



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Administration

POLICY & PROCEDURE HANDBOOK

POLICY NO.: 1500

SUBJECT: Personnel

EFFECTIVE DATE: 01/01/2014

REVISION DATE: 03/20/2019

RESPONSIBILITY: Fresno County Fire Protection District
Schedule C Employee

PURPOSE: To provide the District personnel with policy and procedure for the administration of the District's Permanent Full-time and Part-time employees.

POLICY:

A) The Fire Chief, who is also the CAL FIRE Unit Chief, and who is, in part, selected by the District Board of Directors, is in charge of the overall administration and operation of the District.

Reporting to the Fire Chief and responsible for the day to day administration and operation of the District are the District Administrative Officer and the District Operations Assistant Chief.

B) The Board of Directors has approved and established the following regular full-time District Employees:

1. Information Technology Administrator (1 position)
2. Geospatial Information Systems Analyst (1 position)
3. Facilities Repair Coordinator (1 position)
4. Heavy Equipment Mechanic (2 positions)
5. Fire Inspector (4 positions)
6. Senior Fire Inspector (1 position)
7. Protection and Planning Administrative Assistant (1 position)
8. Equipment Services Assistant (1 position)

9. Training Administrative Assistant (1 position)
- C) The Board of Directors has approved and established the following regular part-time District Employees:
1. PCF Coordinator (1 position)
 2. Inspector (1 position)
- D) The Board of Directors has approved and established the following part-time on-call employees:
- Paid Call Fire Fighters (See the Paid Call Fire Fighter Handbook for further details.) (75 positions)
- E) The Board of Directors has determined that employment at the District is on an at will basis. This means that either the employee or the District may terminate the employment relationship for any reason, with or without cause or prior notice. This at will employment relationship also means that the District may take other actions short of termination, such as discipline or demotion, with or without cause of prior notice. The only exception to this policy is that Paid Call Firefighters are provided the procedural protections of the Fire Fighter Bill of Rights in certain situations. (See the Paid Call Fire Fighter Handbook for further details.)

POLICY RESPONSIBILITY: Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs, Station Captains.