



Administrative Report

H.9., File # 24-1699

Meeting Date: 10/29/2024

To: MAYOR AND CITY COUNCIL
From: PATRICK BUTLER, FIRE CHIEF

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2410-103, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS TO UPDATE THE JOB SPECIFICATION FOR THE POSITION OF DEPUTY HARBOR MASTER/BOAT CAPTAIN

EXECUTIVE SUMMARY

The Deputy Harbor Master/Boat Captain job specification has not been updated in many years. In an effort to optimize the requirements and responsibilities for the role, modifications to the job class specifications are being proposed. The Deputy Harbor Master/Boat Captain position is a specialized position that requires a number of trainings, certifications, licenses, and qualifications that are not frequently offered. As such, allowing on-the job training and/or additional qualifications to be obtained after appointment will allow the Fire Department to more readily fill the role when needed with qualified applicants.

BACKGROUND

The City maintains an Official Book of Class Specifications for positions in the service of the City. As recruitments for open positions are initiated, class specifications are updated to validate job duties, responsibilities, and qualifications. This action is recommended pursuant to Section 2-3.502 of Article 5 and Section 2-3.603 of Article 6, Chapter 3, Title 2 of the Redondo Beach Municipal Code, which authorizes the Mayor and City Council to update class titles and specifications.

Under the direction of the Harbor Master, the Deputy Harbor Master/Boat Captain serves as a supervisor responding to emergencies 24-hours a day. This includes responding to vessels in distress, medical emergencies, missing swimmers, dive accidents, and fires both at sea and docks. They also enforce boating, environmental, and municipal laws within King Harbor. Deputy Harbor Master/Boat Captains facilitate mutual aid to the marine community, working closely with the Los Angeles County Lifeguards, Coast Guard, Department of Fish and Game, and Los Angeles County Sheriff's Department. The Deputy Harbor Master/Boat Captain also coordinates and performs mooring and dock inspections in each of the three basins in the harbor.

The changes to the classification specification include meeting the United States Life Saving (USLA) swim standard, additional qualifications necessary to apply for the assignment, and an expanded set of certifications deemed necessary, but that are possible to obtain following appointment. All candidates are required to have four years of experience with the Redondo Beach Fire Department,

paramedic certification, and a California Boating Card to apply for the position. During the first year of appointment, Deputy Harbor Masters/Boat Captains are required to complete basic peace officer training (P.C. 832 Arrest). Within three years of appointment, eight certifications are required, including the United States Coast Guard Operator of Uninspected Passenger Vessel (OUPV) license with Assistance Towing Endorsement. The other six classes are new to the job specification but relevant to the position. These core classes for the Department of Boating and Waterways include Basic Coastal Operator, Marine Firefighting, Boating Under the Influence Enforcement, Boating Accident Investigation, and Rescue Boat Operations. The California State Fire Marshall Open Water Rescue is also included in the required classes within three years of appointment. These requirements and the timeline reflect the highly specialized Harbor Patrol mission and the limited number of training opportunities that are available.

COORDINATION

Updating the classification specification for the Deputy Harbor Master/Boat Captain has been coordinated with the Human Resources Department and Redondo Beach Firefighters Association. The City Attorney's Office approved the Resolution as to form.

FISCAL IMPACT

There is no fiscal impact associated with updating the job specification.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Resolution CC-2410-103