

# Yamhill Fire Protection District

## Standard Operating Guidelines

### MISSION

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

# District Policies

## PERSONNEL

PER – 785

## Lieutenant

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Issued: April 6, 2017

Revised: April 8, 2019

## GENERAL PURPOSE

Primary duties include the protection of life and property by performing firefighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities. Provides, as a collateral assignment, identification and correction of health and safety hazards during District Training and Operations.

## SUPERVISION RECEIVED

Performs work under the General Supervision of the Assistant Fire Chief or may be assigned to report to another officer in the District.

## SUPERVISION EXERCISED

At times this position will direct the activities of Firefighters, EMS and other subordinate positions as assigned.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

- Will assist in planning, directing and will participate in the training and instruction of District personnel in the methods of EMS, Firefighting, and other emergencies. Will maintain readiness and proficiency level as required by District Policy, Procedures, and SOG's.
- Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.
- Performs emergency aid activities, including administering first aid and providing Emergency Medical Services (EMS) care to the Emergency Medical Responder level.
- Completes & submits appropriate incident reports.

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- Participates in EMS and Fire Drills.
- Attends classes in firefighting, emergency medical, hazardous materials, and related subjects, along with conferences and meetings (as District Budget will allow) to keep abreast of current trends in the field' represents the District in a variety of local, county, state and other meetings.
- Receives relays and responds to emergency calls and alarms. Operates radio and other communication equipment.
- Routinely observe operations at emergency incidents and training operations of the District to ensure that safety regulations are being followed.
- Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
- Maintains fire equipment, apparatus and facilities. Performs minor repairs to District equipment.
- Performs general maintenance work in the upkeep of fire facilities and equipment.
- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.
- Presents programs to the community on safety, medical, and fire prevention topics.
- Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- Assists in training and mentoring new employees as assigned.

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- Responds to Fire, EMS and other emergency incidents, evaluates fire and other emergency situations and makes appropriate decisions, calls additional resources, determines method of attack, assigns incoming companies, and directs the work of all personnel on the scene until relieved by a Higher Ranking, Officer.
- Provides input into new programs and equipment that will add to the District's preparedness.
- Performs work in accordance with Federal, State, and local laws as well as District Policy, Procedures and SOG Manual.
- In the event of exposure, injury, or illness to Fire or EMS personnel, it is the responsibility of the Lieutenant if no Safety Officer is on scene, to communicate this to the Incident Commander, and the Fire Chief, as well as ensure that proper medical care is provided.
- Performs the duties of subordinate personnel as needed and fulfills obligations during duty work periods.
- The Lieutenant shall be involved in the process of post incident critiques in order to review the safety factors involved in emergency and training incidents.
- The Lieutenant shall provide safety supervision at all training activities
- The Lieutenant shall ensure that all Fire District personnel comply with the provisions of the Personal Protective Equipment and all other District Standard Operating Guidelines at all emergency incidents and training activities.

### PERIPHERAL DUTIES

- Prepares a variety of reports.
- Performs the duties of primary duty assignment in addition to this collateral assignment.

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## MINIMUM QUALIFICATIONS

### Education and Experience

- A. Graduation from High School or GED equivalent.
- B. At least three (3) years of prior work experience as a volunteer firefighter.
- C. Have a general knowledge of the geography of the area.
- D. Previous supervisory experience and / or management training in a civilian occupation.
- E. Experience and ability to communicate, create reports and maintain records via computer preferably with MS Office Word and Excel.
- F. Completed NIMIS 100, 200, 700, and 800. (300 and 400 Desired)
- G. Certified as a Firefighter I
- H. Certified as an Emergency Medical Responder (EMR).
- I. Completed Wildland Interface Firefighter.
- J. Certified as and Fire Instructor I.
- K. Certified as a Driver / Apparatus Operator
- L. Incident Safety Officer & Health and Safety Officer (Desired) (Required for Safety Lieutenant)
- M. Certified as an Emergency Medical Technician (EMT) (Desired) (Required for EMS Coordinator)
- N. Certified as a Company Inspector (Required for Safety Lieutenant)

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### Necessary Knowledge, Skills and Abilities

- A. Working knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
- B. First Aid and resuscitation techniques and their application as demonstrated through Oregon State Emergency Medical Responder Certification.
- C. Applicable laws, ordinances, district standard operating guidelines, procedures, and regulations.
- D. Working knowledge of Yamhill County EMS Protocols.
- E. The Incident Command System (ICS) and National Incident Management System (NIMS) ICS-100, 200, 700, and 800.
- F. NFPA industry standards knowledge & application.
- G. Skill in the operation of listed tools and equipment.
- H. Analyze emergency incidents, direct and implement crew response creating effective response and resolution to the specific incident.
- I. Ability to perform work requiring good physical condition;
- J. Ability to communicate effectively orally and in writing;
- K. Ability to exercise sound judgment in evaluating situations and in making decisions;
- L. Ability to effectively give and receive verbal and written instructions;
- M. Initiate leadership in developing and maintain a working environment that is characterized by efficiency, cooperation, and positive interpersonal, working relationships with other District volunteers, supervisors, and the public;
- N. Ability to meet the special requirements listed below.

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- O. Ability to comply, write and submit required reports concerning firefighting equipment and procedures, EMS equipment and procedures, volunteer personnel, and including but not limited to Alarm Reports, Patient Care, Inspection Reports, Non-Fire and Fire Forms.
- P. Support and promote the District's mission, vision, and core values in all aspects of job performance.
- Q. Resolve complex problems and mediate or facilitate cooperation among conflicting parties.
- R. Communicate complex ideas to a variety of audiences in a clear, comprehensive, effective, and professional manner, both orally and in writing.
- S. Manage the diverse work activities of numerous highly skilled subordinates in a manner conducive to proficient performance, high morale, and District effectiveness.
- T. Calmly communicate with upset and/or angry citizens, to explain District policies and problem resolution.
- U. Model and initiate a quality customer service attitude throughout the District.
- V. Be able, to establish command until relieved by a higher-ranking officer.

### SPECIAL REQUIREMENTS

- A. Must have a minimum of 3 years of experience at time of appointment;
- B. Must possess, or be able, to obtain by time of appointment, a valid Oregon Driver's License without record of suspension or revocation in any state and be insurable by the District insurance.
- C. No felony convictions or disqualifying criminal histories.
- D. Ability to read, write, and speak the English Language; and
- E. Ability to meet Yamhill Fire Protection District physical standards.

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- F. Must reside within YFPD.
- G. A minimum of 75% attendance at Yamhill Fire Protection District Drill's and Officers meetings.
- H. Any appointment to a Lieutenant Position will go thru a six-month probation Period. There will be evaluations every 3 months. At the six months performance evaluation it will be determined to extend the probation period by 3 months, move off, of probation status, or be demoted from the position. Total probation time will not exceed 9 months.
- I. Persons in this position will be required to follow all the District Policy's, SOG's and Procedures. Persons in this position will be disciplined as stated in District Policy 749.

## TOOLS AND EQUIPMENT USED

- Basic Life Support (BLS) equipment but not limited to first aid and airway kits, immobilization equipment, oxygen therapy, AED, and gurney.
- Fire apparatus equipped with tools used for the mitigation of fires, motor vehicle crashes, and hazardous materials incidents. Tools include but are not limited to fire pumps, multiple sizes of fire hose, nozzles, fire extinguishers, various hand tools, gas powered saws and fans, gas monitors and detectors, extrication equipment, cribbing, and air bags.
- Communication equipment not limited to mobile and portable radios, pagers, cell phone, office telephone, and personal computer. Should be familiar with the Windows platform and Microsoft Word, Excel, and Power Point and industry specific software.
- Understand and work with the International Fire Codes and International Building Codes.
- Fire Investigation tools and reports.

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## WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed primarily in citizen's homes, fire station bays, vehicles, outdoor settings, in all types of weather conditions, during day and night hours and occasionally in an office setting. Work is often performed in emergency and stressful situations.

The lieutenant is exposed to the hazards associated with fire suppression, motor vehicle crashes, hazardous materials, and EMS including but not limited to: contagious and infectious diseases, smoke, noxious odors, wet and/or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, risk of electrical shock, vibration, toxic or caustic chemicals, solvents, oils, and biological hazards.

The physical demands described here are representative of those that must be met by a lieutenant to successfully perform the essential duties required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the lieutenant is frequently required to sit, talk or hear, stand, walk; use hands and fingers to handle, or operate objects, tools, or controls; and reach with hands and arms. The lieutenant is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and taste or smell.

The lieutenant must, frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 300+ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually quiet in the office setting, and loud at an emergency scene.

The duties listed above are intended as general illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related, or a logical assignment to the position.

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## SELECTION GUIDELINES

Selection will be done by the Assistant Fire Chief and Fire Chief after reviewing education and experience.

## GENERAL INFORMATION

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the Yamhill Fire Protection District and the lieutenant and is subject to change by the Yamhill Fire Protection District as the needs of the District and requirements of the job change.

### Fire Lieutenant – Training – L-4 (TRAINING DIVISION)

The Training Lieutenant main area of focus will be the training for the Yamhill Fire Protection District staff and volunteers. They will develop with the help of the Assistant Fire Chief and other officers and put into action a detail training plan which will be maintained 12 months into the future. They will also work with the Fire Instructors and EMS Division / Coordinator within the department in having them provide training for the staff and volunteers thru-out the year. They will also work with outside instructors in delivering Training to the Yamhill Fire Protection District staff, volunteers and other fire personnel from other Fire Departments.

- Working with the Assistant Fire Chief Coordinate and direct the activities of YFPD's Training
- Prepares an annual report of Training status, and maintains computerized records
- Monitors the district training status, keeping training status within budgetary constraints. Encourages personnel to participate in training, in and out of the district.

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- Monitors Driver and Apparatus Operator certification requirements for YFPD personnel
- Attend other meetings and training classes when possible
- Other duties as assigned by the Assistant Fire Chief

### Fire Lieutenant – Safety & Inspections – L-41 (SAFETY DIVISION)

- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.
- Presents programs to the community on safety, medical, and fire prevention topics.
- Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- Assists in training and mentoring new volunteers as assigned.
- Routinely observe operations at emergency incidents and training operations of the District to ensure that safety regulations are being followed.
- When necessary, the Safety Officer shall recommend corrective actions to the Deputy Fire Chief, Fire Chief and/or the Incident Commander if at an emergency scene.
- At emergency incidents, the Safety Officer shall be integrated with the command structure. The Safety Officer shall monitor the scene, report on the status of conditions, hazards and risks and mitigate any identified safety hazards.
- The Safety Officer shall ensure that the District Personnel Accountability System is being properly utilized at Trainings and Emergency Incidents.

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- In the event of exposure, injury, or illness to fire personnel, it is the responsibility of the Safety Officer to communicate this to the Incident Commander, and the Fire Chief, as well as ensure that proper medical care is provided.
- Performs the duties of subordinate personnel as needed and fulfills obligations during duty work periods.
- The Safety Officer shall be involved in the process of post incident critiques in order to review the safety factors involved in emergency and training incidents.
- The Safety Officer shall provide safety supervision at all training activities
- The Safety Officer shall ensure that all Fire District personnel comply with the provisions of the Personal Protective Equipment and all other District Standard Operating Guidelines at all emergency incidents and training activities.
- The Safety Officer shall have the authority to identify and cause immediate correction of situations that create an imminent hazard to personnel.
  - At an emergency incident, or during a training evolution, when activities are judged by the Safety Officer to be unsafe and to involve and imminent hazard, the Safety Officer shall have the authority to alter, suspend, or terminate those activities.
  - The Safety Officer shall immediately inform the incident commander of any actions taken to correct imminent hazards at an emergency scene.
  - When non-imminent hazards are identified, the Safety Officer shall develop actions and submit recommendations to the Fire Chief.
- In the absence of an appointed safety officer, or when the scope of operations dictates the need for Assistant Safety Officers, a member of the district with appropriate experience shall be substituted to perform the duties and responsibilities of the position that requires immediate action.

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- Prepares a variety of reports.
- Performs the duties of primary duty assignment in addition to this collateral assignment.
- Will be the management representative for the District Safety Committee.

### **Fire Lieutenant – Operations & Personnel – L-42 (OPS STRUCTURAL DIVISION)**

- Responds to various types of emergency and non-emergency incidents. Makes decisions as to firefighting/rescue methods to be employed, needs for additional assistance, and safely directs firefighting and related life and property protection measures until relieved by a superior officer.
- Supervises the laying of hoses, raising and placing of ladders, direction of water streams, ventilation of buildings, rescue of persons, placing of salvage covers, and cleanup operations. Also supervises the coordination and implementation of procedures conducted by subordinates at other types of emergencies.
- Assists in determining origin and sources of ignition of fires.
- Assists in training and mentoring new volunteers as assigned.
- Supervises return to the station and the cleaning and inspection of company equipment after a fire or other emergency call.
- Prepares accurate reports and records concerning station personnel, incidents, activities and equipment.
- Conducts inspections, investigations, and safety education programs.
- May act in a higher capacity and will be expected to perform all required and related duties for that rank.
- Responds to complaints from the public/citizens or other YFPD volunteers.

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- Evaluates assigned personnel under direct supervision.
- Reads, interprets, implements and enforces YFPD policies, procedures, SOG's, rules and regulations.
- When necessary, and under the direction of the Assistant Fire Chief, or Fire Chief, exercise judicious authority and assertiveness at the scene of incidents to secure and preserve life safety, achieve incident stabilization and ensure property conservation.
- Assists the Training Lieutenant with the administration of training sessions relevant to their assigned personnel.
- Will work with the Wildland Lieutenant – Operations as the Fire Lieutenant over Operations and Personnel.

### **Lieutenant (Wildland) – Operations – L-43 (OPS WILDLAND DIVISION)**

- Responds to various types of emergency and non-emergency incidents. Makes decisions as to firefighting/rescue methods to be employed, needs for additional assistance, and safely directs firefighting and related life and property protection measures until relieved by a superior officer.
- Supervises the laying of hoses, construction of fire lines, direction of water streams, rescue of persons, and clean-up operations. Also supervises the coordination and implementation of procedures conducted by subordinates at other types of emergencies.
- Assists in determining origin and sources of ignition of fires.
- Assists in training and mentoring new volunteers as assigned.
- Supervises return to the station and the cleaning and inspection of company equipment after a fire or other emergency call.
- Prepares accurate reports and records concerning station personnel, incidents, activities and equipment.

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- Conducts inspections, investigations, and safety education programs.
- Assists the Training Lieutenant with the administration of training sessions relevant to their assigned personnel.