

## MISSION STATEMENT

Serve, Protect and be Kind and Helpful.

### SERVE:

Training, maintaining, response, and prevention are the focal points of the Town of Vanleer Volunteer Fire Department. We train ourselves and maintain our skills and equipment so that we can serve our community. We provide a presence at community functions where we display equipment, pass out safety brochures and do basic medical screening.

### PROTECT:

The safety of our personnel is the number one concern at all functions of our Department. We strive to be trained in a manner that allows us to deliver emergency services to those in need, without hurting ourselves in the process.

### BE KIND AND HELPFUL:

We attempt to always conduct ourselves in a courteous and professional manner when interacting with our fellow members and dealing with the public.

## KEY SAFETY BEHAVIORS

- Think
- Drive Defensively
- Drive Slower Rather Than Faster
- Intersections: If You Can't See, Stop
- Always Wear Your Seat Belt
- Wear Full Gear And SCBA
- Don't Ever Breathe Smoke
- Attack With A Sensible Level Of Aggression
- Always Work Under Sector Command-No Freelancing
- Keep Your Crew Intact
- Maintain A Communications Link With Command
- Always Have An Escape Route (Hose Line/Life Line)
- Never Go Beyond Your Air Supply
- Use A Big Enough And Long Enough Line
- Evaluate The Hazard—Know The Risk You're Taking
- Follow Standard Fire ground Procedures
- Know And Be Part Of The Plan
- Vent Early And Vent Often
- Provide Lights For The Work Area
- If It's Heavy, Get Help
- Always Watch Your Fire ground Position
- Look And Listen For Signs Of Collapse
- Rehab Fatigued Firefighters
- Pay Attention All The Time
- Everybody Takes Care of Everybody Else

1. Safety should be first on your list of things to do.
2. Report immediately any condition or practice you believe has the potential to cause injury or damage to personnel or equipment.
3. Do not operate any equipment, which, in your opinion, is not safe.
4. All prescribed safety and personal protective equipment must be used, when appropriate. All personal protective equipment must be maintained in safe working condition.
5. Obey all department rules, governmental regulations, signs, markings and instructions. Be particularly familiar with those that apply directly to you.
6. When involved in any lifting procedures, use the approved lifting technique, i.e., bend your knees, grasp the load firmly, and then raise the load, keeping your back as straight as possible. Obtain help from another member when lifting heavy loads.
7. Do not engage in horseplay. Do not distract others from performing their tasks.
8. Always use the right tools and equipment for the job. Use only those tools with which you are thoroughly familiar and have been trained to use.
9. Good housekeeping should always be practiced. Return all tools, equipment, materials, etc., to their proper places.
10. Obey directions and commands of all officers at any time you are on fire department business.

## The 10 Rules of Survival Plus

**Seat belt** – Use of Seat belts is mandatory any time the vehicle is in motion.

**Speed** – Obey all traffic laws; obey all VVFD policies; do not bust red lights or intersections; Non-emergency response is acceptable.

**PPE** – Only VVFD issued PPE; No extra layers for insulation; weakest part of PPE ensemble is the SCBA face piece.

**Size-up** – Perform a 360; accurate arrival reports; Use TIC for temperature reading prior to entry, communicate via radio.

**Water before you go** – Goal to have an uninterrupted water supply before entry.

**Low-Low-Low** – On entry; inside; on exit.

**Ventilation** – Goal of ventilation ASAP; Release heat and smoke to benefit firefighters and survivable victims.

**RIT** – RIT on every incident; in place ASAP.

**Crew Integrity** – Not an option; Critical to incident accountability; Call Mayday early.

**Communication** – Throughout incident; interior and exterior progress reports.

We Will risk our lives **A Lot**, in a calculated manner, to save SAVABLE lives.

We Will risk our lives **A Little**, in a calculated manner, to save SAVABLE property.

We Will **Not Risk Our Lives** for lives or property that are already lost.

Using this or a similar risk profile, while often difficult for aggressive firefighters, does put fire attack versus firefighter safety into perspective.

### **Organization and Authority**

The Vanleer Fire Department is organized as a department of the Town of Vanleer under Section 17 of the Town Charter. Section 4 (3) of the Town Charter establishes the position of fire chief as a department head level position of the town. Section 17 of the charter states:

***The fire chief shall superintend the operation of the fire department and such members of the fire department as may be required whose salaries or compensation shall be fixed by the board within the budget for the fire department for the then current fiscal year. It shall be the duty of the chief of the fire department and the members thereof to take all proper steps toward the prevention and suppression of fires. The chief of the fire department shall serve as fire marshal whose duties shall be to investigate the cause, origin and circumstances of fires, and the loss occasioned thereby, and assist in the prevention of arson. The board shall have full power and authority by resolution to authorize the use of the town's fire-fighting equipment and personnel outside the corporate limits to suppress and extinguish fires subject to such conditions and limitations of such action as the board may by resolution impose.***

## Command Structure

### 1. Officers

The Vanleer Volunteer Fire Department captain and two lieutenant officers shall be elected by **active members** of the department. The officer election shall be held every two years during the same year as the city mayoral and alderman election, or as long as the fire chief sees that it is beneficial to the department and community to do so. The assistant chief shall be appointed by the fire chief. A list of qualified candidates as determined by the Fire Chief for the officer election shall be provided by the chief to all active department members prior to election time. The posting of such material on an event board is also acceptable. The fire chief at anytime may remove any officer from their rank if the fire chief believes that officer is not conducting and performing the responsibility given to them as stated under that officer's job description. The fire chief will appoint a replacement from a list of qualified members in that officer position to fill the remainder of their term. All newly elected officers will have a six month probation period, at the end of the six month they will be re-evaluated by the chief whom will determine if their progress is satisfactory for the duties required of them and if they stay or go in said position. The Fire Chief shall be appointed by the Town as provided for in the Charter or adopted Ordinances of the municipality. The Fire Chief shall direct the normal and emergency operations of the Vanleer Volunteer Fire Department at all times.

### 2. Appointments

All other officer positions shall be appointed by the chief after meeting the required qualifications set forth by the chief. Each position's qualifications shall be reviewed at the first six month time frame and then annually after that or when deemed necessary for compliance by the Fire Chief. This is to determine if that individual is performing such duties as are listed in the Job Description for that position and has carried out other assignments as given by the Fire Chief.

## Department Meetings/Training

### **1. Training Meetings held Monthly**

The fire department will hold training meetings on the first three Mondays of each month unless it falls on a state or federal holiday. The training meeting will begin promptly at 7:00 pm and will end at 9:00 pm. Structural firefighting drills of a minimum of 3 hours duration will be scheduled at least quarterly to comply with ISO requirements.

### **2. Training Required before responding to emergency calls**

Any person joining the Fire Department after July 1, 2009, that does not have at least five years experience in a fire department, shall be required to complete 16 specific hours of basic training as required and specified by TCA § 4-24-112 before they are allowed to respond to any emergency call.

### **3. Training Required before engaging in interior fire suppression operations**

As required by TCA § 4-24-112, within thirty-six (36) months after joining the fire department as a firefighter, the member must have completed the basic and live firefighting course offered by the Tennessee Fire Service and Codes Enforcement Academy or an equivalent course, unless the firefighter:

- a. was in the fire service on July 1, 2009, and who entered the fire service before June 30, 2004;
- b. is certified by a medical doctor as medically or physically unable to complete the training requirements; however, these members may not engage in active firefighting operations;
- c. is certified by the Fire Chief as not authorized or allowed to operate within an environment determined to be immediately dangerous to life and health (IDLH).

#### **4. Training Required before driving fire apparatus**

All new drivers shall complete a minimum of 40 hours of driver/operator training that meets the requirements of NFPA Standard 1002, *Fire Apparatus Driver/Operator Professional Qualifications* NFPA Standard 1451, *Fire Service Vehicle Operations Training Program* before being allowed to drive fire apparatus on emergency responses.

#### **5. Apparatus and equipment operation**

All apparatus and equipment shall be operated in a safe manner at both training and emergency incidents.

#### **6. Work sessions are special meetings**

Special work session meetings may be called as necessary by officers for the purpose of conducting work sessions to maintain the fire department's apparatus, equipment, or station.

#### **7. Additional special meetings**

Special meetings may be called by the Fire Chief as deemed necessary for the conduct of business of the Fire Department. These meetings may involve the entire fire department or be limited to special groups such as officers, or members of a special committee, etc.



## **Basic Qualifications for New Members**

### **1. Physical and Mental Ability**

Any person that has the physical ability, mental capability, and willingness to serve may become a member of the fire department upon completion of an application and the approval of the Fire Chief after recommendation by the Fire Officers.

### **2. Membership requires following of rules and instructions**

As a member of the fire department, you are duty bound to follow all rules and regulations set forth by the department and to follow all legal instructions of an officer when so given.

### **3. Criminal Background Check**

An applicant for membership in the fire department must consent to a background check as provided for in TCA § 68-102-308. The applicant must not have any felony convictions or other related crimes that, in the judgment of the Fire Chief, would hinder their ability to serve as a member of the fire department.

### **4. Drug Test**

The applicant must submit to a drug test.

### **5. Active and Support Volunteer Firefighters**

To be accepted as an active or support volunteer firefighter, the applicant shall be no less than 18 years of age.

### **6. Junior Firefighter**

Any person that is accepted as a member of the fire department that is not yet 18 years of age but is at least 16 years of age will be classified as a Junior Firefighter. Such junior firefighters shall have restrictions on their actions as provided for in fire department policy. Each junior firefighter shall have a written release from their parent or guardian in such form as may be required by the fire department.

## 7. Probationary Period

The department has two types of probation. The first is probation for evaluation, simply called probation, and the second is probation for violation of department rules, regulations, or policy, call disciplinary probation.

All new members shall be placed on a minimum 90 day probationary period. At the end of this period, if the probationary firefighter has not completed their 16 hour basic training, where applicable, the probationary period may be extended for an additional 90 days. Probation may also be extended at the sole discretion of the Fire Chief. During the probationary period, the member shall be trained to be knowledgeable of the basic techniques of operations and safety within the fire department.

The fire chief may place any member on disciplinary probation at any time for violations of the rules, failure to obey a lawful command, or as a disciplinary action. If a member is placed on probation two or more times within a 12 month period for disciplinary reasons, that member shall be suspended from the department for no less than 6 months. Should the member desire to return to the department after serving their 6 month disciplinary suspension, the member must make a reinstatement request in writing to the fire chief. The fire chief shall review the request and, if the fire chief supports the reinstatement request, shall forward the reinstatement request to the Board of Mayor and Alderman for final approval.

## 8. Probationary Member Restrictions

A probationary member is still considered a member of the fire department but has the following restrictions: (1) may not operate apparatus or equipment at any time except during training under the guidance of a qualified instructor, (2) a probationary member may not enter the Hot Zone (IDLH) of any incident. A probationary member may be given any other assignment that their training would allow them to participate in without undue risk. Probation is not considered a disciplinary action. However, excessive probation can result in disciplinary action.

A member on disciplinary probation is still a member of the department but may not participate in department activities until their disciplinary probation period is over.

### Active Member Minimum Requirements

An Active Firefighter is defined as a member of the Vanleer Volunteer Fire Department who has completed all training and safety requirements as prescribed by Vanleer Volunteer Fire Department, state law and federal regulations to participate in interior structural firefighting operations, attends local dept training on a regular basis as described in Minimum Training Hours, Training Meeting Attendance and is also subject to call when needed on emergency and non-emergency situations. All active members will be authorized and responsible for the extinguishment of fire.

#### 1. Annual Fit Testing required

All firefighters certified for fire suppression operations in an Immediately Dangerous to Life and Health (IDLH) environment must successfully pass an annual fit test as specified and required by OSHA 1910.134.

## **2. Minimum Training Hours**

All active members are required to have a minimum of 48 hours of training in each calendar year. Any exceptions to this guideline must be authorized directly by the fire chief. The ideal amount of training is 240 hours per year. Members who are EMS First Responders only are exempted from the 48 hour minimum. First responders must have 2 hours per year of Vanessa K. Free Driver Training and one hour per year of Blood-borne pathogen training. First Responders are required to take a 16 hour refresher training once every two years.

## **3. Monthly Training Meeting Attendance**

All active members are expected to attend all training meetings each month. Any exemptions or absences must be approved by the fire chief.

## **4. Quarterly Attendance Checks**

At the first regularly scheduled training meeting following the end of each calendar quarter (Example: first Monday in April following January, February, March quarter) the Fire Chief shall post a chart showing the attendance of each active member.

## 5. Members placed on Probation for failure to attend

All active members must attend:

- (1) At least two training meetings each month at the Vanleer Fire Department, and
- (2) Receive at least 12 hours of training at the Vanleer Fire Department within each quarter, and
- (3) Shall receive at least 12 total hours of training from all sources during the current quarter.

**If any of the above three requirements are not met, or for other reasons the member shall be placed on probationary status for the next quarter.** (See number 8 under Basic Qualifications for new members for a definition of probation status.) If, during the probationary period the member doesn't show any effort in accruing the required hours then that member may be subject to disciplinary action by the fire chief. If the member continues to shows no effort to obtain the required training hours as mandated by dept policy and procedures then that member may be suspended from the fire department by the sole discretion of the fire chief. The name of the member will be removed from the active membership list and be sent a letter advising them to turn in all fire department gear in their possession within 10 days of receiving the letter. It will be the soul discretion of the fire chief if the member gets placed on the support member list or just suspends the firefighter all together. Suspended members are not allowed to attend any emergency operations in the capacity of a Vanleer Fire Department firefighter.

## 6. Where training hours may be obtained

Training hours may come from the Vanleer Volunteer Fire Department, (minimum of 12 hours, per quarter) the Tennessee Fire and Codes Academy, National Fire Academy, or from another legally constituted fire department in Tennessee. Hours obtained outside the Vanleer Volunteer Fire Department must be documented by a certificate, letter, or other acceptable form of written documentation that may be acceptable to the Fire Chief.

## 7. Example Classes Required Annually

Vanessa K. Free Driver Training	2 hours
Blood-borne Pathogens	1 hour
Mutual Aid Drills	12 hours
Officer Training	12 hours
Hazardous Materials	8 hours
First Responder Refresher (16 hours every two years)	8 hours
Driver/Pump Operations	12 hours
Domestic Violence	4 hours
Structural firefighting drill	12 hours

## 8. Carrying Radios/Pagers

All Firefighters who have been issued a radio/pager, shall carry this device in the either the "ON" or "Page" mode at all times. The radio/pager shall be charged regularly so that is operational at all times. Volunteers who work for an employer who will not allow them to carry the radio/pager are exempted from this requirement only so long as they are on that employer's payroll.

## 9. Fire Department POV Vehicle Tag

Active, Support, and Retired firefighters in good standing as determined by the fire chief shall be placed on the list of members eligible for a Firefighter License Tag after they reach their one year anniversary with the department.

## 10. Retired Firefighters

Firefighters with 30 years' service or any firefighter over the age of 55 may choose to be placed on the Support Firefighter List.

### **Support Firefighter Member Minimum Requirements**

A Support Firefighter is defined as a member of the Vanleer Volunteer Fire Department that is subjected to call when needed on emergency and non-emergency situations. The Support Firefighter member may be firefighter qualified or qualified in other areas of the fire service such as medical, but lack the training hours required by the Vanleer Volunteer Fire Department, state and federal guidelines to be determined as active by the fire chief. The Support Firefighter member may be someone that is unable to participate as much as required to maintain active status, but is willing to help out when available. Their job description main goal is for them to be authorized and responsible for the extinguishment of fire. Their job duties are limited based on their training and experience on the emergency scene. This decision shall be determined by the Fire Chief or Incident Command in their proficiency to perform certain tasks while on an emergency. All Support Firefighters will not be authorized to have any take home gear, equipment etc. that belongs to the Vanleer Volunteer Fire Department. All such gear, equipment etc. will be given only to Active members. The fire chief can make any exception to this rule at any time.

For liability reasons on behalf of the Vanleer Volunteer Fire Department and the Town of Vanleer, these type restrictions must be in place to help protect the department and city in the event that an accident, injury or death that may occur to a member or civilian due to lack of training and experience of operating certain equipment and performing certain duties.

**Job Descriptions:****Vanleer Volunteer Fire Department  
Job Descriptions****FIRE CHIEF****DEFINITION**

The position is under the administrative supervision of the Mayor and Board of Alderman. The employee is responsible for work performed in planning, organizing, and directing all activities of the Fire Department. The employee will be authorized and responsible for the extinguishment of fire. Independent judgment is used according to the situation and sometimes different courses of action must be considered to complete the task. The fire chief shall keep his/her safety along with department members, first priority over all other operations.

**EQUIPMENT JOB LOCATION**

The employee will supervise the operation of and operate firefighting equipment to include: nozzles, hoses, self-contained breathing apparatus, power saw, pumps, and generators. The employee shall be physically capable of performing the job functions of a firefighter.

The employee may operate a computer, fax machine, copier and other office equipment. The employee will operate an automobile or truck with radio transmitting and receiving capabilities for constant communication access.

The employee's work shall expose him/her to high places, dangerous machinery and its moving parts, sharp tools, fumes, smoke, chemicals and toxic substances, extreme heat and cold.

Performance and supervision of all fire fighting and emergency operations must be performed during all kinds of weather and other adverse environmental conditions.

**ESSENTIAL FUNCTIONS OF THE JOB**

- Promulgates administrative rules, operational guidelines and regulations to ensure proper organization and function of the fire department.
- Plans, organizes, coordinates and performs firefighter training programs and drills insuring that each firefighter gets a minimum of 4 hours of training per month.



- Performs various administrative activities for the Department.
- Develops annual budget request to be submitted to the Mayor each year and monitors spending by the department to insure that the budget is not over-spent.
- Responsible for developing written preplanning for emergency operations.
- Supervises volunteer or career firefighters either directly or through subordinate officers who shall be promoted by and serve at the pleasure of the Fire Chief.
- Insures that fire reports are prepared, reviewed and maintained by Tennessee law.
- Coordinates HAZMAT and right-to-know requirements.
- Coordinates the assignments, utilization, and discipline of personnel.
- Directs the maintenance, repair, and replacement of firefighting equipment within the budget.
- Serves as the Assistant to the Commissioner under TN law.
- Reacts quickly and calmly in emergency situations and determine proper course of action.
- Can function, when required, in the physical capacity of a firefighter.

### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

- May direct responses to emergencies and or other situations. Either the Fire Chief or the highest ranking fire department officer at the scene is in charge.
- Investigates and eliminates potential fire hazards.
- Keeps records and prepares reports as required by the Mayor.
- Determines the cause of fires where possible and causes an investigation when suspicious fires occur.
- Maintains an effective working relationship with other employees of the Department, the Commission, the public and other departments and agencies.
- Deals with citizen complaints regarding Fire Department procedures.
- Attends meetings and public gatherings, speaks to schools, professional and civic organizations to explain Fire Department activities.
- Coordinates fire and safety training with private industry.

**REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of the principles and practices of *modern* fire department administration, operations and supervision.
- Knowledge of all legal regulations regarding employee health and safety, such as OSHA regulations for fire departments.
- Basic Knowledge of fire prevention methods, codes and regulations.
- Knowledge of the capabilities and limitations of a variety of firefighting equipment.
- Knowledge of the use of fire records and their application to the solution of fire problems.
- Knowledge of the County Emergency operations plan.
- Ability to express ideas clearly and concisely, orally and in writing, to groups and individuals. Physically and mental ability to climb to different heights and function in close quarters.
- Ability to plan and direct the work of others.
- Must be licensed in CPR and able to give CPR

**MINIMUM QUALIFICATIONS FOR THE JOB:**

- Graduation from an accredited high school.
- Preference will be given to candidates with higher levels of formal education such as Associates, Bachelors, or Masters Degree in fire science, fire administration or a closely related field such as business administration.
- Completion of specialized course work in fire fighting principles, practices, and administration as proven by certificates or certifications for the State or National Fire Academy or other recognized training institute.
- At least 10 years experience in a fire department or fire agency with not less than 5 of those years in the capacity of a fire officer or supervisor.
- Must possess a valid Tennessee Operator's, CDL are preferred, but not necessary for this position. The license should not have been revoked within the past five years.
- Must submit to a drug test at anytime at request of mayor/ council
- A TN licensed physician must provide the Employer with a statement that the candidate is physically able to perform the physical job duties as outlined in this job description.
- Must hold a license with minimal training as First Responder

## **ASSISTANT FIRE CHIEF**

### **Job Description**

#### **REPORTS TO: FIRE CHIEF**

**MISSION:** To provide fire safety to the community.

**SUMMARY:** The Assistant Chief shall be appointed by the Fire Chief. In the absence of the Chief, the Assistant Chief shall assume control of the Department, perform the duties and exercise the powers incidental to the office of the Chief and is authorized and responsible for the extinguishment of fire. This position supervises captains and lieutenants for overall coordination of training of all Fire Department personnel in all phases of fire suppression, pre-fire planning, use of equipment and apparatus, and Fire Department safety.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

All of the following are to be performed while adhering to Vanleer Volunteer Fire Department and The Town of Vanleer operational policies, safety rules, and procedures.

#### **Provide Staff Support to Chief:**

Assist in Department policy, planning development and performance of related duties as assigned by Fire Chief  
Respond to alarms and special calls; assume command on basis of discretion as subordinate of Fire Chief

#### **Monitor Laws/Rules/Ordinances:**

Monitor all laws, ordinances, rules, regulations, orders or directions for operation of Department are promptly and implicitly enforced and obeyed, all derelictions or transgressions which come to his/her knowledge are properly investigated and either handled or reported in writing to the Chief.

**Training Employees:**

Responsible for supervisory/administrative tasks including disciplinary actions, employee evaluations, and selection/hiring recommendations  
Establish training programs including but not limited to:

- (a) Records of personnel training using TFACA, NFPA and ISO training guidelines.
- (b) Attend fires to assist in suppression as well as observe the effectiveness of training and schedule critique of major fires.
- (c) Supervises the First Responder Coordinator to ensure and document EMS training and its effectiveness.
- (d) Keep Fire Chief advised of progress and needs of the Department

**Supervise Response Crews:**

Confer with officers from time to time, coordinating duties for purpose of uniform operations of the fire department. Receive and properly handle reports from other Officers and departmental units. Incorporate recommendations and suggestions to Chief when required by the nature of subjects.

Occasionally collect and receipt department fees and or donations

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises all department members in the absence of the Chief. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**SUPERVISION RECEIVED:**

Works under the general guidance and direction of the Fire Chief.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

**EDUCATION and/or EXPERIENCE:**

Must have completed certification of basic firefighting skills. At least five years related experience and training or equivalent combination of education and experience in an officers position leading up to Assistant Chief within said department. (Vanleer)

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or members of organization.

**MATHEMATICAL SKILLS:**

Ability to work with basic and sometimes complex mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**NECESSARY KNOWLEDGE, SKILLS and ABILITIES:**

(a) Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State of Tennessee Department of Health at a minimum required certification as a Medical First Responder or higher. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.

(b) Skill in the operation of listed tools and equipment; routinely exposed to confidential information; may disseminate such information consistent with departmental policies and procedures, requiring judgment.

(c) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other members, supervisors and the public; Ability to work in a close and effective manner with the Fire Chief; and ability to meet the special requirements listed below.

**SPECIAL REQUIREMENTS:**

Must be twenty-one (21) years of age or older.

Must possess a valid State of Tennessee Driver's license with Commercial Driver's License desirable with up to date certification of EVOC and Vanessa Kay Free certificate.

The state license will be without record of suspension or revocation in any state within the past three years.

Live within 5 miles of the department

No felony convictions or similar criminal histories within the past seven years.

Must have completed Federal Emergency Management Agency mandate of required courses (NIMS) to fulfill the responsibilities of command and management guidelines.

Must be licensed in CPR and able to give CPR

Must be willing to take a drug test at any given time at the request of the Fire Chief and/or mayor, city council.

Ability to read and write the English language.

Must hold a license with minimal training as First Responder

**TOOLS AND EQUIPMENT USED:**

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by the member 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 member is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The member frequently is required to walk. The member is occasionally required to sit.

The member must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 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.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those a member 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 member regularly works in high, precarious places. The member frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to wet and/or humid conditions, extreme cold, extreme heat, risk of electrical shock, and vibration. The member is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud.

**KEY RELATIONSHIPS:**

The key relationships described here are representative of those a member encounters while performing the essential functions of this job.

While performing the duties of this job, the member will provide information collect information; coordinate projects, activities and solve problems with city council, the press/media, EMS, various law enforcement officials and other departments,. Contact will be made in writing, by telephone, in person, and some teaching or formal instruction.

The employee will negotiate solutions within policy guidelines and negotiate solutions involving policy changes.

**Attendance:** Attends meetings and trainings regularly and adheres to policies and procedures regarding absences.

Provides adequate notice to higher management with respect to absences.

**Safety:** Adheres to and help implement all safety rules and factors to other firefighters whether it is in house or on scene.

**Delegating:** Assigns duties to firefighters as necessary and/or appropriate to meet department goals.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the department.



**Captain**  
**Job Description:**

**GENERAL RESPONSIBILITIES**

The Fire Captain is a supervisory, administrative, firefighting and safety education position. This position is third in-command in the Fire Division, working under the Fire Chief. Responsible for, planning, directing, coordinating and evaluating all fire service activities, fire suppression training, and safety for the members along with being authorized and responsible for the extinguishment of fire.

**ESSENTIAL JOB FUNCTIONS**

- Responds to emergencies and assumes command of the fire scene unless relieved by a ranking officer; helps determine cause of fire, directs personnel and equipment on the emergency scene.
- Ensures full readiness of assigned members; makes inspections and evaluations; insures coordination and cooperation with other members, departments and agencies.
- Initiates, approves and coordinates members assignments and disciplinary actions within area of responsibility; maintains a proper balance of fire crew assignments on scene and in house.
- Establishes, coordinates, conducts and/or delegates training programs and provides necessary training to members or delegate.
- Coordinate activities with outside agencies in the area of research and development and supervise, coordinate and maintain fire department training program
- Maintains records on training programs and provides necessary training to assigned members or delegate.
- Must be able to perform all the duties of a firefighter.
- Performs other duties as assigned by the Fire Chief.

**QUALIFICATION REQUIREMENTS**

- Must have completed certification of basic firefighting skills
- Must have considerable knowledge of modern methods, techniques, and theories used in leadership and management skills, firefighting, fire prevention, and emergency medical services.
- Must be certified and current with The State of Tennessee Department of Health with a minimum license of medical first responder or higher.
- Must be able to plan, direct and coordinate the work of subordinates, including Lieutenants.

- Must be able to plan, prepare or delegate lesson plans, and or effective training classes.
- Must be able to analyze situations and adopt a quick, effective, and reasonable course of action, especially under conditions which are psychologically and emotionally stressful.
- Must be able to communicate effectively with people who are in physical or emotional stress.
- Must have a valid State of Tennessee Drivers License with CDL preferred but not required.
- Must have completed and kept up to date on EVOG and Vanessa Kay Free driving program.
- No felony convictions or similar histories within the past seven years.
- Must be able to lift in excess of 100 pounds continuously.
- Must be willing to work and respond at any time.
- Must be able to acquire and maintain State, Federal and local certifications as required to meet the qualifications of Captain.
- Must be able to consistently demonstrate, courtesy, reliability, and maturity while carrying out assigned duties.
- Must be able to perform stressful duties in a calm and professional manner.
- Must be able to disseminate sensitive information in a discreet and confidential manner.
- Must possess a clear voice for oral communications and have excellent written communication skills.
- Must be able to understand and carry out complex oral and written instructions in the English language.
- Must be able to work in a team environment.
- Must have effective organizational, interpersonal/public service skills.
- Must be licensed in CPR and able to give CPR
- Must be able to perform basic arithmetic calculations.
- Must be able to work at varying heights, above or below grade.
- Must be able to understand and utilize codes, regulations, instruction manuals, and maps in performing job functions.
- Must be able to work with mechanical tools such as saws, generators, fans, "jaws of life" and portable pumps.
- Must demonstrate an ability to deal with people in a friendly and effective manner under stressful and unpleasant conditions.
- Must hold a license with minimal training as First Responder
- Must be willing at any given time by the Fire Chief and/or mayor, city council to complete a drug test.

**Special Requirements**

Must have completed Federal Emergency Management Agency mandate of required courses (NIMS) to fulfill the responsibilities of command and management guidelines.

**WORKING CONDITIONS and PHYSICAL ABILITIES**

Most Fire Captain work is performed in various indoor settings including living quarters and office areas. Varying work schedules are required. Hazardous tasks performed under emergency conditions may require strenuous exertion under such handicaps such as limited visibility, exposure to hazardous or toxic chemicals or gases, extremes in temperature, cramped surroundings, and contact with death, emotional stress, trauma, contagious disease and terminal illnesses. Fire Captains are also exposed to extreme heat, contaminated environments, emotionally upset people, noise, physical hazards from traffic, fire and falling objects, and atmospheric conditions such as smoke, fumes, odors and gases. May be required to wear a hard hat, safety glasses, ear plugs, respirator, rubber or plastic gloves and rubber boots.

Fire Captains must be able to see, speak and hear clearly in noisy and stressful situations. Must be able to carry, drag, or restrain individuals or equipment in excess of 100 pounds. Varying work duties is required.

**Attendance:** Attends meetings and trainings regularly and adheres to policies and procedures regarding absences.  
Provides adequate notice to higher management with respect to absences.

**Safety:** Adheres to and help implement all safety rules and factors to other firefighters whether it is in house or on scene.

**Delegating:** Assigns duties to firefighters as necessary and/or appropriate to meet department goals.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the department.

## Lieutenant

### Job Description:

#### GENERAL RESPONSIBILITIES

Under limited supervision, assists the Captain with various training functions. Assigns and supervises various departmental routines, authorized and responsible for the extinguishment of fires, protects life and property, and maintains equipment. Makes initial command decisions as the first on the scene at emergency situations until a senior officer arrives. Reports to the Captain.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

Will also function as Safety Officer

#### ESSENTIAL JOB FUNCTIONS

Supervises directs and evaluates the Firefighters, handling concerns and problems, directing work, counseling, disciplining.

Assists Captain with various work responsibilities; assigns and supervises routine duties within the department.

Responds to fire alarms and scenes in a supervisory capacity; assumes duties of Captain during temporary absence of same.

Performs routine inspections of fire stations firefighting equipment and personnel; sees that related equipment is kept in peak operating condition and repair.

Assists in the training of firefighters; provides fire safety expertise to the lower ranking fire personnel.

Responds to fire alarms and other emergency calls.

Ensures that correct hose nozzle is selected, depending on type of fire, and directs stream of water or chemicals onto fire.

Ensures that ladders are positioned correctly to gain access to upper levels of buildings or to assist individuals from burning structures.

Ensures that openings in buildings are created for ventilation or entrance, using ax, chisel, crowbar, electric saw, core cutter, and other power equipment.

Ensures that property is protected from water and smoke by use of waterproof salvage covers, smoke ejectors.

Communicates with superiors during fire, using portable two-way radio.

Performs assigned duties in maintaining apparatus, quarters, buildings equipment, grounds and hydrants

Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance and firefighting techniques.

Drives and operates firefighting vehicles and related equipment as needed.

Completes various reports and log books.

**ADDITIONAL JOB FUNCTIONS**

Helps maintain cleanliness of fire apparatus and station.  
Performs other related duties as required.

**MINIMUM TRAINING AND QUALIFICATIONS**

High School diploma (or GED equivalent) required with a minimum of three years as a firefighter; or any equivalent combination of education, specialized training, and experience which provides the requisite knowledge, skills, and abilities for this position.

- (1) Be at least 18 years of age.
- (2) No felony convictions or similar criminal histories within the past seven years.
- (3) Be in good physical condition
- (4) May be subject to a drug test at any given time which can be determined by the fire chief and/or mayor, city council.
- (5) Possess a valid State of Tennessee Driver's License. CDL is preferred but not required. Also must be up to date on EVOC and Vanessa Kay Free driving program.
- (6) Must possess thorough knowledge of ESN geography and related laws, ordinance, rules, and regulations.
- (7) Must be able to acquire and maintain State, Federal and local certification to meet the qualification of Lieutenant.
- (8) Must be licensed in CPR and able to administer CPR
- (9) Must have completed certification of basic firefighting skills

**Special Requirements**

Must have completed Federal Emergency Management Agency mandate of required courses (NIMS) to fulfill the responsibilities of command and management guidelines.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of firefighting equipment such as a hose guide, gate valve, portable radio, chock blocks, hooligan tool, K-12 saw and accessories, axes, hose clamp, etc.

Must also be physically able and licensed to operate a motor vehicle in the State of Tennessee.

Must be able to use body members to work, move or carry objects or materials.

Must be able to exert up to one hundred pounds of force occasionally and/or up to fifty pounds of force frequently.

Physical demand requirements are at levels of those for active work.

Must be able to lift and/or carry in excess of 100 pounds continuously.

**COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange technical and administrative information related to fire fighting Includes giving assignments and/or directions to staff.

**LANGUAGE ABILITY:** Requires ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to firefighting. Must speak the English language.

**INTELLIGENCE:** Able to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position of Lieutenant.

**Knowledge of Job:**

- (1) Has considerable knowledge of the policies, procedures, and methods of the Department and firefighting practices as they pertain to the performance of duties relating to the position of Lieutenant.
- (2) Has considerable knowledge of modern fire suppression and principles, practices, and equipment.
- (3) Has considerable knowledge of the geography of the ESN and is able to carry out complex oral and written instructions.
- (4) Has the ability to drive fire station vehicles and operate firefighting equipment.
- (5) Is able to maintain good physical conditioning in order to perform strength and agility tasks.
- (6) Knows how to keep abreast of any changes in policy, methods, equipment needs and policies, etc. as they pertain to departmental operations and activities.
- (7) Knows how to operate various firefighting and life saving equipment as required in the completion of daily activities.
- (8) Has the ability to perform duties necessary to promote the safety and welfare of the general public
- (9) Is able to react quickly and calmly in dangerous and emergency situations.
- (10) Is able to use independent judgment and discretion as necessary in the performance of routine and non-routine activities.
- (11) Has the ability to comprehend, interpret, and apply regulations, procedures, and related information.
- (12) Is able to use independent judgment in a wide array of circumstances from routine tasks to extremely critical situations.
- (13) Has the ability to work in stressful, high risk conditions.

**Attendance:** Attends meetings and trainings regularly and adheres to policies and procedures regarding absences.

Provides adequate notice to higher management with respect to absences.

**Safety:** Adheres to and help implement all safety rules and factors to other firefighters whether it is in house or on scene.

**Delegating:** Assigns duties to firefighters as necessary and/or appropriate to meet department goals.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the department.

## **Firefighter**

### **Job Description**

#### **GENERAL RESPONSIBILITIES**

Firefighters respond to emergency calls as a member of the Fire Department's engine, aerial ladder, rescue truck or first responder teams to extinguish fires and perform first aid and rescue services, authorized and responsible for the extinguishment of fires, assists the public with non-emergency requests or complaints. Conducts fire prevention inspections, fire hydrant testing, pre-fire planning, fire prevention education, and minor repairs and maintenance on facilities, apparatus and equipment.

#### **ESSENTIAL JOB FUNCTIONS**

- Respond to fire and other emergency alarms.
- Provide assistance to the public in emergency and non-emergency situations.
- Administer First Aid/CPR and requests for medical assistance. This may include assisting EMS personal with ill or injured patients, bandaging, splinting, back boarding and extricating.
- Work with the public in relaying information, fire education, and crises situations.
- Perform basic maintenance within and around fire station to include washing apparatus, vacuuming, sweeping, mopping, changing light bulbs, cleaning restrooms and hauling off trash.
- Perform special assignments such as make presentations at public schools regarding what to do in case of fire, preparing written materials, entering data into a computer, or serving on various committees.
- Conducts tours of facilities and apparatus.
- Perform preventative maintenance on firefighter apparatus and related equipment to include checking fuel and oil supply, battery, lubrication, tires, motors and ignition system.
- Prepare written reports and records pertaining to fire, medical and technical subjects.
- Perform post fire clean up and salvage work.
- Participate in continuous training and education in areas such as first aid, hazardous materials, and fire suppression.
- Research, compile, organize and present information on assigned topics at training sessions for new firefighters.
- Periodically test hoses and other apparatus and fire protection systems. Maintains records of test information.



- Check fire hydrants for accessibility, water pressure and markers and cleans around hydrants.
- Monthly equipment check of each apparatus and in house equipment and or after major calls.
- Provide general information to the public on laws and ordinances.
- Assists persons with complaints and inquiries or directs them to the appropriate authorities.
- Report traffic hazards and direct traffic flow when necessary.
- May assist in the training of new firefighters.
- Performs other duties as assigned.

### **QUALIFICATION REQUIREMENTS**

- Must be at least 18 years of age.
- Must have a high school diploma or GED.
- Must have a valid State of Tennessee Drivers License.
- Must have completed and kept up to date on EVOC and Vanessa Kay Free driving program.
- Must have completed basic firefighting with certificate or willing as soon as class comes available.
- No felony convictions or similar criminal histories within the past seven years.
- Must be willing to drug test at any given time requested by the Fire Chief and/or mayor, city council
- Must be able to lift in excess of 100 pounds continuously.
- Must be willing to respond at any time.
- Must be able to acquire and maintain State, Federal and local certifications as required.
- Must be able to analyze situations and adopt a quick, effective, and reasonable course of action, especially under conditions which are psychologically and emotionally stressful.
- Must be able to communicate effectively with people who are in physical or emotional stress.
- Must be able to administer CPR.
- Must have the ability to determine priority of public needs and follow up on them.
- Must be able to consistently demonstrate, courtesy, reliability, and maturity while carrying out assigned duties.
- Must be able to perform stressful duties in a calm and professional manner.
- Must be able to disseminate sensitive information in a discreet and confidential manner.
- Must possess a clear voice for oral communications and have excellent written communication skills.

- Must be able to understand and carry out complex oral and written instructions in the English language.
- Must be able to work in a team environment.
- Must have effective organizational, interpersonal and public service skills.
- Must be able to perform basic arithmetic calculations.
- Must be able to work at varying heights, above or below grade.
- Must be able to understand and utilize codes, regulations, instruction manuals, and maps in performing job functions.
- Must be able to work with mechanical tools such as saws, generators, fans, "jaws of life" and portable pumps.
- Must demonstrate an ability to deal with people in a friendly and effective manner under stressful and unpleasant conditions.
- Attends meetings and trainings regularly and adheres to policies and procedures regarding absences.
- Provides adequate notice to higher management with respect to absences.

### **Special Requirements**

Must have completed Federal Emergency Management Agency mandate of required courses (NIMS) to fulfill the responsibilities of command and management guidelines.

### **WORKING CONDITIONS AND PHYSICAL ABILITIES**

Most Firefighter work is performed in various indoor settings including living quarters and office areas. Varying work schedules are required. Hazardous tasks performed under emergency conditions may require strenuous exertion under such handicaps such as limited visibility, exposure to hazardous or toxic chemicals or gases, extremes in temperature, cramped surroundings, and contact with death, emotional stress, trauma, contagious disease and terminal illnesses. Firefighters are also exposed to extreme heat, contaminated environments, emotionally upset people, noise, physical hazards from traffic, fire and falling objects, and atmospheric conditions such as smoke, fumes, odors and gases. May be required to wear a hard hat, safety glasses, ear plugs, respirator, rubber or plastic gloves and rubber boots.

Firefighters must be able to see, speak and hear clearly in noisy and stressful situations. Must be able to carry, drag, or restrain individuals or equipment in excess of 100 pounds continuously. Varying work duties is required.

**Organizational Chart:**

