

<b>SVFR/WLA ADMINISTRATIVE IGA</b>	<b>SECTION NUMBER:</b>
<b>OPERATIONS AND PROCEDURES MANUAL</b>	<b>EFFECTIVE DATE:</b> December 19, 2018
<b>DIVISION TITLE: JOB DESCRIPTIONS</b>	<b>REVISION DATE:</b>
<b>SECTION TITLE: FIRE &amp; EMS CHIEF</b>	

**CLASSIFICATION: Full-Time, FLSA-Exempt, Salaried, Non-Union**

**PRIMARY PURPOSE**

Functions as the Chief Executive Officer and Budget Officer of the Siuslaw Valley Fire District and is responsible for the overall administration of the Fire District. May also provide Executive Officer and/or Budget Officer services or administrative services for other districts or emergency response organizations, as directed by the Board of Directors. Responsible for budgeting, planning, coordination, and implementation of all policies established by the Board of Directors; coordinates the operation of the District with other local fire protection and EMS agencies and other governmental agencies; performs other duties and tasks as directed by the Board of Directors. Ensures operational readiness for response to fire, rescue, and medical emergencies; may function as a Duty Officer and take command at emergency scenes. Currently, the Fire Board has directed this position to provide certain administrative services for the Western Lane Ambulance District through an Intergovernmental Agreement which specifies the scope and duration of such services.

**SUPERVISION RECEIVED**

This position reports to and receives policy direction from the Siuslaw Valley Fire & Rescue Board of Directors. Through the Intergovernmental Agreement with Western Lane Ambulance District, the position may also receive general guidance from an Intergovernmental Advisory Committee established between SVFR and WLAD; however the SVFR Board of Directors is solely responsible for employing, supervising, and taking any employment actions regarding this position

## **SUPERVISION EXCERSISED**

Exercises direct or indirect supervision of all SVFR department staff and volunteers and any other staff as designated by the SVFR Board.

## **ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES**

The essential functions of the Fire and EMS Chief of SVFR include, but are not limited to, the below duties and responsibilities that are listed in no particular order of importance or significance. The Fire and EMS Chief may also be required to provide similar duties to other fire agencies or emergency response agencies, as directed by the Board:

1. Chief Administrative Officer in charge of oversight of all Fire District Operations: Fiscal, Human Resources, Fire Prevention/Public Education, Fire Suppression, Training, and Emergency Medical Services. Responsible for the development and presentation of short and long-range planning for continued stable operations of the Fire District.
2. Analyzes emergency service problems, develops plans and techniques to provide exceptional service to the District. Ensures the operational readiness of the District, including personnel, apparatus, and equipment readiness. Develops and manages a comprehensive and reliable volunteer firefighter/EMS/support personnel response program, which may include resident volunteers, shift volunteers, and community/respond-from-home volunteers.
3. Coordinates with local, state, and regional emergency service and allied agencies. Recommends to the Board of Directors and upon approval, maintains effective automatic aid and mutual aid agreements with allied agencies. Maintains effective working relationships with allied agencies and community partners.
4. Develops, interprets, and directs the implementation of Standard Operating Procedures, Policies, Directives, Protocols, and Department Rules and Regulations as adopted by the Board of Directors. Reviews policies and procedures on a regular basis to ensure that they remain relevant, legal and consistent with Fire and EMS best practices. Coordinates with the District's Medical Director in reviewing and implementing protocols and a Quality Assurance program. Ensures that personnel maintain required levels of continuing education and certifications.

5. Responsible for developing short- and long-range District goals and capital improvement or replacement schedules. Develops and maintains a 'Standard of Cover'. Evaluates and provides analysis of various District services and community needs relating to fire protection, fire prevention and emergency medical services.
6. Serves as the Budget Officer and/or Investment Officer for the District in planning, developing, and projecting District budgets. Administers the budget in a manner which brings value to the District[s] and in compliance with applicable laws and Board[s] policy and direction. Projects and communicates at least monthly: budget status and any obstacles/shortfalls with regard to the budget and makes recommendations to the Board of Directors.
7. Identifies potential grant and alternative funding opportunities; makes application for grants or alternative funding opportunities that meet the needs of the District.
8. Acts as the communications link and maintains information and statistics as directed by the Board of directors and prepares reports as required. Ensures that Board of Directors and Committee meeting agendas and related documents are prepared and distributed on a timely basis. Attends Board of Directors meetings and workshops.
9. Represents the District's interests and acts as the public relations representative for the District to the general public, political subdivisions, and civic and private groups and agencies. Acts as the Public Information Officer providing information relating to incidents or other District news for the media and other organizations.
10. Ability to perform those physical requirements necessary for essential functions including, but not limited to, regular sitting, standing, and general mobility; Possesses excellent communication, including internal and external communications.
11. Identifies operational and administrative needs; organizes projects and programs, delegates work assignments and responsibilities. Directs and manages tasks. Uses District software to prepare correspondence, reports and spreadsheets.
12. Ensures that required records and reports are created and submitted to appropriate agencies as required. Ensures the maintenance of files and records relating to the function of the District. Responsible for ensuring required records retention and appropriate responses to Public Records requests.
13. Performs all aspects of this position with minimal instruction; frequently utilizes personal judgement. Refines existing work methods, develops new techniques, concepts or programs within established limits including District

policies and all State/Federal/County guidelines, rules, and statutes. Maintains effective and harmonious working relationships with personnel and agencies within and external to our organization.

14. Performs human resource duties including the hiring, disciplining, promoting, or termination of all staff, including career or volunteer, within the policies adopted by the Board of Directors and Collective Bargaining Agreement. Administers performance reviews and administers wage and benefits packages as adopted by the Board of Directors and within the adopted budget. Participates in labor negotiations.
15. Plans, directs, and reviews activities of personnel performing fire & life safety inspections, prevention activities, and public education. Oversees the enforcement of applicable fire codes and ordinances Ensures coordination with the State Fire Marshal, City and County Planning and Building Officials other agencies in the enforcement of applicable prevention and life-safety laws and codes. Coordinates with Emergency Management agencies and organizations and serves as District representative with such agencies. Responsible for the District's Emergency Operations Plans.
16. Oversees the revisions, development, of District fire codes and ordinances
17. Ensures, directs, conducts, or assists in the investigation of fires when necessary to determine cause, origin, and circumstances relating to the cause of such fires. Ensures cooperation with other agencies assisting in fire cause investigations.
18. Oversees the preparation of specifications for emergency apparatus and equipment.
19. Serves as the representative for WLEOG. Participates as a District representative in local, county, regional and state meetings and planning groups relating to fire and life safety issues.
20. Directs firefighting and supervises subordinate officers in the development and operations of fire training, fire prevention programs, disaster planning, and administrative procedures. Responds to emergency incidents as required to either directly deliver services or assume command or other ICS position as needed; supervises the use of personnel and equipment..
21. Tracks and monitors Federal/State/County/Regional activities that may impact District policy, procedures or programs.
22. Ensure the District's compliance with Federal and State OSHA rules and regulations.
23. Coordinates with Emergency Management agencies and organizations and serves as District representative with such agencies. Responsible for the District's Emergency Operations Plans.

24. Attends conferences, specialized schools, seminars and other functions as necessary to keep abreast of new developments in subjects relating to the operation and functions of the Fire District.
25. In his /her absence delegates authority to the appropriate operational entity to ensure a clear chain of command is maintained.
26. Performs other duties and functions as the Board of Directors may require or direct,
27. Direct and operate and ambulance service with well trained and certified personnel.

NOTE: The intent of this listing of 'typical' essential functions is to describe the principal functions of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental, or substantially similar duties which may be assigned during normal operations.

## **MINIMUM QUALIFICATIONS**

1. Associates degree in Fire Science, Emergency Medical Services, Business or Public Administration, or related field and/or satisfactory equivalency from a nationally or regionally accredited college or university; supplemented with Upper Division coursework in Fiscal and Personnel Management
2. Minimum of 10-years of progressive structural Fire Service experience including 3 years of management experience at or above that of Battalion Chief or comparable rank in a Fire or EMS or other related emergency service field. Minimum of 5-years of full-time paid Fire or EMS service experience.
3. NFPA, Oregon, or IFSAC Firefighter 2; HazMat Operations, and Fire Officer 1 or equivalent.
4. Completion of ICS 100, 200, 300, 400, 700 courses
5. Valid Oregon Driver's License [or ability to obtain within 30-days of employment] and insurable by the Fire District insurance carrier.
6. Ability to communicate in English, both orally and in writing; as well as to effectively perform public speaking.
7. Thorough knowledge of fire prevention codes and practices, public education, fireground operations, fire cause investigations, emergency medical services, human resources, labor law and negotiations, budget preparation and management, open meeting laws, community relations, apparatus maintenance, firefighter and EMS safety, training programs, and recruitment and retention of volunteers.
8. Display a high level of leadership, communication, and motivational skills.

9. After a conditional offer of employment, successfully pass a District background check and medical physical. Must be bondable and insurable through the District's insurance agent for fiscal responsibilities.
10. The Fire & EMS Chief is required to reside within the geographic boundaries of the Siuslaw Valley Fire District within 6-months of appointment and shall remain so during the tenure as Fire & EMS Chief.
11. Any combination of training, education and experience that demonstrates the equivalent requirements may be considered at the discretion of the District.

## **PREFERRED QUALIFICATIONS**

1. Bachelor's or Master's in Public Administration (or fire or medical related field) from a nationally or regionally accredited college or university.
2. NFPA, Oregon, or IFSAC Fire Officer 2, 3, or 4 certification or equivalent.
3. NFPA, Oregon, or IFSAC HazMat Incident Commander certification or equivalent.
4. Graduate of the National Fire Academy Executive Fire Officer Program.
5. Oregon and/or National Certified EMT or Paramedic.
6. Knowledge of principles, practices, and procedures of managing an Ambulance Service Area, as well as extensive knowledge of Federal, State, and County regulatory ordinances. Management experience with an ambulance transport agency.

## **WORK ENVIRONMENT**

Regular work hours are eight-hour days, five days a week; however, evening and weekend meetings are common. Occasionally required to maintain unpaid 'on-call' status while off-duty. Travel is primarily local or regional during the business day, although some out-of-area travel and overnight may be expected. Work activities vary widely and include office and administrative work, response to alarms, attendance at meetings; presenting information to groups or conducting training sessions, daily driving of passenger vehicles or fire and rescue apparatus. Response to alarms may occur at any time. The employee may be exposed to wet or humid conditions, fumes, smoke, toxic or caustic chemicals, extreme cold or extreme heat and vibration. The individual may be exposed to blood or other potentially infectious materials during the course of duties. The person in this position must be able wear and utilize various types of respirators, including Self-Contained Breathing Apparatus.

## **PHYSICAL DEMANDS**

The physical demands here are representative of those that must be met by an employee able to perform the essential functions of the job.

While performing duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle or operate objects, tools or controls; reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee may occasionally work from heights such as roofs or ladders.

The employee must be able to frequently lift or move up to 25 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee needs to be able to drive vehicles, including fire and rescue apparatus in all types of weather, and under normal and emergency response conditions.

## **SUCCESSFUL TRAITS**

The District's Board of Directors desires an applicant who possesses the knowledge and experience of the modern practices, principles and procedures of operating a Fire District with only general direction given by the Board. They must possess the political and personal skills necessary to guide the Board and District through the development and execution of a comprehensive Strategic Plan. The desirable candidate must possess a strong understanding and experience with budgeting practices, Human Resources, and Labor/Management relations.

This position operates independently with minimal office support and must have computer skills to navigate word processing, data basing, and basic spreadsheet software.

Performance of functions has significant financial, reputational, and operational impact upon the District that requires the incumbent to use a high degree of judgment and tact in the execution of the essential functions. Requires some travel, both inside and outside the District, as he or she represents the District in community, political, and other EMS related activities. Involves limited exposure to hazards and extreme conditions but may require such exposure in the event of major disaster operations supervision or routine involvement in emergency operations at the command level. May involve periodic working under a high degree of stress and may require the periodic working of long hours in the performance of essential functions.

The Fire & EMS Chief is responsible for all operations and activities of the District and any other organization with whom the District has agreed to provide administrative services... Involves a high degree of regular contact with others, both inside and outside of both organizations as he or she works independently on a wide variety of complex duties and responsibilities, with only general direction given by the Board of Directors.