



GRATON FIRE PROTECTION DISTRICT



POSITION DESCRIPTIONS AND CLASSIFICATION SPECIFICATIONS



GRATON FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

TITLE: TABLE OF CONTENTS

ADOPTED: 2/27/94

LAST REVISION DATE: 8/6/13

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GRATON FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

TITLE: FIRE CHIEF

ADOPTED: 9/13/93

LAST REVISION DATE: 8/06/13

FIRE CHIEF

1. The Fire Chief shall be appointed by the Board as an Officer and Member of the Department. The Fire Chief shall serve at the pleasure of the Board and may be discharged by the Board without cause. If terminated or demoted by the Board, the Fire Chief shall no longer be a Member of the Department, unless so authorized by the Board.
2. The Fire Chief shall be sufficiently qualified by training and experience in firefighting and emergency medical procedures and shall have the ability to command personnel and hold their respect and confidence. The Fire Chief shall possess at least a valid Class "C" Commercial for Firefighter personnel issued by the California State Department of Motor Vehicles.
3. The Fire Chief shall have such duties, powers and functions as are provided by these Policies and Procedures.
4. The Fire Chief shall be responsible to the Board of Directors for all administration and operational activities of the Department.
5. The Fire Chief shall insure proper management, training and discipline of the Members of the Fire Department.
6. The Fire Chief shall make written and verbal reports as may be required by the Board.
7. The Fire Chief shall maintain an adequate number of Members in the Department as approved by the Board.
8. The Fire Chief shall appoint Officers, Members, Trainees and Cadets for the proper functioning of the Department, subject to confirmation by the Board.
9. A newly appointed Fire Chief may appoint or reassign Officers for the proper function of the Department subject to confirmation by the Board.
10. If the Fire Chief retires, said retired Fire Chief must step away from the Department for one (1) calendar year. Then said retired Fire Chief may have the option of applying as a firefighter.
11. The Fire Chief shall make recommendations regarding real property, apparatus, and equipment to the Board. In this regard, the Fire Chief shall recommend to the Board
or



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TITLE: FIRE CHIEF (continued)

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of Directors the selection of any new station site; changes in the location or the existing station; construction of any new station, purchase of new apparatus, hose, equipment; and the disposal of surplus materials- equipment or property not necessary for use in the operation of the Department. Upon approval by the Board, the Fire Chief shall acquire the property, apparatus and/or equipment in such a manner as is designated by the Board.

12. The Fire Chief will be responsible for all personnel, records and general efficiency of the Department including but not limited to:

- a. Incident Reports - monthly and annually for each Member.
- b. Dispatch Log.
- c. Drill Reports monthly and annually for each Member.
- d. Equipment Mileage and Repair.
- e. Equipment Inventory.
- f. Equipment assigned to all Members.
- g. Purchase orders and competitive bidding reports. The originals shall be delivered to and maintained by the Board with copies on file in the Department.
- h. Any other records necessary to properly report to the Board or any other lawful authority.
- i. Records relating to the Safety Program and the Injury Prevention Program.

13. The Fire Chief will attend each regularly scheduled meeting of the Board and will submit a report to the Board either orally or in writing including, but not limited to, the following information:

- a. Fire, Drill and Administrative Reports. The original Fire, Drill and Administrative Reports for the preceding month will be delivered by the Fire Chief to the Board at each regularly scheduled meeting.
- b. Fire Prevention activities.
- c. Inventory, maintenance, replacement, repair or loss of district equipment.
- d. Additions and/or deletions in the membership of the Department.
- e. Any other information required by the Board pertinent to the operation of the Department.

14. The Fire Chief may discipline, discharge or reassign any Member of the Department for cause in accordance with these Policies and Procedures. Any such action shall be documented in writing.

15. The Fire Chief shall determine the apparatus, equipment, and personnel to respond to any request for automatic or mutual aid.



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ADOPTED: 9/13/93

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16. The Fire Chief or, in the Fire Chief's absence, the highest-ranking Officer shall determine the department's participation in any request for mutual aid, be it in Sonoma County, out of Sonoma County, or out of the State, in accordance with the guidelines of the Board.



GRATON FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

TITLE: DEPUTY CHIEF

ADOPTED: 9/13/93

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DEPUTY CHIEF

1. The Deputy Chief shall be appointed by the Fire Chief as an Officer with the approval of the Board. The Deputy Chief shall serve at the pleasure of the Fire Chief and may be discharged only by the Fire Chief. If terminated or demoted, the Deputy Chief may seek a hearing from the Board in accordance with these Policies and Procedures.
2. The Deputy Chief shall report to the Fire Chief.
3. The Deputy Chief, in the absence of the Fire Chief, as second in command, shall assume the command, duties, and responsibilities of the Fire Chief except that the Deputy Chief does not have the power to appoint or discharge members.
4. The Deputy Chief shall be responsible for all activities, and operations, administrative functions and other such duties of the Department as deemed appropriate by the Fire Chief.
5. The Deputy Chief shall provide general assistance to the Department assuming a broad range of responsibilities and performing a variety of functions with emphasis on assuring efficient operation of the business of the Department. The Deputy Chief shall possess at least a valid Class "C" Commercial for Firefighter personnel issued by the California State Department of Motor vehicles.
6. The Deputy Chief shall be accountable to the Fire Chief and shall make written and verbal reports as may be required.
7. The Deputy Chief shall attend all regularly scheduled Board meetings and other functions incidental to the administration of the Department as deemed appropriate by the Fire Chief.
8. The Deputy Chief shall keep the following records deemed appropriate by the Fire Chief:
 - a. Incident Reports - monthly and annually for each Member.
 - b. Dispatch Log.
 - c. Drill Reports monthly and annually for each Member.



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TITLE: DEPUTY CHIEF (continued)

ADOPTED: 9/13/93

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- d. Equipment Mileage and Repair.
 - e. Equipment Inventory.
 - f. Equipment assigned to all Members.
 - g. Purchase orders and competitive bidding reports. The originals shall be delivered to and maintained by the Board with copies on file in the Department.
 - h. Any other records authorized by the Fire Chief necessary to properly report to the board or any other lawful authority.
 - i. Records relating to the safety Program and the Injury Prevention Program.
9. The Deputy Chief shall assist the Fire Chief in the preparation and presentation of topics placed on the Board meeting agenda.
10. The Department may have one (1) Deputy Chief.



GRATON FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

TITLE: ASSISTANT CHIEF

ADOPTED: 9/13/93

LAST REVISION DATE: 8/06/13

ASSISTANT CHIEF

1. The Assistant Chief(s) shall be appointed by the Fire Chief as Officer(s) of the Department with the approval of the Board. The Assistant Chief(s) shall serve at the pleasure of and report to the Fire Chief. The Assistant Chief(s) may be terminated or demoted only by the Fire Chief. If discharged, an Assistant Chief may seek a hearing from the Board in accordance with these Policies and Procedures.
2. The Assistant Chief(s) shall be sufficiently qualified by training and experience in firefighting and medical procedures, and shall have the ability to command personnel and hold their respect and confidence. The Assistant Chief(s) shall possess at least a valid Class "C" Commercial for Firefighter personnel issued by the State California Department of Motor Vehicles. The Assistant Chief(s) are expected to be capable of performing the duties and responsibilities of the Fire Chief.
3. The Assistant Chief(s) shall have such duties, powers and functions as are provided by these Policies and Procedures of the District.
4. The Assistant Chief(s) shall be responsible for activities and operations of the Department as deemed appropriate by the Fire Chief.
5. The Assistant Chief(s) shall insure proper management, training and discipline of Members as deemed appropriate by the Fire Chief.
6. The Assistant Chief(s) may discipline any Member of lower rank of the Department for cause in accordance with these Policies and Procedures.
7. The Department shall have no more than two (2) Assistant Chiefs.



GRATON FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

TITLE: CAPTAIN

ADOPTED: 2/27/94

LAST REVISION DATE: [5/16/22](#)

CAPTAIN

1. Captains shall be appointed by the Fire Chief as Officers of the Department with the approval of the Board. Captains shall serve at the pleasure of the Fire Chief. Captains may be discharged only by the Fire Chief. If terminated or demoted, Captains may seek a hearing from the Board in accordance with these Policies and Procedures.
2. Captains shall be sufficiently qualified by training and experience in firefighting and medical procedures, and shall have the ability to command personnel and hold their respect and confidence. Captains must pass appropriate tests. Captains shall possess at least a valid Class "C" Commercial for Firefighter personnel issued by the State California Department of Motor Vehicles. In short, Captains are expected to be capable of performing many of the same duties and responsibilities as outlined for the Fire Chief.
3. Whenever their superior Officers are absent and the Captains are confronted with problems or situations that require decisive action, they shall assume the initiative and prescribe the course of action. If the Captains should encounter circumstances not governed by the rules, regulations, orders or policies of the Department, they shall act according to the best interest of public safety and the Department.
4. Captains shall have such duties, powers and functions as are provided by these Policies and Procedures of the District.
5. Captains shall promptly execute all orders of superior Officers. If there is any obstacle, which prevents their executing such orders, they shall report this fact as soon as possible to the Officer who issued the order.
6. Captains shall be responsible for all activities and operations of the Department as deemed appropriate by the Fire Chief.
7. Captains shall insure proper management, training and discipline of Members as deemed appropriate by the Fire Chief.



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TITLE: CAPTAIN (continued)

ADOPTED: 2/27/94

LATEST REVISION DATE: [5/16/22](#)

8. Captains shall be accountable to the Fire Chief and shall make written and verbal reports as may be required.
9. Captains may be required to perform certain additional tasks for the Department as deemed appropriate by the Fire Chief.
10. The Department may have up to four (4) [volunteer and three \(3\) full-time](#) Captain positions.



GRATON FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

TITLE: ENGINEER

ADOPTED: 2/27/94

LAST REVISION DATE: [5/16/22](#)

ENGINEER

1. Engineers shall be appointed by the Fire Chief with the approval of the Board. Engineers shall serve at the pleasure of the Fire Chief. Engineers may be terminated or demoted only by the Fire Chief. If terminated, Engineers may seek a hearing from the Board in accordance with these policies and procedures.
2. Engineers shall be sufficiently qualified by training and experience in vehicle handling and firefighting procedures. Engineers must pass appropriate tests. They shall possess at least a valid Class "C" Commercial for Firefighter personnel issued by the State California Department of Motor Vehicles.
3. When responding to alarms, they shall be governed by the sections of the State California Motor Vehicle Code applicable to emergency vehicles and such supplementary orders and instructions as may be issued by the Fire Chief.
4. When returning from alarms, and under all other ordinary driving conditions, they must comply with all state laws and ordinances regulating the operation of motor vehicles.
5. Engineers shall have such duties, powers and functions as are provided by these Policies and Procedures of the District.
6. Engineers shall be responsible for activities and operations of the Department as deemed appropriate by the Fire Chief.
7. Engineers are not considered Officers of the Department but may be required to take command of an incident or drill when the Fire Chief, Deputy Chief, Assistant Chief(s), or Captains are not present.
8. Engineers shall be accountable to the Fire Chief and shall make written and verbal reports as may be required.
9. Engineers shall be accountable for the readiness of their assigned apparatus.
10. Engineers may be required to perform certain additional tasks for the Department as deemed appropriate by the Fire Chief.
11. [There may be up to three \(3\) Full-Time Engineers.](#)



GRATON FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

TITLE: FIREFIGHTER

ADOPTED: 2/27/94

LAST REVISION DATE: 8/06/13

FIREFIGHTER

1. Firefighters shall be appointed by the Fire Chief with the approval of the Board. Firefighters shall serve at the pleasure of the Fire Chief. Firefighters may be terminated or demoted only by the Fire Chief. If terminated, Firefighters may seek a hearing from the Board in accordance with these Policies and Procedures.
2. Firefighters shall be sufficiently qualified by training and experience in firefighting procedures. Individuals wanting to become Firefighters must pass appropriate tests as determined by the Fire Chief prior to becoming a Firefighter.
3. Firefighters shall have such duties, powers and functions as are provided by these Policies and Procedures of the District.
4. Firefighters shall be responsible for activities and operations of the Department as deemed appropriate by the Fire Chief.
5. Firefighters are not considered Officers of the Department but may be required to take command of an incident or drill when the Fire Chief, Deputy Chief, Assistant Chief(s), Captain(s), or Engineer(s) are not present.
6. Firefighters shall be accountable to the Fire Chief and shall make written and verbal reports as may be required.
7. Firefighters may be required to perform certain additional tasks incidental to the operation of the Department as deemed appropriate by the Fire Chief.
8. Upon approval from the Board of Directors after successfully completing training or joining the Department from other fire agency, all Firefighters are on a probationary status for 12 months during which time the Fire Chief can terminate the Firefighter without cause.
9. During the first six (6) months of the probation period, Firefighters on probation are restricted from attending any out-of-district calls without prior approval from the Fire Chief.



GRATON FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

TITLE: TRAINEE

ADOPTED: 2/27/94

LAST REVISION DATE: 8/06/13

TRAINEE

1. A Trainee shall be appointed by the Fire Chief after completing the appropriate paperwork as determined by the Fire Chief. A Trainee shall serve at the pleasure of the Fire Chief. A Trainee may be discharged only by the Fire Chief.
2. Trainee must provide a current copy of a valid California driver's license, DMV printout, and vehicle insurance.
3. All Trainees shall pass the appropriate background checks and medical clearances, which include a fingerprinting and a physical.
4. A Trainee must be at least 18 years old. A Trainee seeking to become a Firefighter must participate in Trainee drills and pass appropriate tests as determined by the Fire Chief. The Trainee may attend regular drills as well.
5. A Trainee will become a Member after successfully completing the Departments training academy and the Fire Chief makes a recommendation to the Board for approval on becoming a Member. If during this period the Fire Chief determines that unsatisfactory progress is being made by a Trainee, the Trainee may be dismissed without recourse. The grievance procedures of these Policies and Procedures are not available to a Trainee. A dismissal action by the Fire Chief or a Trainee shall not be reviewable by the Board.
6. A Trainee shall have such duties and functions as are provided by these Policies and Procedures of the District.
7. A Trainee shall be accountable to the Fire Chief and shall make written and verbal reports as may be required.
8. A Trainee may not respond to fire, medical or other types of incidents until both the Fire Chief and Training Officer agree the Trainee has sufficient training. The Trainee may not drive any District vehicle during the course of an incident.
9. When on the scene of an incident, a Trainee can only perform those functions deemed appropriate by the Incident Commander or highest-ranking Officer. A Trainee is not to enter burning buildings or otherwise be placed in compromising positions with regard to their safety or the safety of other Department personnel.



GRATON FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

TITLE:

TRAINEE (continued)

ADOPTED: 2/27/94

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10. A Trainee will receive a reimbursement check as outlined in these Policies and Procedures.
11. A Trainee will be given the opportunity to receive Hepatitis B inoculations at no cost to the Cadet.
12. A Trainee will be covered by workers compensation insurance and coverage under the District's liability insurance.



GRATON FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

TITLE: CADET

ADOPTED: 7/11/00

LAST REVISION 1/12/21

CADET

1. A Cadet shall be appointed by the Fire Chief after submitting a written application. Cadet must provide a current copy of a valid California driver's license or identification card and DMV printout if applicable, and vehicle insurance if applicable. A Cadet shall serve at the pleasure of the Fire Chief and may only be discharged by the Fire Chief.
2. A Cadet must be between the ages of 16 and 18 years of age.
3. A Cadet will submit a parental signed consent and waiver of liability agreement provided by the Department.
4. A Cadet will be a Member of the Department and will be identified on a "Cadet" and will not be counted when determining the maximum allowed number of firefighters.
5. A Cadet will participate in a firefighter training program, and additionally, may attend regularly scheduled drills. A Cadet must take and pass appropriate tests as determined by the Fire Chief.
6. If during the firefighter training period, the Fire Chief determines that unsatisfactory progress is being made by a Cadet, the Cadet may be dismissed without recourse. The grievance procedures of these policies and procedures are not available to a Cadet. A dismissal action by the Fire Chief of a Cadet shall not be reviewable by the Board.
7. A Cadet will be issued full personal protective equipment and store it at the Department at all times.
8. A Cadet will not operate power tools at any time unless supervised by a qualified adult member of the Fire Department.
9. A Cadet will maintain a scholastic average of 2.0 or better while attending high school. A Cadet falling below this average will be placed on a "one-time" only probation for a period of one (1) high school quarter. Any subsequent failure to meet the 2.0 average guideline will result in discharge.



GRATON FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

TITLE: CADET (continued)

ADOPTED: 7/11/00

LAST REVISION 1/12/21

10. A Cadet between 16 and 17 years of age may not respond to fire, medical, and other types of incidents and may not drive any District vehicle during the course of an incident. Upon successfully completing training, with Fire Chief's permission, and after turning 17 years old, a Cadet may respond to calls following the Cadet Call Response SOG.
11. A Cadet will not enter any burning building at any time during any emergency incident.
12. A Cadet shall be accountable to the Fire Chief and will follow the chain of command as outlined in these Policies and Procedures.
13. A Cadet will receive a reimbursement check at the rate outlined in these Policies and Procedures.
14. A Cadet will be given the opportunity to receive Hepatitis B inoculations at no cost to the Cadet with parental approval.
15. A Cadet will be covered by workers compensation insurance and coverage under the District's liability insurance.
16. A Cadet may participate in "Live Fire" training exercises only at age 17 years of age.
17. A Cadet becomes a Firefighter at age 18 after successful completion of the Firefighter training program.