



Office of the Chief MEMORANDUM

DATE: May 18, 2017

TO: Board of Fire Commissioners

FROM: Brian Gorski, ^{BG} Fire Chief

RE: **Re-establishment of the Operations Chief Position**

BACKGROUND:

Up until October 13, 2014, the District always operated with an Operations Chief for the purposes of providing leadership, guidance and coordination between our three (3) shifts, Training, Logistics, Administration and the other emergency agencies that surround our District.

Additionally this position served on various Committee's here in Manatee County to ensure common operational policies, dispatch procedures and in the event of a multi-alarm incident, would respond and either take command or assist command with the incident.

The Operations position also served as Acting Fire Chief when the Fire Chief was away on vacation. This position also assisted the Fire Chief with negotiations, policy development, discipline investigations and budget preparation, however today the District has a Deputy Chief of Administration & Finance that is assigned those duties and responsibilities. This Operations Chief position would share in some of those duties and responsibilities.

When this position was vacated in October 2014, the responsibilities and duties were divided up among the three (3) shift Battalion Chiefs and Fire Chief. The chain of command, reporting structure changed, the Battalion Chief's, Training and Logistics reported to the Fire Chief as well as the Deputy Chief of Administration and Finance and our Fire Marshal.

Since October 2014, we have added a staff Captain's position that has the duties and responsibilities of our Hazardous Materials Team and works closely with our

Training Captain. Additionally there is a good possibility that Southern Manatee Fire Rescue District may soon begin providing ALS Non-Transport services. For day to day operations, our Hazardous Materials Captain coordinates his reporting to the Fire Chief, Deputy Chief of Administration and Finance and our Battalion Chief's with a direct reporting to Chief Gould on an actual Hazardous Materials matters.

ALS Non-Transport Engines can easily be coordinated by the Fire Chief and Deputy Chief of Administration and Finance, however in two (2) years there is a good possibility that I will not be renewing my employment contract and if I do, it would only be for an additional year to assist the District.

With that being said, in order for this District to continue to excel as the Leader in this County and to ensure continuity and a seamless transition when I leave, I truly believe that we need to fill the Operations Chief position now which will allow me more time to continue to work with Chief Bounds in getting him ready to take over as the Fire Chief when I leave.

Attached is the revised Position Description and Physical Demands for the Operations Chief position and the organization chart that identifies this positions location and reporting tree.

RECOMMENDATION:

Allow me to create, advertise and fill this position for Operations Chief. If permission is granted, we will need to complete a budget amendment to the FY17 budget and move funding in to cover Personnel Services for salary and funding for Non-Personnel services and Capital for a vehicle.

Estimated Personnel Cost Total Compensation - \$132,000.00 to \$142,356.60
varies if we stay inside or go outside

Estimated Non-Personnel Cost - \$4500.00

Capital (Vehicle) - \$28,000.00

Estimated Grand Total - \$164,500.00 to \$174,856.60

Cc: Attachments

SOUTHERN MANATEE FIRE RESCUE DISTRICT POSITION DESCRIPTION



PERSONNEL DEPARTMENT USE ONLY				
Class Code	Type of Transaction	EEO Code	Approved By/Date	FLSA Status
				Exempt <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/>

Position Number
003

Read Instructions BEFORE Completing this form

1.a. District Name Southern Manatee Fire Rescue District		b. Division Fire-Rescue Services		b. Section Operations & Training	
2.a. C U R R E N T:			b. P R O P O S E D:		
Class Code	Class Title	Pay Grade	Class Code	Class Title	Pay Grade
	Deputy Fire Chief				
3.a. Type of Position		Full Time <input checked="" type="checkbox"/>	Part Time <input type="checkbox"/>	b. On-Call Required	c. Confidential
Seasonal <input type="checkbox"/>	Temporary <input type="checkbox"/>	Shared <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	d. Supervisory Training
					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

4.a. Major Purpose: (Briefly summarize the overall purpose of this position)
Performs a variety of supervisory, technical, and administrative work in the supervision and administration of fire suppression, emergency medical service, hazardous materials, and training activities of the fire department. Assists the Fire Chief in general aspects of the management and command of the fire district as well as specific areas of responsibility that include, but are not limited to operations, training, and personnel management. Works closely with the DC of Admin & Finance to prepare annual budget for areas of responsibilities and coordinates logistical support for fire station, apparatus, and equipment maintenance, repair and replacement. Shall work a forty (40) hour week as coordinated and scheduled with the Fire Chief.

b. Essential Functions (include % of work time and associated tasks):
 % Description of task: The primary focus of the Deputy Chief of Operations consists of four (4) main objectives, they are:

50%

- **Operations Management – provides complex administrative and management support. Conducts a variety of organizational and operational studies; Recommends modifications to programs, policies and procedures as appropriate. Prepares and presents staff reports and other necessary correspondence. Actively direct and manage the achievement of the District’s operational and emergency response initiatives while maintaining the District’s 24-hour operational readiness and ability to respond safety to calls.**
- **Personnel Management – Promote and ensure the performance excellence of suppression personnel through interactive performance management, progressive training programs and motivational leadership. Establishes appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, allocates resources accordingly.**
- **Operations Strategic Direction – Implement the strategic direction for the Operations Division through the identification and achievement of organizational, operational, training and staffing objectives which are fiscally sound and closely aligned with the District’s budgetary resources and strategic initiatives.**
- **Public Relations – Act as a high-level representative for the District in external interactions with the media, civic organizations, home owner associations, citizens and other governmental agencies for the dissemination of fire service and District related information, coordination of inter-agency emergency response coverage and the establishment of cooperative working relationships to assist in achieving District operational objectives. Demonstrate an awareness and appreciation of the cultural diversity of the community.**

30%

Participates in managing the development and implementation of the District's goals, objectives and priorities for each assigned service area; recommends and administers policies and procedures. Ensures appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly. Reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems. Participates in staff meetings, and preparing administrative reports and performance reviews. Monitors and approves expenditures and implements budgetary adjustments as appropriate and necessary for areas of responsibility. Participates in the development and administration of goals, objectives and procedures for the District to meet current and future needs of the community. Analyze and assess programs, policies and operational needs and make appropriate adjustments.

5%

Identifies skills development needs and coordinates training and professional development programs with other automatic aid agencies, state and regional organizations. Ensures compliance with generally accepted standards and/or operational requirements. Oversees safety programs for all fire district employees. Ensures firefighter safety and proper use of personal protection equipment. Shall serve on the Safety Committee and assist in the investigation of all accidents and injury incidents.

5%

Address civic clubs, homeowner associations, and other groups regarding activities and programs of Public Safety and promote public understanding of Public Safety's functions and to promote Fire Prevention awareness in the community.

5%

Assists the Fire Chief with development and administrative policies, standard operating procedures, and general orders guiding the delivery of emergency services to the community, communicating said policies to subordinate personnel and ensuring subordinate personnel are carrying out all policies, rules and regulations and standard operating procedures. Advises, resolves, investigates and recommends solutions to personnel problems, within the organization as requested by managers and supervisors; communicating recommendations to the Fire Chief regarding any disciplinary action to be taken.

2.5%

Responsible for the planning, research, processing and execution of special projects as assigned by the Fire Chief. Will respond to major incidents or events and fill positions within the Incident Command System as directed by the Fire Chief. Functions in the Emergency Operations Center and assists in the staffing of Emergency Support Functions 4 activations. May be asked to serve as the Fire Chief in his absence.

2.5%

Serves on various Committees and Task Forces including the Florida Fire Chiefs Association. Shall also serve as a member of the Administrations Labor Relations Team. Participates in seminars, conferences, and training courses in relation to the position responsibilities. Shall be available to respond to any emergency situation requiring administrative or senior command presence.

5.a. Identify the level of education you feel should be required for this position (Include the kind of degree and major, if appropriate):

AS Degree in Fire Science

b. Describe any special course(s) you feel should be required for this position:

Florida Minimum Standards Certification, Florida EMT or Paramedic. Fire Officer 1 Certification. Incident Command Position Certifications for Incident Commander, Operations Chief, Plans Chief, Logistics Chief and Finance Chief. Courses or training inclusive of public speaking, accounting, budgeting and labor relations would be preferred but not required.

6.a. Describe the type of experience required to perform this job:

Held position in Operations at Battalion Chief or above with 8 years of experience in related field(s).

b. Amount of Required Experience:

- None Less than 1 month 1 - 3 months
 4 - 5 months 6 months - less than 1 year 1 - 3 years
 3 - 5 years 5 - 10 years over 10 years

7.a. Knowledge, Skill(s), and Ability(ies): (List those which are not listed in the Class specification):

Knowledge of State and Federal Laws governing Fire Suppression
Knowledge of Fire Data Reporting
Knowledge of Quality Management Principles
Knowledge of Strategic Planning
Knowledge of both short term budgeting and long term budgeting and revenue
Knowledge of governmental operations and practices, specifically the methods and principles of sound and practical delivery of all phases of fire protection and emergency medical services,
Knowledge of the principles, practices and procedures of public personnel administration, specifically dealing with human and labor relations, contract management, employment procedures, discipline and evaluation processes.
Ability to prepare and delivery all types of fire training programs.
Ability to prepare and delivery promotional assessment for all positions.
Ability to communicate effectively verbally and in writing
Ability to prepare clear and concise reports
Ability to make presentations to citizens, civic and governmental organizations

b. List any special certification(s) required for this position:

See above

c. List any machines, equipment, and/or special tools operated by this position:

Computer, Mobile Data Terminal, 800 mhz Radio, AED

8. a. Drivers License: Yes No

b. If yes, explain purpose: **For emergency response**

c. Endorsement:

9. a. C.D.L. Yes No

b. If yes, explain purpose:

c. Operation (% Time):

d. Class:

e. Endorsement:

10. List subordinate positions with DIRECT reporting relationship:

<u>Class Title</u>	<u>Class Code</u>	<u>Position No.</u>	<u>Class Title</u>	<u>Class Code</u>	<u>Position No.</u>
Battalion Chief					
Training Captain					
Haz-mat Captain					

11.a. Daily Hours from: **7:00** AM PM to: **5:00** AM PM Total Hours per week: **40**

b. Days Sunday Monday Tuesday Wednesday Thursday Friday Saturday

c. Explain any variations in work week (split shifts, rotation, on-call, emergencies, etc.):

Major Incidents that may occur after hours or on weekends and any activation of the Emergency Operations Center

12. Perquisites / Allowances:

24 hour vehicle assignment, cell phone and uniforms

13. Supervisor Information: Supervisor's Title Position No. Class Code

Fire Chief

Effective Date:

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

ADDENDUM TO JOB DESCRIPTION

Job Title: Deputy Fire Chief

Position #: 003

Department: Southern Manatee Fire Rescue District

Business Unit: Fire / EMS Operations

For purpose of measuring amount of time required for physical ability refer to chart below
 Occasionally = under 1/3 of time Regularly = 1/3 to 2/3 of time Frequently = over 2/3 of time

Select the specific physical requirements for the above job: (Place an X in a box in each category)

<p><u>Stand</u> While performing the duties of this job, the employee is</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> not required</td> <td style="width: 50%; border: none;"><input type="checkbox"/> regularly required</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> Occasionally required</td> <td style="border: none;"><input type="checkbox"/> frequently required</td> </tr> </table>	<input type="checkbox"/> not required	<input type="checkbox"/> regularly required	<input checked="" type="checkbox"/> Occasionally required	<input type="checkbox"/> frequently required	<p><u>Walk</u> While performing the duties of this job, the employee is</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> not required</td> <td style="width: 50%; border: none;"><input type="checkbox"/> regularly required</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> occasionally required</td> <td style="border: none;"><input type="checkbox"/> frequently required</td> </tr> </table>	<input type="checkbox"/> not required	<input type="checkbox"/> regularly required	<input checked="" type="checkbox"/> occasionally required	<input type="checkbox"/> frequently required
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<p><u>Sit</u> While performing the duties of this job, the employee is</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> not required</td> <td style="width: 50%; border: none;"><input type="checkbox"/> regularly required</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> occasionally required</td> <td style="border: none;"><input type="checkbox"/> frequently required</td> </tr> </table>	<input type="checkbox"/> not required	<input type="checkbox"/> regularly required	<input checked="" type="checkbox"/> occasionally required	<input type="checkbox"/> frequently required	<p><u>Use hands & fingers to handle or feel (manual dexterity)</u> While performing the duties of this job, the employee is</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input checked="" type="checkbox"/> not required</td> <td style="width: 50%; border: none;"><input type="checkbox"/> regularly required</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> occasionally required</td> <td style="border: none;"><input type="checkbox"/> frequently required</td> </tr> </table>	<input checked="" type="checkbox"/> not required	<input type="checkbox"/> regularly required	<input type="checkbox"/> occasionally required	<input type="checkbox"/> frequently required
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<p><u>Reach with hands and arms</u> While performing the duties of this job, the employee is</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> not required</td> <td style="width: 50%; border: none;"><input type="checkbox"/> regularly required</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> occasionally required</td> <td style="border: none;"><input type="checkbox"/> frequently required</td> </tr> </table>	<input type="checkbox"/> not required	<input type="checkbox"/> regularly required	<input checked="" type="checkbox"/> occasionally required	<input type="checkbox"/> frequently required	<p><u>Climb or balance</u> While performing the duties of this job, the employee is</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> not required</td> <td style="width: 50%; border: none;"><input type="checkbox"/> regularly required</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> occasionally required</td> <td style="border: none;"><input type="checkbox"/> frequently required</td> </tr> </table>	<input type="checkbox"/> not required	<input type="checkbox"/> regularly required	<input checked="" type="checkbox"/> occasionally required	<input type="checkbox"/> frequently required
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<p><u>Stoop, kneel, crouch or crawl</u> While performing the duties of this job, the employee is</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> not required</td> <td style="width: 50%; border: none;"><input type="checkbox"/> regularly required</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> occasionally required</td> <td style="border: none;"><input type="checkbox"/> frequently required</td> </tr> </table>	<input type="checkbox"/> not required	<input type="checkbox"/> regularly required	<input checked="" type="checkbox"/> occasionally required	<input type="checkbox"/> frequently required	<p><u>Talk or hear</u> While performing the duties of this job, the employee is</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> not required</td> <td style="width: 50%; border: none;"><input type="checkbox"/> regularly required</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> occasionally required</td> <td style="border: none;"><input checked="" type="checkbox"/> frequently required</td> </tr> </table>	<input type="checkbox"/> not required	<input type="checkbox"/> regularly required	<input type="checkbox"/> occasionally required	<input checked="" type="checkbox"/> frequently required
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<p><u>Select the specific vision requirements of this job</u> (you may select as many as needed)</p> <p><input checked="" type="checkbox"/> Close vision – ability to see clearly 20 inches or less</p> <p><input checked="" type="checkbox"/> Distance vision – ability to see clearly 20 inches or more</p> <p><input checked="" type="checkbox"/> Color vision – ability to identify and distinguish colors</p> <p><input checked="" type="checkbox"/> Peripheral vision – ability to observe an area that can be seen up and down or to the left and right while eyes remain fixed on a given point, i.e. monitors, control panels, driving in various traffic conditions, operating heavy equipment</p> <p><input checked="" type="checkbox"/> Ability to adjust focus – ability to adjust the eye to bring an object into sharp focus, i.e. shifts gaze from viewing a computer monitor at a distance of several feet to forms that are closer to compare data at close vision</p> <p><input type="checkbox"/> Commercial Driver’s License per DOT Standards</p>	<p><u>Level of noise typical for the work environment of this job</u> (check the appropriate level below)</p> <p><input type="checkbox"/> Very Quiet (examples: forest trail, isolation booth for hearing)</p> <p><input type="checkbox"/> Quiet (examples: library, private office, beach patrol)</p> <p><input checked="" type="checkbox"/> Moderate - less than 85 decibels (examples: business office with computers and printers, light traffic, riding in truck, receptionist area)</p> <p><input type="checkbox"/> Loud - 85 or more decibels (examples: heavy trucks, large earth moving equipment, road work, bus operations)</p> <p style="margin-left: 40px;">Duration: _____ hours/day</p> <p><input type="checkbox"/> Very Loud - 100 or more decibels (examples: jack hammer, chain saw, lawn equipment, rifle range, helicopter)</p> <p style="margin-left: 40px;">Duration: _____ hours/day</p>								

Lifts Weight or Exerts Force (check frequency and number of pounds)

The employee

- Does not lift weight or exert force
- Must occasionally lift and/or move up to 10 pounds 25 pounds 50 pounds more than 50 pounds
- must frequently lift and/or move up to 10 pounds 25 pounds 50 pounds more than 50 pounds
- must regularly lift and/or move up to 10 pounds 25 pounds 50 pounds more than 50 pounds

If more than 50 pounds explain specified required amount and how often:

Can the employee use a handling device (dolly, cart, etc.) or work with another team member to lift and/or move excessive poundage of more than 50 pounds:

N/A

Exposure to the following environmental conditions: How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Work Environment	Rarely	Occasionally	Regularly	Frequently
Wet or humid conditions (non-weather)			X	
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions (cold, heat, wet)		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Risk of exposure to blood-borne pathogens			X	
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Work with dangerous equipment		X		
Protective Clothing or Personal Devices	Rarely	Occasionally	Regularly	Frequently
Hard hats, steel-toed shoes, protective glasses, ear protection, back safety device, safety vest, protective gloves, other:		X		
Full-face piece respirator		X		
Self-contained breathing apparatus (SCBA)		X		
Dust mask		X		
Other:				

Comments:

FORM PREPARED BY:

Name Brian Gorski

Date _____

Title Fire Chief

Basis for knowledge of job: Hold job now Supervise job Other, explain: _____

Southern Manatee Fire & Rescue Organizational Chart

