

**EMPLOYMENT CONTRACT**  
**between**  
**MARK DUERR**  
**and the**  
**SOUTH PLACER FIRE PROTECTION DISTRICT**

This Employment Contract (“Contract”) is by and between the Board of Directors of the SOUTH PLACER FIRE PROTECTION DISTRICT (hereafter referred to as “BOARD” or “DISTRICT”) and MARK DUERR (hereafter referred to as “FIRE CHIEF”).

**I. TERM**

- A. The term of this Contract shall be August 16, 2021, through and including December 31, 2025.
- B. This Contract shall be subject to early termination only as provided below.

**II. COMPENSATION**

A. Base Salary

The DISTRICT shall pay the FIRE CHIEF the annual base salary in accordance with his placement on Step 5 of the current salary schedule (currently \$ 188,494) approved by the BOARD (Appendix “A”). A pro-rata share of the salary shall be payable at each regularly scheduled DISTRICT pay period.

- 1. A ten percent (10%) increase in base salary will be applied to the Fire Chief classification upon ratification of all contracts in 2023.
- 2. On January 1, 2024, a four percent (4%) increase in base salary will be applied to the Fire Chief Classification.
- 3. On January 1, 2025, a four percent (4%) increase in base salary will be applied to the Fire Chief Classification.

- B. In the event that the salary scale is modified for other employees of the DISTRICT, the FIRE CHIEF and BOARD shall meet and discuss a modification to the FIRE CHIEF salary scale.

C. Administrative Incentives

In the event that the DISTRICT enters into agreements to provide administrative services for other agencies, the BOARD shall meet and discuss a FIRE CHIEF administrative incentive.

**III. PROFESSIONAL DUTIES AND RESPONSIBILITIES OF FIRE CHIEF**

- A. The FIRE CHIEF shall be responsible to, and shall report directly to, the BOARD.
- B. The FIRE CHIEF shall perform all duties prescribed by:
  - 1. The laws of the State of California; and
  - 2. Rules, regulations, and lawful directions of the BOARD;
- C. Attachments to this Contract:
  - 1. Salary Schedule (effective 1/01/2021) (Appendix “A”).
  - 2. The Fire Chief Job Description approved by the BOARD, District Policy Number 1110, revision date 2/16/2011 (Appendix “B”).
  - 3. Major Performance Requirements for the Fire Chief (Appendix “C”).

**IV. DUTY DAYS, NON-DUTY DAYS, AND OTHER BENEFITS (Consistent with other safety administrative employees)**

A. Regular Service

The FIRE CHIEF shall render twelve (12) months of full and regular service to the DISTRICT during each annual period covered by this Contract. The FIRE CHIEF works a 40-hour workweek and rotates 24-hour 7 day per week duty officer coverage with other safety staff administrators. The FIRE CHIEF is required to work all Holidays unless taken off by using an approved method.

B. Annual Vacation

- 1. FIRE CHIEF shall start with a bank of eighty (80) hours of vacation leave.
- 2. Thereafter, the FIRE CHIEF shall earn paid vacation at the rate of 153.72 hours per year.
- 3. Upon conclusion of this Contract for any reason, including Termination for Convenience, the FIRE CHIEF shall be compensated for up to two times the annual accrual rate (307.44 hours) of accrued and unused vacation.
- 4. The DISTRICT reserves the right to direct the use of vacation.

5. In the event that the vacation rate is modified for other employees of the DISTRICT, the FIRE CHIEF and BOARD shall meet and discuss a modification to the FIRE CHIEF vacation rate.

C. Sick Leave

1. The FIRE CHIEF shall start with a bank of one hundred twenty (120) hours of sick leave, and it shall thereafter accrue at a rate of ten (10) hours per month per contract year. This leave may accumulate without limit.
2. In the event that the sick leave rate is modified for other employees of the DISTRICT, the FIRE CHIEF and BOARD shall meet and discuss a modification to the FIRE CHIEF's sick leave rate.

D. Administrative Time Off (ATO)

1. The FIRE CHIEF shall earn ten (10) hours per month of Administrative Time Off (ATO) (front loaded every January).
2. When the FIRE CHIEF works as the duty officer (covering for a regularly scheduled Shift Battalion Chief) during the FIRE CHIEF's regularly scheduled time off (nights and weekends), he will be compensated on an hour-for-hour basis with ATO.
3. Accumulation: FIRE CHIEF may maintain one hundred eighty (180) hours of ATO but will be required to take off any hours over this limit within one hundred and eight days (180).
4. ATO Buy Back will be on an as needed basis when overall hours exceed one hundred eighty (180) hours of ATO.
5. Upon conclusion of this Contract for any reason, including Termination for Convenience, the FIRE CHIEF shall be compensated for any earned and unused, accrued ATO.
6. In the event that the ATO leave rate is modified for other employees of the DISTRICT, the FIRE CHIEF and BOARD shall meet and discuss a modification to the FIRE CHIEF's ATO leave rate.

E. Holidays

1. FIRE CHIEF shall receive 105 hours of holiday pay per calendar year (front loaded every January). FIRE CHIEF may schedule holiday time in the same

manner as vacation. If not used, up to 105 hours of holiday time for the prior calendar year can be sold back to the DISTRICT in the first full pay period in January of the following year. Hours shall be sold at straight time. Holiday time cannot be accumulated from year to year. FIRE CHIEF is required to work all Holidays unless taken off using an approved method.

2. In the event that the Holiday leave rate is modified for other employees of the DISTRICT, the FIRE CHIEF and BOARD shall meet and discuss a modification to the FIRE CHIEF's Holiday leave rate.

F. Out of Area Assignment

1. If the FIRE CHIEF is assigned to an out of area assignment, he will be reimbursed straight pay for the hours assigned if the DISTRICT is reimbursed for the incident.
2. If the FIRE CHIEF covers for a regularly scheduled Battalion Chief who is assigned on an out of area assignment, he will be reimbursed straight pay for the hours assigned if the DISTRICT is reimbursed for the assignment.

G. Education Incentive

1. The FIRE CHIEF shall receive three percent (3%) of his base salary for the possession of an Associate of Arts Degree, five percent (5%) for a Bachelor's Degree, and/or five percent (5%) for a Masters of Public Administration Degree from an institution accredited by the Western Association of Schools and Colleges (or equivalent) .
2. The FIRE CHIEF shall receive two percent (2%) of his base salary for a certificate issued by the State of California as a Chief Officer.
3. The FIRE CHIEF shall receive three percent (3%) of his base salary for the possession of an Executive Fire Officer Certification from the National Fire Academy.
4. The incentives are cumulative but shall not be more than twelve percent (12%) total.
5. In the event that the education incentive is modified for other employees of the DISTRICT, the FIRE CHIEF and BOARD shall meet and discuss a modification to the FIRE CHIEF's education incentive.



H. Uniform Allowance

1. The FIRE CHIEF shall receive an annual uniform allowance in the amount of One Thousand Dollars (\$1,000.00). Payment shall be effective for the first full pay period in January of 2023. Beginning January 1, 2024, payments shall be made with the EMPLOYEE's regular paycheck in equal payments each pay period. Effective January 1, 2023, the District will provide employees hired after January 1, 2020, a one-time payment of \$1,000 to be used to purchase a Class A uniform.
2. In the event that the uniform allowance is modified for other employees of the DISTRICT, the FIRE CHIEF and BOARD shall meet and discuss a modification to the FIRE CHIEF's uniform allowance.

I. Technology

The FIRE CHIEF shall be provided with the appropriate technology (e.g. cell phone, tablet (iPad), computer, and supporting service/data plans) to perform his duties. Appropriate personal use is permitted.

J. Longevity Pay

Completed Years of Service	Annual Amount
5	1% of salary
10	2% of salary
15	3% of salary
20	4% of salary
25	5% of salary
30	6% of salary
35	7% of salary

1. The FIRE CHIEF shall be entitled to receive longevity pay in the amount of one percent (1%) of the FIRE CHIEF's base salary for every five (5) years of service with the DISTRICT. Longevity pay is based on years of service with the DISTRICT, whether volunteer, part time, or full time.
2. In the event that the longevity pay is modified for other employees of the DISTRICT, the FIRE CHIEF and BOARD shall meet and discuss a modification to the FIRE CHIEF's longevity pay.

K. Paramedic Stipend

1. The FIRE CHIEF shall receive a stipend of Three Hundred Dollars (\$300) per month when the FIRE CHIEF has a valid Paramedic License.
2. The FIRE CHIEF shall provide the Personnel Officer with all necessary proof of meeting the requirements. This shall include, but is not limited to, copies of all certificates or degrees for which benefits are requested.

L. Health Insurance

1. As provided to all management/confidential employees, the DISTRICT shall maintain and fund, for the benefit of the FIRE CHIEF, an IRC Section 125 Plan in the amount of One Thousand Dollars (\$1,000.00) per month.
2. Eight Hundred Fifty-Eight Dollars (\$858.00) per month is allocated to the medical plan.
3. IRC SECTION 125 PLAN
  - a. IRC Section 125 Plan
    - 1) Monthly IRC Section 125 plan costs, if any, shall be borne by the FIRE CHIEF.
    - 2) The DISTRICT shall “fund” the FIRE CHIEF’s 125 Plan account with a monthly “base” amount of:
      - \$1,000.00 of this amount,
      - \$858.00 is allocated as the DISTRICT’s specific maximum employer contribution to the DISTRICT’s PERS medical benefit plan.
      - \$50.00 is specifically allocated to the dental plan.
      - \$50.00 is specifically allocated to the vision plan.
      - Any residual between the \$1,000 and the above amounts is allocated to the supplemental plan set forth below.
  - b. Payroll Deduction
    - 1) Any employee who is enrolled in one or more of the plans set forth above which costs more than the DISTRICT’s required specific monthly contribution is required to sign a

payroll deduction form and pay the monthly difference by payroll deduction.

- 2) Failure to execute a payroll deduction form will result in immediate cancellation of insurance for non-payment of premiums.

c. Supplemental Plan Credit

- 1) Effective January 2023, the DISTRICT will provide an additional \$100 per month to \$1700/month flex plan credit to be used by active EMPLOYEES for any benefit covered under the 125 Plan.
- 2) Effective January 2024, the flex plan contribution by the District will increase to \$200 per month for a total DISTRICT contribution of \$1800 per month.
- 3) Effective January 2025, the flex plan contribution by the DISTRICT will increase to \$300 per month for a total DISTRICT contribution of \$1900 per month.

- d. In the event that the health insurance or IRC Section 125 Plan is modified for other employees of the DISTRICT, the FIRE CHIEF and BOARD shall meet and discuss a modification to the FIRE CHIEF's contract.

M. Retirement Formula

1. The DISTRICT shall contract with CalPERS for the FIRE CHIEF's retirement at the 3% at 55 Formula, with the single highest year being used for final computation upon retirement.
2. The FIRE CHIEF shall pay his twelve percent (12%) contribution to the California Public Employees' Retirement System (CalPERS).
3. The DISTRICT shall provide the FIRE CHIEF with 1959 Survivor Benefits level  
(4). The FIRE CHIEF shall contribute Two Dollars (\$2.00) per month.
4. Death Benefit \$2,000.

5. In the event that the retirement formula is modified for other employees of the DISTRICT, the FIRE CHIEF and BOARD shall meet and discuss a modification to the FIRE CHIEF's retirement formula.

N. Deferred Compensation

The DISTRICT has entered into an agreement with VOYA Financial to provide a 457 Deferred Compensation investment program. FIRE CHIEF may place a portion, up to the current legal maximum, of pre-taxable wages into a tax-deferred account until retirement or termination of employment with the DISTRICT. The DISTRICT will contribute Fifty Dollars (\$50) per month into FIRE CHIEF's deferred compensation account, with FIRE CHIEF match.

O. Leave Balances Upon Retirement

1. Upon retirement, one hundred percent (100%) of the FIRE CHIEF's accumulated sick leave shall be credited to his CalPERS retirement account as years of service at no cost to the FIRE CHIEF.
2. Upon retirement, subject to the limits set forth in this Contract, the FIRE CHIEF shall be paid for his accumulated and unused vacation hours, Holiday hours, and ATO hours.
3. In the event that the leave balance is modified for other employees of the DISTRICT, the FIRE CHIEF and BOARD shall meet and discuss a modification to the FIRE CHIEF's leave balance.
4. Consistent with represented employees, the Fire Chief is required to contribute a maximum of five percent (5%) of their base salary per year to fund the employer's portion of the OPEB fund. These contributions are mandatory. Employees are not permitted to elect in or out of participation. Employees cannot elect to vary their individual contributions nor add voluntary or elective contributions, including one-time irrevocable elections. These exclusions cover all such contributions, including and not limited to: Pre-tax salary reduction contributions, elections between cash or non-tax future benefits, and voluntary or elective contributions of the cash value of unused paid time off.
5. Employees have no claim or right to any asset held in the trust; thus, no cash out of mandatory contributions is permitted at any time.
6. These contributions will be used to fund post-retirement medical expenses of the employees as defined by federal, state, and local law as well as the



California Public Employees Retirement System (CalPERS) as otherwise permitted by applicable tax provisions and Section 115 trust.

7. Employees will contribute on the following basis to a maximum and ongoing of five percent (5%) of base salary per year:
  - a. Year one – three percent (3%)
  - b. Year two – an additional one percent (1%) for a total of four percent (4%)
  - c. Year three – an additional one percent (1%) for a total of five percent (5%)

## **V. GOALS AND OBJECTIVES**

Not later than August 31 of each fiscal year of this Contract, the FIRE CHIEF shall recommend goals and objectives for the subsequent fiscal year to the BOARD. These goals and objectives shall be among the criteria by which the FIRE CHIEF is evaluated as hereafter provided.

## **VI. EVALUATION**

- A. The BOARD shall evaluate, in writing, the performance of the FIRE CHIEF.
  1. The BOARD shall evaluate the FIRE CHIEF, in writing, in accordance with the following schedule:
    - a. During the month of December in each fiscal year of this Contract.
    - b. A meeting shall be held between the FIRE CHIEF and the BOARD to discuss the FIRE CHIEF's evaluation at the time the written evaluation is presented to him.
    - c. The FIRE CHIEF shall have the right to make a written response to the evaluation.
- B. The evaluation shall be related to the duties and responsibilities of the FIRE CHIEF as set forth in Article III, the goals and objectives established by the FIRE CHIEF as set forth in Article V, Appendix "B," Appendix "C," and applicable law and Governing Board Policy.
- C. The final format, procedures, and goals of the FIRE CHIEF's evaluation shall be established by the BOARD and the evaluation format shall be provided to the FIRE

CHIEF six (6) months prior to the evaluation commencing in 2022. The evaluation may include the FIRE CHIEF's self-evaluation. The BOARD may, at their discretion, revise the format and procedure of the FIRE CHIEF's evaluation, but such revision shall first be preceded by six months' notice to the FIRE CHIEF.

- D. If the BOARD determines that performance of the FIRE CHIEF is unsatisfactory in any respect, the written report shall describe such unsatisfactory performance in reasonable detail. The evaluation shall include recommendations for improvement of all instances where the BOARD deems performance to be unsatisfactory.
- E. After evaluating the FIRE CHIEF, the BOARD shall meet at a regular BOARD meeting to approve the adjustment to the FIRE CHIEF's base salary as a result of a satisfactory evaluation for the preceding evaluation period.
- F. The FIRE CHIEF shall be eligible for annual cost of living adjustments given to DISTRICT employees at the discretion of the BOARD based on satisfactory performance.

## **VII. PROFESSIONAL GROWTH OF THE FIRE CHIEF**

- A. The DISTRICT encourages the continuing professional growth of the FIRE CHIEF through participation in:
  - 1. The operations, programs, and other activities conducted or sponsored by local, State, and national associations related to DISTRICT and fire departments;
  - 2. Seminars and courses offered by public or private educational institutions; and
  - 3. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the FIRE CHIEF to perform professional responsibilities for the DISTRICT.
- B. In its encouragement, the DISTRICT shall permit a reasonable amount of release time for the FIRE CHIEF to attend such matters and shall pay, in accordance with BOARD procedure, necessary travel and subsistence expenses.

## **VIII. EXPENSE REIMBURSEMENT**

- A. General

The DISTRICT shall reimburse the FIRE CHIEF for all actual and necessary expenses incurred within the scope of employment. Reimbursement shall be in accordance with BOARD policy.

B. Transportation

The FIRE CHIEF shall be provided with a DISTRICT vehicle and DISTRICT credit card for fuel to be used in the performance of his official duties and shall include travel to and from the FIRE CHIEF's home and work.

C. Professional Organizations and Committees

The DISTRICT shall pay membership fees for the FIRE CHIEF in various other professional organizations and committees subject to prior approval by the BOARD. The FIRE CHIEF shall be encouraged to participate in such activities.

**IX. OUTSIDE PROFESSIONAL ACTIVITIES**

A. With prior approval of the BOARD, the FIRE CHIEF may undertake outside professional activities (e.g. consulting work, speaking engagements, writing, lecturing, or other professional duties and obligations).

B. Such outside professional activities may be performed:

1. For consideration provided they do not interfere with, or conflict with, the FIRE CHIEF's duties and responsibilities under this Contract; or
2. On vacation days.

**X. MEDICAL EXAMINATION**

A. In light of the unique nature of the professional duties of the FIRE CHIEF, the BOARD may (at its option and expense) provide a complete medical examination of the FIRE CHIEF prior to February 15 of each fiscal year.

B. The examination shall be conducted by a physician selected and approved by both parties.

C. The DISTRICT shall be advised in writing by the physician of the continued physical ability of the FIRE CHIEF to perform his duties. Such report shall be confidential.

## **XI. TERMINATION OF EMPLOYMENT CONTRACT**

This Contract may be terminated, prior to its normal expiration, by any of the following means:

- A. Mutual agreement of the parties.
- B. Retirement of the FIRE CHIEF.
- C. Discharge for cause.
  - 1. In the event of discharge for cause, which shall be defined as conduct which is seriously prejudicial to the DISTRICT, this Contract may be terminated. Conduct which is seriously prejudicial to the DISTRICT shall include, by way of illustration and not limitation, unprofessional conduct, neglect of duty, or breach of this Contract.
  - 2. Should the BOARD elect to terminate this Contract prior to its expiration pursuant to this section, the BOARD shall notify the FIRE CHIEF in writing. Upon request, the BOARD shall serve upon the FIRE CHIEF a reasonably detailed statement of charges. The FIRE CHIEF will be afforded an opportunity for a hearing before the BOARD which shall include the right to be represented by counsel and the right to call witnesses. If the FIRE CHIEF chooses to be accompanied by legal counsel at such hearing, the FIRE CHIEF shall bear any costs therein involved. Such hearing shall be conducted in closed session. The FIRE CHIEF shall be provided a written decision describing the results of the hearing. The BOARD's decision shall be final.
- D. Termination for Convenience
  - 1. Notwithstanding any other provision of this Contract, the BOARD may (at its sole discretion) terminate this Contract.
  - 2. If the BOARD terminates the Contract before its normal expiration, except pursuant to A., B., or C. above, the FIRE CHIEF shall receive as severance pay the lesser of either six (6) month's gross salary or gross salary for the number of months remaining on the Contract. Two months will be added at the beginning of years 2, 3, and 4, for a total of twelve (12) months.
    - a. The BOARD and the FIRE CHIEF agree that this shall be the sole and exclusive remedy if this Contract is terminated for convenience.



- b. If this Contract is terminated, any cash settlement related to the termination that the FIRE CHIEF receives from the BOARD shall be fully reimbursed to the BOARD if the FIRE CHIEF is convicted of a crime involving an abuse of his position as defined in Government Code section 53243.4.

## **XII. EXTENSION OF EMPLOYMENT CONTRACT**

- A. If the BOARD evaluates the FIRE CHIEF as satisfactory or better for the fiscal year immediately preceding the last fiscal year of this Contract, the BOARD may consider a one-year extension of this Contract. Any consideration or act to extend the Contract shall occur at a regular public meeting of the BOARD.
- B. In the event this Contract is extended by operation of this provision, this provision continues to apply to the Contract as extended.

## **XIII. GENERAL PROVISIONS**

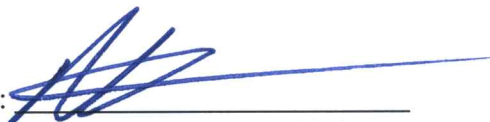
- A. This document is the full and complete Contract between the parties. It can be changed or modified only in writing, signed by the parties or their successors in interest.
- B. Except as modified herein, this Contract is subject to all applicable laws of the State of California and to the lawful rules and regulations of the Board of Directors of the South Placer Fire Protection District. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of this Contract as though fully set forth herein.
- C. If any provision of this Contract is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Contract which can be given effect without the invalid provisions shall continue in full force and effect and shall in no way be impaired or invalidated.
- D. The FIRE CHIEF is an at-will employee of the DISTRICT. Upon the expiration of this Contract, or upon its earlier termination in accordance with Article X, the FIRE CHIEF shall have no additional employment rights with the DISTRICT.

BOARD OF DIRECTORS OF THE  
SOUTH PLACER FIRE PROTECTION  
DISTRICT

By:   
Terri Ryland, President Board of Directors

4/3/23  
Date

I accept this offer of employment and agree to comply with the conditions thereof and to fulfill all of the duties of employment of FIRE CHIEF of the South Placer Fire Protection District.

By:   
Mark Duerr, Fire Chief

5/10/23  
Date

“Appendix A”

**SOUTH PLACER FIRE DISTRICT SALARY SCHEDULE**

1/1/2023 - 10.0%

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Admin. Asst./	Monthly	6,240	6,552	6,879	7,224	7,585
Fire Inspector 1	Annual	74,881	78,626	82,556	86,684	91,018
	Hourly	36.00	37.80	39.69	41.68	43.76
Battalion Chief	Monthly	9,170	9,627	10,109	10,615	11,145
Shift	Annual	110,031	115,533	121,309	127,375	133,744
	Hourly	37.79	39.67	41.66	43.74	45.93
Captain	Monthly	7,916	8,311	8,726	9,163	9,621
	Annual	94,983	99,732	104,718	109,954	115,452
	Hourly	32.62	34.25	35.96	37.76	39.65
Deputy Chief	Monthly	12,279	12,893	13,538	14,215	14,926
	Annual	147,352	154,719	162,456	170,578	179,108
	Hourly	70.84	74.38	78.10	82.01	86.11
Division Chief	Monthly	10,613	11,143	11,701	12,286	12,900
Training	Annual	127,353	133,720	140,406	147,426	154,798
EMS	Hourly	61.23	64.29	67.50	70.88	74.42
CRR						
Engineer	Monthly	6,837	7,179	7,538	7,915	8,311
	Annual	82,045	86,147	90,454	94,976	99,726
	Hourly	28.17	29.58	31.06	32.62	34.25
Firefighter	Monthly	5,905	6,201	6,510	6,835	7,178
	Annual	70,860	74,403	78,123	82,029	86,130
	Hourly	24.3337	25.5504	26.8278	28.1692	29.5777
Fire Chief	Monthly	14,215	14,926	15,673	16,456	17,279
	Annual	170,583	179,112	188,067	197,471	207,343
	Hourly	82.01	86.11	90.42	94.94	99.68
Business Manager	Monthly	9,457	9,930	10,426	10,947	11,494
	Annual	113,477	119,151	125,109	131,364	137,932
	Hourly	54.56	57.28	60.15	63.16	66.31
Apprentice	Monthly	4,420				
Mechanic	Annual	53,040				
	Hourly	25.50				
Journeyman	Monthly	7,029	7,380	7,750	8,137	8,544
Mechanic	Annual	84,346	88,563	92,992	97,642	102,523
	Hourly	40.55	42.58	44.71	46.94	49.29
Apprentice Firefighter	Monthly	3,761				
	Annual	45,000				
	Hourly	15.50				
District Secretary	Monthly	7,264	7,628	8,009	8,410	8,830
	Annual	87,174	91,532	96,109	100,914	105,959
	Hourly	41.9104	44.0059	46.2062	48.5165	50.94



## SOUTH PLACER FIRE DISTRICT SALARY SCHEDULE

1/1/2024 - 4%

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
<b>Admin. Asst/ Fire Inspector 1</b>	Monthly	6,490	6,814	7,155	7,513	7,888
	Annual	77,877	81,771	85,858	90,152	94,659
	Hourly	37.44	39.31	41.28	43.34	45.51
<b>Battalion Chief Shift</b>	Monthly	9,536	10,012	10,513	11,040	11,591
	Annual	114,432	120,154	126,161	132,469	139,093
	Hourly	39.30	41.26	43.32	45.49	47.77
<b>Captain</b>	Monthly	8,232	8,643	9,075	9,530	10,005
	Annual	98,782	103,721	108,907	114,352	120,070
	Hourly	33.92	35.62	37.40	39.27	41.23
<b>Deputy Chief</b>	Monthly	12,770	13,409	14,079	14,784	15,523
	Annual	153,246	160,908	168,954	177,401	186,272
	Hourly	73.68	77.36	81.23	85.29	89.55
<b>Division Chief</b>	Monthly	11,037	11,589	12,169	12,777	13,416
Training	Annual	132,447	139,069	146,022	153,323	160,989
EMS	Hourly	63.68	66.86	70.20	73.71	77.40
CRR						
<b>Engineer</b>	Monthly	7,110	7,466	7,840	8,231	8,643
	Annual	85,326	89,592	94,072	98,775	103,715
	Hourly	29.30	30.77	32.30	33.92	35.62
<b>Firefighter</b>	Monthly	6,141	6,449	6,770	7,109	7,465
	Annual	73,694	77,379	81,248	85,310	89,575
	Hourly	25.31	26.57	27.90	29.30	30.76
<b>Fire Chief</b>	Monthly	14,784	15,523	16,300	17,114	17,970
	Annual	177,406	186,276	195,590	205,370	215,637
	Hourly	85.29	89.56	94.03	98.74	103.67
<b>Business Manager</b>	Monthly	9,835	10,327	10,843	11,385	11,954
	Annual	118,016	123,917	130,113	136,619	143,450
	Hourly	56.74	59.58	62.55	65.68	68.97
<b>Apprentice Mechanic</b>	Monthly	4,597				
	Annual	55,162				
	Hourly	26.52				
<b>Journeyman Mechanic</b>	Monthly	7,310	7,675	8,059	8,462	8,885
	Annual	87,720	92,106	96,711	101,547	106,624
	Hourly	42.17	44.28	46.50	48.82	51.26
<b>Apprentice Firefighter</b>	Monthly	3,911				
	Annual	46,800				
	Hourly	16.12				
<b>District Secretary</b>	Monthly	7,628	8,009	8,410	8,830	9,272
	Annual	91,532	96,109	100,914	105,960	111,257
	Hourly	44.0059	46.2062	48.5165	50.9423	53.4890



## SOUTH PLACER FIRE DISTRICT SALARY SCHEDULE

1/1/2025 -4%

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
<b>Admin. Asst./</b>	Monthly	6,750	7,086	7,441	7,813	8,203
<b>Fire Inspector 1</b>	Annual	80,992	85,042	89,293	93,758	98,446
	Hourly	38.94	40.89	42.93	45.08	47.33
<b>Battalion Chief</b>	Monthly	9,918	10,413	10,934	11,481	12,055
<b>Shift</b>	Annual	119,009	124,960	131,208	137,768	144,657
	Hourly	40.87	42.91	45.06	47.31	49.68
<b>Captain</b>	Monthly	8,562	8,989	9,438	9,911	10,406
	Annual	102,733	107,870	113,263	118,926	124,872
	Hourly	35.28	37.04	38.90	40.84	42.88
<b>Deputy Chief</b>	Monthly	13,281	13,945	14,642	15,375	16,144
	Annual	159,375	167,345	175,712	184,497	193,723
	Hourly	76.62	80.45	84.48	88.70	93.14
<b>Division Chief</b>	Monthly	11,479	12,052	12,655	13,288	13,952
<b>Training</b>	Annual	137,744	144,632	151,863	159,456	167,429
<b>EMS</b>	Hourly	66.22	69.53	73.01	76.66	80.49
<b>CRR</b>						
<b>Engineer</b>	Monthly	7,394	7,764	8,153	8,560	8,989
	Annual	88,739	93,176	97,835	102,726	107,864
	Hourly	30.47	32.00	33.60	35.28	37.04
<b>Firefighter</b>	Monthly	6,387	6,707	7,041	7,393	7,763
	Annual	76,642	80,474	84,498	88,723	93,158
	Hourly	26.32	27.64	29.02	30.47	31.99
<b>Fire Chief</b>	Monthly	15,375	16,144	16,952	17,799	18,689
	Annual	184,502	193,727	203,413	213,585	224,263
	Hourly	88.70	93.14	97.79	102.68	107.82
<b>Business Manager</b>	Monthly	10,228	10,740	11,277	11,840	12,432
	Annual	122,737	128,874	135,317	142,084	149,188
	Hourly	59.01	61.96	65.06	68.31	71.72
<b>Apprentice</b>	Monthly	4,781				
<b>Mechanic</b>	Annual	57,368				
	Hourly	27.58				
<b>Journeyperson</b>	Monthly	7,603	7,982	8,382	8,801	9,241
<b>Mechanic</b>	Annual	91,228	95,790	100,580	105,609	110,889
	Hourly	43.86	46.05	48.36	50.77	53.31
<b>Apprentice Firefi</b>	Monthly	4,068				
	Annual	48,672				
	Hourly	16.76				
<b>District Secretary</b>	Monthly	8,009	8,410	8,830	9,272	9,735
	Annual	96,109	100,914	105,960	111,258	116,820
	Hourly	46.2062	48.5165	50.9423	53.4894	56.1634

**South Placer Fire District  
POLICY MANUAL**

**POLICY TITLE:** Fire Chief Job Classification Adopted Date: 5/5/2002

**POLICY NUMBER:** 1110 Revision Date: 2/16/2011

**1110.1 General Job Description:** The South Placer Fire DISTRICT is a tax supported governmental agency, which provides emergency and non-emergency services to the Community of the South Placer Fire DISTRICT and other communities under local agreements and the California State Mutual Aid Plan. This work unit is responsible for fire DISTRICT management, administrative staff supervision, crew supervision and tasks associated with fire suppression, hazardous condition mitigation, emergency rescue, medical treatment and pre/post emergency activities. The safety administrative staff work unit works a 40-hour workweek and rotates 24 hour 7 day per week duty officer coverage with other safety staff administrators.

**1110.2 Specific Duties:** Working under the supervision of the DISTRICT Board of Directors, the Fire Chief's primary duty is to plan, direct, coordinate, organize and supervise the activities of the DISTRICT. The Fire Chief:

1. Assumes the role of chief executive officer and as such provides highly responsible and technical support to the Board of Directors.
2. Is the authorized agent of the DISTRICT unless required otherwise.
3. Through separate employment agreement with the DISTRICT, shall work directly for the Board of Directors and represent the interest of the Directors to any person, group or agency having business with the DISTRICT.
4. Receives direction and evaluation from the Board of Directors.
5. Exercises the highest degree of authority and supervisory responsibility.
6. Acts as the appointing authority with full responsibility for appointment, promotion, demotion, discipline, discharge, reclassification and reinstatement for those positions approved by the Board of Directors in accordance with the DISTRICT Rules and Regulations.
7. Develops and maintains open channels of communication with outside agencies, community groups elected officials and other individuals who may influence DISTRICT operations.



8. Participates with Local, County, State and National emergency service related committees and organizations, as he or she deems necessary and or agreed to by the Board of Directors.
9. Has specific supervisory responsibilities over the administrative staff members and general supervisory responsibility over all other full-time, part-time and volunteer employees.
10. Evaluates the performance of direct subordinate Chief Officers and administrative staff members.
11. Recommends an annual expenditure plan to the Board of Directors. This plan shall account for salaries and benefits, services and supplies, and capital costs for apparatus, facilities and equipment. The Fire Chief also recommends a reserve fund for capital and operating contingencies. The plan shall account for anticipated revenues both forecast by Placer County, State of California and historical revenue analysis.
12. Oversees the monitoring of the annual budget and reports to the Board any findings of deviation between projected versus actual revenues and expenditures.
13. Ensures compliance with DISTRICT Rules and Regulations by all employees.
14. Makes recommendations to the Board of Directors on changes or revisions to the Rules and Regulations or any other Board directed policy and procedure.
15. Develops and implements Administrative and Operational Policies and Procedures supplemental to the DISTRICT Rules and Regulations.
16. Continually evaluates the scope and level of service provided by the DISTRICT making recommendations to the Board of Directors for purposes of long term planning.
17. Ensures the DISTRICT operations are consistent with the legal authorities set forth the in Fire DISTRICT laws of the State of California.
18. Ensures the DISTRICT is properly represented in judicial proceeding as necessary.
19. Communicates clearly and concisely, both orally and in writing.
20. Works cooperatively with other employees, supervisors, the public and outside agencies.
21. Interprets and applies Administrative and Operational Policies and Procedures.
22. Maintains confidential information.

**1110.2.1** When necessary the Fire Chief shall respond to emergency situations and perform tasks associated with fire suppression, hazardous condition mitigation, emergency rescue and medical treatment. When responding to such emergencies the employee shall wear all required protective clothing and the Chief may:

1. Assume command of any incident as necessary.
2. Establish the Incident Command System per DISTRICT Standard Operating Procedures.
3. Size up, report on and formulate tactical mitigation strategies for emergencies
4. Clearly communicate the incident situation status, resources status and mitigation strategies.

5. Have full power during a serious fire or other emergency to suspend temporarily the operation of the regular work schedule and recall to duty any off duty personnel.
6. Direct, supervise crews to carry out emergency mitigation strategies.
7. Determine safety measures needed for each emergency operation and convey these measures clearly to those crews assigned.

**1110.3** It should be noted that many of the tasks performed in this job require extended, strenuous physical exertion in dangerous conditions. The employee shall work as a member of a team, all of whose members are interdependent on other members of the team for their safety and for the successful accomplishment of the tasks. Due to the wide range of activities and conditions inherent in this job, the frequencies and duration's of physical activities may vary significantly from day to day and employees may be required to perform other duties related to the DISTRICT's mission statement.

**1110.4 Minimum Qualifications:**

1. The employee shall maintain a valid Class C California Drivers License.
2. The employee shall have a total of ten (10) years of increasing responsibility in emergency service management, three (3) years of experience as a Battalion Chief or higher.
3. Employee shall possess a Certificate issued by the State of California as a Chief Officer.
4. A Bachelors Degree from a Western Association of Schools and Colleges (or regional equivalent) in the area of fire science, emergency services, public administration (or other related field) or a National Fire Academy, Executive Fire Officer Graduate.

**1110.5 Desirable Qualifications:** Any combination of training, education or experience that would likely provide the required knowledge and skills in qualifying. A typical way to obtain the knowledge and skills would be:

1. Training from a recognized national, state or privately operated training facility in the area of fire science, emergency services or other related fields or

**1110.6 Standards:** The employee shall acquire and apply the knowledge of the DISTRICT rules, regulations, procedures, methods and techniques on a continuous basis. Maintain the mental condition, physical endurance, agility, strength and stamina to perform hazardous work under emergency conditions. Maintain the ability to understand and follow oral and written directions promptly and accurately. Continuously be courteous to the public, allied agencies and fellow employees. The employee shall maintain favorable employee performance evaluations.



**1110.7 Knowledge of:**

1. Complete familiarity with local emergency incident scene management and the Incident Command System.
2. Principles of supervision, training and performance evaluations.
3. Principles and practices of personnel management and employment laws.
4. Extensive knowledge of operational procedures of fire service organizations.
5. Knowledge of State requirements for emergency services.
6. Knowledge of DISTRICT contractual agreements and commitments.
7. DISTRICT Safety Manual.

**1110.8 Annual Performance Evaluation:** The Board of Directors shall conduct an annual performance evaluation of the Fire Chief. The evaluation will be conducted during a closed session end of the year presentation and report prepared by the Fire Chief in December of each year. The end of the year presentation and report shall be related to the previous fiscal years activities and ability of the DISTRICT to meet the goals and objectives adopted for that year.

**FIRE CHIEF**  
**MAJOR PERFORMANCE REQUIREMENTS FOR FIRE CHIEF SOUTH PLACER**  
**FIRE PROTECTION DISTRICT**

**FIRE CHIEF SHALL:**

1. Establish a continuous system of master planning based on identified needs of DISTRICT, on the expressed needs of the community served, on the results of annual evaluation of programs, and on the overall goals of DISTRICT. (*Policy # 1110.2, #16*)
2. Establish fiscal responsibility through use of a system of program budgeting and a cost analysis format which will utilize the resources of DISTRICT with maximum effectiveness. He/she shall determine the cost benefit of all DISTRICT operations and recommend alternative means that would be financially advantageous to DISTRICT. (*Policy # 1110.2, #11*)
3. Submit the preliminary budget for DISTRICT to the BOARD at the regular June Board Meeting.
4. Chair a management team comprised of key DISTRICT personnel which shall follow a system of decision-making and policy development which includes modern management practices. FIRE CHIEF shall serve as the chief administrator of such a team, accountable to the BOARD.
5. Be responsible for the hiring and maintenance of a competent staff required by DISTRICT to pursue a program of excellence. He/she shall provide a system of hiring criteria and annual evaluation of staff by the proper administrators, reporting the results annually to the BOARD. (*Policy # 1110.2, #6*)
6. Provide leadership and *in service* training and development program for all DISTRICT staff, designed to help staff upgrade skills and to keep abreast of developments in their respective fields. He/she shall seek out and make use of constructive ideas from the staff.
7. Assure written evaluations of all staff at least once a year and report the results of those evaluations to the BOARD. (*Policy # 1110.2, #10*)
8. Provide a system of information gathering and monitoring which will provide the BOARD, Administrative Staff and Program Staff with information needed for decision making, planning and evaluation of program goals. He/she shall require staff to keep

him/her fully informed on the progress made toward reaching outcomes set forth in the established goals of the DISTRICT.

9. Establish a communication system that obtains community support and understanding of DISTRICT programs and operations and shall be responsible for a flow of accurate information to the public. *(Policy # 1110.2, #7)*
10. Stays informed of developments in other fire protection DISTRICT's with goals similar to those of DISTRICT. *(Policy # 1110.2, #8)*
11. Identify leadership needs required in overall master planning and recommend changes and additions where warranted. He/she shall supervise DISTRICT administrative staff in the accomplishment of the performance requirements set forth in all administrative contracts. *(Policy # 1110.2, #15)*
12. Responsible for organizing, reorganizing and arranging the administrative and supervisory staff which in his judgment best serves DISTRICT. FIRE CHIEF shall have the ultimate responsibility in all personnel matters, including selection, assignment, and transfer of employees. In personnel matters, where direct authority has not been delegated, FIRE CHIEF shall present his recommendation in writing to the BOARD. In the event that the BOARD does not approve said recommendation, FIRE CHIEF shall submit another recommendation to the BOARD within a reasonable time. *(Policy # 1110.2, #6)*
13. Recommend the adoption of policies to the BOARD; oversees the implementation of adopted policies. *(Policy # 1110.2, 14 & 17)*
14. Adhere to the highest standards of professional conduct. Be forthright, honest and fair:
  - a. in making recommendations;
  - b. in relationships with BOARD members;
  - c. in giving and receiving suggestions and criticisms;
  - d. in carrying out the Policies and Directions of the BOARD;
  - e. in admitting mistakes;
  - f. in dealing with the entire staff;
  - g. in respecting the authority of the BOARD in exercising its legislative function.