

Yamhill Fire Protection District

Standard Operating Guidelines

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

PERSONNEL

PER – 781

Assistant Fire Chief / Recruitment & Retention C-41

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Issued: September 2, 2008

Revised: May 8, 2018

GENERAL PURPOSE:

The Assistant Fire Chief / Recruit & Retention Coordinator works within the supervision of the Fire Chief and manages the District's Volunteer Recruitment & Retention Program. Working within the guidance of the District's operational objectives, the current and revised master and strategic planning models, and the requirements committed to in the 2018 SAFER grant, the Assistant Fire Chief / Recruitment & Retention Coordinator will assist in developing, leading, and implementing comprehensive effective programs that will attract and retain qualified volunteers to the District. This position conducts business affairs within the scope of the policies and procedures of Yamhill Fire Protection District.

JOB SUMMARY DESCRIPTION:

This is a Salary management level position, manual and technical work in fire suppression, prevention, rescue, communications, and emergency medical services, involving duties and responsibilities of an emergency and hazardous nature.

The Assistant Fire Chief / Recruit & Retention Coordinator will be second in command in the Yamhill Fire Protection District. The position will participate as a member of the management team in developing the districts goals, objectives, and monitoring proficiency of work performed, they will encourage cooperation within the District and will demonstrate creativity and innovation in the work setting.

The Assistant Fire Chief / Recruit & Retention Coordinator will attend Board meetings, staff meetings, special meetings, educational classes, and work sessions as required. He / She will be responsible for helping the Fire Chief with development of the Operational Budget, and Resource management. He / She will gather and analyze technical and procedural information for the development and planning of a variety of projects. This position will maintain confidentiality in protecting records and pending actions.

This position is required to attend a minimum of 75% of all meetings and drills.

This position main area of focus will be the Recruitment & Retention and Operations for the Yamhill Fire Protection District staff and volunteers. They will work with the

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Training Officer and EMS Officer to develop and put into action a detail training plan which will be maintained 12 months into the future.

This position will work under and report to the Fire Chief.

MINIMUM QUALIFICATIONS

- EMR with EMT-Basic Certification Desired
- NFPA Firefighter II Certification
- NFPA Instructor I
- NFPA Driver
- NFPA Apparatus Driver/Operator & Apparatus Equipped w/Fire Pump
- Wildland FFT2 with ENGB Desired
- Basic Fire Investigation
- Health & Safety Officer / Incident Safety Officer
- High School diploma or G.E.D.
- Must be either a U.S. citizen or resident alien
- Possession of a valid motor vehicle operator's license and insurable by the district's insurance.
- Pass a District Background check.
- Be in excellent health, free from any medical or physical conditions which would prevent the performance of essential job functions. Each applicant must meet all established requirements, i.e., non-smoker.
- Must have previous experience as a Lieutenant or higher rank, or satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted at the Fire Chief's discretion.
- Possess NIMIS 100, 200, 300, 400, 700, and 800.
- Possess basic computer skills.

SUPERVISION EXERCISED:

Exercises supervision over all assigned activities within the Yamhill Fire Protection District and all personnel permanently or temporarily assigned to these activities.

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This position will also recommend to the Fire Chief of any other staffing and job descriptions needed in the Recruitment & Retention, and Operations of the District to help meet the needs of the district.

DESIRABLE QUALIFICATIONS:

Thorough knowledge of the principles and practices relating to modern Fire Department Services, including but not limited to, Fire Protection, Emergency Medical Services, Fire Prevention, Personnel Management, and fiscal management, also be knowledge of principles and practices of public administration. Knowledge of management practices, including planning, organizing, staffing and coordination. The ability to understand, and carry out oral, written directions, must be able to explain complex, technical information clearly and concisely in oral and written form. Have the ability, to use sound judgment in making decisions about difficult administrative problems.

NECESSARY SPECIAL QUALIFICATIONS:

Members of this classification must, by virtue, of their professional background, experiences, accomplishments, and perspectives, be compatible with the organizational culture and climate of the Yamhill Fire Protection District.

JOB DESCRIPTION:

Assistant Fire Chief / Recruitment & Retention Essential Job Functions

- See that all laws, rules, orders, ordinances, or directions for the government of the district are promptly and implicitly enforced and obeyed, and that all dereliction or transgressions are promptly investigated and reported to the Chief.
- Respond to all alarms when on duty and when available off duty. Will assume command of the incident until relieved by the Fire Chief
- Be the coordinator of all training of District personnel as directed by the Fire Chief and be responsible for all personnel training records both EMS and Fire and prepare all reports of training.
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- Working with the Training Division and EMS Division Staff personnel, to prepare a monthly equipment checklist of all equipment and its status. This report is turned into the Fire Chief every month.
- Working with the Training Division and EMS Division Staff, prepare an annual report of Training status, and maintain computerized records.
- Monitor the District Training status, keeping Training status within budgetary constraints. Encourage personnel to participate in Training, in and out of the district.
- Monitor Driver and Apparatus Operator certification requirements for all Yamhill Fire Protection District personnel.
- Publish and distribute training materials as approved by the Fire Chief and aid in manufacturing and preparation of training aids.
- Assist in all post fire investigations and maintain state-of-the-art training in arson detection and investigation.
- Be responsible for formulation and delivering operational procedure and guidelines.
- Execute all correspondence and perform other duties as directed by the Fire Chief.
- Be responsible for the day-to-day emergency operational issues, including Volunteer personnel issues and full authority to resolve these issues. This responsibility is limited to Volunteer Firefighters of the District.
- Provide the Fire Chief with information for budget preparation and assist with budget administration; assist with equipment replacement and purchases and implementation of goals and objectives.
- Assist in maintaining the offices and meeting areas of the stations in an acceptable manner. Conduct all dealings with the public in a manner to reflect credit on the district. Assist with repair, restoration and clean up of apparatus, equipment and buildings after alarms as needed.
- Attend Department Safety Meetings a minimum of 75%
- Attend Yamhill Fire Protection District drills a minimum of 75%
- Attend Yamhill Fire Protection District Officers meetings a minimum of 75%.
- Attend Other Meetings and Training classes when possible.
- Work with Safety Officer and Safety Committee along with the Fire Chief

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- Assist in developing plans for special assignments, such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, or emergency aid activities.
Perform a variety of office related functions, including preparation of correspondence, maps, presentation materials, answering telephones and responding to inquiries from property owners, staff / volunteers and the general public.
- Assist and aid the Chief in all other District Business and operations as directed by the Chief

Communication:

Communicates with management and coworkers in order, to establish and maintain effective working relationships and receive technical instruction and direction, and follow orders based on this information. Must have the ability to communicate, fire suppression, emergency medical services, fire code enforcement, public education, and station and equipment maintenance duties.

Firefighters communicate with, the general public other District employees, and Fire District personnel in performing community service and public education duties, which includes: conducting business inspections, presenting public safety training classes, participating in school programs, answering questions, delivering emergency and non-emergency medical care, and ensuring other patient needs. In addition, Firefighters prepare written communication in documenting technical and legal matters.

Manual/Physical:

Use of firefighting equipment, including: chain saws, rescue saws, fans, fire hoses, hydraulic or pneumatic rescue equipment, axes, pike poles, and other common hand tools used in delivering Fire District services (examples - rescuing trapped or endangered persons and forcing entry into locked vehicles or structures) or in performing routine maintenance duties.

Perform firefighting and related duties while under the following conditions: wearing personal protective equipment weighing approximately 70 pounds; high humidity (up to 100 percent) situations while wearing personal protective equipment that significantly

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impairs body cooling; relying on self-contained breathing apparatus for ventilation; and in environments with extreme temperature fluctuations (400+ degrees Fahrenheit). Perform the following: ventilate burning buildings by opening windows and holes in roofs and floors; position and climb ladders to gain access to the upper levels of buildings; assist in advancing hose lines and making connections to hydrants; direct streams of water on fires; search and rescue operations inside burning buildings; and emergency medical treatment.

Operate motor vehicles (automobile and fire apparatus) requiring a standard Oregon Driver's License. Enter data into a personal computer to document incidents and reports. Must be able to distinguish colors, identify fire chemicals by smoke color, as well as to identify the NFPA 704m System (hazardous materials). Be able to detect the following: natural gas leaks, traffic sounds, sound of impending building collapse, alarms, sirens, calls for assistance, and other signs of alarm or warning.

Moves heavy objects (up to 185 pounds or more) including: 4" fire hoses, EMS and salvage equipment, smoke ejectors, and persons on backboards in performing firefighting, EMS, and related duties, for prolonged periods of time and at near maximum heart- rates. Physically fit to perform firefighting and related duties. Digs up the ground to fight brush fires and rescue trapped persons from cave-ins. Moves dirt and burned building debris. Work in small, cramped areas when rescuing trapped, endangered, or injured people. Work in a variety of weather conditions. Work with solvents, fuels, cleaning fluids, chemicals, and similar solutions using protective equipment to mitigate hazardous materials incidents. Cleans and maintains Fire District buildings, apparatus, and grounds according to district schedule.

Mental:

Comprehends and makes inferences from written material, including Yamhill Fire Protection District Policy, Procedure and SOG manual, UFC, International Fire Service Training Association (IFSTA) manuals, EMT manuals, the Emergency Response Guide (ERG), and Department of Transportation (DOT) shipping placards and labels. Interprets equipment instructions and preplans in order, to operate equipment. Reads and interprets plans. Learn job-related material through on-the-job training and in classroom settings regarding firefighting techniques and methods, firefighting equipment operation, and emergency medical service care.

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Knowledge/Skill/Abilities:

Knowledge of firefighting methods and modern fire prevention practices; emergency medical methods and procedures; and overhaul and salvage operations, and skills in the operation and care of fire apparatus and equipment.

Ability to: learn a variety of methods and tasks in firefighting, fire prevention, and related activities; learn to operate heavy motorized firefighting equipment; function effectively in emergency situations; engage in moderate to strenuous physical activity and work long hours under emotional stress during emergency situations; participate in EMS and fire drills; participate in physical fitness programs and comply with department medical and fitness requirements; learn the street system and physical layout of the Yamhill Fire Protection District; understand and follow oral and written instructions; and establish and maintain effective working relationships with employees, coworkers, supervisors, and the general public. Attend drills and additional training in addition to scheduled work hours and will receive compensation at the volunteer going point pay for activities outside of your job description.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Job descriptions are subject to change by the Fire Chief as the needs of the District and requirements of the job change.