

CITY OF CHIPPEWA FALLS, WISCONSIN

NOTICE OF PUBLIC MEETING

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of:

Committee #2
Labor Negotiations, Personnel, Policy & Administration

Will be held on Monday, June 5, 2017 at 8:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

- 1. Discuss increasing Fire Chief to full-time and adding an additional Battalion Chief Position. Possible recommendations to the Council.**
- 2. Adjournment**

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

PLEASE NOTE THAT ATTACHMENTS TO THIS AGENDA MAY NOT BE FINAL AND ARE SUBJECT TO CHANGE. THIS AGENDA MAY BE AMENDED AS IT IS REVIEWED.

CERTIFICATION OF OFFICIAL NEWSPAPER

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on June 2, 2017 at 3:30 pm by BNG.

CHIPPEWA FALLS FIRE AND EMERGENCY SERVICES DEPARTMENT

POSITION DESCRIPTION FOR:

FIRE CHIEF / EMS DIRECTOR / EMT (BUDGET, OPERATIONS, & SAFETY)

GENERAL STATEMENT OF RESPONSIBILITIES

Administers and directs the activities of all fire and emergency services department personnel and equipment for the city of Chippewa Falls in the protection of life and property.

Performs supervision of firefighting, medical, hazardous materials response, and rescue work involving the command of a shift, the maintenance of station, apparatus and equipment, and in other department staff or command duties and assignments.

HOURS

Fire Chief works an average of 56 hours per week by being on duty for three 24 hour duty shifts on a rotating nine day cycle.

The 24 hour duty shifts begin at 07:00 am and go until 07:00 am the following day. The Fire Chief also wears a department pager and cell phone and is on call for emergencies 24 hours a day.

DISTINGUISHING FEATURES

This position involves the planning, organizing, staffing, directing, controlling and monitoring of all phases of fire department and medical activities in protecting life and property, including the maintenance of vehicles and equipment, the promotion of fire prevention, and the management of the city's firefighting, medical, hazardous materials and rescue forces. The work is performed under the general direction of the mayor and city council.

The Fire Chief also performs as a shift commander in assigning, training and supervising subordinate personnel. Work is performed in accordance with departmental standards, rules and policies. The Fire Chief also is assigned additional responsibilities in the areas of training, building and equipment maintenance, fire inspections and public relations.

DUTIES:

- City of Chippewa Falls Department head in charge of the Fire and Emergency Services Department. Supervising a department consisting of 25 sworn fire officers, one civilian secretary, and two fire stations in a modern pro-active department responding to fires, medical emergencies, rescues, and hazardous material incidents.
- Emergency Medical Services (EMS) director of the department's ambulance service.
- Oversight of all department fire inspection/code enforcement and public education safety programs. Directs and teaches various public education safety programs
- Responds to all major alarms and directs firefighting or other emergency operations

- Directs or arranges the training of Fire/EMS personnel in methods of firefighting, rescue, EMT, EMT-D and EMT-I, inspection, investigation and uses of equipment
- Responsible for preparing and administrating an annual budget of over \$2 million, working with the city administrator, mayor, and council on all budget issues
- Monthly reports to, and attendance at the Chippewa Falls Police and Fire Commission meetings, working with the commission on all personnel issues regarding hiring, promotions and disciplinary actions.
- In Wisconsin, the Fire Chief is responsible for ensuring all public buildings and places of employment in his jurisdiction are fire inspected
- In Wisconsin, the Fire Chief is responsible for determining the cause and origin of all fires occurring in his jurisdiction
- Orders all equipment and supplies and authorizes payments
- Prepares various reports for national and state agencies and organizations
- Prepares specifications for the purchase of required equipment
- Directs the maintenance of facilities, vehicles and communications equipment
- Evaluates performance of department employees
- Maintains department discipline and morale
- Assists other city departments in the establishment of safety procedures
- Attends meetings of county and state fire and emergency government organizations
- Co-Director of the State of Wisconsin – West Central Regional Hazardous Materials Response team that is responsible for on-site mitigation of Hazardous Materials spills and releases involving transportation and fixed facilities in 14 northwestern counties.
- Responsible for keeping all department contracts, licensing, certifications, agreements and training standards current, compliant and within the law.
- Firefighting duties and medical treatment of patients
- Incident Commander duties at emergency scenes including major incidents

The Fire Chief also:

- Responds to all fire alarms, fires, medical emergencies and other emergency calls during a shift and as required;
- Firefighting duties and medical treatment of patients
- Serves as shift commander
- Incident Commander duties at the scene of incidents and commands all personnel and equipment at fire scenes, medical emergencies, confined entry situations, level A or B hazardous materials spill responses, and rescue operations
- Inspects personnel, maintains discipline, and trains, instructs and drills in firefighting and rescue methods, techniques, and related subjects;
- Prepares a daily record of the day's activities and personnel on duty;
Maintains and cleans fire station and all firefighting equipment;
- Gives public education safety presentations to various community groups and organization, and the general public;
- Maintains a record of all repairs to apparatus and equipment;
- Assists in the selection of new employees and equipment as requested;
- Supervises preplanning surveys of commercial, industrial and institutional structures and assists in the formulation of industrial preplans;

- Makes reports and maintains records of each fire;
- Evaluates performance of personnel assigned to the command and during training;
- Provides written evaluations of candidates in promotional processes
- Assists in formulating and implementing department policies;
- Coordinates communication system between fire and police departments;
- May perform the duties of an incident safety officer (ISO) at an emergency scene.
- Coordinates the completion of assigned shift fire prevention inspection requirements;
- Maintains employee attendance, training and personnel records;
- Does related work as required

QUALIFICATIONS:

- Knowledge of current firefighting techniques, EMS, rescue, and Hazardous Material response protocols, manpower, equipment utilization and distribution
- Knowledge of the Incident Command System
- Knowledge of Fire/EMS/Rescue/Haz-Mat administration and management
- Knowledge of public education safety, and public relations training methods
- Knowledge of the principles and practices of governing municipal fire department policies, rules and regulations
- Ability to plan, assign and direct the work of number of employees
- Ability to maintain working relationships with city officials, employees and the general public
- Ability to effectively and calmly direct the operations of personnel and equipment under emergency conditions
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to lead, maintain discipline and promote cooperation with others
- Ability to work under stress, dangerous and adverse conditions
- Nationally Registered and Wisconsin State licensed as an EMT, EMT-IV Tech, or EMT-Intermediate
- Certification as a Hazardous Materials Technician
- Possession of a valid Wisconsin driver's license

The Fire Chief also has to have:

- Knowledge of building types and structures
- Knowledge of fire spread and behavior
- Knowledge of emergency medical aid principles and procedures
- Knowledge of hazardous materials spill response principles and procedures
- Ability to understand and operate all fire department equipment
- Ability to operate a computer, and to utilize a wide range of computer software programs
- Ability to supervise and evaluate the work of others
- Ability to interpret and enforce fire department rules and regulations
- Ability and skill to compute the fire ground hydraulics for pump and hose stream pressures and friction loss calculations

- Ability to compute mathematical calculations as they relate to the Fair Labor Standards Act (Garcia) overtime requirements
- Ability to initiate and direct an incident command system approach for the mitigation emergency incidents
- Possession of a journeyman's certificate from the Wisconsin State Apprenticeship Office

TRAINING AND EXPERIENCE:

- Graduation from high school
- Associate degree in Fire Science and at least three years of experience in responsible fire command positions
- Specialized training in fire suppression firefighting, fire department administration, specialized rescue, and fire prevention
- Specialized training in Emergency Medical Services (EMS) pre-hospital delivery systems and procedures
- Specialized training in Hazardous Materials response capabilities, procedures, and regional team delivery systems
- Or any combination of training and experience which provides the above listed required knowledge, skills and abilities.