

Town of Sunapee
Board of Fire Wards
April 30, 2019

Present: Fred Gallup Josh Trow Austin Brown

Also, present: Fire Chief Dan Ruggles & Town Manager Donna Nashawaty

Josh Trow opened the meeting at 8:00am.

The minutes for the meeting of April 16, 2019 were approved as written.

Fred Gallup requested that the Board of Fire Wards Meetings move to a different day as it is conflicting with his work schedule. All agreed that Wednesday would be an acceptable day. The next scheduled meeting will be Wednesday, May 15, 2019.

Fred Gallup asked if there have been any more applicants for the Board of Fire Wards. Donna Nashawaty indicated she has had another inquiry and they filled out the improper form. She is awaiting the correct application. Josh Trow wanted to know if we have heard from the previous inquiry that interviewed with that Board of Selectman and Donna Nashawaty said she has, and that he has been streaming the Board of Fire Wards Meetings. Donna Nashawaty cautioned all about discussing agenda items outside the meeting as it would be a quorum with two members. Fred Gallup recalled discussing casual quorums in the past and it was decided board members can be together just refrain from discussing what went on at a meeting.

Dan Ruggles reported on the following:

Organizational Chart- A new chart is attached with the changes that were noted at the last meeting. Josh Trow inquired why some positions have numbers and others do not. Chief Ruggles indicated he just wanted to note the pool of personnel in those areas. Austin Brown asked if there was anything in the by-laws that puts a cap on the number of members allowed. Chief Ruggles said we do not and does not see this as an issue noting that Engine 1 and 3 were combined because lack of membership.

Job Descriptions - Austin Brown asked to change Fire Chief's under Licensing and Certification from Career Level I to Firefighter II as that is what the state recognizes at present. Chief Ruggles disagreed saying if we have a person apply for the Chief's position and they are older they would have this certification not Firefighter II. After much discussion it was decided to list both to avoid any confusion. Austin Brown suggested adding Fire Officer I to the Chief's job description and maybe the Assistant Chief's job description. Chief Ruggles disagrees as we are talking about an on-call department and we must pay them to do this on their own time. Austin Brown feels even if a Lieutenant wants to take this type of class, we should encourage them to do so. It was discussed that our present Chief should not be required to this but once he has retired, we should consider this type of training as a desired minimum qualification. Josh

Trow noted that Chief Ruggles is correct we have an on-call department and we need to take that into consideration. After much discussion it was decided to have Fire Officer I as a minimum qualification going forward. Austin Brown says this is like having a CDL B as a minimum. Fred Gallup feels we should always encourage our personnel to get their CDL B license and feels the Fire Department should work with personnel to do so. Fred Gallup does not see anything wrong with hiring without and encouraging personnel to do so. Josh Trow said he sees nothing wrong with minimums on job descriptions and then these types of things can be discussed in the interview process. Fred Gallup noted some of these levels of training have many hour requirements which make it difficult for some people to fulfill. Chief Ruggles believes a Chief should have CDL B noting if a piece of apparatus must travel out of state a CDL B is required.

Chief Ruggles passed out Custodian, Photographer, Fire Training Officer and Fire Captain first draft job descriptions.

Photographer- Donna Nashawaty asked how the photographer is paid. Chief Ruggles explained that when the photographer comes on a call they might stay for a while leave and come back after the scene is under control. A discussion took place around a person who may wear two hats, such as photographer and firefighter. Chief Ruggles explained that at this time we have one person who takes pictures and not only are they good to have, but a good learning tool. Austin Brown questioned how RSA 91A pertains with pictures. Donna Nashawaty felt this should be investigated.

Training Officer- Josh Trow asked if the training officer will make reports to Chief or just to the Assistant Chief. Chief Ruggles believes it should channel through as the organizational chart indicates. Austin Brown noted a correction that needed to be made on the Chief's job description. Josh Trow questioned why the Training Officer would need the same minimum qualifications as the Assistant Chief. Chief Ruggles feels this is necessary as this job is very important to the Department. The Chief was also asked why a CDL B license is required and he explained that the sometimes this person needs to teach personnel how to drive a truck. Donna Nashawaty asked the Chief if he is expecting the training officer to respond to a fire and fight it, and the Chief said yes, the Training Office needs to have firefighting experience. It was noted that we should raise the weight to carry to 100 pounds.

Captain- Donna Nashawaty questioned what happens if he Captain does not make 67% of meetings and trainings, and Chief Ruggles said the person would lose their rank. Josh Trow asked if a Captain can set up a training exercise without the Training Officer and Chief Ruggles said yes. He gave an example such as pumping water. Fred Gallup expressed that all department members in one way or another train each other and themselves to keep their skills sharp. Josh Trow why would a Captain respond to multiple alarms and Chief Ruggles indicated he feels this is important beyond a first alarm. Also, it was noted that the 50% rule should count for fires vs false alarms.

Budget- Chief Ruggles will provide information on the budget next meeting.

Ambulance – Chief Ruggles does not have an update currently. He will attempt to have one for the next meeting.

Policies-Chief Ruggles indicated that we now have a thumb drive with our policies on it. It was asked when we will start looking at the policies and Chief Ruggles requested we finish job descriptions then start on the policies.

Chief Ruggles had a meeting with a representative from Primex. The representative instructed Chief Ruggles to get his structure set up first and then he would look at that and the policies.

Truck Committee- Chief Ruggles reported there have been a few meetings held discussing the new truck and a representative from a company is attending the May 2, 2019 meeting.

Fire Calls – There have been 161 calls year to date. Since the last Fire Wards Meeting the following calls have been responded to:

- 2 Mutual Aid
- 7 Cars Fires
- 5 Medical Calls
- 4 False Alarms
- 1 Car Accident
- 1 CO Call

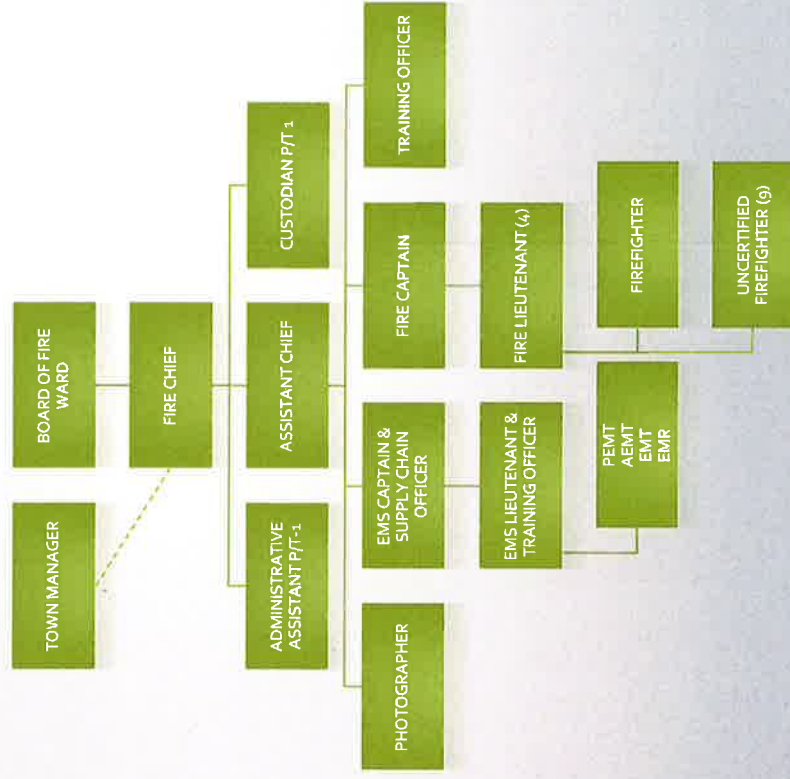
The next meeting will be held at the Safety Services Building at 8:00am on Wednesday, May 15, 2019.

Meeting adjourned 9:41am.

Submitted by:

Betty H. Ramspott

FIRE DEPARTMENT ORGANIZATIONAL CHART



Town of Sunapee, NH

POSITION: Assistant Fire Chief

DEPARTMENT: Fire Department

FLSA STATUS:

REPORTS TO: Fire Chief

LABOR GRADE:

DATE: April 2019

GENERAL SUMMARY

Performs a variety of technical, administrative, and supervisory work in directing the planning, organizing, and implementing firefighter and officer training to satisfy the areas of prevention, suppression and emergency medical services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May act as Fire Chief during absence of Assistant Fire Chief, as assigned.

Supervises subordinate volunteer officers in their assigned duties in training division.

Reviews, evaluates, develops and implements training programs, policies and procedures for various departmental operations regarding training.

Directs and participates in major departmental training programs.

Responds to multiple alarm fire as needed; assumes command in the absence of Assistant Fire Chief.

Carries out duties in conformance with Federal, State, County and Town laws and ordinances.

Assists in the planning and implementation of Fire and EMS training programs for the Town in order to better carry out the policies and goals of the Town.

Directs the operation of departmental in service training activities.

Handles grievances from volunteer training officers and firefighters, maintains Departmental discipline and the conduct and general behavior of volunteer personnel.

Prepares and submits periodic training reports to the Fire Chief regarding the Department's training activities.

Assigns personnel and equipment to such training duties and uses as the service requires.

OTHER DUTIES AND RESPONSIBILITIES

Assist Fire Chief in meeting with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' training activities.

Attends training conferences and training meetings to keep abreast of current trends in the field; represents the Town Fire/EMS Departments in a variety of local, county, state and other meetings.

Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

Serves as a member of various employee committees.

Performs other management duties as requested by the Fire Chief

SUPERVISORY CONTROLS

Assist the Fire Chief in the supervision of the Fire/EMS Department.

COMPLEXITY

Assist the Fire Chief in the Supervision of all Officers and Firefighter/EMS.

SCOPE AND EFFECT

The scope of the position includes assisting the Fire Chief in the day-to-day operation of the Fire/EMS Department.

PERSONAL CONTACTS

All contacts are to be made with the Fire Chief. In the event the Fire Chief is unavailable contact is to be made with the Board of Fire Wards.

PURPOSE OF CONTACTS

The purpose is to assist the Fire Chief to plan, schedule, organize, coordinate, manage, implement, direct and to provide advice.

MANAGEMENT RESPONSIBILITY

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 employees, supervisors and the public; and ability to meet the special requirements

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent with specialized training in fire department administration.
- Two (2) years of supervisory duties which must have been equivalent to Fire Lieutenant or higher and five (5) years prior work experience as a volunteer firefighter, including certification as an E.M.R.

Necessary Knowledge, Skills and Abilities:

- Considerable 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 E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

LICENSING AND CERTIFICATION

Valid NH Operators Driving License without record of suspension or revocation.

Valid NH CDL B required with tank/air brake endorsement.

Firefighter I

EMR

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

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 an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A complete medical evaluation must show fit for duty.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 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

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

WORK SCHEDULE

This is an on call position so work schedule will vary as needed.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Sunapee, NH

POSITION: Administrative Assistant

DEPARTMENT: Fire Department

FLSA STATUS:

REPORTS TO: Fire Chief

LABOR GRADE:

DATE: April 2019

GENERAL SUMMARY

The Administrative Assistant provides administrative support to the Fire Chief. (10 hours week or less?)
The Administrative Assistant is responsible for the clerical duties of the fire department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Except as specifically noted, the following functions are considered essential to this position:

Perform department clerical duties as assigned, to include:

- Enter information in the National Fire Incident Reporting System (NFIRS/Firehouse software program) and download to Fire Marshal's Office.
- Send correspondence as directed
- Answer routine question on a daily basis from the public
- Pick up mail and distribute on a daily basis
- Distribute mail to Accounts Payable for bill pay
- Assist with payroll as directed
- Assist with all tasks and duties to include filing of personnel records, maintenance records and all department records
- Support all Fire Department members as directed
- Website Updates
- Perform other duties as directed

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as directed by the Fire Chief.

SUPERVISORY CONTROLS

This position does not require any supervisory responsibilities.

COMPLEXITY

The position includes a variety of duties and the ability to multi task.

SCOPE AND EFFECT

The scope of the position includes assisting the Fire Chief or Assistant Fire Chief with any and all clerical duties for the Sunapee Fire Department.

PERSONAL CONTACTS

Contacts are typically with the Fire Chief, other fire department personnel, state regulators, other municipal officials, co-workers, other town employees, town residents, and the general public.

PURPOSE OF CONTACTS

The purpose is to assist all Fire Chief, residents and town employees with any matters concerning the Fire Department.

MANAGEMENT RESPONSIBILITY

This position requires no management responsibility, however it requires you to work independently with careful attention to details.

DESIRED MINIMUM QUALIFICATIONS

- High school graduate
- Three years of responsible office administration experience
- Strong computer and organizational skills
- Strict observance of confidentiality is a must when dealing with fire and medical records
- Valid NH Operator Driver's License
- Successfully pass a background investigation

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Working knowledge and experience with computer to include Microsoft Word, Excel, Outlook, Firehouse and internet search engines. Experience with clerical duties including filing, bill paying, ordering supplies etc. Ability to communicate effectively with the public and other employees. Other equipment include shredder, telephone and copier.

PHYSICAL DEMANDS

Typical office environment does not require much physical strength. However high energy is required to multitask. While performing the duties of this job, the employee is required to stand; walk; sit; use hands. Employee must occasionally lift, carry, and move up to 25 pounds, sometimes reach above and below shoulder height.

WORK ENVIRONMENT

The work for this position is performed 99% in an office setting working on a computer, with infrequent interruptions by the public. When in the office you may be exposed to unnatural light, office equipment noises, office product chemicals, air conditioning etc. As stated most work takes place in an office but you may be exposed to fumes in the apparatus bay area.

WORK SCHEDULE

The work schedule is at the discretion of the Fire Chief.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Sunapee, NH

POSITION: Custodian
FLSA STATUS:
LABOR GRADE:

DEPARTMENT: Fire Department
REPORTS TO: Fire Chief
DATE: April 2019

GENERAL SUMMARY

Performs routine maintenance and cleaning of the Safety Services Building.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintain appearance and cleanliness of floors and carpets in the Safety Services Building.

Empty trash receptacles in both buildings.

Maintain clean and sanitary conditions in restrooms in both departments.

Wash and wax floors in restrooms.

Maintain cleanliness of glass and mirror surfaces in both departments.

Inventory cleaning supplies, and report to the Fire Chief.

Monitor performance of equipment and components and alert the Fire Chief to problems or improvements.

Perform other duties, as assigned.

SUPERVISORY CONTROLS

This position does not require any supervisory responsibilities.

COMPLEXITY

The position includes a variety of normal custodial duties.

SCOPE AND EFFECT

The scope of the position includes keeping the Safety Services Building in state of cleanliness.

PERSONAL CONTACTS

Contacts are typically with the Fire and Police Chiefs and other fire and police department personnel.

PURPOSE OF CONTACTS

The purpose is to plan, schedule, organize, coordinate, implement, direct and to provide advice.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High School diploma or G.E.D., 6 months to one year of custodial experience preferred. More than one year's experience can be substituted for education requirement. Ability to work for departments with different needs, and understand and follow instruction.

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Hand and small power tools; telephone; vacuum cleaner.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must occasionally lift, carry, and move up to 25 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

When in the Safety Services Building you may be exposed to unnatural light, office equipment noises, office product chemicals, air conditioning, floor and bathroom cleaners, cleaning agents and solvents. etc. As stated most work takes place inside but you may be exposed to fumes in the sally port and the apparatus bay area. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK SCHEDULE

The work schedule is at the discretion of the Fire Chief.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Sunapee, NH

POSITION: Photographer
FLSA STATUS:
LABOR GRADE:

DEPARTMENT: Fire Department
REPORTS TO: Assistant Fire Chief
DATE: April 2019

GENERAL SUMMARY

To assist the Fire Department in a variety of photographic situations including department events and emergencies.

Perform other duties, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To assist department staff in photographing incidents, events or training. The Photographer will use their own equipment during the course of duty within the department. The Photographer shall attempt to remain out of hazardous atmosphere areas and make every effort to avoid interfering at the scene of an incident.

SUPERVISORY CONTROLS

The Photographer shall work under the supervision of the Assistant Chief.

SCOPE AND EFFECT

Extensive knowledge and skills in digital and/or 35mm photography

Must have the ability to work under the stress of emergency situations

Must have the ability to read, learn, and remember changes in policy or procedures.

Must have the ability to apply information in a logical manner; maintain composure, confront stressful situations, and withstand the effects of repeated exposure to traumatic situations.

Must have the ability to take and follow orders from Officers.

Must have the ability to establish and maintain effective working relationships with fire personnel, other fire agencies, outside agencies, and the general public.

Must have the ability to establish and maintain effective working relationships with community personnel, other fire agencies, outside agencies, and the general public.

PERSONAL CONTACTS

All contacts are to be made with the Assistant Fire Chief. In the event the Assistant Fire Chief is unavailable contact is to be made with the Fire Chief.

PURPOSE OF CONTACTS

The purpose is to plan, schedule, organize, coordinate, manage, implement, direct and to provide advice

MANAGEMENT RESPONSIBILITY

This position does not require any supervisory responsibilities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

A high school graduate or have passed the GED Requirements at time of appointment.

Able to follow oral and written direction, exercise good judgment, work safely independently and with others, respond quickly to oral commands or signals during emergency situations.

May be required to complete any standard training requirements as approved by the department before being allowed to participate in department incidents.

Successfully pass a background check

LICENSING AND CERTIFICATION

Valid NH Operators Driving License without record of suspension or revocation.

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Camera

PHYSICAL DEMANDS

Frequent stand, walk or sit for extended periods of time.

WORK ENVIRONMENT

Work is performed primarily in outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

WORK SCHEDULE

This is an on call position so work schedule will vary as needed.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Sunapee, NH

POSITION: Fire Chief

DEPARTMENT: Fire Department

FLSA STATUS:

REPORTS TO: Board of Fire Wards

LABOR GRADE:

DATE: April 2019

GENERAL SUMMARY

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, supervises and evaluates Fire and EMS operations.

Establishes policies and procedures for Fire and EMS Departments in order to implement directives from the Board of Fire Wards.

Plans and implements Fire and EMS programs for the Town in order to better carry out the policies and goals; reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.

Supervises and coordinates the preparation and presentation of an annual budget for Fire and EMS Departments; directs the implementation of the Departments' budgets; plans for and reviews specifications for new or replaced equipment.

Responds to alarms and may direct activities at the scene of major emergencies.

Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.

Directs the operation of departmental in service training activities.

Controls the expenditure of departmental appropriations.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits monthly reports to the Fire Wards regarding the Departments' activities and prepares a variety of other reports as appropriate including the annual report of activities.

Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.

Assigns personnel and equipment to such duties and uses as the service requires.

Evaluates the need for and recommends the purchase of new equipment and supplies in absence of the Assistant Fire Chief.

OTHER DUTIES AND RESPONSIBILITIES

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Town Fire/EMS Departments in a variety of local, county, state and other meetings.

Performs the duties of command personnel as needed and fulfills obligations as required.

Serves as a member of various employee committees.

SUPERVISORY CONTROLS

Supervises the Assistant Fire Chief, Administrative Assistant and Custodian directly, and other department staff through these subordinate officers.

COMPLEXITY

The position includes a variety of principles and practices of modern fire department administration including:

Working knowledge of the municipal budget process; ability to develop and administer a budget.

Ability to analyze situations correctly and quickly and to adopt effective courses of action, giving due regard to surrounding hazards and circumstances.

Ability to plan, assign and direct the work of subordinate employees under emergency conditions.

Ability to establish and maintain effective working relationships with subordinates, other Town Officials, and the general public.

SCOPE AND EFFECT

The scope of the position includes the day-to-day operation of the Fire/EMS Department.

PERSONAL CONTACTS

Contacts are typically with the Fire Wards, Town Manager, other department heads, federal and state regulators, other municipal officials, department foremen, co-workers, other Town employees, Town residents, and the general public. The contacts may also include committees or groups in a non-structured to well-structured setting.

PURPOSE OF CONTACTS

The purpose is to plan, schedule, organize, coordinate, manage, implement, direct and to provide advice.

MANAGEMENT RESPONSIBILITY

Necessary Knowledge, Skills and Abilities:

- 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 E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- Skill in the operation of required tools and equipment.

- 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 employees, supervisors and the public; and Ability to meet the special requirements listed below.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent with specialized training in fire department administration.
- Four (4) years of supervisory duties which must have been equivalent to Fire Lieutenant or higher and six (6) years prior work experience as a volunteer firefighter, including certification as an E.M.R.
- Fire Officer I

Necessary Knowledge, Skills and Abilities:

- Considerable 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 E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

LICENSING AND CERTIFICATION

Valid NH Operators Driving License without record of suspension or revocation.

Valid NH CDL B required with tank/air brake endorsement preferred.

Career Firefighter level 1/Firefighter II

EMR

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

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 an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A complete medical evaluation must show fit for duty.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 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

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

WORK SCHEDULE

This is an on call position so work schedule will vary as needed.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.