



**CIVIL SERVICE COMMISSION
REGULAR MEETING 5:15 PM**



JANUARY 12, 2026

COMMISSION MEMBERS

Brenda Plechaty (Chair)
Sheila Tennyson (Vice-Chair)
Leslie Janik
David Sostarich
Patricia Wright

HYBRID MEETING
www.Cityofvallejo.net

**Council Chambers
555 Santa Clara Street
Vallejo, CA 94590**

<p>NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom</p>	<p>City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.</p>
<p>PUBLIC COMMENT: Members of the Public may provide public comments during the Meeting in person or via ZOOM (https://ZoomRegular.Cityofvallejo.net), or via phone, by dialing (669) 900-6833.</p>	<p>For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment</p>
<p><u>VIEW THE MEETING:</u> There are four different ways you can view this public meeting:</p> <ul style="list-style-type: none"> • In Person • Watch Vallejo local channel 28 • Stream from the City website: www.cityofvallejo.net/Streaming • Join the Zoom webinar: https://ZoomRegular.Cityofvallejo.net 	<p>Scan QR code for live captions and translation in Spanish and Tagalog.</p> <div style="text-align: right;">  </div>
<p>Hybrid Options are available for members of the public to participate. To participate remotely</p>	
<p><u>Option to Join by Computer</u> From your browser go to https://ZoomRegular.CityofVallejo.net to launch and join the zoom application. Meeting ID: 914 0075 0676# Meeting Password: 131313</p>	<p><u>Option to Join by Phone</u> Dial (669) 900-6833 Enter Meeting ID: 914 0075 0676# Meeting Password: 131313 Press *9 to digitally raise your hand from the phone. Press *6 to unmute/mute</p>
<p>Any supplemental writing related to an agenda item for an open session of a regular meeting that is distributed to all or a majority of all members of the Commission less than 72 hours before the meeting will be posted concurrently on the City’s website at www.cityofvallejo.net/agendas Written material distributed during the meeting, will be available at the meeting if prepared by the City or after the meeting if prepared by someone else. Such materials may be obtained from the Commission Secretary.</p>	
	<p>Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the Staff Secretary. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability by contacting Staff Secretary, April Adams via email at April.Adams@cityofvallejo.net or by phone at (707) 648-4378 no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof</p>

AGENDA

1 **CALL TO ORDER**

2 **PLEDGE OF ALLEGIANCE**

3 **ROLL CALL**

4 **WRITTEN COMMUNICATIONS**

5 **REPORT OF THE COMMITTEE/BOARD SECRETARY**

6 **REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMITTEE/BOARD**

7 **REPORT OF THE CITY COUNCIL LIAISON**

8 **COMMUNITY FORUM**

Anyone wishing to address the Council on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Council to resolve, is requested to submit a completed speaker card to the City Clerk. When called upon, each speaker should step to the podium, state his /her name, and address for the record. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.

9 **CONSENT CALENDAR AND APPROVAL OF AGENDA**

A **APPROVAL OF THE MINUTES - Regular meeting minutes of the September 8, 2025, meeting.**

Recommendation: By motion, approve the regular meeting minutes of the September 8, 2025, meeting.

Contact: April Adams, Executive Secretary (707) 648-4378

April.Adams@Cityofvallejo.net

B **APPROVAL OF THE AGENDA**

Recommendation: By motion, approve the agenda for the January 12, 2026, regular meeting.

Contact: April Adams, Executive Secretary (707) 648-4378

April.Adams@Cityofvallejo.net

10 **ACTION CALENDAR**

NOTICE: Members of the public wishing to address the Council on Action Calendar Items are requested to submit a completed speaker card to the City Clerk. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420.

A **APPROVE TITLE AND SPECIFICATION OF NEW CLASSIFIED POSITION OF FIRE PLANS EXAMINER**

Recommendation: Approve the title and specification for the new classification of Fire Plans Examiner and place in the Classified service of the City's Classification Plan.

Contact: April Adams, Executive Secretary (707) 648-4378

April.Adams@Cityofvallejo.net

11 **ADJOURNMENT**

ADDITIONAL CITY INFORMATION

Members of the public can:

- Like us on Facebook and Instagram ([@cityofvallejo](#))
- Sign up to receive City Communications via e-mail (www.cityofvallejo.net/subscribe)
- Sign up for emergency alerts at: alertsolan.com

I, April Adams, Civil Service Commission Executive Secretary do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to

Brenda Plechaty (Chair)
Sheila Tennyson (Vice-Chair)
Leslie Janik
David Sostarich
Patricia Wright,

at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 3:00 p.m., January 9, 2026.

Dated: January 9, 2026

April Adams

Executive Secretary

**CIVIL SERVICE COMMISSION
REGULAR MEETING 5:15 PM**

SEPTEMBER 8, 2025

**Council Chambers
555 Santa Clara Street
Vallejo, CA 94590**

1 CALL TO ORDER

The meeting was called to order at 5:15 p.m.

2 PLEDGE OF ALLEGIANCE

3 ROLL CALL

Present: Chair Plechaty, Vice Chair Tennyson, and Commissioners Sostarich

Absent: Commissioner Janik and Wright

Staff present: Executive Secretary Adams, Chief Assistant City Attorney Risner, and Deputy City Clerk Joya

4 WRITTEN COMMUNICATIONS – None

5 REPORT OF THE COMMITTEE/BOARD SECRETARY – None

**6 REPORT OF THE CHAIRPERSON AND MEMBERS OF THE
COMMITTEE/BOARD – None**

7 REPORT OF THE CITY COUNCIL LIAISON – None

8 COMMUNITY FORUM – None

9 CONSENT CALENDAR AND APPROVAL OF AGENDA

Action: *Moved by Vice Chair Tennyson, seconded by Commissioner Sostarich, and carried unanimously by all Commissioners present to approve the Consent Calendar and Agenda. (Absent: Commissioners Janik and Wright)*

**A APPROVAL OF THE MINUTES - Regular meeting minutes of the
August 11, 2025, meeting.**

Recommendation: By motion, approve the regular meeting minutes of the August 11, 2025, meeting.

Contact: April Adams, Executive Secretary (707) 648-4378

April.Adams@Cityofvallejo.net

B APPROVAL OF THE AGENDA

Recommendation: By motion, approve the agenda for the September 8, 2025, regular meeting.

Contact: April Adams, Executive Secretary (707) 648-4378

April.Adams@Cityofvallejo.net

10 ACTION CALENDAR

A APPROVE TITLE AND SPECIFICATIONS OF NEW CLASSIFIED POSITIONS CONSTRUCTION INSPECTOR I/II AND SENIOR CONSTRUCTION INSPECTOR

Recommendation: Approve the title and specification for the new classifications of Construction Inspector I/II and Senior Construction Inspector and place in the Classified service of the City's Classification Plan.

Contact: April Adams, Executive Secretary (707) 648-4378

April.Adams@Cityofvallejo.net

Executive Secretary Adams provided an overview of the staff report and outlined the recommendations.

Staff responded to questions from Commissioners. Commissioners provided comments.

Action: *Moved by Vice Chair Tennyson, seconded by Commissioner Sostarich, and carried unanimously by all Commissioners present to approve the title and specification for the new classifications of Construction Inspector I/II and Senior Construction Inspector and place in the Classified service of the City's Classification Plan. (Absent: Commissioners Janik and Wright)*

B APPROVE THE TITLE AND SPECIFICATION OF NEW CLASSIFIED POSITION BUILDING PLANS EXAMINER

Recommendation: Approve the title and specification for the new classification of Building Plans Examiner and place in the Classified service of the City's Classification Plan.

Contact: April Adams, Executive Secretary (707) 648-4378

April.Adams@Cityofvallejo.net

Executive Secretary Adams provided an overview of the staff report and outlined the recommendations.

Staff responded to questions from Commissioners. Commissioners provided comments.

Action: *Moved by Vice Chair Tennyson, seconded by Commissioner Sostarich, and carried unanimously by all Commissioners present to approve the title and specification for the new classification of Building Plans Examiner and place in the Classified service of the City's Classification Plan. (Absent: Commissioners Janik and Wright)*

11 ADJOURNMENT

The meeting adjourned at 5:31 p.m.

BRENDA PLECHATY, CHAIR

ATTEST:

APRIL ADAMS, EXECUTIVE SECRETARY



DATE: January 12, 2026
TO: Civil Service Commission Chair & Commissioners
FROM: April Adams, Executive Secretary
SUBJECT: APPROVE TITLE AND SPECIFICATION OF NEW CLASSIFIED POSITION OF FIRE PLANS EXAMINER

RECOMMENDATION

Approve the title and specification for the new classification of Fire Plans Examiner and place in the Classified service of the City's Classification Plan.

BACKGROUND AND DISCUSSION

In February 2025, the Fire Department came to Human Resources to express concern that an employee working in the position of Fire Prevention Inspector (non-safety) might be working outside the scope of their classification. When this happens, it is incumbent upon Human Resources to conduct a study to determine if that is the case, and if so, in what capacity they are working.

Human Resources conducted a study and determined that the incumbent is currently performing duties outside the scope of the Fire Prevention Inspector (non-safety). The majority of the duties being performed by this incumbent are within the scope of a Fire Plans Examiner.

After the study concluded, the Fire Department was presented with the option to remove the Fire Plans Examiner duties so that the incumbent's duties fall within the scope of their current classification, or to create the correct classification which reflects the duties the incumbent currently performs and pay the incumbent accordingly. In this case, if the Fire Department were to remove the Fire Plans Examiner-related duties, there would be a significant impact on the review, processing, completion, stamping, and posting of City and Fire permits for land development, new construction, and remodels. There would be a delay in conducting fire inspection for building permits and special events as well as a delay in conducting fire and life safety inspections for state-mandated occupancies. Therefore, the classification specification of Fire Plans Examiner was developed to clearly state the important responsibilities and essential job duties performed by the incumbent.

For future vacancies within the Fire Department, it is the City's intent to fill them with the new classification of Fire Plans Examiner. Based on the job duties, qualifications, and other job-specific functions, the community of interest for the position of Fire Plans Examiner lies with IBEW. This classification was presented to IBEW prior to this meeting.

Civil Service Rule 3.1 states that all positions shall be allocated to either the classified or unclassified service as provided by Charter Section 801. The Civil Service Commission is tasked with considering whether a position is appropriately classified or unclassified and reviews the specifications and title of new positions. Civil Service Rule 4.5 states, in part, "whenever a new position is authorized or created ... the Commission shall allocate or reallocate such position by assignment of a title, either one already in the classification plan, or shall prepare a new specification and a new class title appropriate to the position".

The Commission's role is to review and approve the titles and specifications of new classifications. Upon

approval, staff will seek City Council authorization to amend the Positions and Salaries Resolution to add necessary positions and set salary ranges for the new classification pursuant to Vallejo Municipal Code section 2.60.340(A).

The Human Resources Department's recommendation is to approve the appropriate classification of Fire Plans Examiner and place them within the classified service of the City.

ATTACHMENTS

1.	Fire Plans Examiner Class Specification
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CONTACT

April Adams, Executive Secretary (707) 648-4378
April.Adams@Cityofvallejo.net

FIRE PLANS EXAMINER

SUMMARY DESCRIPTION ,

Reviews and approves plans and specifications for complex fire suppression, fire detection, high piled storage or hazardous materials installations: reviews building construction and site development plans for compliance with federal, state and local fire and life-safety codes and City ordinances. Provides fire code related technical review and advice in consultation with City staff, and in discussions with architects, contractors and other members of the general public; applies knowledge of the applicable California Building Standards Codes in building and safety plan checking assistance; assists in the preparation and adoption of fire codes and fire prevention ordinances and standards.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level classification and is distinguished from the Fire Inspector in that the former is fully qualified to review and check plans and specifications for compliance with automatic fire laws, codes and ordinances, related building codes and ordinances, and to provide technical advice to the public. The incumbent in this position uses considerable independent judgment and specialized knowledge in fire and life safety and develops professional recommendations to resolve problems when variations or alternatives to standard code requirements may be necessary.

SUPERVISION RECEIVED AND EXERCISED

General supervision and direction is provided from the Fire Chief or designee. May exercise technical and functional direction over assigned staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Conducts plan review and performs construction inspections of land development, new construction, and remodels to ensure compliance with approved plans; checks all types of construction and fire system plans for compliance with codes, standards, and policies.

Consults with and responds to requests and inquiries from fire personnel, the general public, contractors, architects, engineers, building officials, planners, and other departments and businesses regarding fire and life safety codes and standards; receives, investigates and resolves complaints related to hazardous conditions.

Conducts inspections of buildings and property for compliance with fire codes, storage and use of hazardous materials, proper installation of fire alarm systems, efficiency of fire protective equipment, adequacy of fire exits, and overall compliance with the model fire code, state fire laws and regulations, Municipal Code, and related codes and standards dealing with fire protection and life safety; performs fire prevention inspections for special events.

Review parcel maps and subdivision maps, as well as residential, commercial and industrial projects for fire protection system requirements; review for acceptability of parcel maps and subdivisions for fire protection measures dictated by conditions of review; review conditional use permits, rezoning applications and General Plan Amendments for applicable fire and life safety requirements; interpret and

FIRE PLANS EXAMINER

explain complex codes, standards and federal and state regulations to establish conditions of approval and mitigation measures; coordinate activities with other City departments and outside agencies;

Inspects the installation, alteration, and removal of underground hazardous material storage tanks.

Provides briefings and training to fire operations personnel.

Promotes public relations through public education programs; speaks to various civic and professional organizations to promote the goals of the City; meets with industrial and business representatives to promote cooperation and provide information regarding fire codes and standards.

As directed, responds to emergency incidents to assist in non-hazardous tasks.

Operates computers for data entry and word processing; keeps records and prepares information sheets and statistical, departmental and special reports.

Perform other duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

- Principles, practices, methods, and technologies used in plan checking, fire inspection, code enforcement, prevention and suppression efforts
- California Fire Code, California Building Code, and California Mechanical Code, and their applications in the areas of fire protection and life safety
- Blueprint reading, complex regulations, construction methods, and the characteristics, qualities, and properties of related materials and construction methods
- Federal, State, and local fire safety codes and ordinances governing housing and building construction, rehabilitation, alteration, use and occupancy classifications, and exiting systems
- Appropriate fire resistive construction building methods and modern fire protection and detection systems and equipment.
- Characteristics and hazards of materials and applicable rules and standard in relation to storage, use and dispensing
- Methods and techniques for record keeping, report preparation, and writing.

SKILL TO:

- Conduct functional tests and field inspections of fire detection and suppression systems at construction sites
- Explain complex drawings, specifications, codes, ordinances, and other related documents

ABILITY TO:

FIRE PLANS EXAMINER

- Understand, interpret, and apply fire prevention's policies, operations, and procedures Review building plans for permit issuance, answer inquiries and complaints from the public regarding fire and safety code requirements
- Understand and explain pertinent federal, state and local laws, codes, standards, regulations, guidelines, and amendments related to assigned functions and responsibilities
- Identify problems/issues within the parameters of applicable regulations, standards and codes, independently analyze options according to established criteria, and recommend appropriate corrective action.
- Examine varied and comprehensive plans and specifications for compliance with applicable federal, state and local laws, codes, standards, regulations, guidelines, and amendments.
- Read and interpret maps, sketches, drawings, specifications, plans and technical manuals
- Analyze a complex issue, and develop and implement an appropriate response in an effective and efficient manner
- Communicate effectively orally and in writing
- Deal tactfully and effectively with a variety of individuals, including property owners, contractors, architects, engineers, public, and City staff
- Make accurate calculations of required fire flows, determination of the building area, assembly requirements, and permit fees.
- Operate a motor vehicle and travel to/from City development sites

Experience and Education - Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two (2) years of work experience performing inspection of fire protection systems which included plans examination responsibilities.

Education:

Equivalent to completion of a certificate program in Fire Technology or Fire Science from an accredited college OR an Associate's degree from an accredited college or university with course work in fire prevention and/or other related fire service courses applicable to the responsibilities and requirements of this job class.

License or Certificate:

Possession at time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of the following California Fire Service Training and Education System (CFSTES) courses/certificate or equivalent are required:

- Fire Prevention or Fire Inspector 1A 1B, 1C, 1D
- Fire Prevention or Fire Inspector 2A, 2B, 2C, 2D
- Plan Examiner 1A, 1B

FIRE PLANS EXAMINER

- PC 832 Arrest Certification

The following certificates/courses or equivalent are highly desirable:

- CFSTES Plan Examiner
- International Code Council (ICC) Fire Inspector II
- ICC Fire Plans Examiner

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

Working Conditions/Physical Characteristics:

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting, crouching, climbing, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard. The need to lift, carry and push tools and supplies weighing up to 40 pounds is also required. The job duties will expose the employee to the outdoors, which may include exposure to inclement weather conditions, including hot and cold, and possible exposure to physical, mechanical, electrical, and chemical hazards. Incumbents may work in or near construction and light industrial environments, at substantial heights, in confined spaces, and with varying noise levels and vibration. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation. Incumbents will be required to also sit at a desk or computer for periods of time to prepare reports in which they will make repetitive arm/hand movements using a keyboard and mouse.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

CSC Executive Secretary

Date

Date Adopted by CSC _____

Revised _____ New _____

Date Adopted by City Council _____

Council Agenda Item _____

Class Code _____

Pay Grade _____

Bargaining Unit IBEW _____

Exempt _____ Non-Exempt _____

EEOC Category _____