

Sonoma County

Zone 9

Training Coordinator

Employed by

RANCHO ADOBE FIRE PROTECTION DISTRICT



The Zone

The fire services in Sonoma County are split into nine zones. Zone 9 is geographically located from north of Rohnert Park to the Southern Sonoma County line covering over 200 square miles. This area is covered by seven local jurisdictions.

The agencies (listed below) include two cities, one Special District, 4 volunteer companies, with Cal Fire Petaluma and United States Coast Guard Two Rock Training Center providing additional resources. There are currently over 200 personnel that cover 10-staffed stations and four volunteer stations with varying staffing coverage from volunteer to full-time. The agencies' respond collectively to approximately 15,000 calls for service annually.

- Rohnert Park Department of Public Safety
- Rancho Adobe Fire Protection District
- City of Petaluma Fire Department
- Wilmar Volunteer Fire Department
- San Antonio Volunteer Fire Department
- Lakeville Volunteer Fire Department
- Two Rock Volunteer Fire Department
- CalFire Petaluma Station
- Two Rock Coast Guard Training Center Fire Department

Background

Sonoma County Board of Supervisors established a Fire Advisory Committee to address the various challenges facing fire protection and EMS. A large portion of the issues identified were funding-based. The first recommendations were to utilize shared resources more efficiently. At that time the various zones were tasked with developing lists of needs and prioritizing them. Early on, Zone 9 agencies met and developed several priorities including the need for a Zone Training Coordinator. Requests were submitted and the one-time funding was made available by the Board of Supervisors.

The Zone 9 agencies identified the need for a Training Officer / Coordinator to assist with establishing multiagency trainings as a priority. The Training Coordinator position was funded with one-time money from the Sonoma County Board of Supervisors as a result of The Fire Advisory Committee recommendations to improve the delivery of fire and public safety services.

Position

The Training Coordinator will be tasked with development of a program to meet the many goals identified by the agencies to improve interagency operations within Zone 9. Components of this role will be to enable standardize training through development of a program incorporating the following goals:

- Conduct an assessment of training needs working through the Agencies' Training Officers to develop a priorities list.
- Identify Common SOP's / SOG's in regards to operations and training.
- Coordinate training opportunities to develop and exercise standardized operations.
- Develop a Master Drill Topic Schedule for utilization by all agencies.
- Coordinate development of standardized training manuals that can be utilized by the various agencies.
- Develop a drill rotation within the Zone to ensure opportunity for training as well as provide for coverage.
- Coordinate the logistical portions of major / multiagency drills.

- Develop a training schedule that will provide opportunity for volunteer training as well a paid Shift personnel.
- Develop a plan for a Regional Academy Curriculum incorporating required annual training and skills.
- Map out annual master training plans for annual industry required training (medical, Red Card, etc.).
- Design and develop training programs (outsourced and/or in-house).
- Select appropriate training methods or activities (e.g. simulations, mentoring, on-the-job training, and professional development classes).
- Market available training to employees and provide necessary information about sessions.
- Conduct zone-wide training needs assessment and identify skills or knowledge gaps that need to be addressed.
- Use known education principles and stay up-to-date on new training methods and techniques.
- Design, prepare and order educational training / aids and materials.
- Assess instructional effectiveness and determine the impact of training on employee skills and Key Performance Indicators (KPIs).
- Gather feedback from trainers and trainees after each educational session.
- Partner with internal stakeholders and liaise with experts regarding instructional design.
- Develop updated curriculum database.
- Coordinate train-the-trainer sessions for internal subject matter experts.
- Coordinate use of in-house training facilities and equipment.
- Research and recommend new training methods, evaluations for volunteer and part time personnel.

The Ideal Candidate

The ideal candidate will bring an extensive background in fire training and emergency services including knowledge of the State Fire Training and the CAL-JAC program. The candidate will also have strong communication skills with ability to communicate to a diverse work group in order to develop clear sense of direction as to what needs to be done and improve the current interagency operations and communications in regards to the training. The Candidate must be able to interact and communicate with the Junior College Fire Tech program and Coastal Valley EMSA in order to incorporate these programs into the training program development.

The skills that a successful individual should possess include:

- Active Leadership – Leadership beyond the doors of the fire station is critical and this energetic leadership should be evident to the Fire District and the community.
- Good Judgment – The ability to make decisions that are based on sound judgment.
- Progressive Spirit – Ongoing awareness of progressive program development methods and practices, leading the Zone towards solutions.
- Proactive Problem Solving – Ability to solve problems and recommend actions designed to continue forward motion towards unified goals.
- Positive Staff Relations – Establishing and maintaining a professional relationship with all involved personnel from the agencies.
- Fiscal Knowledge and Responsibility – Being skilled in budget management and implementation, and the awareness of financial conditions and the impacts that may exist in regards to the delivery and participation in Training Program.

This position was funded by monies distributed by the county to improve the effectiveness of fire services in Sonoma County. The need for a Training Coordinator for Zone 9 was established as one of the priorities through the process. Currently the position will be filled for a one-year period.

The successful candidate will be a limited term, unbenefited, contract employee with the Rancho Adobe Fire Protection District. The salary for this position is \$70,000.

(40 hrs. /Week @ \$46.67/hr. X 50 weeks)

Application and Selection Process

The closing date for this recruitment is 5:00 p.m. on Friday, March 22, 2019. To be considered for this opportunity, please see information below:

Submit to:

Rancho Adobe Fire District
C/O BC Wandel
11000 Main Street
PO Box 1029
Penngrove, CA 94951

Applicant will submit a portfolio style document containing the following information:

- **Rancho Adobe Fire District Employment Application** located on our website: www.ranchofire.org
- **Self-Introduction**
- **Educational Background**
- **Project or Task management History (to be confirmed during background)**
- **Training and Instruction Background**
- **Community Involvement**
- **Statement of “ Why I would be an ideal Zone 9 Training Coordinator”**

*** Content will be confirmed during background process with appropriate supervisors / co-workers to confirm accuracy.**

Following the closing date, your portfolio will be screened in relation to the desired criteria. The most highly qualified applicants will be contacted to schedule the next step in the process. A formal selection will likely be made in April, following completion of an extensive background, reference and credit checks. The start date is anticipated to be early April 2019.