

RESOLUTION NO. 2009 - 123

**A RESOLUTION ADOPTING A JOB DESCRIPTION AND ESSENTIAL JOB FUNCTIONS FOR THE POSITION OF EMS AND FIRE DIRECTOR/FIRE CHIEF OF THE SYCAMORE TOWNSHIP EMS AND FIRE DEPARTMENT, AND DISPENSING WITH THE SECOND READING**

WHEREAS, the Board of Township Trustees desires to adopt a job description and set out the essential job functions for the administrative position of EMS and Fire Director/Fire Chief of the Sycamore Township EMS and Fire Department;

NOW THEREFORE, BE IT RESOLVED, by the Board of Township Trustees of Sycamore Township, State of Ohio:

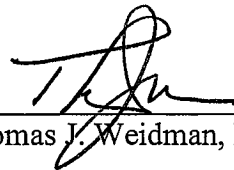
**SECTION 1.** The attached "Sycamore Township EMS and Fire Department Position Description/Essential Job Functions" is hereby adopted by the Board as the job description and a listing of the essential job functions for the administrative position of EMS and Fire Director/Fire Chief of the Sycamore Township EMS and Fire Department.

**SECTION 2.** The Trustees of Sycamore Township upon at least a majority vote do hereby dispense with the requirement that this resolution be read on two separate days, and hereby authorize the adoption of this resolution upon its first reading.

**VOTE RECORD:**

Mr. Bishop YES    Mr. Kent YES    Mr. Weidman YES

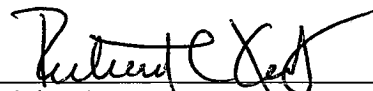
Passed at a meeting of the Board of Township Trustees of Sycamore Township this 1<sup>st</sup> day of October, 2009.



Thomas J. Weidman, President



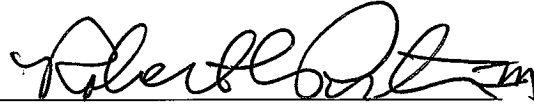
Cliff W. Bishop, Vice President



Richard C. Kent, Trustee


**AUTHENTICATION**

This is to certify that this resolution was duly passed and filed with the Township Fiscal Officer of Sycamore Township this 1<sup>st</sup> day of October, 2009.



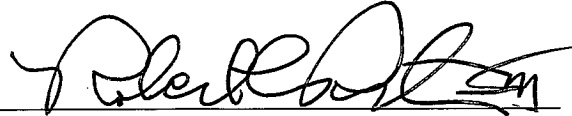
Robert C. Porter III, Fiscal Officer  
Sycamore Township, Ohio

**APPROVED AS TO FORM:**

  
R. Douglas Miller, Law Director

**PROOF OF PUBLICATION**

I hereby certify that I have published this Resolution on October 5, 2009 by posting in the five most public places as established by the Board of Township Trustees such places being the Township Hall, Bob Meyer Park, Bechtold Park, North Sycamore Recreational Facility, and the North Fire Station, Station 93.



Robert C. Porter, III, Fiscal Officer,  
Sycamore Township

## **Sycamore Township EMS and Fire Department**

### **Position Description/Essential Job Functions**

**JOB TITLE:** EMS and Fire Director/Fire Chief

**DIVISION:** EMS and Fire

**FLSA STATUS:** Exempt

**SALARY:** Commensurate With Experience

#### **Purpose of Position**

The Fire Chief is the Chief Command Officer in charge of all EMS operations. The Fire Chief serves as a member of the township management team, with specific responsibility for directing the activities and personnel of the EMS and Fire Department. The Fire Chief shall supervise the activities of the secondary command officers of the EMS and Fire Department and other duties assigned by or through the Township and its Trustees. The Fire Chief shall act as Chief Command Officer at incidents, and will supervise numerous individuals on the emergency incident scene. On an administrative basis, he oversees the performance of all personnel and personnel evaluations for performance effectiveness for the EMS and Fire Department.

The Fire Chief is the leader of the management team of the EMS & Fire Department and is required to exercise discretion and good judgment in conducting the day-to-day operations of the Department.

The Fire Chief performs all administrative and operations work in the protection of life and property from fires, in the direction of a program for the prevention of fires and in overall management of emergency medical services. The Chief of the Department consults with the Township Trustees and Administrator on problems of overall policy and planning; however, the Chief works with considerable independence in supervising all technical operations and in seeing that desired work results are achieved.

#### **Equipment/Job Location**

Ability to operate a Command/Staff vehicle and all fire/rescue apparatus.  
Ability to don required protective fire gear, including an SCBA.  
Ability to operate communications equipment/radios.  
Ability to operate required business and training machinery (i.e., computer, video camera, etc.)  
Certification on all fire and EMS equipment is required.

Job locations to be at any current or future fire station or training site or at any emergency scene throughout the Township, or, in the case of mutual aid, outside the Township. The Office of the EMS and Fire Department is located at the Sycamore Township Administration Building at 8540 Kenwood Road.

### **Essential Functions of the Job**

The Chief supervises and evaluates all EMS and Fire operations. Plans EMS and Fire Department operation with respect to equipment, apparatus and personnel, and supervises the placing of such plan into effect. The Fire Chief issues orders for improvement of work methods and for enforcing rules and regulations. The Fire Chief attends regular staff meetings with the Township Trustees and Administrator and other management team members in an effort to maximize interaction and communication in the process of carrying out overall organizational objectives, as well as fire prevention/suppression and emergency medical services operations. The Chief of the Department is to be kept informed as to personnel, property and operations of the division. The Fire Chief analyzes and takes action on such information in order to improve operations and prepares budget estimates of anticipated expenditures and needs. The Fire Chief assigns personnel and equipment to such duties and uses as the service requires, and evaluates the need for and requisitions new apparatus and supplies. The Fire Chief also responds to alarms and personally directs firefighting operations. He or she will investigate the source and circumstances of fires to detect their causes and directs the inspection of building and other properties for fire hazards. The Fire Chief will supervise and evaluate the performance of the fire division inspectors and supervisors and enforce fire prevention regulations, taking action to secure abatement of fire hazards.

The Chief of the Department will plan and supervise the operations of EMS and fire training opportunities of the Township EMS & Fire Department. He or she will also coordinate with the activities of other departments. The Fire Chief shall work with the State Fire Marshall and others on fire prevention and inspection.

The Chief ensures departmental compliance with all applicable laws and standards governing the EMS and fire program and personnel of the department. The Chief shall keep apprised of all changes in laws and regulations and pending legislation.

The Chief maintains sections of Emergency Operations Manual, which are his or her particular responsibility, keeping it up-to-date and in compliance with current standards.

The Chief provides leadership and supervision to all persons assigned to the department, as well as the ability to function as a Chief Command Officer, utilizing the Incident Command System, and supervise personnel at the scene of emergency incidents.

The Chief prepares annual report summaries and shares in supervision, employment evaluation of all shifts or teams.

The Chief works closely with the Medical Director of the Department on EMS medical control matters that apply to the department.

The Chief responds and assumes command of escalated incidents using the Incident Command System. Must be capable of response on a 24-hour basis and taking back-up duty response calls on an alternating basis.

The Chief prepares and administers the EMS & Fire budget.

The Chief routinely attends meetings and represents the department at functions outside of normal working hours.

The Chief periodically evaluates personnel; assess the performance of the employees reporting directly to him or her, provides input on all written performance appraisals of other departmental personnel who receive training through the EMS Operations and Training Division, and takes appropriate action based upon these evaluations and reviews.

The Chief develops community EMS & Fire programs to be presented to residents of the Township.

#### Job Responsibilities Related to Patient Privacy

1. The Chief is expected to protect the privacy of all patient information in accordance with Sycamore Township EMS & Fire Department's privacy policies, procedures, and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with Sycamore Township EMS & Fire Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with Sycamore Township EMS & Fire Department.
2. The Chief may access protected health information and other patient information only to the extent that is necessary to complete the job duties. The Chief may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other Sycamore Township EMS & Fire Department operations.
3. The Chief shall actively participate in Sycamore Township EMS & Fire Department privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Sycamore Township EMS & Fire Department policy.

## **Required Knowledge and Abilities**

The position of Fire Chief requires the ability to make quick decisions and display extensive command experience. The Fire Chief must possess extensive knowledge of EMS and fire operations and training, as well as instruction methodology, course preparation and classroom teaching. The Fire Chief must have the ability to use the various teaching texts and curriculums, as well as related audio-visual aids.

The Fire Chief must be familiar with the local, state and federal laws governing and/or relating to the provision of EMS and fire operations and safety of personnel engaged in providing emergency medical services, especially as it pertains to infection control.

The Fire Chief must be skilled in priority planning and scheduling for the operations of the EMS and Fire Department.

The Fire Chief must possess good communications skills and an understanding of personnel behavior and human resource management. The person holding this position must have well-developed interpersonal management skills, be mature, sensitive, tactful and comfortable with an organization in dynamic change. The ability to work on multiple priorities at the same time and change course in midstream is vital.

The physical demands of the job are varied. While the Fire Chief will, at times, have to sit for long periods of time while performing his or her functions, i.e., attending meetings, preparing budgets, planning and writing procedures and reviewing data, the Fire Chief will, on many other occasions, have to stand and/or walk for extended times, i.e., assuming personal command at a fire scene, conducting training exercises, teaching in a classroom setting, etc. The Fire Chief must be able to get to and remain at fire scenes and accident scenes in order to direct, evaluate and monitor the performance of the officers and firefighters in his or her command. The Fire Chief is called upon to drive and climb on fire vehicles and apparatus and must be able to wear turnout gear at fire scenes. The Fire Chief, like those in his command, may be exposed to extreme heat, cold and wet conditions at fire scenes and must be capable of using protective equipment when at the scene of a toxic chemical spill.

The job demands a high level of mental functioning. The Fire Chief applies principles of logic and science to define problems, collect data, establish facts and draw valid conclusions. The Fire Chief interprets a variety of technical instructions. Basic algebra, geometry and shop math are needed in the evaluation of equipment and budget statistics. Reading speed and comprehension must be sufficient for keeping abreast of state of the art scientific and technical developments.

The job requires a temperament compatible with leadership. The Fire Chief must accept responsibility, persuade and motivate employees and the public, and make judgments and decisions. The job demands an ability to perform under the situational stress of conditions at emergency incidents and under the constant stress of managerial responsibility.

The Fire Chief must have comprehensive knowledge of modern firefighting methods and ability to apply this knowledge to varied fire control and prevention problems.

The Fire Chief must have the ability to initiate and carry out long-term programs in fire administration, training, fire prevention and emergency medical services, the ability to plan, assign and coordinate activities performed by a large group of employees in varied firefighting and emergency medical service work; ability to deal with the public with tact and courtesy. He or she must have a neat appearance and excellent physical condition.

### **Qualifications**

Bachelor's degree in Public Administration, EMS and Fire Administration, Education, or closely related field and a minimum of two (2) years of progressive supervisory experience in all phases of Fire and Emergency Medical Service are required, or a combination of experience equal to the above educational requirement and five (5) years of progressive supervisory.

Demonstrated proficiency in personnel leadership, labor relations, budgeting and incident command.

Possession of a valid motor vehicle operator's license issued by the State of Ohio if required.