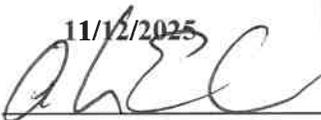


<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1505</b>	<b>SUBJECT: Career Development Guide</b>
<b>DATE APPROVED:</b> 11/12/2025	
<b>BOARD PRESIDENT:</b> 	<b>FIRE CHIEF:</b> 

**Policy 1505: Career Development Guide**

The Scotts Valley Fire Protection District endeavors to have the best-trained personnel possible. The *Career Development Guide (charts attached)* outlines specific requirements for each position as identified. These requirements are a combination of education, training, skills, and experience that are achieved through in-house training and outside education.

- Attachment 1505-1 Career Development Guide (10/2025)***
- Attachment 1505-2 Officers Career Development Guide (10/2025)***
- Attachment 1505-3 Certification and Education Incentive Guide (10/2025)***

All employees holding the rank of Captain Step 1, 2, 3 or Engineer Step 3 on January 11, 2017, and who have a California State Fire Marshal Company Officer Certification on file with the District, are exempt from the Company Officer 2 series classes, as outlined in the Officers Career Development Guide.

All employees holding the rank of Captain Step 3 on January 11, 2017, may substitute successful completion of the equivalent Chief Officer 2 series class for the new Chief Fire Officer 3 series class as specified here:

- Fire Management 2A for Chief Fire Officer 3A (Human Resources/Relations)
- Fire Management 2B for Chief Fire Officer 3B (Budget and Financial Management)
- Fire Management 2C for Chief Fire Officer 3C (Administration and Labor Relations)
- There is no Chief Officer 2 series equivalent for Chief Fire Officer 3D

All employees holding the rank of Battalion Chief 3 on January 11, 2017, are exempt from the Chief Fire Officer 3 series classes, as outlined in the Officers Career Development Guide.

All employees with a State Fire Training (SFT) Company Officer, Fire Instructor, or Fire Investigator certification, or their equivalent, on file before July 1, 2025, will be considered as meeting the minimum requirement for the respective certification incentive.

# Scotts Valley Fire Protection District Career Development Guide Firefighter, Engineer, Inspector

11/12/2025

(REPLACES VERSION 6/11/25)

- Engineer Approved Course List**

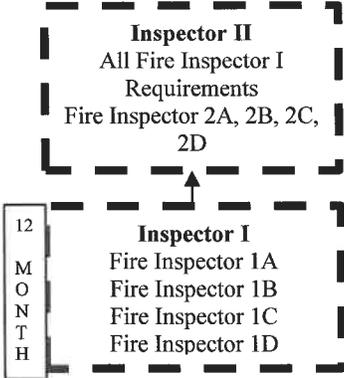
  - X1 Approved Rescue Classes
  - S-212
  - ICS300
  - Instructor 1
  - S-290
  - HMOSC
  - S215

**Engineer Step 4**  
60 months service  
Total of 7 Classes on file from  
the Engineer approved course  
list

**Engineer Step 3**  
48 months service  
Total of 4 Classes on file from  
the Engineer approved course list

**Engineer Step 2**  
36 months service  
Total of 2 classes on file from  
the Engineer approved course  
list

**Engineer**  
24 months service  
SCO Engineer Program  
Special Operations, Pump Test,  
Mechanics  
Class B CA. DL or Class C &  
FF Endorsement



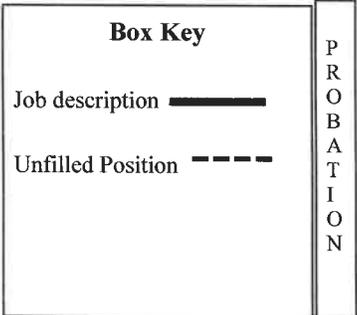
24  
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**Firefighter Step 2**  
12 months service  
SCO FFI Program/NFPA

- FEMA IS 800

**Firefighter**  
Entry Level  
Class C CA DL  
EMT

**Paid Call Firefighter/  
Volunteer**  
Valid CA DL  
CPR  
Complete Background  
Medical / Physical



- Firefighter Approved Courses**

  - Auto Ex
  - FF Survival
  - Confined Space Awareness
  - CSTI HAZMAT FRO and DECON
  - FEMA IS100 IS200 IS700 IS800
  - S-130
  - S-131
  - S-133
  - S-134
  - S-190
  - L-180
  - RRAO

\*FF1 / FF2 academy equivalent and/or  
ability to obtain

# Scotts Valley Fire Protection District Officers Career Development Guide

11/12/25

**\* Acting Battalion Chief**  
24 months Line/Shift Captain Experience  
All educational requirements up to and including *Captain Step 3* in Policy 1705  
  
Completed Acting BC Position Task Book

**Battalion Chief Step 3**  
12 months as B.C. Step 2  
Total of 8 class on file from approved BC Course List

**Battalion Chief Step 2**  
12 months as Battalion Chief  
At least 4 class on file from approved BC Course List

12 MONTH

**Battalion Chief**  
12 months as Captain *step 3*  
At least 2 class on file from approved BC Course List

- Battalion Chief Approved Course List**
- Chief Fire officer Series
    - 3A
    - 3B
    - 3C
    - 3D
  - ICS400
  - Div S-339 AR or L-960
  - ST Leader S-330
  - S404 or P954

12 MONTH

**Fire Marshal**  
Plan Examiner 1A, 1B, 1C  
All DFM and Inspector I and II requirements  
Investigator 1A, 1B, 1C, PC832

**Deputy Fire Marshal**  
All Fire Inspector I and II Requirements

**Captain Step 3**  
12 months as Captain *Step 2*  
At least 7 class on file from approved Captain Course List

**\* Acting Company Officer**  
60 months of service  
All educational requirements up to and including *Engineer Step 4* in Policy 1706  
Completed A/C Position Task Book  
  
S-230 & 231

**Captain Step 2**  
12 months as Captain  
At least 4 class on file from approved Captain Course List

- Captain Approved Course List**
- Approved Company Officer Series
    - 2A
    - 2B
    - 2C
    - 2D
    - 2E
  - S-219
  - S-270
  - S-404 or L-954

**Box Key & Legend**

Job Description

Optional Duty

\* Minimum Requirements to Test for Respective Position.

P R O B A T I O N

**Captain**  
12 Months as Engineer *Step 4*  
At least 2 class on file from approved Captain Course List

12 MONTH

# Scotts Valley Fire Protection District Officers Career Development Guide

(NEW)

**Fire Chief Step 3**  
12 months as Fire Chief Step 2  
and 3 Fire Chief Approved  
Course List

**Fire Chief Step 2**  
12 months as Fire Chief Step 1  
and 3 Fire Chief Approved  
Course List

**Fire Chief Step 1**  
See Acting/Interim Fire Chief  
requirements.

#### Fire Chief Approved Course List

- Approved Executive Chief Officer Series
  - 4A
  - 4B
  - 4C
  - 4D
  - 4E
- NFA R0763 - New Exec. Chief Officer

#### Optional & Desired Quas

Bachelor's Degree in related field  
Graduate of the NFA Exec. Fire Officer Program  
NFA R506 Executive Planning  
CPSE Designation (FO, TO, FM, CFO)

#### Box Key & Legend

Job Description **————**

Optional Duty **=====**

\* Minimum Requirements to Test for Respective Position.

#### \* Acting/Interim Fire Chief

10 Yrs continuous full-time employment in the fire service with 5 years as a chief officer  
or  
Battalion Chief Step 3  
and  
Proficient in Word and Excel  
Class C Driver's License

# Scotts Valley Fire Protection District Career Development Guide

11/12/2025

## EDUCATION – CERTIFICATION - INCENTIVE REQUIREMENTS

### SFT Company Officer Education

SFT Firefighter I  
SFT Firefighter II  
Company Officer 2A  
Company Officer 2B  
Company Officer 2C  
Company Officer 2D  
Company Officer 2E  
Instructor I  
Complete SFT Company Officer Task Book

### SFT Instructor

Instructor I  
Instructor II  
Regional Instructor Orientation  
Ethics  
Complete SFT Instructor Task Book  
(Discipline to be approved prior to initiation by the Training Chief)

**Paramedic**  
(EMSIA)  
Current Requirements

**Education**  
Associates Degree  
Bachelor's Degree  
Master's Degree

**Haz Mat Specialist**  
Haz Mat 1F  
Haz Mat 1G

**Haz Mat Technician**  
Haz Mat 1A  
Haz Mat 1B  
Haz Mat 1C  
Haz Mat 1D

### SFT Investigator

Fire Investigator 1A  
Fire Investigator 1B  
Fire Investigator 1C  
PC-832  
Participation in SCCFITF

### \* District Mechanic

<u>All Items Listed Below</u>	or	<u>SFM/CFMA Courses</u>
5 years of Service		<b>Minimum of 4 @ 160hrs</b> Gasoline Engines Diesel Engines Brakes Electrical/Electronic Systems Preventative Maintenance Drive Train Transmissions Suspension and Steering Aerial Apparatus Fire Pumps and Accessories
CFMA Fire Mechanic I, II, or III		

\* Subject to Fire Chief approval based on District need.