

Scotts Valley Fire Protection District	
POLICY: 401	SUBJECT: Fire District Divisions and Programs
DATE APPROVED: 05/10/2026	
BOARD PRESIDENT: 	FIRE CHIEF: 

Policy 401: Fire District Divisions

The Scotts Valley Fire Protection District is organized into five (5) main divisions:

- Administration
- Fire Prevention
- Training Division
- EMS Division
- Support Services Division

Divisions

The Administration Division is responsible for all district operations, promulgating necessary orders, policies, rules and regulations to carry out the policy of the fire district and to accomplish the mission. It enforces those laws of the State of California for which the fire chief is responsible. It is responsible for finance, preparation, submission and administration of the budget. It administers the mutual aid and other fire protection agreements and contracts to which the fire district is signatory. It is responsible for preparation and maintenance of reports, records and correspondence. Personnel, human resources, payroll and fire corps volunteers are part of the Administration Division. The Administration Division is under the management of the fire chief.

The Fire Prevention Division is responsible for fire safety education, enforcement of the District's Fire Code, statutes of the State of California, and the federal government, and all Scotts Valley Fire Protection District and Santa Cruz County laws and ordinances pertaining to fire, hazardous materials and panic hazards. It develops procedures for routine and special inspection; issues permits; keeps records and statistics and cooperates with related city, county, state and federal departments and agencies. It investigates suspicious fires in cooperation with law enforcement and the Santa Cruz County Fire Investigation Task Force, and it coordinates the fire prevention activities of the suppression staff with approval of the fire chief. Personnel of this division perform such fire suppression duties as the fire chief may direct. The Fire Prevention Division is under the management of the Fire Marshal.

The Support Services Division is responsible for the management and maintenance of apparatus, equipment and facilities and purchasing of equipment, design and construction of



facilities, and other logistical functions are the responsibility of this division. The Support Services Division is under the management of a shift battalion chief.

The Training Division is responsible for all aspects of personnel training for all District personnel. The training program includes education and training of incumbent personnel, meeting training and safety mandates and career development training. The Training and Safety Division is also responsible for preparing promotional tests and examination processes. This division will coordinate closely with other allied agencies to assure consistency of training methods and procedures. The Training Division is under the management of a shift battalion chief.

The Emergency Medical Services (EMS) Division is responsible for all aspects of the District's delivery of emergency medical services. This includes strategic leadership of the Division, tracking and supervision of all certifications and licenses, policy development and compliance, collaboration with the medical director on clinical direction and innovation, and oversight of quality assurance and improvement (QA/QI).

Programs

In addition to managing and leading a division, the Battalion Chiefs and Fire Marshal shall manage at least one (1) of the following programs:

- Community Risk Reduction
- Emergency Operations
- Health and Safety
- Information Technology

The Community Risk Reduction (CRR) program is responsible for the leading the District's programs that lessen the and mitigate risks within the community. The District's Fire Marshal shall manage this program and duties include analyzing data to identify community risk, design or implement programs used to lessen known risks, and create measures and reports that determine the effectiveness of the CRR Program. Examples of CRR program may include fire inspections, smoke detector installation, older-adult falls prevention, fire prevention week in-school programs, and public education campaigns.

The Emergency Operations program is responsible for the leading the fire response and other emergency services not encompassed in another program. The Operations Division Battalion Chief is responsible for assurance fleet management and response vehicles are maintained to industry standard, equipment is maintained to recommended standards, reviews and approves new and emergency firefighting techniques, and introduces

The Information Technology Program is responsible for information technology including the District's computer systems, managing hardware and software life-cycles and

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subscriptions, pre-fire planning data collection and input, radio communications, mapping GIS, 9-1-1 contact, and operational representative to the dispatch center. The Information Technology Program is under the management of a shift battalion chief.

The Health and Safety Program is responsible for the District's health and safety program, and protecting the safety, health and welfare of all department personnel. Duties include compliance with health and safety regulations including CalOSHA and other state and federal requirements, assuring compliance with fit testing/respiratory protection and personnel protection equipment (PPE) inspecting/testing, lead accident investigation, evaluate injuries and accidents and recommend if they are preventable or non-preventable, and write policy or procedure and train staff to District Standards. The Safety Program is under the management of a shift battalion chief.