investigator from the International Association of Arson Investigators (IAAI) or Fire Investigator Certification from the Nevada State Fire Marshal or equivalent State Fire Marshal's office.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high precarious places; fumes or airborne particles; and toxic or caustic chemicals. The employee is occasionally exposed to extreme cold, extreme heat, risk of electrical shock and vibrations. The noise level in the work environment is usually loud.



JOB DESCRIPTION

Fire Prevention Captain

CONDITIONS

All required licenses must be maintained in an active status without suspension or revocation throughout employment.

Any employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Employees may be required to complete Incident Command System training as a condition of continuing employment.

New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen at their own expense. The cost of the background investigation is \$53.50 and the cost of the drug/alcohol screen is \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen. Employees in this classification are subject to random drug testing, post-accident drug/alcohol testing and reasonable suspicion testing.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____