

ALPINE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS' MEETING
Monday, September 29, 2025
5:30 P.M.

****SPECIAL BOARD MEETING****

ALPINE FIRE STATION 17
1364 TAVERN ROAD, ALPINE, CA 91901

ACCESSIBILITY TO MEETINGS

In compliance with the Americans with Disabilities Act, individuals requiring disability-related accommodations, including auxiliary aids or services, to participate in a public meeting of the Board of Directors may request such accommodations by contacting the Clerk of the Board at (619) 445-2635. Requests must be made at least 24 hours prior to the meeting.

AVAILABILITY OF MEETING MATERIALS

Pursuant to Government Code Section 54957.5, any written materials distributed to a majority of the Board in connection with an agenda item will be available for public inspection at the Alpine Fire Protection District Administration Office, 1364 Tavern Road, Alpine, CA 91901, during regular business hours. Agenda packets may also be requested by emailing admin@alpinefire.org.

PUBLIC COMMENT

Members of the public may address the Board during the public comment period on any item listed on the agenda or on matters within the jurisdiction of the Alpine Fire Protection District. Board members may respond by asking clarifying questions, referring matters to staff, or requesting future reports. Each speaker is limited to **three (3) minutes** per topic.

CERTIFICATION OF POSTING

I certify that a copy of the foregoing Agenda was posted near the meeting place of the Board of Directors of Alpine Fire Protection District, said time being at least 24-hours in advance of the Special Meeting of the Board of Directors. *(Govt. Code Section 54954.2)*



Jennifer Davis, Clerk of the Board



ALPINE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS' MEETING
Monday, September 29, 2025
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- 1. CALL TO ORDER AND DETERMINATION OF A QUORUM**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA**
- 4. PUBLIC COMMENT AND DISCUSSION**
- 5. CLOSED SESSION**
 - 5.1. Public Employee Appointment (Gov. Code Section 54957)**
Title: Assistant Fire Chief
- 6. AGENDA ITEMS**
 - 6.1. Discussion and Possible Action: Assistant Fire Chief Job Description
 - 6.2. Election of District Negotiating Team for the Assistant Fire Chief Position
- 7. ADJOURNMENT**

NEXT MEETING: Tuesday, October 21, 2025
5:00 P.M. – 1364 TAVERN ROAD, ALPINE, CA 91901

Job Description - Assistant Fire Chief

1409.1 CLASSIFICATION AND SALARY

Classification: Exempt; At-Will; Safety

Salary Range: \$195,000 - \$210,000 per year

1409.2 SUMMARY DESCRIPTION

Under the direction of the Fire Chief, the Assistant Fire Chief is responsible for the management, planning, and coordination in the Administration, Community Risk Reduction, Operations, and Training divisions of the District. The position provides highly complex staff assistance to the Fire Chief, serving as second in command of the District. The Assistant Fire Chief manages and directs the Fire Captains, Fire Marshal, Administrative Director and formulates administrative policies consistent with the goals and objectives of the District. The Assistant Fire Chief assumes full command of the District in the absence of the Fire Chief.

Minimum Requirements:

- Must be 18 years of age
- Must possess a California Class C Driver's License and be insurable with the District's insurance carrier
- Provide proof of eligibility to work in the United States

1409.3 REPRESENTATIVE DUTIES

- In conjunction with the Fire Chief, review, research, and analyze District operations
- Confer with the Fire Chief in the development and administration of policies and procedures, rules and regulations, and memorandum of understanding
- Make recommendations to the Fire Chief regarding personnel, allocation of District resources, equipment, and funding
- Directs staff in defining the scope, methodologies, tasks, and outcomes of projects, plans, and programs
- Supervises and coaches assigned personnel including selection, assignment, evaluations, motivation, training development, and discipline
- May assume command at major fires and emergencies
- Under supervision of the Fire Chief, oversee the District's financial functions, including monitoring expenditures, ensuring compliance with financial policies, and assisting in the preparation and administration of the annual budget

1409.4 QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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Job Description - Assistant Fire Chief

1409.4.1 KNOWLEDGE OF:

- Principles, practices, techniques, codes and ordinances associated with modern fire suppression, prevention, and emergency medical treatment and rescue.
- Knowledge of government financing and budgeting procedures
- Knowledge of District practices, policies, programs, and procedures
- Principles of organization, supervision, management and administration

1409.4.2 ABILITY TO:

- Maintain physical health, strength, stature, and ability to meet the demands of the position
- Exercise initiative, and sound judgment in solving administrative, technical and personnel problems
- Review and evaluate District policies, programs, and practices; define problem areas; develop and direct the implementation of policy decisions and practices to improve operations
- Prepare clear and concise administrative and technical reports and express ideas effectively in oral and written form
- Represent the District under varying circumstances; prepare and deliver presentations to diverse audiences
- Collaborate with other agencies to meet overall District needs

1409.5 EDUCATION AND EXPERIENCE

Education and Experience:

- Bachelor's degree from an accredited institution; coursework in fire science, public administration, or business administration is highly desirable.
- At least 10 years of fire service experience with 2 years in an administrative and leadership capacity in a similar or greater size organization.
- California State Fire Marshal Chief Officer or equivalent.
- Or, any combination of education, experience, and training which demonstrates the knowledge, skills, and abilities to successfully perform the job.

License or Certificate:

- Valid California Driver License with satisfactory driving record.
- Emergency Medical Technician or Emergency Medical Technician - Paramedic.

1409.6 PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Exposure to extreme heat, cold, humidity, and temperature swings working indoors and outdoors; extreme noise of emergency equipment; mechanical and electrical hazards of burning equipment,

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facilities and materials; explosive hazards of gases and explosive devices; radiation hazards of locations having exposure to radioactive materials; fumes, odors and dust of atmosphere at fires and other emergency sites; biological hazards of bodily fluids, airborne and blood-borne pathogens; toxic substances of burning materials. In the event of a major fire or emergency situation, incumbents may be called in from off-duty to work an extended period of time. Work is performed at the fire station and in the field at emergency sites and other locations. Work setting is both formal and informal, team oriented, having both routine and variable tasks. Work pace and pressure is variable, frequently fast-paced and high pressure.

Physical:

CONSTANT upward and downward flexion of neck, side-to-side turning of neck; simple grasping and repetitive use of hands to hold radios, equipment and property; fine finger dexterity to manipulate apparatus controls, computer keyboard and writing utensils; lifting and carrying of objects weighing up to 10 lbs. FREQUENT walking, standing, sitting, kneeling, climbing, balancing and squatting; bending and twisting at the waist; pushing, pulling and reaching above and below shoulder level; power grasping; walking on uneven ground; driving; lifting and carrying of objects weighing up to 25 pounds from below waist to above shoulder level; lifting and carrying objects weighing up to 100 lbs. with or without assistance. OCCASIONAL running, crawling; lifting and carrying objects and persons weighing more than 100 lbs. with or without assistance