

**SUBJECT:** A SUPPLEMENTAL APPROPRIATION OF \$180,000 FROM THE CENTRAL MAT-SU FIRE SERVICE AREA FUND BALANCE, FUND 250, TO THE FISCAL YEAR 2018 CENTRAL MAT-SU FIRE SERVICE AREA OPERATING BUDGET, FUND 250, FOR WAGES AND BENEFITS FOR TWO REGULAR FULL TIME POSITIONS; FIRE MARSHAL AND FIRE TRAINING OFFICER.

**AGENDA OF:** September 19, 2017

**ASSEMBLY ACTION:**

IM 17-159 was amended w/ McKee opposed  
Im 4.0R were adopted without  
objection 10-17-17 (B) (S)

**MANAGER RECOMMENDATION:** Introduce and set for public hearing.

**APPROVED BY JOHN MOOSEY, BOROUGH MANAGER:**

Route To:	Department/Individual	Initials	Remarks
	Originator/Otto Feather	OF	
	Finance Director	CF	
	Borough Attorney	NS	
	Borough Clerk	JMM	9/11 (B) (S)

**ATTACHMENT (S):** Fiscal Note: YES ☒ NO ☐  
Ordinance Serial No. 17-119 (4 pp)  
Position Justifications and Descriptions (10 PP)

**SUMMARY STATEMENT:**

The Central Mat-Su Fire Service Area is the Largest Fire Service Area within the Matanuska-Susitna Borough covering 134 square miles. In conjunction with providing fire suppression services, the Central Mat-Su Fire Department area also provides fire prevention, public fire and life safety plan reviews, and fire investigations. In 2016, 7,697 children and adults participated in fire prevention activities provided by Central Mat-Su Fire Department and Fire Code Officials completed 149 fire and life safety plan reviews, and 201 fire and life safety building/occupancy inspections.

The Fire Marshal position will coordinate all of these activities, develop a targeted fire prevention program and a community risk assessment plan, supervise the Fire Code Officials, the Permit Technician, the Fire Service Area

Assistant, and will oversee fire prevention, data collection, and on-call personnel. The position will also serve in the rank of Battalion Chief during emergency operations and may serve in various roles within the Incident Command Structure.

The Fire Training Officer will be responsible to establish a training division, oversee the new training facility complex, maintain necessary training personnel and identify curriculums to be used. The position will also be responsible for planning, developing, coordinating, delivering, and evaluating structural and wildland firefighter training, rescue training, officer training, and all other identified training needs. In addition, the position will be responsible for compliance with Borough, State, and National training standards and will supervise a Fire Service Area Assistant, several thousand hour employees, and on-call instructors. This position too, will serve in the rank of Battalion Chief during emergency operations and may serve in various roles within the Incident Command Structure.

The Central Mat-Su Fire Service Area Board of Supervisors unanimously approved hiring a Fire Marshal and a Fire Training Officer during the advertised public hearing for the review of the Central Mat-Su Fire Service Area's proposed FY 2018 Budget, however, the funding for these positions was not included in the Fiscal Year 2018 proposed budget. Adequate funding is available for transfer from the Central Mat-Su Fire Service Area fund balance, Fund 250 to support the wages and benefits for these critical positions.

#### **RECOMMENDATION OF ADMINISTRATION:**

Approval of the attached legislation, which will appropriate \$180,000 from the Central Mat-Su Fire Service Area Fund Balance, Fund 250, to the Fiscal Year 2018 Central Mat-Su Fire Service Area Operating Budget, Fund 250, for wages and benefits for two regular full time positions; Fire Marshal and Fire Training Officer.

MATANUSKA-SUSITNA BOROUGH  
FISCAL NOTE

Agenda Date: September 19, 2017

SUBJECT: A Supplemental appropriation of \$180,000 from the Central Mat-Su Fire Service Area Fund Balance, Fund 250, to the Fiscal Year 2018 Central Mat-Su Fire Service Area Operating Budget, Fund 250, for wages and benefits for two regular full time positions; Fire Marshal and Fire Training Officer.

ORIGINATOR: Otto Feather

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u>\$180,000</u>	FUNDING SOURCE <u>Fund 250 Central Mat-Su FSA Fund Bal</u>
FROM ACCOUNT # <u>250 272.000</u>	PROJECT #
TO ACCOUNT: <u>250.000.000.3xx.xxx</u>	PROJECT #
VERIFIED BY: <u>Barbara Baunert</u>	CERTIFIED BY:
DATE: <u>9-6-17</u>	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
Personnel Services	<u>180</u>					
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING	<u>180</u>					

CAPITAL						
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	<u>180</u>					
TOTAL	<u>180</u>					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary) Remaining fund balance \$4,661,631

PREPARED BY:

PHONE:

DEPARTMENT:

DATE:

APPROVED BY:

DATE:

Chapman Head

9/7/17



## **Proposed New Positions FY 2018**

### **Fire Marshal (Battalion Chief) – Range 26**

The Department of Emergency Services/Central Mat-Su Fire Department is requesting one (1) full-time Fire Marshal (Battalion Chief) position for the Central Mat-Su Fire Service Area. The Central Mat-Su Fire Department is the second busiest Department within the State of Alaska with a response area covering 134 square miles. Our current 120 member strong Department operates out of eight fire stations. In conjunction with providing fire suppression services, the Department also provides other critical Fire and Life Safety functions/services - Fire Prevention, Public Fire Safety Education, Fire and Life Safety Plan Reviews, and Fire Investigations. In calendar year 2016, 7697 children and adults participated in Fire Prevention activities provided by the Central Mat-Su Fire Department. Fire Code Officials completed 149 Fire and Life Safety Plan Reviews and 201 Fire and Life Safety Building/Occupancy Inspections.

This position will establish and coordinate all of these activities under one Division within the Central Mat-Su Fire Department. The position will develop a targeted fire prevention program utilizing various fire data and the fire prevention education process to highlight specific fire prevention issues within the community. The position will develop a community risk assessment plan that will identify and target concerns within the Central Mat-Su Fire Service Area. This position will supervise the Fire Code Officials, the Permit Technician, the Fire Service Area Assistant overseeing fire prevention and data collection and on-call personnel. The position will serve in the rank of a Battalion Chief and during emergency operations/responses may serve in various roles within the Incident Command structure. The Fire Chief will supervise the Fire Prevention/Fire Code Supervisor position.

### **Fire Training Officer (Battalion Chief) – Range 26**

The Department of Emergency Services/Central Mat-Su Fire Department is requesting one full time Fire Training Officer position. The Fire Training Officer position is responsible to establish a Training Division, including oversight of the new training facility/complex, maintaining the necessary training personnel to meet the needs of the Department, and identifying the necessary curriculum. This position is responsible for planning, developing, coordinating, delivering, and evaluating structural and wildland firefighter training, rescue training, Officer training and all other identified training within the Central Mat-Su Fire Department. The position will constantly review and identify training needs and implement changes needed to stay in compliance with Borough, State and National standards and to meet the needs of the Central Mat-Su Fire Service Area. The position will implement new approaches to provide increased access for on-call responders and full-time personnel to meet training requirements. The position will also serve in the rank of a Battalion Chief and may during emergency operations/responses serve in various roles within the Incident Command structure. The Fire Training Officer will supervise a Fire Service Area Assistant, one to three 1000 hours positions and on-call Instructors. The Deputy Fire Chief will supervise the Fire Training Coordinator.

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## Fire Marshal

NEW

Emergency Services/CMSFD  
(Battalion Chief)

### JOB SUMMARY

This position is responsible for the administration, implementation, and enforcement of State and Borough fire and life safety codes and fire prevention/education activities for the Central Mat-Su Fire Department. May assist in fire suppression, rescue, hazardous materials response, fire training and equipment readiness functions.

Work is performed and duties are carried out in accordance with established policies, procedures, and Borough core values: Accountability, Customer Focus, Dedication, Integrity, Responsiveness and Teamwork.

### MAJOR DUTIES

- Performs building plan reviews to ensure compliance with state and Borough fire and life safety codes.
- Conducts building inspections on new and existing buildings; issues certificates of occupancy as appropriate; investigates questionable conditions based on complaints or staff observations.
- Develops and implements/provides for and approves fire prevention/education activities, including approved fire prevention messages and public address programs for public groups.
- Develops concepts, designs, presentations, and evaluations of fire and life safety educational training programs to include fire prevention, pre-incident plans, investigations, and plan reviews.
- Responds to inquiries and violation appeals; recommends approval or denial of modification requests.
- Reviews and comments on proposed regulations, legislation and building codes; assists in drafting regulations, procedures and codes; recommends changes in procedures to increase efficiency in plan review and inspections.
- Conducts fire investigations to determine the origin and cause of fires.
- Develops pre-incident fire plans, conducts training, and prepares related data.
- Testifies as to circumstances and incidents.

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- Issues stop-work orders for fire and life safety code violations.
- Serves as a liaison to agencies, developers, and the public to facilitate understanding of and compliance with fire and life safety regulations.
- May respond to fires and other emergency scenes as directed; establishes or assumes command or assists in the direction and coordination of efforts at emergency scenes; provides for and ensures the safe and efficient functioning of all personnel and units under the immediate direction.
- Develops and modifies strategic plans and emergency scene organizational structure to deal with developing scenarios.
- Ensures the safe and efficient functioning of all personnel and units under his or her direction/supervision.
- Provides supervision and guidance to assigned personnel.
- Ensures the overall readiness of apparatus, equipment and facilities.
- When staffing the EOC performs the functions assigned by the Event Commander to efficiently and effectively respond and manage an incident.
- Insures compliance with Department and/or Borough Standard Operating Procedures.
- Assists the District Chief and/or Fire Chief in the administration and operation of the Fire Service Area, as directed. Participates in the development of Fire Service Area policies, and participates in the planning and coordination of service area activities. Completes projects and assignments, as directed.
- Participates in the development, implementation, and enforcement of Fire Service Area standard operating procedures.
- Assists with emergency responder recruitment and retention, records and reports, facilities and apparatus maintenance, and community relations.
- Provides supervision and guidance to fire service area on-call personnel and staff, performs evaluations of assigned subordinates and initiates discipline as needed.
- Responds to inquiries from officials and the public regarding services offered and provided, responds to questions and concerns from service area personnel and functions as a resource for paid-on-call personnel.
- In the absence of the Service Area Fire Chief and Deputy Chief, may be assigned operational responsibility for the service area. In such instances, shall perform the operational duties of the Fire Chief.
- Performs related duties.

#### KNOWLEDGE REQUIRED AT A LEVEL APPROPRIATE FOR THIS POSITION

- Knowledge of State and Borough fire and life safety codes.
- Knowledge of pre-fire planning principles.
- Knowledge of the techniques used in the identification of the origin and cause of fires.
- Knowledge of the principles, practices, materials and equipment used in industrial, residential and commercial construction.
- Knowledge of fire and explosion investigation techniques, evidence collection/preservation, rules of evidence, witness interview techniques and related subjects.

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- Knowledge of building inspection principles.
- Knowledge of operational characteristics, services, and activities of comprehensive fire prevention, fire suppression, fire training, and hazardous material response programs.
- Knowledge of pertinent federal, state and local laws, codes and regulations.
- Knowledge of fire prevention, fire suppression, and rescue principles, practices, techniques, and procedures, including the operation and maintenance requirements of the various types of fire, rescue, hazardous materials apparatus and equipment.
- Knowledge of the mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.
- Knowledge of recent developments, current literature, and sources of information related to fire prevention, fire suppression, fire training, hazardous materials response, and emergency medical services.
- Knowledge of the principles and practices of leadership, supervision, training, and performance evaluation.
- Ability to establish and maintain effective working relationships with other officers, volunteer personnel and the public.
- Ability to complete and maintain current certifications as required by the department and/or Borough.
- Ability to read and interpret manuals, policies and other documents.
- Knowledge of safe driving principles and practices.
- Knowledge of the Incident Command System.
- Skill in the safe operation of firefighting and emergency response equipment, including communications equipment.
- Skill in the use of modern office equipment and computers.
- Skill in researching, analyzing, and evaluating new service delivery methods, procedures and techniques.
- Skill in oral and written communication.
- Skill in preparing clear and precise reports.
- Skill in interpersonal relations.

### **SUPERVISORY CONTROLS**

The Fire Service District Chief assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### **GUIDELINES**

Guidelines include state and local fire and life safety codes, NFPA standards, ICC standards and regulations, state statutes, Borough and department policies and procedures, and OSHA regulations, including any industry consensus standards. These guidelines require judgment, selection, and interpretation in application.

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**COMPLEXITY/SCOPE OF WORK**

The work consists of varied inspection, code enforcement, fire prevention/education, supervisory, and technical duties. Emergency and life-threatening situations contribute to the complexity of the work. The purpose of this position is to assist in the enforcement of state and local fire and life safety codes and in directing assigned fire service functions. Successful performance helps ensure the protection of community life and property.

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**CONTACTS**

Contacts are typically with co-workers, elected and other local government officials, vendors, community and business leaders, builders, architects, property owners, law enforcement personnel, justice system, witnesses and the general public. Contacts are typically to give, obtain or exchange information, resolve problems, provide services, motivate personnel, educate the public, or to interview witnesses of an event or victims of an event associated with a fire-related injury or the loss of property and/or life.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

The work is typically performed while sitting standing, stooping, walking, bending or crouching. The employee climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell. The work is typically performed in an office, in the field, and at fire or other emergency scenes. The employee may be exposed to machinery with moving parts, irritating chemicals, extreme temperatures, hazardous situations, and inclement weather. The work requires the use of protective clothing and devices.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This is a supervisory position that will provide functional direction, guidance and instruction to assigned personnel, including Fire Code Officials, Permit Technician, Fire Service Area Assistant, On-call Instructors, and Administrative staff. This position uses independent discretion in the performance of duties, and is responsible for formulating, recommending, or implementing policy or controlling Borough resources, including employees, money, equipment, supplies, or time.

**MINIMUM QUALIFICATIONS**

Baccalaureate degree in a course of study related to the occupational field. Post-secondary education or experience which provides the expertise required to perform effectively the functions of the position may substitute for the degree on a year-for-year basis.

Five years of experience in the occupational field, sufficient to understand the major duties of the position.

Possession of or ability to readily obtain a valid driver's license issued by the State of Alaska

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for the type of vehicle or equipment operated

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Completion of required Incident Command System (ICS) courses in accordance with established Borough policy.

Certification by the International Code Council as a Certified Building Plans Examiner, Certified Fire Inspector I or II, and Mechanical Inspector.

Certification as a Certified Fire Investigator by the State of Alaska or other nationally recognized agencies.

Possession of or ability to readily obtain State of Alaska certification as a Firefighter I.

Amended to add:

Therefore, I move to amend the job descriptions for the Fire Marshal and the CMSFD Training Officer to include a provision that reads "As per Assembly designation under MSB 2.52.653(A)(4) this position is excluded from membership in an employee labor organization.

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## **CMSFD Training Officer**

NEW

Central Mat-Su Fire Department  
(Battalion Chief)

### **JOB SUMMARY**

This position is responsible for the administration, coordination, implementation, delivery, and on-going evaluation of all CMSFD training.

Work is performed and duties are carried out in accordance with established policies, procedures, and Borough core values: Accountability, Customer Focus, Dedication, Integrity, Responsiveness and Teamwork.

### **MAJOR DUTIES**

- Evaluates information from numerous, diverse sources to assess the proficiency of Fire/Rescue responders.
- Creates tools to measure fire, rescue and hazmat performance and interprets performance results.
- Plans and implements training and instruction in fire, rescue and hazmat principles.
- Assigns training tasks to instructors.
- Recruits and trains personnel to become instructors and provides on-going performance evaluations of the individual instructor.
- Provides training courses in a variety of fire, rescue and hazmat disciplines.
- Disseminates information regarding training opportunities.
- Creates instructional programs and materials for use by instructors.
- Coordinates training opportunities with external providers.
- Facilitates the credentialing of fire services providers; remains informed of changes in credentialing qualifications and procedures.
- Responds to incidents and accidents, provides emergency services as needed, and identifies/targets training needs based on responder performance at the incident.
- Acts as a Certifying Officer for State or Department approved practical examinations and on-line written examinations; monitors testing to ensure adherence to rules and regulations.
- Coordinates the scheduling and activities of on-call instructors for CMSFD training.

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- Ensures the safe and efficient functioning of all personnel and units under his or her direction/supervision.
- Ensures the overall readiness of apparatus, equipment and facilities.
- Ensures compliance with Department and/or Borough Standard Operating Procedures.
- Assists the District Chief and Deputy Fire Chief in the administration and operation of the Fire Service Area, as directed.
- Participates in the development, implementation, and enforcement of Fire Service Area standard operating procedures.
- Assists with emergency responder recruitment and retention, records and reports, facilities and apparatus maintenance, and community relations.
- Provides supervision and guidance to fire service area on-call personnel and staff, performs evaluations of assigned subordinates and initiates discipline as needed.
- Responds to inquiries from officials and the public regarding services offered and provided, responds to questions and concerns from service area personnel and functions as a resource for paid-on-call personnel.
- In the absence of the Service Area Fire Chief and Deputy Chief, may be assigned operational responsibility for the service area. In such instances, shall perform the operational duties of the Fire Chief.
- When staffing the EOC performs the functions assigned by the Event Commander to efficiently and effectively respond and manage an incident.
- Performs other duties, as assigned.

#### **KNOWLEDGE REQUIRED AT A LEVEL APPROPRIATE FOR THIS POSITION**

- Knowledge of fire, rescue and hazmat protocols and standards of operation.
- Knowledge of current fire, rescue, and hazmat methods, techniques and theories.
- Knowledge of adult learning principles and practices.
- Knowledge of state and regional policies and NFPA recommendations governing firefighter requirements.
- Knowledge of local, state and federal occupational safety and health regulations applicable to area of responsibility.
- Skill in the use of fire, rescue, and hazmat training equipment and computer programs.
- Skill in the use of modern office equipment and computers.
- Skill in the analysis of data and the preparation of related reports.
- Skill in oral and written communication.
- Skill in interpersonal relations.
- Knowledge of the principles and practices of leadership, supervision, training, and performance evaluation.
- Ability to establish and maintain effective working relationships with other officers, volunteer personnel and the public.
- Ability to complete and maintain current certifications as required by the department and/or Borough.
- Ability to read and interpret manuals, policies and other documents.

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- Knowledge of safe driving principles and practices.
- Knowledge of the Incident Command System.
- Skill in the safe operation of firefighting and emergency response equipment, including communications equipment.
- Skill in the use of modern office equipment and computers.
- Skill in researching, analyzing, and evaluating new service delivery methods, procedures and techniques.

#### **SUPERVISORY CONTROLS**

The Deputy Chief assigns work in terms of very general instructions and supervision. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

#### **GUIDELINES**

Guidelines include MSB/DES and CMSFD Standard Operating Guidelines, NFPA recommendations, any applicable State regulations and credentialing criteria, and OSHA regulations, to include any industry consensus standards. These guidelines require judgment, selection, and interpretation in application.

#### **COMPLEXITY/SCOPE OF WORK**

The work consists of varied administrative, management, supervisory and technical duties. Emergency and life-threatening situations and frequent changes to standards and practices contribute to the complexity of the work. The purpose of this position is to coordinate training for the Central Mat-Su Fire Department and to assist in providing and directing the fire service functions for an assigned fire service area. Successful performance contributes to the efficiency and effectiveness of system operations and helps ensure the protection of community life and property.

#### **CONTACTS**

Contacts are typically with co-workers, other emergency service personnel, fire, rescue, hazmat, and medical professionals, representatives of accrediting agencies, state and regional regulatory agencies, publishers and curriculum providers, and the general public. Contacts are typically to give or exchange information, resolve problems, motivate persons, and provide services. Contacts are typically with co-workers, elected and other local government officials, other division heads, other emergency service officials, vendors, community and business leaders, and the general public. Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, and educate the public.

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## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell. The work is typically performed in an office, training classrooms/areas and outdoors, occasionally in cold or inclement weather and at emergency scenes. The employee may be exposed to dust, dirt, grease, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as SCBA, PPE, masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

The position has direct supervision over assigned district personnel, including Fire Service Area Assistant, On-call Instructors, and Administrative staff. This position uses independent discretion in the performance of duties, and is responsible for formulating, recommending, or implementing policy or controlling Borough resources, including employees, money, equipment, supplies, or time.

## **MINIMUM QUALIFICATIONS**

Five years of experience in the occupational field providing fire and rescue response, sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, including one year of supervisory experience and two years of experience as an instructor.

Possession of or ability to readily obtain a valid driver's license issued by the State of Alaska for the type of vehicle or equipment operated.

Must be a current/active member of a State certified Fire Department.

State of Alaska Firefighter II

Mat-Su Borough Rescue Technician or equivalency.

Possession of State of Alaska Instructor certification.

Must be able to pass the Central Mat-Su Fire Department Physical Ability Test.

Must be able to successfully complete a valid post-offer physical exam.

Completion of required Incident Command System (ICS) courses in accordance with established Borough policy.

Amended to add:

Therefore, I move to amend the job descriptions for the Fire Marshal and the CMSFD Training Officer to include a provision that reads "As per Assembly designation under MSB 2.52.653(A)(4) this position is excluded from membership in an employee labor organization."

8/21/7-11/9  
Jm 7/59