



CITY COUNCIL AGENDA REPORT

Meeting Date: February 2, 2023

From: Abby Partin, Human Resources Administrator

Subject: Approve Resolution Amending the Current Firefighter and Firefighter/Paramedic Job Descriptions

Community Goal/Result

Fiscally Prudent, Safe Community

Purpose

To continue to provide high level of service from the Fire Department and to ensure the community continues to receive excellent service by retaining and attracting exceptional employees in a financially prudent manner.

Recommendation

Approve Resolution amending the current Firefighter and Firefighter/Paramedic job descriptions to formalize the Firefighter II and Firefighter/Paramedic II job functions.

Background

On December 8, 2022, City Council approved the International Association of Firefighter's (IAFF) Memorandum of Understanding and pay scales that included the creation of the Firefighter II and Firefighter/Paramedic II positions to retain qualified employees and to provide a path for career advancement.

Discussion

On April 7, 2022, staff presented to the City Council broad concepts regarding working towards labor contracts with all of the staff bargaining groups. The goal was to create a labor contract that attracted a talented labor force to the City and created incentives for those employees to stay with the City throughout their careers. Through the course of negotiations, the IAFF labor representatives proposed creating a Firefighter II classification, a level between the Firefighter and Fire Captain, to provide training to current employees and ensure a seamless transition between the current two classifications. This new classification would fill the gap between the Firefighter and Fire Captain and would provide some supervisory presence in the Fire Department when a Fire Captain is absent or otherwise unavailable.

Staff worked with the IAFF labor representatives in updating the current job descriptions in order to formalize the job duties and functions of the second, experienced level in the Firefighter and Firefighter/Paramedic classification series. The second level of both series will function as a working supervisor who commands a firefighting company in performing emergency and non-emergency tasks. Emergency tasks include those associated with receipt of an alarm, arrival at the scene, size up, search and rescue, fire extinguishing, ventilation, salvage, overhaul, and

emergency medical care. Non- emergency tasks include those associated with fire prevention inspections; pre-fire planning; directing the maintenance of equipment; monitoring, evaluating, and counseling firefighters; training; community service and relations; and overseeing the daily fire station routine and life.

On December 8, 2022, City Council approved the funds for the positions within these classifications. The compaction rate between the Firefighter I and Firefighter II is ten (10) percent.

	Step A	Step B	Step C	Step D	Step E
Firefighter & Firefighter/Paramedic	\$35.99	\$37.78	\$39.67	\$41.64	\$43.73
Firefighter II & Firefighter/Paramedic II	\$39.59	\$41.56	\$43.64	\$48.10	\$48.10

Fiscal Impact

The full cost of the new positions is incorporated in the Fiscal Year 2022-23 budget.

Measure of Success

The City is able to maintain a stable and high quality workforce.

Attachments

Resolution 2023-XX



Abby Partin, Human Resources Administrator

Clayton L. Holstine
Clay Holstine, City Manager

RESOLUTION NO 2023-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE
AMENDING RESOLUTION 2001-11 TO INCLUDE THE CLASSIFICATIONS OF
FIREFIGHTER II AND FIREFIGHTER/PARAMEDIC II IN THE CLASS
SPECIFICATION MANUAL**

WHEREAS, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classifications and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

WHEREAS, the City Manager has established the need for the new classifications of Firefighter II and Firefighter/Paramedic II; and

WHEREAS, the class descriptions for Firefighter II and Firefighter/Paramedic II were developed in cooperation with and have been approved by the City Manager; and

WHEREAS, this newly developed class descriptions for Firefighter II and Firefighter/Paramedic II meet the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

NOW, THEREFORE, the City Council of the City of Brisbane resolves as follows:

The class descriptions for the classifications of Firefighter II and Firefighter/Paramedic II in Exhibit "A" are approved for inclusion in the Class Specification Manual.

Madison Davis, Mayor

I hereby certify that the foregoing Resolution No. 2023-XX was duly and regularly adopted at a regular meeting of the Brisbane City Council on February 2, 2023, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Ingrid Padilla, City Clerk

CITY OF BRISBANE

FIREFIGHTER I/II

Definition

Under general supervision of a Fire Captain, responds to fires, medical emergencies, hazardous materials incidents, rescues, and other emergency and non-emergency situations; participates in all other suppression, prevention, inspection, education and related activities to protect life and property; operates and maintains firefighting apparatus and equipment; performs fire station maintenance; serves in specialized departmental roles as assigned; provides information and assistance to the public; and performs related work as required.

Class Characteristics

Firefighter I is the working level in the fire service, qualified to perform all normal fire suppression, basic medical emergency, hazardous materials and other emergency response activities. Incumbents are expected to learn to drive and perform all engineering operations of the fire engine and all other vehicles and equipment prior to completion of the probationary period. Successful performance of the work requires a team-oriented individual who takes pride in serving the community, is flexible and a problem-solver, and is able to perform heavy physical work at potential risk to health and safety.

Firefighter II is the experienced-level class, capable of performing duties in the absence or in addition to the Fire Captain. In addition to the Firefighter I duties, this position can function as a working supervisor who commands a firefighting company in the performance of emergency and non-emergency tasks. Emergency tasks include those associated with receipt of an alarm, arrival at the scene, size up, search and rescue, fire extinguishing, ventilation, salvage, overhaul, and emergency medical care. In the absence of a Fire Captain, directs and ensures the efficiency of multi-company operations. Non-emergency tasks include those associated with fire prevention inspections; pre-fire planning; directing the maintenance of equipment; monitoring, evaluating, and counseling firefighters; training; community service and relations; and oversees the daily fire station routine and life.

This series is distinguished from Firefighter/Paramedic I/II series in that the latter is qualified to provide First Responder Paramedic medical services in addition to performing the full range of duties as a Firefighter I/II. It is further distinguished from Fire Captain in that the latter is the first supervisory level in this sworn class series.

Examples of Duties (Illustrative Only)

- Responds to fire alarms, emergency medical calls at the basic life support level, emergency rescues, hazardous materials incidents, public service calls or other incidents, which require the mitigation of circumstances that may threaten life or property.
- Drives and operates all fire equipment and locates the apparatus at the proper place at the scene.
- In a fire emergency, lays, connects, charges and uses supply lines and various water appliances to control and extinguish fires; places water curtains and performs ventilating and access maneuvers; uses foam and chemical extinguishers as required by the nature of the fire.
- Searches and rescues victims from buildings, motor vehicles, water hazards and other locations.
- Applies medical treatment and life support techniques within the scope of an Emergency Medical Technician (EMT); provides assistance to qualified paramedics, as directed; assists in the emergency transportation of patients.
- Contains, isolates and minimizes hazardous materials spills.
- Works closely with other emergency medical staff, police and public safety and fire personnel from other agencies; responds to mutual aid situations as required.
- Participates in investigations, clean-up, salvage and overhaul operations.

- Participates in the fire inspections of buildings and properties within the City on a regularly-scheduled basis.
- Maintains apparatus and vehicles in a clean and operable condition; performs minor maintenance and repair on equipment; reports the need for major repair.
- Maintains the station and living quarters in a clean and orderly condition; performs minor maintenance on facilities and station equipment.
- Participates in drills and training sessions.
- Develops and maintains effective working relationships with the community; presents a variety of educational and public services programs to children, youth and community groups.
- Performs and coordinates specific program or project areas, such as:
 - Hazardous materials, CPR and First Aid training;
 - Specialty apparatus acquisition and maintenance;
 - Uniforms and personal protective equipment acquisition and maintenance;
 - Communications equipment acquisition and maintenance;
 - City-wide extinguisher and medical supply program; and/or
 - Hydrant service and beautification.
- Prepares reports; prepares and maintains logs, records and accurate files.
- Performs other duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of fire suppression, containment, rescue, clean-up and salvage.
- Principles and practices of providing emergency medical care at the EMT level.
- Practices and techniques of driving varied vehicles and operating a wide range of fire apparatus.
- Practices and techniques hazardous materials response, containment and clean-up.
- Basic maintenance practices for fire services vehicles, equipment and facilities.
- Applicable laws, codes and ordinances.
- Safety practices and equipment related to the work.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often in emergency or stressful situations.

Skill in:

- Performing fire suppression and associated rescue and salvage work in a safe and effective manner.
- Applying the mechanics of fire fighting and emergency medical care at an EMT level.
- Operating vehicles and apparatus safely and in conformance with department procedures and traffic laws.
- Dealing with hazardous materials incidents in conformance with department procedures.
- Making sound, independent decisions in emergency situations.
- Learning the geographic layout of the City and the surrounding areas and the location of various fire suppression utilities.
- Maintaining accurate records and clear and accurate reports and other written materials.
- Interpreting, applying and explaining complex codes, regulations and ordinances.
- Coordinating and carrying out special assignments.
- Understanding and carrying out oral and written directions.

- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Firefighter I: Equivalent to graduation from high school supplemented by possession of a valid EMT-Basic certificate and completion of an accredited pre-service or recruit Firefighter I Academy. Completion of two years of college level course work in fire technology or a related field and/or volunteer fire service experience are desirable.

Firefighter II: Completion of four years of service with the City; Acting Captain’s training and exam process; and the State Fire Officers Certification courses by the end of the probationary period. In lieu of the required certifications, the incumbent may substitute with at least twenty (20) years of continuous service with the City with a minimum of ten (10) continuous years acting Captain experience during those years.

License:

Must possess a valid California class C driver license and have a satisfactory driving record. Must obtain a valid California non-commercial class C driver license with firefighter “F” endorsement within 60 days of appointment. Must obtain an EMT-D certificate within six months of employment.

Working Conditions:

Must be willing to work 24-hour shifts as scheduled by the department and work with exposure to emergency circumstances, including exposure to hazardous materials and all weather conditions. Must be willing to pass a background investigation, including fingerprinting.

Physical Demands:

Must possess mobility and physical strength and stamina to respond to emergency situations and use all emergency apparatus and lift and move individuals or objects weighing more than 100 pounds; ability to work in a standard office setting and to operate a motor vehicles; vision to discern colors and assess emergency situations, including medical incidents, and to read printed materials and a computer screen; and hearing and speech to communicate in person and before groups in person and over the telephone and radio.

Approved Date: February 13, 2001
Resolution: 2001-11

Revised Date: February 2, 2023
Resolution:

Bargaining Unit: International Assoc. of Firefighters, Local 2400, AFL-CIO
Resolution: 2001-26

Former Titles:

Abolished:

CITY OF BRISBANE

FIREFIGHTER/PARAMEDIC I/II

Definition

Under general supervision of a Fire Captain, provides medical services at the EMT-P level; performs all the duties of a Firefighter, including responding to fires, hazardous materials incidents, rescues, and other emergency and non-emergency situations; participates in all other suppression, prevention, inspection, education and related activities to protect life and property; operates and maintains fire fighting apparatus and equipment; performs fire station maintenance; serves in specialized departmental roles as assigned; provides information and assistance to the public; and performs related work as required.

Class Characteristics

Firefighter/Paramedic I is the advance level above Firefighter level in the fire service, qualified to perform all normal fire suppression, basic medical emergency, hazardous materials and other emergency response activities, and, in addition, to provide skilled paramedic services. Incumbents are expected to drive and perform all engineering operations of fire engine and all other vehicles and equipment and perform the full range of duties of a Firefighter. Successful performance of the work requires a team-oriented individual who takes pride in serving the community, is flexible and a problem-solver, and is able to perform heavy physical work at potential risk to health and safety.

Firefighter/Paramedic II is the experienced-level above Firefighter/Paramedic level in the fire service, capable of performing duties in the absence or in addition to the Fire Captain. In addition to the Firefighter/Paramedic I duties, this position can function as a working supervisor who commands a firefighting company in the performance of emergency and non-emergency tasks. Emergency tasks include those associated with receipt of an alarm, arrival at the scene, size up, search and rescue, fire extinguishing, ventilation, salvage, overhaul, and emergency medical care. In the absence of a Fire Captain, directs and ensures the efficiency of multi-company operations. Non-emergency tasks include those associated with fire prevention inspections; pre-fire planning; directing the maintenance of equipment; monitoring, evaluating, and counseling firefighters; training; community service and relations; and oversees the daily fire station routine and life.

It is further distinguished from Fire Captain in that the latter is the first supervisory level in this sworn class series.

Examples of Duties (Illustrative Only)

- Responds the emergency calls and provides basic and advanced medical services; directs the on-site work of emergency medical technicians; assists in the emergency transportation of patients to medical facilities as required.
- Responds to fire alarms, emergency rescues, hazardous materials incidents, public service calls or other incidents, which require the mitigation of circumstances that may threaten life or property.
- Drives and operates all fire equipment and locates the apparatus at the proper place at the scene.
- In a fire emergency, lays, connects, charges and uses supply lines and various water appliances to control and extinguish fires; places water curtains and performs ventilating and access maneuvers; uses foam and chemical extinguishers as required by the nature of the fire.
- Searches and rescues victims from buildings, motor vehicles, water hazards and other locations.
- Isolates and minimizes hazardous materials spills.
- Works closely with other emergency medical staff, including providing paramedic services as a paramedic in a member agency of the San Mateo County Pre-Hospital Emergency Medical Group Joint

Powers Agency; coordinates with police and public safety and fire personnel from other agencies; responds to mutual aid situations.

- Participates in investigations, clean-up, salvage and overhaul operations.
- Participates in the fire inspections of buildings and properties within the City on a regularly-scheduled basis.
- Maintains apparatus and vehicles in a clean and operable condition; performs minor maintenance and repair on equipment; reports the need for major repair.
- Maintains the station and living quarters in a clean and orderly condition; performs minor maintenance on facilities and station equipment.
- Participates in drills and training sessions.
- Develops and maintains effective working relationships with the community; presents a variety of educational and public services programs to children, youth and community groups.
- Performs and coordinates specific program or project areas, such as:
 - Lead EMT, first aid and related training for the City;
 - Hazardous materials, CPR and First Aid training;
 - Specialty apparatus acquisition and maintenance;
 - Uniforms and personal protective equipment acquisition and maintenance;
 - Communications equipment acquisition and maintenance;
 - City-wide extinguisher and medical supply program; and/or
 - Hydrant service and beautification.
- Prepares reports; prepares and maintains logs, records and accurate files.
- Performs other duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of fire suppression, containment, rescue, clean-up and salvage.
- Principles and practices of providing emergency medical care at the EMT – P level.
- Practices and techniques of driving varied vehicles and operating a wide range of fire apparatus.
- Practices and techniques hazardous materials response, containment and clean-up.
- Basic maintenance practices for fire services vehicles, equipment and facilities.
- Applicable laws, codes and ordinances.
- Safety practices and equipment related to the work.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often in emergency or stressful situations..

Skill in:

- Performing fire suppression and associated rescue and salvage work in a safe and effective manner.
- Applying the mechanics of fire fighting and emergency medical care at an EMT – P level.
- Operating vehicles and apparatus safely and in conformance with department procedures and traffic laws.
- Dealing with hazardous materials incidents in conformance with department procedures.
- Making sound, independent decisions in emergency situations.
- Learning the geographic layout of the City and the surrounding areas and the location of various fire suppression utilities.

- Maintaining accurate records and clear and accurate reports and other written materials.
- Interpreting, applying and explaining complex codes, regulations and ordinances.
- Coordinating and carrying out special assignments.
- Understanding and carrying out oral and written directions.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Firefighter/Paramedic I: Equivalent to graduation from high school supplemented by possession of a valid EMT-Paramedic certificate and completion of an accredited pre-service or recruit Firefighter I Academy. Completion of two years of college level course work in fire technology or a related field and at least one year of experience as a paramedic and one years of experience as a paid or volunteer firefighter are desirable.

Firefighter/Paramedic II: Completion of four years of service with the City; Acting Captain's training and exam process; and the State Fire Officers Certification courses by the end of the probationary period. In lieu of the required certifications, the incumbent may substitute with at least twenty (20) years of continuous service with the City with a minimum of ten (10) continuous years acting Captain experience during those years.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must obtain a valid California non-commercial class C driver license with firefighter "F" endorsement within 60 days of appointment. Must obtain and maintain valid Advanced Cardiac Life Support (ACLS), Pre-Hospital Trauma Life Support (PHTLS) or Basic Trauma Life Support (BTLS), and Pediatric Advanced Life Support (PALS) certificates. Must possess a State of California Paramedic license.

Working Conditions:

Must be willing to work 24-hour shifts as scheduled by the department and work with exposure to emergency circumstances, including exposure to hazardous materials and all weather conditions. Must be willing to pass a background investigation, including fingerprinting.

Physical Demands:

Must possess mobility and physical strength and stamina to respond to emergency situations and use all emergency apparatus and lift and move individuals or objects weighing more than 100 pounds; ability to work in a standard office setting and to operate a motor vehicles; vision to discern colors and assess emergency situations, including medical incidents, and to read printed materials and a computer screen; and hearing and speech to communicate in person and before groups in person and over the telephone and radio.

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