Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

A. GENERAL INFORMATION

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3. Organizational Placement (Division/Branch/Office Name)

Cooperative Fire Protection- Headquarters

4. CEA Position Title

Assistant Deputy Director - Training, Safety, and EMS

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

The Department of Forestry & Fire Protection proposes to allocate the above position to the C.E.A. category. The Assistant Deputy Director of Training, Safety, and Emergency Medical Services will be responsible to oversee, create and maintain policy, and provide direction to three programs which are experiencing increased growth and complexity within the Department's Fire Protection programs, balancing the span of control and organizational structure.

6. Reports to: (Class Title/Level)

Deputy Director - Cooperative Fire Protection

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain):

8. Organizational Level (Select one)

- 1st
- 2nd
- 3rd ✔
- 4th
- 5th (mega departments only - 17,001+ allocated positions)
B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

Under the direction of the Deputy Director, Cooperative Fire Protection, the Assistant Deputy Director, Training, Safety, and Emergency Medical Services is responsible for the policy direction, policy implementation, coordination, and support of the California Department of Forestry and Fire Protection’s Training, Safety and Emergency Medical Services Program that are critical to achieving departmental goals and objectives. The CEA is responsible for the following statewide programs: Statewide Training and CAL FIRE Training Centers, Safety, and Emergency Medical Services (EMS).

The CEA will play a critical role at the Executive Level collaborating with the Assistant Region Chiefs, Sacramento program Assistant Deputy Directors, and Chiefs of Budgets, Fiscal Services, Information Technology, Labor and Human Resources and Tech Services to influence the development, establishment, implementation, and evaluation of all departmental policies, programs, budgets, and other fiscal matters.

The CEA will participate as an active member of Department committees that impact training such as the Exams, Hiring, Operations and Training (EHOT) and Policy and Procedure Committee (PPC).

The CEA will oversee the development, maintenance and implementation of capital outlay projects involving current and proposed training centers to maintain capacity scales based on Departmental growth.

The CEA is responsible for the overall management of the Statewide Training and CAL FIRE Training Center programs in the development and implementation of all types of training in fire protection, resource management, State Fire Marshal, Law Enforcement, Peace Officer Standards Training (POST) certification, and administrative areas to accomplish objectives in a safe, efficient, and professional manner. Areas of responsibility also include collaboration with local, state, and federal training cooperators as needed to ensure cooperative training relationships are maintained.

The CEA is responsible for the overall management of the Department’s Joint Apprenticeship Committee (JAC) and Sub-JAC obligations including contract management, liaison functions with staff and members, and resolving any issues that Sub-JAC issues that impact statewide Training.

The CEA is responsible for the overall management the Statewide Safety and EMS programs to influence changes to existing policies and procedures to protect the life and physical well-being of CAL FIRE employees; protect the life, physical well-being and property of the public; identify potential work hazards and initiate reasonable actions to eliminate or mitigate work hazards. The CEA will ensure the Department is compliant with all applicable regulatory and statutory requirements associated with occupational safety and health, provide direction and approve research and development projects both internal and external to the Department. Furthermore, the CEA will provide general direction to the Department’s EMS Program which could include direction on the EMS certification and licensees processes, regulatory compliance, patient care programs, and EMS program administration functions.
10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.

- Program is indirectly related to department's primary mission.

- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The mission of the Department of Forestry and Fire Protection is to serve and safeguard the people and protect the property and resources of California. CAL FIRE strives to be a leader in providing fire prevention and protection, emergency response, and natural resource protection services.

Fire protection and prevention is the Department’s core responsibly. The Department of Forestry and Fire Protection is statutorily responsible for maintaining an integrated staff and equipment to accomplish the fire protection and prevention responsibility.

The CEA will be responsible to maintain direct oversight to Statewide Training and CAL FIRE Training Centers, Statewide Safety and EMA; all critical to the Departments core functions, and their respective managers.

The CEA will balance existing program areas fiscal and policy responsibilities to levels commensurate to a mid-organizational level, while maintaining large programs with subordinate managers. Furthermore equipping Cooperative Fire Protection with the staff resources necessary to effectively assist with policy-making decisions and ensure proper oversight and administration of subordinate programs.
11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

Climate change continues to intensify and result in a year-round fire season in California. Over the past several years, the state has experienced unprecedented wildfire activity with increases in the number and severity of wildfires. 10 of the 20 largest wildfires in California have occurred since 2017 with six of those occurring in 2020 and 17 of the 20 occurring since 2000. Approximately 4.3 million acres burned within California in 2020 and an additional 2.5 million acres burned in 2021. Additionally, growth in the wildlands urban interface has put more Californians at risk than ever before. More than 25 million acres of the state’s wildlands are classified as under very high or extreme fire threat and several years of drought conditions continue to intensify fire conditions. Accordingly, the Administration has taken decisive action to bolster the state’s emergency preparedness and response capacity, reduce wildfire risk, and protect vulnerable communities.

In many areas of the state, fire season never ends adding to the increased workload and need for close coordination at the Assistant Deputy Director level. Over the last 10 years, CAL FIRE has experienced a significant increase in fire activity in the middle of the winter months. Scientists have been confirming that fire season length and intensity have noticeably increased over the past two decades. The changing climate in California continues to lengthen the “fire season” into what is now considered a “fire year.”

These extreme fire conditions and fire activity have resulted in the addition of CAL FIRE fire suppression resources and partnerships with local, state and federal agencies to meet the demand for prevention and response measures to protect the life, property and resources of California. CAL FIRE’s budget has increased $1.1 billion, for a total of $3.7 billion (42% increase) and the number of positions has increased by approximately 4,767 between BY 2012-13 to BY 2022-23. The impact of this growth has led to the immediate need for this request to appoint a second Assistant Deputy Director to balance the need to manage internal controls and procedures, as well as making policy changes as needed.

As the Department expands, the number of employees requiring mandatory training also grows. Fire protection employees are required to complete a significant amount of initial and on-going training for employee safety and to meet federal and state statutes. In addition to the minimum required training, fire protection employees are required to attend 47 hours of annual recurring training. Minimum training required doe not include any specialization training for assignments such as Fire Crews, helitack, Air Attack, Law Enforcement, or Emergency Command Center. However, the corresponding increase in Executive oversight has not been commensurate with the addition of a Training Center in Riverside and oversight of CAL FIRE's Statewide Training Program. Training includes Fire Fighter and Company Officer Academies and specialization training for assignments such as Fire Crews, Helitack, Air Attack, Law Enforcement, Emergency Medical Response and Emergency Command Center.

The change in duties for this CEA will result in a more balanced span of control and organizational structure, while also addressing the impacts from the expansion of programs, personnel, equipment, budgets, and policies guiding implementation of Cooperative Fire Programs at an Executive level.
C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The CEA will be responsible for development of Department-wide policy for CAL FIRE's program areas to support and facilitate the accomplishment of CAL FIRE's primary mission and strategic goals within the area of responsibility. The CEA will consult with and provide expert and consultation and technical advice to the Deputy Director and Executive Staff. The position will be responsible to plan, direct, evaluate, manage, and establish strategic priorities for the Department and thus, may have to address the Legislature, Agency, DGS, DOF, SCO and/or the Governor’s Office regarding any of the policies in these Programs. The policy decisions made by the incumbent will directly impact all levels of staff within the Department.

Examples are as follows:

1. Transparency and Accountability: The CEA will make strategic decisions to continue to improve upon CAL FIRE's transparency and accountability. The Department is accountable to many stakeholders, including media outlets, legislative committees, the State Auditor, environmental community groups, and PRA requesters.

2. The CEA will be responsible for a number of CAL FIRE's Policies and Procedures found in the Issuance Handbook, including section 1700 (Safety), section 4000 (Training), section (4100) Joint Apprenticeship Committee, and section 7200 (Emergency Medical Services). The CEA will play an integral role in developing new policies and revising existing policies to support the mission of this program, and the individual missions of the units largely based on existing policies that departmental personnel are working under.

All of the policy sections identified above in CAL FIRE’s Issuance Handbook provide direction to Departmental Personnel in order to implement standards and guidance across a broad range of activities that are undertaken to ensure an efficient, safe, and accountable work environment where procedures are consistent with the Department’s mission.
C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position’s scope and nature of decision-making authority?

As advisor to the Deputy Director of Cooperative Fire Protection, the CEA will provide major input in directing the development, establishment, and implementation, and evaluation of all departmental policies concerning program areas related to fire center administration, training curriculum, operational safety training and administration.

This will include setting performance metrics, changing and creating policies and procedures, aligning resources and staff to meet the Department's objectives, reorganizing outdated team units, and overseeing the Operations budgets to support CAL FIRE’s mission. The CEA will have full decision-making authority in these program areas and will act as an advisor to core and support programs when reforms to those program areas are necessary, via statutory and regulatory changes or process improvement initiatives to increase the level of service and ensure compliance with laws, rules, and regulations.

Providing expert advice to top management is essential in avoiding errors that could expose the Department to criticism from the Legislature and seriously restrict the operating capacity and flexibility of the Department. Failure to effectively perform the duties of the position could result in not meeting Executive, control agency, and Legislative deadlines, resulting in potential negative financial, public relations, and policy impacts; the loss of critical funding; and potential risk to the public health and the environment.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The CEA works with other program Assistant Deputy Directors and Assistant Region Chiefs in developing multi-year plans and program objectives consistent with CAL FIRE’s objectives. The position advises and makes recommendations on legislation and legislative proposals which affect CAL FIRE’s Fire Protection and Cooperative Fire programs.

As advisor to the Executive Leadership Team, Director, Chief Deputy Director, and the State Fire Marshal, the CEA provides major input in directing the development, establishment, implementation, and evaluation of all Departmental policies, programs, budget, and fiscal matters concerning all Statewide Training, Safety, and EMS areas.