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Howard Lake Fire/Ambulance

Bylaws & Standard Operating Procedures

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CHAPTER 1 ADMINISTRATIVE GUIDELINES

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1.1 Mission/ Vision/ Customers

1.1.1 Mission Statement

Howard Lake Fire/Ambulance is committed to providing responsible municipal service in an open, effective and efficient manner to all citizens of the service area. The ultimate goal is to preserve and enhance the quality of life for future generations.

The mission of the service area is to minimize loss of life and property from fires, natural disasters, and life threatening situations and to assist other emergency agencies.

1.1.2 Vision Statement

It is our vision to be known as an innovative and progressive Fire Department. We are dedicated to the delivery of effective fire suppression, rescue services and quality fire/safety education to the public. We strive to offer the best available education and training to our members. We are committed to providing an environment that fosters teamwork among members. We desire to have an atmosphere of open communication, which promotes the health, and welfare of individual members.

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2.1 Member Compensation

2.1.1 Compensation Plan

When a firefighter is participating in an approved department activity, training/meeting or call for service, the firefighter will be paid/compensated. Approved activities shall include but may not be limited to training, meetings, incident response. Volunteer engagements may include but are not limited to community celebrations, fundraisers, are deemed non-essential and not compensated. The pay rate will be set by the City Council.

2.2 Attendance

2.2.1 Call Response Percentage Requirements

The Department is responsible for providing adequate staffing to respond to emergency situations in a timely fashion. This policy specifies the minimum required Department percentages for response attendance.

Attendance Percentage Fire/Ambulance Calls

To remain in good standing as a member, individuals are required to actively participate in a minimum of 10% of all calls received for the fire/ambulance service in a calendar year. Included within this response rate, 15 individual calls must be specifically for the ambulance. No exceptions to the percentages will be allowed to probationary members.

Example: 400 Total Calls \times 10% = 40 Calls | 25 Fire/ 15 Ambulance

Call Response Attendance Recording

Attendance for all call responses shall be recorded on the **Call Report** form that is filled out for each call. It shall be the responsibility of each member to check their name on the attendance portion of the **Call Report** form. In the event of off-site/direct response to incidents, two responding members may vouch for the third member on the **Call Report Form**.

Low Attendance Percentage Procedure

A coaching session between the Fire Chief and the Member will be the first line of response to the identification of attendance related issues. Acceptable accommodations or deviations from attendance as noted in Section 2.4 may preclude the enforcement of the Low Attendance Percentage Procedure.

Low Attendance Percentage Procedure	
	<p>The Fire Chief will notify the member of his/her low percentage. The member will be emailed/mailed a <i>written low percentage notice</i> after being notified.</p> <p>This notice will be kept in the member's personnel file for two (2) years.</p>
	<p>The member must then contact the Fire Chief within ten (10) days of receiving the notice and set up a meeting to discuss the low percentage. The meeting will be with a minimum of 2 officers.</p> <p>These meeting minutes will be kept in the member's personnel file for two (2) years. All members present at the meeting will sign and date the meeting minutes.</p>
	<p>If not corrected by the end of the calendar year, the member is considered in poor standing from The Fire Department. Refer to Howard Lake Fire Department Relief Association Bylaws for eligibility.</p> <p>This notice will be kept in the member's personnel file indefinitely. Next step is referral to the City of Howard Lake Discipline Policy.</p>

2.2.2 Training Percentage Requirements

The Department is responsible for providing adequate training opportunities and funding for its membership. This policy specifies the minimum required Department training sessions during each year. Members shall attend 100% of the required trainings and 80% of total annual training events. A record of all training is kept in a member's training file.

An attempt will be made to assist members who are having problems meeting the Department training response attendance requirements. The Board of Officers may approve a deviation from this policy if there are extenuating circumstances (family, work, personal matters, past performance, etc.) and temporarily suspend enforcement of this policy. Any deviation from this policy will occur only after the member has demonstrated in writing a hardship and has presented a plan of corrective action.

Meeting/Training Times

The Department will conduct meetings/training on the second and last Tuesday of every month beginning at 1900 hours and last approximately three (3) hours per session unless otherwise notified.

The Department will provide medical training to meet the EMSRB qualifications. Trainings will be set to meet the specified hours needed to be compliant.

Low Attendance Percentage Discipline

Any Department member falling below the required attendance will be notified of the violation. If three (3) continuous meetings/trainings are unexcused the member may be referred to the City of Howard Lake Discipline Policy.

Exemptions to Attendance

All fire fighters shall notify the Fire Chief or an officer if absent from any scheduled trainings.

Any member on Department leave as defined under **Section 2.4** is exempt from percentage requirements during that time period.

Non-Compliance to Attendance Requirements

Any member who fails to contact a member of the Board of Officers to notify about low attendance, or shows a repeated or habitual attendance compliance shall be referred to the City of Howard Lake Discipline Policy.

2.3 Progressive Discipline (City of Howard Lake Policy)**2.3.1 Disciplinary Process**

In general, all members shall be subject to disciplinary action for failing to fulfill their duties and responsibilities, including observance of work rules adopted by the Department and the general rules, regulations, and principals of the City of Howard Lake Personnel Policy.

Applicability

If disciplinary action involves an individual on the Board of Officers; the Fire Chief and at least one other member of the Board of Officers shall act as their immediate supervisor, and handle disciplinary actions as required. If disciplinary actions involves Fire Chief 1, the city administrator shall handle action as required.

It is the policy of the Department to administer disciplinary penalties without discrimination. Every disciplinary action step shall be for just cause, and the member may use the complaint resolution procedure (see **Section 2.6 Complaint Resolution**) with respect to any disciplinary action, which he/she believes is either unjust or disproportionate to the offense committed.

The Fire Chief shall investigate any and all allegations on which disciplinary action might be based before any disciplinary action is taken. In all cases, the investigation shall include:

1. Interview the member.
2. Consider all facts, past performance, equal treatment, and past practices.
3. Issue an oral warning and/or written warning (with a copy to the member and Personnel file). If necessary, impose discipline.

2.3.2 Definition of Offense

Offenses include, but are not limited to the following:

- Criminal Activity, Accusation or Conviction
- Failure to obey orders, carry out instructions, perform routine duties.
- Offenses against another member or property.
- Violation of the Departments alcohol and drug policy.
- Disruptive behavior and/or attitude.
- Failure to abide by the Departments Operating Guidelines.
- Insubordination or profanity
- Sexual Harassment

2.3.3 Discipline

Members of the Howard Lake Fire & Ambulance Service are employees of the City of Howard Lake. As such, they are subject to the City's Personnel Policy and relevant department bylaws, guidelines, and policies. In appropriate cases, the Department will follow progressive discipline. Progressive discipline involves the imposition of punishment with an increasing severity for subsequent offenses, inefficiency, or neglect of duty. Progressive discipline can involve a progression from oral reprimand to written reprimand to suspension to termination. However, there will be cases in which progressively more severe punishments are not appropriate and others in which the offense is sufficiently serious that imposition of suspension or termination is appropriate upon the occurrence of a first or second offense.

2.3.4 Reprimand - General Information

A reprimand shall state the following:

- Description of the misconduct and discipline imposed.
- Past actions taken to correct the problem.
- Correction or improvement needed by the member; including time tables and goals for improvement.
- Future penalties should the problem continue.

A member will be given a copy of the written reprimand and required to sign, acknowledging that he/she has received such reprimand. A copy will go into the member's personnel file. The signature of the member does not mean that he/she agrees with the reprimand.

2.3.5 Suspension

Any member may be suspended pending investigation of an allegation. If the suspension is for an investigation and the allegation proves false, the member shall receive any compensation to which he/she would have been entitled had the suspension not taken place.

A suspended member is considered in bad standing with the Department and shall have no voice or vote in the business of the Fire Department.

A member suspended shall promptly surrender all Fire Department property to the Fire Chief or his/her designee.

2.3.6 Other Disciplinary Actions

The following other disciplinary actions may also be taken against any member:

1. Demotion
2. Assigned additional work detail or duties
3. Recommended leave of absence
4. Other measures as determined by the Fire Chief and/or the Executive Board
5. Termination

2.3.7 Termination Process

The Fire Chief may recommend to the City Administrator and/or Mayor & City Council to terminate any member. If the member has completed his/her probationary period a termination may be made. A terminated member will be served a letter of termination stating the reason for termination from the Executive Board.

Grievance Policy

It shall be the City's policy to address all grievances promptly. In order to facilitate the processing of employee grievances in an orderly manner, and to provide the employee access to all levels of management and a fair and impartial hearing, the following procedures are to be used:

Step 1 – The employee must present the grievance in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to their Department Head within five (5) working days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within ten (10) calendar days.

Step 2 – A grievance not resolved by the Department Head in Step 1 may be appealed to the City Administrator. The employee shall place the grievance in writing setting forth the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested. The grievance shall be served to the City Administrator within ten (10) working days from the time of the Department Head's final answer.

Step 3 – The City Administrator will issue a written decision to the employee and the Department Head within 10 days of receipt of the written appeal. The decision of the City Administrator will be final.

Step 4 – Time Limits – If the grievance is not presented within the time period set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit, it shall be considered settled on the basis of the City's last answer. If the proper authority does not answer a grievance or appeal thereof within the specified time limits, the employee shall treat the grievance as denied, and may immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the employee and authority involved in the step at the request of either party.

2.4 Leave of Absence

2.4.1 Leave Process (board of officers)

Any member in need of a leave of absence shall provide a written request for the leave to the Board of Officers. The Board of Officers shall meet to review and approve or deny the request, on a case by case basis, to decide if the leave is necessary or appropriate.

**** A leave of absence is defined as up to 18 months consecutively.**

2.4.2 Leave of absence reasons (but not limited to)

- Military
- Medical
- Personal
- Jury Duty

CHAPTER 3

POSITION TRAINING REQUIRMENTS

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CHAPTER 3 POSITION TRAINING REQUIREMENTS

3.1 Position Training Requirements

The HLPD values the knowledge, skills, experience and education required to safely and effectively protect human life and property. The listed requirements listed below are intentional to provide the minimum required for each position and to promote individual growth and development within the membership. All specific training must be pre-approved and/or sanctioned by the Fire Chief.

Positions are appointed on a merit based system as defined in SOP

Position Training Requirements			
Position	Minimum Training Requirements	Recommended Training Courses	Other Information
Probationary Firefighter	<ul style="list-style-type: none">At least 18 years oldSuccessful completion of criminal history background checkLive within 15 minutes of Howard Lake fire station	<ol style="list-style-type: none">EMSRB – EMT (within 5 years of hire)NFPA 1001 (FF I & II (within 5 years of hire)<ul style="list-style-type: none">EVOC completion	Hired based on interview and council appointment Annual evaluation/ review by supervisor 12 volunteer hours per/year. <i>Reference: SOP 2.0 – 2.5</i>
Firefighter	<ul style="list-style-type: none">NFPA 1001 (FF I)EMSRB - EMTEVOC completion	Training in Pump Operations (NFPA 1002) <ul style="list-style-type: none">Building ConstructionAuto ExtricationNIMS/ICS 100	Promotion based on training Annual evaluation/ review by supervisor 12 volunteer hours per/year
Captain	<ul style="list-style-type: none">All firefighter minimum training requirementsPump Operation (NFPA 1002)Auto ExtricationBuilding constructionNIMS ICS 100	Fire Officer Leadership/Tactics training <ol style="list-style-type: none">NFA Leadership – PICO – Preparing for Initial Company Operations)NFA – STICO – Strategy and Tactics for Initial Company Operations)	Promotion based on Interview by Chief Officers, Peer evaluation, Knowledge Test, years prior call percentages, volunteer time, training Annual evaluation/ review

Effective Date:

Revision Date:

Howard Lake Fire/Ambulance

	<p>5 years as NFPA 1001 trained firefighter</p> <p>2 years as HLFD member</p>	<p>3. NFA – DMICO – Decision Making for Initial Company Operations</p>	<p>by supervisor</p> <p><i>Reference: SOP 3.0-3.5 & 4.0-4.3</i></p>
Assistant Chiefs	<p>All Captain minimum training requirements</p> <p>Previous experience as HLFD Captain</p> <p>Fire Officer Leadership/Tactics training</p> <ol style="list-style-type: none"> 1. NFA Leadership – PICO – Preparing for Initial Company Operations) 2. NFA – STICO – Strategy and Tactics for Initial Company Operations) 3. NFA – DMICO – Decision Making for Initial Company Operations <ul style="list-style-type: none"> ▪ 7 years as NFPA 1001 trained firefighter ▪ 3 years as HLFD member 	NIMS/ICS 200	<p>Promotion based on Interview by Chief Officers, Peer evaluation, Knowledge Test, years prior call percentages, volunteer time, training</p> <p>Annual evaluation/ review by supervisor</p> <p><i>Reference: SOP 3.0-3.5 & 4.0-4.3</i></p>
Chief	<p>All Assistant Chief minimum training requirements</p> <p>Previous Experience as HLFD Assistant Chief</p> <p>NIMS/ICS 200, 300</p> <ul style="list-style-type: none"> ▪ 10 years as NFPA 1001 trained firefighter ▪ 8 years as HLFD 	<ul style="list-style-type: none"> ▪ Fire Investigation training ▪ Fire Inspection training 	<p>Promotion based on Interview by Howard Lake City Council, Peer evaluation, Knowledge Test, years prior call percentages, volunteer time, training</p> <p>Annual evaluation/ review by supervisor</p> <p><i>Reference: SOP 3.0-3.5 & 4.0-4.3</i></p>

CHAPTER 4 POSITION DESCRIPTIONS

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4.1 Firefighter Positions

4.1.1 Probationary Firefighter/Ambulance helper

Protects life and property by performing effective rescue and firefighting skills. Performs related emergency response duties and equipment and facility maintenance.

A. Call Outs

1. Respond to all alarms and emergency calls when possible.
2. Extinguish and prevent fires, complete rescues and render first aid, and all other duties deemed necessary for emergency response.

B. Overall

1. Attend all required fire department meetings.
2. Participate in required fire department training.
3. Attend work details as scheduled.
4. Be responsible for all property issued to him/her and any equipment utilized in the performance of his/her duties.
5. Keep secure all information that is not to be communicated outside the Fire Service Area.
6. Be cognizant of and adhere to Fire Department policies and operating procedures.
7. Maintain required call, meeting/training percentages.
8. Present a professional, constructive image and attitude in the performance of duties.
9. Be able to work with other members of the Fire Service Area
10. Ability to maintain appropriate level of discretion with confidential information.

C. Driving

Do not drive an apparatus until given Fire Department approved driver training.

D. Firefighting

Do not enter a hazardous breathing atmosphere, fire or related incident until completion of NFPA 1001 training. Until such time, all probationary members must confine their fire ground activities to exterior duties.

Position Relationships

- Report to the Company Officers on all matters related to this position.
- Work closely with other firefighters and officers.
- Accept specific responsibilities assigned by the company officers.

Position Requirements

- Must meet requirements in the sections listed below:
Section 3.1 Membership Eligibility & Position Training Requirements

4.1.2 Firefighter/EMT

Protects life and property by performing effective rescue and firefighting skills. Performs related emergency response duties and equipment and facility maintenance.

A. Call Outs

1. Respond to all alarms and emergency calls when possible.
2. Extinguish and prevent fires, complete rescues and render first aid, and all other duties deemed necessary for emergency response.
3. Assume command of others at fires and at the station when so directed by a supervisor/senior member.

B. Overall

1. Attend all required fire department meetings.
2. Participate in required fire department training.
3. Attend work details as scheduled.
4. Responsible for all property issued to him/her and any equipment utilized in the performance of his/her duties.
5. Keep secure all information that is not to be communicated outside the Fire Service Area.
6. Cognizant of and adhere to Fire Department policies and operating procedures.
7. Maintain required call and meeting/training percentages.
8. Present a professional, constructive image and attitude in the performance of duties.
9. Able to work with other members of the Fire Service Area.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City of Howard Lake.

Knowledge, skills and abilities

- Working knowledge of driver safety and first aid.
- Ability to successfully learn the operation of the listed tools and equipment.
- Ability to maintain appropriate level of discretion with confidential information.
- Ability to learn and apply standard firefighting, emergency aid, hazardous materials and fire prevention techniques.
- Ability to perform strenuous or peak physical effort during emergency, training or station activities for prolonged periods of time under conditions of extreme heights, intense heat, cold and smoke.
- Ability to act effectively in emergency and stressful situations.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the general public.

Position Relationships

- Report to the Company Officers on all matters related to this position.
- Accept specific responsibilities assigned by the company officers.

Position Requirements

- Must meet requirements in the sections listed below:
Section 3.1 Position Training Requirements
- Completion of probationary period.

**** If hired BEFORE 1/8/2013:** Must be EMR and FF I trained

**** If hired AFTER 1/8/2013:** Must be EMT certified and FF I trained

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4.2 Officer Positions

4.2.1 Captain

Protects life and property by performing effective rescue and firefighting skills. Works with the Assistant Fire Chiefs to assist the Fire Chief with department administrative duties.

A. Call Outs

1. Respond to all alarms and emergency calls when possible.
2. Extinguish and prevent fires, complete rescues and render first aid, and all other duties deemed necessary for emergency response.
3. Assume command of others at fires and at the fire station when needed.

B. Overall

1. Assumes all responsibilities as a firefighter.
2. Assist in fire department adherence to all department policies and guidelines set forth by the City of Howard Lake. Applicable federal, state laws and city ordinances.
3. Assist in overseeing fire department maintenance on apparatus, tools and equipment.
4. Other duties as assigned.

Knowledge, skills and abilities

- Knowledge of applicable Federal and State laws, city ordinances, City and departmental policies and procedures, and relevant reference materials.
- Knowledge of City's geography, business and residential areas.
- Knowledge of modern firefighting methods and techniques.
- Ability to maintain appropriate level of discretion with confidential information.
- Ability to complete work in a timely manner including during stressful situations and under deadlines.
- Ability to instruct subordinates in all phases of fire prevention and protection.
- Ability to analyze problems and recommend procedural change.
- Ability to prepare reports and documentation as required by rules and regulations.
- Ability to work independently without supervision.
- Ability to motivate and supervise firefighters.
- Ability to remain calm when dealing with difficult people/situations and exemplify an enthusiastic, resourceful and effective service attitude.
- Ability to effectively communicate ideas, explanations and recommendations, orally and in writing.
- Ability to establish and maintain effective working relationships with community groups, commissions elected officials, employees, and the general public.

Position Relationships

- Report to the Assistant Fire Chiefs or the Fire Chief all matters related to this position. Works under administrative oversight of the Fire Chief and Assistant Fire Chiefs.

Position Requirements

Eligible members may apply for an open Captain position, provided they meet **all** of the requirements in the sections listed below:

Section 3.1 Position Training Requirements.

**** If hired BEFORE 1/8/2013:** Must be EMR and FF I trained

**** If hired AFTER 1/8/2013:** Must be EMT certified and FF I trained

4.2.2 Fire/Ambulance Secretary

Protects life and property by performing effective rescue and firefighting skills. Works with the Assistant Fire Chiefs to assist the Fire Chief with department administrative duties.

A. Call Outs

1. Respond to all alarms and emergency calls when possible.
2. Extinguish and prevent fires, complete rescues and render first aid, and all other duties deemed necessary for emergency response.
3. Assume command of others at fires and at the fire station when needed.

B. Secretary/Treasurer

1. Responsible for drafting and distributing meeting agendas.
2. Responsible for the full, accurate and timely documentation & official record of meetings including attendance, decisions made, funds spent or allocated.
3. Assists with maintaining all financial records including, but not limited to bank: checking, saving and certificate of deposit, monthly records, receipts, invoices, bank deposits and transfers.
4. Gather all claims, review for accuracy, code per the City's fund accounting system for approval and payment.
5. Maintain and verify necessary information to assist in proper and timely payroll of membership.
6. Maintain necessary records and information required for the annual city and relief association audits.

B. Overall

1. Assumes all responsibilities as a firefighter.
2. Assist in fire department adherence to all department policies and guidelines set forth by the City of Howard Lake. Applicable federal, state laws and city ordinances.
3. Assist in overseeing fire department maintenance on apparatus, tools and equipment.
4. Other duties as assigned.

Knowledge, skills and abilities

- Knowledge of applicable Federal and State laws, city ordinances, City and departmental policies and procedures, and relevant reference materials.
- Knowledge of City's geography, business and residential areas.
- Knowledge of modern firefighting methods and techniques.
- Ability to maintain appropriate level of discretion with confidential information.
- Ability to complete work in a timely manner including during stressful situations and under deadlines.
- Ability to instruct subordinates in all phases of for prevention and protection.
- Ability to analyze problems and recommend procedural change.
- Ability to prepare reports and documentation as required by rules and regulations.
- Ability to work independently without supervision.
- Ability to motivate and supervise firefighters.
- Ability to remain calm when dealing with difficult people/situations and exemplify an enthusiastic, resourceful and effective service attitude.
- Ability to effectively communicate ideas, explanations and recommendations, orally and in writing.
- Ability to establish and maintain effective working relationships with community groups, commissions elected officials, employees, and the general public.

Position Relationships

- Report to the Assistant Fire Chiefs or the Fire Chief all matters related to this position. Works under administrative oversight of the Fire Chief and Assistant Fire Chiefs.

Position Requirements

- Eligible members may apply for an open Captain position, provided they meet **all** of the requirements in the sections listed below:

Section 3.1 Position Training Requirements.

**** If hired BEFORE 1/8/2013:** Must be EMR and FF I trained

**** If hired AFTER 1/8/2013:** Must be EMT certified and FF I trained

4.2.3 Assistant/Ambulance Director

Protects life and property by performing effective rescue and firefighting skills. Works with the Fire Chief with department administrative duties associated with the safe, efficient operation of the Ambulance service.

A. Call Outs

1. Respond to all alarms and emergency calls when possible.
2. Extinguish and prevent fires, complete rescues and render first aid, and all other duties deemed necessary for emergency response.
3. Assume command of others for ambulance calls and medical responses.

B. Ambulance Operation

1. Overseeing necessary certification and continued education of EMS staff. Including identifying training opportunities, record keeping and communicating status to membership and the Fire Chief as needed.
2. Ensures equipment and apparatus are maintained in good/safe working order.
3. Monitors supplies & medications including inventory and ordering, as necessary.
4. Acts as the liaison between the medical director/medical providers on current or newly established protocols, equipment, and medications. Trains and communicates this information as needed to the membership.
5. Maintains records including call volume by person, incident type and location for historical record keeping purposes, payroll verification and conformance of bylaw requirements for membership.
6. Responsible for the creation and submission of various reports such as MNSTAR to various local, state and federal databases. *[Assistant Director]*
7. Review reports and forms to ensure accuracy, correct coding and field decisions and medical administration accuracy. *[Assistant Director]*

C. Overall

1. Assumes all responsibilities as a firefighter.
2. Assist in fire department adherence to all department policies and guidelines set forth by the City of Howard Lake. Applicable federal, state laws and city ordinances.
3. Assist in overseeing fire department maintenance on apparatus, tools and equipment.
4. Other duties as assigned.

Knowledge, skills and abilities

- Knowledge of applicable Federal and State laws, city ordinances, City and departmental policies and procedures, and relevant reference materials.
- Knowledge of City's geography, business and residential areas.
- Knowledge of modern firefighting methods and techniques.
- Ability to maintain appropriate level of discretion with confidential information.
- Ability to complete work in a timely manner including during stressful situations and under deadlines.
- Ability to instruct subordinates in all phases of fire prevention and protection.
- Ability to analyze problems and recommend procedural change.
- Ability to prepare reports and documentation as required by rules and regulations.
- Ability to work independently without supervision.
- Ability to motivate and supervise firefighters.
- Ability to remain calm when dealing with difficult people/situations and exemplify an

enthusiastic, resourceful and effective service attitude.

- Ability to effectively communicate ideas, explanations and recommendations, orally and in writing.
- Ability to establish and maintain effective working relationships with community groups, commissions elected officials, employees, and the general public.

Position Relationships

- Report to the Assistant Fire Chiefs or the Fire Chief all matters related to this position. Works under administrative oversight of the Fire Chief and Assistant Fire Chiefs.

Position Requirements

- Eligible members may apply for an open Captain position, provided they meet **all** of the requirements in the sections listed below:

Section 3.1 Position Training Requirements.

**** If hired BEFORE 1/8/2013:** Must be EMR and FF I trained

**** If hired AFTER 1/8/2013:** Must be EMT certified and FF I trained

4.2.4 Assistant Chief

Protects life and property by performing effective rescue and firefighting skills. Works with the Fire Chief to assist with department administrative duties.

A. Call Outs

1. Respond to all alarms and emergency calls when possible.
2. Extinguish and prevent fires, complete rescues and render first aid, and all other duties deemed necessary for emergency response.
3. Assume command of others at fires and at the fire station when needed.

B. Overall

1. Assumes all responsibilities as a Captain.
2. Assist in fire department adherence to all department policies and guidelines set forth by the City of Howard Lake. Applicable federal, state laws and city ordinances.
3. Assist in overseeing fire department maintenance on apparatus, tools and equipment.
4. Other duties as assigned.

Knowledge, skills and abilities

- Knowledge of applicable Federal and State laws, city ordinances, City and departmental policies and procedures, and relevant reference materials.
- Knowledge of City's geography, business and residential areas.
- Knowledge of modern firefighting methods and techniques.
- Knowledge of operating principles and practices.
- Ability to maintain appropriate level of discretion with confidential information.
- Ability to complete work in a timely manner including during stressful situations and under deadlines.
- Ability to instruct subordinates in all phases of fire prevention and protection.
- Ability to analyze problems and recommend procedural change based on this information.
- Ability to prepare reports and documentation as required by rules and regulations.
- Ability to work independently without supervision.
- Ability to motivate and supervise firefighters.
- Ability to remain calm when dealing with difficult people/situations and exemplify an enthusiastic, resourceful and effective service attitude.
- Ability to effectively communicate ideas, explanations and recommendations, orally and in writing.
- Ability to establish and maintain effective working relationships with community groups, commissions elected officials, employees, and the general public.

Position Relationships

- Report to the Fire Chief on all matters related to this position. Works under administrative oversight of the Fire Chief.

Position Requirements

- Eligible members may apply for an open Assistant Chief position, provided they meet **all** of the requirements in the sections listed below:

Section 3.1 Position Training Requirements.

**** If hired BEFORE 1/8/2013:** Must be EMR and FF I trained

**** If hired AFTER 1/8/2013:** Must be EMT certified and FF I trained

4.2.5 Fire Chief

Performs a variety of technical and administrative functions to manage and oversee all organizational and operational facets of the Howard Lake Fire/Ambulance Department including fire protection and emergency response services.

A. Call Outs

1. Respond to all alarms and emergency calls when possible.
2. Extinguish and prevent fires, complete rescues and render first aid, and all other duties deemed necessary for emergency response.
3. Assume command of others at fires and at the fire station when needed.

B. Overall

1. Assumes all responsibilities as Assistant Fire Chiefs.
2. Maintain fire department adherence to all department policies and guidelines set forth by the City of Howard Lake. Applicable federal, state laws and city ordinances.
3. Oversee fire department maintenance on apparatus, tools and equipment.
4. Develop and manage fire department budget. Submit annual budget to the City Administrator for City Council approval. Certify all bills charged to the fire department.
5. Submit reports on the condition and activities of the fire department to the City Administrator, Public Safety Committee, Fire Board and City Council as requested.
6. Keep record and report to MFIRS all fires (cause and origin) and losses incurred in such fires as accurately as possible. Keep record and report all other fire department runs as required.
7. Respond to inquiries from the public, City personnel, and City Council in a timely matter.
8. Other duties as assigned.

Knowledge, skills and abilities

- Thorough knowledge of modern fire prevention, suppression, hazardous materials, and EMS procedures, techniques and equipment.
- Knowledge of applicable Federal and State laws, city ordinances, City and departmental policies and procedures, and relevant reference materials.
- Knowledge of City's geography, business and residential areas.
- Thorough knowledge of fire department administration.
- Ability to maintain appropriate level of discretion with confidential information.
- Ability to train and supervise subordinate personnel in the duties of their position.
- Ability to perform work requiring good physical condition.
- Ability to effectively communicate ideas, explanations, and recommendation, orally and in writing.
- Ability to exercise sound judgment evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to motivate and supervise firefighters.
- Ability to remain calm when dealing with difficult people/ situations and exemplify an enthusiastic, resourceful and effective service attitude.
- Ability to establish and maintain effective working relationships with community groups, commissions, elected officials, employees, and the general public.

Position Relationships

- Reports to the City Administrator.

Position Requirements

- Eligible members may apply for an open Fire Chief position, provided they meet **all** of the requirements in the sections listed below:

Section 3.1 Position Training Requirements.

**** If hired BEFORE 1/8/2013:** Must be EMR and FF I trained

**** If hired AFTER 1/8/2013:** Must be EMT certified and FF I trained

CHAPTER 5 STANDARD OPERATING PROCEDURES

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5.1 STANDARD OPERATING PROCEDURE SELECTION

5.1.1 INTRODUCTION & PURPOSE

1. The purpose of this SOP is to establish and maintain uniform and lawful procedures concerning the selection and promotion of individuals for the Howard Lake Fire & Ambulance.
2. The City fully intends to meet the guidelines established in this policy; however, there may be times when this is not feasible. Examples include, but not limited to, circumstances not specifically addressed in the policy, staffing shortages that prompt expedited or alterations to the process, or changing the status of a member.

5.1.2 INITIAL HIRE & SELECTION

1. The HLFHD has an open recruit model. Proposed members may submit an application to the City Administrator's Office at any time.
2. Applicants must meet the minimum requirements for the position they are applying. This eligibility review is done by_____.
3. Applicants are screened and tested by the Board of Officers to determine initial fit requirements are met.
4. If the applicant meets initial eligibility requirements, fit test the fire chief and/or city administrator will bring forward the individual for appointment by the city council.
5. Once appointed, the member is probationary, consistent with the City's personnel policy.

5.2 PROMOTION

5.2.1 PROMOTION

1. The HLFHD seeks to promote quality applicants with the appropriate knowledge, skills and abilities related around key officer positions.
2. Officer positions are defined as Fire Chief, Assistant Chief (2), Captain (3), Ambulance Director and Secretary.
3. Officer positions will be posted internally when declared vacant or open for an indefinite term subject to annual peer and supervisor evaluation.
4. Candidates may apply for multiple ranks.
5. Candidates are subject to a weighted selection criterion including the following:
 - Meeting the minimum requirements of the position (10%)
 - Meeting the recommended requirements of the position (10%)
 - Peer Review (20%)
 - Written Test (20%)
 - Final Interview (40%)

5.3 EVALUATIONS

5.3.1 EVALUATIONS

1. Members will be evaluated by officers.
2. Officers are subject to annual 360 performance evaluations.
 - General members will evaluate officers (40%)
 - Officers will evaluate subordinate officers. (60%)
3. The Fire Chief is subject to annual 360 performance evaluations.
 - General member's evaluation (30%)
 - Officer's evaluation (30%)
 - City Administrator evaluation (40%)
 -

5.4 LEAVE OF ABSENCE POLICY

5.4.1 LEAVE OF ABSENCE POLICY

1. Members with qualifying need of personal leave shall provide a written request for the leave, subject to approval of the officers. The officers shall review and provide written authorization. Said authorization is maintained in the members personnel file.
2. Vacation Leave – N/A
3. Medical Leave
4. Up to a six month medical leave shall be granted for any illness or injury. A review will be conducted at the end of the first six months by the Board of Officers with written acknowledgement from a medical provider. It shall be the member's responsibility to showcase why he/she should continue a medical leave at the end of each six month period. In no case, will more than three, six month leave periods be granted. During approved medical leave, the member shall remain in good standing, as defined by the Howard Lake Fire Relief Association Bylaws.
5. Parental Leave
6. Members may request leave related to the birth, adoption, sickness/treatment, or death of children for a period of up to six months.
7. Military & Jury Duty
8. Members who are called into jury duty, or active military duty, training or drills are entitled to leave. During this period, no calls, training or official functions are counted for or against that individual. Members are considered to be in good standing per the HLFRA Bylaws.

CHAPTER 6 REVISIONS/MODIFCATIONS/APPROVAL OF BYLAWS

6.1 REVISIONS/MODIFICATIONS/APPROVAL OF BYLAWS

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6.1.1 REVISIONS/MODIFICATIONS/APPROVAL OF BYLAWS

It is anticipated that these bylaws and standard operating procedures are modified from time to time. Modifications must be brought forward either from an individual member, committee, or whole membership.

Record of modification, justification and votes cast must be provided to the City Council for adoption.

Upon each adopted modification, the membership is required to sign a new acknowledgement form. The form will be kept in the member's personnel file at city hall.

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CHAPTER 7 GLOSSARY OF TERMS & ACKNOWLEDGEMENT

7.1 GLOSSARY OF TERMS & ACKNOWLEDGEMENT

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7.1.1 GLOSSARY OF TERMS

Bylaws

SOG

Standard Operating Guideline

SOP

Standard Operating Procedure

HLFRA

Howard Lake Fire Relief Association

Board of Officers

Fire Chief, Assistant Fire Chief 1 & 2, Captain 1, 2, 3

Personnel Policy

The City of Howard Lake Personnel Policy. This document is the top document in consideration for employment related rules, regulations and policies. Fire Fighters are bound by BOTH the

Personnel File

Training File

7.1.2 HLFD BYLAWS ACKNOWLEDGEMENT

PRINT NAME

SIGNATURE

DATE

CHIEF – PRINT NAME

SIGNATURE

DATE