

**CITY OF BERKELEY
INVESTMENT PLANS COMMITTEE
MEETING MINUTES**

MEETING DATE

May 12, 2026

CALL TO ORDER

1:06 p.m.

ROLL CALL

1:06 p.m.

Investment Plans Commissioners

Present

Berkeley Police Association—Dylan Melowitz
IBEW Local 1245—Gregory Marwick
Public Employees Unit—Justin Pitcher
SEIU Local 1021, Clerical Chapter—Rebecca Webb
SEIU Local 1021, Community Services & PTRLA Chapter—Thomas Gregory
The City Manager—David White
Unrepresented Employees—Janelle Rodrigues

Absent

Berkeley Fire Fighters Association—Vacant
SEIU Local 1021, Maintenance Chapter—Danny Walker
The City Auditor—Jenny Wong

City Staff

Sophea Shephard (Senior Human Resources Analyst)
Sara Stephens (Deputy City Attorney IV)
Benita Torres (Assistant Management Analyst)
Franklin Wood (Human Resources Technician)
Laura Zurita (Human Resources Technician)

Members of the Public

Tephiny Jones (Representative for Public Employees Union, Local One)

ACTION ITEMS

1. Election of Chair and Vice Chair

Action: MSC (Rodrigues, Gregory) to approve nomination of Justin Pitcher as Chair.

Vote

Ayes: Gregory, Marwick, Melowitz, Pitcher, Rodrigues, Webb, White

Noes: None
Abstains: None
Absent: Berkeley Fire Fighters Association, Walker, Wong,

Action: MSC (Pitcher, Gregory) to approve nomination of Rebecca Webb as Vice Chair.

Vote

Ayes: Gregory, Marwick, Melowitz, Pitcher, Rodrigues, Webb, White
Noes: None
Abstains: None
Absent: Berkeley Fire Fighters Association, Walker, Wong

2. Minutes for Approval

None

3. SRIP I Disability Claims

Action: MSC (Gregory, Rodrigues) to approve recommendation to Approve SRIP I Disability Claim.

Vote

Ayes: Gregory, Marwick, Melowitz, Pitcher, Rodrigues, Webb, White
Noes: None
Abstains: None
Absent: Berkeley Fire Fighters Association, Walker, Wong

4. Proposed Changes to SRIP I, II, and III

Action: MSC (Melowitz, Marwick) to approve recommendation to move underperforming assets into higher performing funds, consolidate large cap values and remove underperforming assets under the Heritage Mass Mutual Plans.

Vote

Ayes: Gregory, Marwick, Melowitz, Pitcher, Rodrigues, Webb, White
Noes: None
Abstains: None
Absent: Berkeley Fire Fighters Association, Walker, Wong

Action: MSC (Gregory, Pitcher) to approve recommendation to move underperforming assets into higher performing funds, consolidate large cap values and remove underperforming assets under the Legacy Prudential Plans.

Vote

Ayes: Gregory, Marwick, Melowitz, Pitcher, Rodrigues, Webb, White

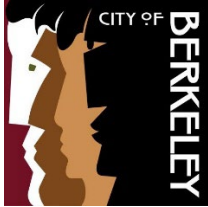
Noes: None

Abstains: None

Absent: Berkeley Fire Fighters Association, Walker, Wong

4. Adjournment 1:55 pm

DRAFT



PERSONNEL BOARD
May 4, 2026

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources
Katherine Lee, Interim Director of Police Accountability

Subject: Adopt a Recommendation to Extend Temporary Appointment – Daniel Weinberg, Police Accountability Investigator, Office of the Director of Police Accountability

RECOMMENDATION

Adopt a recommendation to extend the temporary appointment of Daniel Weinberg, Police Accountability Investigator, Office of the Director of Police Accountability, for six months (total temporary appointment term of 12 months) through pay period ending November 21, 2026.

CURRENT SITUATION AND ITS EFFECTS

The recruitment for a career Police Accountability Investigator is in its final stages; however, a candidate may not be appointed by May 24, 2026, when Daniel's temporary appointment expires. The Office of the Director of Police Accountability (ODPA) is budgeted for two Investigators. With one of those vacant positions currently frozen, Daniel is the only investigator in the ODPA. The Investigator role is critical to fulfilling the ODPA's mandate under Charter Section 125 to provide prompt, impartial, and fair investigations of alleged misconduct by sworn members of the Police Department. Charter Section 125(18) establishes the procedures and timelines for investigating complaints and referring them to the Police Accountability Board and subsequently to the Chief of Police. Without an Investigator in place, the ODPA risks missing key Charter-mandated deadlines for processing complaints.

Employee: Daniel Weinberg

Temporary Classification: Police Accountability Investigator (PCN 4916)

Temporary Start Date: November 24, 2025

Proposed Extension End Date: Pay Period Ending November 21, 2026 (12 months)

Extension Requisition: 2026-03107 (in progress)

BACKGROUND

Per Personnel Rules and Regulations Section 9.07, “Temporary appointments for work schedules of twenty to forty hours per week may be made for a period up to six (6) months. This time limitation may be extended by the City for an additional nineteen (19) months, if approved by the Personnel Board...”

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects of opportunities associated with the subject of this report.

RECOGNIZED EMPLOYEE ORGANIZATION

The classification of Police Accountability Investigator is unrepresented.

RATIONALE FOR RECOMMENDATION

The extension of Daniel’s temporary Police Accountability Investigator appointment ensures that the ODPA can meet its Charter-mandated investigative responsibilities and avoid lapses in complaint processing while the career recruitment concludes.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Janelle Rodrigues, Director of Human Resources, (510) 981-6807



PERSONNEL BOARD
May 4, 2026

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources
David Sprague, Fire Chief

Subject: Adopt a Recommendation to Revise Job Class Specification – Fire Captain II

RECOMMENDATION

Adopt a recommendation to revise job class specification of Fire Captain II as outlined.

DISCUSSION

The classification reflects additional revisions identified after five years of implementing the updated minimum requirements. Staff reviewed comparable classifications from Oakland, San Francisco, Alameda, Alameda County, and Hayward, and the proposed updates align with the minimum qualifications used in these jurisdictions.

- The Microsoft coursework requirement has been incorporated into the Department's Supervisor Development Academy, which personnel complete in preparation for the position; therefore, it is no longer required as a separate minimum qualification.
- The S-219 Firing Operations certification requirement will be removed. The course has become unreasonably difficult to obtain due to the requirement for a live wildfire exercise.
- The Instructor II certification requirement will be removed. The course is focused on instructional development and teaching functions. For example the course curriculum states that participants will "develop lesson plans and evaluation instruments," "teach and deliver instruction," and "analyze resources and formulate a program budget," whereas a Fire Captain II's role centers on operational command, including supervising emergency incidents, directing tactics, and coordinating response activities rather than serving primarily as an instructor.
- The four-hour State Fire Training Certification Examination Evaluator Training course will be added. This course provides instruction on the requirements for Accredited Local Academy Skills Evaluators. This course allows a Fire Captain II

to serve as an examination evaluator during the State testing conducted at the end of the Department's entry level firefighter academy.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RECOGNIZED EMPLOYEE ORGANIZATION

The classification is represented by Berkeley Fire Fighters Association (BFFA). The City notified the Union of the proposed changes and the Union indicated that they did not wish to meet and confer regarding potential impacts.

RATIONALE FOR RECOMMENDATION

These adjustments keep pace with the evolution of State Fire Training, the Departments training program, and ensure that applicants are prepared to adequately perform in this role. Fire Captains can function as State Fire Training Skills Examiners during State Fire Training final examinations which occur at the end of the entry level firefighter academy.

ALTERNATIVE ACTIONS CONSIDERED

None.

ATTACHMENTS

Proposed Job Class Specification Revisions – Fire Captain II

CITY OF BERKELEY
FIRE CAPTAIN II
CLASS CODE 8110

ESTABLISHED DATE
October 29, 2021

REVISION DATE
May 4, 2026

DEFINITION

Under direction, plans, coordinates, assigns, and directs the emergency and non-emergency activities of a company and/or station for all shifts, directly and through subordinate supervisors; commands emergency response scenes unless relieved by a higher level officer; directs and may perform specified staff assignments in the Divisions: Emergency Medical Services, Fire Prevention, Office of Emergency Services, or Training, or other special assignment, in addition to normal emergency response and fire suppression activities; may serve in a support role in the Emergency Operations Center; or perform related work as assigned.

CLASS CHARACTERISTICS

This class is the first-line supervisor, directing and participating in fire suppression, emergency medical response, fire prevention, Office of Emergency Services, and related departmental functions. This class is distinguished from Battalion Fire Chief, which has overall supervisory authority for all activities of all companies on a shift or Assistant Fire Chief, which has overall supervisory authority for all division activities.

EXAMPLES OF ESSENTIAL FUNCTIONS

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s), and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

1. Plans, coordinates, schedules, assigns, and directs the emergency and non-emergency activities of a company or station for all shifts, directly and through subordinate supervisors;
2. Supervises multiple company responses to emergencies, fires, medical aids, hazardous materials, rescues or other situations, and functions as incident commander unless relieved, including responsibility for situation assessment, strategy development and implementation, tactics, and direction of companies through company officers;
3. Plans, schedules, assigns, and participates in equipment and station maintenance, training, fire prevention inspection, and other operational and administrative assignments for the company and/or station; personally performs

a wide variety of fire suppression and medical treatment tasks in emergency situations;

4. Assumes responsibility for various administrative and special assignments, including but not limited to: the department's equipment and apparatus evaluation and maintenance program, development and execution of the department's training, EMS, or OES programs, and Fire Prevention Program including the drill tower, development of special programs, such as hazardous materials; supervises and reviews performance appraisal and counseling of crews, and discusses and coordinates discipline and other personnel issues with the Battalion Chiefs or Training Director;
5. Participates in interviewing and selection of employees;
6. Interprets policies, directives, and personnel regulations, and ensures their proper application; ensures preparation and maintenance of proper records and reports;
7. Develops annual station and/or company budget requests and recommendations for major station and division projects; equipment; apparatus replacement and upgrading; and material and supply needs;
8. Exchanges information between company shift supervisors and crews;
9. Plans, evaluates, and conducts training courses and programs;
10. Prepares a variety of reports, correspondence, and other written materials; performs studies and special projects to evaluate equipment issues, new developments, procedures, and policies, and recommends resolution and improvements; requisitions materials and approves purchases within delegated authorities; prepares fire and emergency response reports and annual performance evaluations of subordinate personnel; and
11. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Note: The level and scope of the knowledge and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline;
2. Basic administrative practices, including planning budget needs, monitoring expenditures, and purchasing and requisition processes;
3. Principles, strategy, techniques, materials, and equipment used in fire suppression, investigation, and prevention, rescues, and related emergency responses;
4. Principles and practices of providing emergency medical response at the basic life support level;
5. Hazardous material and chemical spill response;
6. Applicable state and federal laws, codes, ordinances, and regulations;
7. Safety practices and precautions pertaining to the work;
8. Geographical and topographical layout of the City and location of various fire protection connections to buildings; and

9. Water supply services throughout the City.

Ability to:

1. Plan, organize, schedule, assign, and review the work of others, directly and through subordinate supervisors;
2. Analyze emergency response and operations problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstances;
3. Develop and conduct classroom and practical training courses and programs;
4. Render emergency medical care at the basic life support level;
5. Establish and maintain effective working relationships with those encountered in the course of the work;
6. Maintain accurate records and prepare clear and concise reports and other written materials;
7. Operate a variety of tools, equipment, and apparatus used in fire, medical, and other emergency response; and
8. Conduct fire prevention activities and inspections.

MINIMUM QUALIFICATIONS

AT TIME OF APPLICATION:

1. Five (5) years of experience as a Firefighter and/or Fire Apparatus Operator in the City of Berkeley Fire Department.
2. Applicants in the class of Firefighter must have a completed and valid Berkeley Fire Department: Apparatus Operator Engine, Truck, and Captain Task Book on file with the City;
3. Applicants in the class of Fire Apparatus Operator must have a completed and valid Berkeley Fire Department Fire Captain Task Book on file with the City.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California Class C or higher driver's license and as well as a satisfactory driving record. Must possess and maintain current State of California Emergency Medical Technician certification. Must be willing to work shifts as structured in the Fire Department. Must possess strength and stamina sufficient to lift and carry equipment and patients weighing up to 150 pounds.

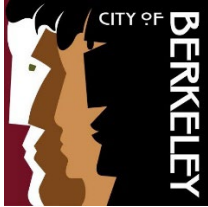
BY DATE OF EMPLOYMENT:

Certificates of completion issued by the California Office of the State Fire Marshall (OSFM) for the one set of the following courses ("1", "2" or "3") or equivalents/replacements as determined by the OSFM:

1. California Fire Services Training and Education System (CFSTES) core courses for Fire Officer Certification
 - a. CFSTES Command 1A
 - b. CFSTES Command 1C
 - c. CFSTES Fire Instructor 1A or Training Instructor 1A on Instructor 1
 - d. CFSTES Management 1
 - e. CFSTES Fire Investigation 1A
 - f. CFSTES SFT Fire Prevention 1, 1A or 1B
2. CFSTES core courses for Company Officer Certification (2014)
 - a. Company Officer 2A: Human Resource Management
 - b. Company Officer 2B: General Administrative Functions
 - c. Company Officer 2C: Fire Inspections and Investigations
 - d. Company Officer 2D: All Risk Command Operations
 - e. Company Officer 2E: Wildland Incident Operations
 - f. Instructor I: Instructor Methodology
 - g. SFT or National Wildfire Training Group (NWCG) Intermediate Wildland Fire Behavior (S-290)
 - h. CSTI Hazardous Materials Incident Commander
3. CFSTES core courses for Company Officer Certification (2020)
 - a. Fire Officer 2A: Human Resource Management
 - b. Fire Officer 2B: Administration and Community Risk Reduction
 - c. Fire Officer 2C: Command of Initial Incidents

BY COMPLETION OF PROBATION:

1. Certificates of completion issued by the California Office of the State Fire Marshall (OSFM) or the NWCG for the following courses of equivalents/replacements as determined by the OSFM:
 - a. Engine Boss (Single Resource) (S-231)
 - b. Certification Examination Evaluator Training



PERSONNEL BOARD
May 4, 2026

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources
David Sprague, Fire Chief

Subject: Adopt a Recommendation to Revise Job Class Specification – Fire Inspector (Sworn)

RECOMMENDATION

Adopt a recommendation to revise job class specification of Fire Inspector (Sworn) as outlined.

DISCUSSION

The classification underwent a substantial revision in 2020 to align with State Fire Training standards for Fire Prevention and Fire Investigation. In 2021, it was presented to the Board for additional updates. The proposed revisions incorporate one additional revision identified after five years of implementing the updated minimum requirements.

The certification requirements for Fire Inspector I and Fire Investigator I will be separated. While obtaining Fire Inspector I certification during the probationary period is achievable, Fire Investigator I certification is significantly more difficult and often requires employees to attend multiple weeks of coursework during their first year of employment. Under this revision, Fire Inspector I certification would remain required during the probationary period, and Fire Investigator I certification would be required within two years of appointment.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects of opportunities associated with the subject of this report.

RECOGNIZED EMPLOYEE ORGANIZATION

The classification is represented by Berkeley Fire Fighters Association (BFFA). The City notified the Union of the proposed changes and the Union indicated that they did not wish to meet and confer regarding potential impacts.

RATIONALE FOR RECOMMENDATION

This revision provides employees with a more realistic timeframe to obtain the required certifications while maintaining the Department's professional standards. Separating the certification timelines reduces the need for extended absences during the probationary period while still ensuring employees obtain both certifications within a reasonable timeframe.

ALTERNATIVE ACTIONS CONSIDERED

None.

ATTACHMENTS

Proposed Job Class Specification Revisions – Fire Inspector (Sworn)

DRAFT

CITY OF BERKELEY
FIRE PREVENTION INSPECTOR (SWORN)
CLASS CODE 8012

ESTABLISHED DATE
October 06, 2008

REVISION DATE
May 4, 2026

DEFINITION

Under general supervision, inspects buildings and premises to enforce fire codes, fire prevention and City codes and ordinances; investigates origins and causes of fires; assists police in investigation and preparation of arson cases for prosecution; makes public education presentations; and related work as assigned.

CLASS CHARACTERISTICS

This class specializes in fire inspection and investigation activities. The Fire Prevention Inspector (Sworn) is assigned to a 40-hour work week and has responsibility for inspection of commercial small buildings, industrial and high occupancy buildings, high rise structures, hospitals, schools, day care facilities, rest homes, and other occupancies regulated by the State and State Fire Marshal's Office.

Inspectors are assigned responsibility for construction and acceptance testing of fire & life safety systems, fire clearance inspections, and those inspections involving previous lack of compliance; and investigating fires for origin and cause. This class may also function as an Emergency Medical Technician providing life support emergency medical response. This class is distinguished from Deputy Fire Marshal, which is a sworn supervisory class.

EXAMPLES OF ESSENTIAL FUNCTIONS

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s), and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

1. Inspects a variety of commercial, industrial, and high occupancy buildings and land for compliance with local, state, and national fire codes, and building, administrative, and health codes as applicable;
2. Researches codes for application and interpretation to various conditions;
3. Conduct acceptance tests of installed fire alarm, water-based fire protection systems, fire extinguishing systems, emergency responders radio communication

- system, etc.; notifies contractors, owners and explains and discusses corrections required;
4. Issues citations for non-compliance;
 5. Prepares and posts nuisance abatement documents and notices, declarations of unsafe buildings and orders to vacate;
 6. Investigates origins and causes of suspicious fires; collects and documents evidence, including operating flammable detectors, gas detectors, still and video cameras, and gathering and preservation of physical evidence; performs or directs other personnel in preserving fire scenes, and clearing and sorting debris and objects to assess burn patterns and reconstruct scenes;
 7. Interviews witnesses and discusses fire characteristics with fire suppression personnel;
 8. Prepares reports and maintains records of fire inspection and investigation work;
 9. Participates in large scale investigations with other City personnel or local agencies;
 10. Inspects fire suppression system, construction plans, and work in progress for conformance to appropriate codes and approves fire-safety aspects;
 11. Reviews work plans and issues permits for specialized commercial / industrial operations, public fires, and other activities with owners, architects, engineers, and construction managers on resolution of hazards and violations;
 12. May inspect sites and buildings before construction or alteration to determine practicality of plans, compliance, and regulations, and validity of permits;
 13. Investigates complaints regarding fire prevention and panic prevention. Prepares reports of investigations; works with owners and manufacturers in product liability cases;
 14. Testifies as an expert witness in court cases involving fire protection citations, arson, commercial negligence, and product liability;
 15. Assists the District Attorney's office and the Police Department in investigation and preparation of cases for prosecution;
 16. Issues "STOP WORK" and "DO NOT OCCUPY" orders; writes warning letters to negligent owners or contractors; and carries negligent cases through prosecution channels in situations of non-compliance where appropriate; and may issue citations as appropriate;
 17. Prepares and delivers fire prevention presentations before a variety of organizations and community groups;
 18. May provide first responder medical emergency response at the basic life support level, including initial patient and situation assessment, cardiopulmonary resuscitation (CPR), and trauma emergency medical care;
 19. In a fire emergency, connects, develops, charges, and bleeds hose for hand lines, booster lines, connecting water appliances, and supply lines connecting to hydrants and between engines; and
 20. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Note: The level and scope of the knowledge and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and systems of fire safety and protection, including equipment and systems of extinguishments;
2. Principles, methods, and equipment used in investigation of origin and cause of fires;
3. Laws, codes, and ordinances governing fire safety of buildings, hazardous materials, and land including special license and permit applications;
4. Code enforcement procedures and authorities of involved jurisdictions;
5. Basic principles and practices of emergency medical care at the basic life support level; and
6. Record keeping and reporting requirements for fire safety inspections, permits, and fire investigations.

Ability to:

1. Evaluate fire safety compliance of structures, fire suppression systems, equipment, commercial and industrial operations, and special use permit applications;
2. Investigate and analyze origins and causes of fires, including collection of evidence;
3. Read, interpret and apply fire safety codes, ordinances and laws;
4. Read and interpret building plans, schematics, and diagrams;
5. Prepare clear and concise reports, correspondence, and other written materials;
6. Operate fire investigation tools and equipment;
7. Remain calm, make sound decisions, and respond appropriately in emergency situations; and
8. Establish and maintain effective working relationships with those encountered in the course of the work.

MINIMUM QUALIFICATIONS

AT TIME OF APPLICATION

Completion of thirty (30) semester or forty-five (45) quarter units from an accredited college or university.

Three (3) years of experience as a Firefighter, or two (2) years as a building, fire prevention, or code enforcement inspector.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California Class C or higher driver's license as well as a satisfactory driving record. Must be willing to work off-shift

hours on a call-out basis. Must possess physical mobility and strength to investigate fire scenes including moving debris and objects. Must possess and maintain current State of California Emergency Medical Technician certification.

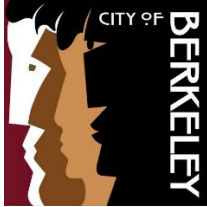
BY COMPLETION OF PROBATION

Certification as a Fire Inspector I from either California Fire Service Training and Education Systems (CFSTES), International Code Council, National Fire Protection Association; CFSTES Fire Prevention Officer Certification; or equivalent fire prevention inspector certification as determined by the Fire Chief; and

WITHIN TWO YEARS OF APPOINTMENT

Certification as a Fire Investigator I from either CFSTES, International Association of Arson investigators, International Fire Service Accreditation Congress, ProBoard, or equivalent fire investigator certification as determined by the Fire Chief.

DRAFT



PERSONNEL BOARD
May 4, 2026

To: Members of the Personnel Board

From: Janelle Rodrigues, Director of Human Resources

Subject: Adopt a Recommendation to Revise Job Class Specification of Firefighter As Outlined, Separating the Classification of Firefighter into Two Classifications (Firefighter Paramedic and Firefighter EMT), Create New Firefighter EMT Job Class Specification, and Add Firefighter Paramedic and Firefighter EMT to Personnel Rules and Regulations Section 9.03 *Promotion Through a Non-Competitive Personnel Action*

RECOMMENDATION

Adopt a recommendation to revise job class specification of Firefighter as outlined, separating the classification into Firefighter Paramedic and Firefighter EMT, create new Firefighter EMT job class specification, and add Firefighter Paramedic and Firefighter EMT to Personnel Rules and Regulations Section 9.03 *Promotion Through a Non-Competitive Personnel Action*.

DISCUSSION

During a recent revision to the Firefighter classification, the minimum qualification was changed from requiring a Paramedic license to allowing an Emergency Medical Technician (EMT) certificate. As a result, the Department now employs both Firefighter Paramedics and Firefighter EMTs.

To accurately distinguish these roles, the City proposes separating the current classification into two closely aligned classifications. The existing Firefighter classification will be renamed Firefighter Paramedic, with duties revised to clearly reflect the responsibilities of employees licensed to provide both Basic Life Support (BLS) and Advanced Life Support (ALS) services.

The City further recommends establishing a separate Firefighter Emergency Medical Technician (EMT) classification. This classification will mirror the current Firefighter specification but will require a valid California EMT certification rather than a Paramedic license. Employees in this classification will perform Basic Life Support (BLS) duties.

Creating two parallel classifications - Firefighter Paramedic and Firefighter EMT - will ensure that job requirements, expectations, and duties are aligned with the certifications employees hold at the time of hire. This structure enhances transparency for applicants

and employees, accurately reflects the scope of practice for each role, and supports effective operational and staffing planning.

The City further recommends adding Firefighter EMT to Firefighter Paramedic to Personnel Rules and Regulations Section 9.03, *Promotion Through a Non-Competitive Personnel Action*. Under this provision, an employee may be promoted to a higher classification if they meet the established criteria and have demonstrated satisfactory performance in the lower classification.

The City proposes that employees in the Firefighter EMT classification who obtain paramedic certification, with approval of the Fire Chief, be eligible for advancement to the Firefighter Paramedic classification through the non-competitive personnel action process. All applicable provisions of Section 9.03, including verification of certification and confirmation of minimum qualifications, would apply.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RECOGNIZED EMPLOYEE ORGANIZATION

The classification is represented by Berkeley Fire Fighters Association (BFFA). The City notified the Union of the proposed changes and the Union indicated that they did not wish to meet and confer regarding potential impacts.

RATIONALE FOR RECOMMENDATION

Adopting the proposed changes will ensure that Firefighter classifications accurately reflect credential requirements and scope of practice, promote internal consistency, and support operational efficiency.

ALTERNATIVE ACTIONS CONSIDERED

None.

ATTACHMENTS

Proposed Job Class Specification – Firefighter (Revised to Firefighter Paramedic)
Proposed Job Class Specification – Firefighter EMT
Proposed Revisions to Personnel Rules and Regulations Section 9.03, *Promotion Through a Non-Competitive Personnel Action*

CITY OF BERKELEY
FIREFIGHTER PARAMEDIC
CLASS CODE 8113

ESTABLISHED DATE
October 29, 2021

REVISION DATE
May 4, 2026

DEFINITION

Under general supervision, responds to fires, medical emergencies, and other emergency and non-emergency situations, and takes appropriate action to provide aid, save lives, protect property and the environment; perform fire prevention activities; maintains station quarters; performs various staff support assignments in addition to normal emergency response activities; performs related work as assigned.

CLASS CHARACTERISTICS

This is the entry- and full working-level class in fire suppression, learning and performing all duties required to effectively respond to emergency fire suppression and emergency medical situations. Incumbents may be assigned to a truck or engine, typically in three- or four-person crews. This class is distinguished from Fire Apparatus Operator in that the latter class is assigned to operate any vehicles and apparatus in addition to performing all normal emergency response duties. This class provide basic and advanced life support emergency medical response.

EXAMPLES OF ESSENTIAL FUNCTIONS

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s), and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

1. In a fire emergency, connects, develops, charges, and bleeds hose for handlines, booster lines, connecting water appliances, and supply lines connecting to hydrants and between engines.
2. Controls and extinguishes fires, and places water curtains using various size handlines, cellar distributors, and deck, ladder, and portable water monitors.
3. Connects foam inductors and applies foam and chemicals for fire suppression and control.
4. Places and secures various adapters, nozzles, and in-line controls, connections, and fittings;
5. Searches buildings and rescues victims.
6. Provides emergency medical response at the basic and advanced life support levels, including initial patient assessment and treatment.

7. Documents patient care and uses various medical software and equipment provided by the department.
8. Uses various hand and power tools to obtain entry to buildings, free trapped accident victims, and provide ventilation.
9. Participates in specialized rescue operations, including aerial and underground situations, including the use of rigging and shoring.
10. Participates in various clean up, salvage, and overhaul operations.
11. Cleans, services, and ensures operational readiness of vehicles, apparatus, hoses, and equipment.
12. Participates in training and maintains/improves skills.
13. Participates in various staff support assignments including but not limited to: fire prevention, inspection, and hazardous spill and weed abatement programs, maintenance of inventory records, scheduled inspection of departmental equipment, and hydrant and fire flow testing.
14. Contains, removes, and decontaminates hazardous material spills.
15. Employs appropriate fire fighting and chemical safety apparel and equipment, including turnout gear, helmets, hoods, axe belt, and self-contained breathing apparatus.
16. Participates in maintenance of station and facilities.
17. Works with the community in a variety of educational, public relations, and service programs.
18. Work and live harmoniously with co-workers as an effective team member to facilitate the delivery of services to residents and visitors.
19. Promote a positive image of the department to the public.
20. May serve in higher level classifications on a relief basis.
21. May direct other personnel in greater alarm fires.
22. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Note: The level and scope of the knowledge and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Basic principles and practices of fire suppression and prevention.
2. Basic principles and practices of emergency medical care at the basic life support level.
3. Basic principles and practices of emergency medical care at the advanced life support level.
4. Safety practices and precautions pertaining to the work.

Ability to:

1. Follow oral and written directions.
2. Establish and maintain effective working relationships with those encountered in the course of the work.

3. Maintain accurate records and prepare clear and concise reports, and other written materials.
4. Remain calm, make sound decisions, and respond appropriately in emergency and non-emergency situations.

MINIMUM QUALIFICATIONS

FIREFIGHTER PARAMEDIC - AT TIME OF APPLICATION

1. Graduation from high school or GED equivalent.
2. Valid California Paramedic License, NREMT Paramedic Certification, or actively participating in a paramedic internship.
3. Candidate Physical Ability Test (CPAT) Card of Completion issued no earlier than one (1) year from the recruitment filing deadline.
4. Successful Completion of the Firefighter Candidate Testing Center (FCTC) written exam completed no earlier than one (1) year from the recruitment filing deadline.
5. Valid Driver's License with a satisfactory driving record.
6. Proof of vaccination to include: Tdap, TB, MMR, Hepatitis B, Varicella (Chicken Pox), and Influenza. Titers demonstrating immunity may be substituted for the proof of vaccination.

FIREFIGHTER PARAMEDIC - BY TIME OF APPOINTMENT

1. Valid California Paramedic License.
2. Valid California Driver's License with a satisfactory driving record.

FIREFIGHTER PARAMEDIC - BY COMPLETION OF FIREFIGHTER 1 ACADEMY

1. Successful completion of all required City of Berkeley and California Office of the State Fire Marshal (OSFM) academic training and certification examinations, including successful completion of the Berkeley Fire Academy, is a condition of continued employment. Failure to meet these requirements shall result in separation from employment.
2. Achieve certificates of completion issued by FEMA, OSFM or the National Wildfire Coordinating Group (NWCG) for the following courses or equivalents/replacements as determined by FEMA, OSFM or NWCG:
 - a. FSTEP Rope Rescue Awareness/Operations (RRA/O)
 - b. FSTEP Fire Fighter Survival
 - c. FSTEP Fire Control 3B
 - d. FSTEP Fire Control 4 (*if applicable to that academy*)
 - e. FSTEP Driver Operator 1A
 - f. FSTEP or NWCG S130

- g. FSTEP or NWCG S131
- h. FSTEP or NWCG S190
- i. FSTEP or CSTI HazMat FRO
- j. FSTEP Vehicle Extrication
- k. CFSTES Firefighter I
- l. FEMA Introduction to the Incident Command System (ICS-100)
- m. FEMA National Incident Management Systems, An Introduction (IS-700.A)

FIREFIGHTER PARAMEDIC - BY COMPLETION OF PROBATION:

- 1. Successful completion of the City of Berkeley Firefighter Taskbooks.
- 2. Successful completion of City of Berkeley Firefighter written and psychomotor examinations.
- 3. Certificates of completion issued by the California Office of the State Fire Marshal (OSFM) for the following courses or equivalents/replacements as determined by OSFM:
 - a. CFSTES Firefighter II

FIREFIGHTER PARAMEDIC LATERAL - AT TIME OF APPLICATION

- 1. Graduation from high school or GED equivalent.
- 2. Valid California Paramedic License, NREMT Paramedic Certification, or actively participating in a paramedic internship.
- 3. Currently employed as a full-time paid Firefighter with at least two years of continuous employment.
- 4. CFSTES or IFSAC/ProBoard Firefighter I Certification.
- 5. Valid Driver's License with a satisfactory driving record.
- 6. Proof of vaccination to include: TDaP, TB, MMR, Hepatitis B, Varicella (Chicken Pox), and Influenza. Titers demonstrating immunity may be substituted for the proof of vaccination.

FIREFIGHTER PARAMEDIC LATERAL – BY TIME OF APPOINTMENT

- 1. Valid or California Paramedic License.
- 2. Valid Driver's License with a satisfactory driving record.

FIREFIGHTER LATERAL - BY COMPLETION OF FIREFIGHTER 1 ACADEMY

- 1. Successful completion of all required City of Berkeley and California Office of the State Fire Marshal (OSFM) academic training and certification examinations, including successful completion of the Academy, is a condition of continued employment. Failure to meet these requirements shall result in separation from employment.

2. Achieve certificates of completion issued by FEMA, the OSFM or the National Wildfire Coordinating Group (NWCG) for the following courses or equivalents/replacements as determined by FEMA, OSFM, or NWCG:
 - a. FSTEP Rope Rescue Awareness/Operations (RRA/O)
 - b. FSTEP Fire Fighter Survival
 - c. FSTEP Fire Control 3B
 - d. FSTEP Fire Control 4 (*if applicable to that academy*)
 - e. FSTEP Driver Operator 1A
 - f. FSTEP or NWCG S130
 - g. FSTEP or NWCG S131
 - h. FSTEP or NWCG S190
 - i. FSTEP or CSTI HazMat FRO
 - j. FSTEP Vehicle Extrication
 - k. CFSTES Firefighter I
 - l. FEMA Introduction to the Incident Command System (ICS-100)
 - m. FEMA National Incident Management Systems, An Introduction (IS-700.A)

FIREFIGHTER LATERAL - BY COMPLETION OF PROBATION:

1. Successful completion of City of the Berkeley Firefighter Taskbooks.
2. Successful completion of City of Berkeley Firefighter written and psychomotor examinations.
3. Certificates of completion issued by the California Office of the State Fire Marshal (OSFM) for the following courses or equivalents/replacements as determined by OSFM:
 - a. CFSTES Firefighter II

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill job responsibilities. The incumbent is required to maintain a valid California Class C or higher driver's license as well as a satisfactory driving record, and must obtain CDL Firefighter Endorsement prior to the completion of the Berkeley Fire Academy.

Must be willing to maintain facial hair in such a way as to ensure proper fitting and operation of self-contained breathing apparatus. Must be willing to work shifts as structured in the Fire Department. Must possess strength and stamina sufficient to lift and carry equipment and patients weighing up to 150 pounds.

CITY OF BERKELEY
FIREFIGHTER EMT
CLASS CODE XXXX (TBD)

ESTABLISHED DATE
City Council Meeting Following Personnel Board Approval

DEFINITION

Under general supervision, responds to fires, medical emergencies, and other emergency and non-emergency situations, and takes appropriate action to provide aid, save lives, protect property and the environment; perform fire prevention activities; maintains station quarters; performs various staff support assignments in addition to normal emergency response activities; performs related work as assigned.

CLASS CHARACTERISTICS

This is the entry- and full working-level class in fire suppression, learning and performing all duties required to effectively respond to emergency fire suppression and basic life support medical situations. Incumbents may be assigned to a truck or engine, typically in three- or four-person crews. This class is distinguished from Fire Apparatus Operator in that the latter class is assigned to operate any vehicles and apparatus in addition to performing all normal emergency response duties. This class provides basic life support emergency medical response.

EXAMPLES OF ESSENTIAL FUNCTIONS

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s), and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

1. In a fire emergency, connects, develops, charges, and bleeds hose for handlines, booster lines, connecting water appliances, and supply lines connecting to hydrants and between engines.
2. Controls and extinguishes fires, and places water curtains using various size handlines, cellar distributors, and deck, ladder, and portable water monitors.
3. Connects foam inductors and applies foam and chemicals for fire suppression and control.
4. Places and secures various adapters, nozzles, and in-line controls, connections, and fittings;
5. Searches buildings and rescues victims.
6. Provides emergency medical response at the basic life support level, including initial patient assessment and treatment.

7. Documents patient care and uses various medical software and equipment provided by the department.
8. Uses various hand and power tools to obtain entry to buildings, free trapped accident victims, and provide ventilation.
9. Participates in specialized rescue operations, including aerial and underground situations, including the use of rigging and shoring.
10. Participates in various clean up, salvage, and overhaul operations.
11. Cleans, services, and ensures operational readiness of vehicles, apparatus, hoses, and equipment.
12. Participates in training and maintains/improves skills.
13. Participates in various staff support assignments including but not limited to: fire prevention, inspection, and hazardous spill and weed abatement programs, maintenance of inventory records, scheduled inspection of departmental equipment, and hydrant and fire flow testing.
14. Contains, removes, and decontaminates hazardous material spills.
15. Employs appropriate fire fighting and chemical safety apparel and equipment, including turnout gear, helmets, hoods, axe belt, and self-contained breathing apparatus.
16. Participates in maintenance of station and facilities.
17. Works with the community in a variety of educational, public relations, and service programs.
18. Work and live harmoniously with co-workers as an effective team member to facilitate the delivery of services to residents and visitors.
19. Promote a positive image of the department to the public.
20. May serve in higher level classifications on a relief basis.
21. May direct other personnel in greater alarm fires.
22. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Note: The level and scope of the knowledge and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Basic principles and practices of fire suppression and prevention.
2. Basic principles and practices of emergency medical care at the basic life support level.
3. Safety practices and precautions pertaining to the work.

Ability to:

1. Follow oral and written directions.
2. Establish and maintain effective working relationships with those encountered in the course of the work.
3. Maintain accurate records and prepare clear and concise reports, and other written materials.
4. Remain calm, make sound decisions, and respond appropriately in emergency and non-emergency situations.

MINIMUM QUALIFICATIONS

FIREFIGHTER EMT - AT TIME OF APPLICATION:

1. Graduation from high school or GED equivalent.
2. Valid California Emergency Medical Technician (EMT) Certification or National Registry of Emergency Medical Technicians (NREMT) EMT Certification.
3. Candidate Physical Ability Test (CPAT) Card of Completion issued no earlier than one (1) year from the recruitment filing deadline.
4. Successful Completion of the Firefighter Candidate Testing Center (FCTC) written exam completed no earlier than one (1) year from the recruitment filing deadline.
5. Valid Driver's License with a satisfactory driving record.
6. Proof of vaccination to include: Tdap, TB, MMR, Hepatitis B, Varicella (Chicken Pox), and Influenza. Titers demonstrating immunity may be substituted for the proof of vaccination.

FIREFIGHTER EMT - BY TIME OF APPOINTMENT:

1. Valid California EMT Certification.
2. Valid California Driver's License with a satisfactory driving record.

FIREFIGHTER EMT - BY COMPLETION OF FIREFIGHTER 1 ACADEMY:

1. Successful completion of all required City of Berkeley and California Office of the State Fire Marshal (OSFM) academic training and certification examinations, including successful completion of the Academy with the incumbent's assigned cohort, is a condition of continued employment. Failure to meet these requirements shall result in separation from employment.
2. Achieve certificates of completion issued by FEMA, the OSFM or the National Wildfire Coordinating Group (NWCG) for the following courses or equivalents/replacements as determined by FEMA, OSFM, or NWCG:
 - a. FSTEP Rope Rescue Awareness/Operations (RRA/O)
 - b. FSTEP Fire Fighter Survival
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FIREFIGHTER EMT - BY COMPLETION OF PROBATION:

1. Successful completion of the City of Berkeley Firefighter Taskbooks.

2. Successful completion of City of Berkeley Firefighter written and psychomotor examinations.
3. Certificates of completion issued by the California Office of the State Fire Marshal (OSFM) for the following courses or equivalents/replacements as determined by OSFM:
 - b. CFSTES Firefighter II

FIREFIGHTER EMT LATERAL - AT TIME OF APPLICATION:

1. Graduation from high school or GED equivalent.
2. Valid California EMT Certification or National Registry of Emergency Medical Technicians (NREMT) EMT Certification.
3. Currently employed as a full-time paid Firefighter with at least two years of continuous employment.
4. CFSTES or IFSAC/ProBoard Firefighter I Certification.
5. Valid Driver's License with a satisfactory driving record.
6. Proof of vaccination to include: Tdap, TB, MMR, Hepatitis B, Varicella (Chicken Pox), and Influenza. Titers demonstrating immunity may be substituted for the proof of vaccination.

FIREFIGHTER EMT LATERAL – BY TIME OF APPOINTMENT

1. Valid California EMT Certification.
2. Valid California Driver's License with a satisfactory driving record.

FIREFIGHTER EMT LATERAL - BY COMPLETION OF FIREFIGHTER 1 ACADEMY:

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FIREFIGHTER EMT LATERAL - BY COMPLETION OF PROBATION:

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Must be willing to maintain facial hair in such a way as to ensure proper fitting and operation of self-contained breathing apparatus. Must be willing to work shifts as structured in the Fire Department. Must possess strength and stamina sufficient to lift and carry equipment and patients weighing up to 150 pounds.

CITY OF BERKELEY PERSONNEL RULES AND REGULATIONS

9.03 PROMOTION THROUGH A NON-COMPETITIVE PERSONNEL ACTION

Classifications that require professional licensure, certification or registration; or specific professional experience as a prerequisite at the journey level may be underfilled at the unlicensed or entry level, pending qualification for the required license or experience based on the needs of the City. The City Manager or their designated representative – or for positions in the City Attorney’s Office, the City Attorney - may consider an employee for promotion to a higher class through a non-competitive personnel action if the employee meets all of the following criteria and has documented satisfactory performance in the lower-level classification:

- The higher classification licensed or journey level position has been authorized for filling and the department has elected to fill it at the unlicensed or entry-level classification; and
- The employee has obtained the essential qualifications of the journey level classification, as outlined in the classification specification (i.e., experience and education qualifications, the demonstrated knowledge, skills and abilities, etc.); and
- The employee has obtained the required California State license, professional registration or certification; or has obtained the required professional experience as identified in the job specification.

Certification or Licensed Classifications

<i>Unlicensed Classification</i>	<i>Licensed Classification</i>
Behavioral Health Clinician I Assistant Environmental Health Specialist Assistant Public Works Engineer Psychiatrist I Psychiatrist II Public Health Physician Traffic Engineering Assistant	Behavioral Health Clinician II Registered Environmental Health Specialist Assistant Civil Engineer Psychiatrist II Psychiatrist III Public Health Physician (Certified) Assistant Traffic Engineer

Experienced and Certified Classifications

<i>Entry-Level and/or Uncertified Classification</i>	<i>Journey-Level and/or Certified Classification</i>
Building Inspector I (Certified) Hazardous Materials Specialist I Housing Inspector I (Certified) Firefighter EMT	Building Inspector II (Certified) Hazardous Materials Specialist II Housing Inspector II (Certified) Firefighter Paramedic

Entry to Journey Level Classifications

<i>Trainee or Entry-Level Classification</i>	<i>Journey-Level or Experienced Classification</i>

Librarian I Public Safety Dispatcher I Police Officer Recruit Deputy City Attorney I Deputy City Attorney II Deputy City Attorney III	Librarian II Public Safety Dispatcher II Police Officer Deputy City Attorney II Deputy City Attorney III Deputy City Attorney IV
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If the department head determines that the employee meets the criteria outlined above, the department head submits a written request to the Department of Human Resources recommending promotion of the employee to the licensed or experienced journey-level classification, without requirement that an eligible list for the journey-level classification be established or certified for this appointment, with a copy of the required license. Upon determination that the criteria have been met, the employee will be advanced to the journey-level classification subject to the requirement to serve the appropriate probationary period, as outlined in the applicable collective bargaining agreement or employee manual.

DRAFT