

EXHIBIT A

The Fire Chief's duties shall include, but are not limited to, the following:

- Plan, organize, direct and coordinate the activities of Fire Department personnel in providing fire protection and emergency medical services to the District
- Attend fires and exercise overall supervision of firefighting operations. As required, take over immediate supervision of rescue and firefighting activities
- Volunteers
 - (a) Recruit Fire Department volunteers
 - (b) Direct formulation of a program of in-service and safety training for volunteer personnel and paid personnel and ensure that the program is carried out
 - (c) Evaluate performance and conduct of volunteers
 - (d) Evaluate volunteer training program
 - (e) Assist volunteers in organizing fundraising events that benefit the Fire Department
 - (f) Maintain an up-to-date roster of all volunteers
- Implement and direct all fire prevention programs
- Establish and maintain an effective working relationship with the Fallen Leaf community, Fallen Leaf volunteers and the public
- Prepare an annual budget and manage budget expenditures
- Supervise the requisition, maintenance and operation of firefighting equipment and facilities
- Maintain an up-to-date inventory of Fire Department apparatus and equipment, including volunteer equipment assignments
- Attend CSD Board meetings and report to the District Directors; make reports to the Board as requested
- Represent the District and the Fire Department, make public presentations at meetings with community groups and other agencies
- Serve as liaison with other fire/emergency medical services officials, community and business representatives and the public on all aspects of the District's fire and emergency medical services activities
- Develop and maintain up-to-date Standard Operating Procedures for the Fallen Leaf Lake Volunteer Fire Department
- Assist the CSD Board of Directors in the development of a strategic plan
- Attend conferences, schools and various meetings to keep current of new developments in firefighting, fire prevention, training and administration

- Maintain self in good physical condition for endurance and agility, as set for tin the Pack Test for Wildland Firefighters
- Investigate any and all fires for origin and cause
- Enforce building and construction codes as mandated by the State of California