

**CENTRAL FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
PERSONNEL COMMITTEE AGENDA**

Wednesday, September 23, 2020 – 1:00 P.M.

Administration Office – 930 17th Avenue, Santa Cruz, CA

Complete Board Meeting packets are available on request for review at the
Administration Office, Fire Stations, and on Central's website.

Call (831) 479-6842 or visit: www.centralfpd.com.

Notice of Teleconferenced Meeting

Pursuant to Governor Newsom's Executive Order N-25-20 regarding COVID-19, members of the Central FPD District Board of Directors and staff may participate in this meeting by teleconference. **To reduce the spread of COVID-19, members of the public are encouraged to listen to the meeting from their homes via teleconference by calling 1 (872) 240-3212 and entering Access Code 735-777-253, or connecting to the meeting online via their computer, smart phone or tablet at the following link:**

<https://global.gotomeeting.com/join/735777253>

Directors, staff and public attending the meeting in person will be required to maintain appropriate social distancing, a minimum of 6' apart.

To submit public comments during the meeting, please email 09232020@centralfpd.com and write "Public Comment" in the subject line. Include the item number and/or title of the item in the body of the email and your comments. Submitted comments will be read out loud at the meeting (not to exceed three minutes or 4,000 characters).

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

1.2 Call Meeting to Order – Roll Call of Directors

2.0 NEW BUSINESS

2.1 Defensible Space Inspector Job Descriptions and Salary Range- Interim Fire Chief John Walbridge and Deputy Fire Marshal Marco Mack
Discussion

3.0 ADJOURNMENT

Note: The Board Chair requests that if you have any questions or wish clarification or additional information about any item on the agenda or contained in the attached materials, to please call the Fire Chief at (831) 479-6842 before the meeting. Information regarding items on the agenda may be reviewed at our business office located at 930 17th Avenue, Santa Cruz, California 95062, or you may view the agenda on our website at www.centralfpd.com



Central Fire Protection District
930 17th Avenue, Santa Cruz, CA 95062
(831) 479-6842 • www.centralfpd.com

STAFF REPORT
PERSONNEL COMMITTEE MEETING
September 23, 2020

TO: Central Fire Protection District Board of Directors- Personnel Committee

FROM: Marco Mack, Deputy Fire Marshal

SUBJECT: **Defensible Space Inspector (DSI) – Define a new Entry Level and a Specialist Level of Inspector with Matching Pay Level**

Recommended Action:

Approve a Motion to change the job title from LE100-Inspector to Defensible Space Inspector (DSI) and to define a new entry level and a specialist level with a pay level matching the inspector capability.

Background:

The typical defensible space inspection is a process where weeds are cut each year and an inspector verifies that the property is being maintained. The typical communication is a short description to cut grasses or to limb tree branches. It is a maintenance inspection.

The wildfire challenge in Santa Cruz County is an overgrown parcel that has never had an effective defensible space. Extended droughts can reduce fuel moistures and increased our risk of high intensity fire from the wildland and exposing homes to high-intensity wildfire.

The District's objective is to provide the community a better educational program of what is needed to reduce their homes exposure from a wildfire. The Defensible Space Inspector (DSI) can provide an inspection and an educational opportunity by providing technical expertise in forecasting wildfire behavior and potentially reducing the wildfire intensity.

Over the last two years, the *Wildfire Risk Reduction* effort in the Fire District has implemented components of the *National Cohesive Wildfire Strategy* and the *Ready Set Go* principles. These efforts in wildfire mitigation include needed fuel reductions, creating a noncombustible zone around their ignitable structure and modifying features on the structure that place their house at increased risk from wildfire.

Discussion:

The Fire District's Defensible Space Program has residents implementing voluntary improvements and they are doing these things because it makes sense to spend their time and money on these preventative actions. Our current DSI have this skill and they are being asked to function at a higher level than typical DSI.

The Fire District's DSI have numerous community educational encounters where residents' incremental mitigation efforts created a safe environment for their home and neighbors. This wildfire risk reduction is the basis for becoming a *Firewise* neighborhood. The *Firewise* process is recognition for a neighborhood's *annual risk management process*. Insurance Companies are looking at the *Firewise* program as an indication of local communities who attempt to reduce their annual wildfire risks.

To enhance this annual strategic plan, the Community Risk Reduction ranks the wildfire concern for each defensible space inspection into a hazard category of: *Light Hazard, Ordinary Hazard, and Extra Hazard*. This ranking system will allow future inspections to match the appropriate level Defensible Space Inspector.

The implementation of the LE-100 program in the District, which has been filled by retired annuitants due to the seasonal workload. These members have a specific wildfire incident mitigation familiarity that can help educate the community, through their personal experiences, on how the mitigation efforts by the home owners can improve the survivability of their homes during wildland fires. Furthermore they will be able to assume a "trainer" role for a new DSI "Trainee" position to ensure a succession plan of staff. This consistency and accuracy of the inspection from the different levels of inspectors will meet medium and long term goals to reduce the risks within the community.

Fiscal Impact:

Proposed Pay Levels:

- Defensible Space Inspector Trainee - \$20 hr.
- Defensible Space Inspector - \$30 hr.
- Defensible Space Inspector Specialist - \$40 hr.

Current Pay:

- APT LE-100 - \$35 hr.
- CTL LE-100 - \$30 hr.

CTL Fire Inspector Pay Range: \$44.90 to \$51.98 hr.

Staff Contact for Further Information:

Marco Mack, Deputy Fire Marshal
marcom@aptosfire.com
 (831) 345-2256

Central Fire Protection District of Santa Cruz County

DEFENSIBLE SPACE INSPECTOR (DSI) - also classified as LE-100 INSPECTOR
JOB DESCRIPTION**Definition:**

Under general supervision, to perform defensible space *maintenance-inspections* in accordance with Public Resources Code §4291: *Maintain a Defensible Space*, Title 14 CRR §1299: *Fire Hazard Reduction Around Buildings* and to perform related work as assigned. This is a temporary position, serving under the direction of the Fire Marshal and the Deputy Fire Marshal.

Minimum Requirements:

- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.
- Possess and maintain a valid California C Driver's License.
- Possess a high school diploma, GED equivalency, or high school proficiency certificate.

Desirable Qualifications:

Three (3) years experience with public or private entities performing fire prevention, fire suppression and control, natural resources management, conservation, or a closely related field; or,

Three (3) months of experience coordinating the activities of a Fire Prevention Public Education/Awareness program or performing fire safety code inspections in a fire protection agency; in addition to completion of course work for Fire Inspector 1A, 1B, 1C, and 1D State Fire Training.

Typical Duties:**50% - Defensible Space Inspections**

- Plans, schedules and conducts inspections of private property within the State Responsibility Area to ensure Public Resources Code Section 4291 (Defensible Space) compliance for persons who own, lease, control, operate or maintain a building or structure in, upon or adjoining a mountainous area, forest-covered lands, brush-covered lands, grass-covered lands or land that is covered with flammable material.
- Makes contact with landowners/residents/tenants to provide education on Defensible Space requirements and wildland fire safety/preparedness.

DEFENSIBLE SPACE INSPECTOR (DSI) – Job Description

- Implements the inspection plan to efficiently cover the targeted areas and maximize public contact through Defensible Space inspections

30% - Defensible Space Inspection Documentation

- Utilizes specified Departmental forms to document inspection results.
- Schedules and conducts re-inspections on property where necessary to ensure compliance with the law.
- For non-compliant properties, identifies the need for appropriate enforcement action and notifies the Fire Prevention Bureau of such.

15% - Report Writing and Records Management

- Receives, reads and reviews all documents related to Defensible Space inspections. Prepares and writes clear, concise and complete documents which include: Inspection Schedule, Notice of Fire Hazard Inspection, inspection completions, re-inspections and records of total number of inspections.
- Maintains orderly files for Departmental use containing all work completed.
- Utilizes computers, GPS units, digital cameras and other digital devices, as needed.
- Documents to be reviewed and approved by supervisor.

5% - Other Duties

- Completes required training.
- Other duties, as assigned.

Knowledge and Abilities:

- Successful completion of required training, as a condition of employment.
- Interact successfully with the public.
- Explain and apply regulations and procedures in varying situations.
- Problem solving skills.
- Prepare clear and concise reports.
- Maintains orderly records and files.
- Review documents for completeness, accuracy, appropriate authorization and compliance with regulations and procedures.
- Represent the District in meetings with other entities.
- Able to work nights, weekends or holidays to complete duties.
- Basic principles of code enforcement and application of inspection and code enforcement references.
- Office administration practices and procedures, including records management and the operation of standard office equipment.

DEFENSIBLE SPACE INSPECTOR (DSI) – Job Description

- Implementation of Microsoft Office 365 applications and cloud-based software.
- Implementation of ArcGIS data collection applications.
- Defensible Space Inspections, Inspection Documentation, Report Writing, Records Management, and Training.
- Plans, schedules and conducts inspections of private property within the State Responsibility Area to ensure compliance with Public Resources Code §4291, and Title 14 CCR §1299.
- Implements the Defensible Space Inspection and Enforcement Plan while increasing community awareness, knowledge, and actions necessary to protect property and life from wildfire.
- Documents needed corrections and notifies the property owner with a written notice or letter. Schedules a re-inspection to clear violations or initiates enforcement actions, where the wildfire risks were not adequately reduced.
- Identifies Hillside Homes as target hazards where steep slopes prevent safe access/egress from lower floors, as defined by the Firescope Guidance – *ICS-501 Hillside Structure Fires-2017*.

Inspection & Code Enforcement References:

- Public Resources Code §4291: *Maintain a Defensible Space*
- Title 14 CRR §1299: *Fire Hazard Reduction Around Buildings*
- Title 14 CRR §1270: *SRA Fire Safe Regulations-2020*
- California Board of Forestry: *California Fire Safe Standards* – Title 14 CCR §1276
- California Board of Forestry: *General Guidelines for Creating Defensible Space-2006*
- Dept of Forestry and Fire Protection: *Property Inspection Guide-2000*
- Firescope Guidance: *Wildland Urban Interface – Structure Defense-2013*
<https://firescope.caloes.ca.gov/ICS%20Documents/WUI-SD.pdf>
- Firescope Guidance: *ICS 501-Hillside Structure Fires-2017*
<https://firescope.caloes.ca.gov/ICS%20Documents/ICS%20501.pdf>

Central Fire Protection District of Santa Cruz County

DEFENSIBLE SPACE INSPECTOR – SPECIALIST (DSI-S)
JOB DESCRIPTION**Definition:**

Under general supervision, to perform defensible space *maintenance-inspections* in accordance with Public Resources Code §4291: *Maintain a Defensible Space*, Title 14 CRR §1299: *Fire Hazard Reduction Around Buildings*, conduct hazard assessments for at-risk parcels, recommend mitigation strategies, and to perform related work as assigned. The Defensible Space Inspector-Specialist assists homeowners to prioritize required and voluntary wildfire-mitigation efforts and assists neighborhood leaders, Association Boards, and CSA Directors to evaluate the effectiveness of common area wildfire-risk-reduction maintenance agreements. This position includes higher levels of wildfire mitigation required to “develop” missing defensible space and to recommend structural hardening and other factors that will transition our wildland-Urban Interface into a Fire Adapted Community. This is a temporary position, serving under the direction of the Fire Marshal and the Deputy Fire Marshal.

Minimum Requirements:

- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.
- Possess and maintain a valid California C Driver’s License.
- Possess a high school diploma, GED equivalency, or high school proficiency certificate.

Desirable Qualifications:

Five (5) years’ experience as a qualified Engine Boss, Crew Boss, Task Force Leader, Strike Team Leader, Division Supervisor, or Structure Protection Specialist with deployment including responsibility for structure protection at wildfire incidents; or

Five (5) years’ experience with public or private entities performing fire prevention, fire suppression and control, natural resources management, conservation, or a closely related field; in addition to qualification as a professional forester, or certification as a Wildfire Mitigation Specialist, and completion of S-290 Intermediate Wildland Fire Behavior, or equivalent certifications or wildfire structure protection experience.

Typical Duties:

- Defensible Space Inspections, Inspection Documentation, Report Writing, Records Management, and Training.

DEFENSIBLE SPACE INSPECTOR – SPECIALIST (DSI-S) – Job Description

- Plans, schedules and conducts inspections of private property within the State Responsibility Area to ensure compliance with Public Resources Code §4291, and Title 14 CCR §1299.
- Implements the Defensible Space Inspection and Enforcement Plan while increasing community awareness, knowledge, and actions necessary to protect property and life from wildfire.
- Prioritizes defensible space efforts by identifying parcels as a light hazard, ordinary hazard, extra hazard or target hazard.
- Conducts a structure defense size-up and an assessment of nearby Temporary Refuge Areas (TRA) and Safety Zones as defined by the Firescope Guidance – *WUI Structure Defense-2013*.
- Conducts an all-risk hazard-assessment for extra hazard and target hazard parcels and implements enforcement of the *California Fire Safe Standards* – Title 14 CCR §1276 (for parcels developed after 1990).
- Identifies Hillside Homes as target hazards where steep slopes prevent safe access/egress from lower floors, as defined by the Firescope Guidance – *ICS-501 Hillside Structure Fires-2017*.
- Works with parcel owners to mitigate and to reduce wildfire hazards, including minimum defensible space requirements and promoting structural hardening in addition to maintaining a 5-foot noncombustible zone, where the structure is ignitable.
- Identifies subdivisions with more than 30 residential development where there is only one egress and determines mitigating factors to reduce the extra hazard/target hazard wildfire risks, as defined by Public Resources Code §4290.5.
- Documents needed corrections and notifies the property owner with a written notice or letter. Schedules a re-inspection to clear violations or initiates enforcement actions, where the wildfire risks were not adequately reduced.
- Maintains orderly records and files, to document the corrective actions.

Ability to:

- Collect, compile and summarize varied information; consider alternatives and reach sound conclusions.
- Explain and apply regulations and procedures in varying situations.
- Review documents for completeness, accuracy, appropriate authorization and compliance with regulations and procedures.

DEFENSIBLE SPACE INSPECTOR – SPECIALIST (DSI-S) – Job Description

- Prepare clear and accurate reports, correspondence, procedures and other written material.
- Represent the District in meetings with other entities.
- Organize and priorities work and meet critical deadlines.
- Maintain accurate records and files.
- Exercise sound judgement within established policies and procedures.
- Establish and maintain effective working relationships with those contacted in the course of work.

Knowledge of:

- Basic principles of public administration.
- Advanced principles of code enforcement and application of inspection and code enforcement references.
- Research and report preparation principles.
- Office administration practices and procedures, including records management and the operation of standard office equipment.
- Implementation of Microsoft Office 365 applications and cloud-based software.

Inspection & Code Enforcement References:

- Public Resources Code §4291: *Maintain a Defensible Space*
- Title 14 CRR §1299: *Fire Hazard Reduction Around Buildings*
- Title 14 CRR §1270: *SRA Fire Safe Regulations-2020*
- California Board of Forestry: *California Fire Safe Standards – Title 14 CCR §1276*
- California Board of Forestry: *General Guidelines for Creating Defensible Space-2006*
- Dept of Forestry and Fire Protection: *Property Inspection Guide-2000*
- Firescope Guidance: *Wildland Urban Interface – Structure Defense-2013*
<https://firescope.caloes.ca.gov/ICS%20Documents/WUI-SD.pdf>
- Firescope Guidance: *ICS 501-Hillside Structure Fires-2017*
<https://firescope.caloes.ca.gov/ICS%20Documents/ICS%20501.pdf>

Central Fire Protection District of Santa Cruz County

DEFENSIBLE SPACE INSPECTOR (DSI) - Trainee
JOB DESCRIPTION**Definition:**

Under close supervision, to perform defensible space *maintenance-inspections* in accordance with Public Resources Code §4291: *Maintain a Defensible Space*, Title 14 CRR §1299: *Fire Hazard Reduction Around Buildings* and to perform related work as assigned. This is a temporary position, serving under the direction of the Fire Marshal and the Deputy Fire Marshal.

Minimum Requirements:

- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.
- Possess and maintain a valid California C Driver's License.
- Possess a high school diploma, GED equivalency, or high school proficiency certificate.

Desirable Qualifications:

Completion of California State Fire Training - Fire Inspector 1A, 1B, 1C, and 1D (course work)

Typical Duties:**50% - Defensible Space Inspections**

- Plans, schedules and conducts inspections of private property within the State Responsibility Area to ensure Public Resources Code Section 4291 (Defensible Space) compliance for persons who own, lease, control, operate or maintain a building or structure in, upon or adjoining a mountainous area, forest-covered lands, brush-covered lands, grass-covered lands or land that is covered with flammable material.
- Makes contact with landowners/residents/tenants to provide education on Defensible Space requirements and wildland fire safety/preparedness.
- Implements the inspection plan to efficiently cover the targeted areas and maximize public contact through Defensible Space inspections

30% - Defensible Space Inspection Documentation

- Utilizes specified Departmental forms to document inspection results.
- Schedules and conducts re-inspections on property where necessary to ensure compliance with the law.

DEFENSIBLE SPACE INSPECTOR (DSI) – Job Description

- For non-compliant properties, identifies the need for appropriate enforcement action and notifies the Fire Prevention Bureau of such.

15% - Report Writing and Records Management

- Receives, reads and reviews all documents related to Defensible Space inspections. Prepares and writes clear, concise and complete documents which include: Inspection Schedule, Notice of Fire Hazard Inspection, inspection completions, re-inspections and records of total number of inspections.
- Maintains orderly files for Departmental use containing all work completed.
- Utilizes computers, GPS units, digital cameras and other digital devices, as needed.
- Documents to be reviewed and approved by supervisor.

5% - Other Duties

- Completes required training.
- Other duties, as assigned.

Knowledge and Abilities:

- Successful completion of required training, as a condition of employment.
- Interact successfully with the public.
- Explain and apply regulations and procedures in varying situations.
- Problem solving skills.
- Prepare clear and concise reports.
- Maintains orderly records and files.
- Review documents for completeness, accuracy, appropriate authorization and compliance with regulations and procedures.
- Represent the District in meetings with other entities.
- Able to work nights, weekends or holidays to complete duties.
- Basic principles of code enforcement and application of inspection and code enforcement references.
- Office administration practices and procedures, including records management and the operation of standard office equipment.
- Implementation of Microsoft Office 365 applications and cloud-based software.
- Implementation of ArcGIS data collection applications.
- Defensible Space Inspections, Inspection Documentation, Report Writing, Records Management, and Training.

DEFENSIBLE SPACE INSPECTOR (DSI) – Job Description

- Plans, schedules and conducts inspections of private property within the State Responsibility Area to ensure compliance with Public Resources Code §4291, and Title 14 CCR §1299.
- Implements the Defensible Space Inspection and Enforcement Plan while increasing community awareness, knowledge, and actions necessary to protect property and life from wildfire.
- Documents needed corrections and notifies the property owner with a written notice or letter. Schedules a re-inspection to clear violations or initiates enforcement actions, where the wildfire risks were not adequately reduced.
- Identifies Hillside Homes as target hazards where steep slopes prevent safe access/egress from lower floors, as defined by the Firescope Guidance – *ICS-501 Hillside Structure Fires-2017*.

Inspection & Code Enforcement References:

- Public Resources Code §4291: *Maintain a Defensible Space*
- Title 14 CRR §1299: *Fire Hazard Reduction Around Buildings*
- Title 14 CRR §1270: *SRA Fire Safe Regulations-2020*
- California Board of Forestry: *California Fire Safe Standards* – Title 14 CCR §1276
- California Board of Forestry: *General Guidelines for Creating Defensible Space-2006*
- Dept of Forestry and Fire Protection: *Property Inspection Guide-2000*
- Firescope Guidance: *Wildland Urban Interface – Structure Defense-2013*
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- Firescope Guidance: *ICS 501-Hillside Structure Fires-2017*
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