



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

STANDING COMMITTEE – PERSONNEL – MEETING AGENDA February 2, 2026 at 6:00 PM

To Be Held:
Fire Station
24901 County Road 95
Davis CA, 95616

1. Call the Meeting to Order (Chair Amy)
2. Public Comment
3. Discussion / Action - Planning for Performance Evaluations – Hall Manager and Fire Chief (All) **(Pages 2 - 25)**
 - a. Review and Possibly Modify Guiding Documents and Forms
 - b. Hall Manager Evaluation by Personnel Committee or Lillard Hall Committee
 - c. Fire Chief Evaluation Planning (Questions to Staff, Etc)
 - d. Potential Dates and Scheduling
4. Adjourn Meeting (Chair Amy)

Personnel Evaluations

1000.1 PURPOSE AND SCOPE

This document provides guidelines for supervisors who are responsible for completing evaluations of department personnel.

Corresponding Policies:

- Records Management
- Performance Evaluations
- Assignments and Transfers
- Position Descriptions

1000.2 INITIAL STEPS

Review the Performance Evaluations Policy.

- Determine the type of performance evaluation that needs to be completed, according to the Performance Evaluations Policy:
 - Regular
 - Assignment
 - Special
- Gather the following:
 - Job description of the member being evaluated
 - Previous evaluation of the member being evaluated
 - Supervisor notes concerning the performance of the member during the rating period
 - Any department documentation related to uniform goals for the Department and personnel
 - Input from members who have knowledge of the member's job performance

1000.3 PROBATIONARY MEMBERS

Supervisors should evaluate the performance of probationary members on a continuous basis throughout the probationary period, as directed by the Performance Evaluations Policy.

1000.4 PERMANENT STATUS MEMBERS

Supervisors should prepare an evaluation of each member under their command once per year on the member's anniversary date or the anniversary of the member's last promotion or assignment, prior to a new assignment, or when special circumstances warrant, as directed in the Performance Evaluations Policy.

Personnel Evaluations

After gathering all required documents and information, the supervisor should complete the evaluation form. While completing the form, the supervisor should remain objective and free from bias. The evaluation should be completed based on facts, observed job performance, and the member's knowledge, skills, and abilities. Supervisors should not allow personal feelings toward the member to influence the evaluation.

1000.5 FIRE CHIEF

An evaluation of the Fire Chief's performance should be conducted annually.

After gathering all required documents and information, the Personnel Committee of the West Plainfield Fire Protection District should complete the evaluation form. While completing the form, the Committee members should remain objective and free from bias. The evaluation should be completed based on facts, observed job performance, and the Fire Chief's knowledge, skills, and abilities. Committee members should not allow personal feelings toward the Fire Chief to influence the evaluation.

For purposes of this policy, the Personnel Committee of the West Plainfield Fire Protection District shall be considered the Fire Chief's supervisor or immediate supervisor.

1000.6 RATINGS

Supervisors should follow the rating categories described in the Performance Evaluations Policy when completing personnel evaluations. Additionally, the supervisor should provide specific descriptions of the member's demonstrated or observed behaviors, knowledge, skills, and abilities. When a member earns a rating that is above or below the requirements for a "meets standards" classification, the supervisor completing the evaluation should thoroughly document the reasons for the high or low rating in the rater comments section of the evaluation.

Ratings that are below "meets standards" should include comments from the supervisor related to specific deficiencies and actions as well as goals to improve the member's performance level.

1000.7 EVALUATION REVIEW

When the immediate supervisor has completed the evaluation form, it should be reviewed according to the Performance Evaluations Policy.

1000.8 EVALUATION INTERVIEW

After completing the evaluation form and receiving feedback as provided in the Performance Evaluations Policy, the member's immediate supervisor should schedule a time to discuss the evaluation results with the member and present the member with a copy of the evaluation.

When the supervisor is conducting the evaluation interview, it is important to set up the desired environment including but not limited to:

- The interview should be held in private at a time convenient for both the supervisor and the member

Personnel Evaluations

- The evaluation interview should be held face to face, whenever practicable
- The supervisor should allow the member to read through the evaluation form in its entirety before discussing any specific ratings
- The supervisor should allow the member to ask questions about the supervisor's ratings and comments
- The interview should maintain a professional tone at all times

Performance Evaluations

1001.1 PURPOSE AND SCOPE

The objective of the evaluation system is to record work performance for both the Department and the employee or member ("member"), giving recognition for good work and providing a guide for improvement where needed. The performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, assignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

[Form - Performance Evaluation](#)

1001.2 POLICY

The Department evaluates members in a non-discriminatory manner based upon job-related factors specific to the member's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1001.3 PROCEDURE

Each evaluation will cover a specific time period and should be based on the member's performance during that period. At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation rating criteria with each member. When a non-probationary member's job performance falls below the established standards of the job, the supervisor should, as soon as practicable but at least 90 days prior to the end of the annual evaluation period, advise the member in writing in order to provide an opportunity for the member to improve performance. The involved member should be provided the opportunity to initial any such writing and respond in writing within 30 days, if desired. Failure to meet established performance standards is justification for an unsatisfactory rating. Rating factors that are not observed are assumed to be performed at a standard level.

The performance evaluation report will be completed by the member's immediate supervisor. Other supervisors and members directly familiar with the member's performance during the rating period should be consulted by the immediate supervisor for their input.

The performance evaluation report of the Fire Chief shall be completed by the Personnel Committee of the West Plainfield Fire Protection District. Other Board members and members directly familiar with the Fire Chief's performance during the rating period should be consulted by the Personnel Committee members for their input.

Performance Evaluations

1001.4 PROBATIONARY EMPLOYEES AND MEMBERS

All personnel will serve a 12-month probationary period before being eligible for certification as permanent members; with the exception of volunteer firefighters who shall serve a six-month probationary period. Probationary full-time and volunteer firefighters shall be evaluated monthly, or more frequently as needed, during the probationary period. Performance evaluation reports shall be completed as defined by the Administration by specific job classification for all other full-time personnel during the probationary period.

1001.5 PERMANENT STATUS MEMBERS

Permanent members are subject to the following types of performance evaluations:

Regular - A performance evaluation report shall be completed once each year by the member's immediate supervisor on the anniversary of the member's date of hire, except for members who have been promoted. In the case of promotion, a performance evaluation report shall be completed on the anniversary of the member's date of last promotion.

New Assignment / Promotion - If a member is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since a new assignment, an evaluation shall be completed by the current supervisor with input from the previous supervisor. A member shall be evaluated for promotional purposes as set forth in the Assignments and Promotions Policy.

Special - A special evaluation may be completed any time the rater and the rater's supervisor believe one is necessary due to member performance deficiencies. Generally, the special evaluation will be used to document areas of performance deemed less than standard when follow-up action is planned (e.g., action plan, remedial training, retraining). The evaluation form and associated documentation shall be submitted as one package.

1001.5.1 RATINGS

Outstanding - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards - Performance that is better than expected of a fully competent member. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding.

Meets standards - Performance expected of a fully competent member and meets the standards required of the position.

Needs improvement - Performance that is less than that expected of a fully competent member and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the member and include a structured plan intended to improve performance, with short interval interim evaluations.

Unsatisfactory - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Performance Evaluations

Written comments should be used by the rater to document the member's strengths, weaknesses and make any suggestions for improvement. Any job dimension rating marked unsatisfactory or outstanding should be substantiated in the rater comments section.

1001.6 EVALUATION INTERVIEW

When a supervisor has completed the preliminary evaluation arrangements shall be made for a private discussion of the evaluation with the member. The supervisor should discuss the results with the member and answer any questions the member may have. If the member has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and member will sign and date the evaluation. Permanent members may also write comments in the member comments section of the performance evaluation report.

1001.7 EVALUATION REVIEW

Before the supervisor meets with the member to review the evaluation, the draft performance evaluation report should be forwarded to the rater's supervisor for review.

The second-level supervisor should review the evaluation for fairness, impartiality, uniformity, and consistency, and evaluate the first level supervisor on the quality of the ratings to be provided to the member.

1001.8 RECORDS MANAGEMENT

The original performance evaluation report should be maintained in the member's personnel file as provided in the Records Management Policy. A copy should be provided to the member and a copy should be forwarded to the Administration.

Attachments

Attachment - Form - Performance Evaluation.pdf



WEST PLAINFIELD FIRE DEPARTMENT - PERFORMANCE EVALUATION REPORT

Name(s) of Evaluator(s) _____

Evaluation Date _____

Ratings

- **Outstanding (O)** - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.
- **Exceeds standards (ES)** - Performance that is better than expected of a fully competent member. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding.
- **Meets standards (MS)** - Performance expected of a fully competent member and meets the standards required of the position.
- **Needs improvement (NI)** - Performance that is less than that expected of a fully competent member and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the member and include a structured plan intended to improve performance, with short interval interim evaluations.
- **Unsatisfactory (U)** - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Full Member Name and Position/Assignment * _____ Time in Position/Assignment _____

Type of Evaluation Regular Probationary New Assignment / Promotion Other Purpose: _____

Duties, Qualifications, Knowledge, Skills, Abilities

- | | | | | | | |
|--|-------|-----|-------|----|-------|--------|
| 1 - Member meets minimum qualifications/education for the assignment/position | _____ | yes | _____ | no | _____ | rating |
| 2 - Member meets the required additional qualifications/education for the assignment/position | _____ | yes | _____ | no | _____ | rating |
| 3 - Member has the ability to satisfactorily perform the representative duties for the assignment/position | _____ | yes | _____ | no | _____ | rating |
| 4 - Member has the ability to satisfactorily perform the additional duties for the assignment/position | _____ | yes | _____ | no | _____ | rating |
| 5 - Member has satisfactorily performed the <i>representative</i> duties for the assignment/position | _____ | yes | _____ | no | _____ | rating |
| 6 - Member has satisfactorily performed the <i>additional</i> duties for the assignment/position | _____ | yes | _____ | no | _____ | rating |
| 7 - Member has the required <i>minimum</i> knowledge for the assignment/position | _____ | yes | _____ | no | _____ | rating |
| 8 - Member has acquired the <i>additional</i> knowledge for the assignment/position | _____ | yes | _____ | no | _____ | rating |
| 9 - Member has demonstrated the <i>required</i> abilities necessary for the assignment/position | _____ | yes | _____ | no | _____ | rating |
| 10 - Member has demonstrated the <i>additional</i> abilities for the assignment/position | _____ | yes | _____ | no | _____ | rating |
| 11 - Member has met the required number of shifts/hours, if applicable | _____ | yes | _____ | no | _____ | rating |
| 12 - Member has attended required trainings or has demonstrated skills and knowledge presented | _____ | yes | _____ | no | _____ | rating |

Prior Improvement Plan Objectives / Goals (attach pertinent portion of prior evaluation)

- | | | | | | | | | |
|---|-------|-----|-------|-----|-------|----|-------|--------|
| 13 - Member has met prior improvement plan objectives, if any | _____ | N/A | _____ | yes | _____ | no | _____ | rating |
| 14 - Member has met prior goals, if any | _____ | N/A | _____ | yes | _____ | no | _____ | rating |

Evaluator(s) Comments (Include Item Number) (attach additional sheets if necessary)

* Attach a copy of the current assignment/position description document

Position Descriptions

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each position, rank, or job classification within the West Plainfield Fire Protection District and West Plainfield Fire Department (hereinafter "Department").

Fire Suppression Positions

- [Firefighter \(Full-Time, On-Call Driver/Operator, Engineer, Volunteer, Reserve\)](#)
- Company Officer (Full-Time Captain or Lieutenant) (see the *Manual* at Policy 103)
- Officer (Captain or Lieutenant) (see the *Manual* at Policy 103)
- Battalion Chief (Full- or Part-Time) (see the *Manual* at Policy 103)
- [Chief Officer \(Excluding Chief\) - Volunteer](#)
- [Fire Chief](#)

Non-Suppression Positions ([Board Clerk, AA to Fire Chief, Hall Manager, Historian](#))

1003.2 POLICY

It is the policy of the West Plainfield Fire Protection District and the Department to develop unique position descriptions for each position, assignment, rank, and/or classification.

1003.3 PROCEDURE

The Administration will generally develop and maintain position descriptions and classification specifications (e.g., Board Clerk, Hall Manager, Firefighter, Fire Captain, Company Officer). Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

West Plainfield Fire Department



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POLICY 1003 – POSITION DESCRIPTIONS (10/15/2024)
POSITION DESCRIPTION / CLASSIFICATION – NON-SAFETY

Summary Description

A person assigned to a Non-Safety classification provides non-emergent services to the West Plainfield Fire Protection District or the West Plainfield Fire Department, unless directed otherwise by the Board of Fire Commissioners or the Fire Chief.

A person assigned to a Non-Safety classification may handle confidential documents and documents protected by HIPAA laws and other laws, regulations, or District and Department policy. Such a member is expected to maintain confidentiality and privacy.

Class specifications are intended to present a descriptive list of the range of duties performed by the employees or members in the class. The *Representative Duties* sections are not intended to reflect all duties performed within a classification and other duties and responsibilities may be assigned as deemed necessary.

Sick Leave

A person assigned to a Non-Safety classification shall accrue sick leave as provided in Policy 1039 (*Compensated Leave*), Section 1039.4 (*Sick Leave*), or any successor policy or policies.

Worker's Compensation

A person assigned to a Non-Safety classification shall be covered by Worker's Compensation insurance and shall be classified as "clerical."

Probationary Period

Unless otherwise noted below, this position is subject to a ninety (90) day probationary period.

Qualifications

A member serving in a Non-Safety position with the District or Department shall have the following minimum qualifications:

- Be at least 18 years of age by the closing date of the recruitment period
- Be in possession of a high school diploma or a General Equivalency Diploma (GED)
- Have and maintain automobile insurance as required by California law
- Be a U.S. citizen or have proof of a legal right to work in the U.S

POLICY 1003 – POSITION DESCRIPTIONS (10/15/2024)
POSITION DESCRIPTION / CLASSIFICATION – NON-SAFETY
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Classification – Board Clerk

Definition

The Board Clerk (“Clerk”) is a member who is hired or appointed by the Board of Commissioners (“Board”) to provide administrative support and ensure that actions of the Board are documented, carried out, and made available to the public in compliance with state laws for public commissions. The Clerk is supervised by the Board President or their designee.

Representative Duties and Responsibilities

The Clerk shall:

- Serve as the Board’s expert on compliance with state laws on freedom of information access, public notice of meetings, the requirements of meetings at which official business will be conducted, and Board member training requirements; including, but not limited to, (1) The Brown Act, (2) Roberts Rules of Order; and (3) Conflicts of Interest)
- On behalf of the Fire Protection District or the Board, prepare and file appropriate forms as may be required by law; including, but not limited to, California Form 700 and other annual reporting requirements to the Secretary of State, etc.
- Be knowledgeable about the budget preparation and approval process; including, but not limited to, due dates for submission of various documents and supporting documents; ensure that such deadlines are met and documents submitted
- Accurately prepare (content, spelling, grammar, punctuation, format), properly post (Station and District Website) and distribute appropriate documents for Board and committee meetings as directed and/or required by law; this includes, but is not limited to, agendas and all packet items
 - Draft agenda to be sent to the Board President or Committee Chair, as appropriate, and to the Fire Chief (1) one and one-half (1½) weeks prior to regularly scheduled Board meetings and (2) for any special or emergency Board meeting and/or any Committee (standing or ad hoc) meeting sufficiently ahead of such scheduled meeting as to allow the Board President or Committee Chair, as appropriate, and Fire Chief to request modifications or additions
 - Assemble supporting documents for each meeting
 - Ensure that all draft minutes, for the proper periods and meetings, are included
 - Ensure that the correct financial and/or quarterly Fire Department reports, for the proper periods, are run and included
 - Ensure that the approved Agenda and packet items are available for distribution to the Board Members and Fire Department Staff as soon as such items are available, but ideally at least one (1) week prior to any meeting; or, in the case of an emergency or special meeting, as soon as such items are available
 - Post approved Agenda at the Station and the Agenda and packet items to the District Website no later than seventy-two (72) hours prior to a scheduled meeting; post any amendments or additions to such documents as soon as possible prior to the meeting; or, in the case of an emergency or special meeting, as soon as such items are available

POLICY 1003 – POSITION DESCRIPTIONS (10/15/2024)
POSITION DESCRIPTION / CLASSIFICATION – NON-SAFETY

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- Attend all Board (regular, special, or emergency) meetings and accurately record and then transcribe minutes of any such meeting
 - If the Clerk will be absent, the Clerk is responsible for leaving the assigned District tablet/laptop computer where it can be used by the President or their designee to record the meeting for later transcription by the Clerk as provided herein
 - The Clerk is responsible for ensuring that all Board meeting minutes are accurately prepared (content, spelling, grammar, punctuation, format) and provided to the Board President within seventy-two (72) hours of each meeting, whether the Clerk attended the meeting or not
 - Once minutes of a Board meeting have been approved and signed, the Clerk shall post each such set of minutes on the District Website within seventy-two (72) hours of approval and signature
 - Distribute approved minutes to the appropriate County, State, or Federal agency, as may be required for budget or grant purposes or as otherwise directed by the Board
- The Clerk is responsible for accurately preparing the minutes of any Committee meeting (special or ad hoc) from notes provided by the Committee Chair or their designee
 - The Clerk shall provide the draft minutes to the Committee Chair within seventy-two (72) hours of each meeting
 - Once minutes of a Committee meeting have been approved and signed, the Clerk shall post each such set of minutes on the District Website within seventy-two (72) hours of approval and signature
 - Distribute approved minutes to the appropriate County, State, or Federal agency, as may be required for budget or grant purposes or as otherwise directed by the Board
- Prepare and submit, or assist with preparation and submittal of, payroll for District and Department employees, as directed
- Prepare and submit, or assist with preparation and submittal of, District and Department bills for payment; pay pre-approved invoices as directed
- Prepare and submit, or assist with preparation and submittal of, District and Department accounts receivable invoices
- Ensure electronic and paper files are organized, accurate and available for audit
- Utilizing modern technology, scan and archive District records and files
- Maintain and distribute, as appropriate, the official list of Board members and the contact information for each
- Sign or countersign correspondence, reports, contracts, applications, or other documents on behalf of the District as directed by the Board
- Read, analyze, sort and distribute incoming Board correspondence no less often than weekly

POLICY 1003 – POSITION DESCRIPTIONS (10/15/2024)
POSITION DESCRIPTION / CLASSIFICATION – NON-SAFETY

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- Respond to written, telephone and/or email communications addressed or directed to the Clerk with requested information or documentation within forty-eight (48) hours of receipt of any such communication
- Prepare and maintain, with input from the Board and Fire Chief, a District Clerk Procedures and Forms manual
- Securely maintain, and return upon request, all District property assigned to the Clerk; keep all such items in proper working order and good condition, barring normal wear and tear
- Periodically review the operating practices of the Board and the procedures and forms of the Clerk and identify ways to reduce operating costs or make improvements in areas such as workflow or reporting procedures
- Perform other administrative duties as requested and approved by the Board.

Qualifications

The Clerk shall have:

- An ability to prioritize their workload
- An ability to work unsupervised
- A basic working knowledge of Microsoft Office Suite and Adobe products
- A working knowledge of web- and software-based email systems
- Excellent written and verbal communication skills
- Basic math skills

Compensation and Hours Worked

Compensation, if any, shall be set by the Board. The Clerk (hereinafter "employee") will not have regular office hours, but shall instead work the hours necessary to accomplish assigned tasks. Time reports are to be presented to the Board President, or their designee, for approval, no later than the day and time designated by the individual(s) assigned to process payroll.

Sick Leave – Procedure for Use

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. An employee not reporting to work pursuant to this section shall advise the Board President or their designee.

Such notification shall be made by a telephone call during which the employee and the Board President or their designee speak to one another. Due to the unreliable nature of electronic forms of communication, in all cases the employee shall have a telephone conversation with the Board President or their designee regarding their absence. Leaving a phone message or voicemail, or sending an email or text, is not an adequate method of reporting an illness and intended absence from work.

An employee will be allowed to return to work/duty on days that they utilize sick leave and hours will be adjusted accordingly at the discretion of the Board President or their designee.

POLICY 1003 – POSITION DESCRIPTIONS (10/15/2024)
POSITION DESCRIPTION / CLASSIFICATION – NON-SAFETY

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After consultation with the Board President or their designee, the Board President may request a physician's certificate at any time.

Paid sick leave made available under this policy has no cash value, and the West Plainfield Fire Protection District does not pay eligible employees for unused sick leave at separation.

Mileage Reimbursement

This individual shall be entitled to reimbursement for mileage at the then IRS published “charitable” rate. Mileage may be reimbursed for the following, including, but not limited to driving around packets or other items for signature; delivering time-sensitive deposits to the County; picking up time-sensitive warrants from the County.

Annual Evaluations

At around day 60 of the probationary period, this individual and the Personnel Committee shall hold a progress meeting to review this individual’s progress and suggest improvements, etc. Thereafter, the Personnel Committee shall formally evaluate this individual’s performance annually or as otherwise deemed necessary by the Personnel Committee, as provided in Policy 1001 (*Performance Evaluations*), or any successor policy or policies.

Classification – Administrative Assistant to the Fire Chief – Volunteer

Definition

This individual is appointed by the Fire Chief to provide administrative support to the Fire Chief. The Administrative Assistant to the Fire Chief (AA) is supervised by the Fire Chief.

Representative Duties and Responsibilities

The AA shall, as directed by the Fire Chief:

- Attend meetings
- Perform research
- Prepare reports and correspondence; finalize documents
- Schedule meetings and/or travel
- Perform other duties as assigned by the Fire Chief

Qualifications

The AA shall have:

- An ability to prioritize their workload
- An ability to work unsupervised
- A working knowledge of Microsoft Office Suite and Adobe products
- A working knowledge of web- and software-based email systems
- Excellent written and verbal communication skills

POLICY 1003 – POSITION DESCRIPTIONS (10/15/2024)
POSITION DESCRIPTION / CLASSIFICATION – NON-SAFETY

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- Basic math skills

Compensation and Hours Worked

This individual shall not have regular office hours, but shall instead schedule the hours necessary to accomplish assigned tasks. This individual shall provide the Fire Chief with a report of hours worked at least monthly.

Mileage Reimbursement

This individual shall be entitled to reimbursement for mileage at the then IRS published “charitable” rate, as authorized by the Fire Chief.

Annual Evaluations

At around day 60 of the probationary period, this individual and the Fire Chief shall hold a progress meeting to review this individual’s progress and suggest improvements, etc. Thereafter, the Personnel Committee shall formally evaluate this individual’s performance annually or as otherwise deemed necessary by the Personnel Committee, as provided in Policy 1001 (*Performance Evaluations*), or any successor policy or policies.

Classification – Hall Manager

Definition

This is an individual who is hired for the purpose of managing and maintaining Lillard Hall, the community hall, for continued use by the community.

Management Received and Exercised

The Hall Manager reports to, and takes direction from, the Board of Fire Commissioners and/or its designee(s).

Representative Duties and Responsibilities

This individual shall:

- Take telephone calls from prospective hall renters or processes online application, as appropriate; itemize list of requirements for hall rental: rental fees, cleaning deposit, liability insurance, and security, if needed.
- Meet potential renter at Lillard Hall, if requested.
- When date is confirmed, put date on calendar in station and/or online.
- Deposit money when application is received and/or confirm that deposit was made electronically.
- Re-inspect the hall before event and clean, or arrange for cleaning, as needed.
- Meet renters before event to give them the key, inspect the hall pre-event, arrange with renters when to meet after the event to inspect hall, refund deposit as appropriate, and retrieve key.
- Purchase supplies when needed.
- Inform the Board of any improvements, maintenance or repairs that are needed.

POLICY 1003 – POSITION DESCRIPTIONS (10/15/2024)
POSITION DESCRIPTION / CLASSIFICATION – NON-SAFETY
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- Schedule maintenance as needed and/or as directed by the Board.
- Maintain record of dates and hours worked and report total hours to District member assigned to process payroll on the payroll cycle used by the West Plainfield Fire Protection District.
- Maintain record of each Hall rental, including: date and type of event; fee collected; security deposit amount retained, if any; and, if renter is a district resident, non-district resident, non-profit organization; or county, State, or federal entity.
- Prepare a monthly report to be given to the Board Clerk prior to each monthly Board of Commissioners meeting, including: total of any money deposited in bank, and a list of any new rental dates.

Compensation and Hours Worked

This individual shall not have regular office hours, but shall instead schedule the hours necessary to accomplish assigned tasks. This individual shall provide the Fire Chief with a report of hours worked at least monthly.

Mileage Reimbursement

This individual shall be entitled to reimbursement for mileage at the then IRS published “charitable” rate, as authorized by the Fire Chief.

Minimum Knowledge, Abilities and Skills

The individual for this position shall have the following knowledge, abilities and skills:

- Knowledge of modern management and maintenance of rental spaces, including promotion of space availability, budgeting and communication techniques.
- Ability and skill to fully utilize web-based and other applications to streamline the rental and maintenance processes.
- Basic math skills
- Basic skills in Microsoft and Adobe products.
- Skilled at written and oral communications

Desired Qualifications

- Bilingual – English and Spanish

Annual Evaluations

At around day 60 of the probationary period, this individual and the Personnel Committee shall hold a progress meeting to review this individual’s progress and suggest improvements, etc. Thereafter, the Personnel Committee shall formally evaluate this individual’s performance annually or as otherwise deemed necessary by the Personnel Committee, as provided in Policy 1001 (*Performance Evaluations*), or any successor policy or policies.

POLICY 1003 – POSITION DESCRIPTIONS (10/15/2024)
POSITION DESCRIPTION / CLASSIFICATION – NON-SAFETY
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Classification – Historian – Volunteer

Definition

This individual is appointed by the Board of Commissioners (“Board”) to document and maintain the history of the West Plainfield Fire Protection District and the West Plainfield Fire Department. Information may be written as a story or may be scanned and preserved for members (past, present, and future) to further the understanding of how the District and Department have emerged and progressed through the decades.

There is no probationary period for this position.

Representative Duties

The following duties are typical for this position. A person assigned to the position of Historian may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth.

- Review various sources of information, including, but not limited to, Board minutes, items stored in containers or file cabinets, newspaper articles, etc.
- Interview past and current members
- With the aid of Department members, maintain and keep current the list of Department personnel, including lists on display in Lillard Hall or other locations

Annual Evaluations

At around day 60 of the probationary period, this individual and the Personnel Committee shall hold a progress meeting to review this individual’s progress and suggest improvements, etc. Thereafter, the Fire Chief shall formally evaluate this individual’s performance annually or as otherwise deemed necessary by the Fire Chief, as provided in Policy 1001 (*Performance Evaluations*), or any successor policy or policies.

West Plainfield Fire Department



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Skill in	2
Licenses and Certificates	2
Training / Education and Experience	3

POLICY 1003 – POSITION DESCRIPTIONS AND CLASSIFICATIONS (06/12/24)

POSITION DESCRIPTION – FIRE CHIEF

Definition

This is a member who is appointed by the Board of Commissioners (hereinafter “Board”) to oversee emergent and non-emergent District operations as directed by the Board.

Management Received and Exercised

The Fire Chief reports to, and takes direction from, the Board. The Fire Chief manages the work of fire suppression personnel (volunteers) and career staff as directed by the Board. Respond to alarms and assume command, as appropriate.

Essential Functions

The Fire Chief may not perform all these tasks and/or may perform similar related tasks not listed here as directed by the Board.

- Attend the Board’s regular and special meetings. Generate a monthly report for the Board.
- Participate in the development and implementation of the District’s planning, including, but not limited to: Strategic Plans, Operations Manual, Emergency Plans, and Financial Plans.
- Assist the Board in preparing the annual budget, anticipating the resources required for the District to provide satisfactory and responsive fire department services.
- Identify and assess problems impacting the effectiveness of fire service delivery and take corrective action in consultation with the Board of Commissioners.
- Identify ways to improve and streamline fire suppression, company inspection, training, equipment maintenance, tactics and programs including the cost and benefit of possible improvements.
- Establish objectives for the operation of the District in conformance with the goals set by the Board. Communicate these objectives to appropriate personnel. Monitor the implementation of these objectives and take corrective action, as necessary.
- Provide staff support to Committees of the Commission.
- Provide technical assistance to the Board, career staff, and volunteer members.
- Participate in Countywide, Statewide, or Nationwide activities that impact the District.
- Negotiate agreements on behalf of the Board.
- Assist career staff in development of plans and quality controls, including the establishment of response standards to ensure acceptable service level standards are maintained.
- Investigate complaints, as necessary.
- Review reports prepared by others, as appropriate.
- Evaluate personnel as directed by the Board and District policy.
- Provide oversight of and maintain clear, timely, and accurate communications between career staff and among operations (suppression) and administrative (training, EMS, prevention, public education) divisions (staff and volunteers) so that fire protection and

POLICY 1003 – POSITION DESCRIPTIONS AND CLASSIFICATIONS (06/12/24)

POSITION DESCRIPTION – FIRE CHIEF

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support activities are coordinated and fire control objectives are achieved, ensuring each operates efficiently and has the resources necessary to do so.

- Strive to maintain a competent and motivated work force.
- Stay informed of the latest fire suppression and prevention problems and hazards within the District and assist staff in finding workable solutions to these problems.
- Project a positive image to individuals and groups as a professional, competent, and responsive leader. Communicate effectively and openly with different individuals and groups.
- Perform community service activities, as needed.
- Participate in Fire Department activities, including but not limited to, social events, training, emergencies and catastrophic events, in a supportive and coordinative roll.

Minimum Knowledge, Ability and Skills

Have or acquire:

Knowledge of

- Problems, issues, philosophies, principles and tactics associated with firefighting, fire prevention, inspection and equipment maintenance.
- Modern management, planning, organization, motivation, budgeting and communication techniques.
- Relevant laws, ordinances, codes and court decisions that affect fire protection.

Within six (6) months of hire/appointment date

- District policies and regulations.
- District government operations.

Ability to

- Manage the technical aspects of various fire suppression, prevention and training activities.
- Quickly analyze emergency situations and direct the proper course of action.

Skill in

- Performance evaluation and employee development.
- Written and oral communications.
- Interpersonal relations.
- Fire protection operations and administrative / management systems.

Licenses and Certificates

Have and maintain First Aid / CPR for the Professional Rescuer and other certifications as required by local, state, and federal law and/or regulation.

POLICY 1003 – POSITION DESCRIPTIONS AND CLASSIFICATIONS (06/12/24)
POSITION DESCRIPTION – FIRE CHIEF
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Training / Education and Experience

Ten (10) years of fire department operations, suppression and training experience, including five (5) years of experience at the rank of Fire Captain or higher, and an associate's degree from an accredited institution. A bachelor's or master's degree from an accredited institution is preferred. Excelled experience with more than twenty (20) years' experience in the fire service may override the educational requirement with a high school diploma. Fire Officer/Chief Officer certification issued by the California State Fire Marshall is desired.