

Yamhill Fire Protection District

Standard Operating Guidelines

MISSION

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

District Policies

PERSONNEL

PER – 780

Fire Chief

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Issued: September 2, 2008

Revised: July 1, 2013

JOB SUMMARY DESCRIPTION:

This is a Full-time 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.

Under direction from the Board of Directors, the Fire Chief administers all of the operations of the Fire District and is responsible for the budgeting, planning, coordination, and carrying forth of all policies and procedures established by the governing body; as Chief Administrative Officer the Fire Chief is authorized to fire, promote, and suspend pending due to process.

According to the Rules and Regulations of the Civil Service Commission; deals with all phases of emergency service; insures that the best protection of lives and property due to loss from fire or any other threatening hazard, coordinates operations of the Fire District with any other fire service agencies and with other governmental units; performs other duties and tasks as the Board of Directors may direct or request.

An employee in this class may be called upon to perform any or all of the following. These examples do not include all of the tasks which the employee may be expected to perform.

Plans, directs, supervises and manages all of the operations of the Fire District in order to provide maximum service to the community; develops district operations, directly or indirectly through subordinate officers; provides for the execution of all district rules, regulations, policies and procedures; evaluates the work performance and assignments of district personnel; assigns personnel and companies to fire and EMS duty in order to best serve the welfare and interest of the community; work assignment, disciplinary action and performance evaluation responsibilities for some positions may be delegated; develops plans for maintenance and replacement of district facilities and equipment; prepares specifications for purchasing forms, new apparatus and equipment; analyzes District fire problems, develops plans and techniques to provide adequate fire and Emergency Medical Services for the District; applies fire underwriters grading schedule to improve fire defenses; recommends staffing levels and locations for new and existing facilities; preparation of the annual district budget for submission to the Board of Directors, documentation materials, inventory and personnel records for the district; prepares various reports as requested by law to the Board of Directors or the State of

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Oregon on the operations and activities of the District; acts in an advisory capacity to the executive board of the Volunteer Firefighters Association.

The Fire Chief is required to work forty (40) hours per week, with salary to be set by the Fire Board of Directors, as documented in the Fire Chief's contract.

The Fire Chief will work under and report to the Yamhill Fire Protection District Board of Directors.

MINIMUM QUALIFICATIONS

- EMT-Basic Certification
- NFPA Fire Ground Leader Certification
- NFPA Incident Safety Officer - Preferred
- NFPA Health & Safety Officer - Preferred
- NFPA Instructor I
- NFPA Driver
- NFPA Apparatus Operator
- Company Inspector Certification - Preferred
- S130/S190/S191
- 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.
- Must have Ten years experience in the fire service, including five years of experience in a supervisory/administrative capacity.
- Any satisfactory equivalent combination of education, experience and training which insures the ability to perform the work.
- Possess or Obtain NIMIS 100, 200, 300, 400, 700, and 800, certification.

SUPERVISION EXERCISED:

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

The Fire Chief will also recommend to the Fire Board any other staffing and job descriptions needed in the Department to help meet the needs of the District.

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DESIRABLE QUALIFICATIONS:

- Thorough knowledge of modern fire fighting methods, principles, practices, and procedures.
- Thorough knowledge of fire prevention laws and ordinances.
- Thorough knowledge of records and reports required in the administration of a modern fire department.
- Thorough knowledge of the principles of supervision, organization and administration of a fire district.
- Thorough knowledge of the operation and maintenance of all firefighting equipment and apparatus and emergency medical equipment.
- Ability to analyze the effectiveness of the department and to correlate its development with changing conditions within the District and other fire protection areas.
- Ability to plan, assign, supervise and review the work of others either directly or through subordinate supervisors.
- Ability to plan, develop, supervise and evaluate fire suppression, fire prevention and Emergency Medical Services activities and programs.
- Ability to direct effectively with good judgment, the operations of personnel and equipment under emergency conditions.
- Ability to communicate effectively and clearly both orally and in writing.
- Ability to work effectively with other agencies, officials, employees and the general public.

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, and live within the Yamhill Fire Protection District.

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JOB DESCRIPTION:

Fire Chief

- Reports to: Fire Board
- Requirements:
 - NFPA FFII, Desirable NFPA FGL
 - CFR,
 - NFPA Instructor I; Desirable NFPA Instructor II
- Coordinate and direct the activities of the Fire District.
- Working with Insurance, State, Federal Government, DPSST, and other agencies in filing required paperwork and documents.
- Working with the District Volunteers will prepare a weekly equipment checklist of all equipment and its status.
- Working with the District Volunteers will prepare an annual report of District Activities, and maintain computerized records.
- Monitor the District Status, keeping all activities within budgetary constraints. Encourage personnel to participate in Training, in and out of the District
- Monitor Driver certification requirements for all Yamhill Fire Protection District personnel.
- Work with the Yamhill-Carlton High School counselors on the performance of student firefighters.
- Attend Yamhill Fire Protection District Fire Board Meetings.
- Attend Yamhill County Fire Defense Board Meetings.
- Attend Yamhill Fire Protection District Officers Meetings.
- Attend Yamhill Fire Protection District Drills & Training Meetings.
- Attend other meetings and Training classes when possible.
- Other duties as assigned by the Yamhill Fire Protection District Fire Board.
- Will follow the Fire Chief's Contract.
- Respond on calls and assume the role as IC as needed.

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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 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:

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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.

Knowledge/Skill/Abilities:

Knowledge of: firefighting methods and modern fire prevention practices; emergency medical methods and procedures; and overhaul and salvage operations, and also 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

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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 Board as the needs of the District and requirements of the job change.