

# AGENDA

CITY OF NATIONAL CITY  
CIVIL SERVICE COMMISSION  
REGULAR MEETING

5:30 P.M., Wednesday, MARCH 10, 2021

ONLINE ONLY MEETING  
LIVE WEBCAST

<https://www.nationalcityca.gov/webcast>

Civic Center, Large Conference Room, 2<sup>nd</sup> Floor  
1243 National City Blvd.  
National City, California 91950

CSC

UPON REQUEST, THIS AGENDA CAN BE PROVIDED IN ALTERNATIVE FORMAT TO ACCOMMODATE ANY INDIVIDUAL NEEDS. PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT (619) 336-4300 OR BY E-MAIL AT [hr@nationalcityca.gov](mailto:hr@nationalcityca.gov) TO REQUEST ACCOMMODATION, INCLUDING ANY AUXILIARY AIDS OR SERVICES.

1. **CALL TO ORDER AND ROLL CALL**
  - Chairperson Wapnowski
  - Vice-Chairperson Courtney
  - Commissioner Coyote
  - Commissioner Puhn
  - Commissioner Miramontes
2. **SALUTE TO THE FLAG**
3. **PUBLIC COMMUNICATIONS**

You may provide written comments on agenda items via email at [hr@nationalcityca.gov](mailto:hr@nationalcityca.gov). Comments will be received until 3:00 pm on the day of the Civil Service Commission Meeting.
4. **APPROVAL OF MINUTES**
  - A. Regular Meeting of January 13, 2021
5. **REPORTS FOR FILE**
  - A. Personnel Report
  - B. Report of Vacancies
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
  - A. Request to create a new classification titled Firefighter (Lateral) by Frank Parra, Chief of Emergency Services
  - B. Commission to approve absence of Commissioner Coyote from Civil Service Regular Meeting of January 13, 2021 (per CS Bylaws Article III, Section 6)
  - C. Election of Officers
8. **STAFF COMMENTS**
9. **COMMISSIONER COMMENTS**
10. **ADJOURNMENT**

<b>FIREFIGHTER (LATERAL) (Represented – Firefighters’ Association)</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>Approved:</b>

**DEFINITION**

Under general supervision, to respond to fire alarms and other emergency calls to protect life and property; perform fire prevention and fire suppression duties; participate in station maintenance and training activities; and perform related duties as required.

**DISTINGUISHING CHARACTERISTICS**

At the scene of a fire, Firefighters are under the direct command and supervision of a Fire Captain or other command personnel. Positions in this class perform responsible non-supervisory work associated with the rendering of fire and emergency medical services. When assigned as a Paramedic, to provide advanced life support to the sick and injured.

**EXAMPLES OF TYPICAL DUTIES**

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

- Responds to structural, automotive or wild fires, rescue operations, and hazardous materials calls and alarms by performing search and rescue, forcibly entering buildings and operating fire equipment.
- Raises, lowers, and climbs ladders; scales and repels walls and other structures; ventilates and enters areas sometimes using force; extricates victims, opens up walls, structures and vehicles; extinguishes fires and engages in salvage and clean-up operations.
- Administers emergency medical service to individuals suffering impairment of body functions brought on by smoke inhalation, burns, heart attacks, and other physical disorders.
- Perform fire prevention inspections of a variety of building and facility occupancies assuring codes compliance with applicable fire and life safety hazards; provide suggestions for correction; schedule re-inspections for verification of correction; submit reports as needed.
- Inspects, cleans, tests and performs preventative maintenance work on fire apparatus, hoses, tools, medical and firefighting gear and equipment; maintains all assigned apparatus and equipment in a state of readiness to respond to emergency calls; operates radio equipment in an efficient manner.
- Participate in public relations, fire/safety education activities, and fire prevention activities including station tours, fire safety/fire suppression education away from the station, school education programs, group activities, fire drills, courtesy walk through visits, and phone inquiries.
- Cleans and performs minor maintenance of fire station and grounds;
- Participate in drills and training exercises, classes and activities including but not limited to those related to firefighting, emergency medical service, technical rescue, extrication, physical fitness and other related areas.
- Maintain skill levels, new equipment and procedure familiarization, and certifications which are relevant and/or required for assigned responsibilities.
- Performs other duties as directed by command personnel.

The following duties are typical for Firefighters assigned as Paramedics. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address departmental needs and changing practices.

- Perform advanced life support emergency medical care, which may include administering "IV's", coronary care, operating defibrillation equipment, and other related medical procedures in accordance with San Diego County EMS protocol.
- Assist in the maintenance and replenishment of medical equipment and drug supplies.
- Adhere to approved medical and radio protocol and practices.
- Operate computers, write comprehensive reports, and maintain accurate records.
- Maintain continuing education and pass paramedic recertification tests.
- May transport patients in accordance with San Diego County EMS protocol.
- Oversee medical management of patients until a turnover is given to a transporting unit or patients are signed out or released per county protocol.

### **MINIMUM QUALIFICATIONS**

**Training and Experience:** Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: Graduation from high school or GED equivalent. Successful completion of an accredited Basic Firefighter I Academy or possession of California State Fire Marshal Firefighter I certification; and one (1) year of full-time experience with a paid municipal fire department, Tribal fire department, California State fire department or Federal fire department.

**License and Certification Requirements:** Candidates must possess the following to be considered for the position, and must be maintain during their employment:

- A valid California Class C Driver License with a safe driving record.
- A valid EMT Level IA certification with the County of San Diego or the State Fire Marshal; or
- A valid State of California Paramedic License or National Registry Paramedic License for Firefighters assigned as Paramedics.

The ability to obtain certificates as required to operate in an ever-changing fire service may be required during the term of employment, such as:

- Hazardous Materials First Responder Operational
- Confined Space Awareness or Rescue Technician
- Incident Command System (ICS) 100, 200, 300, 400, 700, 800
- Low Angle Rope Rescue Operations (LARRO)

**Knowledge, Skills, and Abilities in:**

- Knowledge of firefighting procedures, techniques and methods.
- Knowledge of medical services techniques, rescue and first aid methods.
- Knowledge of maintenance of apparatus and equipment.
- Knowledge of hazardous materials, storage and containment practices.
- Knowledge of fire prevention inspection procedures.
- Skill in the operation of a personal computer.
- Skill in the operation of emergency equipment.
- Ability to engage in moderate to strenuous physical activity.
- Ability to read and understand departmental policies, rules, regulations, and instructions.
- Ability to understand fire inspection, prevention, control, and suppression procedures.
- Ability to apply standard firefighting, emergency aid, rescue operations, and fire prevention techniques.
- Ability to remain calm and make proper fire safety decisions in life-threatening situations or under hazardous circumstances.
- Ability to follow and effectively communicate oral and written instructions.
- Ability to interact with people of different social, economic, and ethnic backgrounds.
- Ability to establish and maintain effective working relationships with others.