

# **SPALDING COMMUNITY SERVICES DISTRICT**

## **RESOLUTION 2025-02**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SPALDING COMMUNITY SERVICES DISTRICT ESTABLISHING PROCEDURES FOR APPOINTMENT AND A REVISED JOB DESCRIPTION FOR THE POSITION OF VOLUNTEER FIRE CHIEF**

**WHEREAS**, the Spalding Community Services District (“District”) prior job description for the position of Volunteer Fire Chief no longer serves the best interest of the District; and

**WHEREAS**, California Government Code Title 6 – Chapter 5. General Powers 61060, establishes that “A district shall have and may exercise all rights and powers, expressed and implied, necessary to carry out the purposes and intent of this division, including, but not limited to, the following powers:

61060 (f) To appoint employees, to define their qualifications and duties, and to provide a schedule of compensation for performance of their duties.”

**WHEREAS**, the District wishes to rescind from its policy handbook all former versions of policy 2930 and replace them with this current revision of the District’s policy 2930.

**WHEREAS**, this revised version of policy 2930 is consistent with California Government Code Title 6 – Chapter 5. General Powers 61060.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of the Spalding Community Service district that:

- I) Spalding Community Services District policy 2930 is revised as attached hereto, and all former versions before this date, January 10th, 2025 are hereby rescinded and removed from the District’s Policy Handbook.
- II) An Amendment shall be made to the Spalding Community Services District Ordinance – Chapter 6. Fire Department Rules and Regulations, reflecting the following process, procedure and stipulation, for the appointment of the Volunteer Fire Chief”
  - a. The Board of Directors of Spalding Community Services District shall appoint a Fire Chief at a Regular Meeting of the Board of Directors, following an application period of not less than 30 days.

**PASSED, APPROVED, and ADOPTED** this 10th day of January, 2025 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED:

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signed)

Chairperson of the Board of Directors

ATTEST:

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signed)

Vince Rogers, General Manager/Secretary of the Board

Attached

Exhibit A: Revised SCSD Policy 2930 Fire Chief Job Description, dated November 8th, 2024

Exhibit B: Spalding CSD Volunteer Fire Chief Application Form, May 2024

# **STAFF REPORT: FIRE CHIEF POLICY AND APPOINTMENT PROCESS**

To: Spalding CSD Board of Directors

From: Vince Rogers, General Manager

Date: November 8, 2024

Subject: Appointment of Fire Chief

## **Background**

Policy 2930 of the District's policy handbook outlines the appointment procedure and duties of the Fire Chief. The last update/revision to the Fire Chief Job Description was 2013. With the growing threat of catastrophic wildfire, firefighting response, fire prevention and enforcement are a significant priority to the District and the Community of Spalding. As the leading officer at any incident, a Chief's ability for a short response time can be of utmost importance.

## **Financial Impact**

Because the Chiefs position is as a volunteer, no salary or stipend is paid to the Chief and no financial impact exists. However, the Chief's position entails some fiduciary responsibility associated with managing and tracking the fire department budget in cooperation with the General Manager, as subject to Board of Directors approval. As such, public administration/business administration experience should be considered in the decision for appointment. The Fire Chief's position is covered in the Conflict of Interest ordinance and policy of the district.

## **Recommendation**

Presented for approval is Resolution 2024-11 which provides for 1) a revised job description for the position of Fire Chief and 2) and amendment to the district ordinance describes the process for appointment of a Fire Chief.

## **Results**

Approving a policy and open procedure to allow for the considerations of appointment for the position of Volunteer Fire Chief will contribute to a better and more openly governed community.



Sewer, Recreation, & Fire Protection

## Spalding Community Services District

502-907 Mahogany Way Susanville, CA 96130 • (530) 825-3258

### Questionnaire/Application

#### Appointment as Volunteer Fire Chief to the Spalding Volunteer Fire Department.

***The Volunteer Fire Chief has retired, and the SCSD Board of Directors intends to make an appointment to fill the open position as soon as possible. The selected candidate will serve as the new Volunteer Fire Chief.***

The Spalding Volunteer Fire Department (SVFD) is located within SCSD. The SVFD is responsible for emergency responses within SCSD and surrounding areas through mutual aid. The emergency responses include structure fires, wildland fires, vehicle fires, medical emergencies, hazardous material incidents, and technical rescue responses. Annually, the SVFD responds to approximately 50 requests for service. SVFD has one, three-bay fire station, two fire engines, two water tenders, a rescue vehicle and a chiefs pick-up truck. The Departments volunteer firefighter numbers fluctuate between 6 and 14 members.

The Fire Chief is responsible for the organization and direction of the volunteer Fire Department in order to ensure that loss of life, property or injury as a result of fire is prevented and/or minimized.

The Fire Chief would normally attain the required knowledge, skills and attitudes through completion of Fire Fighting Training combined with several years of related firefighting and supervisory experience in emergency and command and control situations. The incumbent must possess a valid Driver's License appropriate to the class of vehicle being operated.

The Fire Chief may be involved in physically draining and exhausting activities which include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations. The Fire Chief will have to carry heavy firefighting equipment while climbing ladders and going through buildings. The Fire Chief will regularly be exposed to water in extreme weather conditions and have to deal with resulting ice buildup in winter months.

The Fire Chief is appointed by the Board of Director's and serves at the pleasure of the Board. The Chief reports directly to the Board. The Chief is the sole authority and command at the scene of a fire. The Fire Chief is also responsible for ensuring equipment is monitored on a regular basis and is in good working order. The Chief will develop all policies and procedures concerning firefighting and other procedures in accordance with ordinances, state and federal laws.





*Sewer, Recreation, & Fire Protection*

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### **Questionnaire (continued)**

4. List the key issues that you believe are confronting the Spalding Volunteer Fire Department.
  
  
  
  
  
  
  
  
  
  
5. The District is composed of three Departments; Fire; Wastewater and Recreation. The General Manager of the District is responsible for the overall financial budget of all three Departments. If appointed as Fire Chief, how would you work with the General Manager in achieving a balance of administrative costs of the Fire Department in relation to the Districts overall budget?
  
  
  
  
  
  
  
  
  
  
6. Do you live as a full time resident within the boundaries of SCSD? If not, where do you live and how far outside the boundaries do you make your full time residence
  
  
  
  
  
  
  
  
  
  
7. Please share any additional information that you would like to include for consideration.

CERTIFICATION: I certify that the information contained in this questionnaire is true and correct. I authorize the verification of the information in this questionnaire. Please note: This questionnaire and all responses are considered a public document and is therefore subject to the Public Records Act.

Signed: \_\_\_\_\_

\_\_\_\_\_  
(Please Print Your Name)

Date: \_\_\_\_\_

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# Spalding Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Fire Chief Job Description

**POLICY NUMBER:** 2930

**RESOLUTION:** 2025-02

**RESOLUTION PASSED:** XXXX-XX-XX

### PURPOSE OF THE POSITION

The Fire Chief is responsible for organization and direction of the volunteer Fire Department in order to ensure that loss of life, property or injury as a result of fire is prevented and/or minimized.

### SCOPE

The Fire Chief is appointed by the Board of Director's and serves at the pleasure of the Board. He/She reports directly to the Board, except when absent from a meeting, will direct a Volunteer to report in His/Her absence. He/She is responsible for directing the activities of the Fire Department and is the sole authority and command at the scene of a fire. The Fire Chief is responsible for directing all volunteer fire fighters and ensuring that fire fighters have adequate training. The Fire Chief is also responsible for ensuring that firefighting equipment is monitored on a regular basis, and reported to the Board of Director's, and is in good working order. He/she will develop all policies and procedures concerning firefighting and other procedures in accordance with ordinances, state and federal laws. The Fire Chief shall submit all procedures and policies annually for Board approval. Failure to provide adequate services will endanger the safety of residents and may result in unnecessary injury, loss of life or damage or destruction of property as a result of fire. The General Manager will report to the Board on all budget issues.

### RESPONSIBILITIES

1. Develop, review and implement all firefighting policies and procedures in accordance with state, federal and local laws.

#### Main Activities

- a) Establish appropriate firefighting techniques
- b) Plan firefighting strategies
- c) Liaise with the Emergency Response Committee
- d) Ensure firefighting policies and procedures are strictly adhered to
- e) Make recommendations on changes to the firefighting by-law

## Responsibilities (cont.)

2. Recruit, train and direct the activities of volunteer fire fighters in order to ensure that trained fire fighters are available in the event of a fire

Main Activities

- a) Recruit and orient volunteer fire fighters
- b) Ensure a high level of morale among fire fighters
- c) Facilitate the training of volunteer fire fighters
- d) Evaluate the performance of fire fighters
- e) Discipline and/or dismiss fire fighters if necessary per fire department policy.

3. Inspect firefighting equipment in order to ensure appropriate equipment is available as required

Main Activities

- a) Inspect the fire truck on a regular basis
- b) Inspect firefighting equipment and apparatus on a regular basis
- c) Make recommendations on the replacement and/or repair of equipment
- d) Make inspections of places of business to ensure compliance with regulations

4. Takes sole command in the event of a fire in order to ensure a safe, effective and controlled response

Main Activities

- a) Ensure effective command and control techniques are in place at the scene of the fire
- b) Make all decisions concerning the appropriate response to and method fighting a fire
- c) Direct all activities at the scene of the fire
- d) Ensure that fire fighters are responding in a safe and appropriate manner
- e) Investigate the cause of fire once it has been extinguished

5. Complete administrative tasks as required

Main Activities

- a) Maintain records on incidence of fire, injuries and loss of property
- b) Prepare reports on all areas of firefighting
- c) Monitor the firefighting budget
- d) Implement fire prevention education and awareness programs
- e) Discipline and/or dismiss Volunteer Fire Fighters.

6. Actively participates with the General Manager in the preparation of the annual budget.

7. Perform other related duties as required



# **KNOWLEDGE, SKILLS AND ABILITIES**

## **Knowledge**

The incumbent must have proficient knowledge in the following areas:

1. knowledge of firefighting techniques and methods
2. knowledge of command and control techniques
3. knowledge of investigation and evidence gathering techniques
4. knowledge of firefighting training programs
5. knowledge of training techniques and methods
6. knowledge of firefighting public education and awareness programs concerning protective services
7. knowledge of public safety theories and methods
8. knowledge of emergency response techniques
9. an understanding of the cultural and political environment
10. knowledge of emergency procedures, First Aid and CPR
11. knowledge of volunteer training, development and recognition

## **Skills**

The incumbent must demonstrate the following skills:

1. leadership skills including the ability to take full command at the scene of a fire
2. analytical and problem solving skills
3. decision making skills
4. negotiations skills
5. effective verbal and listening communications skills
6. ability to deal effectively with people in difficult situations
7. effective written communications skills including the ability to prepare reports
8. effective public relations and public speaking skills
9. research and program development skills
10. stress management skills
11. time management skills

## **Personal Attributes**

The incumbent must demonstrate the following personal attributes:

1. maintain standards of conduct
2. be respectful
3. possess cultural awareness and sensitivity
4. be flexible
5. demonstrate sound work ethics
6. be consistent and fair

## **REQUIREMENTS**

The Fire Chief would normally **possess and** attain the required knowledge, skills and attitudes through completion and **continuing maintenance** of Firefighting Training **as established by applicable Federal, State or professional association standards** combined, with several years of related firefighting and supervisory experience in emergency and command and control situations.

The **Fire Chief** must possess a valid Driver's License appropriate to the class of vehicle being operated.

The **Fire Chief** must preferably reside in the Community of Spalding, or within a 15 minute/approximately 10 mile radius of the Spalding Community Service District/Volunteer Fire Department office and facilities as is prudent and responsible for carrying out duties as incident commander.

## **WORKING CONDITIONS**

### **Physical Demands**

The Fire Chief may be involved in physically draining and exhausting activities which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations. The Fire Chief will have to carry heavy firefighting equipment while climbing ladders and going through buildings. The Fire Chief will regularly be exposed to water in extreme weather conditions and have to deal with resulting ice build up in winter months.

### **Environmental Conditions**

The Fire Chief will be exposed to noxious smoke and fumes as a result of fire. The Fire Chief will have to manage a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of residents. The Fire Chief will be exposed to environments that are dangerous, busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

The Fire Chief will be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing and sight. The Fire Chief will require extreme levels of concentration during a firefighting situation.

### **Mental Demands**

Very high levels of mental and emotional stress will be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury and property.

# CERTIFICATION

**SPALDING COMMUNITY SERVICES DISTRICT**  
**VOLUNTEER FIRE DEPARTMENT**  
**VOLUNTEER FIRE CHIEF**  
Certification

Volunteer \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

I certify that I have read and understand the responsibilities assigned to this position.

Board Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.