



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**  
**July 17, 2017**

**Committee #2 met on Monday, July 17, 2017 at 8:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Committee Members present: CW King, Chuck Hull, and John Monarski

Mayor/Other Council Members present: Mayor Hoffman

Others present: Finance Manager/Treasurer Lynne Bauer, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Fire Chief Mike Hepfler, and City Clerk Bridget Givens.

Call to Order: 8:30 am

- 1. Discuss request to fill vacant Water Service Maintenance position. Possible recommendations to the Council.**

Finance Manager/Treasurer Bauer advised that due to an internal promotion, the Water Service Maintenance position is vacant.

**Motion by Hull/King** to recommend Council approve filling the vacant Water Service Maintenance position. **All present voting aye, motion carried.**

- 2. Discuss request to fill vacant firefighter position due to resignation. Possible recommendations to the Council.**

Fire Chief Hepfler informed the Committee that Firefighter Alexander Pernice resigned his position with the Fire Department, and they are asking to fill the vacancy.

**Motion by Monarski/Hull** to recommend Council approve filling the vacant firefighter position. **All present voting aye, motion carried.**

- 3. Review updated job descriptions for Fire Chief/EMS Director and Battalion Chiefs. Possible recommendations to the Council.**

Chief Hepfler advised that he revised the job descriptions for the Fire Chief/EMS Director and Battalion Chiefs (copies of which are attached). There was discussion regarding the changes, specifically with who the Fire Chief reports to. It was suggested the Fire Chief Job Description be revised to show the position reports to the Police and Fire Commission (PFC), Mayor, and City Council. The PFC has authority over hiring, firing, and discipline while the Council controls organizational and budgetary issues.

**Motion by Monarski/Hull** to recommend Council approve the updated job descriptions for the Fire Chief/EMS Director and Battalion Chiefs including the amendment of who the Fire Chief reports to. **All present voting aye, motion carried.**

**4. Adjournment**

**Motion by Monarski/King** to adjourn at 8:42 AM. **All present voting aye. Motion carried.**

**Minutes submitted by,  
CW King, Chair**

## **City of Chippewa Falls Job Description**

**Job Title:** Water Service Maintenance  
**Department:** Public Utilities  
**Reports To:** Water Utility Supervisor or Designee  
**FLSA Status:**  
**Prepared Date:** 6/6/2017

### **SUMMARY**

Operates and maintains the well fields, distribution system, elevated tanks, etc. of the Water Utility in the City of Chippewa Falls.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Performs service installations, hydrant installations, and water main installations.

Operates backhoe/loader, tractor, dump truck and other related construction equipment and vehicles.

Tests, repairs and services water meters and maintains records of same.

Turns water on and off, sets and removes meters, performs locates for Diggers Hotline, performs leak inspections, and investigates customer complaints.

Performs work with private contractors.

Performs skilled work and preventive maintenance in the operation of the nitrate removal facility, wellfields, iron and manganese removal facilities, elevated tanks, shop and distribution system, including chemical handling and storage, chemical feed equipment, chlorine pumps, and associated valves, cross connection surveys, and work with gps infrastructure software. In addition, will assist in the snow removal and street maintenance programs.

Reads and records registrations of customer's meters.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **COMPUTER SKILLS**

Must have some knowledge in the use of personal computers in an office environment. Knowledge of, and ability to use word processing, spreadsheet and database programs. Ability to work in a network environment. Knowledge and skills with use of SCADA equipment. Should have a basic understanding of Internet/e-mail access and use.

**EDUCATION and/or EXPERIENCE**

Associate Degree from a two year water works course; and three to five years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

**CERTIFICATES, LICENCES, REGISTRATIONS**

Valid Commercial Driver's License (CDL) with endorsements and two (2) years experience to include: 1) Air brakes, and 2) Tanker and combination vehicle (desirable).

WIDNR Municipal Waterworks Operator Certifications Required:

Grade 1 in subclass Distribution (D), Groundwater (G), Iron Removal (I), Zeolite Softening (Z) and any future required certifications\*.

Confined entry space education and participation. Cross connection survey certification\*.

\*Must be obtained within one year of employment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision. Ability to climb water towers.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions, moving mechanical parts, toxic or caustic chemicals, high, precarious places, and outdoor weather conditions, and may work in conditions with very loud noise.



*Chippewa Falls Fire and Emergency  
Services Department*

1301 Chippewa Crossing Boulevard, Chippewa Falls, WI 54729  
(715) 723-5710 (715) 726-2751 Fax

June 30, 2017

Mayor Hoffman,

Due to the letter of resignation from Probationary Firefighter/paramedic Alexander Pernice which was received on **June 30, 2017**, I am requesting authorization to interview and hire **two (2)** replacement Firefighter/EMT paramedics from our list of qualified candidates. The department will need a replacement for Pernice's position of less than one year and the other firefighter/paramedic position (due to the battalion chief opening position) as authorized by the Council at the last meeting.

We will also begin the promotion process for Battalion Chief as authorized by the Council at their last meeting.

Firefighter Pernice's last day of employment will be July 8, 2017.

If there are any questions feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Hepfler".

Mike Hepfler, Fire Chief

cc: Finance Director Lynne Bauer

Personnel: permission to hire



# Chippewa Falls Fire and Emergency Services Department

211 Bay Street, Chippewa Falls, WI 54729  
(715) 723-5710 (715) 726-2751 Fax

**Position:** FIRE CHIEF / EMS DIRECTOR  
(Budget, Operations, and Safety)

**Reports to:** Police & Fire Commission; Mayor and City Council

**Union Representation:** Non-represented, Exempt

**Written By:** Fire Chief, Michael Hepfler

**Revised Date:** 07-10-2017

## GENERAL STATEMENT OF RESPONSIBILITIES:

Leads by example with a positive and professional attitude, with a teamwork approach to effectively achieve our department's visions, values and mission. 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:

The Fire Chief works normal business hours Monday – Friday. These hours will be flexible to provide necessary emergency response coverage.

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, EMS, 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
- Prepares reports for 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 (or directs a designee to do so) 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 – Type 1 Wisconsin Hazardous Materials Taskforce team that is responsible for on-site mitigation of Hazardous Materials spills and releases involving transportation and fixed facilities.
- 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:**

- Incident Commander duties at the scene of incidents and commands all personnel and equipment at fire scenes, medical emergencies, confined entry situations, 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;
- 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
- Wisconsin State licensed as an EMT (optional)
- 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 is preferred or must have served in a supervisory administrative level position (i.e. Lieutenant) or above for a minimum of at least five years



- 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.



# Chippewa Falls Fire and Emergency Services Department

211 Bay Street, Chippewa Falls, WI 54729  
(715) 723-5710 (715) 726-2751 Fax

<b>Position:</b>	<b>BATTALION CHIEF (BC)</b>
	<b>EMERGENCY MEDICAL SERVICES (EMS) &amp; TRAINING</b>
<b>Reports to:</b>	Fire Chief
<b>Union Representation:</b>	Non-represented, Exempt
<b>Written By:</b>	Fire Chief, Michael Hepfler
<b>Revised Date:</b>	07-10-2017
<b>GENERAL STATEMENT OF RESPONSIBILITIES:</b>	
<p>Leads by example with a positive and professional attitude, with a teamwork approach to effectively achieve our department's visions, values and mission. 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. Required to work closely with the Fire Chief as a Commanding Chief Officer of the Department.</p>	
<b>HOURS:</b>	
<p>The Battalion 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 Battalion Chief also wears a department pager and is on call for emergencies 24 hours a day.</p>	
<b>DISTINGUISHING FEATURES:</b>	
<p>Employees in this class perform as shift commanders in assigning, training and supervising subordinate personnel. Work is performed in accordance with departmental standards, rules and policies. An employee of this class may be assigned additional responsibilities in the areas of training, building and equipment maintenance, fire inspections and public relations. Performance is subject to review by the Fire Chief.</p>	
<b>DUTIES:</b>	
<ul style="list-style-type: none"><li>• Responds to all fire alarms, fires, medical emergencies and other emergency calls during a shift and as required;</li><li>• Firefighting duties and medical treatment of patients</li><li>• Serves as shift commander</li><li>• Incident Commander duties at the scene of incidents and commands all personnel and equipment at fire scenes, medical emergencies, confined entry situations, Type 1 or Level B hazardous materials spill responses, and rescue operations until relieved by the Fire Chief</li></ul>	

- 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 to the fire chief;
- Assists in formulating and implementing department policies;
- Coordinates communication system between fire and police departments;
- May assume the duties of the fire chief in his/her absence;
- 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

## **SPECIFIC DUTIES & RESPONSIBILITIES OF BATTALION CHIEF OF EMERGENCY MEDICAL SERVICES (EMS) & TRAINING:**

### **Emergency Medical Services**

- Manages the departments EMS Paramedic Ambulance Service along with the Departments EMS Medical Director and the Departments EMS Paramedic Ambulance Service Director (the Fire Chief)
- Assists the Fire Chief in managing the EMS budget and all corresponding paperwork
- Supervises the Department CQI (Continuous Quality Improvement) Committee
- Researches the need for new and improved EMS equipment and EMS protocol upgrades
- Ensures the proper maintenance and readiness at all times of the departments four EMS Ambulances along with the equipment carried

### **Training**

- Organizes and schedules all required department EMS training classes including all levels of EMS recertification classes
- Researches other training opportunities as they become available and recommends to the Fire Chief courses for department personnel:
  - Locally through public agencies, businesses, and industries
  - Statewide through the Wisconsin Technical College System, University of Wisconsin System and the Wisconsin Emergency Management
- Nationally through the US Fire Administration's National Fire Academy & other national organizations

## **QUALIFICATIONS:**

- 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 communicate clearly and concisely, both orally and in writing
- 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 work under stress, dangerous and adverse conditions
- Ability to initiate and direct an incident command system approach for the mitigation emergency incidents
- Wisconsin State licensed as an EMT
- Certification as a Hazardous Materials Technician
- Possession of a journeyman's certificate from the Wisconsin State Apprenticeship Office
- Possession of a valid Wisconsin's driver's license

#### **TRAINING AND EXPERIENCE:**

- Graduation from high school
- Supplemental Technical College courses and specialized training in fire suppression firefighting, specialized rescue, fire prevention and supervisory methods
- Specialized training in Emergency Medical Services (EMS) and hold EMT certification
- Specialized training in Hazardous Materials response
- Or any combination of training and experience which provides the above listed required knowledge, skills and abilities.
- Rank of Lieutenant



# Chippewa Falls Fire and Emergency Services Department

211 Bay Street, Chippewa Falls, WI 54729  
(715) 723-5710 (715) 726-2751 Fax

<b>Position:</b>	<b>BATTALION CHIEF (BC)</b>
	<b>FIRE OPERATIONS TRAININGS, EQUIPMENT &amp; NFIRS</b>
<b>Reports to:</b>	Fire Chief
<b>Union Representation:</b>	Non-represented, Exempt
<b>Written By:</b>	Fire Chief, Michael Hepfler
<b>Revised Date:</b>	07-10-2017

## GENERAL STATEMENT OF RESPONSIBILITIES:

Leads by example with a positive and professional attitude, with a teamwork approach to effectively achieve our department's visions, values and mission. 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. Works closely with the Fire Chief as a Commanding Chief Officer of the Department.

## HOURS:

The Battalion 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 Battalion Chief also wears a department pager and is on call for emergencies 24 hours a day.

## DISTINGUISHING FEATURES:

Employees in this class perform as shift commanders in assigning, training and supervising subordinate personnel. Work is performed in accordance with departmental standards, rules and policies. An employee of this class may be assigned additional responsibilities in the areas of training, building and equipment maintenance, fire inspections and public relations. Performance is subject to review by the Fire Chief.

## DUTIES:

- 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, Type 1 or Level B hazardous materials spill responses, and rescue operations until relieved by the Fire Chief

- 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 to the fire chief;
- Assists in formulating and implementing department policies;
- Coordinates communication system between fire and police departments;
- May assume the duties of the fire chief in his/her absence;
- 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

### **SPECIFIC DUTIES & RESPONSIBILITIES OF BATTALION CHIEF OF FIRE GROUND OPERATION TRAININGS & NFIRS :**

#### **Fire Ground Operations**

- Manages the department's fire response service along with the Fire Chief.
- Assists the Fire Chief in managing the Fire budget and all corresponding paperwork
- Supervises the NFIRS program and engine purchasing committees
- Researches the need for new and improved fire equipment and state statues
- Ensures the proper maintenance and readiness at all times of the department's fire response vehicles along with the equipment carried

#### **Training**

- Organizes and schedules all required department Fire training classes
- Researches other training opportunities as they become available and recommends to the Fire Chief courses for department personnel:
  - Locally through public agencies, businesses, and industries
  - Statewide through the Wisconsin Technical College System, University of Wisconsin System and the Wisconsin Emergency Management
- Nationally through the US Fire Administration's National Fire Academy & other national organizations

#### **Collapse Rescue**

- Assists the departments designated **Team Leader** member of the State of Wisconsin Task Force 1 Collapse Rescue Team in managing the departments Collapse Rescue program
- Ensures the proper maintenance and readiness at all times of the departments Collapse & Special Rescue response trailer along with the equipment carried

## **QUALIFICATIONS:**

- 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 communicate clearly and concisely, both orally and in writing
- 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 work under stress, dangerous and adverse conditions
- Ability to initiate and direct an incident command system approach for the mitigation emergency incidents
- Wisconsin State licensed as an EMT
- Certification as a Hazardous Materials Technician
- Possession of a journeyman's certificate from the Wisconsin State Apprenticeship Office
- Possession of a valid Wisconsin's driver's license

## **TRAINING AND EXPERIENCE:**

- Graduation from high school
- Supplemental Technical College courses and specialized training in fire suppression firefighting, specialized rescue, fire prevention and supervisory methods
- Specialized training in Emergency Medical Services (EMS) and hold EMT certification
- Specialized training in fire, EMS and Hazardous Materials response
- Or any combination of training and experience which provides the above listed required knowledge, skills and abilities.
- Rank of Lieutenant



# Chippewa Falls Fire and Emergency Services Department

211 Bay Street, Chippewa Falls, WI 54729  
(715) 723-5710 (715) 726-2751 Fax

<b>Position:</b>	<b>BATTALION CHIEF (BC)</b>
<b>Reports to:</b>	HAZARDOUS MATERIALS RESPONSE & SPECIAL RESCUE/EMT Fire Chief
<b>Union Representation:</b>	Non-represented, Exempt
<b>Written By:</b>	Fire Chief, Michael Hepfler
<b>Revised Date:</b>	07-10-2017
<b>GENERAL STATEMENT OF RESPONSIBILITIES:</b>	
<p>Leads by example with a positive and professional attitude, with a teamwork approach to effectively achieve our department's visions, values and mission. 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. Works closely with the Fire Chief as a Commanding Chief Officer of the Department.</p>	
<b>HOURS:</b>	
<p>The Battalion 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 Battalion Chief also wears a department pager and is on call for emergencies 24 hours a day.</p>	
<b>DISTINGUISHING FEATURES:</b>	
<p>Employees in this class perform as shift commanders in assigning, training and supervising subordinate personnel. Work is performed in accordance with departmental standards, rules and policies. An employee of this class may be assigned additional responsibilities in the areas of training, building and equipment maintenance, fire inspections and public relations. Performance is subject to review by the Fire Chief.</p>	
<b>DUTIES:</b>	
<ul style="list-style-type: none"><li>• Responds to all fire alarms, fires, medical emergencies and other emergency calls during a shift and as required;</li><li>• Firefighting duties and medical treatment of patients</li><li>• Serves as shift commander</li><li>• Incident Commander duties at the scene of incidents and commands all personnel and equipment at fire scenes, medical emergencies, confined entry situations, Type 1 or Level B hazardous materials spill responses, and rescue operations until relieved by the Fire Chief</li></ul>	



- 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 to the fire chief;
- Assists in formulating and implementing department policies;
- Coordinates communication system between fire and police departments;
- May assume the duties of the fire chief in his/her absence;
- 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

**SPECIFIC DUTIES & RESPONSIBILITIES OF BATTALION CHIEF OF HAZARDOUS MATERIALS RESPONSE & SPECIAL RESCUE:**

**Hazardous Materials Response**

- Serves as the Haz-mat Coordinator of the departments State of Wisconsin Regional Type 1 Hazardous Materials Response Team (Chippewa Falls FD & Eau Claire FD combined)
- Manages the budget and all corresponding paperwork of the Type 1 haz-mat program
- Serves as Haz-mat Team Leader of the departments Chippewa County Level "B" Hazardous Material Response Team
- Manages the budget and all corresponding paperwork of the Level "B" haz-mat program
- Researches the need for new and improved equipment and tactics to effectively manage both the Level "A" and the Level "B" Hazardous Material Response Teams
- Ensures the proper maintenance and readiness at all times of the Squad #1 haz-mat truck and the departments two haz-mat response trailers along with the equipment carried
- Organizes and schedules an annual department Level "B" Haz-mat training drill
- Organizes and schedules with Eau Claire Fire & Rescue officers, training drills

**Confined Space Rescue**

- Manages the departments Confined Space Rescue program
- Works with personnel from local facilities and industries to identify, document, and safely manage their confined spaces
- Organizes and schedules an bi-annual department Confined Space Rescue training drill
- Ensures the proper maintenance and readiness at all times of the departments Confined Space Rescue equipment

**Aerial, Trench, Water & Ice Rescue**

- Manages the departments Aerial, Trench, and Water & Ice Rescue programs
- Ensures the proper maintenance and readiness at all times of the departments Aerial, Trench, and Water & Ice Rescue equipment

- Works closely with the Departments Battalion Chief of Fire, EMS & Training to seek training opportunities in Aerial, Trench, and Water & Ice Rescue (also training in Haz-mat, Confined Space, & Collapse).
- Organizes and schedules training sessions in Aerial, Trench, and Water & Ice Rescue.

### **QUALIFICATIONS:**

- 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 communicate clearly and concisely, both orally and in writing
- 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 work under stress, dangerous and adverse conditions
- Ability to initiate and direct an incident command system approach for the mitigation emergency incidents
- Wisconsin State licensed as an EMT
- Certification as a Hazardous Materials Technician
- Possession of a journeyman's certificate from the Wisconsin State Apprenticeship Office
- Possession of a valid Wisconsin's driver's license

### **TRAINING AND EXPERIENCE:**

- Graduation from high school
- Supplemental Technical College courses and specialized training in fire suppression firefighting, specialized rescue, fire prevention and supervisory methods
- Specialized training in Emergency Medical Services (EMS) and hold EMT certification
- Specialized training in fire & Hazardous Materials response
- Or any combination of training and experience which provides the above listed required knowledge, skills and abilities.
- Rank of Lieutenant