



# City of Oceanside

300 North Coast Highway,  
Oceanside, California 92054

## Staff Report

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**File #:** 25-911

**Agenda Date:** 8/6/2025

**Agenda #:** 20.

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**DATE:** August 20, 2025

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Fire Department

**TITLE: RECLASSIFY THE EXISTING FIRE SAFETY SPECIALIST CLASSIFICATION AND FIRE PLANS EXAMINER CLASSIFICATION WITHIN THE FIRE DEPARTMENT**

### **RECOMMENDATION**

Staff recommends that the City Council approve the reclassification of the existing authorized Fire Safety Specialist classification to Deputy Fire Marshal I and the existing authorized Fire Plans Examiner classification to Deputy Fire Marshal II within the Fire Department.

### **BACKGROUND AND ANALYSIS**

The Community Risk Reduction (CRR) Division of the Oceanside Fire Department (OFD) manages fire prevention personnel to ensure community safety and compliance with the California Fire Code. The Division's responsibilities include conducting fire inspections, investigating fires and hazardous materials, and reviewing construction plans for compliance with fire safety standards. These tasks are carried out by a team composed of two full-time Fire Safety Specialists, one 40-hour Firefighter, two full-time Fire Plans Examiners, and a part-time Plans Examiner/contractor.

The Fire Safety Specialists and the 40-hour Firefighter are responsible for conducting fire inspections and investigations, while the Fire Plans Examiners ensure that building plans meet both state and municipal fire codes. The Fire Safety Specialists frequently engage with the public in educational and enforcement capacities. However, their current job titles do not clearly reflect the authority under which they operate. Cal-Fire, California's state fire department, uses the title "Deputy Fire Marshal" for employees in similar roles. The North Zone Fire Marshals have recommended standardizing titles across fire agencies in the county. The Fire Safety Specialist position is part of the Oceanside Firefighters Association (OFA) bargaining unit, and renaming it to Deputy Fire Marshal I will not affect its status within the bargaining unit.

In June 2024, the Department lost one of its two Fire Plans Examiners to an external job opportunity. To manage the workload, the Department increased contracted hours with Bureau Veritas from 10 to 40 per week. The Department has been unable to fill the vacant position through recruitment.

To reduce ongoing reliance on contracted full-time work through Bureau Veritas, the OFD proposes reclassifying the current Fire Plans Examiner positions to Deputy Fire Marshal II. This change is

intended to expand the candidate pool and enhance the Department's competitiveness in the field. The challenge of recruiting candidates with specialized experience in fire plans examinations highlights the need to expand the role's responsibilities. By reclassifying the position to Deputy Fire Marshal II, the job description would include fire inspections and investigations, aligning the qualifications with available industry candidates. This reclassification would also establish a clear promotional pathway from the Deputy Fire Marshal I classification, enhancing career development opportunities and supporting employee retention.

The proposed FY 2025-26 salary range for the Deputy Fire Marshal II position is based on the current Fire Plans Examiner rate, with a 4% increase per the OFA Memorandum of Understanding (MOU) approved for FY 2025-26, and includes updated fringe benefit costs for safety personnel (OFA bargaining unit).

The FY 2025-26 salary ranges for the two proposed positions are as follows:

<b>Deputy Fire Marshal I (Proposed; currently Fire Safety Specialist)</b>							
	A	B	C	D	E	F	G
Monthly	\$6,077	\$6,367	\$6,639	\$6,940	\$7,274	\$7,613	\$7,991
Hourly	\$35.06	\$36.73	\$38.30	\$40.04	\$41.96	\$43.92	\$46.10
<b>Deputy Fire Marshal II (Proposed)</b>							
	A	B	C	D	E	F	G
Monthly	\$6,538	\$6,861	\$7,205	\$7,564	\$7,948	\$8,337	\$8,756
Hourly	\$37.72	\$39.58	\$41.57	\$43.64	\$45.85	\$48.10	\$50.51

These proposed changes are aimed at enhancing operational efficiency, addressing staffing challenges, ensuring fiscal responsibility, and creating a more cohesive structure within the CRR Division.

Attached as Exhibit A are the new job descriptions for the two job classifications.

### **FISCAL IMPACT**

The retitling of the two current Fire Safety Specialist positions (PCNs: FI13FR01 & FI13FR04) to Deputy Fire Marshal I positions will have no fiscal impact.

The recommended reclassification of the two non-safety (UNREP) Fire Plans Examiner positions to Deputy Fire Marshal II positions within the Oceanside Firefighters Association (OFA) will result in an estimated General Fund increase of \$38,576 in FY 2025-26 and approximately \$41,000 annually thereafter.

To address this ongoing increase, staff recommends reallocating \$38,576 in FY 2025-26 from Professional Services account 550551101.5305 to Personnel Fringe account 550551101.5207 with continued adjustments in future years. As such, this request is budget neutral.

Position Title	FY2025-26 Estimated Cost
Deputy Fire Marshal II, Step B (Recommended-OFA)	\$152,748
Deputy Fire Marshal II, Step F (Recommended-OFA)	\$184,902
Fire Plans Examiner, Step B (PCN F123FR01, Budgeted-UNREP)	\$134,993
Fire Plans Examiner, Step F (PCN F123FR02, Budgeted-UNREP)	\$164,081
Estimated Cost Increase	\$38,576
Reallocate \$38,576 from account 550551101.5305 to 550551101.5207	

**COMMISSION OR COMMITTEE REPORT**

This item was presented to the Police and Fire Commission at its regular meeting last July 17, 2025.

**CITY ATTORNEY'S ANALYSIS**

Does not apply.

Prepared by: Blake Dorse, Division Chief  
Reviewed by: David Parsons, Fire Chief  
Submitted by: Jonathan Borrego, City Manager

**ATTACHMENTS:**

1. Staff Report
2. Deputy Fire Marshal Classification